

School-Based Medicaid Program

Personal Care Services

Agenda

- What are Personal Care Services
- Covered Services & Limitations
- Provider Qualifications and Skill-set Requirements
- Supervision & Training Requirements
- Documentation Requirements
- Billing Instructions

What are Personal Care Services?

School-Based Personal Care Services (PCS), are services that are necessary for a student with a physical or cognitive limitation, to perform activities of daily living (ADL) while at school. Eligible students require hands-on assistance, verbal cueing or stand-by supervision in one or more ADLs. Services are provided by trained attendant(s) pursuant to physician or nurse practitioners order and an individualized medically necessary written plan of care.

Covered Services

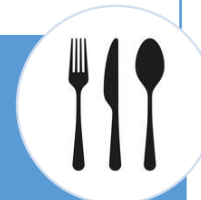
- Assistance with basic hair and body care including hygiene
- Ensure clothes are clean and fastened
- Eyeglasses positioned and hearing aid batteries work

Grooming



- Assistance with hand washing
- Applying orthotics required for eating
- Oral feeding

Eating



- Assistance with bowel and/or bladder elimination including transfers, mobility, positioning, feminine hygiene, use of toileting equipment or supplies, cleansing perineal areas, inspecting skin and adjusting clothing

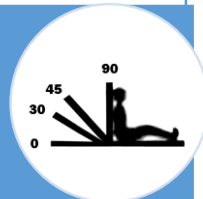
Toileting



Covered Services

- Assistance with transferring from a seated or reclining position to another surface
- Assistance with adjusting for comfort or care

Transfers &
Positioning



- Assistance with ambulation, including use of wheelchair or other mobility aids. Does not include vehicular transport

Mobility



- Provide positive behavior support strategies to assist students with prompting to perform task related to their physical and/or behavioral health needs

Behavioral
Cueing



Service Limitations

- X Delegated skilled nursing procedures and medication administration as defined in state nurse practice act including recording vital signs and medical observation.
- X Services provided by unqualified/untrained staff, a relative or legal guardian
- X Services claimed above a ratio of 1 service provider to 1 student
- X Age appropriate task that would require predictable assistance
- X Academic support (ex. projects, homework, tutoring)
- X Before and after school extracurricular support

Worker Qualifications

PCS Worker

1. Employed by a school district to provide PCS services or be a licensed Medicaid enrolled PCS agency, working under district contract
2. Must be at least 18 years of age;
3. Must have a GED or high school education;
4. Hold and maintain current CPR and First Aid certification
5. Passed database screening on [LA Adverse Action List Search](#)
6. Passed criminal background check
7. No direct relationship to student. Prohibited persons include: parent, foster parent, grandparent, sibling, in-law, legal guardian or power of attorney

