



Request for Proposals 19RFP108 Private Duty Nursing Services

Date	Event
February 12, 2019 February 19, 2019	Dates of public notice
Not applicable	Pre-proposal conference
February 20, 2019	Due date for questions by 5:00 pm
February 22, 2019	Questions and answers posted on our website
February 28, 2019	RFP opening / due date at 2:00 pm CST
May 20, 2019	AISD Board meeting for review/approval

<p>Deliver Sealed Proposals to: Austin ISD Contract & Procurement Services 1111 West 6th Street Building A, Suite 330 Austin, TX 78703</p>	<p>Contact: Name: Anita Muscarella Title: Senior Procurement Specialist Phone: 512-414-9800 anita.muscarella@austinisd.org</p>
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- Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: Questions 19RFP108 Private Duty Nursing Services
- Q & A and addenda will be posted on our website: www.austinisd.org/cp/bids
- **Proposals are due no later than 2:00 pm on the date indicated.** Your proposal must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
 - Required**
 - One (1) hard copy marked “original” – include signed “required” forms
 - Requested**
 - Four (4) digital copies on a flash drive – include signed “required” forms
 - Four (4) hard copies marked “copy”
- FAX, e-mail or other electronic proposals will not be accepted.
- Proposals must be plainly marked with:
 - Name and address of the respondent
 - RFP number and title above

Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

Understanding the Proposal

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Instructions on our website: [Policy and Instructions](#)
- Attend pre-proposal conference (if scheduled, but attendance is not required)
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments
- Review Proposal Format section of RFP

Forms

Completed | Required to be submitted with proposal

- | Bid Certification
- | Notification of Criminal History of Contractor
- | Debarment, Suspension and Ineligibility Certification
- | HUB Utilization Report (HUR) – HUBATT 1
- | HUB Compliance Checklist – HUBATT 1A
- | Conflict of Interest Questionnaire (CIQ) – electronic
- | Strategic Partner Profile
- | EDGAR Vendor Certification
- | Software Vendor Certification Form

Submitting the Proposal

Completed

- Prepare the proposal in the format specified and sign all required forms
- Submit required hard copy marked “original”
- Submit requested quantity of digital copies on flash drive
- Submit requested quantity of hard copies marked “copy”
- Package proposal in sealed envelope or carton properly labelled
- Deliver proposal to delivery address by RFP opening / due date and time

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I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is seeking proposals from firms qualified and experienced in providing non-district licensed health care providers through a Home Health Care Agency. The Non-District Licensed Health Care Providers will have direct contact with students who have specific and significant medical and health care needs, and who require the ongoing care of a licensed health care provider throughout the school day in order to safely access a free and appropriate public education.

Austin ISD reserves the right to award a contract for any or all areas of this RFP. Austin ISD will make awards to qualified respondents providing the best proposal based on a combination of the program plan, scope of services, vendor’s capabilities and pricing. A Service Agreement will be executed with successful vendors as a result of this process. A preview only copy of AISD’s Service Agreement is included within this document and should not be submitted with proposals.

Austin ISD educates more than 80,000 students and embraces 129 diverse school communities in one of the fastest-growing, ever-changing metroplexes in the country. In partnership with parents and our community, Austin ISD's mission is to provide a comprehensive educational experience that is high quality, challenging, and inspires all students to make a positive contribution to society. We partner with world-class universities, innovative businesses and nonprofit organizations and engaged community leaders to prepare our students for college, career and life.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in district-wide procurement. When AISD considers entering into a contract estimated at \$50,000 or more, the HUB Program will determine whether subcontracting opportunities are applicable before publishing the solicitation.

All contractors are required to follow the HUB Compliance Guidelines included in this solicitation and complete either the HUB Utilization Report – HUR (HUBATT 1) or HUB Compliance Plan - HCP (HUBATT 1C) for compliance review. All HUB inquiries should be directed to the HUB Program Department.

No Goals

No Goals are appropriate for this project. While no goals have been established for this project, the bidder/contractor is required to comply with AISD HUB Program Regulations if areas of sub-consulting are identified. **Please complete the HUB Utilization Report - HUR form (HUBATT 1).** When the HUR Form and Good Faith Effort - GFE documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE.

III. PROPOSAL FORMAT

A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor’s proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor's experience and individual experience for personnel who will provide this product or service.

Section II - Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

Please use Appendix 2 - Vendor Cost Summary to provide cost details.

This section shall contain a straightforward, concise delineation of the contractor's fees to satisfy the requirements of this RFP. It is the contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **Original response & flash drive only**; they can be excluded from additional requested copies.

