

Mobile Caregiver+ Quick Reference Guide Suggested Task Lists By Code

When a paid caregiver selects a service code in the Mobile Caregiver+ app, there are tasks associated with each code. Direct service provider agencies and financial management agencies (FMA) can add, delete, or edit tasks per service code as needed. The Department for Medicaid Services (DMS) developed a list of **suggested tasks by service** based on the service definition in each waiver-related [Kentucky Administrative Regulation](#). The lists below are not exhaustive and are meant to be examples direct service provider agencies and FMAs can use when developing their task lists. Direct service provider agencies and FMAs are allowed to adjust lists as necessary to best fit the needs of the agency and its paid caregivers or participant-directed services employees.

Acquired Brain Injury		
Service/Code	Definition	Suggested Tasks
Companion S5135 S5135 HI	Companion services include a nonmedical service, supervision, or socialization as indicated in the participant's PCSP.	<ul style="list-style-type: none"> • Supervision • Accessing Community Activities – Hands-On Assistance • Accessing Community Activities – Reminding, Observing, or Guiding • Meal Preparation – Hands-On Assistance • Meal Preparation – Reminding, Observing, or Guiding • Laundry – Hands-On Assistance • Laundry – Reminding, Observing, or Guiding • Light housekeeping – Hands-On Assistance • Light housekeeping – Reminding, Observing, or Guiding • Shopping or Errands – Hands-On Assistance • Shopping or Errands – Reminding, Observing, or Guiding
Personal Care 97535 97535 HI	Personal care services shall include the retraining of a participant in the performance of an activity of daily living by using repetitive, consistent, and ongoing instruction and guidance.	<ul style="list-style-type: none"> • Training in Eating • Training in Bathing • Training in Dressing and Grooming • Training in Personal Hygiene • Training in Housekeeping

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<p>Respite T1005 T1005 HI</p>	<p>Short-term care due to absence or need for relief of non-paid primary caregiver.</p>	<ul style="list-style-type: none"> • Assisted with personal care needs • Took part in community activities • General supervision <p>Note: Tasks performed during Respite should be person-centered. Direct service provider agencies and FMAs may choose to further customize this list based on the tasks its paid caregivers most often perform during Respite visits.</p> <p>Alternately, direct service provider agencies and FMAs could consider having the paid caregiver enter a short note for this service listing the specific tasks they performed rather than creating a checklist as the tasks may vary by participant.</p>
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Acquired Brain Injury Long Term Care		
Service/Code	Definition	Suggested Tasks
<p>Community Living Supports 97535 589 97535 HI</p>	<p>Facilitate independence and promote integration into the community for a participant residing in their own home. Includes support and training in ADLs and instrumental activities of daily living (IADLs), socialization, relationship</p>	<ul style="list-style-type: none"> • Assistance, Support, or Training in Meal Preparation • Assistance, Support, or Training in Routine Housekeeping • Assistance, Support, or Training in Personal Hygiene, Dressing and/or Grooming • Assistance, Support, or Training in Shopping • Assistance, Support, or Training in Money Management • Assistance, Support, or Training in Medication Monitoring • Assistance, Support, or Training in Leisure Activities, Accessing the Community, or Participant in Community Activities

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	building, and leisure/community activities.	
Respite T1005 660 T1005 HI	Short-term care due to absence or need for relief of non-paid primary caregiver.	<ul style="list-style-type: none"> • Assisted with Personal Care • Took part in Community Activities • General Supervision <p>Note: Tasks performed during Respite should be person-centered. Direct service provider agencies and FMAs may choose to further customize this list based on the tasks its paid caregivers most often perform during Respite visits. Alternately, direct service provider agencies and FMAs could consider having the paid caregiver enter a short note for this service listing the specific tasks they performed rather than creating a checklist.</p>

