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| **MEDICARE CERTIFIED HOME HEALTH AGENCY** |
| **Discipline** | **Supervision Requirements** | **Regulatory Reference** | **Comments** |
| Home Health Aide- Skilled Services | At least every 14 days- aide does not need to be present | [CoPs- 484.80h](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-484/subpart-B/section-484.80#p-484.80(h)) | If concern identified, then a direct supervisory visit is made. Document in patient record. Rare circumstances allow for this visit to be virtual (up to one per patient in a 60-day episode). |
| Annual HHA Supervision- Skilled Services  | Annual- on-site direct supervision of each hha. | [CoPs-484.80(h)(1)(iv)](https://www.ecfr.gov/on/2022-01-01/title-42/chapter-IV/subchapter-G/part-484/subpart-B/section-484.80) | Document in personnel file. |
| Home Health Aide- No Skilled Services | At least every 60 days- aide does not need to be present | [CoPs- 484.80h](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-484/subpart-B/section-484.80#p-484.80(h)(2)(i)) | If concern is identified, the agency must conduct, and the aide must complete, retraining and a competency eval for the deficiency and all related skills. Document in patient record |
| Semi-Annual Home Health Aide- No skilled Service | Semi-annual on-site direct supervision of ***each*** home health aide on a patient’s case | [CoPs-484.80(h)(1)(iii)](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-484/subpart-B/section-484.80#p-484.80(h)(2)) | If concern is identified, the agency must conduct, and the aide must complete, retraining and a competency eval for the deficiency and all related skills. Document in patient record and personnel file. |
| LPN Supervision | The skilled professional (RN) must periodically evaluate the effectiveness of the services furnished by the LPN to ensure the patient’s needs are met. | [CoPs- 484.75(c)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_b_hha.pdf) | Recommend a policy for LPN supervision.Document in personnel file |
| Physical Therapy Assistant | A physical therapist must provide on-site observation of the treatment and documentation of its appropriateness at least every sixth treatment session. | [MN Statute 148.706](https://www.revisor.mn.gov/statutes/cite/148.706) | PTA must be present during the supervisory visit with the PT. Document in patient record |
| Occupational Therapy Assistant | The OT will determine supervision frequency based on the patient, treatment, and competency of the OTA. Face-to-face collaboration between the OT and OTA every 10 intervention days or every 30 days- whichever comes first.~~Face-to-face collaboration between the OT and OTA at least every 2 weeks.~~ | [MN Statute 148.6432](https://www.revisor.mn.gov/statutes/cite/148.6432) | Collaboration between the OT and OTA does not need to be in the patient's home but they must meet in person to discuss progress, goals, etc.Document in patient record |
| Social Worker Assistant (Licensed SW- Baccalaureate) | The skilled professional (MSW) must periodically evaluate the effectiveness of the services furnished by the SW Assistant to ensure the patient’s needs are met. | [CoPs- 484.75(c)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_b_hha.pdf) | Recommend a policy for SW Assistant supervision.Document in patient record |
| Homemakers in a Medicare Certified Agency | No supervision requirements in regulations. |  | Recommend a policy for homemaker supervision. |

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| **COMPREHENSIVE LICENSED ONLY AGENCY** |
| **Discipline** | **Supervision Requirements** | **Regulatory Reference** | **Comments** |
| Unlicensed Personnel "ULP" | The direct supervision of staff performing delegated tasks must be provided within 30 days after the date on which the individual begins working for the home care provider and first performs delegated tasks for clients and thereafter as needed based on performance. This requirement also applies to staff who have not performed delegated tasks for one year or longer.~~Direct supervision within the first 30 days of 'work' upon assignment of a delegated nursing or therapy task and periodically thereafter based on agency policy.~~ | [MN Statute-144A.4797 Subd](https://www.revisor.mn.gov/statutes/cite/144A.4797) [(3)](https://www.revisor.mn.gov/statutes/cite/144A.4797) | Recommendation to define 'work' which may mean after successful completion of orientation and develop agency policy on the triggers for supervisionDocument in personnel file |
| All Employees, Volunteers, or Contracted StaffProviding Services | Annual performance ~~evaluation required~~ reviews which identify areas of improvement needed and training needs | [MN Statute-144A.479 Subd 7](https://www.revisor.mn.gov/statutes/cite/144A.479) [(4)](https://www.revisor.mn.gov/statutes/cite/144A.479) | Document in personnel file |
| LPN and SWAssistants | Per Agency Policy |  | Document in personnel file |
| PTA and OTA | See requirements under MedicareCertified Home Health Agencies |  | Recommend a policy forsupervision of assistants. |
| Homemaking | Per Agency Policy |  | Document in personnel file |
| **BASIC-ONLY LICENSED AGENCY** |
| **Discipline** | **Supervision Requirements** | **Regulatory Reference** | **Comments** |
| UnlicensedPersonnel "ULP" | Periodically where the services areprovided | [MN Statute-144A.4797 Subd](https://www.revisor.mn.gov/statutes/cite/144A.4797)[2](https://www.revisor.mn.gov/statutes/cite/144A.4797) | Recommend a policy forsupervision |
| **PCA SERVICES** |
| **Discipline** | **Supervision Requirements** | **Regulatory Reference** | **Comments** |
| Personal Care Assistant (PCA) | Must be supervised by qualified professionals at certain timeintervals | [MN Statutes- 256B.0659](https://www.revisor.mn.gov/statutes/cite/256B.0659) [Subd 14](https://www.revisor.mn.gov/statutes/cite/256B.0659) | Review MN Statute for detailed supervision requirements |
| **MEDICARE HOSPICE AGENCY** |
| **Discipline** | **Supervision Requirements** | **Regulatory Reference** | **Comments** |
| Hospice Aide | Every 14 days or less- direct or indirect | [CoPs-§418.76(h)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_m_hospice.pdf)  | If concern identified- see 418.76(h)(1)(ii) and (iii)Document in patient record |
| Annual Hospice Aide Supervision | Supervision once per year with thehospice aide present during the supervision | [CoPs- §418.76(h)(2)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_m_hospice.pdf)  | Document in personnel file |
| Licensed Nurses, IDT Members, and Volunteers | Supervision per agency policy |  | Document in personnel file |
| Performance Review on all Employees | A hospice provider must complete a performance review of every employee according to the provider's policy, but no less oftenthan every 24 months. | [MN Rule 4664.0150](https://www.revisor.mn.gov/rules/4664.0150/) | Document in personnel file |

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