



Northern Lights Special Education Cooperative

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www.nlsec.org

MA BILLING QUICK GUIDE

MA billing is a system where Minnesota's Department of Human Services (DHS) reimburses school districts for specific health-related services provided to special education students.

Personal Care Assistant (PCA)

- Requires: DHS [PCA Certification Test](#)
- Trained & supervised by qualified professional

Personal Care Assistant Supervision (completed by qualified professional)

- Initiated within 14 days of starting assignment
- Supervised at least every 90 days during the first year and every 120 days thereafter

Billable Services

- Activities of Daily Living (ADLs)
- Level 1 Behaviors
- Other Health Related Tasks
- Includes all assistance: verbal cues to physical assistance
- Educational services are NOT MA billable: staying on task, reasonably appropriate for child's age, educational tasks

Time Study

- List ALL PCA's working with student
- Review annually; update every 2 years or with any change in services

SpEd Forms Logs

- **PCA Activity Logs**
 - [MA - Entering PCA Activity Logs in SpEd Forms 2.0](#)
- **Special Transportation Logs**
 - [Special Transportation](#)
 - Provided for special adaptation to the bus or additional aide/nurse required
- Create monthly log
 - Date the last day of the month
 - List ALL PCA's working with student
 - Signed by ALL PCA's and qualified professional/case manager

Documents to Send to NLSEC

- **PCA Supervision Logs** (send at start of services)
- **Time Study** (send at start of services)
- **PCA Activity Logs** (send by the 15th of following month)
- **Transportation Logs** (send by the 15th of following month)
- **Scan & email to:** twoodward@nlsec.org

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