

**Masshealth personal care attendant form**

**I'm not robot!**





GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT  
(REGULATION WING)

Dated Peshawar the 15/04/2016

**NOTIFICATION**

**No.FD(SO&R)-EOM-18/2015-16:** The Chief Minister, Khyber Pakhtunkhwa has been pleased to approve Health Professional Allowance at flat rate of Rs.10,000/- per month to the Paramedic's and Nursing staff of Health Department with immediate effect.

2. The above Health Professional Allowance will be admissible subject to the following conditions:

- i. Will be admissible only during period of their posting against the sanctioned posts at Health Department.
- ii. Will not be admissible during samed leave, study leave & extra ordinary leave except casual leave.
- iii. Shall not be treated as part of emoluments for the purpose of calculation of pension and recovery of House Rent etc.
- iv. Shall not be admissible to the employees posted/deputed outside the Health Department.

SECRETARY TO GOVERNMENT  
OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT

Encl: No. & date sent.

Copy for information and necessary action forwarded to the:-

1. Secretary to Government of Khyber Pakhtunkhwa, Health Department.
2. The Accountant General, Khyber Pakhtunkhwa, Peshawar.
3. Director FMSU, Finance Department.
4. The Director, Treasuries and Accounts, Khyber Pakhtunkhwa, Peshawar.
5. The District Comptroller of Accounts, Peshawar, Mardan, Kohat, Bannu, Abbottabad, Swat and D.I. Khan.
6. The All the District Accounts Officers in Khyber Pakhtunkhwa.
7. The Treasury Officer, Peshawar.
8. Budget Officer-VI, Finance Department.
9. HR Finance Department (Assistant Director Web).

SECTION OFFICER (SR-II)

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Medicaid Personal Attendant Services  
**Practitioner's Statement of Medical Need**

**Program Description:** Primary Home Care (PHC) and Community Attendant Services (CAS) are Medicaid programs administered by the Texas Health and Human Services Commission (HHSC). PHC and CAS provide **non-technical attendant services** to eligible individuals who have a medical condition resulting in a functional limitation in performing personal care. Attendants help individuals with activities of daily living, such as bathing, grooming, meal preparation and housekeeping. Attendants are trained and supervised by non-medical personnel.

**Part I. Individual Information - To be completed by the provider Home and Community Support Service Agency (HCSSA) employer.**

Individual Name (Last, First, Middle)		Individual No.
Individual Address		
HCSSA/Employer Name	Supervisor	Area Code and Telephone No.
HCSSA/Employer Address		

**Part II. HCSSA's/Financial Management Services Agency's (FMSA's) Statement**

I certify that I have verified with the U.S. Department of Health and Human Services Office of Inspector General and the Texas Health and Human Services Commission Office of Inspector General that the practitioner is not excluded from participation in Medicare or Medicaid.

HCSSA/FMSA Representative's Name (type or print)	Signature - HCSSA/FMSA Representative	Date
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**Part III. Practitioner's Statement and Certifications**

**Check All Functional Limitations Related To Medical Diagnoses**

- |                                            |                                                      |                                                  |                                                   |                                       |
|--------------------------------------------|------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Bedfast           | <input type="checkbox"/> Behavior/Emotional Problems | <input type="checkbox"/> Falls Easily            | <input type="checkbox"/> Cognitive Impairment     | <input type="checkbox"/> Contractures |
| <input type="checkbox"/> Dizziness         | <input type="checkbox"/> Difficulty Swallowing       | <input type="checkbox"/> Limited Range of Motion | <input type="checkbox"/> Hearing Impairment       | <input type="checkbox"/> Incontinence |
| <input type="checkbox"/> Pain              | <input type="checkbox"/> Limited Dexterity           | <input type="checkbox"/> Spasticity              | <input type="checkbox"/> Nausea                   | <input type="checkbox"/> Numbness     |
| <input type="checkbox"/> Paralysis         | <input type="checkbox"/> Shortness of Breath         | <input type="checkbox"/> Chairbound              | <input type="checkbox"/> Tremors                  |                                       |
| <input type="checkbox"/> Vision Impairment | <input type="checkbox"/> Blackouts                   | <input type="checkbox"/> General Weakness        | <input type="checkbox"/> Unable to Stand for Long |                                       |
| <input type="checkbox"/> Other: _____      |                                                      |                                                  |                                                   |                                       |

