

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF SENIOR AND DISABILITIES SERVICES

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GENERAL INFORMATION PERSONAL CARE ASSISTANCE PROGRAM

General Program Information

Personal care assistance services (PCA) provide help with “activities of daily living (ADL)” such as bathing, toileting dressing and grooming as well as assistance with “instrumental activities of daily living (IADL)” such as shopping and meal preparation. These services are provided in a recipient’s home by health care paraprofessionals (personal care assistants) and enable functionally disabled Alaskans of all ages to live in their own home or community

The Division of Senior and Disabilities Services (SDS) administers PCA services through the Medicaid program. To be eligible for PCA services an individual must meet financial eligibility criteria and, through a “functional assessment,” be found to need physical assistance with either one ADL or one IADL.

The Alaska Department of Health and Social Services, Division of Senior and Disabilities Services (SDS) manages the Personal Care Assistant (PCA) Program that now serves approximately 4300 Alaskans statewide. Services are provided through two different PCA agency models:

Agency-Based PCA Program (ABPCA) – this model serves recipients through an agency that oversees, manages and supervises their care. **Consumer-Directed PCA Program (CDPCA)** – this model requires the recipient to manage their own care, select, hire, fire and supervise their own PCA, with the CD agency providing administrative support.

Access to both ABPCA and CDPCA services are available statewide. These services are described in State regulations, Title 7. Part 3. Chapter 125. Article 1. Section 7 AAC 125.010-199.

Agency-Based PCA (ABPCA)

The ABPCA agency is responsible for managing and overseeing all the care for the consumer, which includes hiring, scheduling, developing a backup plan to provide PCA services if the regularly scheduled PCA is unavailable, and developing a contingency plan to ensure the health and welfare if PCA Services are unable to be provided, and dispatching PCAs;

- The ABPCA agency provides administrative support to the recipient and the PCA, including payroll, Medicaid billing, ensuring that PCAs have met training requirements and background check requirements;
- PCAs working in this program must successfully complete the approved PCA training program, have current CPR/FA, be enrolled with Alaska Medicaid as a renderer and pass the criminal history background check;
- RN supervision of the PCA service plan is provided by the ABPCA agency.

How to get ABPCA services:

The process for obtaining ABPCA services is as follows:

1. Contact the ABPCA agency of your choice from the list of agencies available from the Division of Senior and Disabilities Services;
2. The ABPCA agency will complete the required application forms with you and submit them to SDS;
3. An SDS will assessor will come to your home to complete a functional assessment;
4. If through the functional assessment and information from your medical provider, you are determined eligible for PCA services, SDS staff and assessor will develop a PCA "Service Plan." The service plan is then provided to you and your legal representative if applicable and your chosen provider agency.

If you would like to become a PCA in the ABPCA program:

If you would like to work as a PCA in the ABPCA program, please contact the ABPCA agencies to ask about opportunities. To qualify to work in this program you must complete state-approved PCA training, have a current CPR/FA card and pass the criminal history background check. Lists of approved training programs and ABPCA agencies are located on the SDS PCA website:

<http://www.hss.state.ak.us/dsds/pca/default.htm>

Consumer-Directed PCA (CDPCA)

- The recipient is responsible for managing their own care, which includes recruiting, hiring, firing, scheduling their PCA and specifying training requirements for their PCA and assuring that the specified training has been received, The recipient is responsible for obtaining a completed Verification of Diagnosis form and any prescriptions if needed from their licensed medical provider, participating in the functional assessment, developing a backup plan about how PCA services are provided if the regularly scheduled PCA is unavailable, and developing a contingency plan to ensure the health and welfare if PCA Services are unable to be provided, notifying the provider agency of any service needs, address, contact number, or legal representative changes within 5 days. As well as working with their chosen provider agency to submit complete application documentation timely.;
- If the recipient is not capable of managing their own care, they must formally choose a legal representative who is involved in their day-to-day care to manage and evaluate the PCA service as it occurs in the home for them;
- PCAs working in this program must pass the criminal history background check , have current CPR/FA, and be enrolled with Alaska Medicaid as a renderer;
- The CDPCA agency provides administrative support to the recipient and the PCA, this includes payroll and Medicaid billing support for the PCA and Recipient or legal representative training in managing the PCA Service;
- The recipient may hire a friend, neighbor or other non-related person, or family member (excluding parents of a minor child, spouse, legal guardian, or sole Power of

Attorney or a joint/dual Power of Attorney who also is a paid caregiver) to work as their PCA;

- The recipient decides what training they will require for their PCA; there is no RN supervision of the PCA service plan provided by the CDPCA agency.

How to get CDPCA services:

The process for obtaining CDPCA services is as follows:

1. Contact the CDPCA agency of your choice from the list of agencies available from the Division of Senior and Disabilities Services;
2. The CDPCA agency will complete the required application forms with you and submit them to SDS;
3. An SDS will assessor will come to you home to complete a functional assessment;
4. If through the functional assessment the applicant and information from your medical provider, you are determined eligible for PCA services, SDS staff and assessor will develop a PCA "Service Plan." The service plan is then provided to you and your legal representative if applicable and your chosen provider agency.
5. The CDPCA agency will advise you on how to begin the process to get your PCA hired and/or scheduled and services in place.

How to become a PCA in the CDPCA program:

If you would like to work as a PCA in the CDPCA program, please contact the CDPCA agencies to find out about opportunities. If you have a consumer who wants you to work for them, then the consumer must contact a CDPCA agency. A list of CDPCA agencies can be accessed at [http://www.hss.state.ak.us/dsds/Grantservices/PDFs/AB and CD PCA Agencies.pdf](http://www.hss.state.ak.us/dsds/Grantservices/PDFs/AB_and_CD_PCA_Agencies.pdf)

If you need further information about the PCA program, please contact:

**State of Alaska
Division of Senior and Disabilities Service
Personal Care Assistance Services
550 W. 8th Avenue, Anchorage, AK 99501
Phone: (907) 269-3666 or 1-800-478-9996, Fax (907) 269-8164
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Website: <http://www.hss.state.ak.us/dsds/pca/default.htm>**