

**Changes regarding the Personal Care Aide (PCA) Program as it applies to the Elderly and Disabled with Consumer Directed Services (EDCD) Waiver:**

DMAS is no longer managing the PCA program. As long as your program meets the criteria below you can teach the PCA class.

In regards to the personal care aide training program that DMAS previously approved and provided a listing of approved schools, DMAS is no longer managing this program based on recent regulatory changes. It is a provider's responsibility to ensure that any potential aides who are going to work with Medicaid waiver individuals meet the criteria as outlined in the regulations and EDCD Waiver Provider Manual. Hiring providers should secure a copy of the certificate which documents that the aide meets or has met the criteria related to the provision of personal care aid services and at a minimum have completed the 40 hour educational requirements.

Providers can reference the regulations at the following citations –  
Virginia Department of Health - 12VAC5-381-200 and 12VAC5-381-290; and  
Department of Medical Assistance Services – 12VAC30-120-930  
Virginia Department of Health Professions – Board of Nursing §54.1-30 of the Code of Virginia and 12VAC90-25-70;

Personal care aides who are employed by personal care agencies that are licensed by VDH shall have completed an educational curriculum of at least 40 hours of study related to the needs of individuals who are either elderly or who have disabilities, as ensured by the provider prior to being assigned to the care of an individual, and shall have the required skills and training to perform the services as specified in the waiver individual's POC and related supporting documentation.

Personal care aides', who will be taking care of Medicaid individuals, require initial training, as further detailed in the applicable provider manual, which shall be met in one of the following ways. (Initial training is defined as at the onset of employment with the agency):

- Completion of the provider's educational curriculum, which must be a minimum of 40 hours in duration, as taught by an RN. (See RN requirements) or
- Meet one of the requirements in 12VAC5-381-290
- In addition, personal care aides shall also be required to receive annually a minimum of 12 hours of documented agency provided training in the performance of these services.
- Additional requirements are listed in the EDCD waiver manual for the hiring of personal care aides.

**RN requirements for teaching the 40 hour Personal Care Aid (PCA) class:**

- RNs shall be currently licensed to practice in the Commonwealth as a RN, or shall hold a multi-state licensure privilege pursuant to Chapter 30 of Title 54.1 of the Code of Virginia.
- Have at least 2 years of related clinical nursing experience, which may include work in acute care hospital, public health clinic, home health agency, rehabilitation hospital, or nursing facility; or as an LPN who worked for at least one year in one of these settings.

### Curriculum Requirements

The PCA curriculum must provide 40 hours of nursing aide training (a combination of hands-on and classroom instruction). Graduates of this PCA training are only authorized to provide personal care aide services to Medicaid Waiver individuals.

The following guidelines are not intended to include all information and practical training that is appropriate for personal care aides. It will be the providers' responsibility to ensure that certain issues and subjects are taught to students who will be providing Medicaid services. All techniques, procedures, tasks, and assigned duties within the provider developed curriculum must be demonstrated and observed by the trainer prior to assigning the personal care aide to an independent setting such as an individual's home. The provider should develop a skills check list and final exam that must be passed prior to the personal care aide receiving their final certificate. A certificate must be presented to all students who have passed the course.

DMAS suggests the provider contact other resources to assist with training, such as the police and fire department to provide in-services for the students related to areas of safety. Additional education should be included on Hospice, death and dying or any other topics that would assist the aide in providing quality care to the individual.

The curriculum should cover the following areas but is not limited to these areas of education:

- DMAS Requirements and expectations for personal care aides;
- Physical, Biological, and Psychological aspects of Aging;
- Physical and Emotional needs of the Elderly and Disabled;
- Personal care and Rehabilitative Services to include: Body Mechanics, Limitations, Techniques, Goals of Personal care, Prevention of skin breakdown and vital signs;
- Home Management;
- Safety and Accident Prevention to include typical hazards in the home. Policies and procedures regarding Accidents or Injuries.
- Food, Nutrition, and Meal Preparation to include the importance of nutrition to the individual, special considerations and Preparation of special diets, and food purchasing;
- Documentation Requirements for Medicaid Individuals including the Plan of care and aide records.

It is essential that the agency maintain records of the training program, including the credentials of the instructors, schedule of the training programs, and a roster of the attendees and graduates, along with copies of the certificates issued.

For out of state certificates: If the PCA program is approved by an agency within that state then the PCA certificate will be acceptable for use as a PCA in Virginia. If the certificate does not state the program is approved on the certificate then the provider should verify the program.