October 2011



# Behavioral Health Hospitalizations Paid Only by MassHealth for Adult Fee-for-Service Members

Prepared by:  
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How to apply for masshealth pca program. How much does masshealth pay a pca. How to get a pca through masshealth. Masshealth requirements.

An official website of the Commonwealth of Massachusetts Here's how you know Official websites use .mass.gov A .mass.gov website belongs to an official government organization in Massachusetts. Secure websites use HTTPS certificate A lock icon ( ) or https:// means you've safely connected to the official website. Share sensitive information only on official, secure websites. offered by Executive Office of Health and Human Services The Council's new PCA referral directory provides access free of charge to all people with disabilities who qualify for the MassHealth PCA program. This directory will put MassHealth members needing PCAs in direct contact with PCAs looking for work. Consumers can access the online directory at www.masspcadirectory.org. The directory is a searchable database where consumers can search for a PCA by reviewing the responses that PCAs have given to a series of employment questions. Consumers can search the Web site by zip code for qualified PCAs in their area and screen for criteria including: time of day that the worker is available to work; whether the PCA has access to a car and/or has a valid driver's license; and the kind of work experience and/or special skills and training that the PCA has acquired. By selecting several search criteria that match their needs, consumers can identify the best candidates to interview. Consumers can access the directory from any computer by visiting www.masspcadirectory.org. To begin, click on "Establish an Account" and enter your MassHealth number (the process is secure and for verification purposes only). After you have established your account, you can search the database for PCA applicants. You can return to the directory as many times as you wish and can update your information at any time. Please visit the website for more details. The Web site is completely accessible for people who use any type of assistive technology. Consumers needing help should contact their PCM agency and ask for assistance with their information. Consumers can also get answers to their questions by dialing 1-866-212-9675. The Personal Care Attendant (PCA) program is delivered by MassHealth to provide funds for people with disabilities (PCA Consumer-employer) to hire Personal Care Attendants to assist with activities of daily living. What is a Personal Care Attendant (PCA)? A PCA is a person recruited and hired by an individual (PCA Consumer-employer) to physically assist in performing tasks, such as: bathing and dressing denture care help with toileting meal preparation and feeding housekeeping and shopping help with ambulation and transfers Who is the employer? PCA Consumer-employers are responsible to hire, train, manage, and, if needed, terminate the PCA. The PCA Consumer-employer is listed as the employer on the I-9 and W-4. PCAs are not independent contractors, taxes are withheld. What is required to be a PCA in Massachusetts? Legally able to work in United States Understand and carry out instructions of the PCA Consumer-employer At least age 14.5 years old with working papers What should be considered to become a PCA in Massachusetts? It is at each PCA Consumer-employer's discretion to run a CORI, SORI or drug test Working full time (up to 50 hours/week) or part-time (as few as one hour per week) Each PCA Consumer-employer has their own preferences for worker certification, licensure or educational attainment What are the benefits for PCAs? \$15.75/hour (effective July 1, 2020) Earned sick leave Unemployment insurance Workers compensation Free training opportunities through Home Care Training Benefit (1199 SEIU): CPR/First Aid Blood borne pathogens Communication skills Topics in computers Transfers and Mobility Alzheimer's and Dementia Medication safety PCAs are eligible for college tuition vouchers after completing a year of, at least, part-time employment PCAs are eligible to complete the Certified Nurse Aide program after completing a year of, at least, part-time, employment Are there any restrictions on who can be hired as a PCA? A person cannot be hired if he/she is the PCA Consumer-employer's spouse, parent/foster parent (if PCA Consumer-employer is a minor), or surrogate (legally responsible decision maker). PCA New Hire Orientation All PCAs hired after January 2014, are required to complete a one-time, mandatory, 3-hour PCA New Hire Orientation within six months of their hire date. PCAs that need to complete this required orientation will receive a letter from their fiscal intermediary (payroll agency) with information needed to register. The three fiscal