

Personal Care Services

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.



Special Education Solutions



SHARS & Parental Consent

- District is required to obtain signed parental consent (one time) in order to release information to Medicaid
 - Annual notification to release information
 - Third Party Liability (TPL)
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Eligible Personal Care Service (PCS) Providers

Anyone 18 years of age or older and trained to provide the personal care service required by the student



What are Personal Care Services?



Personal care services include a range of human assistance 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.

ADLs & IADLs

Activities of Daily Living (ADLs)	Instrumental Activities of Daily Living (IADLs)
Eating Bathing Dressing Toileting (incl. diapering)	Personal hygiene Laundry Meal Prep Managing Finances
Assistance with mobility services (moving between locations)	Participating in the community Limited exercises to increase range of motion

Additional Examples of PCS

- Total or partial physical assistance
- Prompting or cueing
- Monitoring
- Observation
- Redirection/Intervention for:
 - Behavior that interferes with the completion of tasks
 - Behavior that is socially offensive
 - Behavior that will, or has the potential to potential to, cause injury to student or others




When is an activity/service Personal Care?


- Goal not to teach or habilitate, but complete the activity
- Level of assistance is greater than typical peer
- Need for assistance is related to disability/condition that affects function



Skilled Nursing Services vs. PCS



Skilled nursing services may only be performed or delegated by a Registered Nurse (RN) or Advance Practice Nurse (APN) and are NOT considered personal care services.



Personal Care Services on the Bus






Aide/Monitor



The student needs the monitoring, observation, redirecting, prompting, cueing and/or assistance.

Documentation





Who and How: Who is being served and how the services are provided

What: The specificity of activities or services needed

When and Where: The frequency/duration and location of services

Why: Explain the medical necessity for the activities or services needed

Personal Care Session Logs Requirements

- Student's Name
- Student's date of birth
- Student's Medicaid number
- Date of Service
- Billable Start/End time
- Total billable minutes
- Activity
- Student observation
- Procedure code
- Providers printed name, title, original handwritten or electronic signature

Personal Care Transportation Log Requirements

- Name of LEA
- Route name or number
- Student full name
- Medicaid number – if Medicaid number is not on the log, a separate list detailing student name, date of birth, Medicaid status and Medicaid number must be provided
- Bus driver's name
- Bus monitor/aide name (if applicable) and initials for each one-way trip
- Dated signature of the bus driver and bus aid/monitor – should be captured after all trips have been documented
- Date of Service and day of week – if student is not provided service on a school day, mark the student as absent
- Type of personal care service provided (group/individual)



Q & A

1. Contact your District SHARS administrator
2. Call 888-630-6606
3. Email SHARS@tasb.org

