

PCA Consumer Information

PCA choice option

What is PCA Choice?

The PCA Choice option offers you greater control and choice. You are responsible for the finding, hiring, training, scheduling and firing of your staff. You are also responsible for finding your own back up staff and developing your own care plan. You must pick a PCA Choice provider agency by the date listed on your service agreement letter.

What does a PCA Choice provider agency do?

Both [traditional](#) and PCA Choice agencies:

- Bill the state for PCA services
- Provide qualified professional (QP) supervision
- Bill the state for QP supervision
- Pay and withhold taxes for PCAs and QPs
- Get criminal background checks done for staff
- Maintain written agreements with you, PCAs, QPs and responsible parties
- Assure your staff have completed required training
- Maintain enrollment as a PCA service provider

What am I responsible for under PCA Choice?

Under PCA Choice, you must:

- Find, hire, train, schedule and fire your staff
- Find back up PCA staff
- Monitor and evaluate your staff
- Maintain a written agreement with your PCA Choice provider agency
- Maintain documentation of PCA tasks and actions
- Work with your QP to make sure your health and safety needs are met
- Develop your [care plan](#), with help from your QP if needed
- Sign time sheets

Is PCA Choice right for me?

Consider the following questions:

- Do I want the responsibility of finding and supervising my own staff?
- Do I want greater flexibility in scheduling PCAs?
- Do I have a back up plan if my regular PCAs cannot work?
- Is it difficult to find PCAs in my region?
- Do I have friends, neighbors or family who could be my PCA?
- Do I want more control over my care?

How do I find a provider?

You can choose a PCA Choice provider agency from a list you may get at your assessment.

Search www.minnesotahelp.info/ and see [choosing a provider](#)

Can I use more than one agency?

You can only have one PCA Choice agency. You **cannot** use both a traditional PCA provider agency and a PCA Choice provider agency at the same time.

Are there any consumer tools that can help me use PCA Choice?

- [Time card](#)
- [PCA Choice tools](#) including:

Sample job description

Sample job application

Sample interview questions

Sample reference checking tools

Sample schedule and task list

Sample performance evaluation materials

How do I find potential PCAs?

- Ask people you know if they want to be a PCA
- Check with other people with disabilities about PCAs
- Contact disability-related organizations or agencies for recommendations
- Place an ad in the local newspaper or online
- Place a flyer at local colleges and universities, church, libraries and other community boards

What should I say in my ad or flyer?

- Keep it short and to the point
- Explain specifically what you need the PCA to do
- Read other ads for ideas
- Include basics of job, hours
- Include preferences, non-smoking, valid driver's license
- Don't list your full name, address
- Don't put too much information
- Don't include discriminatory words, race, gender, age
- Don't use jargon or acronyms

How do I make a decision?

Think carefully about the people you interviewed.

- What did the person respond to questions?
- How did the person respond to your questions?
- What information did you get from references?

Ask yourself:

- Was there anything that stood out in the interviews?
- Did you feel comfortable with this person?
- Did this person seem uncomfortable about any questions or duties?

What do I do once I've chosen my PCA?

Before starting work, the PCA must:

- Complete necessary paper work with your PCA Choice provider
- Pass the background check
- Complete the [required training](#)

How do I train and orient my PCA?

See [PCA orientation and training](#)