

# MassHealth PCA Prior Authorization PCA Evaluation Time-for-Task Tool



## Section 1: General Information

### Evaluation Information:

Evaluation Type:	<input type="checkbox"/> Initial Evaluation <input type="checkbox"/> Reevaluation
Site of Evaluation:	<input type="checkbox"/> Home <input type="checkbox"/> Nursing Facility (specify): _____ <input type="checkbox"/> Hospital (specify): _____ <input type="checkbox"/> Other (specify): _____
Site of Evaluation Address:	
Date of Evaluation:	

### Requesting Provider Information:

Requesting Provider ID/SL:	
Requesting Provider Name:	

### Consumer Information:

Consumer Name:		Consumer DOB:	
Consumer MassHealth ID Number:		Consumer Telephone:	
Consumer Address:			
Has the Consumer had a change in their demographic information? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please instruct the consumer to update their information through the <b>Massachusetts Health Connector Online Portal</b> or by calling <b>1-800-841-2900 (TTY: 1-800-497-4648)</b>			

### Consumer Details:

List any Consumer Communication Difficulties:	
List of Medications (a list can also be attached and uploaded to the provider portal):	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

**Diagnosis (Primary diagnosis affecting functional status and warranting PCA services):**

What is the chronic condition that prevents the consumer from performing his or her activities of daily living and instrumental activities of daily living without physical assistance?

Primary Diagnosis:	Date of Onset:
Weight (lbs.):	Height (inches):

**Medical History**

Ordering Provider's NPI:
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List consumer's medical history relevant to application for PCA services, such as changes in the consumer's medical condition from previous years evaluation, diagnoses, hospitalizations, and surgical procedures and attach any recent documentation, such as discharge summaries, home health care plan (485), etc., that further describes the consumer's functional abilities and limitations. Attach a separate sheet if necessary.

Medical History: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT DISCLAIMER – MUST READ:**

Evaluators should consult [130 CMR 422.422\(A\)](#) for a definition of the ADLs and IADLs described below and the [Time-for-Tasks Guidelines](#) for the MassHealth PCA Program.

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

## Section 2: ADLs

If the consumer requires a different level of assist during the day/evening and night hours, please select the highest Level of Assist you need to request time for, and provide explanatory comments.

### A. Mobility

ADL requires a flexible schedule?

<b>Mobility Activities</b>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A						
	<input type="checkbox"/> Independent, no device							
	<input type="checkbox"/> Independent, with device: <input type="checkbox"/> Cane <input type="checkbox"/> Walker <input type="checkbox"/> Wheel Chair <input type="checkbox"/> Other							
		Day/Evening			Night			
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt	<b>Total Mins/Ngt</b>
	<input type="checkbox"/> 1 person physical assist with mobility							
<input type="checkbox"/> 1 person physical assist with stairs								
<input type="checkbox"/> Nonambulatory / Bedbound								

<b>Mobility Transfers</b> <i>*excludes bathing and toileting transfers</i>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A						
	<input type="checkbox"/> Independent, no device							
	<input type="checkbox"/> Independent, with device: <input type="checkbox"/> Slideboard <input type="checkbox"/> Trapeze <input type="checkbox"/> Grab bar <input type="checkbox"/> Other _____							
		Day/Evening			Night			
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt	<b>Total Mins/Ngt</b>
	<input type="checkbox"/> 1 person physical assist with transfers							
<input type="checkbox"/> 2 person physical assist with transfer								
<input type="checkbox"/> Mechanical / manual lift								

<b>Mobility Repositioning</b>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A					
		Day/Evening			Night		
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt
<input type="checkbox"/> Physical assist with repositioning							

<b>MOBILITY TOTAL CALCULATIONS</b>	<b>Day/Evening Total Mins/Wk (6AM-Midnight)</b>	<b>Night Total Mins (Midnight - 6AM)</b>
	<b>Comments:</b>	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

**B. Passive Range of Motion (PROM)**

ADL requires a flexible schedule?