Contractor shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- HUB Utilization Report (HUR) – HUBATT 1
- EDGAR Vendor Certification
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at [Conflict of Interest Questionnaire - CIQ](#).

IV. INITIAL REVIEW OF PROPOSALS

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

Responsive

In order for a proposal to be responsive:

- ALL required forms listed above shall be signed and included with proposal;
- Proposal shall be received prior to the RFP opening date at the address listed on the cover page;
- Proposal shall respond to the entire scope of service and performance requirements as requested.

Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

V. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD’s requirements, price and other factors considered.
- B. The district anticipates that the evaluation process may include multiple levels of evaluation, as for example, but not limited to:
Phase 1: Initial review of the proposal by the district’s evaluation team.
Phase 2: Interviews and/or presentations of top proposals from Phase 1, followed by administrative review of finalist(s) and award recommendation.

PHASE 1

Points	Item	Detailed Description
30 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service.
30 Points	Agency’s Capabilities	The demonstrated ability of the agency to provide services, including references.
40 Points	Financial Proposal	Purchase price is reasonable and appropriate given the scope of proposed plan.

PHASE 2 (optional)

Points	Item	Detailed Description
30 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service.
30 Points	Agency's Capabilities	The demonstrated ability of the contractor to provide services, including references.
40 Points	Financial Proposal	Purchase price is reasonable and appropriate given the scope of proposed plan.

- C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.
- D. If the district determines that additional evaluation steps are required to determine the best value between Contractors, the district reserves the right to consider any or all of the following additional criteria; the proposed price, contractor's experience, references and record for responsibility, or any other relevant factor that the district deems necessary to determine best value.

VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The following describes the service and performance requirements that the selected vendor(s) will be required to meet. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points. The District will use the objective criteria specified within to review proposals and will potentially make multiple awards to acceptable program providers.

Health Care Agency Responsibilities

Agency must provide a Registered Nurse (RN) and/or Licensed Vocational Nurse (LVN) with current Texas Nursing License and recent (within 2 years) experience who is qualified to administer nursing care to student(s) according to District protocols and health care provider orders during District transport to and from school, during the school day and/or at school related activities, as necessitated by the medical condition of the student(s).

The following requirements must be met:

1. Agency must ensure that the nurses, including substitute nurses, have the following credentials/qualifications PRIOR to working on campus with a student:
 - A. Current Licensure in the State of Texas by Texas Board of Nursing
 - B. Current Health Care Provider Cardiopulmonary Resuscitation (CPR) Certification
 - C. Minimum of two (2) years nursing experience
 - D. Criminal background check through DPS FACT Clearinghouse.
The national criminal history record information must be filed with the Agency and AISD. Senate Bill 9 requires any person working directly with students to be digitally fingerprinted through DPS FACT Clearinghouse. Contractors can only be present at the campuses once all the criminal history process (including forms and fingerprinting) has been properly completed and approved.
2. The Agency is required to provide proof of insurance:
 - A. Workers' Compensation
 - B. General Liability
 - C. Sexual Molestation & Child Abuse (SAM)
 - D. Waiver of Subrogation
3. It is understood that the assigned nursing staff are agents of the Agency and as such, the Agency is responsible for their actions. The Agency is responsible for management of personnel issues. This includes making sure that nursing staff has current licensure and follows HIPPA and other privacy regulations such as FERPA, including, but not limited to, **NOT sharing/disclosing information about patients on social media or other public venues**. Any violations need to be reported to AISD, and the nurse removed from the AISD (all campuses).
4. Agency must have the ability to assign/deploy a PDN to an assigned student with at least a 24-hour notice.
5. The Agency must inform the Special Education contact of any new staffing or staffing changes and, if applicable, any steps that the Agency is taking to resolve any staffing issues. As to ensure the welfare of our students, notification should preferably take place on the same day in which changes occur. This includes placing and RN in the spot of a

more cost effective LVN (when the student needs can be met by an LVN), and the Agency's plan to resolve this temporary situation.

