



### Nursing Task Assessment Form Completion Guidelines - Nursing Services:

Nursing services are provided directly to an individual who requires skilled nursing services. An RN or LPN must provide these services. State Plan Home Health and/or State Plan Private Duty Nursing should be utilized whenever the individual's nursing needs meet the requirements/restrictions of state plan services. Waiver-nursing services should **only** be used whenever unpaid supports, Medicare/private insurance benefits if applicable, community resources, medication administration/nursing delegation, and/or state plan nursing services, or combination of services, cannot meet the individual's nursing care needs.

The county board shall complete the Nursing Task Assessment Form initially, annually and with a significant change in condition of the individual -> which initiates or changes nursing tasks.

#### Nursing Task Assessment Form Completion Procedure:

1. Contact the waiver individual and/or family member(s) or guardian to schedule the face-to-face meeting. Explain to the individual/family/guardian the purpose of the nursing task assessment form.
2. During the visit, review the current physician's orders to identify the required nursing tasks.
3. Classification
  - a. '1' – Specifically recognized tasks in which nursing could be authorized. *\* Note that the '1' classification does **not require** nursing but only designates that these tasks may be assigned to nursing without further review.*
  - b. '2' – Nursing authorized **only** if extenuating circumstances, such as unstable medical status or no available provider, prevented the utilization of nursing alternatives.
4. For every skilled task ordered by the physician, select from the options available - in the drop-down box – indicating how tasks are currently being met. *\*Note that the options include only the methods in which it is permissible to address each need.*
5. If the identified nursing task requires the skills of licensed nursing, of either state plan or waiver, select 'yes' in the **Nursing Requested** column.
6. For each 'classification 2' task assigned to a nursing service, written explanation for the nursing need will be documented in the 'Comments' section.

#### Examples of explanation:

- a. Frequent hospitalizations based on this nursing task need
  - b. No RN delegation located
  - c. RN not willing to delegate nursing task due to \_\_\_\_\_
  - d. No willing/able provider.
7. For each task identified as requiring a licensed nurse, the number of times/day this task is performed will be documented in the 'Comments' section of form.
8. The last page of the form has section titled 'Proposed Nursing Schedule', the county board representative will document the days/times of nursing visit(s), as well as the duration of each visit and whether it will be assigned to waiver nursing or state plan nursing services.

9. The Nursing Task Assessment Form will be submitted via EM to [TDDInbox@DODD.Ohio.gov](mailto:TDDInbox@DODD.Ohio.gov) with each annual budget and, if needed, a budget adjustment due to a significant change of the individual's condition.
10. DODD will review the Nursing Task Assessment form along with the service allocation listed in MSS. The service request will be Approved (either partially or completely), Denied, or designated Incomplete by DODD. DODD's review and approval must be obtained before authorization is provided to the nursing provider from the county board.
11. If DODD partially approves, or denies, a request for nursing services as allocated by the county board, DODD will send hearing rights to the individual/family/guardian in order that s/he review due process for the request.
12. DODD will send an EM notifying the county board representative of the nursing service authorization. The county board will contact nursing provider and update the ISP accordingly.

If you have questions about the completion of the Nursing Task Assessment Form, please contact Donna Patterson ([donna.patterson@dodd.ohio.gov](mailto:donna.patterson@dodd.ohio.gov)) or Amy Coey ([amy.coey@dodd.ohio.gov](mailto:amy.coey@dodd.ohio.gov))