




Commonwealth of Massachusetts
Executive Office of Health and Human Services
Division of Medical Assistance
600 Washington Street
Boston, MA 02111
www.state.ma.us/dma

MassHealth
Day Habilitation Bulletin 5
July 2002

TO: Day Habilitation Providers Participating in MassHealth
FROM: Wendy E. Warring, Commissioner 
RE: **Nursing Responsibilities, Documentation Requirements, and Coordination of Specialized Services**

Background

Day Habilitation Bulletin 4, published in October 2001, outlined day-habilitation providers' responsibilities for coordinating specialized services. The following information supplements the requirements delineated in Day Habilitation Bulletin 4. Attached to this bulletin is a new form, Quarterly Day Habilitation Report. Neither the Division nor Unisys will maintain supplies of the form, so please make extra copies of it for your use.

Medication Administration Procedure-certified staff is not eligible to provide medication administration within the day-habilitation setting. These services must be performed by licensed nurses. To ensure that day habilitation programs have adequate nursing coverage, the July 2000 day-habilitation rate increase was determined, in part, by calculating the cost of a full-time RN at each site.

Nursing Responsibilities

Day-habilitation regulations state that each provider is required to have, at a minimum, a half-time health-care supervisor (see 130 CMR 419.426(A)(2)).

In addition to the half-time health-care supervisor, each program site must employ sufficient licensed nursing professionals to do the following for each member:

- administer all medication (or supervise members who self-medicate), nursing services, and medical treatment needed during the member's participation in the day habilitation program;
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Nursing Responsibilities
(cont.)

- coordinate the member's care with all relevant parties (for example, family members, physicians, nursing facilities, and residential providers);
 - provide nursing assessment for each member upon admission, upon significant change, and annually thereafter;
 - provide direct care and training in all relevant areas;
 - participate in the interdisciplinary process for each member;
 - obtain reports and approval of treatment plans from primary care physicians;
 - review the nursing and medical services, developmental-skills program, and needs of each member monthly;
 - participate in the quarterly review process for each member;
 - participate in the completion of participant severity profiles;
 - coordinate the Day Habilitation Service Plan and/or Individual Service Plan with the Nursing Facility Plan of Care; and
 - complete monthly nursing progress notes for each member, addressing, at a minimum:
 - medical and nursing services;
 - any possible impact the member's medical status may have on his or her developmental skills-training program;
 - conversely, any possible impact the member's developmental skills-training program may have on his or her medical status; and
 - medical interventions.
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Reporting Requirements

Day-habilitation providers must submit on a quarterly basis the following information. Information for each site for the time period specified must be included on the attached Quarterly Day Habilitation Report:

- average daily attendance each month;
 - number of members (unduplicated) enrolled in the program;
 - number of members who require medication administration at the day-habilitation program;
 - types of medical interventions provided by the nursing staff and the number of participants for each intervention;
 - number of nursing hours provided to the program; and
 - number of individuals reported in each severity level.
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Reporting Requirements
(cont.)

Reports should be completed and submitted to the Division according to the following schedule:

- the report for the period covering **January 1 through March 31** must be received by the Division by **April 30**.
- the report for the period covering **April 1 through June 30** must be received by the Division by **July 31**.
- the report for the period covering **July 1 through September 30** must be received by the Division by **October 31**.
- the report for the period covering **October 1 through December 31** must be received by the Division by **January 31**.

Submit reports to:

Division of Medical Assistance
Day Habilitation Program Manager
600 Washington St., Fifth Floor
Boston, MA 02111

**Coordination of
Specialized Services**

Provider responsibilities for specialized services are:

- to ensure consistency and coordination between the Nursing Facility Plan of Care and the Day Habilitation Service Plan;
 - to meet with the nursing facility to develop the Day Habilitation Service plan;
 - to develop a Day Habilitation Service Plan that is consistent with the Nursing Facility Plan of Care; and
 - to resolve inconsistencies between the Day Habilitation Service Plan and the Nursing Facility Plan of Care concerning goals and/or strategies.
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Questions

If you have any questions about this bulletin, please contact the MassHealth Provider Services Department at (617) 628-4141 or 1-800-325-5231.
