

# Third Party Billing

Information for paraprofessionals, case managers, nurses,  
OT/PTs, special education coordinators, and  
documentation personnel

# Agenda

- 1. What to include when authorizing Personal Care Assistant (PCA) services in an IEP
- 2. Completing PCA activity logs
- 3. Supervision requirements for PCAs
- 4. Supervision timelines
- 5. Training requirements for PCAs
- 6. Documentation requirements for supervisors

# 1. What to include when authorizing personal care assistant services in an IEP

- Condition or diagnosis related to the need for personal care services
- How PCA will provide the service
- Designate in IEP who will supervise the PCA (Nurse/OT/PT)
- Frequency and average time per day
- If PCA also provides academic assistance, need 2 separate services on the grid on IEP
- Covered tasks
- Supervisor (Nurse/OT/PT) should attend IEP meetings
- Include transportation if applicable
  - See sample on pink handout –

## (continued) What to include when authorizing personal care assistant services in an IEP

- The more detail, the better!
  - Refer to page E32-E33 of Technical Assistance Guide for sample descriptions of activities of daily living
- Intervention and redirection for behavior must be medically necessary and related to the student's diagnosis – there must be documentation/ evidence of the student's behavior in the Evaluation Report, present levels of performance, in an FBA, or somewhere in the educational record. This is the justification for the medical necessity.
- “To keep student on task” does not qualify under intervention/redirection for behavior

# Observation, Intervention and Redirection – what qualifies?

- Observation for seizures – student must have had a documented seizure within the past three months (seizure does not have to occur at school) **AND** must also be dependent in at least one activity of daily living or in a level 1 behavior
- Intervention and redirection for level 1 behaviors: Level 1 behavior means physical aggression towards self, others or destruction of property that requires an immediate response from another person
  - Self injurious – examples: hitting, biting, head-banging, burning, poking, stabbing, ingesting foreign objects or substances, pulling out hair, suicide threats
  - Physical injury to others – examples: hitting, biting, pinching, scratching, kicking, stabbing, pulling out hair
  - Destruction of property – examples: breaking desks or chairs, tearing clothes, setting fires, using tools or objects to damage property

## 2. Completing PCA Logs

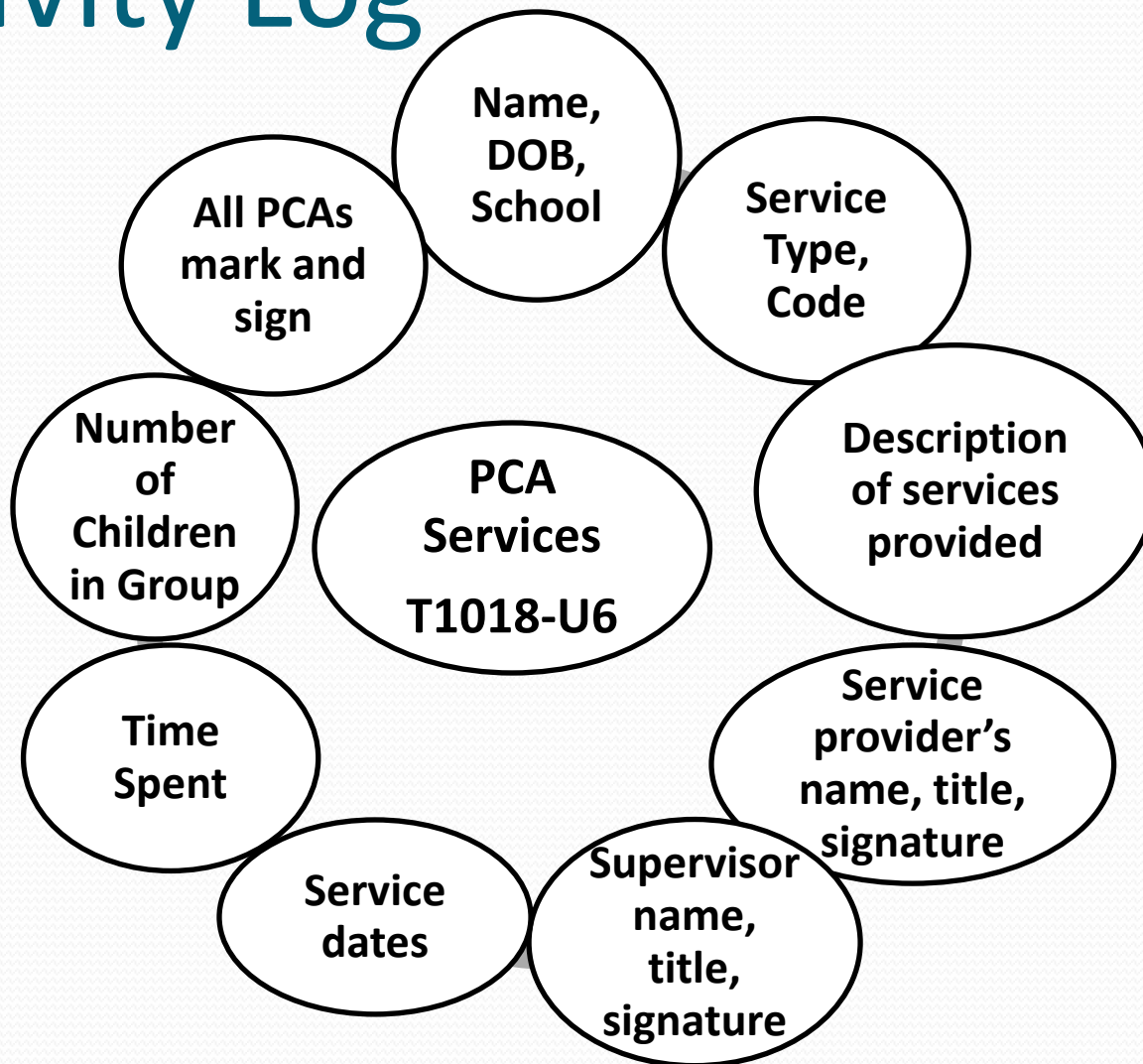
- Complete, accurate, signed
- Written in ink – no pencil, white-out, ditto marks or arrows
- Reverse side of log lists in detail services provided – example: toileting, feeding, dressing
- Do not modify DHS log in any way
- Be sure to include “number in group” which is “1”