intermediaries are Stavros, Northeast ARC or Tempus Unlimited. The PCA Consumer-employer will decide to send their PCA to a group session or deliver the PCA New Hire Orientation themselves. The PCA will be paid to attend the orientation, which needs to be scheduled during non-work hours. What do I need to do to get a job as a PCA? Visit the PCA Workforce Council's new PCA referral directory at www.MassPCAdirectory.org to register and complete an application for employment An official website of the Commonwealth of Massachusetts Here's how you know Official websites use .mass.gov A .mass.gov website belongs to an official government organization in Massachusetts. Secure websites use HTTPS certificate A lock icon ( ) or https:// means you've safely connected to the official website. Share sensitive information only on official, secure websites. offered by MassHealth If you are a MassHealth-contracted Personal Care Management (PCM) agency and you need to request a prior authorization (PA) for PCA services, use the forms below. An official website of the Commonwealth of Massachusetts Here's how you know Official websites use .mass.gov A .mass.gov website belongs to an official government organization in Massachusetts. Secure websites use HTTPS certificate A lock icon ( ) or https:// means you've safely connected to the official website. Share sensitive information only on official, secure websites. Last updated: February 01, 2022 Overview of the Personal Care Attendant Program The Massachusetts' Personal Care Attendant (PCA) Program is intended for permanently or chronically disabled state residents who require assistance with their daily living activities in order to live at home. Frail elderly persons who need help due to the natural progression of aging often meet the program's functional criteria and are able to receive assistance via this program. PCA provides program participants with hands on assistance with their activities of daily living (ADLs) and instrumental activities of daily living (IADLs). This includes bathing, dressing, mobility, taking medication, using the toilet, meal preparation / cleanup, eating, laundry, and basic housecleaning. Family members, such as adult children, grandchildren, nieces, nephews, and siblings, can be paid to be the caregiver of a loved one through the Personal Care Attendant Program. The PCA Program is a participant-directed program in which the program participant becomes the "employer". Also called a consumer-directed program, program participants are allotted funds to hire, train, schedule, supervise, and even fire, the personal care attendant (caregiver) of their choosing. While friends and select relatives, such as adult children or grandchildren, can be hired, a spouse cannot be hired as the caregiver. A financial management services agency handles the financial aspects of employment responsibilities, such as processing time sheets, withholding taxes, and issuing caregiver payments. At the time of this writing, a caregiver is paid approximately \$18.15 / hour. Program participants who are unable to self-direct their care, can choose an individual, a "surrogate", to help manage their care. This person can be anyone the participant wants, including a spouse, with the exception that this person cannot also be hired as the caregiver. Participants must live at home or the home of a loved one. To be clear, persons cannot live in an adult foster care home or an assisted living residence. The PCA Program is an entitlement, which means meeting the state's Medicaid eligibility requirements guarantees one will receive benefits. Put differently, there is never a wait list to receive personal care attendant services. The Personal Care Attendant Program is part of Massachusetts regular Medicaid program. The Medicaid Program in MA is called MassHealth. Medicaid Waivers versus State Plan / Regular Medicaid While home and community based services (HCBS) can be provided via a Medicaid waiver or a state's regular Medicaid plan, HCBS through Medicaid state plans are an entitlement. Put differently, meeting the program's eligibility requirements guarantees an applicant will receive benefits. On the other hand, HCBS via Medicaid waivers are not an entitlement. Waivers have a limited number of participant enrollment slots, and once they have been filled, a waitlist for benefits begins. Furthermore, HCBS Medicaid waivers require a program participant require the level of care provided in a nursing home, while state plan HCBS do not always require this level of care. Benefits of the Personal Care Attendant Program The PCA Program provides physical assistance with daily living activities up to approximately 50 hours a week. The specific amount of assistance, which may include nighttime hours in addition to daytime hours, is based on a functional evaluation. Follows is a list of activities with which one might

