

# Supervision of Staff for Home Health/Hospice Agencies

(See regulatory references for detailed information)

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	<a href="#">CoPs- 484.80h</a>	If concern identified, then a direct supervisory visit is made. Rare circumstances allow for this visit to be virtual (up to one per patient in a 60-day episode). Document in patient record.
Annual HHA Supervision – Skilled Services	Annual-on-site direct supervision of each HHA.	<a href="#">CoPs-484.80(h)(1)(iv)</a>	Document in personnel file.
Home Health Aide – No Skilled Services	At least every 60 days – aide does not need to be present	<a href="#">CoPs- 484.80h</a>	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 <i>each</i> home health aide on a patient’s case	<a href="#">CoPs-484.80(h)(1)(iii)</a>	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.	<a href="#">CoPs- 484.75(c)</a>	Recommend a policy for LPNsupervision. Document in personnel file

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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.	<a href="#">MN Statute 148.706</a>	PTA must be present during the supervisory visit with the PT. A licensed physical therapist may supervise no more than two physical therapist assistants at any time. Document in the patient record. <b>For Medicare certified agencies-</b> this cannot be done at the same time as a 30-day therapy reassessment visit.
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.	<a href="#">MN Statute 148.6432</a>	Collaboration between the OT and OTA does not need to be in the patient's home, but the collaboration must occur in person or over a video call. This CANNOT occur through a phone call, email, or text message. 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.	<a href="#">CoPs- 484.75(c)</a>	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.	<a href="#">MN Statute-144A.4797 Subd (3)</a>	Recommendation to define 'work' which may mean after successful completion of orientation and develop agency policy on the triggers for supervision Document in personnel file
All Employees, Volunteers, or Contracted Staff Providing Services	Annual performance reviews which identify areas of improvement needed and training needs	<a href="#">MN Statute-144A.479 Subd 7 (4)</a>	Document in personnel file
LPN and SW Assistants	Per Agency Policy		Document in personnel file
PTA and OTA	See requirements under Medicare Certified Home Health Agencies		Recommend a policy for supervision of assistants.
Homemaking	Per Agency Policy		Document in personnel file
BASIC-ONLY LICENSED AGENCY			
Discipline	Supervision Requirements	Regulatory Reference	Comments
Unlicensed Personnel "ULP"	Periodically where the services are provided	<a href="#">MN Statute-144A.4797 Subd 2</a>	Recommend a policy for supervision
PCA SERVICES			
Discipline	Supervision Requirements	Regulatory Reference	Comments
Personal Care Assistant (PCA)	Must be supervised by qualified professionals at certain time intervals	<a href="#">MN Statutes- 256B.0659Subd 14</a>	Review MN Statute for detailed supervision requirements

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## MEDICARE HOSPICE AGENCY

Discipline	Supervision Requirements	Regulatory Reference	Comments
Hospice Aide	Every 14 days or less- direct or indirect	<a href="#">CoPs-§418.76(h)</a>	If concern identified- see 418.76(h)(1)(ii) and (iii) Document in patient record
Annual Hospice Aide Supervision	Supervision once per year with the hospice aide present during the supervision	<a href="#">CoPs- §418.76(h)(2)</a>	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 often than every 24 months.	<a href="#">MN Rule 4664.0150</a>	Document in personnel file

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