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MEMORANDUM

February 2003



Posting of Staffing – Effective 1/1/03 – from CMS

Effective January 1, 2003, nursing homes across America must publicly post the number of nursing staff they have on duty to care for patients on each daily shift. Licensed and unlicensed nursing staff includes: registered nurses, licensed practical nurses and nurse aides. CMS will publish a regulation later in this fiscal year defining this required format and content. **The full memo from CMS with recommended template can be found at <http://cms.hhs.gov/medicaid/lscsp/sc0311.pdf>.**

Staff Posting Display In the meantime, attached to this memorandum is a format that CMS recommends nursing homes use in the interim. It is not a required format, and facilities may choose to use their own format. The required facility nursing staff numbers must be prominently displayed in a public area. CMS suggests the size of the report be at least 8.5 x 14 inches, and printed in a size font/print large enough to be easily read. This information must include the actual number of licensed and unlicensed nursing staff directly responsible for the care of residents for that particular day on each shift. This may mean that the nursing facility would post each shift staff numbers very close to the beginning of the shift in order to ensure that the posted numbers are the actual staff working the shift. **State Survey Agencies are expected to verify that the nursing staffing information is posted. This will be done for all surveys performed on or after January 1, 2003. Nursing homes that do not post statutorily mandated staffing data can be cited as noncompliant with Federal requirements. States would use tag F492(b) Compliance with Federal, State and local laws and professional standards under 42 CFR 483.75 (Administration).**

From VHQC

The quality measures for each nursing home listed on www.Medicare.gov will be updated on **February 27, 2003**. CMS plans to update the quality measures every three months. There may be local media who will have an interest in the updated measures, but CMS is not planning to place ads in newspapers as they did for the initial launch in November 2002

Investigations – Potential/Actual Abuse

In December, VDH sent each nursing home new guidelines for conducting abuse investigations; regulations have not changed but guidance for conducting investigations have been clarified. These memos also define “immediate” as within 24 consecutive hours. Review your current policies and procedures to ensure that systems are in place for conducting comprehensive investigations [internal investigation memo from VDH] and that you have systems to ensure timely reporting of allegations/incidents according to the guidelines.

MDS Changes – effective 1/1/03

The December 2002 MDS Manual incorporates changes and clarifications that CMS has made since 1995 as well as including some new instructions not previously documented. If you have not ordered your new Manual you may download a free copy at <http://cms.hhs.gov/medicaid/mds20/man-form.asp>. Commercial copies are available from a variety of sources including Briggs Corporation, Heaton Publishers, Opus Communications, and AANAC [American Association Nurse Assessment Coordinators]. Several sources are offering addendums that clearly identify the new revisions [i.e. Addendum only can be ordered from AANAC for \$20.00]. If you need some help, let me know.



Facilitating Quality Healthcare Thru Care and Compliance

RECOMMENDED TEMPLATE

Name of Nursing Home

Report of Nursing Staff
Directly Responsible For
Resident Care

Date: xx/xx/xx

SHIFT	LICENSED NURSING STAFF UNLICENSED NURSING STAFF	
DAY	# FTEs	# FTEs
EVENING	# FTEs	# FTEs
NIGHT	# FTEs	# FTEs

Daily posting of this information is required for nursing homes participating in Medicare and Medicaid.