Date: May 6, 2016

To: Theresa Stires, Assistant Administrator
Provider: Basin Coordinated Health Care Inc.
Address: 210 N. Orchard Avenue
State/Zip: Farmington, New Mexico 87401

E-mail Address: tstires@basincoordinated.com
fmoffitt@basinhomehealth.com

Region: Northwest
Survey Date: April 11 - 13, 2016
Program Surveyed: Medically Fragile Waiver

Service Surveyed: Home Health Aide Services (HHA), Private Duty Nursing (PDN), Respite Home Health Aide

Survey Type: Routine

Team Leader: Corrina B Strain, BSN, RN, Healthcare Surveyor, Division of Health Improvement/Quality Management Bureau

Team Members: Iris Clevenger, BSN, RN, CCM, MA, Developmental Disabilities Support Division/Clinical Services Bureau Crystal Lopez-Beck, Deputy Bureau Chief , Healthcare Surveyor, Division of Health Improvement/Quality Management; Jesus Trujillo, RN, Healthcare Surveyor, Division of Health Improvement /Quality Management Bureau, and Kandis Gomez, AS, Healthcare Surveyor, Division of Health Improvement Quality Management Bureau

Dear Ms. Theresa Stires;

The Division of Health Improvement/Quality Management Bureau has completed a survey of the services identified above. The purpose of the survey was to determine compliance with federal and state standards; to assure the health, safety, and welfare of individuals receiving services through the Medically Fragile Waiver; and to identify opportunities for improvement. This report of findings will be shared with the Developmental Disabilities Supports Division for their use in determining your current and future provider contracts. Upon receipt of this letter and report of findings your agency must immediately correct all deficiencies which place Individuals served at risk of harm.

Plan of Correction:

The attached Report of Findings identifies the Standard Level and/or Condition of Participation deficiencies found during your agency's compliance review. You are required to complete and implement a Plan of Correction. Your agency has a total of 45 business days (10 business days to submit your POC for approval and 35 days to implement your *approved* Plan of Correction) from the receipt of this letter.

Submission of your Plan of Correction:

Please submit your agency's Plan of Correction in the space on the two right columns of the Report of Findings. *(See attachment "A" for additional guidance in completing the Plan of Correction)*.

Within 10 business days of receipt of this letter your agency Plan of Correction must be submitted to the parties below:

1. **Quality Management Bureau, Attention: Plan of Correction Coordinator**
   1170 N. Solano Suite D, Las Cruces, New Mexico 88001

2. **Developmental Disabilities Supports Division Regional Office for region of service surveyed**

Upon notification from QMB that your *Plan of Correction has been approved*, you must implement all remedies and corrective actions to come into compliance. If your Plan of Correction is denied, you must resubmit a revised plan as soon as possible for approval, as your POC approval and all remedies must be completed within 45 business days of the receipt of this letter.

Failure to submit your POC within the allotted 10 business days or complete and implement your Plan of Correction within the total 45 business days allowed may result in the imposition of a $200 per day Civil Monetary Penalty until it is received, completed and/or implemented.

Request for Informal Reconsideration of Findings (IRF):
If you disagree with a finding of deficient practice, you have 10 business days upon receipt of this notice to request an IRF. Submit your request for an IRF in writing to:

QMB Deputy Bureau Chief
5301 Central Ave NE Suite #400
Albuquerque, NM 87108
Attention: IRF request

See Attachment "C" for additional guidance in completing the request for Informal Reconsideration of Findings. The request for an IRF will not delay the implementation of your Plan of Correction which must be completed within 45 total business days (10 business days to submit your POC for approval and 35 days to implement your *approved* Plan of Correction). Providers may not appeal the nature or interpretation of the standard or regulation, the team composition or sampling methodology. If the IRF approves the modification or removal of a finding, you will be advised of any changes.

Please call the Plan of Correction Coordinator, Amanda Castaneda, at 575-373-5716 if you have questions about the Report of Findings or Plan of Correction. Thank you for your cooperation and for the work you perform.

Sincerely,

Corrina B Strain BSN, RN

Corrina B Strain BSN, RN
Team Lead/Healthcare Surveyor
Division of Health Improvement
Quality Management Bureau

Survey Process Employed:

Entrance Conference Date:	April 11, 2016	
Present:	**Basin Coordinated Health Care, Inc.** Denise Vidunas, Administrator Theresa Stires, Assistant Administrator Carla Ellis, RN Director of Nursing **DOH/DHI/QMB** Corrina B Strain, BSN, RN, Team Lead/Healthcare Surveyor Crystal Lopez-Beck, BA, Deputy Bureau Chief Jesus Trujillo, RN, Healthcare Surveyor Kandis Gomez, AS, Healthcare Surveyor **DDSD - Clinical Services Bureau** Iris Clevenger, BSN, RN, CCM, MA, Nurse Consultant, Medically Fragile Waiver Manager	
Exit Conference Date:	April 12, 2016	
Present:	**Basin Coordinated Health Care, Inc.** Denise Vidunas, Administrator Theresa Stires, Assistant Administrator Carla Ellis, RN Director of Nursing Julie McKeen, Human Resources **DOH/DHI/QMB** Corrina B Strain, BSN, RN, Team Lead/Healthcare Surveyor Crystal Lopez-Beck, BA, Deputy Bureau Chief Jesus Trujillo, RN, Healthcare Surveyor Kandis Gomez, AS, Healthcare Surveyor **DDSD - Clinical Services Bureau** Iris Clevenger, BSN, RN, CCM, MA, Nurse Consultant, Medically Fragile Waiver Manager	
Administrative Locations Visited Number:	1	
Total Sample Size	Number:	14 3 – Home Health Aide 3 – Private Duty Nursing 11 – Respite Home Health Aide
Total Homes Visited	Number:	9 (3 individuals were not receiving services at the time of the on-site survey; 1 individual was sick and 1 individual was not available during the on-site survey)
Persons Served Records Reviewed	Number:	14
Recipient/Family Members Interviewed	Number:	11 (3 individuals were not receiving services at the time of the on-site survey)
Direct Support Personnel Records Reviewed	Number:	15
Direct Support Personnel Interviewed	Number:	15

Administrative Personnel Interviewed Number: 3

Administrative Files Reviewed:

- Billing Records/Process
- Incident Management Records
- Agency Policy and Procedure
- Quality Assurance / Improvement Plan

CC Distribution List: Department Health Improvement (DHI) - File
Developmental Disabilities Support Division (DDSD)
Medical Fragile Program Director
Human Services Department (HSD)

Attachment A

Provider Instructions for Completing the QMB Plan of Correction (POC) Process

Introduction:
After a QMB Compliance Survey, your QMB Report of Findings will be sent to you via e-mail.

Each provider must develop and implement a Plan of Correction (POC) that identifies specific quality assurance and quality improvement activities the agency will implement to correct deficiencies and prevent continued deficiencies and non-compliance.

