5. Personal Care Services

A. Overview

A child who requires personal care services is a child with a chronic medical condition or with medical needs requiring specialized care, or, a physically handicapping condition requiring care and assistance in most domains of daily functioning. A foster parent or relative caregiver who cares for a child eligible for personal care services must have the knowledge, skill and ability required to meet the child's personal care needs. For some children, the caregiver will need to learn and demonstrate delegated nursing tasks. Caregivers should also be invested in providing a quality of life that is positive in nature and assist in improving the child's skills regardless of the abilities a child may have upon entering care.

- Personal care services are specific services provided to a child due to the child's medical or physical impairment and include the following:
  1. Mobility, transfers, repositioning -- assisting a child or young adult with ambulation or transfers with or without an assistive device, turning the individual or adjusting padding for physical comfort or pressure relief, or encouraging or assisting with range-of-motion exercises.
  2. Basic personal hygiene -- providing or assisting a child or young adult with needs such as bathing (tub, bed bath, shower), washing hair, grooming, shaving, nail care, foot care, dressing, skin care, mouth care, and oral hygiene.
  3. Toileting, bowel and bladder care -- assisting a child or young adult to and from bathroom, on and off a toilet, commode, bedpan, urinal or other assistive device used for toileting, changing incontinence supplies, following a toileting schedule, cleansing the individual or adjusting clothing related to toileting, emptying catheter drainage bag or assistive device, ostomy care or bowel care.
  4. Nutrition -- preparing meals and special diets, assisting with adequate fluid intake or adequate nutrition, assisting with food intake (feeding), monitoring to prevent choking or aspiration, assisting with special utensils, cutting food, and placing food, dishes and utensils within reach for eating.
  5. Medication management -- assisting with ordering, organizing and administering prescribed medications (including pills, drops, ointments, creams, injections, inhalers, and suppositories), monitoring for choking while taking medications.
  6. A delegated nursing task.

A. Conducting the Personal Care Services Assessment

1. A contract registered nurse or the personal care RN manager will conduct the assessment. The assessment includes:
   a. A review of the child's available medical records.
   b. An in person assessment of the child, with the foster parent or relative care giver, unless the child is hospitalized and not yet in a certified home.
   c. Receipt of information from the certified caregiver regarding child's current functioning and condition.
   d. Documentation of the findings of the personal care services assessment.
   e. Submission of the completed assessment to the personal care RN manager in central office.
2. The Personal Care RN Manager:
   a. Reviews and approves the personal care services assessment.
   b. Applies the personal care services rating scale to the assessment results and determines the level of personal care.
   c. Directs the contract registered nurse to develop a personal care services plan.

When the results of the personal care services assessment indicates the personal care needs of the child are level 4, the personal care RN manager convenes a meeting with the certified family, the caseworker, other individuals who are involved in the medical care of the child. At this meeting, the personal care services plan is developed, including identifying any of the additional services provided in conjunction with the child's personal care needs.

Developing a Personal Care Services Plan

1. When the level of care has been determined, the contract registered nurse, or, occasionally the personal care RN manager, is responsible for developing the personal care services plan. A personal care services plan must include the following:
   a. The frequency and intensity of each personal service the child will need.
   b. The qualified provider who provides the personal care service.
   c. Whenever the personal care services plan includes a task of delegated nursing, the plan must include written documentation:
      - Who is authorized to perform the delegated nursing task.
      - Written instructions for performing each delegated nursing task.
      - The frequency the child is reassessed specific to the task of delegated nursing.

- The frequency the qualified provider is supervised and reevaluated performing the delegated nursing task.

d. The date the personal services plan begin and end dates.

2. The personal care services plan must be signed by both the contract registered nurse and the certified family.

Procedure

- Referring a child for a Personal Care Service Assessment

1. Refer a child for a personal care services assessment when a child's physical or mental condition appears to meet the criteria for one or more of the personal care services:
   a. Activities of daily living.
   b. Medication Management.
   c. Delegated Nursing Procedures.
2. Ensure the child does not have other resources available through natural support systems.
3. Complete the referral information on the personal care services referral. It is critical that the information be current and accurate medical information on the child.
4. Include copies of the child's pertinent medical records, immunizations, and current medications. Include an Authorization for Use and Disclosure, any CANS screening results, if known, and whether or not the child has been referred for a CANS screening.
5. Submit the completed packet to the designated person in the branch office to submit to a contract registered nurse for an assessment.
6. Respond in a timely manner if the contract registered nurse or the RN Nurse Manager requests additional information.

- Monitoring the Personal Care Services Plan

1. The caseworker receives a copy of the completed personal care services assessment, the results of the assessment, and a copy of the personal care services plan. Review these documents to gain an understanding how the child's personal care services will be met through this plan.
2. During regular face to face contact with the certified family, review the personal care services plan to ensure the child's personal care service needs are met through these specialized services.
3. Develop a thorough understanding of how the personal care services fit with the health care services the child receives from the child's medical providers.
4. Whenever questions arise regarding the child's medical condition, consult with the child's medical providers or with the personal care RN manager.

5. Note when the personal care services plan will end, as you will be asked to submit current medical information for the child on a referral for a reassessment. You will be notified when the referral information for a reassessment is required.
6. Notification of the reassessment will also be sent to the certified family prior to the end date of the personal care services plan.
7. This notification is sent from central office and will include information regarding the reassessment process.
8. There may be times when a child's medical condition improves significantly, and personal care services are no longer required. Consult with your supervisor and submit the request for a reassessment to the personal care RN manager, who approves the reassessment.

Supervisor Role

- Provide support and knowledge to the caseworker with responsibility for monitoring the child's safety and wellbeing.
- Visit the child in the home with the caseworker then the caseworker needs additional support in monitoring a medically fragile child.
- Review the child's medical records to ensure referrals and appointments are completed.
- Consult with other medical professionals to gain additional information or understanding of the child's condition when warranted.
- Participate in the staffing when a child is eligible for Level 4 Personal Care Services when necessary.

REFERENCES

- I-E.5.1.2, Personal Care Services
  http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e512.pdf

FORMS

- DHS 2099 Authorization for Use and Disclosure of Information
  http://dhsforms.hr.state.or.us/forms/databases/FMPRO
- CF 172B Personal Care Services Referral
  http://dhsresources.hr.state.or.us/WORD_DOCS/CE0172b.doc
- CF 172 PCSA Personal Care Services Assessment
  http://dhsresources.hr.state.or.us/WORD_DOCS/CE0172PCSA.doc
- CF 172 PCSP Personal Care Services Plan
  http://dhsresources.hr.state.or.us/WORD_DOCS/CE0172PCSP.doc