

Determination of CAP Nursing and Nurse Aide Hours

BASIC FORMULA

The number of hours of CAP nursing and nurse aide authorized for a CAP beneficiary is based on the CAP beneficiary's care needs, caregiver availability and the availability of other formal and informal supports available. CAP services are provided to meet the unmet personal care needs of beneficiaries. The case management entity or designated entity assesses the CAP beneficiary's care needs and the caregivers' availability and determines the number of hours available using the following formula:

Work Time

Actual hours worked + 30 mins to two hours commute per day (actual commute time)
– # hours other support available = X hours max care per week

Actual hours worked plus time for community to and from the beneficiary's home equal to 30 minutes to no more than two hours per day.

The case manager verifies the caregiver's employment schedule. Verification consists of a written statement on an employer's letterhead. The statement verifies the caregiver is employed and lists the hours and schedule of employment. Hours for work are not approved unless employment verification is provided.

If a caregiver is self-employed and meets the criteria, the substitute work verification form prepared by the Division of Medical Assistance (DMA) may be used instead. If this form is used, the case manager or another independent party shall assure accuracy. Work time will not be approved for volunteer work.

Sleep time may be approved for CAP nursing services when the comprehensive assessment indicates a need. Forty hours per week, which takes into account 8 hours of sleep per work day (5 days), is the maximum hours that can be approved. The service plan identifies hours needed outside of sleep time.

The approval of hours for sleep is based on the care needs of the CAP beneficiary and all hours authorized are contingent upon the care provided to the CAP beneficiary every 2 – 4 hours during that time or lasting for the duration of the shift.

For example, a CAP beneficiary may have care need assistance during the day, but sleeps through the night with none needed; that primary caregiver will not be given sleep time. Sleep hours are only authorized when there are medically necessary interventions taking place.

The approval of hours is based on the needs of the CAP beneficiary and the caregiver's availability to meet those needs. The decision is based on medical necessity and availability of informal caregivers. The hours will be authorized on a weekly basis based on the care needs of the CAP beneficiary.

WORKING AT HOME

Caregiver availability will be assessed on a case-by-case basis according to the caregiver's physical proximity to the child and the caregiver's flexibility in being able to address care needs during work hours or to arrange work hours around care needs.

ATTENDING SCHOOL

Caregivers attending school in pursuit of a diploma or a degree for purposes of employment may count their school time as work time. Time will be calculated as follows: actual time spent in class per week, plus commute time if applicable. The school transcript must be provided.

CAREGIVER'S OVERTIME AND ON-CALL

CAP hours will not be authorized to cover caregiver's overtime hours. CAP hours will not be authorized to cover caregiver's on-call time.

WORK AND SCHOOL OR MULTIPLE JOBS

The number of hours approved is subject to program and budget limitations. The primary caregiver will need to make other arrangements for care coverage when hours worked due to multiple jobs is not sufficient to care coverage.

MULTIPLE SIBLINGS

Additional assistance cannot be provided by CAP because of the presence of siblings in the home. The hours approved are based on the medical needs of the CAP beneficiary only, and not the demands of other siblings or family members.