

Sullivan County Department of Public Health

<u>Title:</u> Home Health Aide (HHA)	Original Approval: 3/89
<u>Number:</u> SS-06	Reviewed/ revised:
<u>Page Number:</u> 1 of 2	9/97, 9/99, 1/00, 8/01, 9/03, 11/05, 12/07, 3/08, 9/08, 5/16, 11/18, 6/19, 4/24

Statement/ Purpose:

To provide care in accordance with identified patient need and physician orders.

Authority:

CMS Conditions of Participation- Home Health Agencies 484.80: Home health aide services

Application:

RNs, Physical Therapists, Occupational Therapists, Speech Therapists, Home Health Aides.

Terminology:

Responsible Party:

Director of Patient Services

Cross-Reference:

Therapy Services.

Procedure:

1. Certified Home Health Agency (CHHA) clinician, during initial home visit, assess the patient's need for assistance with personal care, activities of daily living (ADLs) and light housekeeping.
2. If home health aide (HHA) services are indicated, the CHHA clinician obtains the physician's orders.
3. The CHHA clinician is responsible to establish the HHA care plan
 - a. Writing HHA Orders: Choose the options from the library text, individualizing as appropriate to meet the patient's needs.
 - b. Add to the order: for the HHA to assist the patient to regain or improve the level of functioning and ability to perform ADLs independently.
 - c. Frequency of tasks: The frequency of tasks must be indicated and specific. If the HHA will be assisting as needed that is to be written in the area of "Special Instructions"- HHA to perform tasks for patient when patient is not able to perform independently.
4. The CHHA clinician will introduce the HHA to the patient during the initial visit. At this time, the care plan is discussed and reviewed with the HHA and patient. Teaching, demonstrating, and re-demonstrating of care is done as needed. The patient and the CHHA clinician sign the care plan. There is a copy of the HHA care plan left in the patient's home, a copy provided for the HHA, and a copy for the patient record. The HHA care plan must be followed by the HHA.
5. The HHA functions in accordance with the established HHA scope of practice and the HHA care plan. Any changes must be initiated by the CHHA clinician.

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6. The HHA is responsible to promptly report to the Case manager or Supervision any changes in the patient's condition.
7. HHA supervisory visits are required to evaluate the effectiveness of the HHA's care and determine if there is continued need for HHA services, or a revision to the plan of care.
8. The HHA supervisory visit is conducted in the patient's home by the CHHA clinician at a minimum of every 14 days.
9. Every 30 days, the CHHA clinician is responsible to make an on-sit visit with the HHA present. The clinician is to coordinate this monthly supervisory visit with the HHA. The clinician must review the care plan with the patient and HHA, and document any revisions on ALL copies of the care plan.
10. The HHA documents each visit in the patient's electronic medical record (EMR). Documentation must be completed by the end of the day of the visit.