

PCA/CFSS covered personal care services

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| Legal authority | Minn. Stat. §256B.0659, subd. 2 , Minn. Stat. §256B.85, subd. 2 and 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 Both PCA and CFSS cover assistance with:</p> <ul style="list-style-type: none"> • Activities of daily living (ADLs). • Instrumental activities of daily living (IADLs). • Observations and redirection of behaviors. • Health-related procedures and tasks. • Driving. <p>Differences PCA covers services provided by a qualified professional (QP). CFSS covers:</p> <ul style="list-style-type: none"> • Assistance with skill development, maintenance and enhancement. • Consultation services. • Worker training and development. • Goods and services. • Financial management services (FMS). | |
| Definition | <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> | |
| Eligibility | <p>A person may receive PCA/CFSS services if all of the following criteria are met:</p> <ul style="list-style-type: none"> • The lead agency performs an assessment that determines the person is eligible for PCA/CFSS. • The PCA/CFSS service delivery plan describes the person’s needed assistance. • The person has prior authorization for PCA/CFSS services. <p>For more information, refer to CFSS Manual – Eligibility for PCA/CFSS services.</p> <p>A worker can provide covered services if they meet all of the following criteria:</p> <ul style="list-style-type: none"> • The agency (PCA or CFSS agency model) or person (CFSS budget model) verifies the worker is competent within 30 days of the start of service. • The agency (PCA or CFSS agency model) or person (CFSS budget model) documents the worker’s individualized training for the person’s needs. • The PCA/CFSS worker documents services provided, and the person or their RP/representative reviews and approves their documentation. | |
| Covered services | <p>Activities of daily living (ADLs) A PCA/CFSS worker may assist the person with:</p> <ul style="list-style-type: none"> • Dressing (e.g., putting on clothing and special devices or wraps). • Grooming (e.g., basic hair care, oral care, shaving, basic nail care, applying cosmetics and deodorant, eyeglasses and hearing aids care). • Bathing (e.g., basic personal hygiene and skin care). • Eating (e.g., completing the process of eating, including hand washing and | |

- applying orthotics required for eating, transfers and feeding).
- Transfers (e.g., helping transfer the person from one seating or reclining area to another).
- Mobility (e.g., helping with ambulation and use of a wheelchair).
- Positioning (e.g., helping position or turn a person for necessary care and comfort).
- Toileting (e.g., helping with bowel or bladder elimination and care, transfers, mobility, positioning, feminine hygiene, use of toileting equipment or supplies, cleansing the perineal area, inspecting the skin and adjusting clothing).

Instrumental activities of daily living (IADLs)

A PCA/CFSS worker may assist a **person age 18 or older** with the following IADLs:

- Electronic communication use.
- Light housekeeping (e.g., vacuuming, cleaning the bathroom after use, washing dishes, etc.).
- Laundry.
- Meal preparation.
- Personal paperwork.
- Finances.
- Transportation use.
- Shopping.
- Community participation.
- Driving the person into the community, including to medical appointments. For additional information, refer to the requirements for driving section lower on this page.
- Communication.
- Arranging supports.

Note: MnCHOICES is a comprehensive assessment that lists IADLs related to other services for which the person might be eligible. The person and their provider(s) must follow PCA/CFSS policy for IADLs.

A PCA/CFSS worker may only assist a **person younger than age 18** with IADLs when all of the following are true:

- The child needs immediate attention for health and hygiene reasons.
- The IADL is necessary to support the child with an assessed need.
- The assessor indicates the child has this need in their assessment results.

Observation and redirection of behaviors

A PCA/CFSS worker may observe and provide redirection to the person for episodes of behavior that need redirection, as identified in the person's service delivery plan.

Health-related procedures and tasks

For information about how a PCA/CFSS worker can assist a person with health-related procedures and tasks, refer to [CFSS Manual – PCA/CFSS health-related procedures and tasks](#).

PCA-specific covered services

QP services

PCA covers services delivered by a QP, including help writing the service delivery plan; training, supervision and evaluation of PCA workers; and evaluation of the effectiveness of PCA services. For more information, refer to [PCA Manual – QP services](#).