6. Agency must assign nurses for a regular school day or partial day, 5 days per week or less, based on the Individual Education Plan (IEP) and Plan of Care. This may include the student's transport time on a school bus if required.
7. Agency must submit at least three (3) nurses by-name with the same credentials and qualifications that may be assigned/back-up for specific student assignments.
8. The Agency must be responsible for orientation and training of the RN or LVN to the healthcare needs of the assigned student requiring PDN. All back up nurses will also be oriented to the student's Plan of Care and necessary nursing skills by the Agency.
9. Agency must provide the supervision of LVN's by a Registered Nurse (RN) as mandated per the regulations from the Board of Nurse Examiners and is the responsibility of the Agency. https://www.bon.texas.gov/practice_scope_of_practice_lvn.asp
10. Agency must ensure that the nurse has their own transportation to location where the student services will be provided.
11. Agency must ensure cost effective staffing. For cases in which an LVN's licensure qualifies an LVN to perform the nursing care required by the student, the Agency should staff that position with an LVN (as opposed to an RN). If a reasonable attempt to staff a qualified LVN is unsuccessful, an RN can temporarily fill that role until a qualified LVN become available.
12. Agency must submit appropriate supporting documentation attached to invoices. The requirements for reimbursement of PDN services by the Agency are indicated on Appendix 3 Private Duty Nursing Documentation Requirements. Failure to comply with these standards will result in a delay of payment to the Agency.
13. It is the District's intent to bill the SHARS Program for all nursing services rendered to Medicaid eligible students. Therefore, the Agency must not bill Medicaid for any nursing services provided by Agency staff contracted by the District. Agency must ensure the Medicaid Reimbursement documentation requirements by the District are completed in a timely manner as defined by the AISD Medicaid Student Billing staff.
14. The Agency must provide time for PDN staff to complete documentation necessary for Medicaid reimbursement in a timely manner.
 - A. Agency will provide necessary technology (e.g., computer, tablet, etc.)
 - B. Medicaid reimbursement documentation will not take place while attending the student at school or in District's vehicles.
 - C. District will provide all necessary training for entry into the Medicaid reimbursement software.
 - D. The nurse must complete data entry information on a daily or weekly basis into the Medicaid reimbursement software.
15. Attend periodic meetings with the District to discuss trends and issues regarding the scope of service and performance requirements.
16. Agency must provide an RN or LVN possessing the following knowledge and skills within

the scope of practice of the RN or LVN:

- A. Comprehensive knowledge of current nursing techniques/procedures.
- B. Assessment skills for evaluating signs and symptoms of illness/injury.
- C. Knowledge of ethical principles and codes of conduct for the practice of nursing in the State of Texas.

17. Agency must ensure the nursing staff is responsible for the following:

- A. All nursing care for a student during the school day and/or on District vehicles.
- B. Performing nursing procedures and ADL's (Activities of Daily Living) unless stated otherwise in the Individualized Educational Program (IEP).
- C. Emergency care of the designated student is the responsibility of the PDN. The PDN must be able to recognize emergencies (e.g., respiratory distress, seizures, etc.) and immediately take measure to stabilize the student.
- D. Treating other medical conditions including, but not limited to: diabetes, oxygen dependency, asthma, epilepsy and hemophilia.
- E. Additional skills as necessary, including, but not limited to, the following: tracheostomy care, care of a ventilator-dependent student, nebulizer treatment, suctioning, gastrostomy care and feeding including feeding pumps, use of an ambu-bag, catheterization, vagal nerve stimulator and ostomy care.
- F. Ensuring all required equipment/supplies are available, clean, in good working order and within the expiration date when providing care to specified assigned students. This includes maintaining and checking oxygen cylinders daily, if used or stored in the school for their assigned student.
- G. Maintaining health records and documentation of nursing care provided according to District protocols according to Appendix 3 Private Duty Nursing Documentation Requirements.
- H. Communicating with school administration and campus nurse regarding the health care provided and the health needs of student(s).
- I. Observing professional and ethical standards in accordance with the Texas Nurse Practice Act.
- J. Maintaining a professional relationship with students, staff and families in accordance with District Policy.
- K. Maintaining confidentiality of student health information and provide for student privacy, to include the privacy of all students in the classroom when assigned as a PDN.

Term

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to four (4) additional one (1) year periods. In addition, the district reserves the right to extend the contract for an additional time beyond the final expiration date if necessary to ensure no lapse in service.

VII. APPENDICES AND ATTACHMENTS

- Appendices (Documents included within this proposal):
 - Appendix 1 – Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL
 - Appendix 2 – Vendor Cost Summary
 - Appendix 3 – Private Duty Nursing Agency Documentation Requirements
 -
- Attachments (Separate documents available to download from website):
 - HUB Utilization Report (HUR) – HUBATT 1

**Contacting Board
Members**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**Restricted Contact
Period**

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

*Prohibited
Communications*

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

*Permissible
Communications*

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

*Other Vendor
Participation and
Communication*

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

- Complaints* Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
- Violations* The following are violations subject to sanctions:
1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
 2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
 3. Make false reports regarding payments made to subcontractors or sub-consultants.
- Sanctions* Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:
1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
 2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
 3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.
- Request for Proposal and Bid Invitation* Each request for proposal and bid invitation shall include a copy of this policy.