Home and Community Based		
Service	Definition	Suggested Tasks
Attendant Care S5108 580 Home and Community Supports S5108 HI	Provide hands-on assistance with activities of daily living (ADLs) and instrumental activities of daily living (IADLs), managing medical appointments, and other tasks participants would normally do for themselves if they did not have a disability.	<ul style="list-style-type: none"> • Personal Hygiene – Hands-On Assistance • Personal Hygiene – Reminding, Observing, or Guiding • Dressing – Hands-On Assistance • Dressing – Reminding, Observing, or Guiding • Eating – Hands-On Assistance • Eating – Reminding, Observing, or Guiding • Maintaining Continence – Hands-On Assistance • Maintaining Continence – Reminding, Observing, or Guiding • Transferring/Mobility – Hands-On Assistance • Transferring/Mobility – Reminding, Observing, or Guiding • Making Calls or Managing Appointments – Hands-On Assistance

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		<ul style="list-style-type: none"> • Making Calls or Managing Appointments – Reminding, Observing, or Guiding • Laundry – Hands-On Assistance • Laundry – Reminding, Observing, or Guiding • Shopping or Errands – Hands-On Assistance • Shopping or Errands – Reminding, Observing, or Guiding • Transportation – Hands-On Assistance • Transportation – Reminding, Observing, or Guiding • Meal Prep – Hands-On Assistance • Meal Prep – Reminding, Observing, or Guiding • Medication Management – Hands-On Assistance • Medication Management – Reminding, Observing, or Guiding • Housekeeping – Hands-On Assistance • Housekeeping – Reminding, Observing, or Guiding • Managing finances – Hands-On Assistance • Managing finances – Reminding, Observing, or Guiding
Non-Specialized Respite T1005HI	Short-term care due to absence or need for relief of non-paid primary caregiver.	<ul style="list-style-type: none"> • Assisted with Personal Care • Took part in Community Activities • General Supervision <p>Note: Tasks performed during Respite should be person-centered. Direct service provider agencies and FMAs may choose to further customize this list based on the tasks its paid caregivers most often perform during Respite visits. Alternately, direct service provider agencies and FMAs could consider having the paid caregiver enter a short note for this service listing the specific tasks they performed rather than creating a checklist.</p>
Specialized Respite	Short-term care provided to a waiver participant due to	<ul style="list-style-type: none"> • General Supervision

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<p>Level I T1005 662</p> <p>Level II T1005 U1 660</p>	<p>the need for relief of the primary caregiver or the sudden absence or illness of the primary caregiver who normally provides care for the participant.</p>	<ul style="list-style-type: none"> Performed Skilled Services <p>Note: Tasks performed during Respite should be person-centered. Direct service provider agencies and FMAs may choose to further customize this list based on the tasks its paid caregivers most often perform during Respite visits. Alternately, direct service provider agencies and FMAs could consider having the paid caregiver enter a short note for this service listing the specific tasks they performed rather than creating a checklist.</p>
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Michelle P. Waiver		
Service	Definition	Tasks
<p>Attendant Care S5125 580 S5125 HI</p>	<p>Hands-on care provided to a participant who is medically stable but functionally dependent and requires care or supervision twenty-four (24) hours per day.</p>	<ul style="list-style-type: none"> Supervision Personal Hygiene – Hands-On Assistance Dressing – Hands-On Assistance Eating – Hands-On Assistance Maintaining Continence – Hands-On Assistance Transferring/Mobility – Hands-On Assistance Making Calls or Managing Appointments – Hands-On Assistance Shopping or Errands – Hands-On Assistance Transportation – Hands-On Assistance Medication Management – Hands-On Assistance Managing finances – Hands-On Assistance