**Perceive assistance.** - Bathing - includes grooming and personal hygiene - Dressing / Undressing - laundry, shopping for essentials - Meal preparation - includes cleaning up - Maintenance of Wheelchairs and Adaptive Equipment - Medication Administration - Mobility - includes walking and transferring - Paperwork - necessary to receive PCA services - Range of Motion Exercises - Toileting - Transportation - to medical appointments
Eligibility Requirements for MassHealth Personal Care Attendant Program
The PCA Program is for chronically or permanently disabled MA state residents of any age, given they require assistance with their daily living activities. Additional eligibility criteria are as follows and is relevant for seniors 65+ years of age.
The American Council on Aging provides a quick and easy MassHealth eligibility test for seniors.
Financial Criteria: Income, Assets & Home Ownership Income
The applicant income limit is equivalent to 133% of the Federal Poverty Level (FPL), which increases on an annual basis in January. As of 2022, the income limit for a single applicant is \$1,506 / month. Married couples, regardless of if one or both spouses are applicants, can have a monthly income up to \$2,029. While many Medicaid programs allow a non-applicant spouse to retain a larger portion of a couple’s income and assets, the Personal Care Attendant Program does not. In contrast, MassHealth’s Frail Elder Waiver (FEW) does allow a non-applicant spouse a community spouse resource allowance.
Assets
In 2022, the asset limit is \$2,000 for a single applicant. For married couples, the asset limit is slightly higher at \$3,000. This hold true whether one or both spouses are applicants. Some assets are not counted towards Medicaid’s asset limit. These generally include an applicant’s primary home, household furnishings and appliances, personal effects, and a vehicle. While there is a 60-month look back rule in which Medicaid checks past asset transfers of those applying for nursing home Medicaid or home and community based services via a Medicaid waiver, this is not relevant for the Personal Care Attendant Program. In other words, the look back period is not applicable.
To determine if you might have assets over Medicaid’s countable limit, and if so, receive an estimate of the amount, use our spend down calculator.
Home Ownership
The home is often the highest valued asset a Medicaid applicant owns, and many persons worry that Medicaid will take their home. Fortunately, for eligibility purposes, MA Medicaid / MassHealth considers the home exempt (non-countable) in the following circumstances.
- The applicant lives in the home or has “intent” to return to the home and his / her home equity interest is no greater than \$955,000 in 2022. Home equity interest is the current value of the home minus any outstanding mortgage.
- A spouse lives in the home.
- The applicant has a child under 21 years old living in the home.
- The applicant has a blind or permanently and totally disabled child living in the home.
To learn more about the potential of Medicaid taking the home, click here.
Medical Criteria: Functional Need
Unlike with many Medicaid long-term care programs, a nursing facility level of care (NFLOC) is not required. However, applicants must require hands on assistance with a minimum of two of seven of their activities of daily living (ADLs). Areas of consideration are mobility, toileting, bathing/grooming, dressing/undressing, passive range of motion exercises, taking medications, and eating. The functional needs assessment, which is completed by an occupational therapist or registered nurse via a personal care management agency, must be approved and signed by one’s doctor indicating that personal care assistance is required. While it is thought that persons with Alzheimer’s disease or a related dementia, can participate in this program, a diagnosis of dementia in and of itself does not mean one will meet the functional criteria.
For more information about long-term care Medicaid in Massachusetts, click here.
Qualifying When Over the Limits
Having income and / or assets over Medicaid’s limit(s) does not mean an applicant cannot still qualify for MA Medicaid. There are a variety of planning strategies that can be used to help persons who would otherwise be ineligible to become eligible. Some of these strategies are fairly easy to implement, and others, exceedingly complex. Below are the most common.
