

# THIRD PARTY BILLING FOR PCA SERVICES

# Intro To Third Party Billing

- Schools are required by state and federal law to seek reimbursement for medically necessary IEP/IFSP services.
- Medical Assistance (MA) will reimburse the federal share of covered IEP/IFSP health related services.
- One type of billable service is Personal Care Assistance. In schools, Paraprofessionals act as Personal Care Assistant (PCAs).

# Who Can Be A PCA?

A PCA must:

- Be at least 18 years old
- Not use PCA services themselves
- Complete required trainings assigned by DHS and supervisors
- Be able to complete all of the requirements of the job
- Be able to communicate with child and supervisors

# Eligible Children

In order to qualify for billing, children must:

- Be under 21
- Be enrolled in an MHCP program (MA, NM, or RM)
- Have an IEP/IFSP (NOT a 504 plan) that identifies health related services
- Have a child-specific para in the plan

\_\_\_\_\_

If you do not see this toggle on your caseload page, please let me know.

Login: 118 minutes

Pages: 1

Student List Filters

Show students managed by me: ☐

Show MA Eligible students: ☐


Show inactive students: Show ☐ | Hide ☒

Plan

School

MARSS ID

Student name

 IEP

Central Office

[02020202121](#)

[NOT REAL](#)

Pages: 1

# Eligible Services

- Activities of Daily Living (ADLs):

Dressing	Grooming
Bathing	Eating
Transfers	Mobility
Positioning	Toileting

- Level 1 Behaviors
  - Physical aggression toward self
  - Physical aggression toward others
  - Destruction of property
- Other Health Related Procedures
  - Assigned by a licensed healthcare professional

# Non Billable Services

Not all tasks performed by paras are billable.  
Remember we cannot bill for:

- Academic support
- Services provided by substitute paras
- Services that require a trained healthcare professional
- Services that are provided to a child or youth that would reasonably require assistance for a child of that age
- Interventions for behaviors that do not happen regularly

# Qualified Professionals

Qualified Professionals (QPs) are staff that act within their scope of practice to assign tasks, train and supervise PCAs, and assign ICD-10 codes.

A QP may be any of the following:

- Audiologist
- Licensed School Psychologist
- Licensed School Social Worker
- Mental Health Professional
- Occupational Therapist
- Physical Therapist
- Professional Nurse
- Special Education Teacher
- Speech Language Pathologist



# Checklist

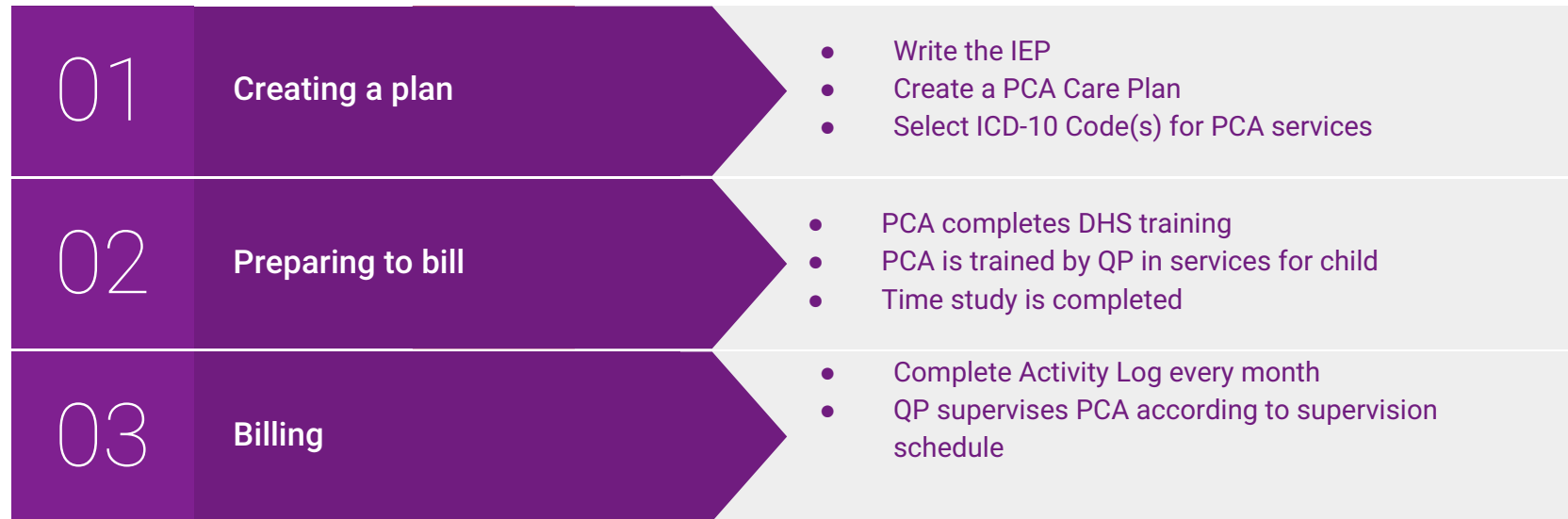
- 2021 version of the PCA checklist available [here](#). Older version available on the MAWSECO website.
- This document is not required, but it is recommended for supervisors.

