

Seniors and People with Disabilities

Mary Gear

Authorized Signature

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Topic: Forms

Seniors and People with Disabilities Community Health Support Program

Subject: Forms Changes

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: The Seniors and People with Disabilities (SPD) Community Health Support Program (CHSP) is transitioning to new program forms that will become mandatory on September 1, 2008.

The intent of the new CHSP RN documentation forms is to facilitate a focused documentation summary of client services provision to the case manager. This documentation requirement is specific to the CHSP and is separate from, and does not replace, Oregon State Board of Nursing (OSBN) standards for documentation by an RN.

The CHSP RN remains professionally and contractually responsible to generate and maintain documentation that meets OSBN documentation standards, supports all summary statements provided to the case manager, and promotes safe services provision to individuals.

The case manager retains the authority to request RN documentation that supports the summary statements recorded on the CHSP RN forms.

The new Community Health Support Program forms are available in electronic format and can be found via the DHS *Find a form* web page.

New Forms:

SDS 0753 SPD Community Health Support Program Client Referral for Community RN Health Evaluation and RN Service Plan

(Replaces the SDS 0814 Contract RN Referral)

The new CHSP referral form communicates focused client and care provider demographics, Oregon Health Plan provider information, and pertinent case related information from the referring case manager to the RN provider. Additional information pertinent to the referral can be attached to the form.

SDS 0754 0751 SPD Community Health Support Program RN Services Plan

(Replaces the SDS 0815 RN/Client Health Care Plan)

The RN Service Plan is intended for the RN to identify specific CHSP RN services that will be provided to the client to assist them in meeting their health goals.

SDS 0752 SPD Community Health Support Program RN Services Summary

(Replaces the SDS 0805 RN Monitoring/Supervisory Visit/Telephone Call)

This form prompts the RN to record summary statements about the client's community health status, to identify the CHSP RN services provided on the date of service, and to identify any actions to be taken by the RN or referring case manager.

SDS 0751 SPD Community Health Support Program RN Delegation of a Nursing Task

(Replaces SDS 0803 RN Initial Delegation)

This form prompts the RN to record critical CHSP information when a task of nursing care is being considered for delegation or being delegated to a non-family care provider.

This form is designed to communicate the nursing task being delegated, to whom it is delegated, the date delegation occurred, and the frequency that periodic inspection, supervision and re-evaluation of the delegation will occur. The form is also designed to communicate the RN's decision not to delegate a task of nursing care.

Community RN Health Evaluation

(The Community RN Health Evaluation replaces the SDS 0802 *Comprehensive Initial Assessment*)

There will be no mandatory CHSP form for the Community RN Health Evaluation as each client's reason for referral and unique community health needs will direct the data recorded and evaluated by the CHSP RN.

Please refer to the on-line *SPD Community Health Support Program Policy and Procedure Manual* (July 1, 2008 edition) for CHSP RN requirements for the completion of a *Community RN Health Evaluation* at www.oregon.gov/DHS/spd/provtools/nursing/

Obsolete Program Forms

While all previous program forms will become obsolete on 9/1/08, the CHSP RN services formerly recorded on the forms will not. The RN provider is still required to meet CHSP contract, policy and administrative rule requirements and meet OSBN

documentation standards.

As of September 1, 2008, the following twelve program forms will become obsolete:

- SDS 0802 RN Comprehensive Initial Assessment
- SDS 0803 RN Initial Delegation (replaced by SDS 0751)
- SDS 0805 RN Monitoring/Supervisory Visit/Telephone Call (replaced by SDS 0752)
- SDS 0806 RN Assessment Behaviors and Intervention
- SDS 0807 Physical Restraint RN Assessment
- SDS 0809 Psychoactive Medication RN Assessment
- SDS 0811 Medication List
- SDS 0812 PRN Prescription
- SDS 0813 RN Teaching of Medication Administration
- SDS 0814 SPD Contract RN Referral (replaced by SDS 0753)
- SDS 0815 RN/Client Health Care Plan (replaced by SDS 0754)
- SDS 0816 Contract RN Progress Notes

Local offices are to recycle obsolete forms stock by September 1, 2008.

If you have any questions about this information, contact:

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