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| | <p>CFSS-specific covered services</p> <p>Skill development, maintenance and enhancement CFSS covers time spent by the worker to help the person acquire, maintain or enhance the skills necessary for them to complete ADLs, IADLs or health-related tasks.</p> <p>Consultation services CFSS covers services provided by a consultation services provider. The consultation services provider educates the person about CFSS and their options. They also can support the person in writing the service delivery plan, if desired. For more information, refer to CFSS Manual – CFSS consultation services overview.</p> <p>Worker training and development CFSS covers training and development for the worker on the person’s needs. For more information, refer to CFSS Manual – CFSS worker training and supervision.</p> <p>Goods and services CFSS covers the purchase of some goods and services. For more information, refer to CFSS Manual – Goods and services through CFSS.</p> <p>Financial management services (FMS) CFSS covers FMS for people using the budget model or people using the agency model who choose to purchase goods/services. For more information, refer to CFSS Manual – FMS for CFSS.</p> |
| <p>Requirements for driving</p> | <p>For all PCA/CFSS workers driving people into the community, the PCA/CFSS provider agency (PCA and CFSS agency model) or the person (CFSS budget model) must ensure:</p> <ol style="list-style-type: none"> 1. The PCA/CFSS service delivery plan lists driving. 2. The PCA/CFSS worker has a valid driver’s license. 3. All vehicles used are registered and insured as required under Minn. Stat. Ch. 65B. 4. The worker documents: <ul style="list-style-type: none"> • Start and stop times. • Origination site and destination site. <p>In PCA, the worker must document the times and locations in the time and activity documentation. In CFSS, the worker must follow their employer’s policies for documenting the times and locations.</p> |
| <p>Non-covered services</p> | <p>PCA/CFSS does not cover services that are not listed in the covered services section. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Services provided without or before authorization. • Services not related to the person’s assessed need. • Services not included in the approved service delivery plan. • Administration of sterile procedures. • Application of restraints. • Attempts to control or discipline the person by limiting their access to something they need or want. • Purchase of goods and services (PCA only; for information about covered goods/services through CFSS, refer to CFSS Manual – Goods and services through CFSS). • Home maintenance or chore services (e.g., lawn care, snow removal, packing belongings). • Homemaking services that are not an integral part of the person’s assessed need for PCA/CFSS services. • IADLs for people other than the person receiving services (e.g., a family |

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| | <ul style="list-style-type: none"> • member's laundry or dishes). • Services covered by Medicare or any other insurance. • IADLs for people younger than age 18, except when they meet the criteria in the covered services section. • Injections of fluid and medications into veins, muscles or skin. • Services that are the responsibility of a residential or program license holder under the terms of a service agreement and administrative rules • Services that duplicate or replace services provided through other funding sources (e.g., durable medical equipment [DME], Individualized Education Program [IEP]). • Services that only provide child care. • Services provided by a non-relative who owns or otherwise controls the living arrangement. • Services provided by a provider not enrolled in Minnesota Health Care Programs (MHCP). • Heavy housekeeping (e.g., repairs, flipping mattresses, deep cleaning). • Leisure, recreation and hobbies. <p>If the person receives services in a residential or child care setting, the PCA/CFSS worker cannot count toward the staffing requirements for that setting. For example, in a setting that requires four staff members present, the PCA/CFSS worker does not count toward meeting that requirement.</p> |
| <p>Location of services</p> | <p>A person can receive PCA/CFSS services wherever their normal life activities take them. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Person's home. • Home of a family member or friend. • Location of community activities. • Child care program licensed under Minnesota statutes or operated by a local school district or private school. |
| <p>Additional resources</p> | <p>CFSS Manual – CFSS consultation services overview CFSS Manual – CFSS worker training and supervision CFSS Manual – Eligibility for PCA/CFSS services CFSS Manual – FMS for CFSS CFSS Manual – Goods and services through CFSS CFSS Manual – PCA/CFSS health-related procedures and tasks CFSS Manual – Transition from PCA and CSG to CFSS PCA Manual – QP services</p> |