

LOUISIANA SCHOOL BASED MEDICAID PROGRAM - PERSONAL CARE SERVICES (SBMP-PCS)

PROGRAM REQUIREMENTS

Overview

In the expansion of covered service provided by a Local Education Agency (LEA) in the Louisiana School-Based Medicaid Program, Personal Care Services (PCS) will be covered when ordered by a licensed practitioner within the scope of their practice and employed or contracted by an LEA. PCS is defined as services necessary for a student with disabilities to participate in the daily activities of a school setting. To be eligible for PCS in school, the student must be dependent and need assistance for one or more of the activities of daily living (ADL).

Dependent in an ADL means the student requires cuing and stand-by supervision or hands-on assistance from a personal care worker to begin and complete an activity of daily living. ADLs include the following:

- **Grooming:** Assistance with basic hair care, ensuring clothes are clean and properly fastened; and care of eyeglasses and hearing aids (confirming batteries work, positioning aids).
- **Eating:** Assistance with hand washing and applying orthotics required for eating, as well as transfers and feeding, excluding enteral tube feeding
- **Transfers:** Assistance with transferring the student from one seating or reclining area to another
- **Mobility:** Assistance with ambulation, including use of a wheelchair. Mobility does not include providing transportation for a student.
- **Positioning:** Assistance with positioning or turning a student for necessary care and comfort
- **Toileting:** Assistance with bowel or bladder elimination and care, including transfers, mobility, positioning, feminine hygiene, use of toileting equipment or supplies, cleansing the perineal area, inspection of the skin and adjusting clothing, excluding catheterization.
- **Behavioral Cuing** - Assistance and support for behavioral management, maintain and sustain on task behavior and assist in completion of tasks by offering behavioral prompts.

Other Health-Related Procedures and Tasks

Health-related procedures and tasks may be delegated by a **licensed qualified health care professional** to be performed by a PCS worker. Student must have a plan of care with interventions, tasks and health related procedures listed and authorized by a licensed provider within their scope of practice. Documentation of training and qualifications must be included in the employee file of the PCS worker. Documentation of qualifications and skill competency must be in the PCS personnel file.

Non-covered Services

- ADL Assistance provided to a student by a personal care worker who does not meet minimum qualifications for PCS role or worker whose skills have not been documented and verified by a licensed, qualified practitioner.
- Services provided by substitutes who have not received the required training and supervision.
- Services provided by a parent, stepparent, legal guardian or foster parent.
- Care that requires the skill of a licensed medical professional will be reimbursed under the cost report for their discipline.
- Services that are provided to a student that are age appropriate and would reasonably require assistance for a student of that age.

- Academic assistance and support, for example: Helping a student with school assignments, projects or activities
- Extracurricular support provided to a student for participation in activities before and after school including sports, clubs, class projects, tutoring, music lessons, etc.

Service Plans:

A PCS plan of care is a document that contains the description of the medically necessary services a student will need during the school day with specific instruction of how the services should be provided. All PCS services that are covered by Medicaid must be listed in an approved plan of care and authorized by a licensed provider within their scope of practice.

The PCS plan of care must be completed within the first week of starting the personal care assistance and must be reviewed annually. All health care plans of care must be updated when there is a change in the student's condition or need for PCS. A copy of the most current PCS health care plan must be immediately available to the person who is providing the PCS services. Some major service plans utilized in the state of Louisiana include but are not limited to:

- Individualized Education Plan (IEP).
- Section 504 Accommodation Plan.
- Individualized Health Care Plan (IHP)
- Behavioral Health Care Plan
- Other written plans for health services that are deemed medically necessary.

Required components of the PCS service plan.

- Components of a PCS health care plan must include:
 - Start and end date of the plan of care.
 - Student's name, date of birth, demographic information including name of parent, guardian or responsible party, and emergency contact information.
 - List of special instructions and /or procedures required to meet the student's specific needs, worker
 - A clear summary including the diagnosis and CPT code, condition, sign, or symptom that is creating the need for the service, and ICD 10 codes as applicable.
 - Number of days that services are required per week. Total time requested to complete each activity each week.
 - Date, name, and signature of the licensed, qualified practitioner. Signature of ordering practitioner, NPI number of the ordering provider.

Service Limits

PCS is not subject to service limits. Services provided shall be based on the individual health requirements of the student and medical necessity for the covered services. The CPT code is T1019, modifier EP, unit of service 15 min. Please see EPDST Health and IDEA – Related Services fee schedule for details.