PROM		Day/Evening				Night		
		Mins/Ep	Eps/Day	Days/Wk	Total Mins/Wk	Mins/Ep	Eps/Ngt	Total Mins/Ngt
		<input type="checkbox"/> Upper Extremities Left						
<input type="checkbox"/> Upper Extremities Right								
<input type="checkbox"/> Lower Extremities Left								
<input type="checkbox"/> Lower Extremities Right								

PROM TOTAL CALCULATIONS	Day/Evening Total Mins/Wk (6AM-Midnight)	Night Total Mins (Midnight - 6AM)
	Comments:	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

**C. Bathing**

ADL requires a flexible schedule?

<b>Bathing Activities</b> <i>*excludes washing hair/shampooing</i>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A						
		Day/Evening			Night			
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt	<b>Total Mins/Ngt</b>
	<input type="checkbox"/> Physical assist required (select tasks below)							
		<input type="checkbox"/> Physical assist with showering activity; <i>including routine transfers</i>						
		<input type="checkbox"/> Physical assist w/sponge/bed bath and drying, <i>including routine transfers</i>						
	<input type="checkbox"/> Physical assist w/tub bathing & drying, <i>including routine transfers</i>							

<b>Washing Hair</b>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A					
		Day/Evening			Night		
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt
<input type="checkbox"/> Physical assist with washing hair							

<b>Bathing Special Transfer</b>		Day/Evening			Night			
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt	<b>Total Mins/Ngt</b>
	<input type="checkbox"/> Special bathing transfer required (select special transfers below)							
		<input type="checkbox"/> Requires 2 person assist with transfer						
	<input type="checkbox"/> Mechanical / manual lift							

<b>BATHING TOTAL CALUCLATIONS</b>		<b>Day/Evening Total Mins/Wk</b> (6AM-Midnight)		<b>Night Total Mins</b> (Midnight - 6AM)	
	<b>Comments:</b>				

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

**D. Grooming**

ADL requires a flexible schedule?

		Day/Evening				Night		
		Mins/Ep	Eps/Day	Days/Wk	Total Mins/Wk	Mins/Ep	Eps/Ngt	Total Mins/Ngt
<b>Grooming Activities</b>	<b>Nail Care</b> <input type="checkbox"/> N/A <input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence							
	<b>Oral Care</b> <input type="checkbox"/> N/A <input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence							
	<b>Hair</b> <input type="checkbox"/> N/A <input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence							
	<b>Shaving</b> <input type="checkbox"/> N/A <input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence							
	<b>Other</b> <input type="checkbox"/> N/A <input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence							

<b>GROOMING TOTAL CALUCLATIONS</b>	<b>Day/Evening Total Mins/Wk</b> (6AM-Midnight)	<b>Night Total Mins</b> (Midnight - 6AM)
	<b>Comments:</b>	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### E. Dressing / Undressing

ADL requires a flexible schedule?

<b>Dressing Activities</b> <i>*excludes incontinence management, which is under Toileting</i>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A						
	<input type="checkbox"/> Independent, no device							
	<input type="checkbox"/> Independent, with device							
		Day/Evening			Night			
		Mins/Ep	Eps/Day	Days/Wk	Total Mins/Wk	Mins/Ep	Eps/Ngt	Total Mins/Ngt
	Physical assist required (select tasks below)							
	<input type="checkbox"/> Physical assist upper extremity dressing							
	<input type="checkbox"/> Physical assist lower extremity dressing							
	<input type="checkbox"/> Physical assist with donning footwear							
	<input type="checkbox"/> Physical assist with prosthetics and orthotics/braces							

