

In the state of Minnesota, individuals may choose whether they will work with a PCA Choice or Traditional PCA Agency.

Below is an overview of the two kinds of PCA provider options available to Minnesotans:

PCA Choice

The PCA Choice option gives people more control of their care than Traditional PCA model. People on the PCA Choice model receive less frequent qualified professional or nurse visits, as they are the ones primarily responsible for their care.

PCA Choice recipients are also responsible for:

- Hiring, training, supervising and scheduling their staff
- Maintaining a written agreement with their PCA choice provider agency
- Working with their PCA to make sure their health and safety needs are met
- Developing their own home care plan
- Providing their own back up staffing in case of an emergency

Traditional PCA

Under Traditional PCA option, individuals receive more support from the provider agency. People on the Traditional PCA model also receive more frequent qualified professional or nurse visits so the agency can be sure services are meeting care plan goals.

Traditional PCA agencies are also responsible for:

- Hiring, training, supervising and scheduling their staff
- Monitoring and evaluating PCA staff to ensure care plan goals are being met
- Developing a care plan to meet the goals identified at the nurse assessment
- Maintaining back-up staffing in case of an emergency

What are all PCA Agencies Responsible for?

All PCA agencies have several responsibilities whether they are a Traditional or PCA Choice agency. All Minnesota PCA agencies must:

- Perform criminal background checks on PCAs
- Ensure workers have completed proper PCA training
- Provide qualified professional supervision
- Pay and withhold taxes for PCAs
- Bill the State for completed services
- Maintain written agreements with clients and PCAs
- Maintain documentation of services including timesheets
- Maintain enrollment with the Department of Human Resources



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Part A: Staffing Responsibilities	Traditional PCA Agency	PCA Choice Agency	PCA Choice Recipient or Responsible Party
Recruit and hire personal care assistant	X		X
Enroll personal care assistant with DHS	X	X	
Complete background check for PCA	X	X	
Train the personal care assistant	X		X
Schedule personal care assistant	X		X
Provide for back-up assistant in case of absence	X		X
Supervise PCA and fire if necessary	X		X

Part B: Other Responsibilities	Traditional PCA Agency	PCA Choice Agency	PCA Choice Recipient or Responsible Party
Verify recipient eligibility	X	X	
Develop care plan	X		X
Request re-assessment annually	X	X	
Maintain records of time entries	X	X	X
Maintain required employee documentation	X	X	
Maintain required recipient documentation	X	X	
Process payroll	X	X	
Withhold and pay payroll-related taxes and insurance	X	X	
Bill for services	X	X	X
Enter into written agreement with recipient	X	X	
Enroll as a provider with DHS	X	X	
Provide payroll data to DHS and SEIU		X	
Maintain compliance with PCA rules	X	X	X
Report abuse or neglect	X	X	
Provide Qualified Professional Supervision	X	X	