Agencies must submit their Plan of Correction within ten (10) business days from the date you receive the QMB Report of Findings. (Providers who do not submit a POC within 10 business days may be referred to the Internal Review Committee [IRC] for possible actions or sanctions).

Agencies must fully implement their approved Plan of Correction within 45 business days (10 business days to submit your POC for approval and 35 days to implement your approved Plan of Correction) from the date they receive the QMB Report of Findings (Providers who fail to complete a POC within the 45 business days allowed will be referred to the IRC for possible actions or sanctions.)

If you have questions about the Plan of Correction process, call the Plan of Correction Coordinator at 575-373-5716 or email at AmandaE.Castaneda@state.nm.us. Requests for technical assistance must be requested through your Regional DDSD Office.

The POC process cannot resolve disputes regarding findings. If you wish to dispute a finding on the official Report of Findings, you must file an Informal Reconsideration of Findings (IRF) request within ten (10) business days of receiving your report. Please note that you must still submit a POC for findings that are in question (see Attachment "C").

Instructions for Completing Agency POC:

Required Content
Your Plan of Correction should provide a step-by-step description of the methods to correct each deficient practice to prevent recurrence and information that ensures the regulation cited is in compliance. The remedies noted in your POC are expected to be added to your Agency's required, annual Quality Assurance Plan.

If a deficiency has already been corrected, the plan should state how it was corrected, the completion date (date the correction was accomplished), and how possible recurrence of the deficiency will be prevented.

The Plan of Correction must address the six required Center for Medicare and Medicaid Services (CMS) core elements to address each deficiency cited in the Report of Findings:

1. How the specific and realistic corrective action will be accomplished for individuals found to have been affected by the deficient practice.
2. How the agency will identify other individuals who have the potential to be affected by the same deficient practice, and how the agency will act to protect individuals in similar situations.
3. What QA measures will be put into place or systemic changes made to ensure that the deficient practice will not recur
4. Indicate how the agency plans to monitor its performance to make sure that solutions are sustained. The agency must develop a QA plan for ensuring that correction is achieved and sustained. This QA plan must be implemented, and the corrective action evaluated for its effectiveness. The plan of correction is integrated into the agency quality assurance system; and

5. Include dates when corrective action will be completed. The corrective action completion dates must be acceptable to the State.
6. The POC must be signed and dated by the agency director or other authorized official.

The following details should be considered when developing your Plan of Correction:

- Details about how and when Consumer, Personnel and Residential files are audited by Agency personnel to ensure they contain required documents;
- Information about how Medication Administration Records are reviewed to verify they contain all required information before they are distributed, as they are being used, and after they are completed;
- Your processes for ensuring that all staff are trained in Core Competencies, Abuse, Neglect and Exploitation Reporting, and Individual-Specific service requirements, etc;
- How accuracy in Billing/Reimbursement documentation is assured;
- How health, safety is assured;
- For Case Management Providers, how Individual Specific Plans are reviewed to verify they meet requirements, how the timeliness of LOC packet submissions and consumer visits are tracked;
- Your process for gathering, analyzing and responding to Quality data indicators; and,
- Details about Quality Targets in various areas, current status, analyses about why targets were not met, and remedies implemented.

Note: **Instruction or in-service of staff alone may not be a sufficient plan of correction.** This is a good first step toward correction, but additional steps should be taken to ensure the deficiency is corrected and will not recur.

Completion Dates

- The plan of correction must include a **completion date** (entered in the far right-hand column) for each finding. Be sure the date is **realistic** in the amount of time your Agency will need to correct the deficiency; not to exceed 45 total business days.
- Direct care issues should be corrected immediately and monitored appropriately.
- Some deficiencies may require a staged plan to accomplish total correction.
- Deficiencies requiring replacement of equipment, etc., may require more time to accomplish correction but should show reasonable time frames.

Initial Submission of the Plan of Correction Requirements

1. The Plan of Correction must be completed on the official QMB Survey Report of Findings/Plan of Correction Form and received by QMB within ten (10) business days from the date you received the report of findings.
2. For questions about the POC process, call the POC Coordinator, Amanda E Castaneda at 575-373-5716 for assistance.
3. For Technical Assistance (TA) in developing or implementing your POC, contact your Regional DDSD Office.
4. Submit your POC to Amanda E. Castaneda, POC Coordinator in any of the following ways:
    a. Electronically at AmandaE.Castaneda@state.nm.us*(preferred method)*
    b. Fax to 575-528-5019, or
    c. Mail to POC Coordinator, 1170 N. Solano Suite D, Las Cruces , NM 88001
5. Do not submit supporting documentation (evidence of compliance) to QMB until after your POC has been approved by the QMB.
6. QMB will notify you when your POC has been “approved” or “denied.”
    a. During this time, whether your POC is “approved,” or “denied,” you will have a maximum of 45 business days from the date of receipt of your Report of Findings to correct all survey deficiencies.
    b. If your POC is denied, it must be revised and resubmitted as soon as possible, as the 45 business day limit is in effect.
    c. If your POC is denied a second time your agency may be referred to the Internal Review Committee.
    d. You will receive written confirmation when your POC has been approved by QMB and a final deadline for completion of your POC.
    e. Please note that all POC correspondence will be sent electronically unless otherwise requested.

7. Failure to submit your POC within 10 business days without prior approval of an extension by QMB will result in a referral to the Internal Review Committee and the possible implementation of monetary penalties and/or sanctions.

POC Document Submission Requirements

Once your POC has been approved by the QMB Plan of Correction Coordinator you must submit copies of documents as evidence that all deficiencies have been corrected, as follows.

1. Your internal documents are due within a ***maximum*** of 45 business days of receipt of your Report of Findings.
2. It is preferred that you submit your documents via USPS or other carrier (scanned and saved to CD/DVD disc, flash drive, etc.). If the documents do not contain protected Health information (PHI) the preferred method is that you submit your documents electronically (scanned and attached to e-mails).
3. All submitted documents ***must be annotated***; please be sure the tag numbers and Identification numbers are indicated on each document submitted. Documents which are not annotated with the Tag number and Identification number may not be accepted.
4. Do not submit original documents; Please provide copies or scanned electronic files for evidence. Originals must be maintained in the agency file(s) per DDSD Standards.
5. In lieu of some documents, you may submit copies of file or home audit forms that clearly indicate cited deficiencies have been corrected, other attestations of correction must be approved by the Plan of Correction Coordinator prior to their submission.
6. When billing deficiencies are cited, you must provide documentation to justify billing and/or void and adjust forms submitted to Xerox State Healthcare, LLC. for the deficiencies cited in the Report of Findings. In addition to this, we ask that you submit:
    a. Evidence of an internal audit of billing/reimbursement conducted for a sample of individuals and timeframes of your choosing to verify POC implementation;
    b. Copies of “void and adjust” forms submitted to Xerox State Healthcare, LLC. to correct all unjustified units identified and submitted for payment during your internal audit.

