

Department of
Health and Social Services

SENIOR AND DISABILITIES SERVICES
Director's Office

P.O. Box 110680
Juneau, Alaska 99811-0680
Main: 907.465.3372
Toll free: 866.465.3165
Fax: 907.465.1170



THE STATE
of ALASKA
GOVERNOR MICHAEL J. DUNLEAVY

DATE: July 1, 2019

TO: Providers of personal care services

FROM: Deb Etheridge, Acting Director

A handwritten signature in blue ink, appearing to be "DE", written over the name "Deb Etheridge".

SUBJECT: Regulations clarification for Personal Care Services and Community First Choice
Personal Care Services

The responsibilities of personal care assistants are addressed in 7 AAC 125.120 for Personal Care Services and in 7 AAC 127.060 for the Community First Choice personal care services. Both 7 AAC 125.120 (a)(4) and 7 AAC 127.060 (a)(5) require personal care assistants providing services under either program to maintain contemporaneous records for billing purposes that include

- (A) the date, time, and length of each visit, and the services provided during each visit; and
- (B) for each visit, the signature or legal mark of the recipient, the recipient's representative, or the recipient's designee verifying that the services were provided as reported by the personal care assistant.

In addition, records must comply with the requirements in 7 AAC 105.230 that apply to all Medicaid providers. Personal care services records must document both time-in and time-out for each visit, and all services must be documented within 72 hours of the end of the date of service to be considered contemporaneous.

Records requirements will be considered to be met by agencies that have an electronic visit verification (EVV) system configured in a way that complies with the requirements.

Agencies that do not have an EVV system in place or that have an EVV system that does not capture all elements required by the regulations must continue to meet recordkeeping requirements through use of manual timesheets and service documentation methods. These agencies will be considered to be in compliance if personal care assistants maintain weekly timesheets including the required information and one signature or legal mark to verify services were provided over the entire week.