APPENDIX 2
19RFP108 Private Duty Nursing Services

VENDOR COST SUMMARY

Respondents are to provide pricing as indicated below. Agency will provide pricing for both RNs and LVNs and distinguish any variation in charges by shift, days, etc.

RN Hourly Rate: _____

OT (after 40 hours) Hourly Rate: _____

On Call Hourly Rate: _____

Summer Hourly Rate: _____

LVN Hourly Rate: _____

OT (after 40 hours) Hourly Rate: _____

On Call Hourly Rate: _____

Summer Hourly Rate: _____

Provide any additional administrative fees, processing fees, etc.

Provide Best Value Incentives



Appendix 3: Private Duty Nursing Documentation Requirements

A. AISD Documentation Requirements: Special Education School Health & Related Services (SHARS)

Nursing Notes for SHARS Documentation

1. Student first and last name must be on each page (spelled correctly).
2. Student Medicaid Number must be on each page.
3. Date of Service must be on each page.
4. Nurse's signature with credentials must be on each page.
5. Nurse's signature and PRINTED name must be on page 1.
6. All Medicaid Reimbursement Documentation must be turned in on a weekly basis, with every day documented individually (not blanket service for the whole week).
7. For school care, Student Start and End times must be reflected with explanation for late start or early end times clearly noted.
8. Nurse's notes for each day must include documentation to support required Nursing care throughout the school day.

This must include all above items along with hourly charting of:

- a. Observations
- b. Assessments
- c. Vital Signs
- d. Medical Care / Procedures
- e. Notes must reflect all interactions with the student, including but not limited to, restroom assistance, medical procedures, i.e., suctioning, g-tube feeds, administration of medicine, or any procedure prescribed by a physician.
- f. Notes must clearly show **Nursing** care for the student, not just attendant care (which a teacher/teaching assistant could do). This should include a statement of nursing assessment/observation throughout the school day.
- g. Every session event documentation must include a statement referencing that the student ***"requires 1:1 nursing observation/assessment/ care continuously throughout the school day per physician's orders"***.



Appendix 3: Private Duty Nursing Documentation Requirements

B. AISD Documentation Requirements: Medicaid

Medicaid Reimbursement Documentation

1. Access to the Medicaid Billing system for School Health and Related Services (SHARS) is given once the provider completes the SHARS training.
2. Nurse documents in the system with his/her own User-ID and password given after the training is completed.
3. Nurses will have electronic signature access once the Electronic Signature Certification is completed.
4. Nurses can have multiple clients on their caseload, the same client can be on multiple Nurses' caseloads.
5. Documentation will be on the NURSING/RN INDIVIDUAL or NURSING/LVN INDIVIDUAL Session Event template, depending the Nurse's license.
6. Start and End times will be documented daily. Start Time will begin once **the student** has entered the bus (if accompanied by nurse) or school campus (if nurse is meeting student there). End Time will close once the student has left the campus or exited the school bus, depending the level of care needed.
7. If the student arrives late, then the start time must reflect the time **the student** arrived at school, not the typical start time of the school day.
8. Activities Provided: These refer to direct medical activities for billing documentation.
 - Select every activity performed during the school day. If the activity is done for the student multiple times during the day, only one selection of that activity is necessary on that day's Session Event Entry.
 - For example, Airway Suctioning is necessary multiple times a day, so the Nurse documents Airway Suctioning **once on the Session Event Entry template**, but the Nursing notes should reflect each suctioning episode or event of the airway (i.e., 9am, 11:30am, 3pm) with other proper nursing documentation for that activity.
9. Every session event documentation must include a statement referencing that the student ***"requires 1:1 nursing observation/assessment/ care continuously throughout the school day per physician's orders"***.



Appendix 3: Private Duty Nursing Documentation Requirements

C. AISD Documentation Requirements – Document Transmission

1. Invoices turned in on a weekly basis; Day of week to be determined with Ramon Vega, AISD (or the designated Special Education representative).
2. Medicaid billing entries (input into the Medicaid billing system) completed prior to sending the invoices
3. One invoice per student
4. Timesheets can be imbedded in the nurse's documentation as long it's signed off by case manager or timesheet can be separated
5. Nurse's notes match invoice and Medicaid billing entries

Items 3-5 are to be scanned together as a set and sent to ramon.vega@austinisd.org (or the designated Special Education representative).