




**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN SERVICES**  
Med-QUEST Division  
Medical Standards Branch  
P. O. Box 700190  
Kapolei, Hawaii 96709-0190

April 30, 2007

MEMORANDUM

ACS M07-06

TO: Nursing Facilities Freestanding, Nursing Facilities Hospital Based

FROM: Wesley Mun, Acting Med-QUEST Division Administrator 

SUBJECT: STATE APPROVED FEEDING ASSISTANTS TRAINING PROGRAM (FATP)

Under Federal regulation, a nursing facility (NF) is allowed to use paid feeding assistants to supplement the services of certified nurse aides when the feeding assistants have successfully completed a State approved FATP. The Department of Human Services (DHS), in its role as the State's single Medicaid agency, is required to approve the curricula of FATPs to ensure that all federal and state requirements are met in the training, supervision, and monitoring of feeding assistants.

The DHS's administrative rules pertaining to FATP have been developed and we are confident that they will be approved. Therefore, prior to the formal approval of the rules, the DHS has decided that NFs that are licensed and certified to provide services to Medicaid eligible and recipients dually eligible (DE) for both Medicare and Medicaid, can develop their FATPs and submit their curricula to the Med-QUEST Division (MQD) for review. The curriculum requirements and the format for submittal of the curriculum are attached.

The MQD's Medical Standard Branch (MSB) nurses will review the written curriculum submitted by a NF and then schedule an onsite with the NF to observe the supervised practical training. In order to expedite the review and approval process, NFs MUST have qualified instructor(s) and identify willing and able persons who are prepared for the training prior to the submittal of their curricula. Also, the curricula MUST be submitted in the required format.

The MSB nurses will contact the NF within thirty (30) days of receipt of curricula to discuss the written FATP curriculum and the onsite visit. After meeting the requirements for the written curriculum and demonstrating the competency of training during the onsite review, a NF will receive written approval of its FATP.

Nursing facilities will be responsible for all recordkeeping associated with their FATPs. At a minimum, the recordkeeping must include the names of individuals who have successfully completed the FATP, the date of FATP completion, any quality of care issues in the delivery of service by the individual, the date the issue was raised, how the issue was resolved, and the date of resolution. In addition, NFs should work collaboratively in assessing the need to retrain an individual who completed the FATP at one NF and who seeks employment as a feeding assistant in another NF.

After receipt of written approval by the MQD, a nursing facility may utilize feeding assistants. On-going monitoring of a facility's trained feeding assistants will **not** be performed by the MQD. Monitoring of the quality of service provided by feeding assistants must be performed by the NF's supervising nursing staff. External monitoring will be part of the review of a nursing facility's compliance with federal and state requirements conducted by the Office of Health Care Assurance (OHCA), the State's survey agency.

If you have any questions regarding the State approved FATP, please contact Dr. Lynette Honbo at 692-8106 or Ms. Kathleen Ishihara, Nurse Consultant at 692-8159.

Attachments

## STATE APPROVED FEEDING ASSISTANTS TRAINING PROGRAM IN LONG TERM CARE FACILITIES

### **General Information**

Under Federal regulation, the Medicaid Agency is the agency within the State of Hawaii that establishes and approves the curriculum requirements for the Feeding Assistants Training Program (FATP) and determines the contents of the Competency Evaluation Program. Based on review of information submitted, the Medicaid Agency determines whether a FATP qualifies to be State approved. After receiving State approval, the Office of Health Care Assurance (OHCA), the State survey agency, as part of the federally mandated surveys it conducts, determines whether the feeding assistance requirements established by the Medicaid agency are met.

Before receiving State approval, the written curriculum of the FATP must be reviewed by the Medicaid Agency and if deemed necessary, make a site visit to the FATP.

DHS will withdraw State approval in the following situations:

- When applicable requirements are not met; and
- If the FATP/Nursing Facility (NF) refuses to permit unannounced visits by the Medicaid Agency and/or its agent(s).

NF's will be responsible for recordkeeping associated with their FATP. The primary responsibility will include recordkeeping of the individuals who have successfully passed the training provided by their FATP. In addition, NF's should work collaboratively with each other to share information regarding those individuals who have successfully completed the training provided by their FATP as requested.