# Order of Operations

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The order in which you complete all of the steps for PCA billing may vary, but generally, it will look something like this.

Typically, you will want to have all of the steps in each tier complete before moving on to the next tier. Most steps within each tier will be happening concurrently.



# Child Specific Para in IEP

<b>Child Specific Paraprofessional Support</b> <input type="radio"/> No <input checked="" type="radio"/> Yes							
<input type="checkbox"/> Non-child specific adult support is described in accommodations.							
Order #	Type of Paraprofessional Support Service		Location		ESY only: <input type="checkbox"/>		
1	---Select Option--- Personal care attendant		Special Education class		<a href="#">Remove</a>		
Frequency		Minutes per session	Anticipated duration		Start date		End date
3 x day		20	1 year		09/01/2021		06/15/2022
Statement of student's need for and the specific responsibilities of the paraprofessional(s):							
---Select Option---							
STUDENT NAME needs observation and redirection of behavior.							
Provider	Supervisor	Direct minutes		Service hours			
1835	1659			Either service does not fall on any instructional days or instructional days are not entered.			
Provider: MAWSECO, Para							
<a href="#">Add Paraprofessional Support</a>							

# Plan Of Care

- Plan of care must be completed with the IEP
- A copy of the care plan must be readily available to PCAs
- Describes in depth the needs of the child and how PCAs should provide services
- Check with your district coordinator to see if your district is using SpEd forms or paper forms for care plans
- The MAWSECO care plan document can be found on the MAWSECO website
- Please send a copy of paper care plans to Third Party Billing administrator or add to history on SpEd forms

# Care Plan Required Components

- Start/end date of care plan
- New start/end dates when the plan changes or to reflect the date of the annual review
- Child's name, birth date, and other information such as identification #
- Emergency contact information
- Summary of the essential needs of the child (identify ADLs and level 1 behaviors; describe what needs to be done to meet the needs of the child)
- Special instructions or procedures required
- Steps to address safety and vulnerability issues of the child
- Directions about PCA and QP communication
- Instructions for daily documentation
- Backup staffing plans
- Signature of the QP and PCAs (with dates)

# Care Plan Language

- [Here](#) is a document with sample language for the
- PCA care plan/IEP/IFSP
- Level of detail is important!
- No abbreviations
- Remember that the person reading the care plan may not have all of the context
- Include history for level 1 behaviors
- Justify medical need

# ICD-10 Codes

- ICD-10 Codes are used to describe the signs and symptoms of the child
- The QP should select the appropriate codes when creating the care plan
- Codes should be entered on SpEd forms
- <https://www.icd10data.com/>

# Training

There are two types of training that a para acting as a PCA will need to receive:

1. Training provided by a QP for services specific to that child
1. Online PCA trainings from DHS (CFSS and Mandated Reporter)



# CFSS Training

- All PCAs are required to take the [Community First Services and Supports \(CFSS\) training](#)
- There are questions throughout this training but PCAs are not required to answer these questions correctly in order to proceed
- Within this training is the Mandated Reporter Training (this is required)
- MAWSECO has [a guide](#) available for the CFSS training
- PCAs must take the test at the end and get at least 20 out of 25 questions correct
- Training certificates must be kept on file in the district

# Mandated Reporter Training

This training is a part of the CFSS training and is linked within the CFSS presentation. It has three videos and no test.