Massachusetts has a Medically Needy Medicaid Program for Medicaid applicants who have high medical expenses relative to their income. Also known as a spend-down program, applicants are permitted to spend “excess” income on medical expenses and health care premiums, such as Medicare Part B, in order to meet Medicaid’s income limit. The amount that must be “spent down” each month can be thought of as a deductible. Once one’s “deductible” has been met for the spend down period, which is 6-months in MA, the Personal Care Attendant Program will pay for care services. More.
When persons have assets over the limits, Irrevocable Funeral Trusts (IFTs) are an option. IFTs are pre-paid funeral and burial expense trusts that Medicaid does not count as assets. Persons can also “spend down” assets on home improvements (i.e., updating plumbing, replacing a water heater), home modifications (i.e., adding a first floor bedroom, addition of grab bars), and replacing an older car with a newer one. There are many other options when the applicant has assets exceeding the limit. Inadequate planning or improperly implementing a Medicaid planning strategy can result in a denial or delay of MassHealth benefits. Professional Medicaid planners are educated in the planning strategies available in Massachusetts to meet Medicaid’s financial eligibility criteria without jeopardizing Medicaid eligibility. Furthermore, while Medicaid’s 60-month look back rule does not apply to the Personal Care Attendant Program, it does apply to nursing home Medicaid and other long-term care Medicaid programs. As more extensive Medicaid-funded care might be required in the future, it is vital that one not violate the look back rule. Medicaid planning strategies should ideally only be implemented with careful planning and well in advance of the need for long-term care. However, there are some workarounds, and Medicaid planners are aware of them. For these reasons, it is highly suggested one consult a Medicaid planner for assistance in qualifying for Medicaid when over the income and / or asset limit(s).
Find a Medicaid planner.
How to Apply for MassHealth Personal Care Attendant Program Before You Apply Prior to submitting an application for the Personal Care Attendant Program, applicants need to ensure they meet the eligibility criteria for MA Medicaid. Applying when over the income and / or asset limit(s) will be cause for denial of benefits. The American Council on Aging offers a free Medicaid eligibility test to determine if one might meet Medicaid’s eligibility criteria. Take the Medicaid eligibility test.
As part of the application process, applicants need to gather documentation for submission. Examples include copies of Social Security and Medicare cards, proof of income, previous bank statements, copies of life insurance policies, property deeds, and pre-need burial contracts. Unfortunately, a common reason applications are held up is required documentation is missing or not submitted in a timely manner. Application Process
To apply for the Personal Care Attendant Program, applicants must be eligible for MA Medicaid / MassHealth. To apply for MassHealth, seniors must complete the Application for Health Coverage for Seniors and People Needing Long-Term Care Services, which can be found here. The completed application can be mailed, faxed, or dropped off at the MassHealth Enrollment Center. The fax number and addresses are on the application. Persons already enrolled in Medicaid should contact a personal care management (PCM) agency for a functional evaluation. Contact information for PCM agencies can be found here. For additional information about the Personal Care Attendant Program, click here.
Persons can also contact the MassHealth Customer Service Center at 1-800-841-2900. The Massachusetts’ Executive Office of Health and Human Services (EOHHS) administers the Personal Care Attendant Program in conjunction with personal care management agencies contracted by MassHealth. Approval Process & Timing
The Medicaid application process can take up to 3 months, or even longer, from the beginning of the application process through the receipt of the determination letter indicating approval or denial. Generally, it takes one several weeks to complete the application and gather all of the supportive documentation. If the application is not properly completed, or required documentation is missing, the application process will be delayed even further. In most cases, it takes between 45 and 90 days for the Medicaid agency to review and approve or deny one’s application. Based on law, Medicaid offices have up to 45 days to complete this process (up to 90 days for disability applications). However, despite the law, applications are sometimes delayed even further.