



Arc Guide to How to do a PCA Assessment (Includes determination of hours and potential for decrease)

The 2009 Minnesota Legislature changed the assessment and authorization process for the Personal Care Assistance (PCA) program.

The “PCA Assessment and Service Plan Instructions and Guidelines” document is available on the Minnesota Department of Human Services website: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3244A-ENG>. This tool is used for face-to-face assessment of individuals currently using PCA services, and also to determine eligibility for PCA services, including enrollment in the Consumer Support Grant (CSG) option.

The assessment should be based on an individual’s typical day *without any supports*. For a child, this would be a non-school day.

There are 9 sections to the assessment:

- Recipient information
- Health description
- Medications
- PCA recommendations to DHS
- Complex health-related needs
- Behaviors
- Activities of daily living
- Summary of PCA Assessment and Service Plan
- Recipient referrals

Three of the 9 sections determine eligibility for additional hours of service:

- Complex health-related needs
 - Tube feedings
 - Wounds
 - Parenteral/IV therapy
 - Respiratory interventions
 - Catheter insertion and maintenance
 - Bowel program
 - Neurological interventions
 - Other congenital or acquired diseases
- Behaviors:
 1. The presence of Level 1 behaviors will result in increased PCA time
 - Physical aggression toward self or others and
 - Destruction of property that requires the immediate response of another person
 2. Behaviors Additional Time: If a behavior requires assistance at least four times a week, an additional 30 minutes may be added for each behavior:

For further information or advocacy services, contact The Arc Greater Twin Cities at 952-920-0855 or visit www.arcgreatertwincities.org. Thank you!

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- Increased vulnerability due to cognitive deficits or socially inappropriate behavior
 - Resistive to care, verbal aggression
 - Physical aggression towards self, others or destruction of property
- Activities of Daily Living (ADL) needs are considered a dependency when a person requires assistance to begin and complete daily tasks with:
 1. Cueing and constant supervision (step-by-step instructions and constant interaction and/or visibility) or
 2. Hands-on assistance (the help of another person to perform the activity)
 3. ADLs for PCA time include grooming, dressing, bathing, transferring, mobility, positioning, eating and toileting
 4. Additional time is given if a person is assessed as dependent in a critical ADL of eating, transfers, mobility and toileting
 5. Dependencies are not given for age appropriate ADL needs. For example, a 2 year old may not be considered dependent in toileting, as many children that age may need assistance. A chart to determine age-appropriate dependencies for children under age 18 years is available at:
<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3428C-ENG>

Home care rating and base unit determination

A chart/formula that is used to determine how many hours of PCA services an eligible individual may receive.

- The home care rating and base unit determination is decided by:
 1. The number of dependencies in ADLs
 2. The presence or absence of level 1 behaviors
 3. The presence or absence of complex health needs
- The three factors above determine the Home Care Rating with a corresponding base number of units and minutes (a unit is 15 minutes)
- Factors to determine additional time include:
 1. Presence or absence of “critical ADLs”
 - Eating
 - Toileting
 - Mobility
 - Transferring
 2. Behaviors (if the behavior occurs at least 4 times a week):
 - Increased vulnerability due to cognitive deficits or socially inappropriate behavior
 - Resistive to care, verbally aggressive
 - Physical aggression towards self, others, or the destruction of property
 3. Complex health needs (which must be ordered by a physician):

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- Tube feedings
- Parenteral/IV therapy
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- Bowel program
- Neurological interventions
- Other congenital or acquired diseases

A chart for determining PCA hours can be found below. Then, click the link “Personal Care Assistance (PCA) Authorization Effective April 1, 2014)

http://www.dhs.state.mn.us/main/groups/disabilities/documents/pub/dhs16_151043.pdf

What can I do if my PCA hours decrease?

Compare the most recent PCA assessment with the prior assessment(s). A decrease in service may be identified by noting differences in the number of items checked (list “Y” as dependency or “N” as not dependency). Compare how the need is described from one year to the next on:

- Page 5/Section 5 - complex health related needs
- Page 7/Section 6 - behaviors
- Page 8/Section 7 - activities of daily living

After identifying where the cut was determined and in what area(s), assess whether the area is no longer a dependency (does the person no longer require constant cueing and assistance or no longer require hands-on assistance). If not, there would be a corresponding decrease in hours.

You may want to appeal the decrease in hours if you think the person still has a dependency in the area(s).

Appeals

For information on appeals, read the Arc Guide to a Department of Human Services Decision Appeal at:

<http://www.arcgreatertwincities.org/documents/ArcGuidetoDepartmentofHumanServicesDecisionAppeal-Dec12.pdf>

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