1. Training Overview (8:29)
2. Types of Maltreatment (14:46)
3. Child Protection Response (10:27)

# Time Studies

- After PCAs have been trained, a time study should be conducted
- For 10 school days, record the start and end time for each task and have PCAs initial each time task is performed
- At the end of the 10 days, the average number of minutes per day will be calculated
- Two tasks cannot be performed at the same time and you cannot bill for more minutes there are in a school day (even with more than one PCA)
- Conduct a new time study every two years or if services change

MAWSECO #938  
PCA  
Activity Log Time Study

**Student Name:** Susie Student  
**PCA Name(s):** Sarah Thompson

**D.O.B. (MM/DD/YY):** 02/14/2004  
**District:** D-C #466

**Activity:** Toileting/Bladder & Bowel Care **Description of Service:** Susie requires bathrooming assistance with getting on and off the toilet, wiping, and changing pull-ups.

Date MM/DD/YY	Start Time	End Time	Initials	Start Time	End Time	Initials	Start Time	End Time	Initials	Start Time	End Time	Initials	Total Minutes
2/1/18	10:02	10:08	ST	1:48	1:53	ST	3:21	3:30	ST				18
2/2/18	10:07	10:12	ST	1:32	1:41	ST	3:15	3:22	ST				21
2/5/18	10:06	10:12	ST	1:40	1:42	ST	3:07	3:12	ST				13
2/6/18	10:00	10:05	ST	1:41	1:45	ST	3:08	3:11	ST				12
2/7/18	10:09	10:12	ST	1:41	1:46	ST	3:10	3:16	ST				14
2/8/18	10:08	10:14	ST	1:43	1:49	ST	3:17	3:22	ST				17
2/9/18	10:09	10:17	ST	1:35	1:40	ST	3:19	3:23	ST				17
2/12/18	10:02	10:06	ST	1:33	1:38	ST	3:15	3:19	ST				13
2/13/18	10:01	10:08	ST	1:39	1:42	ST	3:12	3:20	ST				16
2/14/18	10:10	10:15	ST	1:40	1:45	ST	3:20	3:25	ST				15
<b>Average Minutes:</b>													15.6

**Activity:** Eating **Description of Service:** Susie needs someone to help her cut food and provide hand over hand assistance with feeding herself.

Date MM/DD/YY	Start Time	End Time	Initials	Start Time	End Time	Initials	Start Time	End Time	Initials	Start Time	End Time	Initials	Total Minutes
2/1/18	12:00	12:30	ST										30
2/2/18	12:00	12:30	ST										30
2/5/18	12:00	12:30	ST										30
2/6/18	12:00	12:30	ST										30
2/7/18	12:00	12:30	ST										30
2/8/18	12:00	12:30	ST										30
2/9/18	12:00	12:30	ST										30
2/12/18	12:00	12:30	ST										30
2/13/18	12:00	12:30	ST										30
2/14/18	12:00	12:30	ST										30
<b>Average Minutes:</b>													30

MAWSECO #938  
PCA  
Activity Log Time Study

Please complete one "Activity" section for each PCA service provided to the student throughout the school day. Be sure to record the start and end times each activity is completed in a day for a 10-day period. After the time study is complete, please calculate the average of minutes provided for each activity. As a reminder, we cannot bill for more minutes than are listed in the student's IEP. *A new time study will need to be completed when the IEP changes.* Please send a copy of the time study to MAWSECO and retain the original on file at the district.

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Total average minutes per day of personal care = 46 min/day.

Totals can be rounded to nearest whole minute.

"It is a federal crime to provide false information on personal care service billings for medical assistance payment."

