

# Significant Change Form Instructions for Child PCS

Bureau of Long Term Care

These instructions are intended to assist our agencies providing Child Personal Care Services (Child PCS) to children to identify significant changes in participant status that result in an increase or decrease in the Child PCS medical functions.

## Instructions

- 1) Verify the participant has had a change in functioning that is significant enough to warrant a change in the participant's amount of help they need in any areas listed below. Review the guideline definitions and determine if there has been a change in any of the functioning areas.
- 2) Provider supervising personnel should visit the participant to assess what functioning areas have been impacted. Only in emergency situations will the regional reviewer consider a modification request without a provider visit to the participant's home.
- 3) If a change has occurred in any of the functioning areas, describe the participant's specific ability in the appropriate box. If there is no change in an area on this form, please mark the No Change box for that section.
- 4) Under "Justification Overview for Change" at the top of the form, please note what has caused the participant's change in functioning, when the change began, and the anticipated length of time the change in functioning will continue. Include in this area any changes to Available Supports when applicable.
- 5) Attach additional documentation that supports your observations if applicable and available. This may include attendant progress notes, supervising visit notes, the physician's history and physical, or office visit notes.
- 6) The Provider Supervising personnel (if completed the request), Provider RN and the participant or the participant's representative must sign and date the request.
- 7) If the participant refuses to sign, the Agency will mark the box for refusal. The Agency RN or Supervising Personnel will sign and date where appropriate
- 8) If the change is approved by the BLTC Reviewer. The Plan of Care (Service Agreement) must be updated to reflect the change.

ADL'S	
ADAPTIVE DEVICES	<ul style="list-style-type: none"> <li>▪ Not Applicable: No devices used.</li> <li>▪ Able to perform activity independently.</li> <li>▪ Able to perform activity with supervision and cueing or reminding.</li> <li>▪ Able to manage adaptive devices with physical assistance up to 50% of the task.</li> <li>▪ Able to manage adaptive devices with physical assistance 51% or more of the task.</li> <li>▪ Complete physical assistance is necessary (child is unable to participate).</li> </ul>
BATHING	<ul style="list-style-type: none"> <li>▪ Able to bathe self independently (may include use of aids or assistive devices) or not applicable due to age.</li> <li>▪ Able to bathe self with supervision, cueing or reminding (may include placement or assistive devices or aids). (Only applicable for ages 12 or older)</li> <li>▪ Dependent upon physical assistance with bathing tasks up to 50% of the task. (Only applicable for age 8 or older)</li> <li>▪ Dependent upon physical assistance with bathing tasks 51% or more of the task. (Only applicable for age 8 or older)</li> <li>▪ Complete physical assistance is necessary (child unable to participate). (Only applicable for age 5 or older)</li> </ul>
BLADDER	<ul style="list-style-type: none"> <li>▪ Never incontinent or rarely incontinent or not applicable due to age. (Only applicable for age 4 or older)</li> <li>▪ Incontinent once a week. (Only applicable for age 4 or older)</li> <li>▪ Incontinent more than once a week but not daily. (Only applicable for age 4 or older)</li> <li>▪ Incontinent daily but still has some control</li> <li>▪ Has no bladder control</li> </ul>
BOWEL	<ul style="list-style-type: none"> <li>▪ Never incontinent or rarely incontinent or not applicable due to age. (Only applicable for age 4 or older)</li> <li>▪ Incontinent once a week. (Only applicable for age 4 or older)</li> <li>▪ Incontinent more than once a week but not daily. (Only applicable for age 4 or older)</li> <li>▪ Incontinent daily but still has some control (Only applicable for age 4 or older)</li> <li>▪ Has no bowel control (Only applicable for age 4 or older)</li> </ul>

