



PCA Time and Activity Documentation

DHS-4691-ENG

PCA AGENCY NAME: 4U Home Health Care, LLC	PHONE NUMBER: (218) 302.1966
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Dates of Service <i>(in consecutive order)</i>	Sunday MM/DD/YY	Monday MM/DD/YY	Tuesday MM/DD/YY	Wednesday MM/DD/YY	Thursday MM/DD/YY	Friday MM/DD/YY	Saturday MM/DD/YY
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Activities	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dressing							
Grooming							
Bathing							
Eating							
Transfers							
Mobility							
Positioning							
Toileting							
Health Related							
Behavior							

IADL's (only recipients age 18+)

Light Housekeeping							
Laundry							
Other:							

Visit 1 (Staff:Recipient Ratio)	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3
Time In (circle AM/PM)		AM		AM		AM		AM		AM		AM		AM	
		PM		PM		PM		PM		PM		PM		PM	
Time Out (circle AM/PM)		AM		AM		AM		AM		AM		AM		AM	
		PM		PM		PM		PM		PM		PM		PM	

Visit 2 (Staff:Recipient Ratio)	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3
Time In (circle AM/PM)		AM		AM		AM		AM		AM		AM		AM	
		PM		PM		PM		PM		PM		PM		PM	
Time Out (circle AM/PM)		AM		AM		AM		AM		AM		AM		AM	
		PM		PM		PM		PM		PM		PM		PM	

Visit 3 (Staff:Recipient Ratio)	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3
Time In (circle AM/PM)		AM		AM		AM		AM		AM		AM		AM	
		PM		PM		PM		PM		PM		PM		PM	
Time Out (circle AM/PM)		AM		AM		AM		AM		AM		AM		AM	
		PM		PM		PM		PM		PM		PM		PM	

Daily Total	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS
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<i>Client hospitalized, incarcerated, deceased, or entered facility (circle one)</i>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
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<i>Shared Care Location</i>							
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Total Hours This Time Sheet	Total 1:1	Total 1:2	Total 1:3
	Hours	Hours	Hours

Acknowledgement and Required Signatures The PCA must draw a line through any dates not worked. Recipient must review the completed time sheet for accuracy before signing. It is a federal crime to provide false information on PCA billings for Medical Assistance payments. Your signature verifies the time and services entered above are accurate and that the services were performed as specified in the PCA Care Plan. NOTE: The Recipient must be present at all times for the PCA to provide services and claim time worked. The PCA may not claim time worked for a Recipient that is hospitalized, in a care facility or incarcerated.

RECIPIENT NAME (FIRST, MI, LAST)	MA MEMBER #	RECIPIENT/RESPONSIBLE PARTY SIGNATURE	DATE
PCA NAME (FIRST, MI, LAST)	PCA NPI/UMPI	PCA SIGNATURE	DATE

Instructions for PCA Time and Activity Documentation

Employers may have additional instructions or documentation requirements. For shared care, you must use a separate form for each recipient for whom you are providing care.

Name of PCA Provider Agency

PCA provider agency and its telephone number

Dates of Service

Dates of service must be in consecutive order. Enter the date in mm/dd/yy format for each date you provide service. The recipient must draw a line through any dates and times PCA services were not provided.

Activities

For each date you provided care, write your initials next to all the activities you provided. Your initials indicate you provided the service as described in the PCA Care Plan. If you provide a service more than once a day, initial only once. The following are general descriptions of activities of daily living and instrumental activities of daily living.

Dressing- Choosing appropriate clothing for the day, includes laying out of clothing, actual applying and changing clothing, special appliances or wraps, transfers, mobility and positioning to complete this task.

Grooming – Personal hygiene, includes basic hair care, oral care, nail care (except recipients who are diabetic or have poor circulation), shaving hair, applying cosmetics and deodorant, care of eyeglasses, contact lenses, hearing aids

Bathing – Starting and finishing a bath or shower, transfers, mobility, positioning, using soap, rinsing, drying, inspecting skin and applying lotion.

Eating – Getting food into the body, transfers, mobility, positioning, hand washing, applying of orthotics needed for eating, feeding, preparing meals and grocery shopping.

Transfers – Moving from one seating/reclining area or position to another.

Mobility – Moving including assistance with ambulation, including use of a wheelchair. Mobility does not include providing transportation for a recipient.

Positioning – Including assistance with positioning or turning a recipient for necessary care and comfort.

Toileting – Bowel/bladder elimination and care, transfers, mobility, positioning, feminine hygiene, use of toileting equipment or supplies, cleansing the perineal area and inspecting skin and adjusting clothing.

Health-related Procedures and Tasks – Health related procedures and tasks according to PCA policy. Examples include: range of motion and passive exercise, assistance with self-administered medication including bringing medication to the recipient, and assistance with opening medication under the direction of the recipient or responsible party, interventions, monitoring and observations for seizure disorders, and other activities listed on the care plan and considered within the scope of the PCA service meeting the definition of health-related procedures and tasks.

Behavior – Redirecting, intervening, observing, monitoring and documenting behavior.

IADLs (Instrumental Activities of Daily Living) – Covered service for recipients over age 18 years only, such as: meal planning and preparation, basic assistance with paying bills, shopping for food, clothing and other essential items, performing household tasks integral to the personal care assistance services; assisting with recipient's communication by telephone, and other media, and accompanying the recipient with traveling to medical appointments and participation in the community.

Light Housekeeping – Light housekeeping integral to personal care may include washing dishes, putting dishes in dishwasher, clearing tables, taking out garbage, making the bed and cleaning the bathroom.

Laundry – Laundry integral to personal care includes sorting clothes, putting clothes in washer and dryer, adding soap and/or dryer sheet, folding and putting away clothes.

Other – Any IADL other than housekeeping or laundry, such as, grocery shopping, errands, assistance with paperwork/bills, community events, etc.

Visit One

Documentation of the first visit of the day.

Ratio of PCA to Recipient

1:1 = One PCA to one recipient

1:2 = One PCA to two recipients (shared care)

1:3 = One PCA to three recipients (shared care)

Circle the appropriate ratio of PCA to recipient(s) for this visit

Time In – Enter time in hours and minutes that you started providing care and circle AM or PM.

Time Out – Enter time in the hours and minutes that you stopped providing care and circle AM or PM.

Visit Two & Three

The documentation for the second and third visits of the day. Follow instructions for Visit One above.

Daily Total

Add the time in hours (using quarter hour increments) for all visits and enter the total in the appropriate ratio box.

Shared Care Location – (Required for shared care only) Write a brief description of the location where you provided the shared care, examples include: school, work, store, and home.

Recipient Stays

Circle “yes” or “no” to indicate if a recipient has/has not been hospitalized, admitted to a care facility or been incarceration each date worked.

Acknowledgement and Required Signatures

Recipient/responsible party prints the recipient's first name, middle initial, last name and MA Member (MHCPID) Number or birth date (for identifying purposes). Recipient/responsible party signs and dates form. PCA prints his/her first name, middle initial, last name, individual PCA Unique Minnesota Provider Number (UMPI) (for identification purposes). PCA signs and dates form.