Provider Name: Sarah Thompson Initials: ST

Provider Name:  Initials:

Provider Name:  Initials:



# Activity Log

- Activity logs should be completed monthly
  - PCAs initial once per day
  - PCAs and supervisors will sign the log at the end of the month
  - Partial days can be billed, but the time will need to be adjusted
  - It may be helpful to record non-billable days (due to student or PCA absences), but it is not required
- 
- **Please submit activity logs in a timely manner! Do not wait until the end of the year!**

Mental health behavior aide services are not PCA services and cannot be documented on this log

<b>STUDENT INFORMATION</b>	District & SCHOOL: MAWSECO    Trek Program
NAME:    Susie Student	TYPE OF SERVICE AND CODE: <b>T1018-U6TM (PCA/Para)</b>
DATE OF BIRTH: 2/14/2004	<b>TIME STUDY MINUTES:</b> 46

**Service providers:** (List names of all PCA's who provide covered activities for the times listed below)

Para 1 Sarah Thompson	Para 2	Para 3
Para 4	Para 5	Para 6

Time based on most recent time study documenting the average daily time spent providing PCA services conducted according to the child's current plan of care. If a child is absent or attends a partial day in school, you must adjust the average daily time to reflect the time the services were not provided.

**A copy of the plan of care and the time study used to complete this form must also be submitted) DO NOT use pencil or whiteout!**

Date of Service MM/DD/YY			All Activities and/or Tasks identified in the current plan of care and time study were performed	Partial Day Arrived Late (time)	Partial Day Left early (time)	Student Absent (not billable)	PCA Absent (not billable)	Provider initials						Time Study Minutes
10	11	21	X					ST						46
10	12	21	X					ST						46
10	13	21				X								
10	14	21	X	10:00	2:30			ST						32
10	15	21					X							

# Partial Days and Absences

- Partial days can be billed but the average time needs to be adjusted and recorded on the activity log
- [Here](#) is a calculator for the time adjustment
- Remember: services provided by a substitute cannot be billed



# Partial Day Calculations

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## Method 1

Average daily PCA time= **170**

# of minutes in a school day= **450**

# of minutes that child was in school= **90**

% of avg. time/# of minutes per day  
(170 min/450 min)= **37.78%**

Reported time on activity log (90 min x 37.78%)= **34**

## Method 2

Average daily PCA time= **170**

#of minutes in a school day= **450**

# of minutes that child was in school= **90**

% of time child was in school (90 min/450 min)= **20.00%**

Reported time on activity log (170 min x 20%)= **34**

# Common Errors

- Blank spaces: Make sure everything is filled in
- Days misaligned: Try marking off weekends/holidays at the beginning of the month and making a note of non-billable days (e.g. student is absent)
- Please do not use white out or pencil on documentation

# Supervision

- The QP must supervise anyone providing PCA services through training, observation, demonstration, and consultation
- The QP must conduct a direct observation of PCA within 14 days of the initial training
- After the initial evaluation, subsequent visits do not require direct observation
- After first observation, PCAs must be supervised every 90 days for the first year
- The PCA only needs to be supervised every 120 days after the first year

**SAMPLE**  
**IEP Third Party Billing**  
**Training and Supervision of Personal Care Services (PCA)**  
**And IHP**

Supervisor: \_\_\_\_\_ Fake Name \_\_\_\_\_

☐ RN      ☐ Mental Health Professional      ☐ SLP      ☐ OT      X ☐ PT      ☐ DCD Teacher

PCA Name(s): \_\_\_\_\_ Sarah Thompson \_\_\_\_\_ Student Name: \_\_\_\_\_ Susie Student \_\_\_\_\_ District: \_\_\_\_\_ DC #466 \_\_\_\_\_

P = Physical Demonstration

O = Orientation

W = Written Test

S = Satisfactory

I = Instruction Given

N = Not Satisfactory

(Training/orientation scheduled within first 14 days after services begin, supervision every 90 days for 1<sup>st</sup> year and every 120 days after the first year if the same PCA continues to assist the child)

*Task	Training/ Orientation within 14 Days	90 Days 1 <sup>st</sup> year	120 Days 2 <sup>nd</sup> year	Status/Comments on Training; Comments on Student Plan
Toileting	O/S			9/4/12: Orientation & Training completed. PCA demonstrated satisfactory performance
		S/I		12/4/12 PCA demonstrated satisfactory. Instruction given on additional prompts to use for removing clothing
		S		3/4/2012 PCA demonstrated satisfactory performance