Revisions, Modifications or Extensions to your Plan of Correction (post QMB approval) must be made in writing and submitted to the Plan of Correction Coordinator, prior to the due date and are approved on a case-by-case basis. No changes may be made to your POC or the timeframes for implementation without written approval of the POC Coordinator.

Attachment C

Guidelines for the Provider
Informal Reconsideration of Finding (IRF) Process

Introduction:

Throughout the QMB Survey process, surveyors are openly communicating with providers. Open communication means surveyors have clarified issues and/or requested missing information before completing the review through the use of the signed/dated "Document Request," or "Administrative Needs," etc. forms. Regardless, there may still be instances where the provider disagrees with a specific finding. Providers may use the following process to informally dispute a finding.

Instructions:

1. The Informal Reconsideration of the Finding (IRF) request must be received in writing to the QMB Deputy Bureau Chief **within 10 business days** of receipt of the final Report of Findings.
2. The written request for an IRF *must* be completed on the QMB Request for Informal Reconsideration of Finding form available on the QMB website: http://dhi.health.state.nm.us/qmb
3. The written request for an IRF must specify in detail the request for reconsideration and why the finding is inaccurate.
4. The IRF request must include all supporting documentation or evidence.
5. If you have questions about the IRF process, email the IRF Chairperson, Crystal Lopez-Beck at crystal.lopez-beck@state.nm.us for assistance.

The following limitations apply to the IRF process:

- The written request for an IRF and all supporting evidence must be received within 10 business days.
- Findings based on evidence requested during the survey and not provided may not be subject to reconsideration.
- The supporting documentation must be new evidence not previously reviewed or requested by the survey team.
- Providers must continue to complete their Plan of Correction during the IRF process
- Providers may not request an IRF to challenge the sampling methodology.
- Providers may not request an IRF based on disagreement with the nature of the standard or regulation.
- Providers may not request an IRF to challenge the team composition.
- Providers may not request an IRF to challenge the DHI/QMB determination of compliance or the length of their DDSD provider contract.

A Provider forfeits the right to an IRF if the request is not received within 10 business days of receiving the report and/or does not include all supporting documentation or evidence to show compliance with the standards and regulations.

The IRF Committee will review the request, the Provider will be notified in writing of the ruling; no face-to-face meeting will be conducted.

When a Provider requests that a finding be reconsidered, it does not stop or delay the Plan of Correction process. **Providers must continue to complete the Plan of Correction, including the finding in dispute regardless of the IRF status.** If a finding is removed or modified, it will be noted and removed or modified from the Report of Findings. It should be noted that in some cases a Plan of Correction may be completed prior to the IRF process being completed. The provider will be notified in writing on the decisions of the IRF committee.

Agency: **Basin Coordinated Healthcare, Inc.**
Program: Medically Fragile Waiver
Service: Home Health Aide Services (HHA), Private Duty Nursing (PDN), Respite Home Health Aide
Monitoring Type: Routine Survey
Survey Dates: **April 11 – 13, 2016**

Statutes	Deficiency	Agency Plan of Correction, On-going QA/QI and Responsible Party	Date Due
TAG # MF04 General Provider Requirements			
New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 01/01/2011 **GENERAL AUTHORITY:** The following Laws and standards, policies and procedures governing the provision of services under the Medically Fragile Medicaid Waiver include, but are not limited to: *The Centers for Medicare and Medicaid Services (CMS) Requirements for Home and Community-Based Service Waivers *CMS Rulings such as decisions of the Administrator, precedent final opinions, orders and statements of policy and interpretation *Health Insurance Portability and Accountability Act (HIPPAA) of 1996, including the CMS Administrative Simplification Provisions *New Mexico Human Services Department (HSD) Medicaid Policy Manual, Medically Fragile Home and Community-Based Services Waiver Services ([8.314.3 New Mexico Administrative Code	Based on record review the Agency did not ensure that written policies and procedures were reviewed at least every three years and updated as needed. Review of the Agency's policies and procedures revealed the following: The Agency's Policy and Procedure Manual showed no evidence of the following being reviewed every three years or being updated as needed: • "*Transportation of Clients by Agency Staff*" – last reviewed May 1, 2000. • "*Patient Grievance and Complaint Procedure*" – No review or revision dates found. • "*Tuberculosis"* – No review or revision dates found.	**Provider:** **State your Plan of Correction for the deficiencies cited in this tag here** *(How is the deficiency going to be corrected? This can be specific to each deficiency cited or if possible an overall correction?)*: → **Provider:** **Enter your ongoing Quality Assurance/Quality Improvement processes as it related to this tag number here** *(What is going to be done? How many individuals is this going to effect? How often will this be completed? Who is responsible? What steps will be taken if issues are found?)*: →	

(NMAC)]; including Manual Revision Memorandum 10-29 *Final Registers Vol. 33 No. 54 Medically Fragile Home and Community-Based Services Waiver * HSD Medicaid Program Policy Manual *HSD Medicaid Billing Instructions for the Disabled and Elderly, Medically Fragile, HIV/AIDS, and Developmental Disabilities Waivers (8.314 BI) *HSD Medical Assistance Division Provider Participation Agreement (MAD 335) *Fair Labor Standards Act of 1938 (FLSA), as amended 29 USC §201 et seq.; 29CFR Parts 510 to 794 *Pharmacy Act (Chapter 61, Article 11 NMSA 1978) *New Mexico Nursing Practice Act, Chapter 61, Article 3, New Mexico Statute Authority (NMSA) *Certified Medication Aide Rules (16.12.5. NMAC) *The DDSD Home and Community-Based Waiver Provider Agreement *DOH/DDSD Client Complaint Procedures (7.26.4 NMAC) *Long Term Services – Waivers Medically Fragile Home and Community –Based Services Waiver Services (8.314.3 NMAC) *Medicaid Eligibility – Home and Community-Based Services (8.290.400. NMAC) *Medicaid General Provider Policies (8.302.1 NMAC) **GENERAL PROVIDER REQUIREMENTS:** These standards apply to call services provided through the Medicaid Home and Community-Based Services Waiver Program of participants with the			

Medically Fragile Waiver (MFW). These standards interpret and further enforce the New Mexico Human Services Department (HSD) Medicaid Policy Manual for MFW and the Centers for Medicare and Medicaid Services (CMS) requirements for Home and Community-Based Service Waivers.

I. Provider Requirements

A. The Medicaid Medically Fragile Home and Community Based Services Waiver requires providers to meet any pertinent laws, regulations, rules, policies and interpretive memoranda published by the New Mexico Department of Health (DOH) and HSD.

