

## Attendant Care

### ATTC

Available under PathWays, Health and Wellness, and TBI

### What is ATTC?

ATTC provides direct, hands-on care to individuals for the functional needs of activities of daily living (ADL).

- Bathing and personal grooming such as oral hygiene, shaving, hand and foot care, intact skin care, application of cosmetics, dressing
- Transfers, ambulation and use of assistive devices
- Meal planning, meal preparation, and meal clean up
- Monitoring and assisting with safety such as waste disposal and household tasks
- Provide medication reminders
- Transportation to nonmedical community activities

ATTC cannot provide care for skilled needs such as specialized feedings, Hoyer lift, wound care, or ostomy care. Skilled need care requires an RN, LPN, or other health professional.

### What is needed to provide ATTC?

Agencies must receive licensing from the state health commissioner. Licensing will evaluate the following:

- Plan for unstable health conditions
- Employ a personal services agency manager
- Complete service plans
- Complete client satisfaction reviews
- Client Rights
- Complain Investigations
- TB Test
- Education and Training

*Please note that this service requires a fingerprint background check through the Indiana State Police (ISP). This is needed prior to enrolling with the IHCP.*

Follow this link for additional information: [Instructions for Fingerprinting](#)

### Position and Staffing Requirements:

ATTC requires the following positions on your organizational chart:

- Personal Care Attendant (or similar)

### How to apply for ATTC?

Prepare the following documents:

#### Documents to Gather

- Background Check Results

- Negative TB Test or Chest X-Ray Results
- Personal Services Agency License
- Proof of Liability Insurance
- Secretary of State Letter
- W-9 Tax Form/EIN Letter

**Operations Manual**

- Employee's Rights and Responsibilities
- File Retention Policy
- HIPAA Compliance Policy
- Incident Reporting Policy
- Job Descriptions
- Job Performance Evaluation Policy
- Organizational Chart
- Personnel Policy
- Quality Assurance/Quality Improvement Policy
- Transfer of Information Policy

Resources

- [OMPP HCBS Waiver Manual](#)
- [DDRS HCBS Waiver Manual](#)
- [Aging Rule](#)
- [Licensure of Personal Services](#)