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| Topic: | ODDS Employment Services II.d. Long-Term Care Community Nursing (LTCCN) and Direct Nursing Services (DNS) during employment or DSA services. | |
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Overview

This worker’s guide outlines the process for requesting Long-Term Care Community Nursing (LTCCN) services or Direct Nursing Services (DNS) when a person eligible for ODDS services is:

- Working
- Using services in an employment service setting (funded through either ODDS or VR), or
- Using services in a DSA setting.

Procedure(s) that apply:

1. Long Term Care Community Nursing (LTCCN) – K Plan Services

a. What are LTCCN Services?

Long Term Care Community Nursing (LTCCN) services may include an assessment, monitoring, delegation, teaching, and coordination of services that addresses an individual’s health and safety needs. This is documented in a Nursing Service Plan. LTCCN services that are most likely to be used in an employment or DSA service setting include but are not limited to training, care coordination, and delegation, where an LTCCN nurse teaches, trains, or delegates nursing tasks to the person delivering direct services in the setting (for example, the job coach, employment professional, direct support professional, or an unpaid support).

b. Eligibility

A person eligible for ODDS services may access LTCCN services in an employment or day service setting. For purposes of this guide, “employment service settings” may include any setting where a person eligible for ODDS and Medicaid-funded Home and Community-Based Services is working or being

supported to explore, maintain, or advance in an employment setting. The person may be using employment services through either ODDS or Vocational Rehabilitation.

c. Choosing a Provider (Provider Type Options)

i. Individuals who also use foster care or in-home services

Individuals who live in home or use foster care for residential supports may access LTCCN services, and will generally use the same LTCCN nurse for training and delegation services in both the home and in the employment or DSA setting. The case manager should work with the currently assigned LTCCN for supports in the employment or DSA setting.

ii. Individuals who also use services in 24-hour residential setting

Individuals who live in a 24-hour residential setting may access LTCCN services for support in an employment or DSA setting. A person should be supported by their ISP team to select either:

- a. An agency to do nursing training and delegation in the employment or DSA setting; or
- b. An independent LTCCN services provider to train and delegate to the employment professional or DSP in reemployment service or DSA setting.

However, LTCCN services may not be used in the residential service setting.

d. Individuals eligible for ODDS services who are using services in an ODDS or VR-funded employment setting

ODDS will fund Long Term Care Community Nursing (LTCCN) services for ODDS clients if LTCCN services (e.g. nursing delegation and related training) is needed when a VR file is open. This is based on Oregon policy and a Memorandum of Understanding between ODDS and Vocational Rehabilitation (VR).

A VR counselor may inquire with the person's DD case manager to see if the person is eligible for LTCCN services. The case manager can make a referral for LTCCN services. The employment team should identify whether a person is eligible for LTCCN services early on in the employment services process.

e. Making a referral

The case manager, in consultation with the person and their ISP and /or Employment Team, will make the referral for LTCCN services. As previously noted, for individuals residing in an in-home or Foster Care setting, the person will generally use the same LTCCN nurse for training and delegation services in both the home and in the employment or DSA setting.

For those individuals residing in the 24-hour residential home who need the referral for employment or DSA settings: the case manager should send out a referral using the SDS0753 LTCCN Client Referral form found at:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/LTCCN/Pages/forms.aspx>.

The list of providers in your area can be found at

<https://www.oregon.gov/DHS/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/LTCCN/Pages/index.aspx>

2. Direct Nursing Services (DNS) – Waiver-funded Services

Individuals eligible for Direct Nursing Services (DNS) are also eligible to use allocated DNS hours in employment or DSA service settings. When a person is eligible for DNS, ODDS will issue a formal memo to the CME documenting the number of DNS hours a person is eligible for. *Note: Young adults, age 18-20, are similarly eligible to use their Private Duty Nursing (PDN) hours in an employment or day service setting.

The case manager, in consultation with the person and their ISP and/or Employment Team, will help coordinate DNS services with an ODDS agency that is enrolled to deliver ODDS-funded DNS services and also coordinate with the employment or DSA provider. Employment or DSA provider agencies wanting to provide DNS must be enrolled as a DNS provider.