B. All providers must be currently enrolled as a MFW provider through the Developmental Disabilities' Supports Division (DDSD) Provider Enrollment Unit process. Reference: http://nmhealth.org/ddsd/providerinformation/ProviderEnrollmentApplicationPage.htm

C. All providers must follow the DOH/Division of Health Improvement (DHI) Statewide Incident Management System Policies and Procedures.

D. All provider agencies that enter into a contractual relationship with DOH to provide MFW services shall comply with all applicable regulation, policies and standards. Reference: http://dhi.health.state.nm.us/

E. Provider Agency Report of Changes in Operations:

1. The provider agency shall notify the DOH in writing of any changes in the disclosures required in this section within ten (10) calendar days. This notice shall include information and documentation regarding such changes as the following: any change in the mailing address of the provider agency, and any change in executive director, administrator and classification of any services provided.

F. Program Flexibility:

1. If the use of alternate concepts, methods, procedures, techniques, equipment, personnel qualifications or the conducting of pilot projects conflicts with these standards, then prior written approval from the DOH shall be obtained. Such approval shall

provide for the terms and conditions under which the waiver of specific standard(s) is/are granted. The applicant or provider agency is required to submit a written request and attach substantiating evidence supporting the request to DOH. DOH will only approve requests that remain consistent with the current federally approved MFW application. G. Continuous Quality Management System: 1. On an annual basis, MFW provider agencies shall update and implement the request, the agency will submit a summary of each year's quality improvement activities and resolutions to the MFW Program Manager. H. The provider agency is required to develop and implement written policies and procedures that maintain and protect the physical and mental health of individuals and that comply with all DDSD policies and procedures and all relevant New Mexico statutes, rules and standards. These policies and procedures shall be reviewed at least every three years and updated as needed. I. Appropriate planning shall take place with all Interdisciplinary Team (IDT) members, Medicaid SALUD provider, other waiver providers and school services to facilitate a smooth transition from the MFW program. The participant's individual choices shall be given consideration when possible. DOH policies must be adhered to during this process as per the provider's contract. J. All provider agencies, in addition to requirements under each specific service standard, shall at a minimum develop, implement and maintain at the designated provider agency main office, documentation of policies and procedures for the following: 1. Coordination with other provider agency staff serving individuals receiving MFW services that delineates the specific roles of each agency staff. 2. Response to the individual emergency medical situations, including staff training for emergency response and on-call systems as indicated.			

3. Agency protocols for disaster planning and emergency preparedness. K. Participant Transition to a Different Provider Agency: 1. When a waiver participant is transferred to a similar provider agency, the receiving agency shall be provided the minimum following records: a. Complete file for the last 12 months b. Current and prior year Individualized Service Plan (ISP) c. Intake information from original admission to services L. Provider Agency Case File for the Waiver Participant: 1. All provider agencies shall maintain at the administrative office a confidential case file for each individual that includes all of the following elements: a. Emergency contact information for the following individuals/entities that includes addresses and telephone numbers for each: 1. Consumer 2. Primary caregiver 3. Family/relatives, guardians or conservators 4. Significant friends 5. Physician 6. Case Manager 7. Provider agencies 8. Pharmacy b. Individual's health plan, if appropriate c. Individual's current ISP d. Progress notes and other service delivery documentation e. A medical history that shall include at least: demographic data; current and past medical diagnoses including the cause of the medically fragile conditions and developmental disability; medical and psychiatric diagnoses; allergies (food, environment, medications); immunizations; and most recent physical exam. f. The record must also be made available for review when requested by DOH, HSD			

or federal government representatives for oversight purposes. **NMAC 7. 28. Quality Improvement** Each agency must establish an on-going quality improvement program to ensure an adequate and effective operation. To be considered on-going, the quality improvement program must document quarterly activity that addresses, but is not limited to: **39.2 Operational Activities:** Assessment of the total operation of the agency, such as, policies and procedures, statistical data (i.e., admissions, discharges, total visits by discipline, etc.)., summary of quality improvement activities, summary of patient/client complaints and resolutions, and staff utilization. **NMAC 7.28.2 40 Complaints:** The home health agency must investigate complaints made by a patient/client, caregiver, or guardian regarding treatment or care, or regarding the lack of respect for the patient/client's property and must document both the existence of the complaint and the resolution of the complaint.			

TAG # MF22 Private Duty Nursing – Scope of Services			
New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 01/01/2011 PRIVATE DUTY NURSING All waiver recipients are eligible to receive in-home private duty nursing (PDN) services by a registered nurse (RN) or licensed practical nurse (LPN) per capped units determined by approved Level of Care (LOC) Abstract, and when nursing is identified as a need on the Individual Service Plan (ISP). Under the direction of the participant's Physician(s)/Healthcare Practitioner and in conjunction with the Case Manager (CM), participant and the primary caregiver, the private duty nurse will develop and implement a nursing care plan that is <u>separate</u> from the ISP. PDN services for Medically Fragile Waiver (MFW) participants under the age of 21 are funded through the Medicaid Early Periodic Screening, Diagnostic & Treatment (EPSDT) program. This service standard is intended for the MFW participant 21 years and older. I.SCOPE OF SERVICE A. Initiation of PDN Services: When a PDN service is identified as a recommended service, the CM will provide the participant/participant representative with a Secondary Freedom of Choice (SFOC) form from which the participant/participant representative selects a Home Health (HH) Agency. Working with the HH Agency and participant/participant representative, the CM will facilitate the selection of an RN or LPN employed by the chosen agency. The identified agency will obtain a referral/prescription from the Primary Care Provider (PCP) for PDN services. This referral/prescription will be in accordance with Federal and State regulations for	Based on record review the Agency did not maintain complete documentation of private duty nursing scope of service for 14 of 14 individuals served. **The following Agency individual case files did not contain documentation of an annual comprehensive assessments:** • None Found (#1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14)	**Provider:** **State your Plan of Correction for the deficiencies cited in this tag here** *(How is the deficiency going to be corrected? This can be specific to each deficiency cited or if possible an overall correction?)*: → **Provider:** **Enter your ongoing Quality Assurance/Quality Improvement processes as it related to this tag number here** *(What is going to be done? How many individuals is this going to effect? How often will this be completed? Who is responsible? What steps will be taken if issues are found?)*: →	

licensed HH Agencies. A copy of the written referral will be maintained in the participant's file at the HH Agency. This must be obtained before initiation of treatment. The CM is responsible for including recommended units/hours of service on the MAD 046 form. It is the responsibility of the participant/participant representative, HH agency and CM to assure that units/hours of therapy do not exceed the capped dollar amount determined for the participant's LOC and ISP cycle. Strategies, support plans, goals and outcomes will be developed based on the identified strengths, concerns, priorities and outcomes in the ISP. B. Private Duty Nursing Services Include: 1. The private duty nurse will provide nursing services in accordance with the New Mexico Nursing Practice Act, NMSA 1978 61-3-1, et seq. 2. The private duty nurse will develop, implement, evaluate and coordinate the participant's plan of care on a continuing basis. This plan of care may require coordination with multiple agencies. A copy of the plan of care must be maintained in the participant home. 3. The private duty nurse will provide the participant, caregiver and family all the training and education pertinent to the treatment plan and equipment used by the participant. 4. The private duty nurse will meet documentation requirements of the MFW, Federal and State HH Agency licensing regulations and all policies and procedures of the HH Agency where the nurse is employed. All documentation will include dates and types of treatments performed; as well as			

