

PCA Paperwork Instructions

1. Paperwork needs to be completed in black or blue pens only. You cannot use other colors or pencils.
2. Initials only in the boxes. Do not use check marks. DHS will check your initials against the training certificates.
3. Sign the daily activity logs at the start of the day for the student you will be working with. If you will be working with one in the morning and another in the afternoon, sign both student's paperwork. This will ensure that you do not forget to sign it. There will probably be times when the para that is assigned to a student is busy and you take that student to the bathroom, you need to document this. Make sure that you sign the paperwork right away.
4. Document only what you do. Have the paperwork on a clipboard that is easily accessible to all of the paras. That way, if someone else comes in to help out, they know where the clipboard is and can document their activities. Do not document for substitute paras. They need to document. I will know who I can bill for and who I cannot. It is more important to be completely accurate. MDE may check during an audit to make sure that you were working on the dates that you signed the paperwork.
5. All paperwork needs to be completed daily.
6. All paperwork needs to be turned in at the end of the week. Scan the paperwork and email it to Amy at awylde@smec.k12.mn.us , then put the originals in an envelope (you can get from a secretary) and place it in Dan or Micki's mailbox. I can check it right away for anything that is missing and let you know.
7. PCA timestudy needs to be completed in the 1st month a student attends school. Write in detail as to exactly what you are doing for the student. Be very specific. Ex. Toileting: unfasten clothing, removing pull-ups, transfer

the student to the toilet, wipe the student after urinating or bowel movement, checking the student's skin integrity, putting on a new pull-up, transferring the student off toilet, adjusting and fastening clothing, turning on faucet and hand-over-hand assistance washing hands. Email the paperwork to Amy right away and I will then complete the daily paperwork for you.

8. Email me with any questions. I would rather have questions than incorrect paperwork. 😊 awylde@smec.k12.mn.us