The number of DNS hours used for Employment or DSA will be prorated from the individual's total number of eligible hours per month. The ISP team should review and discuss with the Residential provider as well as the Employment/Day Service providers the hours to be used for each setting. This must be documented for the ISP. Considerations should include choice or preference by the individual or guardian, the number of hours per day/week/month to be provided at the Employment/Day service setting, any health considerations, and the availability of DNS providers in each setting. Residential and employment/DSA providers

should communicate throughout the month to address any change in hours that arise (health issue, change in work schedule). Any hours not utilized by the Employment/DSA will default back to the residential provider. If there is more than one agency providing DNS, the total number of hours cannot exceed the number of hours determined in the DNS criteria and documented in the ISP.

Direct Nursing providers are required to work a minimum of 4 hour shifts. If an individual needs a shorter shift in an employment or day service setting, then the provider must submit a variance to the variance committee.

ODDS will fund Direct Nursing Services for ODDS clients if the service is needed when a VR file is open. This is based on Oregon policy and a Memorandum of Understanding between ODDS and Vocational Rehabilitation (VR). A VR counselor may inquire with the person's DD case manager to see if the person is eligible for DNS services. The case manager can make a referral for DNS services. The employment team should identify whether a person is eligible for DNS services early on in the employment services process.

Individuals may access DNS services in an employment or DSA setting (including individuals who live in-home, 24-hour residential, foster care, etc).

DNS is billed as a separate stand-alone service in addition to the Employment and/or DSA services being delivered. For example, if a person needs DNS during DSA services, then both DNS and DSA may be billed simultaneously. If a person is working and using Job Coaching, then both DNS and job coaching may be billed. This differs from other attendant care or personal assistance that is generally included in the employment service or DSA rate.

24-hour residential providers may enroll as a DNS service provider, and begin billing DNS as a stand-alone service effective July 1, 2022.

Form(s) that apply:

- ODDS Exception Request Form: [0514DD](#)
- SDS0753 LTCCN Client Referral form:
<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/LTCCN/Pages/forms.aspx>

Reference(s):

OAR 411-048 (Long Term Care Community Nursing):
http://www.dhs.state.or.us/policy/spd/rules/411_048.pdf

Frequently Asked Questions:

Q: What if I have an LTCCN for the home who will not go to or work at the Employment/Day Service Setting?

A: Most nurses who provide LTCCN services in the home will be able to provide services at the Employment/Day service setting. If the Employment/Day service setting is in another county or an excessive number of miles away from the home the nurse may decline. In this case the CME can make a separate LTCCN referral.

Q: Can a residential, employment service, or DSA provider agency bill for DNS in an employment service or DSA setting?

A: Yes. All providers of DNS must be enrolled Medicaid providers. 24-hour residential providers may choose to become a certified and endorsed Direct Nursing Services Agency (DNSA), and be able to bill for DNS in the employment service or DSA setting.

Q: How does the ISP team determine the number of prorated DNS hours available for Employment/DSA?

A: Here is a table of prorated DNS hours to be used based on an individual's DNS criteria acuity level/scores. This table is used as a guide. The actual number of DNS hours used is determined by the ISP. Providers and the team should take into considerations noted above (choice, health considerations, Employment/DSA and DNS provider availability).

| Total (monthly) DNS Hours based on Criteria/Acuity levels | | | | | | Prorated (monthly) Hours for Employment/DSA* | | | |
|---|-----|--|--|--|--|--|-----|--|--|
| Level 1 | 554 | | | | | Level 1 | 130 | | |
| Level 2 | 462 | | | | | Level 2 | 108 | | |
| Level 3 | 385 | | | | | Level 3 | 90 | | |
| Level 4 | 339 | | | | | Level 4 | 79 | | |
| Level 5 | 293 | | | | | Level 5 | 69 | | |
| Level 6 | 140 | | | | | Level 6 | 33 | | |

*Includes 1hr per day for travel (when accompanied by the nurse) up to 22 hours in a month

Q. How are DNS services prior authorized and paid?

A: All DNS provider hours are prior authorized. Prior authorization and claims are made through the Medicaid Management Information System (MMIS). Please see the authorization and payment worker guide for further information.

Contact(s):

Regional Employment Specialist:

<https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf>