
CHAPTER 30: PERSONAL CARE SERVICES

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COVERED SERVICES

Long Term-Personal Care Services (LT-PCS) are defined as those services that provide assistance with the activities of daily living (ADL) and the instrumental activities of daily living (IADL). An applicant for LT-PCS must score at least at the limited assistance level (as defined by the MDS-HC) with one or more of the activities of daily living in order to qualify for LT-PCS. Once program requirements are met, assistance may be either the actual performance of the personal care task for the individual or supervision and prompting so the individual performs the task by himself/herself.

See Recipient Criteria in Section 30.3 for further information regarding this requirement.

All services must be provided in the recipient's home except when certain IADL are normally performed outside of the home, e.g. grocery shopping or accompanying the recipient to a medical appointment.

Service Definitions

Activities of daily living (ADL) are personal, functional activities required by an individual for continued well-being, health and safety. LT-PCS include the following activities:

- Bathing – verbal reminder to take a bath, preparation of the bath, assistance in and out of the bath/shower, and/or physical assistance with bathing and/or drying off;
- Grooming – verbal reminder to do the task, assistance with shaving, application of make-up and/or body lotion or cream, brushing or combing hair, brushing teeth and/or other grooming activities;
- Dressing – verbal reminder to do the task, and/or physical assistance with putting on clothing;
- Ambulation –assistance with walking;
- Eating – verbal reminder to eat, cutting up food, partial assistance with feeding, and/or assistance with adaptive feeding devices (not to include tube feeding);
- Transferring – assistance with moving from a bed to a chair or moving from a wheelchair to a commode;
- Toileting – verbal reminder to toilet, assistance with bladder and/or bowel requirements, including bedpan routines. This does not include insertion or removal of a catheter.

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Instrumental activities of daily living (IADL) are routine household tasks that are essential for sustaining the individual's health and safety, but may not require performance on a daily basis. These tasks are performed for the **recipient only**. Allowable tasks are limited to the following:

- Laundry;
- Meal preparation and storage;
- Grocery shopping, including purchase of personal hygiene items and medications. The recipient does not have to accompany the worker to the store;
- Light housekeeping tasks (vacuuming, mopping floors, cleaning bathroom and kitchen, making the bed). These tasks should only be performed in the area of the home used exclusively by the recipient, or those parts of common areas used solely by the recipient. The worker should make sure that pathways are free from obstructions;
- Medication oversight – assistance with self-administration of prescription and non-prescription medication. This assistance is limited to the following:
 - verbal reminder;
 - assistance with opening the bottle or bubble pack;
 - reading the directions from the label;
 - checking the dosage according to the label directions; and/or
 - assistance with ordering medication from the drug store.

NOTE: The worker is **not allowed** to give medication to the recipient. This includes taking medicine out of a bottle to set up pill organizers.

- Assistance with medical appointments when necessary.
 - assisting with scheduling medical appointments;
 - accompanying the recipient to medical appointments when necessary; and

NOTE: These medical appointments include, but are not limited to physician visits, physical therapy, occupational therapy, and speech therapy.

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- assisting the recipient with accessing medical transportation.

NOTE: Emergency and non-emergency medical transportation is a covered Medicaid service and is available to all recipients. Non-medical transportation is not a required component of LT-PCS. However, providers may choose to furnish transportation for recipients during the course of providing LT-PCS. If transportation is furnished, the provider must accept all liability for their employee transporting a recipient. It is the responsibility of the provider to ensure that the employee has a current, valid driver's license and automobile liability insurance.

Location of Service

LT-PCS must be provided in the recipient's home except when certain IADL are normally performed outside of the recipient's home, if the provision of these services allows the recipient to participate in normal life activities as they pertain to the IADL cited in the Plan of Care. Services that are provided in the recipient's home must be provided while the recipient is present. The recipient's home is defined as the recipient's place of residence. This includes the recipient's own house or apartment, a boarding house, or the house or apartment of a family member or unpaid primary caregiver.

NOTE: LT-PCS cannot be provided in a hospital, an institution for mental disease, a nursing facility, an adult day health care facility or an intermediate care facility for individuals with a developmental disability.

Services rendered outside of the recipient's home do not include trips outside of the borders of the state. Consideration will be given when the recipient lives in an area adjacent to the state's border and it is customary to seek medical and other services in the neighboring state.

LT-PCS shall not be provided in the personal care worker's home, unless it can be satisfactorily assured that:

- The selection of the place of service is consistent with the recipient's choice;
- The recipient's health and safety can be maintained when services are provided in the personal care worker's home; and
- The services do not substitute for otherwise available family and/or community supports.

The place of service must be documented in the Plan of Care and service log.

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Service Limitations

LT-PCS are limited to no more service hours than those which are approved in the Plan of Care in any week.

For tasks that a recipient can complete without physical assistance or difficulty, assistance shall be limited to prompting or reminding the recipient to complete the task.

Minor children are not considered part of the informal supports available to a recipient.

Excluded Services

Long Term-Personal Care Services **does not** include:

- Insertion and sterile irrigation of catheters, although changing and emptying the catheter bag is allowed;
- Irrigation of any body cavities which require sterile procedures;
- Application of dressing, involving prescription medication and aseptic techniques, including care of mild, moderate or severe skin problems;
- Skilled nursing services as defined in State Nurse Practices Act, including medical observation, recording of vital signs, teaching of diet and/or administration of medications/injections, or other delegated nursing tasks;
- Teaching a family member or friend how to care for a recipient who requires assistance with activities of daily living;
- Teaching of signs and symptoms of disease process, diet and medications of any new or exacerbated disease process;
- Specialized aide procedures such as rehabilitation of the patient (exercise or performance of simple procedures as an extension of physical therapy services), measuring/recording patient vital signs (temperature, pulse, respiration and/or blood pressure, etc.), or intake/output of fluids, specimen collection, special procedures such as non-sterile dressings, special skin care (non-medicated), decubitus ulcers, cast care, assisting with ostomy care, assisting with catheter care, testing urine for sugar and acetone, breathing exercise, weight measurement, enemas;
- Administration of medication;

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- Rehabilitative services such as those performed by an occupational therapist, speech therapist, audiologist, or respiratory therapist;
- Laundry, other than that incidental to the care of the recipient. Example: Laundering of clothing and bedding for the entire household as opposed to simple laundering of the recipient's clothing or bedding;
- Food preparation or shopping for groceries or household items other than items required specifically for the health and maintenance of the recipient, and not for items used by the rest of the household;
- Housekeeping in areas of the house not used by the recipient;
- Companionship; or
- Continuous supervision

NOTE: LT-PCS is not designed to provide continuous supervision to a recipient while informal caregivers work or are otherwise unavailable. LT-PCS is a task-oriented service tied to ADL and IADL. It is not a time-oriented sitting or supervision service.)