

Documenting the Care You Provide

VA Home Health Aid (VAPCA) and VA Respite (VARESPITE)

Why Your Notes Matter

Your notes tell the story of the care you provided during your shift. They help show:

- What care was provided
- What assistance did the client need
- How the client responded to care
- What changes in the client's condition may need follow-up

Your documentation should accurately reflect the services provided according to the Client's authorized Plan of Care.

Honest and complete documentation is required. Missing, copied, or inaccurate documentation may delay payment, require follow-up, or be considered misuse of services.

Authorized Service Tasks

There are two task categories for VA services:

ADL (Activities of Daily Living) tasks include:	Additional (non-ADL) tasks:
• Bathing • Dressing • Eating • Grooming/Personal Hygiene • Bed Mobility/Positioning • Transferring • Walking/Mobility • Toileting • Range of Motion (only if prescribed in the Plan of Care) • Supervision (respite services only)	• Meal preparation/Cooking • Light Housekeeping • Laundry • Medication Reminders

IMPORTANT:

- For VA PCA (HHA) at least one ADL task must be completed per shift before any of the additional tasks may be performed.
- All tasks must be completed in the Client's home. VA services do not approve any out-of-the-home tasks.

The tasks available in the app or portal come directly from the Client's authorized Plan of Care. Only perform tasks that have been authorized. If something appears incorrect or a needed task is missing, contact Consumer Direct before performing the task whenever possible.

Case Note Documentation

After entering your completed tasks, write a short note about your shift. Include:

- **Change in Condition:** Document any **decline or improvement** in the Client's physical or mental health.
- **Activities:** What did the client do? How much help did they need?
- **Mood and Behavior:** How did the client seem? Was the mood different than normal?

Examples:

- Client felt dizzy after standing. Needed extra help during bath because arms were sore from PT. Rested while I made dinner. (VAPCA)
- Client seemed confused and said they didn't sleep well. Quiet in the morning, cheerful in the afternoon. We played cards and listened to music. (VARESPITE)

Task Definitions & Examples

Task Name	Definition & Example
Bathing	Helping with showers, baths, or sponge baths. <i>Ex: Assisted into shower chair, washed hair.</i>
Dressing	Assisting with putting on or removing clothing. <i>Ex: Assisted with socks and buttoning shirt.</i>
Eating	Hands-on help with eating when needed for safety. <i>Ex: Cut meat, monitored for choking.</i>
Grooming/Personal Hygiene	Assisting with brushing teeth, washing face, combing hair, shaving, or other personal hygiene. <i>Ex: Brushed hair and trimmed nails.</i>
Bed Mobility/Positioning	Assisting the client with moving or repositioning in bed for comfort or safety. <i>Ex: Helped client roll onto their side and repositioned pillows for support.</i>
Transferring	Help move between surfaces. <i>Ex: Assisted from bed to wheelchair</i>
Walking/Mobility	Help with walking at home. <i>Ex: Supported client with walker to bathroom.</i>
Toileting	Help with bathroom or incontinence care. <i>Ex: Assisted with transfer and cleanup.</i>
Range of Motion (only if prescribed)	Assisting with prescribed passive or active range of motion exercises. <i>Ex: Moved arms and legs during morning routine.</i>
Supervision/Companionship (Respite only)	Verbal or physical prompts. Ex: Reminded client to brush teeth. Social interaction and emotional support. <i>Ex: Played cards and talked about day.</i>
Meal Prep/Cooking	Making meals/snacks. <i>Ex: Prepared sandwich and soup.</i>
Light Housekeeping	Cleaning areas used by the client. <i>Ex: Swept kitchen and soup.</i>
Laundry	Washing, drying, folding, or putting away the client's laundry. <i>Ex: Washed bedding and folded towels.</i>
Medication Reminders	Reminding the client to take self-administered medications. <i>Ex: Reminded client to take morning pills.</i>