DRESSING: LOWER BODY	<ul style="list-style-type: none"> <li>▪ Able to dress lower body independently by getting clothes out of closet or drawers; putting them on; and removing them (may include use of dressing aids or assistive devices or not applicable due to age)</li> <li>▪ Able to dress lower body with supervision and cueing or reminding (includes retrieving cloths from closet or drawers and laying them out for child, handling the child article(s) of clothing. (Only applicable for age 12 or older)</li> <li>▪ Dependent upon physical assistance to dress lower body up to 50% of the task. (Only applicable for age 8 or older)</li> <li>▪ Dependent upon physical assistance to dress lower body up to 51% or more of the task. (Only applicable for age 8 or older)</li> <li>▪ Complete physical assistance is necessary each time. (Only applicable for age 5 or older)</li> </ul>
DRESSING: UPPER BODY	<ul style="list-style-type: none"> <li>▪ Able to dress lower body independently by getting clothes out of closet or drawers; putting them on; and removing them (may include use of dressing aids or assistive devices or not applicable due to age)</li> <li>▪ Able to dress lower body with supervision and cueing or reminding (includes retrieving cloths from closet or drawers and laying them out for child, handling the child article(s) of clothing. (Only applicable for age 12 or older)</li> <li>▪ Dependent upon physical assistance to dress lower body up to 50% of the task. (Only applicable for age 8 or older)</li> <li>▪ Dependent upon physical assistance to dress lower body up to 51% or more of the task. (Only applicable for age 8 or older)</li> <li>▪ Complete physical assistance is necessary each time. (Only applicable for age 5 or older)</li> </ul>
EATING MEALS	<ul style="list-style-type: none"> <li>▪ Able to feed independently (includes using straws and special utensils) or not applicable due to age.</li> <li>▪ Able to feed self independently with meal set-up and supervision or cueing. (Only applicable to age 4 or older)</li> <li>▪ Requires physical assistance with eating up to 50% of the meal but not all of the task. (Only applicable for age 2 or older)</li> <li>▪ Requires physical assistance with eating 51% or more of the task. (Only applicable for age 2 or older)</li> <li>▪ Unable to feed self. Must be assisted or eating does not occur (G. Tube or Oral, etc.)</li> </ul>
GROOMING	<ul style="list-style-type: none"> <li>▪ Able to groom self independently or not applicable due to age. (Only applicable for age 12 or older)</li> <li>▪ Able to groom self with supervision and cueing or reminding (may include placement or assistive devices or aids). (Only applicable for age 12 or older)</li> <li>▪ Dependent upon physical assistance to groom self up to 50% of the task. (Only applicable for age 8 or older)</li> <li>▪ Dependent upon physical assistance to groom self 51% or more of the task. (Only applicable for age 8 or older)</li> <li>▪ Complete physical assistance is necessary, (child unable to participate.) (Only applicable for age 5 or older)</li> </ul>
MEDICATIONS	<ul style="list-style-type: none"> <li>▪ Able to self-administer medication without assistance or assistance is provided by parents or family</li> <li>▪ Requires minimal assistance (i.e. open containers); Understands medication routine. (Only applicable for age 12 or older)</li> <li>▪ Requires occasional assistance or cueing to follow medication routine. (Only applicable for age 12 or older)</li> <li>▪ Requires daily assistance or cueing; must be reminded to take medications; does not know medication routine; may not remember.</li> <li>▪ Requires licensed nurse to administer and/or assess the amount, frequency, or response to medication or treatment. A treatment is defined as an in-home skilled nursing treatment.</li> </ul>
MOBILITY	<ul style="list-style-type: none"> <li>▪ Able to ambulate independently with or without a wheelchair or other assistive devices due to age.</li> <li>▪ Requires physical supervision or assistance to negotiate stairs or steps of uneven surface (may include handling child a walker or can, unlocking the brakes on a wheelchair, or adjusting foot pedals to facilitate foot motion while wheeling.) (Only applicable for age 4 or older)</li> <li>▪ Dependent on supervision or assistance from another person to walk or wheel up to 50% of the task (occasionally needs someone to push a wheelchair.) (Only applicable for age 2 or older)</li> <li>▪ Dependent on supervision or assistance from another person to walk or wheel 51% or more of the task. (Only applicable for age 2 or older)</li> <li>▪ Unable to ambulate or self-propel wheelchair. (Only applicable for age 2 or older)</li> </ul>