participant's response to treatment and progress towards all goals. 5. The private duty nurse will follow the National HH Agency regulations (42 CFR 484) and state HH Agency licensing regulation (7.28.2 NMAC) that apply to PDN services. 6. The private duty nurse will implement the Physician/Healthcare Practitioner orders. 7. The standardized CMS-485 (Home Health Certification and Plan of care) form will be reviewed by the RN supervisor or RN designee and renewed by the PCP at least every sixty (60) days. 8. The private duty nurse will administer Physician/Healthcare Practitioner ordered medication as prescribed utilizing all Federal, State and MFW regulations and following HH Agency policies and procedures. This includes all ordered medication routes including oral, infusion therapy, subcutaneous, intramuscular, feeding tubes, sublingual, topical and inhalation therapy. 9. Medication profiles must be maintained for each participant with the original kept at the HH Agency and a copy in the home. The medication profile will be reviewed by the licensed HH Agency RN supervisor or RN designee at least every sixty (60) days. 10. The private duty nurse is responsible for checking and knowing the following regarding medications: a. Medication changes, discontinued medication and new medication, and will communicate changes to all			

pertinent providers, primary care giver and family b. Response to medication c. Reason for medication d. Adverse reactions e. Significant side effects f. Drug allergies g. Contraindications 11. The private duty nurse will follow the HH Agency's policy and procedure for management of medication errors. 12. The private duty nurse providing direct care to a participant will be oriented to the unique needs of the participant by the family, HH Agency and other resources as needed, prior to the nurse providing independent services for the participant. 13. The private duty nurse will develop and maintain skills to safely manage all devices and equipment needed in providing care for the participant. 14. The private duty nurse will monitor all equipment for safe functioning and will facilitate maintenance and repair as needed. 15. The private duty nurse will obtain pertinent medical history. 16. The private duty nurse will be responsible for the following: a. Obtain pertinent medical history. b. Assist in the development and implementation of bowel and bladder regimens and monitor such regiments and modify as needed. This includes removal of fecal impactions and bowel and/or bladder training. Also included is urinary catheter and supra-pubic catheter care. c. Assist with the development, implementation, modification			

and monitoring of nutritional needs via feeding tubes and orally per Physician/Healthcare Practitioner order within the nursing scope of practice. d. Provide ostomy care per Physician/Healthcare Practitioner order. e. Monitor respiratory status and treatments including the participant's response to therapy. f. Provide rehabilitative nursing. g. Be responsible for collecting specimens and obtaining cultures per Physician/Healthcare Practitioner order. h. Provide routine assessment, implementation, modification and monitoring of skin conditions and wounds. i. Provide routine assessment, implementation, modification and monitoring of Instrumental Activities of Daily Living (IADL) and Activities of Daily Living (ADL). j. Monitor vital signs per Physician/Healthcare Practitioner orders or per HH Agency policy. 17. The private duty nurse will consult and collaborate with the participant's PCP, specialist, other team members, and primary care giver/family, for the purpose of evaluation of the participant and/or developing, modifying, or monitoring services and treatment of the participant. This collaboration with team members will include, but will not be limited to, the following: a. Analyzing and interpreting the participant's needs on the basis			

of medical history, pertinent precautions, limitations, and evaluative findings; b. Identifying short- and long-term goals that are measurable and objective. The goals should include interventions to achieve and promote health that is related to the participant's needs. 18. The individualized service goals and a nursing care plan will be separate from the CMS 485. The nursing care plan is based on the Physician/Healthcare Practitioner treatment plan and the participant's family's concerns and priorities as identified in the ISP. The identified goals and outcomes in the ISP will be specifically addressed in the nursing plan of care. 19. The private duty nurse will review Physician/Healthcare Practitioner orders from treatment. If changes in the treatment require revisions to the ISP, the agency nurse will contact the CM to request an Interdisciplinary Team (IDT) meeting. 20. The private duty nurse will coordinate with the CM all services that may be provided in the home and community setting. 21. PDN services may be provided in the home or other community setting. C. Comprehensive Assessment Includes: The private duty nurse must perform an initial comprehensive assessment for each participant. The comprehensive assessment will comply with all Federal, State, HH Agency and MFW regulations. The comprehensive assessment must be done at least annually and when clinically indicated. The assessment			

will be used to develop and revise the strategies, nursing plan of care, goals, and outcomes for the participant. The comprehensive assessment will include at least the following: 1. Review of the pertinent medical history 2. Medical and physical status 3. Cognitive status 4. Home and community environments for safety 5. Sensory status/perceptual processing 6. Environmental access skills 7. Instrumental activities of IADL and ADL techniques to improve deficits or effects of deficits 8. Mental status 9. Types of services and equipment required 10. Activities permitted 11. Nutritional status 12. Identification of nursing plans or goals for care. D. IDT Meeting Includes: 1. The HH Agency's RN supervisor is the HH Agency's representative at the IDT meeting if the supervising nurse is unable to attend in person of by conference call. 2. If unable to attend the IDT meeting, the nurse is expected to submit recommended updates to the strategies, nursing plan of care, goals and objectives in advance of the meeting for the team's consideration. The nurse and CM will follow up after the IDT meeting to update the nurse on decisions and specific issues. 3. The agency nurse or designee must document in the participant's HH Agency file the date, time and coordination of any changes to strategies, nursing care plans, goals			

and objectives as a result of the IDT meeting. 4. Only one nurse representative per agency or discipline will be reimbursed for the time of the IDT meeting. The agency nurse representative must attend physically or telephonically in order to be reimbursed. 5. The HH Agency nurse is responsible for signing the IDT sign-in sheet. 6. Annually, and as needed, the agency RN may need to assist the CM with justification documentation supporting the modification to the approved budget (MAD 046 form). 7. PDN services do not start until there is an approved MAD 046 form for nursing. E. Discharge Planning Includes: 1. Reason for discontinuing services (such as failure to participate, request from participant/participant representative, or transition to another program). 2. Written discharge plan provided to the participant/participant representative and the CM. 3. Strategies developed with participant/participant representative that can support participant with ongoing medical needs. 4. Primary care giver and family training completed in accordance with written discharge plan. 5. PCP will be notified of discontinuation of PDN services. 6. The discharge summary will be maintained in the HH Agency participant file, the PCP will be sent a copy and a copy will be placed in the CM file as well as distributed to the participant/participant representative.			

