

---

**CHAPTER 30: PERSONAL CARE SERVICES**

---

**SECTION: TABLE OF CONTENTS****PAGE(S) 4**

---

**PERSONAL CARE SERVICES****TABLE OF CONTENTS**

---

<b>SUBJECT</b>	<b>SECTION</b>
----------------	----------------

---

**LONG TERM – PERSONAL CARE SERVICES**

<b>OVERVIEW</b>	<b>SECTION 30.1</b>
-----------------	---------------------

<b>COVERED SERVICES</b>	<b>SECTION 30.2</b>
-------------------------	---------------------

- Service Definitions
- Location of Service
- Service Limitations
- Excluded Services
- LT-PCS and Hospice
- Shared LT-PCS

<b>RECIPIENT REQUIREMENTS</b>	<b>SECTION 30.3</b>
-------------------------------	---------------------

- Responsible Representative

<b>RECIPIENT RIGHTS AND RESPONSIBILITIES</b>	<b>SECTION 30.4</b>
--	---------------------

- Rights
- Responsibilities
- Changing Providers

<b>SERVICE AUTHORIZATION PROCESS</b>	<b>SECTION 30.5</b>
--------------------------------------	---------------------

- Provider Selection
- Prior Authorization

<b>PROVIDER REQUIREMENTS</b>	<b>SECTION 30.6</b>
------------------------------	---------------------

- Standards of Participation
- Worker Qualifications

<b>SERVICE DELIVERY</b>	<b>SECTION 30.7</b>
-------------------------	---------------------

- Plan of Care/Plan of Care Revisions
- Location of Service
- Interruption of Services

---

**CHAPTER 30: PERSONAL CARE SERVICES**

---

**SECTION: TABLE OF CONTENTS****PAGE(S) 4**

---

Discontinuation of Services

**RECORD KEEPING****SECTION 30.8**

Components of Record Keeping

Retention of Records

Confidentiality and Protection of Records

Review by State and Federal Agencies

Recipient Records

Records at the Recipient's Home

Organization of Records, Record Entries and Corrections

Service Logs

Transfers and Closures

**INCIDENTS, ACCIDENTS AND COMPLAINTS****SECTION 30.9**

Incident/Accident Reports

Imminent Danger and Serious Harm

Internal Complaint Policy

**REIMBURSEMENT****SECTION 30.10**

Span Date Billing

**FRAUD AND ABUSE****SECTION 30.11**

General

Fraud

Provider Fraud

Recipient Fraud

**PROGRAM OVERSIGHT AND REVIEW****SECTION 30.12**

Health Standards Section Reviews

On-Site Reviews

Administrative Review

Personnel Record Review

Interviews

Recipient Record Review

Report of Review Findings

Corrective Action Report

Informal Dispute Resolution (Optional)

---

**CHAPTER 30: PERSONAL CARE SERVICES**

---

**SECTION: TABLE OF CONTENTS****PAGE(S) 4**

---

**EPSDT-PCS****EPSDT-PCS OVERVIEW SECTION 30.13****EPSDT-PCS COVERED SERVICE SECTION 30.14**Service Definitions  
Location of Service  
Service Limitations  
Excluded Services**EPSDT-PCS RECIPIENT CRITERIA SECTION 30.15****EPSDT-PCS RIGHTS AND RESPONSIBILITIES SECTION 30.16****EPSDT-PCS PRIOR AUTHORIZATION SECTION 30.17**Initial and Subsequent Prior Authorization Requests  
Chronic Needs Case  
Plan of Care  
Changes in Plan of Care  
Subsequent Plans of Care  
Reconsideration Requests  
Changing PCS Providers  
Prior Authorization Liaison**EPSDT-PCS PROVIDER REQUIREMENTS SECTION 30.18**Standards of Participation  
Staffing**EPSDT-PCS SERVICE DELIVERY SECTION 30.19****EPSDT-PCS RECORD KEEPING SECTION 30.20**Recipient Records  
Availability of Records**EPSDT-PCS REIMBURSEMENT SECTION 30.21****LT-PCS CORRESPONDENCE APPENDIX A**

Provider Notice

---

**CHAPTER 30: PERSONAL CARE SERVICES**

---

**SECTION: TABLE OF CONTENTS****PAGE(S) 4**

---

<b>LT-PCS CONTACT INFORMATION</b>	<b>APPENDIX B</b>
<b>BILLING CODES</b>	<b>APPENDIX C</b>
<b>RESERVED</b>	<b>APPENDIX D</b>
<b>PERSONAL CARE SERVICES – BILLING INFORMATION</b>	<b>APPENDIX E</b>
<b>RESERVED</b>	<b>APPENDIX F</b>
<b>GLOSSARY</b>	<b>APPENDIX G</b>
<b>EPSDT-PCS CONTACT INFORMATION</b>	<b>APPENDIX H</b>
<b>EPSDT-PCS FORMS</b>	<b>APPENDIX I</b>
<b>CLAIMS RELATED INFORMATION</b>	<b>APPENDIX J</b>