<b>Undressing Activities</b> <i>*excludes incontinence management, which is under Toileting</i>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A						
	<input type="checkbox"/> Independent, no device							
	<input type="checkbox"/> Independent, with device							
		Day/Evening			Night			
		Mins/Ep	Eps/Day	Days/Wk	Total Mins/Wk	Mins/Ep	Eps/Ngt	Total Mins/Ngt
	Physical assist required (select tasks below)							
	<input type="checkbox"/> Physical assist upper extremity dressing							
	<input type="checkbox"/> Physical assist lower extremity dressing							
	<input type="checkbox"/> Physical assist with removing footwear							
	<input type="checkbox"/> Physical assist with prosthetics and orthotics/braces							

<b>DRESSING / UNDRESSING TOTAL CALCULATIONS</b>		<b>Day/Evening Total Mins/Wk</b> (6AM-Midnight)		<b>Night Total Mins</b> (Midnight - 6AM)	
	<b>Comments:</b>				

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

**F. Eating**

ADL requires a flexible schedule?

<b>Eating Activities</b> <i>*excludes supervision and monitoring</i>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> Tube feeding / Special Needs <input type="checkbox"/> N/A						
	<input type="checkbox"/> Independent, no device							
	<input type="checkbox"/> Independent, with device							
		Day/Evening			Night			
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt	<b>Total Mins/Ngt</b>
	Physical assist required (select tasks below)							
	<input type="checkbox"/> Physical assist with eating							
	<input type="checkbox"/> Physical assist with drinking							
	<input type="checkbox"/> Assist with utensils/adaptive devices intermittently (1-5) per times per meal							
	<input type="checkbox"/> Enteral Tube feeding							

<b>EATING ACTIVITIES TOTAL CALUCLATIONS</b>	<b>Day/Evening Total Mins/Wk</b> (6AM-Midnight)	<b>Night Total Mins</b> (Midnight - 6AM)
	Comments:	



Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### G. Toileting

ADL requires a flexible schedule?

<b>Toileting (Bowel / Bladder Care) Activities</b> <small>*excludes washing hair/shampooing</small>	Level of Assist (select one) <input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A							
	<input type="checkbox"/> Independent, no device							
	<input type="checkbox"/> Independent, with device							
		Day/Evening				Night		
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt	<b>Total Mins/Ngt</b>
	<input type="checkbox"/> Physical assist required: <b>Bladder</b>							
	0							
	0							
	<input type="checkbox"/> Physical assist with toilet hygiene; <i>including routine transfers</i>							
	<input type="checkbox"/> Physical assist clothing with management, <i>including routine transfers</i>							
<input type="checkbox"/> Physical assist with changing absorbent product, <i>including routine transfers</i>								
<input type="checkbox"/> Physical assist with the use of urinal, <i>including routine transfers</i>								
<input type="checkbox"/> Physical assist with emptying foley / urostomy bag								
<input type="checkbox"/> Physical assist with straight catheter								
<input type="checkbox"/> Physical assist with emptying colostomy pouch								
<input type="checkbox"/> Physical assist with changing colostomy / urostomy								

<b>Toileting Special Transfer</b>		Day/Evening				Night		
		Mins/Ep	Eps/Day	Days/Wk	<b>Total Mins/Wk</b>	Mins/Ep	Eps/Ngt	<b>Total Mins/Ngt</b>
	<input type="checkbox"/> Special toileting transfer required (select special transfers below)							
<input type="checkbox"/> Requires 2 person assist with transfer								
<input type="checkbox"/> Mechanical / manual lift								

<b>TOILETING TOTAL CALUCLATIONS</b>		<b>Day/Evening Total Mins/Wk</b> (6AM-Midnight)		<b>Night Total Mins</b> (Midnight - 6AM)
	<b>Comments:</b>			

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### H. Assistance with Medications

ADL requires a flexible schedule?

