



The Personal Care Attendant Program is a program of MassHealth that helps people with long-term disabilities to live at home by providing funds to hire PCAs. These services give you physical assistance with activities of daily living that you cannot do yourself because of your disability. These may include:

- Bathing or grooming
- Dressing and undressing
- Taking medications
- Toileting—going to the bathroom or help with bladder or bowel care
- Mobility—such as transfers, walking, or using adaptive equipment in order to get around
- Range of Motion Exercises
- Eating

Assistance may also be provided in areas known as Instrumental Activities of Daily Living (activities that will assist you in maintaining your home) With few exceptions minors/consumers with a court appointed legal guardian do not qualify for these IADLs. These include:

- Preparing meals and cleaning up after a meal
- Laundry
- Grocery shopping
- Housekeeping
- Maintaining adaptive equipment such as your wheelchair
- Help so that you can attend medical appointments.

MassHealth does not pay for PCA time for social activities such as respite, recreation, or companionship; nor does MassHealth pay for activities related to safety and supervision time.



HOW DO I OBTAIN PCA SERVICES?

1. **Intake/Assessment**—Staff from UCP will determine if you are eligible to apply for the program. In order to make this determination, you will need to provide information about your health insurance, disability, and involvement with other agencies (such as DDS or Massachusetts Commission for the Blind).
2. **Orientation**—If it has been determined that you are eligible to apply for the program, you will be provided with information about the program and staff from the agency will assess whether you will be able to manage the program alone or will need a surrogate. They will also provide you and/or your surrogate with orientation and training in how to manage the PCA program as well as your rights and responsibilities as a participant in the PCA program.
3. **Evaluation**—An evaluation team consisting of a nurse and an occupational therapist will meet with you to determine the amount of PCA time you need. The evaluation will take place in your actual or proposed community residence. If you have been hospitalized or institutionalized for an extended period of time, the evaluation can be done in that location. If you will be using a surrogate to assist you in managing your PCA program, he or she will need to be at the evaluation.
4. **Signing the Evaluation**—Once the evaluation is completed, you and/or your surrogate must sign it. The evaluation is then sent to your physician for signature indicating that he or she approves the services and feels that they are appropriate in your situation.
5. **Submitting the Evaluation to MassHealth**—the signed evaluation is sent to the Division of Medical Assistance (Medicaid) for approval. Medicaid has 21 days in which to make a decision during which time they may request additional information. During this time, you will continue to meet with staff from UCP to learn more about the program and learn the skills necessary to manage the program once you are approved.



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