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<p>Community Living Supports 97535 589 97535 HI</p>	<p>Facilitates independence and promotes integration into the community.</p>	<ul style="list-style-type: none"> • Personal Hygiene – Reminding, Observing, or Guiding • Dressing – Reminding, Observing, or Guiding • Eating – Reminding, Observing, or Guiding • Maintaining Continence – Reminding, Observing, or Guiding • Transferring/Mobility – Reminding, Observing, or Guiding • Making Calls or Managing Appointments – Reminding, Observing, or Guiding • Shopping or Errands – Reminding, Observing, or Guiding • Transportation – Reminding, Observing, or Guiding • Medication Management – Reminding, Observing, or Guiding • Managing finances – Reminding, Observing, or Guiding • Participating in Community Activities – Reminding, Observing, or Guiding • Socialization
<p>Homemaker S5130 582 S5130 – HI</p>	<p>Provides support to participants with general household activities.</p>	<ul style="list-style-type: none"> • Laundry – Hands-On Assistance • Laundry – Reminding, Observing, or Guiding • Meal Prep – Hands-On Assistance • Meal Prep – Reminding, Observing, or Guiding • Light cleaning – Hands-On Assistance • Light cleaning – Reminding, Observing, or Guiding
<p>Personal Care T1019 581 T1019 – HI</p>	<p>Hands-on assistance, reminding, guiding, or training waiver participants in ADLs and instrumental activities of daily living (IADLs).</p>	<ul style="list-style-type: none"> • Personal Hygiene – Hands-On Assistance • Personal Hygiene – Reminding, Observing, or Guiding • Dressing – Hands-On Assistance • Dressing – Reminding, Observing, or Guiding • Eating – Hands-On Assistance • Eating – Reminding, Observing, or Guiding • Maintaining Continence – Hands-On Assistance

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		<ul style="list-style-type: none"> • Maintaining Continence – Reminding, Observing, or Guiding • Transferring/Mobility – Hands-On Assistance • Transferring/Mobility – Reminding, Observing, or Guiding • Making Calls or Managing Appointments – Hands-On Assistance • Making Calls or Managing Appointments – Reminding, Observing, or Guiding • Shopping or Errands – Hands-On Assistance • Shopping or Errands – Reminding, Observing, or Guiding • Transportation – Hands-On Assistance • Transportation – Reminding, Observing, or Guiding • Medication Management – Hands-On Assistance • Medication Management – Reminding, Observing, or Guiding • Managing finances – Hands-On Assistance • Managing finances – Reminding, Observing, or Guiding
<p>Respite* T1005 660 T1005 – HI</p>	<p>Short-term care due to absence or need for relief of non-paid primary caregiver.</p>	<ul style="list-style-type: none"> • Assisted with personal care needs • Took part in community activities • General supervision <p>Note: Tasks performed during Respite should be person-centered. Direct service provider agencies and FMAs may choose to further customize this list based on the tasks its paid caregivers most often perform during Respite visits. Alternately, direct service provider agencies and FMAs could consider having the paid caregiver enter a short note for this service listing the specific tasks they performed rather than creating a checklist.</p>

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Supports for Community Living		
Service	Definition	Suggested Tasks
Personal Assistance T1019 T1019 U2 T1019 HI T1019 HI U2	Hands-on assistance, reminding, guiding, or training waiver participants in ADLs and instrumental activities of daily living (IADLs).	<ul style="list-style-type: none"> • Personal Hygiene – Hands-On Assistance • Personal Hygiene – Reminding, observing, or guiding • Dressing – Hands-On Assistance • Dressing – Reminding, Observing, or Guiding • Eating – Hands-On Assistance • Eating – Reminding, Observing, or Guiding • Maintaining Continence – Hands-On Assistance • Maintaining Continence – Reminding, Observing, or Guiding • Transferring/Mobility – Hands-On Assistance • Transferring/Mobility – Reminding, Observing, or Guiding • Making Calls or Managing Appointments – Hands-On Assistance • Making Calls or Managing Appointments – Reminding, Observing, or Guiding • Laundry – Hands-On Assistance • Laundry – Reminding, Observing, or Guiding • Shopping or Errands – Hands-On Assistance • Shopping or Errands – Reminding, Observing, or Guiding • Transportation – Hands-On Assistance • Transportation – Reminding, Observing, or Guiding • Meal Prep – Hands-On Assistance • Meal Prep – Reminding, Observing, or Guiding • Medication Management – Hands-On Assistance • Medication Management – Reminding, Observing, or Guiding • Housekeeping – Hands-On Assistance • Housekeeping – Reminding, Observing, or Guiding • Managing finances – Hands-On Assistance

