

# Personal Care Services Explanation



## PERSONAL CARE SERVICES IN MONROE COUNTY

Effective July 1, 2008, districts may be reimbursed by Medicaid for personal care services; recording personal care services is mandatory for Act 18 programs. **Note** that if a paraprofessional is federally funded, they cannot record personal care services.

## PERSONAL CARE POLICY

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

## BILLING REQUIREMENTS

Personal Care Services must be authorized by a physician or other licensed practitioner (see box below) working within their scope of practice. The other licensed practitioner could be of the same discipline as the services in question. For instance, a licensed occupational therapist could authorize the provision of services, if doing so is within their scope of practice. Personal Care Authorization Form is attached.

## PERSONAL CARE SERVICES

Services may include, but are not limited to, assisting with the following:

- Eating/Feeding
- Respiratory Assistance
- Toileting
- Grooming
- Dressing
- Transferring
- Ambulation
- Personal Hygiene
- Mobility/Positioning
- Meal Preparation
- Skin Care
- Bathing
- Maintaining Continence
- Assistance with Self-administered Medications
- Redirection and Intervention for Behavior
- Health Related Functions: Hands-on Supervision/cueing

## PERSONAL CARE QUALIFICATIONS

The personal care personnel shall be qualified under the requirements established by their respective ISD plan. Providers must be trained in the skills needed to perform covered services and must be under the direction of a qualified professional as designated in the IEP/IFSP. Personnel include teacher aides, health care aides, instructional aides, bilingual aides, program assistants, trainable aides.

## PROCEDURES FOR TRACKING AND REPORTING SERVICES

### Personal Care Services Log:

A completed signed and dated **Personal Care Services Log** must be completed for each student for whom personal care services will be reported. Attached is a monthly version of the Personal Care Services Log.

- Each aide will record daily on the student's service log the services they render to each student.
- An "X" will be used to denote that the student received at least one billable service each day of the month.
- By the end of the month, Service Capture will be logged into TIENET.
- After recording electronically, all signed Personal Care Services Logs are turned in to Angela Dunn at the MCISD.

Personal care services require authorization by a licensed practitioner. Our school nurse signs our authorizations. Case Managers must send the authorization to the school nurse, taking care to fill out the form completely so it is ready for signature (including the name of the personal care assistant).