# (continued) Completing PCA Logs

- NOTE: MDE advises case manager should also sign log, but do not modify form to do this – case manager sign in same area as PCA as the responsible party – you will not find this in the Technical Assistance Guide

See Sample PCA Log

# Activity Log



# 3. Supervision Requirements

- Provides supervision through direct training, demonstrations, observation and consultations
- Cannot be provided by phone or by consulting with the teacher
- Provides on-going monitoring and supervision of each PCA for each student
- Appropriately assigns tasks
- Writes plan of care, and reviews it every 120 days for changes (see pg. H2 – purple handout)

# (continued) Supervision Requirements

- Orients and trains PCA to provide the child specific activities within seven days beginning services
- Ensures through direct observation or consultation that the person providing the service is capable; knowledgeable about the child's plan and activities to be provided; knowledgeable of child's essential needs and that observed conditions are brought to the supervisor's attention as necessary; is knowledgeable of changes to the plan; and keeps written logs as required
- Evaluates services provided by each PCA to each child through direct observation or consultation
  - See blue and green handouts

# 4. Supervision Timelines

- At a minimum, each PCA must be supervised within 14 days after services begin, every 90 days for the first year and every 120 days after the first year **IF** the same PCA continues to assist the same student. Additional supervision should be provided as appropriate.
- At anytime when a PCA has not worked with the student previously, the supervision schedule begins within 14 days
- Can be based on regular school calendar
- Supervision documentation can be kept separately
- *Services by substitute PCAs must meet supervision requirements for the service to be billed*

# Who are qualified supervisors?

- RN, Public Health Nurse, Licensed School Nurse, PT, OT, Speech/Language Pathologist.
- Best practice is school nurse or OT/PT for PCA services

# 5. Training Requirements for PCAs

- Basic First Aid \*
  - Vulnerable Adult Act \*
  - Child Maltreatment \*
  - OSHA Universal Precautions \*
  - Basic Roles/Responsibilities of PCAs \*
  - Lifts and Transfers \*
  - Emergency Preparedness \*
  - Positive Behavior Practices \*
  - Orientation by supervisor (within 7 days of beginning service)
  - IF IT ISN'T DOCUMENTED, IT DIDN'T HAPPEN
- \* = required by MN statute

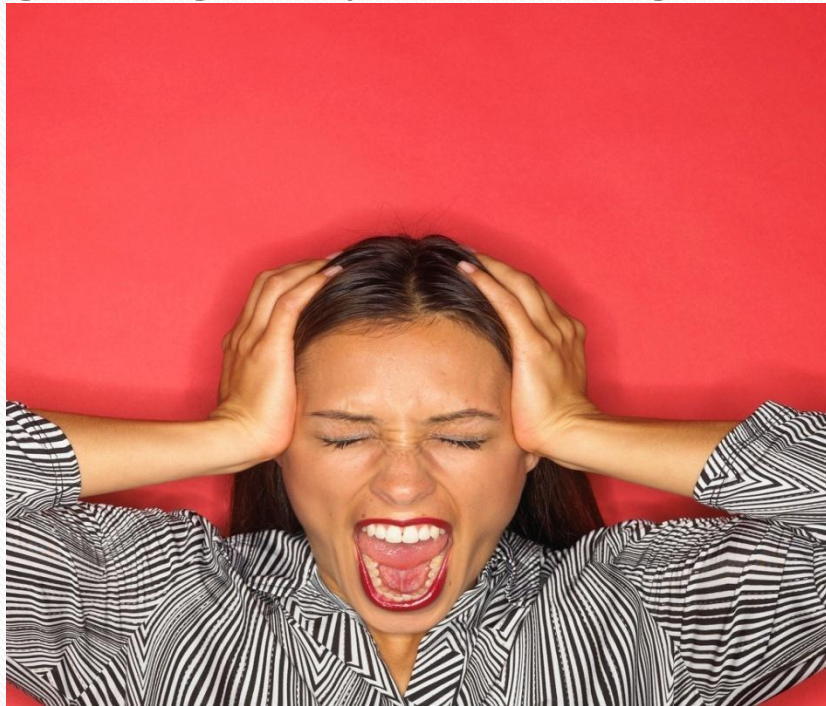
# 6. Documentation Requirements for Supervisors and the School District

- Documentation of Training Required by Statute
  - See sample – gold handout
- Orientation Evaluation
  - See sample – yellow handout (initial)
- Signature on PCA logs at day 14, then every 90 days for the first year, and every 120 days thereafter
- Supervision of Personal Care Assistance Services
  - See sample – white handout (used after initial)
- “IF IT ISN’T DOCUMENTED, IT DIDN’T HAPPEN”

# Resources

- Carol Lenn, Third Party Billing Coordinator  
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- Cathy Griffin, MDE Special Education Policy Division  
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- Although beginning the process might make us feel like this...



# It also has its positive results!

- Since we started tracking in July of 2003
- Triton:
  - \$153,894.55
- Since January of 2006
- Kasson-Mantorville
  - \$77,137.84

And that makes us feel like this!





Thanks for coming –  
please contact me with  
questions!