



# Medicaid School-Based Personal Care Program

## What is the Medicaid School-Based Personal Care Program?

School districts qualify for enrollment in the Arkansas Medicaid Personal Care Program, for reimbursement of “hands-on” assistance by a personal care aide to students with physical dependency needs. In addition, the School District or Educational Services Cooperative (ESC) must employ or contract a Registered Nurse (RN) to facilitate medical assessments and be responsible for overseeing the personal care services provided. Personal care services must be medically necessary and approved with a Prior Authorization from Medicaid. The student must have a physical dependency need preventing or substantially impairing their ability to accomplish certain tasks. Personal Care Services must be included in the student’s Individualized Education Plan (IEP).

## What services are reimbursable?

Personal care services that assist with physical dependency needs for the following routines and activities of daily living:

- Bathing
- Bladder and bowel requirements
- Dressing
- Eating/meal preparation
- Personal Hygiene
- Mobility and Ambulation
- Medication administration, incidental housekeeping, laundry, and shopping

## Who can provide personal care services in the schools?

- Personal care aides who are employed by the school district and have received certification from the Department of Elementary and Secondary Education (DESE) Medicaid in the Schools Personal Care Training, and completed all other training requirements.
- Personal care aides who are employed by the school district and are Certified Nursing Assistants or Certified Home Health Aides with current valid credentials.

## What is required for personal care aides to be certified?

- Completion of a 40-hour training curriculum (24 classroom and 16 supervised practical hours).
  - Complete Foundations, Behavior and Special Healthcare Needs training modules (3h).
  - Complete additional personal care related training modules assigned by the Special Education Supervisor from <http://ideas.aetn.org> (21h).
  - Complete a DESE Medicaid in the Schools Personal Care Training class and pass the certification exam (10h).
  - Complete CPR/AED/First Aid certification training (6h).
- Complete 12 hours of personal care related in-service training each year.

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# SCHOOL HEALTH SERVICES

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## What is required before billing for Medicaid School-Based Personal Care services?

- The student must be an active Medicaid beneficiary (excludes ARKids First-B).
- The student’s IEP must designate personal care as a “Related Service” in accordance with IDEA.
- Schools must seek approval from DHS, in the form of a Prior Authorization Referral Form (DMS-618), each school year.

## What records and documentation is the school required to keep when operating a Medicaid School-Based Personal Care Program?

The school district/ESC must properly maintain written records for each student receiving reimbursable school-based personal care services that include, at a minimum, the following:

- Initial and all subsequent assessments (signed by the supervising RN)
- Instructions to the personal care aide (signed by the supervising RN)
- Initial service plan and any revisions (signed by the supervising RN)
- Personal care aide’s training records
- Personal care aide’s daily service logs/written notes for each student

## Who can I contact if I have questions about Medicaid School-Based Personal Care Programming?

Please contact the DESE Medicaid in the Schools Regional Program Advisor:

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