

Personal Care Aide - 125

Personal Care Services are:

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

To enter services, all of the following must be true:

1. Does the student's IEP say "**YES**" to Medicaid Personal Care?
2. Does the student's file include a **Personal Care Authorization Form** for the service you provide?
3. Does the student have an asterisk (*) next to their name in Service Tracker?
4. Does the aide/para (aka you) have a personal care service log for the student?

If you answered YES to all the questions, you can bill for the following Medicaid Billable Personal Care Services:

1. **Eating/Feeding** - Assisting/cueing student with meal/snack feeding.
2. **Respiratory Assistance** - Assistance with exercises to increase lung capacity.
3. **Toileting**-physically assisting/cueing student to access the toilet.
4. **Grooming** - Assisting/cueing student with washing hands/face, combing hair, personal appearance, etc... Health related functions through hands-on assistance, cueing and monitoring - broad range of health related assistance/cueing so that the student can perform the task by him/herself.
5. **Dressing** - Assisting/cueing student to dress themselves for outdoors, following toileting, etc.
6. **Transferring** - Assisting/cueing student to move from a wheelchair to another place and back again (chair, toilet, mat, etc.)
7. **Ambulation** - Helping/assisting student with walking on their own or with some type of walker or other equipment
8. **Personal Hygiene** - Assisting/cueing student with teeth brushing, maintaining hygienic conditions, assistance with nose/mouth wiping, female menstrual periods.
9. **Mobility/Positioning** - Assisting/cueing student to adjust his/her positioning to prevent stiff muscles/sores, (e.g. using stander).
10. **Meal preparation** - Assisting/cueing student in food preparation, (including grinding food in a food processor, preparation of formula).
11. **Skin Care** - Assisting student with proper skin care in the case of chronic skin condition.
12. **Bathing** - Assisting student with bathing/washing (e.g. student has regular/irregular bowel/bladder habits that require staff assistance to clean/change).
13. **Maintaining continence** - Assisting/cueing student with accessing the restroom in a timely manner (e.g. cueing the student to visit the restroom).
14. **Assistance with self-administered medication** – Assisting/cueing with an inhaler that the student carries with him/her.
15. **Redirection and intervention for behavior**-any cueing or physical hands-on-redirection of student for behavior purposes including implementation of behavior plan, de-escalating aggressive behaviors, or specific intervention to respond to harmful activities (to self or others).
16. **Health related hands-on assistance, cueing and monitoring** – Assistance/cueing that is not covered under other categories.

Personal Care Aide - 125

The following services are NOT billable Personal Care services. Medicaid defines them as “sterile” and therefore are only reimbursable if they are performed by a NURSE:

- Irrigation
- Suctioning and tracheostomy care
- Skin care (application of sterile dressing/changing dressing)
- Administering medications by injection
- Insertion or irrigation of catheters
- Tube feeding
- Oxygen administration
- Ventilator care
- Drawing Blood

Reminders and Tips:

- Make sure your Monthly Service Log is filled out completely by putting the number corresponding to the service provided for each day (i.e. #1 eating and feeding, #15 Redirection and intervention for behavior)
- Do not record a service on a day that either the student or yourself is absent
- At the end of the month, make sure to sign your service log and have the classroom teacher or licensed practitioner sign (i.e. social worker, speech path, etc.)
- Transcribe your services into service tracker by the 15th of the following month for example: September's services should be entered by the 15th of October
- Monthly Service Logs must be submitted to your Special Education office and kept for a period of SEVEN years in case of an audit.