



# 2014-15 Tip Sheet

## Personal Care – 125

Procedure Code	Description
<b>T1020</b>	<p><b>Personal Care Services – May be billed once per day</b></p> <p>Personal Care Services are a range of human assistance services provided to persons with disabilities and chronic conditions, which enables them to accomplish tasks that they would normally do for themselves if they did not have a disability. Assistance may be in the form of hands-on assistance or cueing so that the person performs the task by him/her self. Personal Care Services may include, but are not limited to, assisting with the following:</p> <ol style="list-style-type: none"><li>1. Eating/feeding</li><li>2. Respiratory assistance</li><li>3. Toileting</li><li>4. Grooming</li><li>5. Dressing</li><li>6. Transferring</li><li>7. Ambulation</li><li>8. Personal hygiene</li><li>9. Mobility/Positioning</li><li>10. Meal Preparation</li><li>11. Skin Care</li><li>12. Bathing</li><li>13. Maintaining continence</li><li>14. Assistance with self-administered medications</li><li>15. Redirection and Intervention for behavior</li><li>16. Health related functions through hands-on assistance, supervision and cueing</li></ol>

### 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).

### Service Documentation:

Each child’s record must contain a completed, signed and dated monthly activity log/checklist.

Personal care must be checked “Yes” on the student’s current IEP.

The student must have a current “Personal Care Authorization” form on file.

<b>Personal Care Service</b>	<b>Definition</b>
<b>Eating/Feeding</b>	Assisting/cueing student with meal and snack feeding.
<b>Respiratory assistance</b>	Assistance with exercises to increase lung capacity.
<b>Toileting</b>	Physically assisting or cueing student to access the toilet.
<b>Grooming</b>	Assisting/cueing student with washing face and hands , combing hair, personal appearance, etc.
<b>Dressing</b>	Assisting/cueing student to dress themselves for outdoors, following toileting, etc.
<b>Transferring</b>	Physically assisting student to move from one surface to another (to/from a wheelchair, desk, toilet, pool, etc).
<b>Ambulation</b>	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)
<b>Personal hygiene</b>	Assisting/cueing student with teeth brushing, maintaining hygienic conditions, assistance with female menstrual periods, diaper changes, wiping nose, etc.
<b>Mobility or Positioning</b>	Mobility = 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). Positioning = Assisting/cueing student to adjust his/her body, arms, legs to prevent stiff muscles, pressure sores, (e.g., using stander).
<b>Meal preparation</b>	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).
<b>Skin care</b>	Assisting student with proper skin care in the case of a chronic skin condition.
<b>Bathing</b>	Assisting student with bathing/washing (e.g., student has regular/irregular bowel/bladder habits and has incontinent episodes that require staff assistance to clean/change).
<b>Maintaining continence</b>	Assisting/cueing student with accessing the restroom in a timely manner (e.g., cueing the student to visit the restroom).
<b>Assistance w/self-administered medications</b>	Assisting/cueing student with medications the student administers for themselves.
<b>Redirection and interventions for behavior</b>	Cueing or hands-on redirection of student for chronic behavior issues which cause them to be disruptive, non-compliant or un-focused on a consistent basis.
<b>Health related functions through hands-on assistance, supervision, and cueing</b>	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). Call the Medicaid Office with questions about specific services.

**Personal Care Service Reporting Requirements:**

- 1. Personal Care Services must be listed in the student's IEP.**
- 2. A Personal Care Authorization form is required annually.**
- 3. Each Aide must have their own Personal Care Log-on which they record the Personal Care services they provide to their students (for whom the first two requirements have been met).**