

PERSONAL CARE VERIFICATION FORM INSTRUCTIONS

The Personal Care Verification Form is mandatory for all students whose services are being billed as Personal Care. The purpose of the form is to verify that the student's services being billed meet the Medicaid definition of Personal Care. In order for a service to be billed as personal care, the student's IEP must require one-on-one services for the entire school day. This may be listed as one service on the IEP or a combination of one-on-one services that total the student's entire school day. This form should be filed with the corresponding IEP/Amendment in the student's Medicaid file. The Medicaid clerk, case manager and, if necessary, the personal care aide should work together to complete this section.

FORM HEADER

The top of the Personal Care Verification Form contains background information about the student and the IEP. Completion of the following elements is required:

- **Student Name**—enter the student's full name.
- **DOB**—enter the student's date of birth.
- **IEP Initiation/Amendment Date**—indicate the beginning date of service from the IEP that services are being provided under. For an amended IEP, indicate the original IEP initiation date with the amendment date.
 - If an IEP is amended and the services listed on the Personal Care Verification Form do not change, a new form is not needed. However, the amendment date must be added to the form.
- **Effective Date**—enter the first date that Personal Care Verification form is effective
 - This date may be the initiation date of the IEP, the beginning of a new school year or if the school hours or personal care hours change
 - If personal care is provided during the summer at a different level than during the school year, a new Personal Care Verification form is needed
- Does the student have 1:1 support between classes and or locations?—if the answer is no, services are not billable as personal care.
- Does the student have 1:1 support all day, including lunch and recess?—if the answer is no, services are not billable as personal care.

STUDENT'S SCHOOL DAY

Enter the exact number of hours/minutes that the student is in school each day. Do not round, do not average, list the actual time for each day. Total the hours at the bottom of the column.

- If the personal care aide is with the student from the time school begins to the time school ends, this is the amount of time to be listed on the form.
- If the personal care aide is with the student from the time they arrive at school to the time they depart school (or go to an extracurricular activity), this is the amount of time to be listed on the form.

BUS HOURS

If the student receives personal care on the bus as stated in the IEP, the total hours per week must be listed in this section. Only the time the aide is with the student on the bus can be billed. Do not list the

time the aide is on the bus without the child present. Bus hours can include other types of transportation (i.e. taxi).

IEP SERVICES THAT COMBINE TO BE PERSONAL CARE

Enter the service description and total weekly hours from the IEP for each 1:1 service that combine to be personal care. Total the hours at the bottom of the column. These services are documented together on the Personal Care log.

OTHER 1:1 IEP SERVICES WHEN THE PERSONAL CARE AIDE IS NOT PRESENT

Enter the service description and total weekly hours from the IEP for each 1:1 service where the aide is not present. Total the hours at the bottom of the column. Services in this section are documented on corresponding documentation log(s), not the Personal Care log. Example: if the aide does not attend 2hrs of speech services each week, list the speech service in this section and if billing for the speech service document on a Related Services log.

TOTAL SCHOOL AND BUS HOURS

Combine the total school and bus hours and enter on the appropriate line.

TOTAL IEP HOURS

Combine the total IEP hours and enter on the appropriate line.

WHAT TO DO WHEN THE TOTAL SCHOOL AND BUS HOURS AND THE TOTAL IEP HOURS ARE DIFFERENT

A note must be added to the bottom of the form to explain any difference between these two numbers.