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		<ul style="list-style-type: none"> Managing finances – Reminding, Observing, or Guiding
Respite* T1005 T1005 U2 T1005 HI T1005 HI U2	Short-term care due to absence or need for relief of non-paid primary caregiver.	<ul style="list-style-type: none"> Assisted with personal care needs Took part in community activities General supervision <p>Notes: Tasks performed during Respite should be person-centered. Direct service provider agencies and FMAs may choose to further customize this list based on the tasks its paid caregivers most often perform during Respite visits. Alternately, direct service provider agencies and FMAs could consider having the paid caregiver enter a short note for this service listing the specific tasks they performed rather than creating a checklist.</p>

**Note: Use of EVV is not required for Respite and Specialized Respite provided in congregate settings such as an adult day health care or residential facility.*

Additional Tasks

Since EVV-affected services [do not require extensive notes](#), some direct service provider agencies and FMAs have chosen to help monitor goals and health, safety, and welfare. These tasks might be listed as:

- Worked on goal #1
- Worked on goal #2
- Worked on goal #3
- Monitored health, safety, and welfare

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Setting Up the Task List in Mobile Caregiver+

If a provider agency or financial management agency is using Mobile Caregiver+, it will need to set up the list of tasks associated with each service code. Provider agencies/financial management agencies should only have to do this setup once, however, they do have the ability to add, edit, or delete tasks as needed, which is shown in **How to Add, Delete or Edit Tasks** on the next page.

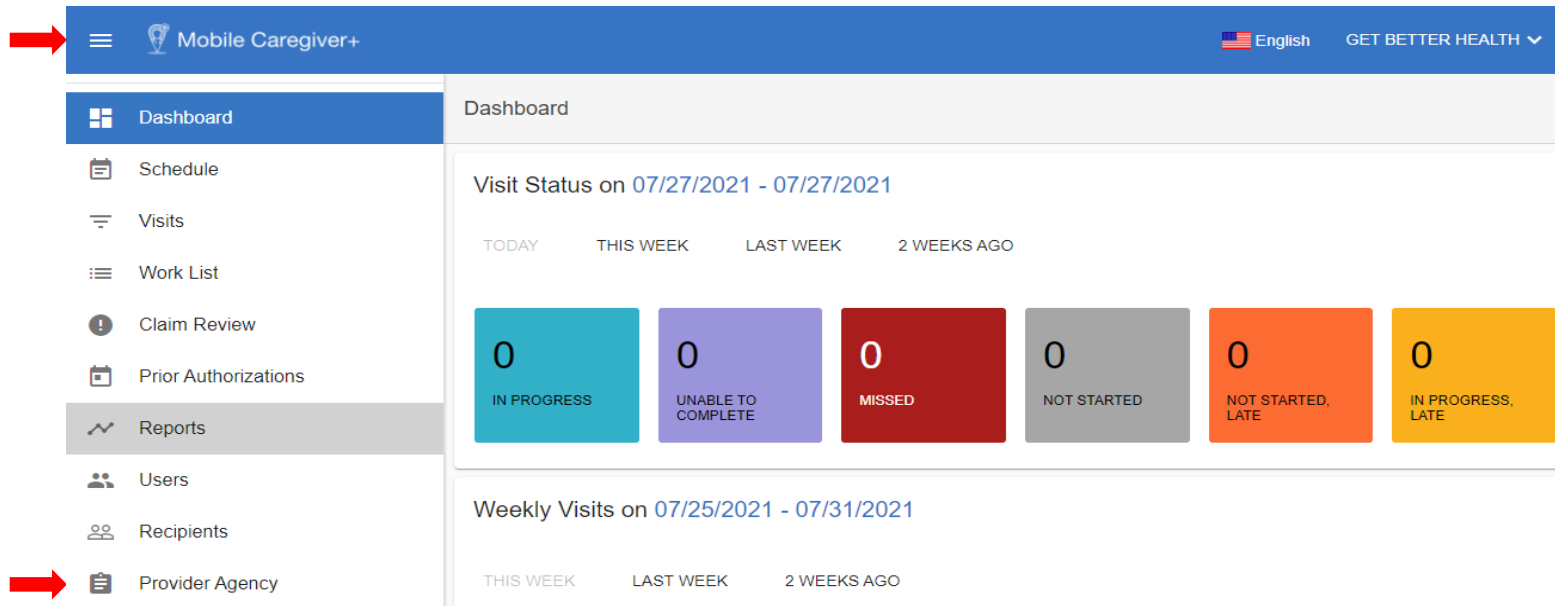
There are some key considerations provider agencies/financial management agencies need to make when setting up this list.

