

# DD9 Checklist

## → General Information

- Correct record ID
- Correct anchor date
- Name corresponds with record ID
- No blank spaces

## → LPN Units Requested

- Direct LPN units listed
- Indirect LPN units listed
- If member is seeking Exceptions:
  - Under-budget direct/indirect LPN listed
  - Over-budget direct/indirect LPN listed
- All units (LPN under-budget/over-budget) match units outlined on IPP/DSSLA/Exceptions (as applicable)

## → RN Units Requested

- RN Units under-budget listed
- If member is seeking Exceptions:
  - Under-budget RN listed
  - Over-budget RN listed
- All units (RN under-budget/over-budget) match units outlined on IPP/DSSLA/Exceptions (as applicable)

## → Medications

- No blank spaces (put N/A on top line if the member does not take medications)
- Indicate whether or not a MAR is attached
- Name, dose, route, instructions, and purpose is filled in for each medication
- Medications match IPP

## → Hospitalizations/Surgeries

- No blank spaces (put N/A if no surgeries/hospitalizations within the **past year**)
- Hospitalizations/surgeries occurred **within the past year** (ER visits and outpatient procedures may be listed if relevant to a continuing issue).
- Reason, date(s), findings, and discharge instructions are filled out for each stay/surgery listed

## → **Medical Conditions**

- No blank spaces (put N/A if no diagnoses require LPN services)
- Condition/diagnosis, approximate date, duration, changes in condition filled in for each condition listed.
  - If applicable, the change in condition should outline how the member's condition has changed from the previous service year

## → **LPN Medically Necessary Direct-Care Tasks**

- No blank spaces (put N/A if member does not require treatment **provided by LPN/RN**)
- All treatments listed **require** an LPN/RN to provide
- No tasks an AMAP can provide are listed (e.g. Vital signs, etc.)
- Task, reason, frequency, duration, and severity listed (must be member specific).

## → **LPN Indirect-Care Tasks**

- No blank spaces (put N/A) if member does not require indirect LPN.
- Indirect LPN tasks listed (must be member specific).

## → **RN Tasks**

- No blank spaces (put N/A) if member does not require RN.
- RN tasks listed (must be member specific).
- No tasks/duties an AMAP or LPN can provide are listed
  - Some providers do not employ LPNs and/or RNs complete LPN tasks. Anything LPN billable – regardless of whether the RN performs the tasks – must be listed in the appropriate LPN section.

## → **Supporting Documentation**

- 15 minute schedule and 1 week of LPN notes are attached if requesting **two or more** hours of LPN per day (2,920 units)
- IPP is uploaded to UMC's web portal for comparison
- Any other supporting documentation is indicated

## → **Additional Information**

- Filled out for each request
- Explanation included if member requires sedation, special positioning, and/or special treatment

## → **RN Acknowledgement**

- RN name printed on every request
- RN signature on every request
- Request is dated