Skill-Set Requirements

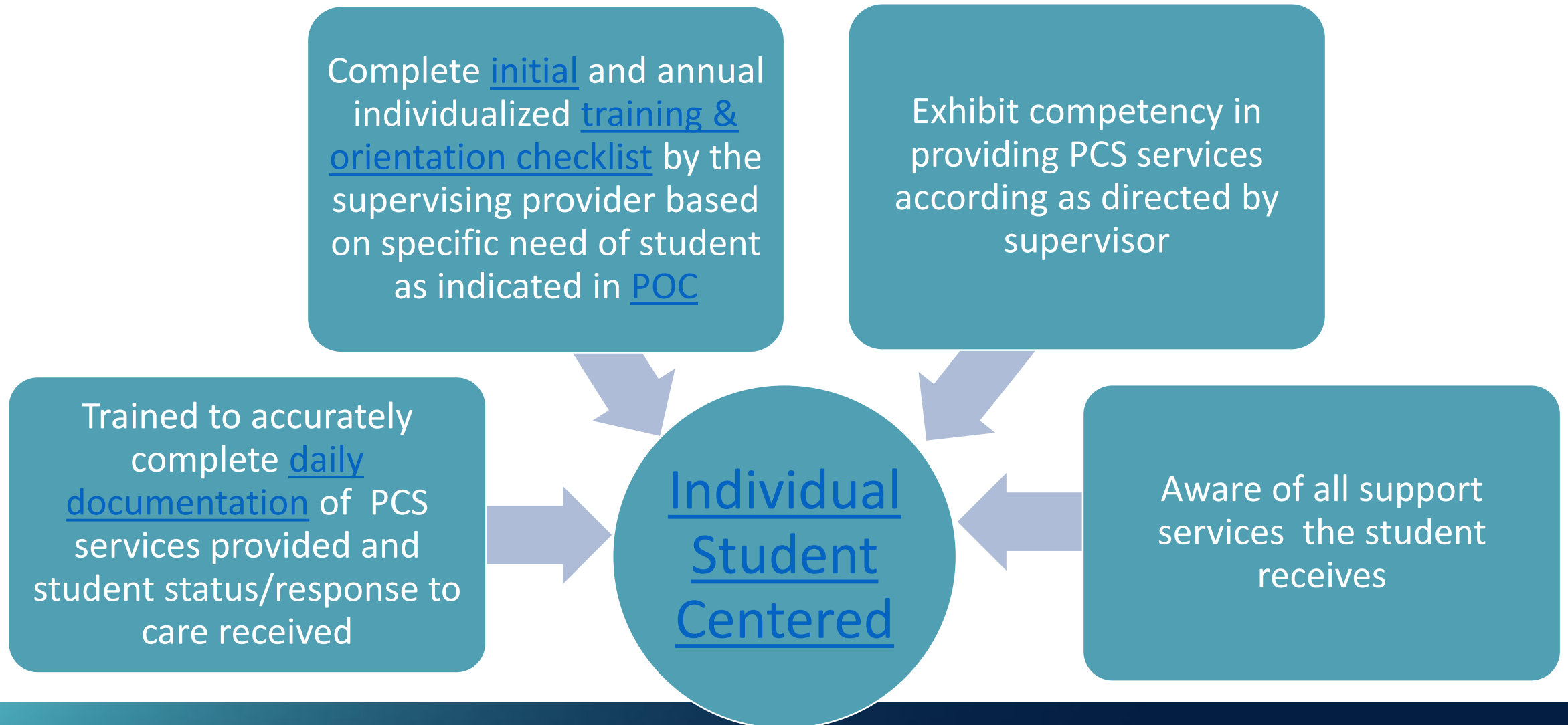
PCS Worker

1. Complete skills and procedure training, by an appropriate, discipline-specific qualified provider for all services listed in the plan of care (POC), with documented satisfactory demonstration.
2. Demonstrate ability to effectively communicate with student, supervising and ordering healthcare professional, school personnel and students primary caregiver(s).
3. Demonstrate ability to recognize, respond and report students needs and immediately report changes in students condition to supervising healthcare professional.
4. Demonstrate ability to meet daily documentation requirements

PCS Supervisor Requirements

- Licensed qualified practitioner
- Supervision qualifications should be based on the service being provided.
- Confirm that PCA worker meets qualifications and skill-set
- Provide training and ensure competence in meeting student needs
- Verification that PCA orders and POC is complete
- Review of PCA workers documentation for completeness and accuracy
- Document trainings (initial, annual and periodic evaluations) for PCA and substitute PCA staff

Training Requirements



Plan Of Care Documentation

- Start and end date no later than current academic calendar year; reassessment date and time
- Student name, DOB, Medicaid ID#, demographic information including parent, guardian or responsible party, emergency contact information
- List of ordered services and special instructions/procedures to meet student needs
- PCA worker name and qualified substitutes
- Summary of condition, signs, symptoms that is creating need for PCA services; ICD-10 diagnosis
- Number of days per week; total time to complete each activity each week
- Supervisor/training provider signature
- Ordering provider name, signature with credentials and NPI number

Service Log Documentation

- Student name, DOB, Medicaid ID#, DOS, total hours worked per DOS, date of PCS POC that authorized services provided
- Services task complete in increments of 15 minutes
- Condition of student
- Notation of difficulties, supervisor consult, emergency protocol taking
- Justification for why services were not provided as ordered
- Any other pertinent information
- PCS worker name and signature

Claiming Instructions

INTERIM BILLING

- S5125 Attendant care services; per 15 minutes
- 32 unit max per day
- Medicaid enrolled ordering provider name and NPI on claims

COST REPORTING

- No time study participation
- Payroll records for PCS aide

THANK YOU