### **General Requirements for State Approval**

Instructors must have completed a course or have experience in teaching adults.

All practical training must be performed by or under the general supervision of a registered nurse licensed in the State of Hawaii. In addition, the registered nurse must have at least two (2) years of nursing experience, at least one (1) year of which must be in the provision of long term care facility services.

### **Minimum Curriculum for a State Approved FATP**

A minimum of ten (10) clocked hours of training.

- Six (6) hours or more must be spent in classroom activity of which at least four (4) hours of training must be in the following areas PRIOR to any direct contact with residents (patients).
  1. Feeding techniques;
  2. Assistance with feeding and hydration;
  3. Communication and interpersonal skills;
  4. Appropriate responses to resident behavior;
  5. Safety and emergency procedures, including Heimlich Maneuver;
  6. Infection Control;
  7. Residents' Rights; and
  8. Recognizing changes in residents that are inconsistent with their normal behavior and the importance of reporting those changes to the supervisory nurse.
- Basic Medical terminology.
- Understanding of the aged and special needs population with special emphasis on the following:
  - ❖ Mental Health and social services needs and, at a minimum, include:
    1. Modifying the feeding assistant's behavior in response to the residents' (patients') behavior;
    2. Awareness of developmental tasks associated with the aging process;
    3. How to respond to residents' (patients') behavior;
    4. Allowing the resident (patient) to make personal choices;
    5. Providing and reinforcing other behavior consistent with resident's (patient's) dignity; and
    6. Using the resident's (patient's) family as a source of emotional support.
  - ❖ Care of Cognitively impaired residents' (patients') that at a minimum includes:
    1. Techniques for addressing the unique needs and behaviors of individual with dementia (Alzheimer's and others);
    2. Communicating with cognitively impaired residents (patients);

3. Understanding the behavior of cognitively impaired residents (patients);
  4. Appropriate responses to the behavior of cognitively impaired resident (patients); and
  5. Methods of reducing the effects of cognitive impairments on the feeding process.
- ❖ Residents' (patients') Rights. Curriculum must include all of the following:
    1. Providing privacy and maintenance of confidentiality;
    2. Promoting the residents' (patients') rights to make personal choices to accommodate their needs;
    3. Maintaining care and security of residents' (patients') personal possessions; and
    4. Promoting the resident's (patient's) right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility/agency staff.

Instructional techniques may include lectures, written assignments, audiovisual aides, and role-playing.

The FATP must have an objective way of measuring the trainee's performance in classroom activities that includes but is not limited to testing--oral and/or written, trainee assessment form, and attendance record including tardiness.

- A minimum of four (4) hours must be in a supervised practical training. Supervised practical training means training in a laboratory or other setting, which the trainee learns and demonstrates knowledge and proficiency while performing tasks on an individual under the supervision of a registered nurse or a licensed practical nurse.
- ❖ Basic personal feeding skills may be taught by a health care professional or licensed practical nurse working under the supervision of a registered nurse:
  1. Assisting with eating and hydration;
  2. Proper feeding techniques;
  3. Proper infection control techniques; and
  4. Heimlich maneuver.
- The FATP must have an objective way of measuring the trainee's understanding and performance in supervised practical training. At a minimum, the FATP must evaluate and record the trainee's understanding and ability to perform correctly each skill listed above. The FATP must ensure the trainee does not complete the program before achieving competence in all areas of the supervised practical training.

## **Procedures for Obtaining State Approval for a FATP**

- The FATP must submit a copy of its written FATP curriculum and a written request to have its program State approved to:

Department of Human Services  
Med-QUEST Division  
Medical Standards Branch  
Feeding Assistance Training Program  
P.O. Box 700190  
Kapolei, Hawaii 96709-0190

- The curriculum **MUST** be in the format prescribed by the Medicaid Agency. If it is not in the correct format or is incomplete, it will be returned.
- Within thirty (30) days of the submission of a complete curriculum in the prescribed format, the Medicaid Agency will contact the NF to discuss the written FATP curriculum and the onsite visit.