Record Keeping

The school must maintain required written or electronic documentation for 5 years from date of service. Required documentation includes:

- Student Name and date of birth
- Authorizing/ prescribing provider name, credentials, and NPI number
- Plan of care start date, reassessment date, time
- List of services required/authorized, and time required to complete services.
- Documentation of services provided including signature of provider

- Records must be complete, accurately documented, timely, and organized.
 - LEAs must make PCS direct care worker records available to LDH and/or its designee upon request. The provider (LEA) shall be responsible for incurring the cost of copying records for LDH or its designee.
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PCS Worker Qualifications

To be eligible to provide PCS, the person must meet all the following requirements:

- Be a resident of the state of Louisiana.
- Be at least 18 years of age.
- Have a GED or high school equivalent.
- Hold current Pediatric CPR and First Aid certification
- Be someone other than a parent, stepparent, paid legal guardian or foster parent.
- Completed the required skills and procedure training and supervision provided by a licensed healthcare professional within their scope of practice under Louisiana state law.
- Demonstrate the ability to effectively communicate with the student, supervising and ordering licensed, qualified practitioner, school healthcare personnel, and parents of the minor students.
- Be able to appropriately respond to the student's needs and immediately report significant changes in the student's condition to the supervising licensed practitioner
- Be able to maintain required documentation daily including, but not limited to, PCS activity checklists or logs, student's response to procedures and activities when appropriate, and communication with the licensed practitioner and emergency contacts.
- Be employed by the school district to provide PCS or be under contract with school district or agency that has a PCS service agreement with the district.

PCS Worker Supervision

A licensed, qualified practitioner must supervise anyone providing personal care assistance using direct training, observation, and return demonstrations. These qualifications should be based on the service provided, the license, scope of practice, professional responsibilities, and professional experience. For example, ADLs such as positioning, transfers or toileting may be taught and supervised by a physical therapist or professional nurse. These ADLs may not be taught or supervised by a speech pathologist, audiologist, school psychologist, social worker or special education teacher because it is not within the scope of practice of those professionals. LEAs are required to keep a copy of the Louisiana licenses showing full name and dates of licensure reflecting the period services were provided onsite. Supervision of the services requires:

- Confirming that the personal care worker meets the qualifications to provide the services.
- Appropriately assigning tasks to the personal care worker
- Providing training and ensuring competency of the personal care worker in meeting the individual needs of the student before services are provided.
- Verifying that the PCS service plan, is completed and signed by authorizing provider within the first week after the start of services and updated as needed.
- Reviewing the personal care worker's documentation of services provided
Documenting training, communication, initial and periodic evaluations of the PCS services worker provided.

PCS Worker Training

To provide PCS services, the personal care worker must complete the following training activities:

- Current pediatric CPR and pediatric First Aide certification
- Complete an annual skills checklist, signed off by licensed, qualified practitioner practicing within their scope of practice.
- Complete training and an orientation checklist given by the licensed, qualified practitioner on the specific needs of the individual student as identified in the written PCS service plan.
- Be aware of the other support services provided for this student.
- Be knowledgeable about the PCA service plan and emergency procedures before performing services.
- Display competency in providing the required service according to the student's service plan.
- Follows school / district policies for communication to report changes in the student's condition or behaviors to the appropriate person.
- Understand the documentation requirements for the services provided.
- Individuals who provide coverage in the PCS worker's absence must meet all staffing requirements for the PCS worker
 - Continuing Education: Annually thereafter, the provider shall ensure that each PCS worker either contracted or employed, satisfactorily demonstrate required skills and competencies to ensure continuing competence. Initial orientation and ongoing supervision shall not be considered for meeting this requirement.

PCS Worker Evaluations

Initial Evaluation

The licensed, qualified practitioner must complete an initial evaluation of the personal care worker through direct observation of the personal care worker's skills within the first 14 days of starting to provide regularly scheduled services to the student. After the initial evaluation, subsequent student assignments do not require direct observation of each PCS worker providing services unless determined by the licensed, qualified practitioner based on the needs of the student and the personal care worker's ability to meet those needs.

At the initial supervisory visit, the licensed, qualified practitioner must evaluate services provided by PCS worker for:

- Adequacy of the tasks and activities in the PCS service plan to meet the needs of the student.
- The PCS worker's understanding of the student's needs,
 - knowledge of the care plan,
 - when to notify the licensed practitioner of concerns or changes in the condition or behavior of the student,
 - when emergency actions and contacts are required.
- The PCS worker's demonstrated ability to competently carry out the tasks and activities, as trained.
- Changes in the needs of the student requiring revision of the PCS care plan or additional training of the person providing PCS services.