

# Bureau of Long Term Care

## Companion Services

### Provider Help Aid

---

#### PURPOSE

This Help Aid is intended to support \*Home and Community Based Service (HCBS) Providers in the delivery of Companion Services. These providers include Personal Assistance Agencies.

*\*Providers delivering services to Medicaid participants on the Aged & Disabled (A&D) Waiver or State Plan Personal Care Services*

#### OVERVIEW

##### Companion Services

Companion Services include non-medical care, supervision, and socialization to ensure the safety and well-being for a person who cannot be left alone because of frail health, a tendency to wander, inability to respond to emergency situations, or other conditions that would require a person on-site. The primary purpose of Companion Services is to provide companionship and be available in case care is needed. Companion Services are available to individuals who reside in the community and are not available to residents of Certified Family Homes or Residential Assisted Living Facilities. Companion Services are a Supplemental Service that are authorized separately from Attendant Care.

#### RECORD REQUIREMENTS

Service delivery records must be maintained on all participants who receive Aged & Disabled (A&D) Waiver or Personal Care Services. The provider must maintain documentation of every visit made to a participant's home (for Personal Assistance Agencies). Each service delivery record must contain the following elements:

- Date and time of visit
- Length of visit
- Services provided during the visit (including identified ADL's and Supplemental Services)
- Narrative of services provided and refusals of any services, if any
- Documentation of any changes noted in the participant's condition or any deviations from the plan of care

**The participant must be allowed to review each element outlined above prior to signing the record.**

- Participant signature and date
- Caregiver signature and date

**A copy of the progress notes, including all information as outlined above, must be kept in the participant's home at all times.** This may be in printed or electronic format including excel, word or pdf

format. It is the responsibility of the provider to ensure the documents are received by the participant and available for review at any time.