

School Based Services Tip Sheet for Personal Care Services



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Procedure Code	Description	Date of Service/ Minimum Time Requirement
T1020	Personal Care Service	<p>Personal Care Services – May be billed once per day</p> <p>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.</p> <p>Personal care services must be medically necessary and the need for the service must be documented in the student's IEP/IFSP. Each child's school clinical record must contain a completed, signed and dated monthly activity checklist. Service categories (i.e., toileting, feeding, transferring, etc.), times and frequencies must be documented either in the IEP/IFSP, in an attached document, or in the child's treatment authorization.</p> <p>Personal Care Services may be provided when:</p> <ul style="list-style-type: none"> • The service is medically necessary. • The service is documented in the IEP/IFSP. • A personal care authorization has been signed by the nurse. <p>Personal Care Services may include, but are not limited to, assisting with the following:</p> <ul style="list-style-type: none"> • 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 through hands-on assistance, supervision and cueing

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The personal care paraprofessional personnel are employed in the Special Education Program and 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. Paraprofessional personnel include:

- Teacher Aides
- Health Care Aides
- Instructional Aides
- Bilingual Aides
- Program Assistants
- Trainable Aides

Personal Care Service	Definition
Eating/Feeding	Assisting/cueing student with meal and snack feeding.
Respiratory assistance	Assistance with exercises to increase lung capacity.
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	<p>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, typing at a keyboard).</p> <p>Positioning = Assisting/cueing student to adjust his/her body, arms, legs to prevent stiff muscles, pressure sores, (e.g., using stander).</p>
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.
Bathing	Assisting student with bathing/washing (e.g., student has regular/irregular bowel/bladder habits and has incontinent episodes that require staff assistance to clean/change).
Maintaining continence	Assisting/cueing student with accessing the restroom in a timely manner (e.g., cueing the student to visit the restroom).

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Assistance w/self-administered medications	Assisting/cueing student with medications the student administers for themselves.
Redirection and interventions for behavior	Cueing or hands-on redirection of student for chronic behavior issues which cause them to be disruptive, non-compliant or un-focused on a consistent basis.
Health related functions through hands-on assistance, supervision, and cueing	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.

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Personal Care Service Reporting Requirements:

1. Personal Care Services must be listed in the student's IEP.
2. A Personal Care Authorization form is required annually.
3. Each Aide must keep a Personal Care Log- record the Personal Care services provided.
4. Turn logs into Angela Dunn.

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