ATTENDANT CARE SERVICE PROVIDER AGREEMENT

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
MEDICAL SERVICES DIVISION
SFN 644 (Rev. 9-2016)

Clear Fields

Print Name	Provider Number (if applicable)

The purpose of Attendant Care Services (ACS) is to provide direct care, both supportive and health maintenance activities to individuals who are ventilator-dependent. ACS is an all-inclusive service that provides direct care to ventilator-dependent individuals to meet their care needs. Health maintenance services means care that enables an individual to live at home, and which is based upon the determination of a physician who concludes that the individual is medically stable and is competent to direct the care provided by a nonlicensed care provider. Health maintenance services includes assistance with the activities of daily living such as getting in and out of bed, wheelchair, or motor vehicle; assistance with routine bodily functions such as bathing and personal hygiene, dressing, grooming and feeding, including preparation and cleanup. Health maintenance services also include other medical, nursing, or health care services that will maintain the health and well-being of the individual and will allow the individual to remain in the community. These are services that an individual without a functional disability would customarily and personally perform without the assistance of a licensed health care provider, such as catheter irrigation, administration of medications, or wound care.

Attendant Care Services are provided by person enrolled with the Department of Human Services (Department) as a Qualified Service Provider (QSP) to provide ACS. Both Agency and Individual QSPs are required to identify a backup plan or provider in the event they are not able to provide services.

ACS is provided in accordance with the Individual Care Plan (ICP) developed by the client and Home and Community Based Services (HCBS) Case Manager. The Nursing Plan of Care (NPOC) is developed by the client and a Nurse Manager. The purpose of Nurse Management is to provide nursing assessment, care planning, delegation/education of nursing tasks, and monitoring of tasks to Attendant Care Service (ACS) providers.

The ACS Provider is given an Authorization to Provide Services document by the HCBS Case Manager in which the reimbursable tasks and the time allowed for the provision of each task is described. Documentation is provided by the Nurse Manager to the ACS Provider approving identified nursing tasks. The Nurse Manager must provide documentation to the ACS Provider which describes the identified nursing tasks. Payment is limited to the services described in the Authorization to Provide Services.

ACS providers must immediately report to the Nurse Manager and HCBS Case Manager any incident that results in client injury or requires medical care. If the HCBS Case Manager and the Nurse Manager determine that the incident is indicative of abuse, neglect, or exploitation, the Case Manager shall immediately report the incident to the Department.

The ACS Provider must immediately report to the Nurse Manager and HCBS Case Manager any medication error or omission, which resulted in one of the following:

- Imminent danger to the health, safety or security of the waiver recipient;
- Potential for jeopardizing the waiver recipients health safety or security if left uncorrected;
- Hospitalization of the recipient;
- Sentinel event i.e. death of a waiver incident.

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1. A report will be filed with the State HCBS Medicaid Department
2. The report must be filed within 5 days of the incident.
3. A written plan by the Nurse Manager and HCBS Case Manager will be provided to abate or eliminate future medication error or omission, to include the practices or conditions that resulted in the incident.

The Attendant Care provider must notify the HCBS Case Manager and Nurse Manager if the client is not home at the scheduled time for service, there is an observed change in the clients physical, cognitive, emotional, or environmental condition, there is a change in the amount or type of service that may be needed by the client, or if the client appears to be the victim of abuse or exploitation.

The ACS Provider is required to maintain records related to:
(1) the written instructions for completing the authorized tasks provided by the Nurse Educator; and
(2) incidents that result in client injury or require medical care.

Documentation must include:

- ACS Providers name,
- Clients name
- Date service provided,
- Start and end time of the tasks performed including AM and PM.
- Tasks performed, (i.e. medication administration, wound care, eye drops, bathing, or housework, etc.)

Sample documentation forms are provided in the QSP packet and may be used at your discretion.

Training related to the technology-dependent waiver (please initial):

_____ I have been trained in the following health care standards for technology-dependent waiver recipients: Personal care, repositioning, massaging extremities, ventilator care, tracheotomy care, nutrition, excursions/outings, medications, and use of monitoring device.

Nurse Management Signature	Date

I have read and understand this information and agree to comply with all requirements.

Attendant Care Service Provider Signature	Date
Agency Name	Provider Number