

Attendant Care Service Document Guide

The Attendant Care Service Document is designed to follow the outline of the member service evaluation in the client Individual Service Plan (ISP). These are the areas identified at the annual ISP by the family and DDD support coordinator as areas of needed Attendant Care (ATC) service for the client. The following is a detailed guide of what tasks are included in each area. Also listed are the tasks that are not recognized as Attendant Care. Direct Support Providers should be checking off these tasks on the Attendant Care Service Document only when performed with their ATC client. These documents should be submitted to us once a month for DDD record. If you have questions about what is outlined for your specific client, please feel free to contact our office.

Personal Care Areas:

MEAL PREP AND CLEAN UP - Meal planning, preparing the food, cooking or putting food together, storing the food left over, and cleaning dishes involved in the preparation and presentation of the food.

EATING AND ASSISTANCE WITH EATING - Eating is the process of getting nourishment. Use of mechanical aids such as modified utensils or plate guards.

BATHING (Transfer included in bathing time) - Washing, rinsing, drying, and transferring in/out of the tub or shower. This process includes getting the bath/shower prepared by adjusting the water, setting up the equipment or bathing the child in the bed. Use of assistive devices such as tub/shower chair, pedal/knee controlled faucets, or long-handled brushes. Transfer time into the shower/bath is included in the bath time.

DRESSING AND GROOMING - Laying out, taking off, putting on, and fastening of body braces and splints, clothing, and footwear. Use of assistive devices such as reachers, sock pullers, shoe horns, Velcro fasteners. Grooming includes oral hygiene, nail care, shaving, menses care, hair styling and obtaining the water and supplies necessary to complete the task. While it may be faster for a caregiver to put on a child's clothes, if the child is physically able to do this activity, the child should be considered independent, unless the time it takes for the child to complete the task is so extraordinary as to impair the ability to retain employment or to conduct other activities of daily living.

TOILETING (transfer time included in toileting) - Reminders, following a toileting schedule, taking off and putting on of clothing and/or diapers, post-toilet hygiene, and cleaning of a catheter or ostomy bag.

MOBILITY - Assisting the child to use a wheelchair when the child is unable to maneuver independently or safely use a walker or cane, or has a history of balance instability, vision difficulties, or frequent falls and requires physical guidance or support from another person. The use of assistive devices such as a wheelchair, walker, or cane.

TRANSFERRING (excludes bathing and toileting transfers) - Addresses the ability to move between the bed, chair, wheelchair, commode, etc.

CLEANING - Tasks necessary to attain and maintain sanitary living conditions for the child, caring for the service animal.

LAUNDRY - Tasks necessary to attain and maintain sanitary living conditions for the child.

SHOPPING - Grocery shopping, and obtaining medications or medical supplies and household items for the member. Assistance with paying bills. Travel time and time to put away groceries is included.

OTHER - Tasks that a provider performs outside of above listed areas, in order to maintain personal cleanliness, attend activities of daily living, and maintain safe and sanitary living conditions for the member.

The tasks below are not included as part of the Attendant Care Service:

- Cleaning up after parties (e.g., family celebrations and holidays).
- Cleaning up several days of accumulated dishes.
- Preparing meals for family members.
- Routine lawn care.
- Extensive carpet cleaning.
- Caring for household pets.
 - Attending to certified service animal needs is an exception
- Cleaning areas of the home not used by the member (e.g., parents' bedroom or sibling's bathroom).
- Skilled medical tasks.
- Shopping for a child living in the family home.