

**Medicaid Home and Community-Based Services  
Waiver for Older Adults (WOA) and Living at Home Waiver (LAH)**

**Instructions and Process for Nurse Monitoring**

Effective October 1, 2006

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**Part 1 – Instructions for Completing the Nurse Monitor Forms:**

**Participant Assessment - DHMH 4658 A (N – PA)** – Completed by the nurse monitor during every visit to document the comprehensive evaluation of the participant’s medical condition. The nurse monitor and participant sign this form. The nurse monitor must:

- Forward the original white copy of the DHMH 4658 A (N – PA) to the participant’s case manager within 10 days of the assessment date.
- Keep the yellow copy of the DHMH 4658 A (N – PA)
- Give the pink copy of the DHMH 4658 A (N – PA) to the participant/representative

**Caregiver Service Plan - DHMH 4658 B (N – CSP)** – Completed by the nurse monitor during the initial visit with the caregiver and participant. Shows the services/tasks the caregiver is required to perform for the participant. The nurse monitor will revise the Caregiver Service Plan at least annually or as needed based on changes in the participant’s condition. The nurse monitor signs this form. The nurse monitor must:

- Forward the original white copy of the DHMH 4658 B (N – CSP) to the participant’s case manager.
- Keep the yellow copy of the DHMH 4658 B (N – CSP)
- Give the pink copy of the DHMH 4658 B (N – CSP) to the participant/representative.
- Give the goldenrod copy of the DHMH 4658 B (N – CSP) to the caregiver.

**Caregiver Assessment DHMH 4658 C (N – CA)** – Completed by the nurse monitor when observing and documenting the caregiver’s ability to perform all tasks listed on the Caregiver Service Plan. The nurse monitor uses the Caregiver Assessment to evaluate the caregiver at each visit. If the participant uses multiple caregivers, the nurse must assess each caregiver according to program requirements. The nurse and caregiver sign this form. The nurse monitor must:

- Forward the original white copy of the DHMH 4658 C (N – CA) to the participant’s case manager.
- Keep the yellow copy of the DHMH 4658 C (N – CA)
- Give the pink copy of the DHMH 4658 C (N – CA) to the participant/representative.
- Give the goldenrod copy of the DHMH 4658 C (N – CA) to the caregiver.

**Nurse Monitor Timesheet DHMH 4658 D (N – TS)** – Completed by the nurse monitor during each visit. Documents the date and time the nurse monitor rendered services. The nurse monitor and the participant or representative complete and sign the timesheet after every visit in the participant’s residence. The nurse monitor must:

- Keep the yellow copy of the DHMH 4658 D (N – TS)
- Give the pink copy of the DHMH 4658 D (N – TS) to the participant/representative.
- **Carefully follow the payment instructions listed below:**

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**Waiver for Older Adults**

- **Agency** nurse monitors submit the original white signed copy of the DHMH 4658 D (N – TS) time sheet and WOA – CMS 1500 billing form to your agency. Agencies forward the white copy of the DHMH 4658 D (N – TS) time sheet and the white copy of the WOA – CMS 1500 billing form to MDoA for payment. Agencies should copy the DHMH 4658 D time sheet and WOA – CMS 1500 billing form for their records.

**Living at Home Waiver**

- **Independent** nurse monitors submit the original white signed copy of the DHMH 4658 D (N – TS) time sheet and the original white signed copy of the LAH – DHMH 4660 billing form to DHMH for payment. Nurse monitors keep the yellow copy of the 4658 D (N – TS) time sheet and the yellow copy of the DHMH 4660 billing form.
- **Agency** nurse monitors submit the original white signed copy of the DHMH 4658 D (N – TS) time sheet and the original white signed copy of the LAH – DHMH 4660 billing form to their agency. The agency forwards the white copy of the DHMH 4658 D (N – TS) time sheet and the white copy of the LAH – DHMH 4660 billing form to DHMH for payment. Agencies should copy the DHMH 4659 (C-TS) time sheet and LAH – DHMH 4660 billing form for their records.

**Part 2 - Nurse Monitoring Process:**

1. Nurse monitors shall provide services in the participant's residence with the caregiver present in order to assess the caregiver's work and the participant's health status.
2. Nurse monitors must abide by the number of visits identified in the participant's Waiver Plan of Care/Service. If, in the nurse's professional judgment, the participant needs additional monitoring, the nurse monitor must contact the participant's case manager for approval before providing extra visits.
3. If a service change is for a Living a Home waiver participant, the case manager must get DHMH LAH staff approval prior to service delivery.
4. **Failure to obtain prior approval may result in denied payments.**