

# Documenting Personal Care Services

## UNDERSTANDING MODIFIERS

**HA: General Education:** Caring 4 Students Program (C4S) – Anticipated 2021-22 SY for personal care services.

1] SBS: SPECIAL EDUCATION STUDENTS	
T1020	<p><b>1] SBS: Personal Care Service [T1020]</b>            Personal Care Services may include, but are not limited to, assisting with the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ambulation: Helping/assisting a student with walking on their own or with some type of walker/equipment.</li> <li><input type="checkbox"/> Assistance w/self-administered medications: Assisting/cueing student with medication, such as an inhaler, that the student carries with him/her.</li> <li><input type="checkbox"/> Bathing: Assisting student with extensive bathing/washing (e.g., student has regular/irregular bowel/bladder habits and has incontinent episodes that require staff assistance to clean/change).</li> <li><input type="checkbox"/> Dressing: Assisting/cueing student to dress themselves for outdoors, following toileting, etc.</li> <li><input type="checkbox"/> Eating/Feeding: Assisting/cueing student with meal and snack feeding.</li> <li><input type="checkbox"/> Grooming: Assist/cueing student with washing face and hands, combing hair, personal appearance, etc.</li> <li><input type="checkbox"/> Health Related Functions through Hands-on Assistance, Supervision and Cueing: Broad range of assistance/cueing that is not covered under other categories. <u>Use this area if the service is not listed in another category.</u></li> <li><input type="checkbox"/> Maintaining Continence: Assisting/cueing student with accessing the restroom in a timely manner (e.g. cueing the student to visit the restroom).</li> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Mobility/Positioning: Assisting/cueing student to adjust his/her positioning to prevent stiff muscles/sores, (e.g., using stander).</li> <li><input type="checkbox"/> Personal Hygiene: Assisting/cueing student with teeth brushing, maintaining hygienic conditions, assistance with female menstrual periods, diaper changes, wiping noses, etc.</li> <li><input type="checkbox"/> Redirection and Interventions for Behavior: Any cueing or physical hands-on redirection of student for behavior purposes.</li> <li><input type="checkbox"/> Respiratory Assistance: Assistance with exercises to increase lung capacity.</li> <li><input type="checkbox"/> Skin Care: Assisting student with proper skin care in the case of a chronic skin condition.</li> <li><input type="checkbox"/> Toileting: Physically assisting/cueing student to access the toilet.</li> <li><input type="checkbox"/> Transferring: Physically assisting student to move about the classroom as needed.</li> </ul>
2] NON-BILLABLE DOCUMENTATION	
<p><b>2] Non-Billable: Communication</b>-Use to log communication with parent, other providers, staff, etc.  <b>2] Non-Billable: Other</b>-Use to log any provided service that does not meet criteria of any other selection.  <b>2] Non-Billable Parent and/or Staff Meeting</b> – Do not use for IEP/IFSP meetings.  <b>2] Non-Billable: Record Keeping</b>-Use for any student record keeping purposes you want to track.</p>	
GENERAL SERVICE INFORMATION	
<ul style="list-style-type: none"> <li>• The need for Personal Care service must be documented in the PLAAFP.</li> <li>• Personal Care must be listed on the Accommodations page of the student’s current IEP.</li> <li>• The student must have a current “Personal Care Authorization” form on file.</li> <li>• Please keep a completed, signed and dated monthly activity log/checklist for each student in MiPSE.</li> <li>• Personal Care Service may be billed once per day/per student.</li> <li>• Billing is due the 15<sup>th</sup> of the Month.</li> </ul> <p><b>***PLEASE DO NOT BEGIN ENTERING SERVICES UNTIL YOU MAKE SURE THAT THE PERSONAL CARE AUTHORIZATION IS COMPLETE**</b></p>	

**Service Documentation:**

The Michigan Department of Health & Human Services (MDHHS) has emphasized the importance of thoroughly documenting all services provided to Special Education students.

For personal care, service documentation must include the activity/method of treatment. Enter in Areas Covered/Assessed in MiPSE.

Monthly Progress Summaries are REQUIRED for each month that services are reported for Medicaid eligible students. A monthly progress summary must summarize the services given and reflect of the how student responded to services delivered that month.

Monthly Summary Example:

9/30/2015—Personal care services provided to “Student Name” in accordance to his/her IEP. Over the last month I noted Student Name appears less stiff when using his walker.

**Staff Qualifications:**

These services may be reimbursed when provided by: Teacher Aides, Health Care Aides, Instructional Aides, Bilingual Aides, Program/Teaching Assistants, Trainable Aides, under the direction of a qualified professional. Note that some districts have ‘Assistants’ as opposed to ‘Aides’. These assistants are also qualified to record their services.

Personal Care Services are **not** covered if they are: provided by a family member or “legally responsible relative”, not documented in the IEP/IFSP, not supported by a personal care authorization, or if they are educational in focus (including tutoring, preparation of educational materials or Braille interpretation).

**Annual Requirements:** A Personal Care Authorization form is required annually. It must list the student’s personal care needs and be signed by an authorized practitioner (RN, OT, PT, LMSW or Physician) operating within their scope of practice.

**Supervision & Under the Direction Of:**

**Michigan Department of Health and Human Services Provider Manual dated October 2019**

**1.4 UNDER THE DIRECTION OF AND SUPERVISION**

Certain specified services may be provided under the direction of or under the supervision of another clinician. For the supervising clinician, "under the direction of" means that the clinician is supervising the individual's care which, at a minimum, includes seeing the individual initially, prescribing the type of care to be provided, reviewing the need for continued services throughout treatment, assuring professional responsibility for services provided, and ensuring that all services are medically necessary. "Under the direction of" requires face-to-face contact by the clinician at least at the beginning of treatment and periodically thereafter.