



New York State Medicaid Private Duty Nursing: Policy Manual Updates and Prior Approval Documentation Requirements

Effective July 1, 2026, the Private Duty Nursing Policy Manual has been updated to streamline the prior approval process. The number of separate documents needed for submission has been reduced, section header and numbering has changed, and timeframes for documentation submission for the zero-fill bypass have been extended ([edit_02304 - 1-6-26.pdf](#)). The Documentation Chart in section 6.1 has been updated and includes information on two new forms that may be used to collect and submit information needed for submission with prior approval requests.

The updated Policy Manual and new forms are available on emedny.org on the Private Duty Nursing Manual page as of May 1, 2026.

Highlights of the changes:

Member Demographic Information Form

Detailed in section 6.11, this form is available on the Private Duty Nursing Manual page at emedny.org. The form is to be completed by the billing provider or the member's case (care) manager. The form includes a home safety attestation and applicable member information regarding school and day program recorded in one place, replacing up to four separate documents.

Trained Caregiver Form

Detailed in section 6.12, this form is available on the Private Duty Nursing Manual page at emedny.org. The form is to be completed by the members' trained caregiver(s). The form includes a training attestation statement, member household information, and the trained caregiver's living situation, employment, and college status, replacing up to four separate documents.

Zero-fill Bypass for PDN Claims

Detailed in section 6.15 Primary Insurance, the billing provider must submit for prior authorization/approval to the member's primary insurance before requesting PDN hours from Medicaid. Documentation from the primary insurance confirming denied or not covered PDN services is now only required every three years. If the member has had a change in coverage, new documentation from the primary insurance is still required for each calendar year.



Department of Health

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See manual for updates to section headers and numbering.

Prior approval requests for new cases and 12-month documentation renewals submitted starting July 1, 2026, and after will require submission of a completed Member Demographic Information Form and Trained Caregiver Form per member as described in the updated manual.

Questions related to the revised manual or the new PDN forms can be directed to the Office of Health Insurance Programs, PDN Prior Approval Unit, at PDNDirectory@health.ny.gov or 1-800-342-3005, option 4 and ask to speak with a nurse reviewer.