### **FORMAT FOR THE SUBMISSION OF THE WRITTEN FATP CURRICULUM**

The curriculum must be submitted with the request of the Feeding Assistants Training Program (FATP) to be approved. The curriculum **MUST BE TYPED**. The following format **MUST** be strictly followed. If any requested information is missing, the curriculum will be returned with a checklist of missing elements.

#### **SECTION I**

- Name of the FATP;
- Address where the classroom training will be held (street address, city, and island);
- Address(es) where the supervised practical training will be held. (If location is a facility provide the name of the facility.);
- Telephone number;
- Fax number (optional);
- E-mail address (optional);
- Name of the primary instructor;
- Copy of valid Hawaii State License Number, Hawaii State Certification Number, or National Registry for the primary instructor;
- Name of the registered nurse supervisor of the program, if not the same as the primary instructor;

- Copy of valid Hawaii State License Number for the supervisor (RN);
- Name(s) of health care professional(s) working under the supervision of the primary instructor and their qualifications (i.e., L.P.N., R.D., O.T., S.L.P.); and
- Copy of valid Hawaii State License Number, Hawaii State Certification Number, or National Registry for each health care professional listed.

## **SECTION II**

Curriculum details for classroom instruction:

### ***Minimum requirement:***

***Six (6) hours or more must be spent in classroom activities.***

### **REQUIRED RESPONSE**

- List each required curriculum area and time devoted to each section. Describe clearly and concisely the teaching technique(s), textbook, instructional materials, etc. If handouts are used, include a copy of the handouts in Section VI - Instructional materials given to trainees.
- If additional areas of instruction are covered, list them after the required areas have been addressed and clearly mark these as optional. Briefly describe the additional areas of instruction, the teaching techniques(s), etc., used, and the time (in hours and minutes) dedicated to them.

## **SECTION III**

Assessment of trainee's performance in classroom instruction:

### **REQUIRED RESPONSE**

- Briefly describe how the trainee's performance and competency will be evaluated. Describe any assessment tools and forms that are used and the rating scale. Include how the FATP evaluates the trainee's suitability for caring for vulnerable populations.
- Briefly explain how the FATP will assist trainees that are having difficulty with classroom instruction.
- Attach copies of all assessment forms used.

## **SECTION IV**

Curriculum details for supervised practical training:

***Minimum requirements:***

***Four (4) hours or more of which the following observation and training apply:***

- ***Assisting with eating and hydration;***
- ***Proper feeding techniques;***
- ***Proper infection control techniques; and***
- ***Heimlich maneuver.***

**REQUIRED RESPONSE**

- List each required curriculum area and the specific required skills in the area. Describe clearly and concisely each skill taught and the time devoted to it including follow-up training in hours and minutes. Describe clearly how the instructor determines that the trainee is competent to perform each skill.
- If additional skills are covered, list them after the required skills and clearly indicate that these are optional. Briefly describe the additional skills covered, the teaching techniques(s), etc., used, and the time (in hours and minutes) dedicated to them.

**SECTION V**

Assessment of trainee's performance in supervised practical training:

**REQUIRED RESPONSE**

- Briefly describe how the trainee's performance, understanding, and competency in each of the skills are evaluated. Describe any assessment tools and forms that are used and rating scale. Include how the FATP evaluates the trainee's overall performance and his/her suitability for caring for vulnerable populations.
- Briefly explain how the FATP will assist trainees that are having difficulty in performing any given skill instruction.
- Attach copies of all assessment forms used.

**SECTION VI**

Instructional materials given to trainees:

**REQUIRED RESPONSE**

This section must be organized into two (2) parts:

1. Part I - Instructional material used in the classroom:



- Attach copies of all handouts. If the handouts total more than 100 pages, submit copies of the first page of each handout and a description of the areas covered in each handout.
- If no handouts are given and instructions are solely from lectures, audio-visual aides, books, etc., clearly state this. Include a description/summary of each audio-visual aide, book, and lecture (title, author, year of publication, etc.) and the specific section(s) of the curriculum it applies to.

2. Part II - Handouts used in supervised practical training:

- Attach copies of handouts;
- If no handouts are given clearly state this; and
- If the handouts total more than 100 pages, submit copies of the first page of each handout and a description of the areas covered in each handout.