DHI / QMB Medically Fragile Waiver (MFW) Program: Administrator and Nurse Supervisor Interview Survey Tool

Standard of Care Questions	(Tag #) Surveyor Notes / Deficiency Description	MET	NOT MET	NA

Agency / Region:

Surveyor: **Dates of Survey:**

Administrator Interviewed / Title:

RN Supervisor Interviewed:

Date/Time of Interview: ***If no interview, document why not** **Interview Format:** ☐ **Telephone** ☐ **In-Person**

Services (Check all those that apply to the Agency):

☐ **Home Health Aide (HHA)**

☐ **Private Duty Nursing (PDN):** ☐ **LPN /** ☐ **RN**

☐ **Respite HHA /** ☐ **Respite PDN:** ☐ **LPN /** ☐ **RN**

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ADMINISTRATOR/DIRECTOR INTERVIEW QUESTIONS:				
1) In your absence, who is authorized to act on your behalf for the agency? ***Surveyor Instructions:*** *In accordance with, NMAC 7.28.2.26. Each agency licensed pursuant to these regulations must have an administrator appointed by the governing body who: … A qualified person is authorized in writing to act in the absence of the administrator. For this to be met, the administrator should be able to describe the agency process for this to occur, which would include written authorization.*	*Tag # MF04* Notes:			
2) What is your role in the Agency's Quality Improvement Plan? ***Surveyor Instructions:*** *This would be met if the Administrator has knowledge of and can describe Agency's QI Plan.*	*Tag # MF103* Notes:			
3) Does your agency have an annual summary that identifies key issues and addresses remediation and re-evaluation? ***Surveyor Instructions:*** *This would be met if the Administrator can provide a copy of the annual summary and shows areas / issues that were identified and remediated.*	*Tag # MF103* Notes:			

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4) Describe the Agency's Incident Management System and ANE training process? ***Surveyor Instruction:*** *This would be met if the Administrator has knowledge of the DOH/Division of Health Improvement (DHI) Statewide Incident Management System Policies and Procedures and can describe the HH Agency's Incident Management System.*	*Tag # MF1A28* Notes:			
5) What is the Agency's process for completing State Incident Reports as it relates to ANE and other reportable incidents? ***Surveyor Instructions:*** *This would be met if the Administrator can describe the ANE reporting process as it applies to Home and Community Based Waiver Services. This may include CYFD (for children) and / or APS / DHI for Adults Statewide.*	*Tag # MF1A28.1* Notes:			
NURSING INTERVIEW: SCOPE OF SERVICES:				
6) Are you responsible for reviewing the CMS-485 (Home Health Certification and Plan of Care) form? If yes, how often are you required to review it? ➢ **If not, who reviews the CMS-485?** ***Surveyor Instruction:*** *The standardized CMS-485 (Home Health Certification and Plan of Care) form will be reviewed by the RN Supervisor or RN designee and renewed by the PCP at least every sixty (60) days. This would be met, if the RN Supervisor can describe that they or their designee is responsible for reviewing the document at least every 60 days.*	*Tag # MF22* Notes:			
7) Are you required to participate at the IDT meeting? If yes, what is your role at the IDT meeting? What steps must be taken if you cannot participate? ***Surveyor Instruction:*** *Provider agencies must be present at the IDT meeting or provide their input to the CM or designee before the IDT meeting. For this to be "MET" the RN Supervisor must be able to describe their role in the IDT meeting and what steps are taken if they cannot participate.*	*Tag # MF22.1* Notes:			

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8) Are you responsible for developing the Nursing Care Plan? ➢ **If not, who is responsible?** ***Surveyor Instruction:*** *The private duty nurse will develop and implement a nursing care plan that is separate from the ISP. The private duty nurse develops, implements, evaluates, and coordinates the medically fragile participant's plan of care on a continuing basis. This would be met, if the RN Supervisor is able to describe the process for developing the Nursing Plan of Care.*	*Tag # MF22* Notes:			
9) How often do you conduct face-to-face supervisory visits with the staff you supervise? ***Surveyor Instruction:*** *The HH Agency will document in the participant's clinical file RN supervision to occur at least every sixty (60) days. Supervisory forms must be developed and implemented specially for this task. The HHA will be supervised by the HH Agency RN supervisor or HH Agency RN designee at least once every 60 days in the participant's home. Supervisory forms must be developed and implemented specifically for this task. For this to be met, the RN supervisor must indicate they conduct supervision visits at least every 60 days.*	*Tag # MF23 (PDN) / MF27.1 (HHA)* Notes:			
10) Do you provide training to the HHA, the Individual/Family, or any other direct support professional? What types of training do you provide? ➢ **If not, who does?** ***Surveyor Instruction:*** *Question is only applicable if the agency employees HHA. The private duty nurse provides the participant, caregiver, and family all training and education pertinent to the treatment plan and equipment used by the participant. This would be met, if the RN Supervisor indicates "Yes" they provide training related to the persons treatment plan and equipment.*	*Tag # MF27* Notes:			

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11) What specific tasks are Home Health Aids <u>not</u> able to perform? ***<u>Surveyor Instruction:</u>*** *Home health aides may* not perform the following duties: • *Administer medications or tube feedings;* • *Adjust oxygen levels;* • *Perform any intravenous procedures;* • *Perform any sterile procedures;* • *Perform housekeeping services for members of the medically fragile person's family.* *For this to be "MET" the Rn must be able to identify the 5 areas above.*	*Tag # MF27.1* Notes:			
Describe your HH Agency's Incident Management System? ***<u>Surveyor Instructions:</u>*** *This would be met if the Supervisor can describe the ANE reporting process as it applies to Home and Community Based Waiver Services. This may include CYFD (for children) and / or APS / DHI for Adults Statewide.*	*Tag # MF 1A28* Notes:			
ADDITIONAL NOTE(S):				
9) Based on the questions already asked, are there anything else or other systems you have in place, that you would like us to be aware of? ***<u>Surveyor Instructions:</u>*** *This question is used as a wrap up, if the interviewee would like to share more information or show documents that outline how the agency functions it would be captured here.*	Notes:			