Assistance with Medications	Level of Assist, avg. min/episode (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Independent, with prefilled / pre-packaged medications <input type="checkbox"/> Physical assist required <input type="checkbox"/> N/A						
		Day/Evening				Night		
		Mins/Ep	Eps/Day	Days/Wk	Total Mins/Wk	Mins/Ep	Eps/Ngt	Total Mins/Ngt
<input type="checkbox"/>	Physical assist with prefilling med box							
<input type="checkbox"/>	Physical assist with medications (PO, PR, GTTS, Inhalers, topical)							
<input type="checkbox"/>	Physical assist with Nebulizer treatment							
<input type="checkbox"/>	Physical assist to administer meds via G-tube							
<input type="checkbox"/>	Physical assist to administer subcutaneous injections							
<input type="checkbox"/>	Glucometer check							

MEDICATION TOTAL CALUCLATIONS	Day/Evening Total Mins/Wk (6AM-Midnight)	Night Total Mins (Midnight - 6AM)
	Comments:	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

**I. Other Healthcare Needs**

ADL requires a flexible schedule?

<b>Menses Care</b>	Level of Assist	<input type="checkbox"/> Not applicable <input type="checkbox"/> Assist required	
		Day/Evening	
		<b>Mins/Month</b>	<b>Total Mins/Wk</b> <i>(Divide Mins/Month by 4)</i>
	<input type="checkbox"/> Menses care		

<b>Other Healthcare Needs</b>		Day/Evening				Night		
		Mins/Ep	Eps/Day	Days/Wk	Total Mins/Wk	Mins/Ep	Eps/Ngt	Total Mins/Ngt
<input type="checkbox"/>	Suctioning Oral Secretions							
<input type="checkbox"/>	Ostomy Care <i>(different from bowel/bladder category)</i>							
<input type="checkbox"/>	Tracheostomy Care							
<input type="checkbox"/>	Oxygen/BiPap/Cpap / Vent							
<input type="checkbox"/>	Other (specify)							
<input type="checkbox"/>	Other (specify)							
<input type="checkbox"/>	Other (specify)							

<b>OTHER HEALTHCARE NEEDS TOTAL CALCULATIONS</b>		Day/Evening Total Mins/Wk (6AM-Midnight)	Night Total Mins (Midnight - 6AM)
		<b>Comments:</b>	

### Section 3: IADLs

#### Background Information

<b>Legally Responsible Person</b>	<p><b>1. Does a legally responsible person live with the member?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Yes, but there are special circumstances requiring IADL assistance from a PCA</p>
	<p><b>If yes, skip Section 3 and move on to Section 4, "Summary of Requested Hours".</b></p> <p><b>Note:</b> <i>If "Yes, but there are special circumstances requiring IADL assistance from a PCA" was selected, fill-out Section 3 and provide explanatory comments.</i></p>

<b>Living Arrangement</b>	<p><b>2. Does the member live with one or more other people who receive PCA services?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><b><u>If yes, list the names of the other members below:</u></b></p>
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Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### A. Meal Preparation

<b>Home Delivered Meals</b>	<p><b><u>Does member receive home delivered meals?</u></b></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><b><u>If yes, select all that apply:</u></b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;"><input type="checkbox"/> Breakfast</td> <td><input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat</td> </tr> <tr> <td><input type="checkbox"/> Lunch</td> <td><input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat</td> </tr> <tr> <td><input type="checkbox"/> Dinner</td> <td><input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat</td> </tr> </table>	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> Lunch	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> Dinner	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat						
<input type="checkbox"/> Lunch	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat						
<input type="checkbox"/> Dinner	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat						

<b>Meals Provided Outside Home</b>	<p><b><u>Does member attend programs or receive services that provide meals outside the home?</u></b></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><b><u>If yes, select all that apply:</u></b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;"><input type="checkbox"/> Breakfast</td> <td><input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat</td> </tr> <tr> <td><input type="checkbox"/> Lunch</td> <td><input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat</td> </tr> <tr> <td><input type="checkbox"/> Dinner</td> <td><input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat</td> </tr> </table>	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> Lunch	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> Dinner	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat						
<input type="checkbox"/> Lunch	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat						
<input type="checkbox"/> Dinner	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat						

