

INSTRUCTIONS FOR COMPLETING PCA ASSESSMENT TOOL

Section I – Supportive Services/Living Environment

- A. Any child **under the age of 13** will score **0** because the performance of supportive services will fall within the role of routine parental care.
- B. Client that either lives alone and/or with others and are independent with regard to supportive needs should be scored as a **0**.
- C. Client that lives with others and have regular assistance from formal or informal supports should be scored as a **1**. Formal support means the client attends a day program, a school, summer camp, an after-school program, attends or could attend an adult day center, etc. Informal supports may include, but is not limited to assistance from family, friends or church that help client on a regular schedule.
- D. Client that lives alone and has regular assistance from formal or informal supports should be scored as a **2**.
- E. Client that lives with others and has **limited** assistance from formal or informal supports should be scored as a **3**. Limited assistance refers to the fact that the client does not receive help on a consistent basis from formal or informal supports.
- F. Client that lives alone and has limited assistance from formal or informal supports should be scored as a **3**. Limited assistance refers to the fact that the client does not receive help on a consistent basis from formal or informal supports for each day.
- G. Client that lives alone and has no assistance from informal (family, friends, etc.) or formal (day program, school, adult day care, etc.) should be scored a **4**.
- H. Client lives with others and has no assistance from informal (family, friends, etc.) or formal (day program, school, adult day care, etc.) should be scored a **4**.

Section II – Cognitive/Mental Status

- A. Any child **under the age of 6** will score **0** because the performance of supervision will fall within the role of routine parental care.
- B. If a client is able to verbalize what needs to be done in terms of personal care or if the client can actually perform his/her ADL care, the score will be **0**.
- C. Client is **occasionally** (2 to 3 times a week) cognitively or mentally impaired to perform or self direct the performance of ADL care. This is a client who can become confused or not remember to take medications as prescribed, change their clothes, turn off the faucet or stove. The score should be **2**.

Cognitive/Mental Status Continued

- D. **Consistently** means every day is cognitively or severely mentally impaired. Cannot answer questions appropriately, is unable to communicate or discuss his/her needs, is unaware of surroundings or people around him/her - score should be **3**.

Section III – Ambulation/Mobility

- A. Individual who is **under 2 years of age** is unable to ambulate or maneuver without the assistance of another. This is age-appropriate and assistance with ambulation and mobility at this age falls within the role of routine parenting and childcare and therefore the score should be **0**.
- B. Individual is able to ambulate/walk without the physical assistance of another person. If the individual uses a walker, cane, crutches, or other assistive device, he/she requires no physical help with the use of those devices. Score will be **0**.
- C. Individual uses a wheelchair (manual or electric) or scooter for locomotion and is self-sufficient in the use of that wheelchair/scooter. The individual is able to self-propel and maneuver the wheelchair independently. Score should be **0**.
- D. Individual can ambulate/walk only with an assistive device and the assistance of another person. If the individual uses a walker, cane, crutches, or other assistive device, he/she needs the physical support and supervision of another to ensure safe ambulation. Score should be **1**.
- E. Individual can only ambulate with the physical assistance of another. Examples of physical assistance include: guiding and maneuvering of limbs, providing physical support, and assistance with weight bearing. Score should be **2**.
- F. Individual uses a wheelchair for locomotion and is not self-sufficient in wheelchair. He/she cannot self-propel and requires another person to push wheelchair and maneuver it about. Score should be **3**.
- G. Individual is non-ambulatory and uses a wheelchair for locomotion or is limited to a stationary chair or bed. Once the individual is in the wheelchair or bed, he/she is **able** to re-position him/herself (redistribute one's body weight and shift positions) without physical assistance of another. Score should be **4**.
- H. Individual is non-ambulatory and uses a wheelchair for locomotion or is limited to a stationary chair or bed. Once the individual is in the wheelchair or bed he/she is **unable** to reposition him/herself. The individual requires the physical assistance of another to redistribute his/her weight and **change positions**. Score will be **5**.

Section IV – Transfers

TRANSFER is defined as how a client moves from/to bed, wheelchair, scooter, chair.

- A. Any child under the age of 2 years is scored **0** as the requested needs fall under routine parental tasks.
- B. If the client can transfer from bed to/from chair/wheelchair/scooter without hands-on assistance of a person or the client can use his/her cane or armrest to assist themselves, the score is **0**.
- C. Client requires a person to help them transfer from the bed to/from chair, wheelchair/scooter. The person assisting must be utilizing hands-on assistance while the client is able to weight-bear, including pivot transfers, the score is **2**.
- D. The client is unable to weight-bear with transfer, includes use of Hoyer lift; or client is lifted by caregiver to transfer from/to bed/chair/wheelchair, score is **3**.
- E. Client stays in the bed and is turned by caregiver or self and does not transfer from bed, (if client uses MAV stretcher for MD appointments) score is **4**.

Section V – Eating

- A. Client is a child under age 4 with feeding needs that fall within the role of routine parental care and therefore should be scored a **0**.
- B. Client is able prepare meals and can feed themselves independently and should be scored **0**.
- C. Client is receiving tube feedings (which cannot be performed by PCA) therefore scored is **0**.
- D. Client needs assistance with preparing (includes cooking, special preparing to enable swallowing) and/or serving/setting up of meals therefore score as a **2**.
- E. Client requires hands-on assistance with eating meals (placing food and/or liquids into mouth, assistance with swallowing difficulties) and therefore scored as a **3**.
- F. Client cannot feed self and is dependent on others for feeding and therefore will be scored as a **4**.

