

Personal Care Service	Definition
Eating/Feeding	Assisting/cueing student with meal and snack feeding. <i>Skilled nursing services (such as tube feeding) are not billable by personal care staff.</i>
Respiratory assistance	Assistance with exercises to increase lung capacity <i>Skilled nursing services (such as tracheostomy care) are not billable by personal care staff.</i>
Toileting	Physically assisting or cueing student to access the toilet.
Grooming	Assisting/cueing student with washing face and hands, combing hair, personal appearance, etc.
Dressing	Assisting/cueing student to dress themselves for outdoors, following toileting, etc.
Transferring	Physically assisting student to move from one surface to another (to/from a wheelchair, desk, toilet, pool, etc).
Ambulation	Helping/assisting a student with walking, either with some type of walker or other equipment OR on their own (perhaps due to issues with weakness or balance).
Personal hygiene	Assisting/cueing student with teeth brushing, maintaining hygienic conditions, assistance with female menstrual periods, diaper changes, wiping nose, etc.
Mobility or Positioning	<u>Mobility</u> = 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, typing at a keyboard). <u>Positioning</u> = Assisting/cueing student to adjust his/her body, arms, legs to prevent stiff muscle, pressure sores, (i.e., using stander).
Meal preparation	Assisting/cueing student in preparing his/her meal or snack (e.g., such as grinding food in a food processor in order for the student to be able to eat, preparation of formula).
Skin care	Assisting student with proper skin care in the case of a chronic skin condition.
Other	Seizure monitoring, Assisting/cueing student with Diabetes care (e.g. cueing student to check blood glucose levels) <i>Skilled nursing services (administering insulin or medication) are not billable by personal care staff</i>
Maintaining continence	Assisting/cueing student with accessing the restroom in a timely manner (e.g., cueing the student to visit the restroom).
Assistance w/self-administered medications	Assisting/cueing student with medications the student administers for themselves. <i>Skilled nursing services (administering medications) are not billable by personal care staff</i>
Redirection and interventions for behavior	Curing or hands-on redirection of student for chronic behavior issues which cause themselves to be disruptive, non-compliant or unfocused on a consistent basis.
Health related functions through hands-on assistance, cueing, and monitoring	Assistance/cueing that is not covered under other categories. (For example, walking with a student from class to class because they may attempt to leave the building or otherwise put themselves or others in danger). Call the Medicaid Office with questions about specific services. <i>Skilled nursing services (e.g. sterile procedures) are not billable by personal care staff.</i>

Personal Care Service Reporting Requirements:

1. The Personal Care checkbox must be set to YES in the student's IEP.
2. A Personal Care Authorization form is required annually. It must list the student's personal care needs and be signed by an authorized practitioner (RN, OT, PT, LMSW, SLP-CCC or Physician).
3. Each Aide must have their own Personal Care log on which they record the Personal Care services they provide to their students (for whom the first two requirements have been met).