

## **Program Update Notice**

**To:** All DSDS Personal Care Assistant Program Staff  
PCA Provider Agencies

**Subject:** Components of Service Record Using PCAT Service Plan

**Purpose:** Describe required components on all PCA service records using the PCAT Service Plan

**PCA Service Record Components:**

1. Tasks on time sheets correlate with tasks on PCAT service plan
2. Identify the frequency and scope and duration of each task completed each day
3. Total time for all tasks completed each day
4. Signature – PCA and Consumer or Legal Representative