

Health Education for Participant-Directed Care

Revised November 2019

Definition

Health Education for Participant-Directed Care prepares capable participants who desire to manage their own personal care or a family member or other responsible party who desires to manage the personal care of a participant not capable of self-management.

Health Education for Participant-Directed Care is instruction provided by a licensed Registered Nurse (RN) regarding the nature of specific medical conditions, promotion of good health, and prevention/monitoring of secondary medical conditions.

Service Unit

The service unit for Health Education for Participant-Directed Care is one (1) hour.

Refer to the current HASCI Waiver rate table for reimbursement amounts. *This can be accessed via the SCDDSN Application Portal >R2D2 >View Reports >Waiver >Service Rates >HASCI.*

Service Limit / Restrictions

Health Education for Participant-Directed Care is limited to 10 units per calendar year.

Providers

Health Education for Participant-Directed Care must be provided by a DSN Board or other SCDDSN-contracted provider that employs or contracts with a licensed RN. The provider is responsible to verify credentials of the RN who directly performs Health Education for Participant-Directed Care

An RN employed or contracted by the provider who directly performs Health Education for Participant-Directed Care must:

- be licensed as a Registered Nurse by South Carolina Board of Nursing or a person licensed as a Registered Nurse by another state that has been granted multi-state licensing privileges by the South Carolina Board of Nursing.
- use curriculum approved by SCDDSN, as a guide in providing education on bladder and bowel care, skin care, respiratory care, sexuality, substance abuse issues, and monitoring of health status and medical conditions

- address the participant's specific medical conditions and functional limitations, promotion of good health, and prevention/monitoring of secondary medical conditions

Arranging and Authorizing the Service

If the Waiver Case Manager determines that a participant is in need of and desires Health Education for Participant-Directed Care, this must be clearly documented in the participant's Support Plan. The Support Plan must indicate the participant's specific medical conditions and desire to manage his or her own personal care (or a family member or other responsible party who desires to manage the participant's personal care if he or she is not capable of self-management).

When it is determined and documented that Health Education for Participant-Directed Care is needed and desired, the amount, type and frequency of the service are determined, the participant's Support Plan must be updated to clearly reflect the name of the service and payer, the amount, frequency and duration of the service, and provider type(s). In order to update the Support Plan, the Waiver Case Manager will request approval from the SCDDSN Waiver Administration Division.

Upon approval, service information must be entered into the Service Tracking System (STS) by the Waiver Case Manager.

Following Support Plan approval, the participant or representative must be offered choice of provider. Offering of provider choice and the provider selected must be clearly documented in a Case Note.

To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider.

Billing

Health Education for Participant-Directed Care must be Board-billed to the participant's SCDDSN Financial Manager agency. This must be indicated on the authorization.

- The service provider is responsible for maintaining documentation that service was rendered for each unit billed.
- The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN. *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.*

Monitorship

The Waiver Case Manager must monitor the effectiveness, frequency, duration, benefits, and usefulness of the service along with the participant's/family's satisfaction with the service. Monitoring may be completed with the participant, representative, service providers, or other relevant entities. Information gathered during monitoring may lead to a change in the service, such as increase/decrease in units authorized, change of provider, change to a more appropriate service, etc. DDSN recommends that the Waiver Case Manager monitors this service when it begins and as changes are made.

Monitoring must be conducted as frequently as necessary in order to ensure:

- the health, safety and well-being of the participant;
- the service adequately addresses the needs of the participant;
- the service is being furnished by the chosen provider in accordance with the authorization, relevant policies and quality expectations;
- the participant/representative is satisfied with their chosen provider(s).

Some questions to consider during monitorship include:

- Is the service being provided as authorized?
- Is the participant satisfied with the service and chosen provider?
- How is the service of benefit to the participant?

Monitoring contacts, face-to-face visits, and review of the participant's Support Plan must be documented in Case Notes.

Service Denial, Reduction, Suspension, and Termination

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Waiver Case Manager must provide written notification to the participant or legal guardian, including reason for denial. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Waiver Case Manager must provide written notification to the participant or legal guardian, including reason for the

action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.

When the action becomes effective, the participant's Support Plan must be updated. Budget information in the Waiver Tracking System (WTS) must be adjusted accordingly.

Service information in the Service Tracking System (STS) must be updated by the Waiver Case Manager as necessary.