

NEW YORK STATE

DEPARTMENT OF SOCIAL SERVICES

1 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

CE SAR A. PERALES
Commissioner



INFORMATIONAL LETTER

TRANSMITTAL NO: 88 INF-8

TO: Commissioners of Social Services

DIVISION: Medical Assistance

SUBJECT: Provision of Private Duty Nursing Services

DATE: January 26, 1988

SUGGESTED DISTRIBUTION:
Medical Assistance Supervisors
CASA Directors
Long Term Home Health Care Supervisors
Home Health Care Supervisors
Care-at-Home Coordinators
Staff Development Coordinators

CONTACT PERSON: For additional information on the content of this release, contact Beth Garrison at 1-800-342-3715 extension 3-5602.

I. Purpose

This is to inform you of recently changed procedures in the prior approval process for the provision of private duty nursing services. This procedural change by the State Department of Health Office of Health Systems Management (OHSM) may require modification to your procedures which facilitate the effective and expeditious provision of this level of care. This Department will develop an administrative Directive summarizing policies for the provision of private duty nursing services.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Department Regs.	Social Services Law and Other Legal References	Manual References	Miscellaneous Reference
		505.8			Two letters addressed to all local Commissioners May 12, 1986 July 16, 1986

II. Background

Private duty nursing services, as you know, must receive prior approval by the OHSM Area Office. That office has recently determined that, prerequisite to the issuance of a prior approval for these services, a private duty nursing provider (s) who is willing to render the level/volume of the services ordered by each recipient's physician must be identified. Such a requirement protects the well-being of Medicaid recipients by assuring that all medically necessary services are in place prior to the initiation of the provision of private duty nursing care.

This is to advise you of the changed OHSM procedure. It may be necessary for you or your designee to be more actively involved in the coordination of the necessary elements which make the provision of private duty nursing in the home possible.

III. Recommended Action

Procedures necessary to accomplish the following should be reviewed:

- 1) Negotiating private duty nursing fees adequate to assure provision of necessary care;
- 2) Approving fees by this Department, prior to the provision of care. Written requests for approval should be directed to:

Ralph Pogoda, Assistant Commissioner
Division of Medical Assistance
Department of Social Services
40 North Pearl Street
Albany, New York 12243

In unusual circumstances it may be necessary to begin the provision of private duty nursing care to a specific recipient very promptly at a higher fee than the one approved for your district. In such an instance, contact Beth Garrison (518) 473-5602;

- 3) Identifying informal supports where necessary to assure safety to the patient at home, even though family members can not be required to provide service;
- 4) Giving assistance to nursing providers for enrollment into MMIS or for completion of prior approval request forms. Beth Garrison can help in the enrollment process. The MMIS Provider Manual for Private Duty Nursing provides detailed instructions for completion of prior approval forms, (DSS-3615). These forms are available from:

Computer Sciences Corporation
Box 4401
Albany, New York 12204-0401

- 5) Interfacing with the physician and/or the OHSM Area Office throughout the period of preparation and possibly during the period of the provision of these services. Many procedural issues and questions about ongoing management of private duty nursing services may be resolved by continuing contact with the OHSM Area Office.



Nelson Weinstock
for the
Division of Medical Assistance

