

## PCA/CFSS assistance with self-administered medication

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Legal authority	<a href="#">Minn. Stat. § 256B.85, subd. 2(s) and 17(a)(p)</a> , <a href="#">Minn. Stat. §256B.0659, 1(p)</a>	
Comparison of PCA and CFSS	<p>DHS is in the process of replacing PCA with CFSS. For more information about this transition, refer to <a href="#">CFSS Manual – Transition from PCA and CSG to CFSS</a>.</p> <p><b>Similarities</b> In both PCA and CFSS:</p> <ul style="list-style-type: none"> <li>• The worker can assist the person with self-administered medication.</li> <li>• The person or their responsible party (RP)/representative must direct the worker.</li> </ul> <p><b>Differences</b> There are no differences in this policy for PCA and CFSS.</p>	
Definitions	<p><b>Self-administered medication:</b> Medication taken orally; by injection, nebulizer or insertion; or applied topically without the need for assistance.</p> <p><b>RP/participant’s representative:</b> 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><b>Note:</b> All references to “representative” on this page refer to the participant’s representative, unless otherwise specified.</p>	
Overview	<p>A PCA/CFSS worker may assist with self-administration of medication as a health-related procedure or task within the scope of PCA/CFSS services. For more information about health-related procedures and tasks, refer to <a href="#">CFSS Manual – PCA/CFSS health-related procedures and tasks</a>.</p> <p>A PCA/CFSS worker must follow the service delivery plan as directed by either:</p> <ul style="list-style-type: none"> <li>• The person (if they direct their own care).</li> <li>• The person’s RP/representative.</li> </ul> <p>For any medications given on an intermittent or as-needed (i.e., PRN) basis:</p> <ul style="list-style-type: none"> <li>• The person must direct the PCA/CFSS worker.</li> <li>• The PCA/CFSS worker must notify the RP/representative (if applicable) before assisting with the medication.</li> </ul>	
Covered services	<p>A PCA/CFSS worker can:</p> <ul style="list-style-type: none"> <li>• Open medications under the direction of the person or their RP/representative, including medications given through a nebulizer.</li> <li>• Organize medications (e.g., put them in a daily pill container) under the direction of the person or their RP/representative (if applicable).</li> <li>• Bring medications to the person.</li> <li>• Remind the person to take regularly scheduled medications, including medications given through a nebulizer.</li> <li>• Bring the person food or liquid to take with medications.</li> </ul>	
Non-covered services	A PCA/CFSS worker cannot:	

	<ul style="list-style-type: none"> <li>• Determine medication dose or time medication should be given.</li> <li>• Determine the person's need for medication or evaluate the effectiveness of it.</li> <li>• Set up medication independently.</li> <li>• Perform sterile procedures.</li> <li>• Inject fluids and medications into veins, muscles or skin.</li> </ul>
<b>Person's responsibilities</b>	<p>A person who directs their own care is responsible to:</p> <ul style="list-style-type: none"> <li>• Direct the PCA/CFSS worker as they perform a covered service listed above.</li> <li>• Determine when they need medications taken on an as-needed (i.e., PRN) basis.</li> </ul> <p>If a person does not direct their own care, the RP/representative must ensure the medication is set up as individual doses and labeled with:</p> <ul style="list-style-type: none"> <li>• Name and dosage of the medication.</li> <li>• Time the medication is to be given.</li> <li>• Method to help the person take the medication.</li> </ul> <p>The RP/representative does not have to be present when the PCA/CFSS worker assists with medication.</p> <p><b>Additional responsibilities for CFSS budget model</b></p> <p>In the CFSS budget model, the person or their representative is also responsible to document:</p> <ul style="list-style-type: none"> <li>• Description of the delegated or assigned task.</li> <li>• Description of how the CFSS worker will assist the person with the self-administered medication.</li> <li>• Verification that the worker is competent to perform the delegated or assigned task.</li> <li>• Ongoing supervision of the CFSS worker.</li> <li>• Verification that the CFSS worker's time and activity documentation corresponds with the person's service delivery plan.</li> </ul>
<b>Provider agency's responsibilities</b>	<p>In PCA and the CFSS agency model, the qualified professional (PCA) or the provider agency (CFSS agency model) is responsible to document:</p> <ul style="list-style-type: none"> <li>• Description of the delegated or assigned task.</li> <li>• Description of how the PCA/CFSS worker will assist the person with the self-administered medication.</li> <li>• Verification that the worker is competent to perform the delegated or assigned task.</li> <li>• Ongoing supervision of the PCA/CFSS worker.</li> <li>• Verification that the PCA/CFSS worker's time and activity documentation corresponds with the person's service delivery plan.</li> </ul>
<b>Worker's responsibilities</b>	<p>The PCA/CFSS worker is responsible to:</p> <ul style="list-style-type: none"> <li>• Follow the directions of the person and RP/representative.</li> <li>• Follow provider agency policies (PCA and CFSS agency model only).</li> <li>• Complete documentation after finishing each task.</li> </ul>
<b>Additional resources</b>	<p><a href="#">CFSS Manual – PCA/CFSS covered services</a></p> <p><a href="#">CFSS Manual – PCA/CFSS health-related procedures and tasks</a></p> <p><a href="#">CFSS Manual – Transition from PCA and CSG to CFSS</a></p>