TAG # MF23 Private Duty Nursing – Agency/Individual Requirements			
New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 1/01/2011 **Private Duty Nursing** **II. <u>AGENCY/INDIVIDUAL PROVIDER REQUIREMENTS</u>** A. PDN services must be furnished though a licensed HH Agency, licensed Rural Health Clinic, or certified Federally Qualified Health Center. All Federal/State requirements for each are applicable when providing services for the MFW participant. B. All private duty nurses (RN or LPN) working as employees of the HH Agency must meet all the requirements of the MFW Service Standards, New Mexico Board of Nursing and HH Agency policies and procedures. C. The HH Agency must maintain a current MFW provider status per Department of Health (DOH) Provider Enrollment Unit policies, including compliance with the Developmental Disabilities Supports Division (DDSD) Accreditation Policy. D. The HH Agency must maintain the participant file per Federal, State and MFW regulations and policy. E. Requirements for the HH Agency serving the Medically Fragile Waiver Population: 1. A RN or LPN in the state of New Mexico must maintain current licensure as required by the State of New Mexico Board of Nursing. The HH Agency will maintain verification of current licensure. Nursing experience in the area of developmental disabilities and/or medically fragile conditions is preferred.	Based on record review for the months of December 2015, January and February 2016 the Agency did not maintain monthly documentation of private duty nursing requirements reflecting discussion and review of services and ongoing coordination of care for 3 of 14 individuals. **The following individual case files did not contain monthly contact between the Agency and case management** • No documentation found for January and February 2016 (Individual #2, 10) • No documentation found for January 2016 (Individual #11)	**Provider:** **State your Plan of Correction for the deficiencies cited in this tag here** *(How is the deficiency going to be corrected? This can be specific to each deficiency cited or if possible an overall correction?)*: → **Provider:** **Enter your ongoing Quality Assurance/Quality Improvement processes as it related to this tag number here** *(What is going to be done? How many individuals is this going to effect? How often will this be completed? Who is responsible? What steps will be taken if issues are found?)*: →	

2. When the HH Agency deems the nursing applicant's experience does not meet MFW Standard, then the applicant can be considered for employment by the agency if he/she completes an approved internship or similar program. The program must be approved by the MFW Manager and the Human Services Department (HSD) representative. 3. The supervision of all HH Agency personnel is the responsibility of the HH Agency Administrator or Director. 4. The HH Agency Nursing Supervisor(s) should have at least one year of supervisory experience. The RN supervisor will supervise the RN, LPN and Home Health Aide (HHA). 5. The HH Agency staff will be culturally sensitive to the needs and preferences of the participant/participant representative and households. Arrangement of written or spoken communication in another language may need to be considered. 6. The HH Agency will document and report any noncompliance with the ISP to the CM. 7. All Physician/Healthcare Practitioner orders that change the participant's LOC will be conveyed to the CM for coordination with service providers and modification to the ISP/budget if necessary. 8. The HH Agency will document in the participant's clinical file RN supervision to occur at least every sixty (60) days. Supervisory forms must be developed and implemented specifically for this task.			

9. The HH Agency and CM must have documented monthly contact that reflects the discussion and review of services and ongoing coordination of care. 10. The HH Agency supervising RN, direct care RN, and LPN shall train the participant, family, direct support professional (DSP) and all relevant individuals in all relevant settings as needed for successful implementation of therapeutic activities, strategies, treatments, use of equipment and technologies, or other areas of concern. 11. It is expected that the HH Agency will consult with the participant, IDT members, guardians, family and DSP as needed. **NMAC 7.28.2.37.1.5** Health certificate for all staff having contact with patient/clients stating that the employee is free from tuberculosis in a transmissible form as required by the Infectious Disease Bureau, of the Public Health Division, Department of Health.			

Tag # MF4C09 Secondary FOC	Standard Level Deficiency		
Appendix D: Participant Centered Planning and Service Delivery – Medically Fragile Waiver Application D. IDT Meeting and ISP Development and Budget Development (MAD 046 form): 1. The participant/participant representative will have the opportunity to be involved in all aspects of the ISP. 2. The purpose of IDT meetings is to develop the ISP, review effectiveness of the ISP and revise the ISP. 3. In preparation for an IDT meeting, the CM will offer the participant/participant representative a menu of waiver services as appropriate and will document selected services. 4. The IDT will be comprised of the participant/participant representative, the PCP and all MFW providers and external providers. The MFW providers are expected to attend ISP meetings and all others are encouraged to attend. 5. The participant/participant representative will choose a provider from the MFW secondary freedom of choice (SFOC) list. Each service listed on the MAD 046 form has a separate SFOC. 6. The participant/participant representative is encouraged to contact provider agencies and interview the agency and potential providers. For private duty nursing (PDN) services, the participant/participant representative will meet with the potential Home Health Agency representative to discuss specific needs and skills that will be expected from the nurse and/or home health aide in an effort to match nurse and/or home health aide with the participant and family. The participant/participant representative	Based on record review, the Agency did not maintain the Secondary Freedom of Choice documentation (for current services) and/or ensure individuals obtained all services through the Freedom of Choice Process for 1 of 14 individuals. Review of the Agency individual case files revealed 1 out of 14 Secondary Freedom of Choices were not found and/or not agency specific to the individual's current services: • **Secondary Freedom of Choice** ◦ Respite Home Health Aid Agency (#5)	**Provider:** **State your Plan of Correction for the deficiencies cited in this tag here** *(How is the deficiency going to be corrected? This can be specific to each deficiency cited or if possible an overall correction?)***:** → **Provider:** **Enter your ongoing Quality Assurance/Quality Improvement processes as it related to this tag number here** *(What is going to be done? How many individuals is this going to effect? How often will this be completed? Who is responsible? What steps will be taken if issues are found?)***:** →	

has the final say in who provides services based on available choice. The participant/participant representatives signature on the SFOC indicates their choice of provider agency for a specific service. 7. When the participant is under the age of 21 years, Early Periodic Screening, Diagnostic & Treatment (EPSDT) services will be provided by the State Medicaid Plan. The CM will facilitate the choice of provider agency based on the network. The participant/participant representative has the final say on who provides services based on available choices. **New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 1/01/2011** **HOME HEALTH AIDE** All waiver participants are eligible to receive in-home Home Health Aide (HHA) services utilizing capped units/hours determined by approved Level of Care (LOC) Abstract and when justified on the Individual Service Plan (ISP) by the case manager (CM). The HHA is a paraprofessional member of the health care team who works directly under the supervision of a registered nurse (RN). The HHA performs total care or assists participants in all activities of daily living. The HHA will be assigned to assist in a manner that will promote an improved quality of life and a safe environment. The HHA duties/assignments will be in accordance with the participant's ISP and the Home Health (HH) Agency plan of care for the participant. The plan of care is a separate from the CMS-485 form. HHA services for Medically Fragile Waiver (MFW) participants under the age of 21 are funded through the Medicaid Early Periodic Screening, Diagnostic & Treatment (EPSDT) program. This service standard is written for the MFW participant 21 years and older. I. SCOPE OF SERVICES			

