

TBI Waiver Tip Sheet-Personal Attendant Services

TBI Waiver Personal Attendant services are defined as long-term direct care and support services that are necessary in order to enable a person to remain at home rather than enter a nursing home, or to enable a person to return home from a nursing home. (512.17-Personal Attendant Services)

The Personal Attendant's primary function is to provide hands-on personal care assistance outlined in the Service Plan. As time permits, Personal Attendants may also provide other incidental services for participants such as changing linens, meal preparation, and light housekeeping (sweeping, mopping, dishes, and dusting). **At no time may the time spent on incidental services exceed the amount of time spent on hands-on personal care assistance.** Personal Attendants may also assist the person to complete essential errands and community activities. (512.17.1-Personal Attendant Responsibilities)

Personal Attendant Services may include direct care assistance with the following types of Activities of Daily Living (ADL): Eating, Bathing, Grooming, Dressing and Prompting for self-administration of medications

Personal Attendant Services may include one or more of the following types of assistance:

- **Direct Care Assistance-** Hands-on /Cueing/Supervision with Activities of Daily Living (ADLs)
- **Incidental Services-** Personal care assistance such as changing linens, meal preparation and light housekeeping (sweeping, mopping, dishes, and dusting).
- **Essential Errands-**Activities that are essential for the person receiving TBIW services to live as independently as possible and remain in his/her own home. (See page 48 for definitions and examples)
- **Community Activities-** Are those that offer the participant an opportunity to participate and integrate into their local communities and neighborhoods. (See page 48-49)

The following are examples of Personal Attendant Services based on program participant assessed needs with Activities of Daily Living for Service Planning Purposes.

Eating-

- Assisting the person with eating the meal or snack (requires hand over hand assistance or cueing to swallow, chew etc.)– **Direct Care Assistance**
- Preparing the meal or snack- **Incidental Services**
- Clean up after meal (dishes/kitchen) - **Incidental Services**
- Preparing shopping list /meal planning with program participants' active involvement – assisting with IADLs- **Direct Care Assistance**
- Shopping for Groceries- **Essential Errands**
- Going to a local restaurant for a meal- **Community Activities**

Bathing-

- Set up items for shower/bath (soap, shampoo, conditioner, towel) – **Direct Care Assistance**
- Turning on/off and testing water temperature – **Direct Care Assistance**
- Assisting the person with stepping in shower or tub or sitting on shower chair- **Direct Care Assistance**
- Assisting the person with washing and rinsing all areas of body - **Direct Care Assistance**
- Assisting the person with shampooing, conditioning and rinsing hair - **Direct Care Assistance**
- Assisting the person with getting out of shower or tub - **Direct Care Assistance**
- Assisting the person with drying off all parts of body and hair - **Direct Care Assistance**
- Clean the shower/tub after use- **Incidental Service**
- Dry the bathroom floor if needed after bathing- **Incidental Service**
- Shopping for hygiene items (soap, shampoo, conditioner, etc.) – **Essential Errands**

Grooming-

- Cueing/reminding person to wash/style hair, brush teeth, and cut nails - **Direct Care Assistance**
- Assisting the person by setting up items such as putting toothpaste on toothbrush- **Direct Care Assistance**
- Assisting by putting shaving cream on areas to be shaved- **Direct Care Assistance**
- Assisting the person by performing shaving, washing and combing hair, and brushing the person's teeth- **Direct Care Assistance**
- Cleaning electric razor /toothbrush after use- **Incidental Services**

Dressing-

- Assisting the person to select the clothes for the day based on the weather and the plans for the day- **Direct Care Assistance**
- Assisting the person with complete dressing, clothes off and on (Requires hand-on assistance), putting articles of clothes on the person, buttoning up or zipping the clothes, hooking any hooks needing hooked. Assisting (Hands-On) with putting socks and shoes on the person. Assist (Hands-On) with any prosthetics the person may need to use for the day- **Direct Care Assistance**
- Remove the clothes the participant has taken off, place them in the clothes hamper or laundry, and clean up the area used. **Incidental Services**
- Wash person's laundry at the home **Incidental Services** OR take laundry to local Laundromat with or without person. **Essential Errands**
- Assist the person with outerwear when going into the community for activities- **Direct Care Assistance**

Prompt for self-administration of medications- (Please see September 17, 2018 BMS Directive for additional guidelines)

- Bring the participant their pill case/bottles/containers and place in front of them-**Direct Care Assistance**
- Bring a glass of water to Participant- **Direct Care Assistance**
- Verbally encourage the Participant to take medication- **Direct Care Assistance**
- Loosen medication bottle- **Direct Care Assistance**
- Unsnap the section of a daily/weekly/monthly pillbox- **Direct Care Assistance**