



ISSUE DATE

Friday, March 22, 2013

EFFECTIVE DATE

Friday, March 22, 2013

NUMBER

03-13-03, 41-13-03, 55-13-03

SUBJECT:

PROVIDING FOR ABSENCE POLICIES IN THE ENHANCED OLDER
ADULT DAILY LIVING CENTER PROGRAM

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Deputy Secretary, Office of Long-Term Living

PURPOSE:

The purpose of this Office of Long-Term Living Bulletin (OLTL Bulletin) is to provide for absence policies in OLTL's Enhanced Older Adult Daily Living Center (EOADLC) Program.

SCOPE:

This bulletin applies to service coordinators for the Aging Waiver and Older Adult Daily Living Centers (OADLCs) that provide Enhanced Older Adult Daily Living Center (EOADLC) services to Medicaid Aging Waiver participants. This bulletin only affects EOADLC services provided to Medicaid Aging Waiver participants. It does not impact private pay or other participants.

BACKGROUND/DISCUSSION:

OLTL Bulletin #03-10-02, 41-10-02, 55-10-02, issued on April 20, 2010, established requirements for OADLCs to receive an enhanced rate if they meet certain program and staffing requirements. One of those requirements was to have a Registered Nurse (RN) on site one (1) hour weekly for each enrolled Aging Waiver participant and to establish a minimum number of observations for each enrolled Aging Waiver participant.

This bulletin provides for clarification of the provisions relating to nursing requirements as they pertain to absence from an OADLC.

OADLC STANDARDS FOR ENHANCED RATE:

Definitions:

Internal Hold: Placed on leave of absence.

Nursing Requirement: In addition to the requirements found in 6 Pa.Code § 11.123 (2), an RN must be available on-site one (1) hour weekly for each enrolled Medicaid Aging Waiver participant. Each Medicaid Aging Waiver participant, at a minimum, must be observed every

other week by the RN with the appropriate notations recorded in the OADLC's individual service plan, with the corresponding follow-ups made with the participant, family, or physician.

Absence Policies:

- Absence for Medical Reasons/Medical Leave: When an Enhanced OADLC is notified an Aging Waiver participant will be absent for medical reasons, the participant will be placed on internal hold and the RN will maintain documented contact every 14 calendar days with the responsible party for status updates. Medical leave is defined as hospitalized, placed temporarily in a nursing facility, or unable to attend because of a temporary medical condition that does not require inpatient care in a hospital or nursing facility. In either case, the RN will not be required to provide one (1) hour of weekly onsite observation for the participant on medical leave. Upon the participant's return, the RN will complete a nursing observation no later than the second day of attendance by the participant.

The criteria for internal hold will be:

Notification has been received by the OADLC from the responsible party or service coordinator that the participant is hospitalized or in a nursing facility. This is to take effect on day one of hospitalization or nursing facility admission.

Following a report from the responsible party or service coordinator that the participant is unable to attend the Enhanced OADLC due to medical reasons that do not require inpatient care in a hospital or nursing facility, the participant will be placed on internal hold after the fifth calendar day of initial absence, or the date the service coordinator's "hold service order" is transmitted if that is earlier.

- Absence for non-medical reasons: When an Enhanced OADLC is notified that the participant is absent for a non-medical reason, e.g., family vacation, the participant will be placed on internal hold and there will be no requirement for RN contact with the responsible party or service coordinator for this leave. Upon return, the RN will complete a nursing observation no later than the second day of attendance by the participant.

Criteria for internal hold:

Following a report from the responsible party or service coordinator that the participant will not be attending, the participant will be placed on "hold" status. The projected length of absence must exceed five calendar days.

- Absence when OADLC is closed: Scheduled or unscheduled, or when a participant does not attend on the scheduled day for observation:

For scheduled and unscheduled closings, the Enhanced OADLC will have two participant attendance days subsequent to the closing to complete nursing observations and notes. The Center will not be required to reschedule RN hours missed as a result of closings.

In the case of a participant that is absent on the scheduled nursing observation day, upon the return of the participant, the RN will complete a nursing observation no later than the second day of attendance.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

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