<b>Meal Preparation</b>		<b>Day/Evening</b>		
		Mins/Day	Days/Wk	Total Mins/Wk
	<b>Breakfast</b>			
	<input type="checkbox"/> Independent <input type="checkbox"/> Min <input type="checkbox"/> Mod <input type="checkbox"/> Max <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A			
	<b>Lunch</b>			
<input type="checkbox"/> Independent <input type="checkbox"/> Min <input type="checkbox"/> Mod <input type="checkbox"/> Max <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A				
<b>Dinner</b>				
<input type="checkbox"/> Independent <input type="checkbox"/> Min <input type="checkbox"/> Mod <input type="checkbox"/> Max <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A				
<b>Snacks</b>				
<input type="checkbox"/> Independent <input type="checkbox"/> Min <input type="checkbox"/> Mod <input type="checkbox"/> Max <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A				

<b>MEAL PREP TOTAL CALUCLATIONS</b>	<b>Day/Evening Total Mins/Wk (6AM-Midnight)</b>
	<b>Comments:</b>

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

## B. Laundry

<b>Laundry Assistance</b>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A			
					Day/Evening
					<b>Mins/Week</b>
	<input type="checkbox"/> Physical assist required (select tasks below)				
	<input type="checkbox"/> Physical assist with sorting laundry				
	<input type="checkbox"/> Physical assist with loading/unloading laundry machine				
	<input type="checkbox"/> Physical assist folding & putting away clothes				
<input type="checkbox"/> Dependent for all laundry tasks- residential					
<input type="checkbox"/> Dependent for all laundry tasks- out-of-home laundry					

<b>LAUNDRY TOTAL CALUCLATIONS</b>	<b>Day/Evening Total Mins/Wk (6AM-Midnight)</b>	
	<b>Comments:</b>	

## C. Housekeeping

<b>Housekeeping Assistance</b>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A			
					Day/Evening
					<b>Mins/Week</b>
<input type="checkbox"/> Physical assist required					

<b>HOUSEKEEPING TOTAL CALUCLATIONS</b>	<b>Day/Evening Total Mins/Wk (6AM-Midnight)</b>	
	<b>Comments:</b>	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### D. Shopping

<b>Shopping Assistance</b>	Level of Assist (select one)	<input type="checkbox"/> Independent	<input type="checkbox"/> Minimum	<input type="checkbox"/> Moderate	<input type="checkbox"/> Maximum	<input type="checkbox"/> Total dependence	<input type="checkbox"/> N/A
							Day/Evening
							<b>Mins/Week</b>
<input type="checkbox"/> Physical assist required							

<b>SHOPPING TOTAL CALCULATIONS</b>	<b>Day/Evening Total Mins/Wk (6AM-Midnight)</b>	
	<b>Comments:</b>	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### E. Special Needs

<b>Equipment Maintenance</b>	Level of Assist (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A				
						Day/Evening
						<b>Mins/Week</b>
	<input type="checkbox"/> Physical assist required (select tasks below)					
	<input type="checkbox"/> CPAP					
	<input type="checkbox"/> Gait Trainer					
	<input type="checkbox"/> Oxygen					
	<input type="checkbox"/> Stander					
<input type="checkbox"/> Wheelchair						
<input type="checkbox"/> Other _____						

<b>Special Needs</b>	Level of Assist, avg. min/episode (select one)	<input type="checkbox"/> Independent <input type="checkbox"/> Minimum <input type="checkbox"/> Moderate <input type="checkbox"/> Maximum <input type="checkbox"/> Total dependence <input type="checkbox"/> N/A				
						Day/Evening
						<b>Mins/Week</b>
	<input type="checkbox"/> Assistance with required paperwork for PCA Program					
<input type="checkbox"/> Other (explain in the comments sections)						

<b>SPECIAL NEEDS TOTAL CALUCATIONS</b>	<b>Day/Evening Total Mins/Wk (6AM-Midnight)</b>	
	<b>Comments:</b>	



Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### F. Medical Transportation

Does member have PT-1 services for medical transportation?  Yes  No  N/A

If “No”, explain why & what is being utilized in the comments section.

