

SUPERVISORY SUMMARIES

Tip Sheet

Ensure that your client's Supervisory visits occur at least every 60 days. The visit must be conducted in person, with the participant present, within 14 days before or after the end of the summary period and within 60 days from the previous visit.

List who was in attendance and what was discussed. If the family or guardians are not present during visit, indicate date and method of contact and what was discussed. Please make sure that your report reflects any changes in the child's care over the past 60 days.

CHECKLIST:



WEEKLY SCHEDULE OF NURSING HOURS

List the typical weekly schedule of nursing hours including days and times. Include if the participant attends school, if the nurse accompanies the participant to school, and who is paying for school nursing.



APPROVED HOURS

List the average amount of nursing hours per week provided for the 60 day summary period and the specific number of respite hours provided.



PHYSICIAN'S VISITS, ER VISITS OR HOSPITAL ADMISSIONS

List all physician visits, ER visits, hospitalizations, and missed appointments with reasons for visit and missing appointments for the 60 day summary period.



HEAD TO TOE ASSESMENT

Supervisors must complete head to toe assessments, including vitals, for the participant and document accordingly.



PROBLEMS IMPACTING AGENCY'S ABILITY TO PROVIDE NURSING?

List problems/ barriers which prevent staffing for the case and explain what steps, activities, or efforts the Nursing Agency is doing to improve staffing for the case.



DOCUMENTATION OF CERTIFIED NURSES AIDE (CNA) SERVICES

An RN must conduct a supervisory visit at least every 14 days on case served by CNA or staffed by CNAs.



CHANGES IN CARE NEEDS

Ensure your agency lists changes in clinical status, feedings, medication, equipment and supplies, physician's orders, therapies, routines, social and family dynamics, school attendance, and family location.

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