



## 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 to enable a member to remain at home rather than enter a nursing home, or to enable a person to return home from a nursing home. (Refer to applicable sections in Chapter 512 Traumatic Brain Injury Waiver Policy Manual)

The Personal Attendant's primary function is to provide hands-on personal care assistance and supervision as outlined in the member's Person-centered Service Plan. As time permits, Personal Attendants may also provide other incidental services for members such as changing linens, meal preparation, and light housekeeping (sweeping, mopping, dishes, and dusting), **however, such activities may not be the only service provided.** Personal Attendants may also assist the person to complete essential errands and community activities.

Personal attendant services can be provided on the day of admission and the day of discharge from a nursing home, hospital, or other inpatient medical facility.

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 indirect types of assistance:

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



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

### **Eating-**

- Assisting the member 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**
- Cleaning up after a meal (dishes/kitchen) - **Incidental Services**
- Preparing shopping list /meal planning with program members' 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 member with stepping in/out of the shower or tub or sitting/standing using a shower chair- **Direct Care Assistance**
- Assisting the member with washing and rinsing areas of body - **Direct Care Assistance**
- Assisting the member with shampooing, conditioning, and rinsing hair - **Direct Care Assistance**
- Assisting the member with drying off parts of body and hair - **Direct Care Assistance**
- Cleaning the shower/tub after use- **Incidental Service**
- Drying the bathroom floor if needed after bathing- **Incidental Service**
- Shopping for hygiene items (soap, shampoo, conditioner, etc.) – **Essential Errands**

### **Grooming-**

- Cueing/reminding the member to wash/style hair, brush teeth, and cut nails - **Direct Care Assistance**
- Assisting the member by setting up items such as putting toothpaste on toothbrush- **Direct Care Assistance**



- Assisting the member by putting shaving cream on areas to be shaved- **Direct Care Assistance**
- Assisting the member by performing shaving, washing, and combing hair, and brushing the member's teeth- **Direct Care Assistance**
- Cleaning electric razor /toothbrush after use- **Incidental Services**

### **Dressing-**

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

### **Prompt for self-administration of medications-**

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

### **Functions/tasks that cannot be performed include, but are not limited to, the following:**



- Care or change of sterile dressings
- Colostomy irrigation.
- Gastric lavage or gavage.
- Care of tracheostomy tube.
- Suctioning.
- Vaginal irrigation.
- Give injections, including insulin.
- Perform catheterizations, apply external (condom type) catheter.
- Tube feedings of any kind.
- Make judgments or give advice on medical or nursing questions.
- Application of heat or cold.
- Nail trimming if the member is diabetic.
- Administer any medications, prescribed or over the counter. This would include placing medication in the member's mouth. This would exclude the use of an EpiPen.
- Fill a member's daily/weekly/monthly pill container.