

PCA/CFSS health-related procedures and tasks

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Legal authority	Minn. Stat. §256B.0659, subd. 2(c) & (d) and subd. 3(c), Minn. Stat. §256B.85, sub and subd. 9	
Comparison of PCA and CFSS	<p>DHS is in the process of replacing PCA with CFSS. For more information about this transition, refer to CFSS Manual – Transition from PCA and CSG to CFSS.</p> <p>Similarities PCA and CFSS cover the same health-related procedures and tasks.</p> <p>Differences PCA and CFSS differ based on who is responsible to train and supervise the worker.</p> <p>In PCA, the qualified professional (QP) is responsible to train and supervise the PCA worker.</p> <p>In CFSS, the responsibility to train and supervise the worker varies based on the model:</p> <ul style="list-style-type: none"> • In the CFSS agency model, the agency is responsible to ensure the individual who trains and supervises the worker has the license, education, training or work experience appropriate to the task. • In the budget model, the person is responsible to train and supervise the worker. 	
Definitions	<p>Health-related procedures and tasks: Procedures and tasks performed by a PCA/CFSS worker that can be delegated or assigned by a health care professional licensed under Minnesota state law.</p> <p>Responsible party (RP)/participant’s representative: An individual who is age 18 or older and capable of directing care on behalf of a person receiving PCA/CFSS services when the person is assessed as unable to direct their own care. In PCA, this individual is called the RP. In CFSS, this individual is called the participant’s representative.</p> <p>Note: All references to “representative” on this page refer to the participant’s representative, unless otherwise specified.</p>	
Overview	<p>A licensed health care professional may delegate health-related procedures and tasks to a PCA/CFSS worker when all of the following criteria are met:</p> <ol style="list-style-type: none"> 1. The procedure or task is a covered service. 2. A competent individual trains and supervises the worker. This responsibility varies by program/model: <ul style="list-style-type: none"> • In PCA, the agency’s QP is responsible to train and supervise the worker. • In the CFSS agency model, the agency is responsible to ensure the individual who trains and supervises the worker has the license, education, training or work experience appropriate to the task. • In the CFSS budget model, the person is responsible to train and supervise the worker. 3. The PCA/CFSS worker demonstrates competency to complete the procedures and tasks safely. 4. The person or their RP/representative chooses to have the PCA/CFSS worker perform health-related procedures and tasks. 	
Covered services	<p>PCA/CFSS health-related procedures and tasks may include:</p> <ul style="list-style-type: none"> • Assistance with self-administered medications (refer to CFSS Manual – PCA/CFSS assistance with self-administered medication). • Interventions for seizure disorders, including monitoring and observation. • Range-of-motion and passive exercises to maintain the person’s strength and muscle functioning. 	

	<ul style="list-style-type: none"> • Tracheostomy suctioning (clean technique) and services if the person uses ventilator support. • Other activities within the scope of PCA/CFSS services that meet the definition of health-related procedures and tasks.
Non-covered services	<p>The following health-related procedures and tasks are not covered under PCA/CFSS:</p> <ul style="list-style-type: none"> • Sterile procedures. • Injections of fluids and medications into veins, muscles or skin. • Application of restraints or other similar procedures. • Other activities beyond the scope of PCA/CFSS covered services. <p>Note: PCA/CFSS workers cannot determine medication dosage or time for the medication.</p>
Person's responsibilities	<p>In PCA and the CFSS agency model, the person is responsible to work with the provider agency to train and determine the competency of the worker.</p> <p>In the CFSS budget model, the person is responsible to:</p> <ul style="list-style-type: none"> • Train the worker on the specific procedure or task. • Ensure the worker is competent to perform the procedure or task. • Document the worker's training and competency to perform the task.
Provider agency's responsibilities	<p>The PCA/CFSS provider agency is responsible to document all of the following information in the person's service delivery plan, the person's file and the PCA/CFSS worker's file:</p> <ul style="list-style-type: none"> • Description of the delegated procedure or task. • The person's need for the procedure or task. • The PCA/CFSS worker's training specific to the procedure or task. • The PCA/CFSS worker's competency to perform the procedure or task. <p>PCA and CFSS differ based on who is responsible to document this information:</p> <ul style="list-style-type: none"> • In PCA, the QP must document this information (refer to PCA Manual – QP services – Documentation). • In the CFSS agency model, the individual who trains the worker must document this information, and the agency must document that the individual has the license, education, training or work experience relevant to the person's assessed need. • In the CFSS budget model, the person or their representative must document this information.
Consultation services provider's responsibilities (CFSS only)	<p>In both the CFSS agency and budget models, the consultation services provider is responsible to ensure the person's service delivery plan includes a plan for training the worker on the health-related procedure or task.</p> <p>In the CFSS budget model, the consultation services provider is also responsible to have policies and procedures that outline how the consultation services provider will:</p> <ul style="list-style-type: none"> • Advise the person on general worker training methods. • Follow up with the person to ensure they trained the worker and verified the worker is competent to perform the health-related procedure or task.
Additional resources	<p>CFSS Manual – CFSS consultation services overview CFSS Manual – PCA/CFSS assistance with self-administered medication CFSS Manual – PCA/CFSS covered services CFSS Manual – Transition from PCA and CSG to CFSS PCA Manual – QP services</p>