

SHARS Quick Reference Guide – Personal Care Services

What are Personal Care Services (PCS)?

- PCS are support services provided to students who meet the definition of medical necessity and require assistance with activities of daily living (ADLs), instrumental activities of daily living (IADLs), and health related functions because of a physical, cognitive, or behavioral limitation related to a disability or chronic health condition.
- To be reimbursed for PCS, services provided must not be delivered solely for the purpose of education (Reading, English, Language Arts, Mathematics, Science, Social Studies, Physical Education, Functional Curriculum, or Electives)
- PCS must be medically necessary and listed in a student's IEP
- PCS are provided by someone other than the minor child's legal or foster parent/guardian or the child's spouse

When is it personal care?

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

What is not PCS?

- Assistance with ADLs or IADLs that a typically developing child of the same chronological age could also not safely and independently perform without adult supervision
- Consider if the assistance is educational only or health based, educational tasks are typically not PCS
- Teaching a life skills curriculum
- Stand-by supervision related to safety
- Intervention or restraint of a student
- Prompting, Cueing, Redirection for educational purposes alone

How do I determine the amount of time associated with PCS services?

- Service times may not exceed what is determined in the IEP
- The amount of time should be reasonable given the services needed and the student's medical necessity
- Differentiate the difference between PCS and accommodations and modifications for instruction
- Times should be specific to each student's individual needs
- Plan for the common day and the supports given to students
- Consider the school day and the services delivered on a regular basis

Eligible recipients must:

- Be enrolled in a public school's special education program
- Be 20 years of age or younger
- Have an ARD/IEP documenting the medical necessity for services
- Have a disability or chronic medical condition
- Be Medicaid eligible

Who can bill for PCS?

- PCS providers must be employed by or contracted with the local education agency
- PCS providers must understand, and competence necessary to perform the eligible PCS tasks required by the student
- Beginning October 1, 2025, only providers that have documented proof that they meet the new competency standards may bill
- Cannot be legally responsible relatives or legal guardians of the student

IEP documentation should address the following items

- Alignment between the service needed, the disability or chronic health condition and the medical necessity
- The impact on the student if services are not delivered
- How the student's disability or chronic health condition requires the service
- When/Where are the PCS needed
- Definition of the PCS

PCS Log should address the following items

- All requirements for the SHARS log as outlined in the TMPPM
- Specific list of billable tasks addressed in the IEP and delivered to the student
- Record of Total Billable Minutes for each ADL or IADL
- Include a comment that indicates services were delivered concurrently, if services overlapped with another SHARS billable service
- Include note of RMTS submission, if a moment is recorded by the staff member for that period

SMART Solutions session entry reminders

- It is best to enter all sessions in SMART Solutions, but if keeping paper logs ensure that all documentation is completed thoroughly and retained for audit purposes
- Double check attendance, time (AM/PM), and total billable minutes for each session
- It is best to electronically sign all sessions however, if submitting paper sessions remember to initial next to each date of service and sign at the bottom of each page.
- Remember to get supervisor's signature at the bottom of each page (if applicable to your district)

Random Moment Time Study (RMTS)

- Participation is required by all district's seeking SHARS reimbursement
- If selected you are required to attend a brief training (once a school year), and answer a brief survey
- Keep an eye out for more information from your district's SHARS representative