

3 Bed Certification

The Law is changing effective July 1, 2011 and **ONLY applies to 3 bed certified homes**. This new law does not apply to 1 or 2 bed certified homes.

This law will be in effect for two years and the intent is to provide additional time for nurse aides (NA) to become certified nurse aides (CNA). Effective July 1, 2013 all primary caregivers certified for 3 beds must once again only have all certified nurse aides (CNA) as their substitute caregivers.

First, before you may apply for a 3 bed certified home you must have been in operation as a CCFFH for at least one year.

Secondly, this law will allow primary caregivers (PCG) whose home is a 3 bed certified home to use substitute caregivers (SCG) who are nurse aides for up to 5 hours a day and a maximum of 28 hours per week under the following conditions:

REQUIREMENTS FOR 3 BED CERTIFICATION

- All SCGs working in 3 bed certified homes must be 21 years old, same as the PCGs.
- All SCGs working in 3 bed certified homes must have 12 inservice hours per year; same as the PCGs.
- The SCGs working in 3 bed certified homes must have a minimum of 1 year prior work experience as a caregiver in a community residential setting or in a medical facility.
- The PCG may be absent from the CCFFH for up to 5 hours per day and a maximum of 28 hours per calendar week and use a NA as a SCG.
- If the PCG is gone more than 5 hours in one day or more than 28 hours in a calendar week they will then need to have a CNA as the substitute caregiver for the remaining hours in the day or over 28 hour in the calendar week.
- All PCGs are required to track all time spent out of the CCFFH. To do this, all PCGs must keep a weekly timesheet in their binder. The PCG is required to:
 1. Record the hours each day s/he was out of the CCFFH.
 2. Print the name of each SCG in the daily calendar and if more than 1 SCG is providing care for a day then the PCG needs to show how many hours each SCG has worked
 3. Sign the timesheet to verify the hours s/he was out of the CCFFH.
 4. Require each SCG to verify their time worked by reviewing and signing the timesheet

A CCFFH must meet all the applicable requirements of Hawaii Administrative Rules, Chapter 17-1454 including Subchapter 3 and in addition, meet the following requirements:

The Primary Caregiver (PCG) Must Have:

- An updated Application Form including an updated Disclosure Form.
- A current Registered Nurses license and if expiring within the next 30 days, evidence of a new license and one year of experience in a home setting, **or**
- A current Licensed Practical Nurses license plus one year of experience in a home setting. If the license is expiring within the next 30 days, evidence of a new license must be provided, **or**
- A current Certified Nurse Aide certificate plus one year of experience in a home setting. If the certificate is expiring within the next 30 days, evidence of a new certificate must be provided.

The CNA certificate must be from a Department of Human Services approved nurse aide training school **or**

A CNA who was grandfathered into the position of PCG while working in a Medicare/Medicaid Long Term Care Facility must provide written evidence from the facility showing the continuing dates of employment and the position held.

Substitute Caregiver(s) (SCGs):

- **SCGs** can be an NA (**ONLY** until July 1, 2013) or a CNA, LPN or RN
- There is no provision for a three-hour or less SCG in CCFFHs with a 3 bed certification. If CTA approved a SCG for three hours or less, that approval applies only for a one or two client certification.
- To maintain your three person certificate all of your caregivers must be a NA, CNA, LPN or RN and meet the requirements of a SCG working more than 3 hours in the home even if you only have one client.

The Physical Environment

- Shared bedroom:
 1. the two clients must consent to share the room
 2. the clients must be of the same sex unless the clients are partners who wish to be together
 3. the room must be at least 140 square feet
 4. the room must have **at least** three (3) feet between the beds
 5. the room must have space for a dresser and nightstand for each client
 6. the room must allow space for clients and wheelchairs to move easily
- Common living area:
 1. the room must be at least 90 square feet
 2. the room must be adequate for socialization and recreation by the clients
 3. the room must have adequate furnishings, e.g., lamps and chairs
 4. the room must allow space for clients and wheelchairs to move easily
- Dining area:
 1. the room must be at least 60 square feet
 2. the room must be adequate for socialization and dining by the clients, preferably with the family
 3. the room must have adequate furnishings, e.g., tables and chairs

Fire Safety, Natural Disaster, or Other Emergency

- The home shall have a written plan of evacuation and safe care of the client away from the home in case of a fire, natural disaster or other emergency. The plan shall be:
 1. Updated as necessary, when significant changes occur in the physical or mental condition of the client, or the structure of the home;
 2. Reviewed with the individual responsible for a bed bound client, and
 3. Ensure that the transportation plan provides for evacuation in an emergency.
- Fire drills:
 1. shall be conducted monthly
 2. shall be held at different times of the day, evening, and night
 3. shall be held under varying conditions, e.g., eating, visiting, bath times
 4. shall include testing of smoke detectors
 5. shall be documented in a log with the date and time of each drill, the time it took to complete the evacuation, and names of all participants.
 4. shall include all SCGs at least once per year.
- The home shall assure that: the client who is bed bound, unable to transfer themselves or unable to make independent decisions about individual safety or otherwise not able to make it to safety in the event of an emergency (non-self preserving) shall have a designated person available at all times capable of evacuating the client.
- All caregivers and designated individuals must have been trained to implement appropriate emergency procedures in the event of a fire, natural disaster or other emergency.

Optional Construction Requirements:

If you have **all** of the below list of additional fire safety elements beyond those normally required by applicable county one and two family or commercial building codes, you do not need to have more than one person available to assist with evacuation in the event of an emergency:

1. Walls separating the client's sleeping room shall be separated from other rooms and hallways with construction equal to or exceeding one-half inch non-rated gypsum board to create an effective barrier to smoke. Doors shall be provided and shall include latches, stops, jambs, and shall be tight fitting to create an affective barrier to smoke;
2. Emergency escape and rescue routes shall be provided in the sleeping rooms of the clients. The routes shall be in accordance with applicable county one and two family building code requirements;
3. A fire alarm system shall be installed. An approved National Fire Protection Association (NFPA) 72 household smoke alarm system shall be installed in accordance with one and two family building codes; and
4. A fire sprinkler system shall be installed. At a minimum, an approved NFPA 13-D automatic sprinkler system shall be installed in the home.