

Private Duty Nursing (PDN) Program Frequently Asked Questions

1.) How do I apply for the PDN program?

A Home Health Agency (HHA) Case Coordinator (if community based) or hospital discharge planner, as applicable, submits a PDN application (which includes PAR and 485) to the utilization review contractor. Applications may be submitted up to 6 months prior to anticipated need; however updated medical information must be reviewed as soon as a start date is known. Subsequent reviews shall be submitted by the HHA at least every 6 months.

2) Who is the State Utilization Review Contractor (SURC)?

The SURC is Dual Diagnosis Management, LLC (DDM). PDN application can be faxed to DDM at 877-431-9568.

3) Once my PDN application is submitted to the SURC, how long does it take before I know if I was approved for the PDN program?

Once the application and appropriate documents have been received by DDM, the nurse reviewer will determine if the individual meets the eligibility criteria as defined in regulations at *10 C.C.R. 2505-10 Section 8.540* within 10 working days.

4) In what format will determination of eligibility be provided to me?

Once the application has been reviewed by the SURC, the determination will be given to the Single Entry Point (SEP), the referring agency and the individual (and/or legal representative) in written form.

5) What are the necessary forms which must be completed when applying for the PDN program?

PDN forms which are required are as follows:

- PDN Application packet (including the 485 Plan of Care and the PAR form)
- ULTC 100.2
- Acuity Tool (if new applicant)
- Assessment Summary
- Letter of 3rd Party insurance denial (If applicable)

6) Where can I locate these necessary forms?

PDN forms can be located on the DDM website at www.dd-management.com

Once on the website, click "User Tools" in the left column.

Then locate "Colorado" PDN program.

Forms and hyperlinks will display and can be printed for use.

7) To continue in the PDN program, how often does re-determination occur?

The SURC will determine the frequency for Continue Stay Reviews to be completed. Most cases are re-reviewed every 6 months.