Based on the competency demonstration by Written Testing, Oral Testing and/or Physical Demonstration, it is my professional opinion that the individual(s) named above has the skills necessary to provide personal care tasks to the demonstrated competency for (student name) \_\_\_\_\_ Susie Student \_\_\_\_\_

Name of Supervising Professional/Trainer(s): \_\_\_\_\_ Fake Name \_\_\_\_\_

Signature of Supervising Professional: \_\_\_\_\_ *Fake Name* \_\_\_\_\_ Date: \_\_\_\_\_ 9/4/12 \_\_\_\_\_

Date: \_\_\_\_\_ 9/4 \_\_\_\_\_ Time: \_\_\_\_\_ 9:20 \_\_\_\_\_ / Date: \_\_\_\_\_ Time: \_\_\_\_\_ / Date: \_\_\_\_\_ Time: \_\_\_\_\_ / Date: \_\_\_\_\_ Time: \_\_\_\_\_ / Date: \_\_\_\_\_ Time: \_\_\_\_\_ / Date: \_\_\_\_\_ Time: \_\_\_\_\_

(Tasks Listing: Toileting, Transferring, Mobility, Positioning, Eating, Dressing, Behavior, ROM/Muscle Strengthening, Sensory, Respiratory, Communication, Transition, Bathing/Skin Care, Medication, ~~Prosth/Orthotics, Clean Equipment~~, Seizure, see attached list for additional breakdown of tasks)

(Attach to IEP)

# Contact Information

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Please contact Elizabeth Thompson (MAWSECO Third Party Billing Administrator) with questions

[ethompson@mawseco.k12.mn.us](mailto:ethompson@mawseco.k12.mn.us)

# Special Transportation

# Types of Trips

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We can bill for:

- Home to school trips
- Trips to Medical Appointments
- Trips to/from another location where an IEP service is being provided

# Types of Trips

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We can bill for:

- Home to school trips
- Trips to Medical Appointments
- Trips to/from another location where an IEP service is being provided



# Qualifying for Special Transportation

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For a transportation service to qualify for billing:

- The child would not be able to access the transportation vehicle without adaptations
- The child must be receiving another IEP service at the destination/departure site (Note: this does not have to be a billable service in order to qualify)

# Qualifying for Special Transportation Continued

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In order to qualify for billing:

- 1) The child is receiving another related IEP covered service on the same day the special transportation is provided **AND**
- 2) A modification or adaptation to the vehicle in the form of either
  - a) A PCA service that is provided during the trip **OR**
  - b) A modification to the vehicle



# IEP Services Special Transportation Trip Log

STUDENT'S NAME Susie Student				Type of service provided (service code) Special Transportation (T1018-U8)					
DATE OF BIRTH 2/14/2004				<b>Instructions:</b> Enter 1 for each trip between <i>home and school</i> during the school day when the child is transported to another covered IEP service provided at school on the same day.  Enter 1 for each trip between school and an <i>off-site covered IEP service</i> during the school day.  Enter 1 for each trip between school and a <i>medical appointment</i> (e.g., doctor appointment, therapy appointment) provided by the school or district during the school day. Document medical appointments on separate lines from home/school trips. <b>Note the name of the medical facility and location on this trip log</b> using as many lines as necessary.  Do not use pencil, white-out, ditto marks, or arrows					
SCHOOL MAWSECO Ed Center (Trek Program)  Medical Facility Name 123 Elm St Buffalo, MN 55313									
Date of Service			Trips to an on-site or off-site IEP service or medical appointment	Trips from an on-site or off-site IEP service or medical appointment	Date of Service			Trips to an on-site or off-site IEP service or medical appointment	Trips from an on-site or off-site IEP service or medical appointment
MM	DD	YY			MM	DD	YY		
10	11	21	1	1					
10	11	21	1	1					
10	12	21	1	0					
10	13	21	0	1					
10	14	21	1	1					