



## Attendant Pre-Assessment Checklist (APAC)

Please check the appropriate response for each question and follow the given instructions.

1. **Is the client 18 years of age or older?**     Yes                       No  
  - If Yes, proceed to the next question.
  - If No,  client does not qualify to ride with an attendant. Requires escort by parent or guardian.
  
2. **Does the client have a family member or friend available to transport him or her for mileage reimbursement?**                       Yes                       No  
  - If Yes,  Contact the Utilization Review Department Staff for further assistance.
  - If No, proceed to the next question.
  
3. **Is the need for an attendant solely based on the client's ability to get in and out of the vehicle and/or facility?**     Yes                       No  
  - If Yes,  Contact the Utilization Review Department Staff for further assistance.
  - If No, proceed to the next question.
  
4. **Can the client be transported by him or herself without incident?**     Yes     No  
  - If Yes,  Contact the Utilization Review Department Staff for further assistance.
  - If No, proceed to the next question.
  
5. **Is the need for an attendant based on behavioral issues or some type of special medical need that requires monitoring with possible intervention?**  
 Behavioral Issue                       Medical Monitoring Intervention  
  - If the client's need is based on behavioral issues, proceed to next question.
  - If the client's need is based on required medical monitoring with possible intervention,  this does not qualify him/her to ride with an attendant as attendants are not medically trained.
  
6. **Are the client's behavioral issues specific to the home, facility, transportation or all three?**     Home     Facility     Transportation     All  
  - If the client's behavioral issues are specific to transportation, proceed to the next question.
  - If the client's behavioral issues are specific to the home or facility,  Contact the Utilization Department Staff for further assistance.
  
7. **Would the client's behavior prevent the driver from operating the vehicle safely?**  
 Yes                       No  
  - If Yes, complete the Attendant Care Eligibility Assessment (ACEA) form. Provide as much information as possible. Fax the ACEA and the APAC forms to the Utilization Review Department at (866) 907-1491.
  - If No,  Contact the Utilization Department Staff for further assistance.