

PCA Supervision

When new staff is assigned to provide personal care services and those services will be billed to Minnesota Health Care Programs (MA), supervision of that individual must occur within **14 days** of the start of the assignment. When personal care services are provided for a child/student and those services will be billed to MA, the service must be supervised at least every 90 days during the first year of service and every 120 days thereafter.

Supervision should through direct observation or consultation; that the paraprofessional:

- 1.) is capable of providing the services
- 2.) is knowledgeable about the plan of services to be provided
- 3.) is knowledgeable about the essential needs of the student and observed conditions that should be brought to the supervisor's attention
- 4.) is knowledgeable about changes in the plan of services

Supervision provided by: _____ Licensure: _____

District #: _____ Building: _____

Student Name: _____ Date of Birth: _____

PCA #1: _____ PCA #2: _____
Name Name

PCA #3: _____ PCA #4: _____
Name Name

PCA #5: _____ PCA #6: _____
Name Name

Task		PCA#		PCA#		PCA#	
Plan of care compliance	S I N		S I N		S I N		S I N
Dressing	S I N		S I N		S I N		S I N
Mobility	S I N		S I N		S I N		S I N
Positioning	S I N		S I N		S I N		S I N
Toileting	S I N		S I N		S I N		S I N
Transfers	S I N		S I N		S I N		S I N
Eating	S I N		S I N		S I N		S I N
Bathing	S I N		S I N		S I N		S I N
Grooming	S I N		S I N		S I N		S I N
Range of motion	S I N		S I N		S I N		S I N
Medications (self-admin.)	S I N		S I N		S I N		S I N
Respiratory	S I N		S I N		S I N		S I N
Seizures	S I N		S I N		S I N		S I N
Skin care	S I N		S I N		S I N		S I N
Behavior	S I N		S I N		S I N		S I N
	S I N		S I N		S I N		S I N
	S I N		S I N		S I N		S I N
	S I N		S I N		S I N		S I N
	S I N		S I N		S I N		S I N

S = Satisfactory I = Instruction Given N= Not satisfactory

Supervision was face to face ____ **Yes** ____ If "No", supervision was done by consulting with: _____
Paraprofessional's name

(OVER)

PCA Supervision Log and Comment

Date

Initial Orientation & Training

Initial Supervision (within 14 days from start date)

Year 1 Supervision

(every 90 days for the first year)

Year 2+ Supervision

(every 120 days if the PCA continues to assist the same student)

If “I” or “N” is checked, indicate the date and plan of action:

Signature of Supervisor:_____ Title:_____ Date;_____

Send to district due process facilitator.