

PCA Consumer Information

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AC - see Alternative Care

Activities of daily living include grooming, dressing, bathing, transferring, mobility, positioning, eating and toileting.

Adult is a person who is age 18 years and over.

Adult Rehabilitative Mental Health Services (ARMHS) instruct, assist and support independent living.

[Aging and Adult Services Division](#) of the Minnesota Department of Human Services (DHS) is responsible for the management of Alternative Care, the Elderly Waiver and other services.

[Alternative Care \(AC\)](#) is a state-funded program that supports home and community-based services for Minnesotans, age 65 years and over, who are at risk of nursing home placement and have low levels of income and assets.

[Appeal](#) is a recipient's request to the State of Minnesota appeals referee for review when services are denied, terminated, suspended, reduced or not acted upon with reasonable promptness.

ARMHS - see Adult Rehabilitative Mental Health Services

Assessment - see PCA assessment

Behavior is a category to determine the home care rating and amount of PCA units a person receives. Observation and redirection of behavior is one of four categories of covered PCA services.

BI - see Brain Injury Waiver

[Brain Injury \(BI\) Waiver](#) provides home and community-based services as an alternative to institutionalization of a person diagnosed with a brain injury acquired in adulthood, who would otherwise require the level of care provided in a nursing facility or neurobehavioral hospital.

CAC - see Community Alternative Care Waiver

CADI - see Community Alternatives for Disabled Individuals Waiver

[Care plan](#) is a written description of specific PCA services to be provided to a recipient, as developed by the qualified professional with the recipient and/or responsible party.

CBP - see County Based Purchasing

[Centers for Medicaid and Medicare Services \(CMS\)](#) is the federal agency that administers the Medicare and Medicaid programs.

CEP - see common entry point

CFR - see county of financial responsibility

Child is a person who has not reached age 18 years.

Children's Therapeutic Services and Supports (CTSS) include individual, family and group skills training and therapy, crisis assistance, mental health behavioral aide services and day treatment.

CMS - see Centers for Medicaid and Medicare Services

[Common Entry Point \(CEP\)](#) a county contact that takes reports of suspected abuse and maltreatment of vulnerable adults (VA) 24 hours a day.

[Community Alternative Care \(CAC\) Waiver](#) provides home and community-based services as an alternative to institutionalization of a person who would otherwise require the level of care provided in a hospital.

[Community Alternatives for Disabled Individuals \(CADI\) Waiver](#) provides home and community based services as an alternative to institutionalization of a person who would otherwise require the level of care provided in a nursing facility.

Complex health-related needs is a category to determine the home care rating and amount of PCA units a person receives. The eight categories include tube feeding, parenteral/IV therapy, wounds, respiratory intervention, catheter insertion and maintenance, bowel program, neurological intervention and other congenital or acquired diseases.

[Consumer safeguards](#) include emergency planning and abuse prevention.

[Consumer Support Grant \(CSG\)](#) is a state-funded alternative to Medicaid home care services including home health aide, personal care assistance or private duty nursing. Through cash grants, the CSG Program provides consumers with greater flexibility and freedom of choice in service selection, payment rates, service delivery specifications and employment of service providers.

Consumer self-direction is a philosophy and orientation to the delivery of home and community-based services whereby informed persons make choices about the services they receive.

[County government](#) is directly under the state level. In Minnesota, the county is typically responsible for the administration of various social services programs.

[County Based Purchasing \(CBP\)](#) is a non-profit health plan operated by a county or group of counties.

Covered services are health care services available under a Minnesota Health Care Program. Consumers must first meet certain requirements to receive a covered service. For PCA, covered services include assistance with activities of daily living, health-related procedures and tasks, observation and redirection of behavior and instrumental activities of daily living.

Critical activities of daily living include transferring, mobility, eating and toileting. It is a category to determine the amount of PCA units a person receives.

