

DEFINITIONS OF PERSONAL CARE TERMS

Purpose: To provide assistance to the PC/RN and person when the Personal Care Plan of Care is developed. If the PC/RN requires further assistance he/she would contact the WV Bureau of Senior Services for technical support at 304-558-3317.

- **Medically Necessary:** those services indicated on the Pre-admission Screening (PAS) tool that must be signed by the physician, the physician assistant or nurse practitioner as needed services for the member.
 - **Self/prompting:** those services which the person can perform with supervision and/or cueing (giving a signal or reminding member to do a task); such as meal preparation, eating, bathing, dressing, taking medication as scheduled, toileting, transferring, and maintaining continence.
 - **Partial assistance:** hands-on assistance with an activity; however, the person can participate to a limited degree.
 - **Total assistance:** hands-on activity where the person is incapable of participating in the activity and the provider must perform all services.
1. **Toileting:** diapering would not apply to babies up to three (3) years old unless extenuating medical circumstances apply.
 - a. **Self/prompting:** supervision and/or cueing for toileting and maintaining continence.
 - b. **Partial assistance:** hands-on assistance such as assisting on and off the toilet, bedpan, commode. Not necessary for provider to clean person.
 - c. **Total assistance:** hands-on. Physically placing person on toilet, cleaning after completing elimination and return to chair, bed, etc.
 2. **Bathing:** includes bathing all areas of the body.
 - a. **Self/prompting:** supervision and/or cueing the member to bathe and the type of bath; shower, tub, partial.
 - b. **Partial assistance:** hands-on assistance with an activity; however, the person can participate to a limited degree.
 - c. **Total assistance:** hands-on activity where the person is incapable of participating in the activity and the provider must perform all services.
 3. **Dressing:**
 - a. **Self/prompting:** supervision and/or cueing when to dress and what clothes to select.
 - b. **Partial assistance:** assisting person to lay out clothes, helping person put clothes on. Person can dress him/herself but needs “some” hands-on assistance.

- c. **Total assistance:** hands-on. Requires provider of service to completely dress the person from laying out clothes to physically putting on all apparel.
- 4. **Grooming:** includes routine skincare and care of hair, nails, teeth and mouth.
 - a. **Self/prompting:** supervision and/or cueing of skincare and care of hair, nails, teeth, mouth.
 - b. **Partial assistance:** hands-on assistance with an activity; however, the person can participate to a limited degree.
 - c. **Total assistance:** hands-on activity where the person is incapable of participating in the activity and the provider must perform all services.
- 5. **Skincare:** application of special lotions for psoriasis, skin breakdown or other medically recognized skin conditions. ***Routine skincare such as applying body lotion after bathing and application of suntan lotion is not considered medically necessary.***
- 6. **Feeding:**
 - a. **Self/prompting:** supervision and/or cueing to eat a meal.
 - b. **Partial assistance:** in regards to feeding, means the cutting up of meat on plate or setting up plate. It is considered normal activity for babies birth to two (2) years old unless extenuating medical circumstances apply. Since it is considered normal for children in this age range to need this help, you would not mark it as a duty to be done under Personal Care program.
 - c. **Total assistance:** in regards to feeding, means placing food on utensil and placing in the person's mouth, prompting person to chew and swallow.
- 7. **Meal preparation:** preparing food to be consumed by person.
 - a. **Self/prompting:** supervision and/or cueing of meal preparation and cooking with microwave, stove top/oven.
 - b. **Partial assistance:** an example of this is taking a frozen dinner out of the paper carton or assisting the person to carry food to the table.
 - c. **Total assistance:** an example of this is the provider may be cutting up, cooking, watching and otherwise preparing an entire meal for the person who is physically/mentally incapable of assisting in the preparations.
- 8. **Environmental:** Tasks are incidental to the other tasks identified on the Plan of Care and **only for the Personal Care member.**
 - a. **Light housekeeping:** i.e. dusting, vacuuming, mopping, straightening rooms that the Personal Care member uses;
 - b. **Laundry:** only the clothing and household items such as sheets, towels that Personal Care member dirties;
 - c. **Making and changing the bed;**
 - d. **Washing dishes:** only the dishes dirtied for and by the Personal Care member
 - e. **Essential errands;** i.e. shopping for groceries for or picking up medication for the Personal Care member

- f. **Community activities:** taking the Personal Care member to an activity in the community so that he/she may be fully integrated in and participate with his/her community.
- 9. Non-technical physical assistance:**
- a. Non-skilled medical care such as B/P monitoring for a diagnosis of hypertension must be “medically necessary” as prescribed by the physician’s order which clearly instructs all specifics necessary to carry out the function.
 - b. Passive Range of Motion (ROM) is an example of an activity needing a physician’s order which specifically describes the activities needed and the number of times per day and length of time per session needed.
 - c. Medical equipment: use and care of any medical equipment necessary to maintain person’s needs in the home. List all equipment and how it pertains to the Plan of Care.
 - d. Walking: in order to have billable time for this activity on the Plan of Care, the person needs to be rated a level 3 on the PAS indicating “hands-on assistance”.
- 10. Other:**
- a. **Assist with medication:** includes prompting at right time, providing liquid and assistance in self-administering medication. Documentation of who prepares medication.
 - b. **Room and Board payments:** monies paid to an individual/ agency on a monthly basis, from the person’s accounts (SSI) or the Department of Health and Human Resources (DHHR), Bureau for Children and Families. Payments of room and board from either resource will exclude the following services: meal preparation, special dietary needs, and environmental services.
 - c. **Incident:** when an activity states “per incident”, it means each time the activity occurs during time of Personal Care services. An example is medication. A person may be on medications that must be taken three (3) times per day, but only taken twice during the service time. Only two (2) incidents would be required to prompt the person to take medication.
 - d. **Payment of bills:** only the bills of the Personal Care member if the person lives alone.