Are you requesting PCA time for Medical Transportation?  Yes  No  N/A

If you are requesting PCA time for medical transportation, please fill out all Medical Provider, Specialty and appointment details below. Alternatively, you may attach a copy of the transportation documentation used by your particular PCM Agency.

Medical Provider(s) Appointment (list by name and specialty)	Distance (total miles round trip)	Travel Time (mins)	Transfer Time In / Out of Home (mins)	Transfer Time In / Out of Office (mins)	Mins / Appt	# Appts / Year	Total Mins/Year	Total Mins/Wk <i>(Divide Mins/Year by 52)</i>

<b>MED TRANSPORTATION TOTAL CALCUCLATIONS</b>	<b>Day/Evening Total Mins/Wk (6AM-Midnight)</b>
	<b>Comments:</b>

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

## Section 4: Evaluator Signoffs

### Requested PCA Activity Time

We confirm that the consumer meets the criteria of the MassHealth PCA Program and requires physical assistance for the following number of hours of PCA activity time.

<b>Day/Evening PCA Requested Mins / Week</b>	
<b>Day/Evening PCA Hours Requested per Week</b> (Divide Mins/Week by 60) (Round up to nearest 15-minute unit. For example, 23.3 = 23.5; 42.7 = 42.75)	
<b>Night PCA Requested Mins / Night</b>	
<b>Night PCA Hours Requested per Night</b> (Divide Mins/Night by 60) (Round up to the nearest hour – enter “2” if less than two hours)	
<b>Nights per week</b> (Specify how many nights per week the consumer will receive PCA services. Use full weeks when calculating total night units (i.e.52 vs. 52.14)	
<b>Total Weekly Billable Night PCA Hours</b>	

### Consumer Ability to Independently Manage Program (check only one of the two boxes below)

I/we \_\_\_\_\_, on \_\_\_\_\_, have reviewed the assessment of the consumer’s ability to independently manage the PCA program in accordance with 130 CMR 422.422(A) and have determined that:

- Based on our assessment, the consumer appears to have the necessary cognitive and emotional ability and skills to perform all of the tasks of managing PCA services and *does not require a surrogate*
- Based on our assessment, the consumer does not have the necessary cognitive or emotional ability and skills to perform some or all of the tasks of managing PCA services and *requires a surrogate* (fill in Surrogate information below)

<b>Surrogate Name:</b>			
<b>Surrogate Relation to Consumer:</b>			
<b>Surrogate Address</b>			
<b>Surrogate Telephone</b>		<b>Surrogate Email</b>	

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

## Signatures

***I evaluated the consumer in person and reviewed this evaluation with the consumer/Legal Guardian:***

\_\_\_\_\_  
Registered Nurse Evaluator Signature

\_\_\_\_\_  
Date

***I was evaluated in person and I have reviewed this evaluation:***

\_\_\_\_\_  
Consumer/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surrogate Signature (if applicable)

\_\_\_\_\_  
Date

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

### Section 5: Prescribing Provider Signoff

**Enclosed is (Check One):**

- Documentation of verbal authorization from the prescribing provider (physician or nurse practitioner) in accordance with 130 CMR 422.416(A)(1)(d). The PCA agency must obtain prescribing provider signoff within 60 days after the request for prior authorization is sent to MassHealth; or
- Prescribing provider (physician or nurse practitioner) signoff (see below)

I understand that a MassHealth PCA consumer must have a long-term, chronic disability that results in a need for physical assistance with two or more of the following activities of daily living: mobility; assistance with medications; bathing or grooming; dressing/undressing; range of motion; eating; and toileting. In my opinion, the consumer meets these criteria. I find the consumer is medically appropriate for nonskilled PCA services and is sufficiently medically and emotionally stable to benefit from PCA services. The consumer is able to direct his or her own care or has a surrogate who accepts formal responsibility to direct the care.

