

Personal Care Service Definitions and Medicaid Billing Guidelines

Billable Personal Care Services		Definition
1	Ambulation	Helping/assisting a student with walking, either with some type of walker or other equipment OR on their own (perhaps due to issues with weakness or balance).
2	Assistance w/self-administered medications	Assisting/cueing student with medications the student administers for themselves. <i>Skilled nursing services (administering medications) are not billable by personal care staff.</i>
3	Dressing	Assisting/cueing student to dress themselves for outdoors, following toileting, etc.
4	Eating/Feeding	Assisting/cueing student with meal and snack feeding. <i>Skilled nursing services (such as tube feeding) are not billable by personal care staff.</i>
5	Grooming	Assisting/cueing student with washing face and hands, combing hair, personal appearance, etc.
6	Health related functions through hands-on assistance, cueing, and monitoring	Assistance/cueing that is not covered under other categories. (For example, walking with a student from class to class because they may attempt to leave the building or otherwise put themselves or others in danger). <i>Skilled nursing services (e.g, sterile procedures) are not billable by personal care staff.</i>
7	Maintaining continence	Assisting/cueing student with accessing the restroom in a timely manner (e.g., cueing the student to visit the restroom).
8	Meal preparation	Assisting/cueing student in preparing his/her meal or snack (e.g., such as grinding food in a food processor in order for the student to be able to eat, preparation of formula).
9	Mobility/Positioning	<u>Mobility</u> = Assisting/cueing with movement. Can involve the lower and/or upper body (e.g., pushing a wheelchair, assistance with a walker, helping with manipulation of objects, turning pages, writing with a pen or pencil, typing at a keyboard). <u>Positioning</u> = Assisting/cueing student to adjust his/her body, arms, legs to prevent stiff muscle, pressure sores, (i.e., using stander).
10	Other monitoring/cueing to assist with daily living needs related to epilepsy/asthma/diabetes/allergies/etc.	Seizure monitoring; assisting/cueing student with Diabetes care (e.g. cueing student to check blood glucose levels). <i>Skilled nursing services (administering insulin or medication) are not billable by personal care staff.</i>
11	Personal Hygiene	Assisting/cueing student with teeth brushing, maintaining hygienic conditions, assistance with female menstrual periods, diaper changes, wiping nose, etc.
12	Redirection/Interventions for BEHAVIOR	Cueing or hands-on redirection of student for chronic behavior issues which cause themselves to be disruptive, non-compliant or unfocused on a consistent basis.
13	Respiratory Assistance	Assistance with exercises to increase lung capacity. <i>Skilled nursing services (such as tracheostomy care) are not billable by personal care staff.</i>
14	Skin care	Assisting student with proper skin care in the case of a chronic skin condition.
15	Toileting	Physically assisting or cueing student to access the toilet.
16	Transferring	Physically assisting student to move from one surface to another (to/from a wheelchair, desk, toilet, pool, etc.).
Non-Billable Personal Care Services		Definition
17	Paraprofessional Absent	Personal Care Aide/Paraprofessional/Teacher's Aide/Independence Paraprofessional/One-on-One Paraprofessional absent.
18	School Closed	District or building closed due to holiday, snow day, building issue, etc.
19	Student Absent	Student is absent for the scheduled school day.
20	Student Present, and assisted by "unqualified" staff	In this situation, an unqualified staff member is anyone who is not a Personal Care Aide who can bill for the service provided as a Personal Care Aide. For example, the School Social Worker or Classroom Teacher provides the service, but they do not bill under the PCA role.
21	Student Present, but did not require assistance	Student was able to function independently and performed personal care activity for themselves or required no Redirection/Intervention for Behavior.

Guidelines for Documenting Personal Care Activities

- Use **black** or **blue** ink when completing your Personal Care Activity Log.
- List students with Personal Care Services, as ordered in their Medical Plan of Care (IEPT/IFSP/C4SP), regardless of each student's Medicaid eligibility.
- Ask to see the student's Authorization for Medicaid Services form, as you can only bill Medicaid for the Personal Care Services that are ordered on this form.
- For each school day, use the corresponding number from the key on your Monthly Personal Care Activity Log to document either a billable or non-billable Personal Care Activity for each student listed.
- Create your caseload in MISTAR Service Tracker, listing every student on your Activity Log in Service Tracker, so the names listed on your Activity Log and Service Tracker match.
- Every month, you must transcribe your billable personal care services into MISTAR Service Tracker for Medicaid eligible students and mark your services Ready to Bill.
 - Refer to the Recording Personal Care Services in MISTAR document, a step-by-step guide to billing in Service Tracker.
- Every month, you must sign and date your activity log.
- Every month, your logs must be reviewed, signed and dated by a Teacher/Licensed Practitioner.
- For Medicaid documentation and audit purposes, "COMPLETED" logs must be kept in the student's school record for SEVEN years.