CSG - see Consumer Support Grant

CTSS - see Children's Therapeutic Services and Supports

DD - see Developmental Disabilities Waiver

[Department of Human Services](#) (DHS) is the Minnesota state agency that provides health care, economic assistance and other services for persons who do not have the resources to meet their basic needs.

Dependency means a person requires assistance to begin and complete one or more of the activities of daily living.

[Developmental Disabilities \(DD\) Waiver](#) provides home and community based services as an alternative to institutionalization for a person who would require the level of care provided in an Intermediate Care Facility for persons with Developmental Disabilities (ICF-DD).

Developmental disability (DD) is severe, chronic disability attributable to mental and/or physical impairment, which manifests before age 22 years and is likely to continue indefinitely. The disability results in substantial limitations in three or more of the following areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living and economic self-sufficiency as well as the continuous need for individually planned and coordinated services.

DHS - see Department of Human Services

[Disability Linkage Line](#) is the free, statewide, information, referral and assistance service at (866) 333-2466.

[Disability Services Division](#) (DSD) of the Minnesota Department of Human Services is responsible for the management of publicly funded programs that support people with disabilities and chronic illnesses, including PCA and waiver services.

DLL - see Disability Linkage Line

DSD - see Disability Services Division

Dual eligible describes people who are eligible for both [Medicaid and Medicare](#).

[Elderly Waiver](#) (EW) provides home and community-based services an alternative to institutionalization of a person age 65 years and older who would otherwise require the level of care provided in a nursing facility.

EN home care rating is assigned to people who are ventilator dependent. See ventilator dependent.

EW - see Elderly Waiver

Extended home care services exceed the amount, duration and scope specified for the MA State Plan. [Extended PCA](#) is available under waiver programs.

[Federal government](#) is the government of the United States. Federal laws/regulations apply to all states.

Fee-for-service An approach the state uses to pay for health care services in which providers submit bills to the Department of Human Services (DHS) for reimbursement after services have been provided. Most PCA recipients in Minnesota participate in fee-for-service health care.

FFS - see fee-for-service

[Flexible use](#) PCA recipients may opt for flexible use of their authorized hours of PCA services. This option allows for variation in the pattern of service use within a six month period.

[Flexible use tools](#) are available to help people plan and monitor their use of PCA services.

Fraud is when a person uses false statements, false representations or withholds information to obtain or help another obtain public benefits they are not entitled to.

Guardianship is court-ordered or confirmed protective arrangement whereby an interested person or party is nominated and appointed as a guardian for an incapacitated person for the purpose of managing the personal care and affairs of a person.

[Health Insurance Portability and Accountability Act](#) (HIPAA) a federal law passed in 1996, created health care industry standards to improve administration and protect and secure personal health information.

[Health maintenance organization](#) is a non-profit health plan organization licensed by MDH

Health plans include both managed care organizations and county based purchasing organizations that provide managed care to some people enrolled in MHCP.

Health-related procedures and tasks can be delegated or assigned by a licensed health care professional under state law to be performed by a personal care assistant. It is one of four categories of covered PCA services.

HIPAA - see Health Insurance Portability and Accountability Act

HMO - see health maintenance organization

[Home and community-based waivers](#) afford states the flexibility to develop and implement community alternatives for Medicaid-eligible persons with disabilities and chronic health care needs who would otherwise receive services in a hospital, nursing facility, ICF/DD or neurobehavioral hospital.

[Home care services](#) include skilled nurse visits; home health aide visits; physical, occupational, respiratory, and language-speech pathology therapy in the home; private duty nursing; and personal care assistance.

Home residence means a residence owned or rented by the recipient either alone, with roommates of the recipient's choosing, or with an unpaid responsible party or legal representative; or a family foster home where the license holder lives with the recipient.

IADL - see instrumental activities of daily living

ICF/DD - see Intermediate Care Facility for Persons with Developmental Disabilities

Instrumental activities of daily living (IADL) means activities including assist with paying bills, communicating by telephone and other media, household tasks integral to PCA services, planning and preparing meals, shopping, and accompanying the person to medical appointments and in the community. IADLs are a covered PCA service for adults.