- The consumer requires \_\_\_\_\_ hours per week of day/evening PCA services
- The consumer requires \_\_\_\_\_ hours per week of night PCA services (from midnight to 6:00 A.M.)

<b>Prescribing provider signature</b>		<b>Date</b>	
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<b>Name of physician or nurse practitioner (print)</b>		<b>Date</b>	
<b>Prescribing provider NPI #</b>			
<b>Prescribing provider enrolled as MassHealth Provider</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Prescribing provider address</b>			
<b>Prescribing provider telephone number</b>			

## Section 6: Occupational Therapy Functional Status Report

Required for initial evaluations.

**1. Does the consumer's diagnosis manifest as a chronic disabling condition?**

No  
 Yes

**If yes, please select manifested condition(s) below:**

<input type="checkbox"/> AROM deficits	<input type="checkbox"/> Fine motor coordination deficits
<input type="checkbox"/> Spasticity	<input type="checkbox"/> Sensory loss:
<input type="checkbox"/> Flaccidity	<input type="checkbox"/> Vision
<input type="checkbox"/> Rigidity	<input type="checkbox"/> Hearing
<input type="checkbox"/> Muscle atrophy	<input type="checkbox"/> Other, describe: _____
<input type="checkbox"/> Pain	<input type="checkbox"/> Cognition issues
<input type="checkbox"/> Decreased strength	<input type="checkbox"/> Behavior issues
<input type="checkbox"/> Impaired sitting balance	<input type="checkbox"/> Endurance / stamina
<input type="checkbox"/> Impaired mobility / weight bearing	<input type="checkbox"/> Other, describe: _____
<input type="checkbox"/> Gross motor coordination deficits	

**2. Does the disability impact ADL/IADL performance due to any of the following?**

No  
 Yes

**If yes, please select impacted performance(s):**

<input type="checkbox"/> Standing tolerance	<input type="checkbox"/> Reaching
<input type="checkbox"/> Balance	<input type="checkbox"/> PROM
<input type="checkbox"/> Bending	<input type="checkbox"/> Ability to reposition self
<input type="checkbox"/> Grasping	<input type="checkbox"/> AROM
<input type="checkbox"/> Sitting tolerance	<input type="checkbox"/> Squatting
<input type="checkbox"/> Coordination	<input type="checkbox"/> Other, describe: _____

**3. What is the Level of Assist required to complete ADL and IADL? Check all that apply.**

ADLs:	Ind	Min	Mod	Max	Dep	IADLs:	Ind	Min	Mod	Max	Dep
Mobility						Meal prep					
Bathing						Housekeeping					
Toileting						Laundry					
Dressing						Shopping					
Eating						Equip. maintenance					
PROM						Other, describe:					
Meds											
Other health care needs											
Transfers:											
In/out of bed											
In/out of tub/shower											
On/off toilet											
Mechanical lift needed:	<input type="checkbox"/> No		<input type="checkbox"/> Yes								

**4. Is the consumer able to manage stairs?**

No  
 Yes

Consumer Name: \_\_\_\_\_

Date Of Evaluation: \_\_\_\_\_

**5. Is the consumer capable of driving?**

- No
- Yes

**If yes, would a vehicle require modifications for the consumer to drive?**

- No
- Yes, describe: \_\_\_\_\_

**6. Does consumer require use of adaptive equipment / assistive devices to manage ADLs?**

- No
- Yes

**If yes, please describe below:**

**7. Would consumer benefit from adaptive equipment / assistive devices not currently in use?**

- No
- Yes

**If yes, please describe below:**

**8. If needed, please provide any additional comments or summary of findings below.**

\_\_\_\_\_  
Occupational Therapist Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consumer/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surrogate Signature (if applicable)

\_\_\_\_\_  
Date