

125 - Personal Care Tip Sheet

Definition

Personal Care Services are a range of human assistance services provided to persons with disabilities and chronic conditions. These services enable them to accomplish tasks that they would normally do for themselves if they did not have a disability. Assistance may be hands-on or cueing so that the person performs the task by himself/herself.

PERSONAL CARE SERVICES	EXAMPLES
1. Ambulation	Helping/assisting student with walking on their own or with some type of walker or other equipment
2. Assistance with self-administered medication	Assisting/cueing student with medications (ensure meds are taken as directed, assistance accessing/returning med to proper storage, etc.)
3. Dressing	Assisting/cueing student to dress themselves for outdoors, following toileting, etc.
4. Eating/Feeding	Assisting/cueing student with meal/snack feeding, etc.
5. Grooming	Assisting/cueing student with washing hands/face, combing hair, personal appearance, etc.
6. Health-related functions through hands-on assistance, cueing, and monitoring	Assisting/cueing that is not covered under other categories
7. Maintaining Continence	Assisting/cueing student with accessing the restroom in a timely manner (e.g. cueing the student to visit the restroom)
8. Meal Preparation	Assisting/cueing student in food preparation, including grinding food in a food processor, preparation of formula
9. Mobility/Positioning	Mobility – Assisting/cueing with movement, can involve the lower and or upper body (e.g. pushing a wheelchair, assistance with a walker, helping with manipulation of objects, turning pages, writing with a pen or pencil, or typing at a keyboard) Positioning – Assisting/cueing student to adjust his/her body, arms, legs to prevent stiff muscle, pressure sores, using stander, etc.
10. Other Monitoring to assist w/ Health Related Functions	Monitoring for seizure activity, diabetes monitoring, cueing to take blood sugar, etc.
11. Personal Hygiene	Assisting/cueing student with brushing teeth, maintaining hygienic conditions, assistance with nose/mouth wiping, female menstrual periods
12. Redirection/Intervention for Behavior	Any cueing or physical hands-on redirection of student for behavior purposes including implementation of behavior plan, de-escalating aggressive behaviors or specific intervention to respond to harmful activities (to self or others)
13. Respiratory Assistance	Assistance with exercises to increase lung capacity
14. Skin Care	Assisting student with proper skin care in the case of chronic skin conditions
15. Toileting	Physically assisting/cueing student to access the toilet
16. Transferring	Assisting/cueing student to move from a wheelchair to another place and back again (e.g. chair, toilet, mat, etc.
17. Paraprofessional Absent	Personal Care Aide/Paraprofessional/Teacher's Aide/Independence Parapro/One-on-one Parapro is absent for the day
18. School Closed	District or building closed due to holiday, snow day, building issue, etc.
19. Student Absent	Student is absent for the scheduled school day
20. Student Present and assisted by "unqualified" staff	In this situation, an unqualified staff member is anyone who is not a Personal Care Aide who can bill for the service provided as a Personal Care Aide. For example, the School Social worker or Classroom Teacher provides the service, but they do not bill

PERSONAL CARE SERVICES	EXAMPLES
	under the PCA role
21. Student Present, but did not require assistance	Student was able to function independently and performed personal care activity for themselves or required no Redirection/Intervention for Behavior

To enter services, all of the following must be true:

1. Does the student's IEP say "YES" to Medicaid Personal Care?
2. Does the student's file include an Authorization for Medicaid Services, detailing Personal Care for the service(s) you provide?
3. Does the student have an asterisk (*) next to their name in Service Tracker?
4. Does the aide/para (aka you) have a personal care activity log for the student?

The following services are NOT billable Personal Care services

Medicaid defines them as "sterile" and therefore are only reimbursable if they are performed by a NURSE:

- Irrigation
- Suctioning and tracheostomy care
- Skincare (application of sterile dressing/changing dressing)
- Administering medications by injection
- Insertion or irrigation of catheters
- Tube feeding
- Oxygen administration
- Ventilator care
- Drawing Blood

Reminders and Tips:

- Make sure your Monthly Activity Log is filled out completely by putting the number corresponding to the service provided for each date of the month (i.e. #1 ambulation, #12 Redirection and intervention for behavior).
- Do not record a service on a day that either the student or you are absent.
 - Use code #17 if you are absent; Use code #19 if the student is absent.
- At the end of the month, make sure to sign and date your activity log and have the classroom teacher or licensed practitioner sign and date your activity log (i.e. social worker, speech path, etc.).
- Transcribe your services into Service Tracker by the 15th of the following month for example: September's services should be entered by the 15th of October.
- Monthly Activity Logs must be submitted to your Special Education office and kept for a period of SEVEN years in case of an audit.