



Schools and Third Party Billing

If a child has an IEP or IFSP at school state law requires schools to try to get payment from Minnesota Health Care Programs (MHCP) and private health insurance for health-related services. South St Paul Schools & Minnesota Department of Health work together for reimbursement for the following services: Speech therapy, Occupational Therapy, translating, nursing services, special transportation and Personal Care Attendant (PARA).

Since 2011, the Department of Human Services require all school Paras/ PCAs to be PCA Certified. The certification test is done ONCE in a lifetime. After passing the certification a person will be a certified school PCA and also an in home/group home PCA, which is transferrable wherever anyone might work.

Our district has created a PowerPoint to assist you before taking the test and there are also modules of training if you are interested in going through them. The test itself should take about 15-30 minutes. [Link to Slides](#)

This test should be taken as soon as possible. If you aren't sure when you can fit it in to your schedule, please check with the teacher you work with. If you find that to be a problem please contact me, Robin Ross. After you have taken the test you will get an email with a link to the certificate. Print the certificate for your records as well as send a copy via inner district mail to Robin Ross @ Lincoln Center or email the link to rross@sspps.org.

Note: You can take the test as many times as needed to pass.

Here is the link for the registration and training.

<http://registrations.dhs.state.mn.us/videoConf/Default.aspx?BusinessUnitID=16>

Click on Individualized Personal Care Assistance Training

You may either click on "Take the course" for training modules or registration to register to take the test.

Training Module Selections

Module 1: Overview of the Personal Care Assistant (PCA) program and people

Module 2: Emergencies: Be prepared!

Module 3: Infection control and standard precautions

Module 4: Body mechanics

Module 5: Understanding behaviors

Module 6: Professional boundaries, child and vulnerable adult maltreatment

Module 7: Time cards and documentation

Module 8: Fraud

Module 9: Stress, personal self-care and support for the PCA role