A. Initiation of HHA Services: When HHA is identified as a recommended service, the CM will provide the participant/participant representative with a Secondary Freedom of Choice form (SFOC). The participant/participant representative will select a HH Agency from the SFOC. The identified HH Agency will request a HHA referral/prescription from the primary care provider (PCP). A copy of the written referral/prescription will be maintained in the participant's file with the HH Agency. This must be obtained before initiation of treatment. The CM is responsible for including recommended units of HHA on the MAD 046. It is the responsibility of the participant/participant representative, HH Agency and CM to assure that units/hours of HHA services do not exceed the capped dollar amount determined for the participant LOC and ISP cycle. Strategies, support plans, goals and outcomes will be developed based on the identified strengths, concerns, priorities and outcomes in the ISP. **New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 1/01/2011** **PRIVATE DUTY NURSING** All waiver recipients are eligible to receive in-home private duty nursing (PDN) services by a registered nurse (RN) or licensed practical nurse (LPN) per capped units determined by approved Level of Care (LOC) Abstract, and when nursing is identified as a need on the Individual Service Plan (ISP). Under the direction of the participant's Physician(s)/Healthcare Practitioner and in conjunction with the Case Manager (CM), participant and the primary caregiver, the private duty nurse will develop and implement a nursing care plan that is <u>separate</u> from the ISP. PDN services for Medically Fragile Waiver (MFW) participants under the age of 21 are funded through the Medicaid Early Periodic Screening,			

Diagnostic & Treatment (EPSDT) program. This service standard is intended for the MFW participant 21 years and older. I.SCOPE OF SERVICE A. Initiation of PDN Services: When a PDN service is identified as a recommended service, the CM will provide the participant/participant representative with a Secondary Freedom of Choice (SFOC) form from which the participant/participant representative selects a Home Health (HH) Agency. Working with the HH Agency and participant/participant representative, the CM will facilitate the selection of an RN or LPN employed by the chosen agency. The identified agency will obtain a referral/prescription from the Primary Care Provider (PCP) for PDN services. This referral/prescription will be in accordance with Federal and State regulations for licensed HH Agencies. A copy of the written referral will be maintained in the participant's file at the HH Agency. This must be obtained before initiation of treatment. The CM is responsible for including recommended units/hours of service on the MAD 046 form. It is the responsibility of the participant/participant representative, HH agency and CM to assure that units/hours of therapy do not exceed the capped dollar amount determined for the participant's LOC and ISP cycle. Strategies, support plans, goals and outcomes will be developed based on the identified strengths, concerns, priorities and outcomes in the ISP.			

Tag # 1A26 **Consolidated On-line Registry** **Employee Abuse Registry**			
NMAC 7.1.12.8 **REGISTRY ESTABLISHED; PROVIDER INQUIRY REQUIRED**: Upon the effective date of this rule, the department has established and maintains an accurate and complete electronic registry that contains the name, date of birth, address, social security number, and other appropriate identifying information of all persons who, while employed by a provider, have been determined by the department, as a result of an investigation of a complaint, to have engaged in a substantiated registry-referred incident of abuse, neglect or exploitation of a person receiving care or services from a provider. Additions and updates to the registry shall be posted no later than two (2) business days following receipt. Only department staff designated by the custodian may access, maintain and update the data in the registry. A. **Provider requirement to inquire of registry**. A provider, prior to employing or contracting with an employee, shall inquire of the registry whether the individual under consideration for employment or contracting is listed on the registry. B. **Prohibited employment.** A provider may not employ or contract with an individual to be an employee if the individual is listed on the registry as having a substantiated registry-referred incident of abuse, neglect or exploitation of a person receiving care or services from a provider. D. **Documentation of inquiry to registry**. The provider shall maintain documentation in the employee's personnel or employment records that evidences the fact that the provider made an inquiry to the registry concerning that employee prior to employment. Such documentation must include evidence, based on the response to such inquiry received from the custodian by the provider, that the employee was not listed on the registry as having a	Based on record review, the Agency did not maintain documentation in the employee's personnel records that evidenced inquiry to the Employee Abuse Registry prior to employment for 1 of 15 Agency Personnel. **The following Agency Personnel records contained evidence that indicated the Employee Abuse Registry check was completed after date of hire:** • DSP #43 - Date of hire - 11/11/2012. Completed on 11/15/2012.	**Provider:** **State your Plan of Correction for the deficiencies cited in this tag here** *(How is the deficiency going to be corrected? This can be specific to each deficiency cited or if possible an overall correction?)*: → **Provider:** **Enter your ongoing Quality Assurance/Quality Improvement processes as it related to this tag number here** *(What is going to be done? How many individuals is this going to effect? How often will this be completed? Who is responsible? What steps will be taken if issues are found?)*: →	

substantiated registry-referred incident of abuse, neglect or exploitation. E. **Documentation for other staff**. With respect to all employed or contracted individuals providing direct care who are licensed health care professionals or certified nurse aides, the provider shall maintain documentation reflecting the individual's current licensure as a health care professional or current certification as a nurse aide. **Chapter 1.IV.** General Provider Requirements. D. Criminal History Screening: All personnel shall be screened by the Provider Agency in regard to the employee's qualifications, references, and employment history, prior to employment. All Provider Agencies shall comply with the Criminal Records Screening for Caregivers 7.1.12 NMAC and Employee Abuse Registry 7.1.12 NMAC as required by the Department of Health, Division of Health Improvement.			

TAG # MF25 Private Duty Nursing Reimbursement			
New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 01/01/2011 **PRIVATE DUTY NURSING** **III. REIMBURSEMENT** Each provider of a service is responsible for providing clinical documentation that identifies the DSP's role in all components of the provision of home care: including assessment information, care planning, intervention, communications and care coordination and evaluation. There must be justification in each participant's medical record supporting medical necessity for the care and for the approved LOC that will also include frequency and duration of care. Services must be reflected in the ISP that is coordinated with the participant/participant's representative, other caregivers as applicable, and authorized by the approved budget. All services provided, claimed and billed must have documented justification supporting medical necessity and be covered by the MFW. A. Payment for PDN services through the Medicaid waiver is considered payment in full. B. PDN services must abide by all Federal, State and HSD and DOH policies and procedures regarding billable and non-billable items. C. Billed services must not exceed the capped dollar amount for LOC. D. PDN services are a Medicaid benefit for children birth to 21 years, through the children's EPSDT program. E. The Medicaid benefit is the payer of last resort. Payment for the PDN services should not be requested until all other third-party and community resources have been explored and/or exhausted. F. PDN services are a MFW benefit for the 21 year and older enrolled participant. The MFW benefit is the payer of last resort. Payment for waiver services should not be requested or authorized	Billing for Private Duty Nursing Services were reviewed for the months of December, 2015, January and February, 2016. Progress notes and other documentation reviewed justified billing for 4 of 4 Individuals. *Note: No deficiencies were noted for billing practices; therefore, no plan of correction is required.*		

