

**MEDICAL ASSISTANCE TIME STUDY DOCUMENTATION**  
**PERSONAL CARE ASSISTANT (PCA)**

COMPLETE FOR 10 SCHOOL DAYS

ENTER START and END TIMES FOR EACH SERVICE, EACH DAY

DISTRICT/SCHOOL NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STUDENT D.O.B: \_\_\_\_\_

IEP MGR: \_\_\_\_\_

SUPRVSR SIGN/DATE: \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_

PCA NAMES- \*SEE BOTTOM OF SHEET

DATE (MM/DD/YR):	Day 1		i n i t i a l s	g r o u p #	Day 2		i n i t i a l s	g r o u p #	Day 3		i n i t i a l s	g r o u p #	Day 4		i n i t i a l s	g r o u p #	Day 5		i n i t i a l s	g r o u p #	Minutes Week 1
	start	end			start	end			start	end			start	end			start	end			
Activities of Daily Living	CUEING, STAND-BY SUPERVISION OR HANDS-ON ASSISTANCE																				
Eating																					
T toileting																					
Grooming																					
Bathing																					
Positioning																					
Mobility																					
Transfers																					
Dressing																					
Health Related	PROCEDURES AND TASKS THAT ARE DELEGATED OR ASSIGNED TO A PCA BY A LICENSED HEALTH CARE PROFESSIONAL																				
Self administered medication																					
Range of Motion																					
Behavior	INTERVENTION & REDIRECTION THAT IS NECESSARY AND RELATED TO CHILD'S DIAGNOSIS																				
Level 1 Behaviors toward Self, Others or Destruction of Property																					
Redirection of: Vulnerability, Socially Inappropriate, Resisting Care, Verbally Agressive																					

\*List below all PCA names, signatures, initials that worked with the student during time study

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PERSONAL CARE ASSISTANT (PCA)**

**DISTRICT/SCHOOL NAME:**

**STUDENT NAME:**

**IEP MANAGER:**

COMPLETE FOR 10 SCHOOL DAYS

ENTER START and END TIMES FOR EACH SERVICE, EACH DAY

DATE (MM/DD/YR):	Day 6		i n i t i a l s	g r o u p #	Day 7		i n i t i a l s	g r o u p #	Day 8		i n i t i a l s	g r o u p #	Day 9		i n i t i a l s	g r o u p #	Day 10		i n i t i a l s	g r o u p #	Min Wk. 2	Min Wk. 1	Tot. Min.	Avg. Dail. Min.	
	start	end			start	end			start	end			start	end			start	end							
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