

Personal Care Assistance (PCA) Guidance

To be eligible for PCA services, a student must:

- ☐ Have medical services identified in a student's individualized education program (IEP) and be eligible for service

Covered PCA services include: must have at least one to qualify

- ☐ Assistance to accomplish one or more of the activities of daily living through hands-on assistance or constant supervision and cueing
- ☐ Health-related procedures and tasks
- ☐ Observation and redirection for behavior or symptoms where there is a need for assistance (see behaviors below)

Health and behavioral health needs of the student, can qualify in multiple areas:

Assistance to accomplish activities of daily living (ADLs): also includes activities integral to the activity (for example, cleaning up spills, laundering soiled clothing and cleaning up toileting accidents). ADLs include the following:

- ☐ **Dressing:** Assistance with choosing, putting on and changing clothing and with application of special appliances, wraps or clothing.
- ☐ **Grooming:** Assistance with basic hair care, oral care, shaving, applying cosmetics and deodorant; ensuring clothes are clean and properly fastened; and care of eyeglasses and hearing aids (confirming batteries work, positioning aids). Nail care is included, except for a child or youth who has diabetes or poor circulation.
- ☐ **Bathing:** Assistance with basic personal hygiene and skin care.
- ☐ **Eating:** Assistance with hand washing and applying orthotics required for eating, as well as transfers and feeding.
- ☐ **Transfers:** Assistance with transferring the child or youth from one seating or reclining area to another.
- ☐ **Mobility:** Assistance with ambulation, including use of wheelchair. Mobility does not include providing transportation for a child or youth.
- ☐ **Positioning:** Assistance with positioning or turning a child or youth 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.

A child may not be found dependent in an ADL if an adult would perform the activity for the child or assist them because of the child's age and the assistance needed is age appropriate.

Observation and redirection for behavior or symptoms where there is a need for assistance.

Behavior that requires assistance **at least four times per week** (home or school) which include:

- ☐ **Level 1 behavior** that requires the immediate response of another person – physical aggression towards self or others or destruction of property: self-injurious or physical injury to others; causes damage or has the potential to cause damage to things.
- ☐ **Increased vulnerability** due to cognitive deficits.
- ☐ **Elopement** – leaving classroom or school building without permission or supervision, fleeing from staff and wandering without supervision.
- ☐ **Socially inappropriate behaviors** – aggressive behavior, inappropriate physical contact, verbal outbursts, noncompliance with rules and lack of personal boundaries.
- ☐ **Verbal aggression** – threats, bullying, insulting, shouting or derogatory language that disrupts the school environment and creates intimidation for staff and peers.
- ☐ **Verbally aggressive or resistive to care** so that the time needed to perform ADLs is increased.

Observation and redirection is covered for episodes where there is a need for redirection of behavior. It is not covered when related to ensuring the child completes educational activities or remains on task.

Health-related procedures and tasks related to the assessed health needs of a student that can be taught or assigned by a state-licensed healthcare or mental health professional and performed by a PCA. These services include but are not limited to:

- ☐ **Range of motion and passive exercise** to maintain a child's or youth's strength and muscle function.
- ☐ **Assistance with self-administered medication** reminders to take medication, bringing medication to the recipient, and assistance with opening medication under the direction of the recipient or responsible party, including medications given through a nebulizer.
- ☐ **Interventions for seizure disorders** that occur more than two times per week and require physical assistance to maintain safety.
- ☐ **Procedures for complex health-related needs**, including tracheostomy suctioning, services to a child or youth needing ventilator support and other direct cares. These are covered PCA services if delegation, training, and supervision by a registered nurse (RN) are documented.