

## 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 (ADLs).

- Bathing
- Personal grooming
  - o oral hygiene, shaving, hand and foot care, intact skin care, application of cosmetics
- Dressing
- Transfers
- Ambulation
- Use of assistive devices
- Meal planning
- Meal preparation
- Meal clean up
- Monitor and assist with safety
- 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 this service requires a fingerprint background check through the Indiana State Police (ISP) for the owner. **This is needed prior to enrolling with the IHCP.**

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

### How to apply for ATTC?

Prepare the following documents:

**Documents to Gather**

- ☐ W-9 Tax Form/EIN
- ☐ Background Check (for owner and current employed)
- ☐ Liability Insurance Policy
- ☐ Secretary of State Letter
- ☐ Personal Service License/Home Health Agency License
- ☐ TB Test Results (for owner and current employed)

**Operations Manual**

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

**Resources**

- [Office Of Medicaid Policy and Planning Home- and Community-Based Services Waiver: Indiana PathWays for Aging](#)
- [Aging Rule](#)
- [Licensure of Personal Services](#)