until all other third-party and community resources have been explored and/or exhausted. G. Reimbursement for PDN services will be based on the current rate allowed for services. H. The HH Agency must follow all current billing requirements by the HSD and DOH for PDN services. I. Service providers have the responsibility to review and assure that the information on the MAD 046 form for their services is current. If providers identify an error, they will contact the CM or a supervisor of the case. 1. The private duty nurse may ride in the vehicle with the participant for the purpose of oversight, support or monitoring during transportation. The private duty nurse may not operate the vehicle for the purpose of transporting the participant. J. The MFW Program does not consider the following to be professional PDN duties and will not authorize payment for: 1. Performing errands for the participant/participant representative or family that is not program specific. 2. "Friendly visiting," meaning visiting with the participant outside of PDN work scheduled. 3. Financial brokerage services, handling of participant finances or preparation of legal documents. 4. Time spent on paperwork or travel that is administrative for the provider. 5. Transportation of participants. 6. Pick up and/or delivery of commodities. 7. Other non-Medicaid reimbursable activities.			

TAG # MF29 Home Health Aide – Reimbursement			
New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 1/01/2011. Home Health Aide (HHA) IV. REIMBURSEMENT: Each provider of a service is responsible for providing clinical documentation that identifies direct care professional (DCP) roles in all components of the provision of home care, including assessment information, care planning, intervention, communications and care coordination and evaluation. There must be justification in each participant's clinical record supporting medical necessity for the care and for the approved LOC that will also include frequency and duration of the care. All services must be reflected in the ISP that is coordinated with the participant/participant's representative and other caregivers as applicable. All services provided, claimed and billed must have documented justification supporting medical necessity and be covered by the MFW and authorized by the approved budget. A. Payment for HHA services through the Medicaid Waiver is considered payment in full. B. The HHA services must abide by all Federal, State, HSD and DOH policies and procedures regarding billable and non-billable items. C. The billed services must not exceed capped dollar amount for LOC. D. The HHA services are a Medicaid benefit for children birth to 21 years though the children's EPSDT program. E. The Medicaid benefit is the payer of last resort. Payments for HHA services should not be requested until all other third party and community resources have been explored and/or exhausted.	Billing for Home Health Aide Services were reviewed for the months of December, 2015, January and February, 2016. Progress notes and other documentation reviewed justified billing for 3 of 3 Individuals. *Note: No deficiencies were noted for billing practices; therefore, no plan of correction is required.*		

F. Reimbursement for HHA services will be based on the current rate allowed for the service. G. The HH Agency must follow all current billing requirements by the HSD and the DOH for HHA services. H. Providers of service have the responsibility to review and assure that the information of the MAD 046 for their services is current. If the provider identifies an error, they will contact the CM or a supervisor at the case management agency immediately to have the error corrected. 1. The HHA may ride in the vehicle with the participant for the purpose of oversight during transportation. The HHA will accompany the participant for the purpose of monitoring or support during transportation. This means the HHA may not operate the vehicle for purpose of transporting the participant. I. The MFW Program does not consider the following to be professional HHA duties and will not authorize payment for: 1. Performing errands for the participant/participant's representative or family that is not program specific. 2. "Friendly visiting", meaning visits with the participant outside of work scheduled. 3. Financial brokerage services, handling of participant finances or preparation of legal documents. 4. Time spent on paperwork or travel that is administrative for the provider. 5. Transportation of participants. 6. Pick up and/or delivery of commodities. 7. Other non-Medicaid reimbursable activities.			

TAG # MF53 **Respite Care – Reimbursement**			
New Mexico Department of Health Developmental Disabilities Supports Division Medically Fragile Wavier (MFW) effective 01/01/2011 IV. REIMBURSEMENT Each provider agency of a service is responsible for developing clinical documentation that identifies the direct support professionals' role in all components of the provision of home care, including assessment information, care planning, intervention, communications and care coordination and evaluation. There must be justification in each participant's clinical record supporting medical necessity for the care and for the approved Level of Care that will also include frequency and duration of the care. All services must be reflected in the ISP that is coordinated with the participant/participant representative, other caregivers as applicable. All services provided, claimed, and billed must have documentation justification supporting medical necessity and be covered by the MFW and authorized by the approved budget. A. Payment for respite services through the MFW is considered payment in full. B. The respite services must abide by all Federal, State and Human Services Department (HSD) and DOH policies and procedures regarding billable and non-billable items. C. All billed services must not exceed the capped dollar amount for respite services.	Billing for Respite Care Services were reviewed for the months of December, 2015, January and February, 2016. Progress notes and other documentation reviewed justified billing for 10 of 10 Individuals. *Note: No deficiencies were noted for billing practices; therefore, no plan of correction is required.*		

D. Reimbursement for respite services will be based on the current rate allowed for the services. E. The agency must follow all current billing requirements by the HSD and DOH for respite services. Service providers have the responsibility to review and assure that the information on the MAS 046 form is current. If the provider identifies an error, he/she will contact the CM or a supervisor at the case management agency immediately to have the error corrected			

Date: July 14, 2016

To: Theresa Stires, Assistant Administrator
Provider: Basin Coordinated Health Care Inc.
Address: 210 N. Orchard Avenue
State/Zip: Farmington, New Mexico 87401

E-mail Address: tstires@basincoordinated.com
fmoffitt@basinhomehealth.com

Region: Northwest
Survey Date: April 11 - 13, 2016
Program Surveyed: Medically Fragile Waiver

Service Surveyed: Home Health Aide Services (HHA), Private Duty Nursing (PDN), Respite Home
Health Aide

Survey Type: Routine

Dear Ms. Theresa Stires;

The Division of Health Improvement/Quality Management Bureau has received, reviewed and approved the supporting documents you submitted for your Plan of Correction. The documents you provided verified that all previously cited survey Deficiencies have been corrected.

The Plan of Correction process is now complete.
Furthermore, your agency is now determined to be in Compliance with all Conditions of Participation.

To maintain ongoing compliance with standards and regulations, continue to use the Quality Assurance (self-auditing) processes you described in your Plan of Correction.

Consistent use these Quality Assurance processes will enable you to identify and promptly respond to problems, enhance your service delivery, and result in fewer deficiencies cited in future QMB surveys.

Thank you for your cooperation with the Plan of Correction process, for striving to come into compliance with standards and regulations, and for helping to provide the health, safety and personal growth of the people you serve.

Sincerely,

Amanda Castañeda

Amanda Castañeda
Plan of Correction Coordinator
Quality Management Bureau/DHI

Q.16.4.MF.D2337.1.RTN.09.16.196