

PCA Glossary

Activities of Daily Living (ADL): Routine tasks of personal care including:

- Bathing
- Dressing
- Eating

Assessment: The process of identifying:

- A person's strengths, preferences, functional skills and need for support and services
- The extent to which natural supports and informal providers are able to meet the person's need for support and services
- The extent to which human services agencies and providers are able to provide or develop needed support or services

Assessor: A skilled person from the lead agency who decides a person's need for PCA services.

Care Plan: Developed by the qualified professional and the person receiving services, the care plan details each service that will be provided including:

- How the services will be delivered
- When the services will be delivered
- Where the services will be delivered
- Who will deliver the service

Code of Ethics: A guide of standards and ideals produced by the National Alliance of Direct Support Professionals (NADSP) for PCAs. See [NADSP Code of Ethics](#).

Common Entry Point (CEP): Effective July 1, 2015, the Common Entry Point (CEP), the unit designated under Minnesota laws by the commissioner of human services for receiving reports of suspected maltreatment, will operate as the MN Adult Abuse Reporting Center (MAARC). Reports of suspected maltreatment of a vulnerable adult are made all day any day to MAARC at 844-880-1574

Development Disabilities (DD): A severe, lasting disability caused by mental and/or physical injury. The disability is obvious before age 22 years. It is likely to last for life. DD causes major limits in three or more of the following areas:

- Self – care
- Receptive and expressive language
- Learning
- Mobility
- Self-direction
- Capacity for independent living and economic self-sufficiency

A person with DD has an ongoing need for specific planned and coordinated services.

Financial Exploitation: The misuse of a person's funds, assets or property. It is also the failure to use the person's funds and resources to care for the person which may result in harm to the person.

Fraud: An act that is planned, unlawful or has an element of false representation. Medicaid defines fraud as "an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to him or some other person."

Germs: Tiny living organisms in our world. Some germs are good but some cause infections or disease.

Home Care Bill of Rights: Document that states the rights of persons who receive home care services. See Minnesota Department of Health, [Home Care Bill of Rights](#)

Home Care Nurses: A person licensed to practice nursing. A home care nurse works for agencies to provide nursing services and PCA supervision in a person's home.

Instrumental Activities of Daily Living (IADL): PCA tasks to help people age 18 and older. ADLs must be part of the care plan to assign IADLs. IADLs include:

- Meal planning and preparation
- Managing finances
- Shopping for food
- Communication by telephone and other media
- Getting around and participating in the community

Long Term Care Consultation (LTCC): Services that assist persons with long-term or chronic care needs of any age to make long-term care decisions. The selection of service options should meet needs and reflect personal choices. The intent of the LTCC is to:

- Stop or slow certified nursing facility (NF) placements
- Provide transition assistance after a NF admission so a person can return to the community

Maltreatment: The neglect or abuse of a child or vulnerable adult (VA). VA maltreatment includes financial exploitation.

Mandated Reporter: A person who is required by law to report the suspected abuse or neglect of children or vulnerable adults.

Medicaid: Program that gives medical and health-related services to low-income persons. Medical Assistance (MA) is the name for Medicaid in Minnesota.

Medicaid Fraud Control Unit (MFCU): The unit in the Office of the Attorney General that takes legal action against those who abuse the Medicaid program.

Medical Assistance (MA): One of the Minnesota Health Care Programs (MHCP). MA is administered by the counties and provides health care services for the following eligible groups:

- Low-income families
- Children
- Pregnant Women
- People who are age 65 or older
- People who have disabilities

Each state decides the types of covered health care services under its MA program using Medicaid rules.

Ombudsman: An ombudsman is an independent advocate who works on behalf of consumers. There is no charge to the consumer. Ombudsmen look into customer complaints concerning:

- Health
- Safety
- Welfare
- Customer rights

They work to:

- Resolve individual concerns
- Identify problems
- Support changes to address problems

PCA Choice Option: An option in the PCA program that gives a person more choice and control in their service needs.

Personal Care Assistant (PCA): A person who works for a PCA agency. A PCA does tasks of daily living for persons with disabilities and/or special health needs.

PCA Provider Agency: A business that offers PCA services to people. Agencies are enrolled as Minnesota Health Care Programs (MHCP) providers and include:

- Personal care assistance provider organization (PCPO)
- Personal care assistance choice agency (PCA Choice)
- Class A licensed nursing agency
- Medicare-certified home health agency

These agencies hire the PCAs and qualified professionals (QP). They also bill MHCP for the services used.

Personal Care Provider Organization (PCPO): An agency that provides traditional PCA services:

- Recruiting and hiring of staff
- Training and orientation
- Scheduling
- Collecting time cards
- Financial management
- Termination of staff if needed

Provider: A person, organization or entity that enrolls with the Department of Human Services (DHS) to provide health services to MHCP members.

Provider Agreement: The terms and conditions of DHS that each provider signs before providing services.

Qualified Professional (QP): A skilled person who provides oversight of PCA services and PCAs. The QP supervises the PCA in the delivery of these services based on the care plan.

Responsible Party (RP): A person who is able to make choices for a person getting PCA services. The RP is the decision-maker when the person is unable to direct his or her own care. A RP helps a person to live in the community rather than a facility.

Service Plan: The assessor and the person needing services or the RP create this document. It identifies the different supports the person may need.

Surveillance and Integrity Review Section (SIRS): SIRS is in charge of making certain providers meet MHCP rules within DHS. SIRS reviews the use and delivery of health services through a post-payment review process.

Time Card: The official record of hours worked.