TOILET	<ul style="list-style-type: none"> <li>▪ Able to use toilet independently or does not use toilet.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Able to use toilet with supervision and cueing or reminding. (Only applicable for age 4 or older)</li> <li>▪ Dependent upon physical assistance to use toilet up to 50% of the task. (Only applicable for age 4 or older)</li> <li>▪ Dependent upon physical assistance to use toilet 51% or more of the task. (Only applicable for age 4 or older)</li> <li>▪ Complete physical assistance is necessary each time or child of any age who has a medical condition requiring more frequent schedule diaper changes on a 24-hour basis. (Only applicable for age 4 or older)</li> </ul>
TRANSFERRING	<ul style="list-style-type: none"> <li>▪ Able to transfer independently with or without the use of an assistive device or not applicable due to age.</li> <li>▪ Able to transfer with supervision and cueing or reminding. Includes giving the person a transfer board or locking the wheels on a wheelchair. (Only applicable for age 4 or older)</li> <li>▪ Requires physical assistance to transfer up to 50% of the task.</li> <li>▪ Requires physical assistance to transfer self independently 51% or more of the task but is able to bear weight and pivot during the transfer process. (Only applicable for age 4 or older)</li> <li>▪ Complete physical assistance is necessary each time for child of any age who weighs more than 30 pounds.</li> </ul>
IADL'S	
HOUSE KEEPING	<ul style="list-style-type: none"> <li>▪ Able to independently perform all housekeeping tasks or not applicable due to age.</li> <li>▪ Physically, cognitively and mentally able to perform tasks but has not routinely participant in housekeeping tasks in the past. (May require supervision and/or reminders.) (Only applicable for age 12 or older)</li> <li>▪ Needs assistance with some tasks from another person up to 50% or more of the task. (Only applicable for age 8 or older)</li> <li>▪ Needs assistance with some tasks from another person 51% or more of the task. (Only applicable for age 8 or older)</li> <li>▪ Unable to perform tasks at all due to sever physical and/or cognitive limitations. (Only applicable for age 5 or older)</li> </ul>
LAUNDRY	<ul style="list-style-type: none"> <li>▪ Able to independently wash all personal items and linens without assistance or not applicable due to age.</li> <li>▪ Does laundry without assistance but may need reminding or supervision. (Only applicable for age 16 or older)</li> <li>▪ Requires physical assistance or cueing with laundry up to 50% or more of the time. (Only applicable for age 12 or older)</li> <li>▪ Needs physical help or presence of another person during all of this activity to complete task. Child is able to physically participate. (Only applicable for age 12 or older)</li> <li>▪ Dependent: Personal laundry and linens must be done by others. (Only applicable for age 12 or older)</li> <li>▪ N/A - Not age appropriate</li> <li>▪ Resides with legally responsible adult</li> </ul>
MEDICAL ESCORT	<ul style="list-style-type: none"> <li>▪ Family responsible for accompanying child</li> <li>▪ Child requires assistance with ambulation, transfer, dressing or toileting while at the medical appt and does not have family available to assist.</li> </ul>
PREPARING MEALS	<ul style="list-style-type: none"> <li>▪ Able to independently plan, prepare and clean-up after meals for self or is physically and/or cognitively able to prepare meals on a regular basis but has not routinely performed meal preparation in the past, is fed via g-tube or not applicable due to age.</li> <li>▪ Requires supervision and cueing to prepare simple meals up to 50% of the task. (Only applicable for age 8 or older)</li> <li>▪ Requires assistance to prepare simple meals 51% or more of the task. (Only applicable for age 8 or older)</li> <li>▪ Unable to prepare simple meals due to severe physical or cognitive limitations or set-up. (Only applicable for age 8 or older)</li> </ul>
SHOPPING	<ul style="list-style-type: none"> <li>▪ Can shop independently without assistance or not applicable due to age.</li> <li>▪ Shops without physical assistance but may need remaining and/or help carrying bundles. (Only applicable for age 15 or older)</li> <li>▪ Requires physical assistance of another to carry out this activity. Child is able to participate. (Only applicable for age 15 or older)</li> <li>▪ Totally dependent and unable to participate in shopping at all.</li> </ul>

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|  | <ul style="list-style-type: none"><li>▪ N/A – Not age appropriate (Only applicable for age 15 or older)</li><li>▪ Resides with legally responsible adult (LRA)</li></ul> |
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For questions or assistance please call 877-799-4430. Please review to ensure the form is complete and fax to (208) 639-5731 or email (click the region below).

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