

**Provider Qualifications for Life Sharing Agencies Serving Individuals with a Medically Complex Condition**

*Disclaimer: This document only includes the additional qualification criteria that Life Sharing providers must meet to serve an individual with a medically complex condition. Providers must meet all other qualification criteria included in the currently approved waiver in addition to these new criteria.*

*The language in **bold** is clarification and guidance about the waiver language*

- License: The agency must be licensed under 55 Pa. Code Chapter 6500 for Family Living Homes as applicable.
- At least one staff person (direct, contracted, or in a consulting capacity) must be a Registered Nurse (RN) or Licensed Practical Nurse (LPN).
  - The RN or LPN will have the following responsibilities which must be documented, such as within the agency's policy, protocol, or job description, which consists of at minimum the following criteria:
    - Conducting and documenting routine monitoring and assessment of the participant's health and safety in coordination with the Life Sharing Specialist;
      - **Routine monitoring is based on the needs of the individual as documented in their ISP.**
    - Providing relevant health care and safety related training to the host family and any additional Life Sharing staff providing support in coordination with the Life Sharing Specialist;
      - **The provider has the option to arrange for training by healthcare professionals regarding the health care and safety needs of the individual.**
      - **Additional Life Sharing staff could be anyone who is directly providing the Life Sharing service who is trained in the individual's care.**
    - Overseeing access to and coordination of medical care including assisting the host family with medical appointments and maintaining documentation related to health care;
      - **The RN or LPN is responsible to help the family with medical appointments, such as accompanying the individual on the appointment, setting the appointment up, etc.**
      - **The nurse is responsible for maintaining the documentation related to the individual's health care needs.**
    - Being promptly available to the host family for consultation on an as needed basis
      - **The policy, protocol, or job description must also consist of how the RN or LPN will be available to meet or respond to the host family's request, within at least 15 minutes.**
        - **The host family must be able to call and get a response from the RN or LPN 24 hours a day.**
          - **Example: Oncall**
      - **Emergency situations must be handled by calling 9-1-1.**

## Attachment 2

- Have a process to ensure that progress notes are completed monthly for children aged 0 to 18.
- Have a risk mitigation policy that identifies possible risks for participants with a medically complex condition and what the provider will do to mitigate those risks. Risks could include medical equipment or technology dependent equipment malfunctions, late delivery of medical supplies or medications, and absence or late arrival of medical staff. 22. Ensure that staff (direct, contracted,

### Life Sharers

Life Sharers (or host families) that provide Life Sharing services to participants with a medically complex condition must meet the additional standards.

- The Life Sharers who is employed or has a contract with the Life Sharing agency *who are not related to the participant* must meet the additional following standards:
  - A high school diploma, GED, or equivalent (including a written attestation from the educational organization), or
  - Documentation of at least one post-secondary course that was completed post high school graduation
- The Life Sharer who is employed or has a contract with the Life Sharing agency *who is related to the participant* must meet the additional following standards:
  - A high school diploma, GED, or equivalent (including a written attestation from the educational organization),
  - Documentation of at least one post-secondary course that was completed post high school graduation, or
  - A written attestation from the Life Sharing agency that the Life Sharer has demonstrated basic skills to provide, comprehend, and ensure the health and safety of the participant.
- Receive training by a medical professional that is specific to the participant's medical needs prior to rendering the service.
  - The Life Sharing Host Family must be trained by a medical professional on the individuals needs prior to rendering the service.
    - **The Life Sharing Host Family members who provide support to the individual must be trained by a medical professional which may be someone from the Life Sharing provider agency or arranged by the Life Sharing provider agency.**
    - **The trainer must understand the Life Sharing Host Family's current knowledge and capabilities related to the individual's needs. Depending on the individual's needs, the training may include:**
      - **Appropriate age and developmental needs of the child;**
      - **Instruction on the use specialized equipment that is medically necessary and prescribed for the health and safety of the individual. The training must include how to appropriately use, monitor, and maintain equipment such as ventilators, suction machines, other respiratory and oxygen supplying equipment, monitoring equipment, and equipment for mobility and transferring including its use to mitigate risk;**
      - **Education about nutritional, hydration, and special diet needs that the individual requires;**
      - **How to maintain skin integrity and how to monitor, prevent, and address risks associated with skin integrity;**
      - **How to monitor, prevent, and address risks associated with urinary tract infections and what steps should be taken if there is a concern that the individual may have a urinary tract infection; and**
      - **Review of and implementation of the medical plan related to elimination assistance, urinary and bowel functioning.**