- If a service code does not have a task list, completed visits using that service code will not show up on a visit report.
- **For traditional agencies:** when scheduling visits for paid caregivers using the [Mobile Caregiver+ Provider Portal](#), all tasks on the task list will be checked. Schedulers should uncheck all tasks except those the paid caregiver is expected to provide. When the paid caregiver completes the visit in the mobile app, they will only see the tasks the scheduler left checked. The paid caregiver can uncheck any tasks they did not provide.
- **For financial management agencies:** all tasks listed under a service code will be visible to PDS employees when they schedule their visits. The PDS employee will need to choose the tasks they intend to provide when scheduling. Any tasks they do not provide can be unchecked when completing the visit.

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How to Add, Delete, or Edit Tasks

To set up the task list, log into the [Netsmart EVV Provider Portal](https://evv-dashboard.4tellus.net/login) at <https://evv-dashboard.4tellus.net/login>, chose the main menu icon, and then choose “Provider.”



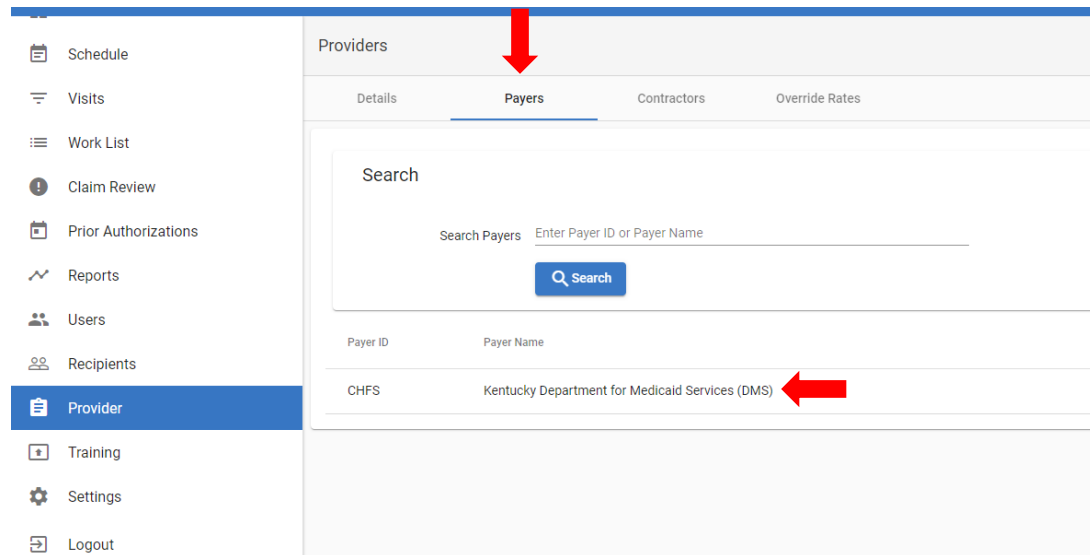
The screenshot shows the Mobile Caregiver+ dashboard. A red arrow points to the main menu icon (three horizontal lines) in the top blue navigation bar. The sidebar menu on the left includes: Dashboard, Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, and Provider Agency. A second red arrow points to the Provider Agency item. The main content area displays 'Visit Status on 07/27/2021 - 07/27/2021' with filters for TODAY, THIS WEEK, LAST WEEK, and 2 WEEKS AGO. Below the filters are six colored boxes representing visit status counts: IN PROGRESS (0), UNABLE TO COMPLETE (0), MISSED (0), NOT STARTED (0), NOT STARTED, LATE (0), and IN PROGRESS, LATE (0). The bottom section shows 'Weekly Visits on 07/25/2021 - 07/31/2021' with filters for THIS WEEK, LAST WEEK, and 2 WEEKS AGO.