[Intermediate Care Facility for Persons with Developmental Disabilities](#) (ICF/DD) is a residential facility licensed to provide services to persons with developmental disabilities or a related condition.

Lead agency means county, tribe or health plan.

Level I behavior means physical aggression towards self, others, or destruction of property that requires the immediate response of another person. It is used to determine the home care rating and amount of PCA units a person can receive.

Licensed social worker (LISW) is a person licensed by the [Minnesota Board of Social Work](#).

LISW - see licensed social worker

[Long-Term Care Consultation](#) (LTCC) services help people make long-term care decisions through the selection of service options that meet their needs and reflect their preferences.

LTCC - see long-term care consultation

MA - see Medical Assistance

MA-EPD - see Medical Assistance for Employed Persons with Disabilities

[Maltreatment of Minors Act](#) protects people under age 18 years whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse.

[Managed care](#) an approach the state uses to pay for health care services where DHS pays managed care organizations (MCO) at a predetermined, fixed rate that covers a wide variety of health-related services.

MSC+ - see Minnesota Senior Care Plus

MCO - see managed care

MDH - see Minnesota Department of Health

Medicaid - see Medical Assistance

[Medical Assistance for Employed Persons with Disabilities](#) (MA-EPD) allows working people with disabilities to qualify for MA under higher income and asset limits than standard MA. The goal of the program is to encourage people with disabilities to work.

[Medical Assistance](#) provides health care coverage for low-income families, children, pregnant women, people 65 or older and people with disabilities. MA is funded jointly by the state and federal governments. In Minnesota, Medicaid is known as Medical Assistance.

Medicare is a federal health insurance program for people age 65 years and over and people with certain disabilities.

Medicare-certified home health agency is licensed by the Minnesota Department of Health, certified by Medicare and enrolled as an MHCP provider. Medicare-certified home health agencies can also provide PCA services.

[Member Helpdesk](#) serves members of the MHCP, including Medical Assistance and MinnesotaCare, at (800) 657-3739.

Mental health professional is a person providing clinical services in the treatment of mental illness as defined in Minnesota statute.

MHCP - see Minnesota health care programs

[MinnesotaCare](#) is a public health insurance program for people who do not have access to affordable health care coverage.

MinnesotaCare Expanded Benefit set includes pregnant women and children on MinnesotaCare.

[Minnesota Department of Health](#) is the state agency that works to protect, maintain and improve the health of all Minnesotans.

[Minnesota Health Care Programs](#) (MHCP) include several health insurance plans including Medical Assistance, MinnesotaCare, waiver programs and more.

[Minnesota Home Care Bill of Rights](#) lists the legal rights of a person receiving home care services.

Minnesota Restricted Recipient Program (MRRP) requires recipients who have abused or misused Minnesota's publicly subsidized health care programs to receive services only from designated MHCP-enrolled providers. People on MRRP are not allowed to use the PCA Choice option or flexible use.

[Minnesota Senior Care Plus](#) (MSC+) is a managed care program, for people ages 65 and older, that does not include Medicare coverage.

[Minnesota Senior Health Options](#) (MSHO) is a managed care program for people ages 65 and older that includes both Medicaid and Medicare Parts A, B and D under one health plan.

[MinnesotaHelp.info](#) is a comprehensive website of local community resources for consumers, caregivers, and service providers.

MRRP - see Minnesota Restricted Recipient Program

MSHO - see Minnesota Senior Health Options

Non-covered services are services not available under a Minnesota Health Care Program. For PCA, non-covered services include certain tasks that PCAs are not allowed to do.

Observation and redirection of behavior is one of the four categories of covered PCA services.

Occupational therapy is designed to help people perform activities of daily living.

Occupational therapy assessments can help identify barriers to self-care and recommend options.

[Other services](#), beyond PCA, are available for many MHCP consumers. PCA assessors refer people to other relevant services.

