



Join our three-day, comprehensive **Steps for Success** workshop for PCA provider agencies. Learn about the PCA program, the steps to deliver PCA services to MHCP recipients, and how to bill MHCP for those services. *Workshops are for PCA provider agency staff, not direct-service individual PCA providers.*

These workshops are presented in partnership by DHS policy, advisory & operational staff and the Minnesota Attorney General's office.

Agenda

<p>1. Review of PCA program and roles</p> <ul style="list-style-type: none"> • History and purpose of the PCA program • Overview: how recipients obtain PCA services • Process of PCA assessment & recipient options • Role of public health nurse or long term care case manager • Overview of covered & non-covered services 	<p>2. Process of provider enrollment with MHCP</p> <ul style="list-style-type: none"> • Overview of provider resources • MHCP PCA provider agency responsibilities • MHCP PCA provider requirements • Enrolling individual PCAs • Agency documentation requirements • Agency accountability – presented by the AG's Medicaid Fraud Control Unit (MFCU)
<p>3. Providing PCA services</p> <ul style="list-style-type: none"> • Statutory requirements • Qualified supervision roles and responsibilities • PCA care plan • Service agreement (SA) • Participant-centered planning • Health service records • PCA time and activity documentation • Agency accountabilities • Quality assurance reviews 	<p>4. Billing for PCA services</p> <ul style="list-style-type: none"> • Billing resources • Performance Measurement and Quality Improvement/Surveillance Integrity and Review Section (SIRS) • Program eligibility verification • Claim submittal/copy/replacement/status/validation • SA letter retrieval • Remittance Advice (RA)

Cost

\$95 per participant (register 4 participants at one time, and the 5th participant can attend for free)

Dates, Time & Location

These 3-day workshops will take place on Tuesday/Wednesday/Thursday on the following dates in 2009:

March 17, 18 & 19
 April 21, 22 & 23
 June 16, 17 & 18
 July 21, 22 & 23
 August 25, 26 & 27

September 22, 23 & 24
 October 20, 21 & 22
 November 17, 18 & 19
 December 15, 16 & 17

8:30 a.m. – 4:30 p.m. (all 3 days)

[DHS Elmer L. Andersen Human Service Building](#)

540 Cedar Street (Rooms 2370 & 2380 – dress warmly as these rooms can be chilly)
 St. Paul, MN 55155

[Parking options](#)

Logistics

There will be an hour available for lunch each day. There are many restaurant options in the downtown area. A cafeteria and gift shop are located in the DHS Andersen building.

How do I Register?

Register online at:

<http://providertraining.dhs.state.mn.us>

Select "PCA Steps for Success" from the drop-down menu

See the MHCP provider training & communications page at http://www.dhs.state.mn.us/id_016613 for additional opportunities.