Understanding Electronic Visit Verification



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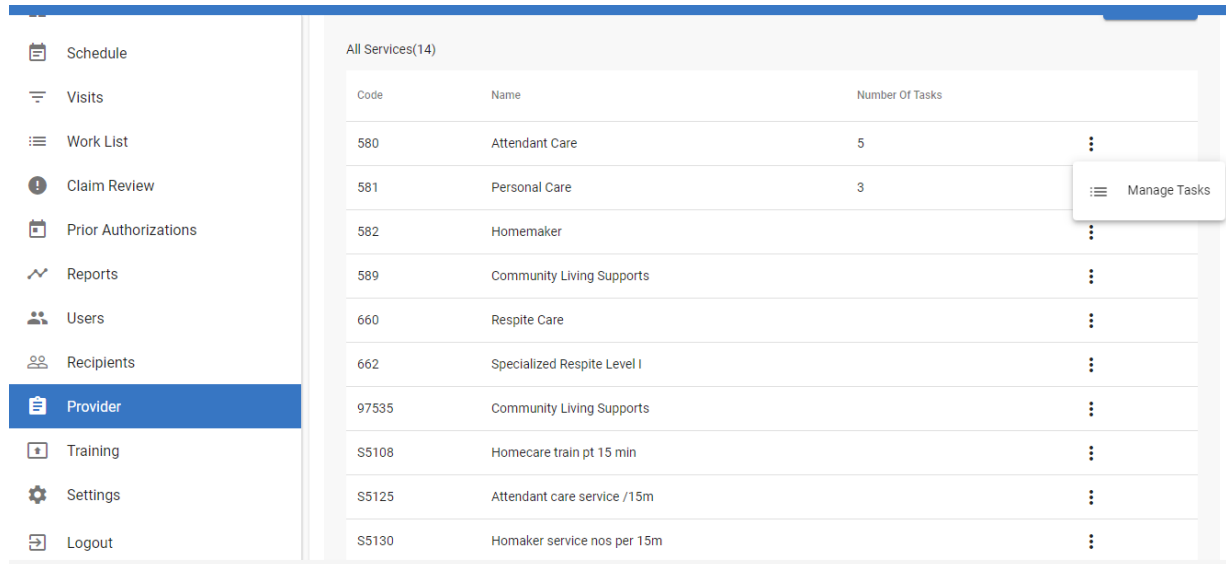
Choose the “Payers” tab at the top of the screen and then select Kentucky Department for Medicaid Services (DMS).



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The portal will generate a list of services. Choose the service for which you want to add, edit, or delete tasks and click the three dots next to the service. A box that reads “Manage Tasks” will pop up. Click it.

