ADW Q & A – December 20, 2016

1. Now that we can only bill 1 unit a month for reviewing timesheets is it required to have an amount of time for the review noted?

   Answer: No.

2. We were recently informed by a case manager that they are no longer required to attend Dual Service meetings, they simply need to sign off on the request. Is this a true statement?

   Answer: The PC policy states "A Service Planning meeting between the Resource Consultant (if applicable), the PC RN, and the Case Manager must be held with the member in the member's residence, and documented on the "Request for Dual Service Provision Form". The ADW Policy states the same and then goes onto say "Dual Service Provision Request Forms must be signed by the Case Manager, ADW RN, PC RN and the ADW Recipient (or legal representative). Original signatures are required; i.e., "signature of person on file" is not acceptable. The Case Manager, ADW RN, Personal Care RN must attend the initial, six-month, and the annual planning meetings." So if the CM already held the service planning meeting within the last 6 months, no, the CM doesn't have to go out again to sign that form. It seems that whenever the CM did the service planning meeting, that the form should have been completed and signed at that time according to how the policies are written.

3. With the new legislation concerning concealed carry of a weapon do you have a policy or guidelines that we are to follow concerning Personal Attendants' and weapons? Is there an issue if the Personal Attendant has a weapon in the vehicle, locked in the trunk or gun box, while transporting a client for errands / community activity?

   Answer: Although we do not encourage anyone to carry a weapon into the home of or onto the property of an ADW recipient, this would be a policy decision made by the agency for which the PA works. This policy would have to be shared with the PA to ensure compliance.

   NOTE: Corrective fluid or tape (brand name White out) should not be used on MNER's or any other ADW or PC documents. If you make a mistake on a document, either shred it and begin anew, or mark one line through the mistake (so that what is underneath the line can be read), initial it and date it. When you use white-out on a document, it gives the appearance that something fraudulent is occurring.

Questions/Comments from the call:

4. LMS training site – HM RN – what classes on there does she need to take every year?

   Answer: Person-Centered Planning and Service Plan Development.

5. 12/5/16 – regular visit for PAL and will start immediately. When do I go out again? If I go in May, then it is 6 months, but if I go out in June, it is 7 months, but it is the plan period I have always used.

Answer: Plan period will be December to June and June to December. No changes to the time periods for Plan Periods were made in the 12/1/15 ADW manual.

Next Q & A: January 17, 2017.