PCA - see personal care assistant and personal care assistance

[PCA assessment](#) is an evaluation of an individual's need and eligibility for personal care assistance (PCA) services, conducted by a public health nurse, case manager or health plan care coordinator. Assessments must occur at least annually, or when there is a significant change in a recipient's condition or need for PCA services.

PCA Choice agency is a fiscal intermediary and shares employment responsibilities with the recipients using the PCA Choice option.

[PCA Choice Option](#) allows recipients to have responsibility for recruiting, training, monitoring, and firing their PCAs.

[PCA Choice tools](#) are available to help people who choose the PCA Choice option.

[PCA services for children under 18](#) reviews the differences between PCA services for adults and children.

[PCA training and orientation](#) includes state required online training, orientation and training on the needs of the person and specialized training

PCPO - see personal care provider organization.

[Personal care assistance](#) (PCA) is a service available to eligible MHCP recipients.

[Personal care assistant](#) (PCA) means an individual employed by a PCA agency and enrolled with DHS. PCAs provide personal care assistance services according to the recipient's care plan.

Personal Care Provider Organization (PCPO) is an agency, enrolled with DHS, which provides traditional PCA services.

PHN - see public health nurse

PIN - see Preferred Integrated Network

PMAP - see Prepaid Medical Assistance Plan

[Prepaid Medical Assistance Plan](#) is administered by health plans under contract with DHS.

Preferred Integrated Network (PIN) is a managed care program that integrates physical and mental health services for adults with a serious mental illness and children with an emotional disturbance.

[Provider agency](#) means a MCHP enrolled provider that provides PCA services. The three types of PCA provider agencies include PCPO, PCA Choice agency and Medicare-certified home health agency.

Public health nurse (PHN) is licensed and registered with the [Minnesota Board of Nursing](#). PCA assessments for people receiving state plan or DD waiver fee-for-service Medical Assistance must be accessed by a PHN.

QDDS - see qualified developmental disabilities specialist

QMRP - see QDDS

Qualified developmental disabilities specialist (QDDS) is defined in Minnesota statute, section 245B.07, subdivision 4.

[Qualified professional](#) is a professional providing training and supervision of personal care assistance services and staff. Qualified professional means a mental health professional, a registered nurse, a licensed social worker, or a qualified developmental disabilities specialist.

Registered nurse (RN) means an individual licensed by the [Minnesota Board of Nursing](#) to practice professional nursing.

[Responsible party](#) is a person who directs the PCA services for a recipient who is not capable of doing so.

RN - see registered nurse

[Self-administered medication](#) means medication taken orally, by injection or insertion, or applied topically without the need for assistance.

[Senior LinkAge Line](#) is a free, statewide, information, referral and assistance service at (800) 333-2433.

[Service agreement/authorization](#) is a letter that authorizes of a certain amount of PCA time and supervision.

Service plan means a written summary of the assessment and description of the services needed by the recipient. It is part of the PCA assessment.

[Shared services](#) are when PCA services are provided by a personal care assistant to two or three individuals simultaneously.

SNBC - see Special Needs BasicCare

SNP - see special needs plan

[Special Needs BasicCare](#) is a voluntary managed care program for people with disabilities on MA.

Special needs plan is a managed care plan, regulated by CMS, that integrates and coordinates Medicare and Medicaid for dual eligible people.

State Plan identifies the standard benefits the state will provide to its qualified recipients of Medicaid/Medical Assistance. Most PCA services in Minnesota are provided under the Medical Assistance state plan.

TBI - see Brain Injury Waiver

[Traditional PCA services](#) are provided by personal care provider organizations (PCPO).

VA - see vulnerable adults

Ventilator dependent means an individual receives mechanical ventilation for life support at least six hours per day and is expected to be or has been dependent on a ventilator for at least 30 consecutive days.

[Vulnerable adults](#) (VA) are people 18 years of age or older who is a resident of a facility, receives services from a licensed provider (including PCA) or has an impairment that makes them unable to meet basic needs and protect themselves from harm.