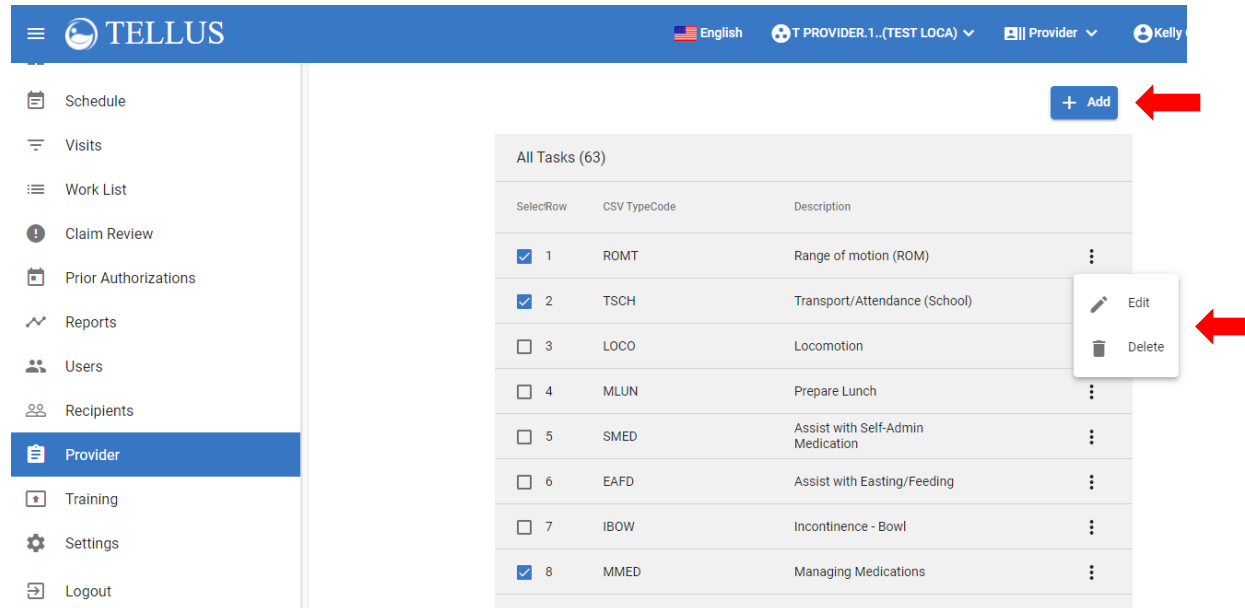


The screenshot shows a web application interface. On the left is a vertical navigation menu with items: Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, Provider (highlighted), Training, Settings, and Logout. The main content area is titled 'All Services(14)' and contains a table with columns 'Code', 'Name', and 'Number Of Tasks'. A dropdown menu is open for the 'Personal Care' service (code 581), showing a 'Manage Tasks' option. A red arrow points to this option.

Code	Name	Number Of Tasks	
580	Attendant Care	5	⋮
581	Personal Care	3	⋮ ☰ Manage Tasks
582	Homemaker		⋮
589	Community Living Supports		⋮
660	Respite Care		⋮
662	Specialized Respite Level I		⋮
97535	Community Living Supports		⋮
S5108	Homecare train pt 15 min		⋮
S5125	Attendant care service /15m		⋮
S5130	Homaker service nos per 15m		⋮

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Once you click “Manage Tasks,” Netsmart will generate a list of tasks associated with that service. To edit or delete an existing task, click the three dots next to the task. To add a new task, click the blue “Add Task” button at the top right. When you are done adding, editing, or deleting tasks, click the blue “Save” button at the bottom of the page.



The screenshot shows the TELLUS interface. On the left is a navigation menu with items like Schedule, Visits, Work List, Claim Review, Prior Authorizations, Reports, Users, Recipients, Provider (highlighted), Training, Settings, and Logout. The main area displays a table of tasks under the heading 'All Tasks (63)'. The table has columns for 'SelectRow', 'CSV TypeCode', and 'Description'. A blue '+ Add' button is at the top right. A red arrow points to this button. A task with 'CSV TypeCode' 'TSCH' and 'Description' 'Transport/Attendance (School)' has a three-dot menu next to it. A red arrow points to this menu, which is open to show 'Edit' and 'Delete' options.

SelectRow	CSV TypeCode	Description
<input checked="" type="checkbox"/>	ROMT	Range of motion (ROM)
<input checked="" type="checkbox"/>	TSCH	Transport/Attendance (School)
<input type="checkbox"/>	LOCO	Locomotion
<input type="checkbox"/>	MLUN	Prepare Lunch
<input type="checkbox"/>	SMED	Assist with Self-Admin Medication
<input type="checkbox"/>	EAFD	Assist with Easting/Feeding
<input type="checkbox"/>	IBOW	Incontinence - Bowl
<input checked="" type="checkbox"/>	MMED	Managing Medications

Managing tasks by service code is also outlined in the [Netsmart Admin User Guide](#).

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Additional Resources

[Documenting Service Notes for 1915\(c\) HCBS Waivers](#)

[EVV QRG: Who to Call](#)

[Kentucky EVV website](#)

[Kentucky 1915\(c\) HCBS Waiver Website](#)

A complete list of EVV resources is available in the [EVV QRG Who to Call](#) listing, on the DMS EVV website at <https://bit.ly/kywaiverEVVinfo>, or by scanning the QR code to the left using your mobile device.

If your direct service provider agency or FMA has a technical issue with Netsmart EVV, you can submit a support ticket using the [Netsmart Customer Support Portal](#) or by calling Netsmart Customer Support at (833) 483-5587.

If you have a question about EVV policy, contact the 1915(c) Waiver Help Desk at 1915cWaiverHelpDesk@ky.gov or (844) 784-5614.