



BECOMING A FREE-STANDING PERSONAL CARE AGENCY

PROVIDER TRAINING

PRESENTED BY THE DIVISION OF QUALITY ASSURANCE

MODULE 2: The Application Process

THE APPLICATION PROCESS



I want to be certified as a Free-Standing
Personal Care Agency.

How do I apply?

HOW DO I APPLY?



Go to this website:

<https://www.dhs.wisconsin.gov/regulations/pca/contacts.htm>

You will see an email address for whom to contact for application materials.

APPLICATION PROCESS



You will receive application forms, instructions, and website addresses to obtain Wis. Admin. Code §§ DHS 105.17, DHS 107.112, Wis. Stat. ch. Chapter 50, Caregiver Background Instructions, Disclosure Forms, and other application materials, along with information on the application review process and time frame for completion.



APPLICATION PROCESS

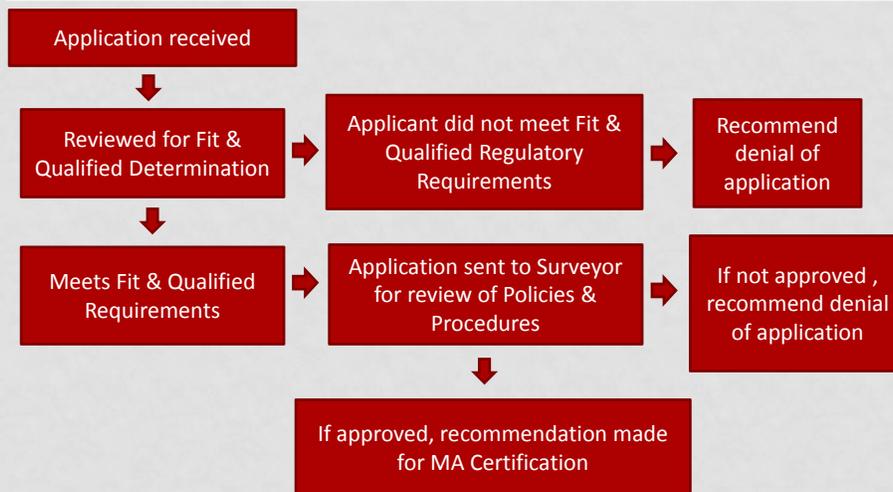


Read through instructions and complete all the requested information before returning your application.

The Licensing and Permit Program Associate will review the application for completeness and make an initial 'Fit & Qualified' determination.

Note: If you do not include all of the information, it will delay the time it takes for you to receive your provisional Medicaid Certification.

OVERVIEW OF THE INITIAL APPLICATION PROCESS



APPLICATION PROCESS



The Division of Quality Assurance (DQA) makes a “Fit and Qualified” determination and reviews application materials to determine if the applicant appears able to meet the regulatory requirements in Wis. Admin. Code §§ DHS 105.17 and DHS 107.112.

Based on this determination, DQA will then recommend approval or denial of Medicaid Certification.

Note: The agency must also apply for Medicaid Certification. This is separate from the application sent to DQA.

FIT AND QUALIFIED: CONTRACTING, PLANNING, & COORDINATION



Must be able to enter into a legally binding contract.



**FIT AND QUALIFIED:
CONTRACTING, PLANNING, &
COORDINATION**



Present a proposal to DQA to provide personal care services that do all of the following:

1. Documents cost-effective provision of services.
2. Documents a quality assurance mechanism and quality assurance activities.
3. Demonstrates that employees possess knowledge of and training and experience with special needs, including independent living needs of the client group or groups receiving services.

**FIT AND QUALIFIED:
CONTRACTING, PLANNING, &
COORDINATION**



Applicant Background

Factors relevant to a determination by the department related to whether the applicant is fit and qualified includes information regarding prior adverse actions, convictions, foreclosures, outstanding tax liability, or unsatisfied judgments.

Note: Wis. Admin. Code § DHS 105.17(e) 1-8 identifies factors relevant to a determination whether the applicant is fit and qualified.

FINANCES



Document adequate resources to maintain a cash flow sufficient to cover operating expenses for 60 days.

RECORD KEEPING



1. Written policies and procedures
2. Written job descriptions
3. A written plan of operations indicating the entire process from making referrals through delivery of services and follow-up.

RECORD KEEPING



4. A written statement defining the scope of personal care services provided, including the population being served, service needs and service priorities.
5. A written record of personal care worker training.
6. Workers' time sheets.
7. Contracts with workers and other agencies.
8. Records of supervisory visits.

RN SUPERVISOR



Include the job description, resume, and current license for the RN Supervisor with the application materials.

The RN resume must clearly identify how the individual meets the required qualifications including:

1. Training and experience in the provision of personal care services or in a related program.
2. At least 1 year of supervisory or administrative experience in personal care services or in a related program.

Note: Examples of related programs include: Home Health, Hospice, Community-Based Residential Facility or Personal Care Agency.

RN SUPERVISOR



What is an “RN Supervisor”?

An RN Supervisor is a licensed Registered Nurse who supervises the provision of personal care services to include:

1. Evaluating the need for service.
2. Securing written orders from the client’s physician.
3. Developing the Plan of Care (POC), interpreting the POC to the personal care worker (PCW), and reviewing the POC at least every 60 days and updating it as necessary.
4. Notifying the physician and legal representative, if any, of any significant change in condition.

RN SUPERVISOR



5. Giving the PCW written instructions about the services to be performed and arranging for an appropriate person to demonstrate to the PCW how to perform the services.
6. Evaluating the competency of the PCW to perform the services.
7. Completing a supervisory review of the PCW at least every 60 days. Supervision means face-to-face contact.

Note: The Medicaid Handbook states that the supervisory visit must be done in the client’s home at least every 60 days to observe the worker providing care.

POLICIES & PROCEDURES



The next module will cover the Policies and Procedures you must include with your application materials. The Licensing and Permit Program Associate will determine if you have included all of the policies required to address the items in Wis. Admin. Code § DHS 105.17 as part of your application. If your application is complete, the policies will be forwarded to a Registered Nurse surveyor. The Registered Nurse surveyor will review the policies and determine if your policies and procedures address the requirements of the regulation.

CONGRATULATIONS!



You have successfully completed Module 2 of the Personal Care Webinar Series.





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BUREAU OF EDUCATION SERVICES AND TECHNOLOGY

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