Section VI - Bathing

- A. Any child **under the age of 6** will score **0** because the performance of bathing tasks will fall within the role of routine parental care.
- B. Client is able to bathe self without the need for assistance and with or without an assistive device and therefore will be scored **0**.

Bathing Continued

- C. Client is able to bathe self but needs hands on assistance to ensure client safety and therefore will be scored **2**.
- D. Client is able to bathe with hands-on assistance however needs additional bathing due to incontinence and therefore will be scored a **3**.
- E. Client is totally dependent on others for bathing and receives tub bath/shower and therefore will be scored a **4**. If the client is totally dependent on others for bathing is bed-bound and cannot get into a tub or shower and receives complete sponge bed bath they will receive an additional point and totaled as a **5**. A "complete sponge bed bath" refers to situations in which a client who is bed-bound or, for whatever reason, cannot get into tub or shower and must be washed totally by another person.
- F. Client is totally dependent on others for bathing and requires additional bathing due to incontinence and therefore will be scored a **6**.

Sections VII – Toileting

The following definitions need to be followed concerning the provision of assistance for toileting:

Continent - control of bladder

Incontinent occasionally – less than once a week: Client who is usually continent, but may have a rare episode of incontinence.

Incontinent frequently – incontinent one to three times a week

Incontinent daily – has as incontinent episode daily and/or wears a diaper.

- A. Any child **under the age of 5** will score **0** because the performance of toileting tasks will fall within the role of routine parental care.
- B. Client is continent and can independently take care of toileting needs and therefore will be scored a **0**.
- C. Client is continent and can independently take care of toileting needs with use of an ostomy or catheter and therefore will be scored a **0**.
- D. Client is continent but requires assistance to complete toileting tasks and therefore will score a **1**.
- E. Client is continent but requires assistance to with an ostomy or catheter to complete toileting tasks and therefore will score a **2**.
- F. Client is incontinent of bladder occasionally and requires assistance to complete toileting tasks and therefore will score a **2**.
- G. Client is incontinent of bowel and requires assistance with care and therefore will score a **3**.

Toileting Continued

- H. Client is incontinent of bladder frequently and requires assistance with care and therefore will score a **4**.
- I. Client is incontinent of bladder daily and requires assistance with care and therefore will score a **5**.
- J. Client is incontinent of bowel and bladder daily requires assistance with care and therefore will score a **6**.

Section VIII – Grooming/Dressing

- A. Children under age 5 usually need the assistance of a parent/guardian to groom and dress themselves; and therefore do not get any points in this section. It is up to the parent/caregiver to groom/dress this client.
- B. Client does not need any assistance with grooming and/or dressing, therefore does not get any points in this section.
- C. Client needs some assistance with grooming and dressing activities, including oral hygiene. This area is for the client that needs some assistance in carrying out grooming/dressing activities but is not totally dependent on another person to groom and dress him/her. Below are some examples of what clients may need assistance with:
 - 1. the client needs help putting pants on, or pulling shirt over his/her head
 - 2. needs help with putting on socks and/or shoes.
 - 3. needs help with fixing hair or assistance with washing hair.
 - 4. needs help putting toothpaste on brush or with brushing teeth because upper extremities are affected.
 - 5. needs help putting on shoes and socks because their extremities are affected.
 - 6. needs help with snaps/hooks/buttons/belts on clothes or undergarments.Clients selected under this section will score a **2**.
- D. This client needs to be supervised or cued in order to groom or dress him/herself. This client demonstrates cognitive or mental impairments which affect his/her capacity to groom/dress/perform oral hygiene. This client needs to be supervised/instructed/guided and/or reminded to groom or dress him/herself and therefore will be scored a **3**.
- E. This client is totally dependent on others and cannot groom or dress him/herself at all. This client is usually bedridden or quadriplegic or has a condition which leaves him/her totally dependent and is unable to assist in his/her grooming and or dressing activities and will therefore be scored a **4**.

Section IX – Housekeeping/Shopping

Personal care assistance for housekeeping and shopping tasks are viewed as ancillary services with provisions made only in situations in which a PCA recipient has a need for hands-on personal care.

- A. In situations in which the client is a child under the age of 18, housekeeping/shopping tasks are viewed as the responsibility of the parents (or guardian) and therefore PCA assistance with those tasks would not be afforded and should be scored as **0**.
- B. If the recipient is over the age of 18 and can perform housekeeping and shopping tasks independently or has other persons available to provide that assistance, the selection should be a **0**.
- C. If the client is over age 18 and cannot independently perform housekeeping and shopping tasks without assistance, then the selection should be scored as a **2**.

Section X – Laundry

Personal care assistance for laundry tasks are viewed as ancillary services with provisions made only in situations in which a PCA recipient has a need for hands on personal care.

- A. In situations in which the client is a child under the age of 18, laundry tasks are viewed as the responsibility of the parents (or guardian) and therefore PCA assistance with those tasks would not be afforded and should be scored as **0**.
- B. If the recipient is over the age of 18 and can perform laundry tasks independently or has other persons available to provide that assistance the score should be a **0**.
- C. If the recipient is over age 18 and cannot perform laundry tasks due to their disability and is dependent on others for performing the tasks, a score of **1** should be selected.
- D. If the recipient is over age 18 and cannot perform laundry tasks due to his/her disability and is dependent on others for performing the tasks and has to travel to a location away from the residence (i.e., a laundromat), a score of **2** should be reflected.