

JOB DESCRIPTION – IN HOME SUPPORT STAFF SERVICE

Providers of DD Waiver services are limited to the amount, duration, and scope of the services described on the recipient's support plan and current approved cost plan.

In-home supports are services that provide recipients who live in their own homes with up to 24 hours-a-day assistance from a support worker or support workers. The support worker may live in the recipient's home or apartment and share living expenses (rent, utilities, phone, etc.) with the recipient. The support worker provides companionship and personal care and may assist with or perform activities of daily living and other duties necessary to maintain the recipient in supported living. The support worker may perform grocery shopping, housekeeping, and cooking responsibilities or may conduct training programs designed by the supported living coach to teach these and other daily living skills. The in-home support staff will maintain the recipient's home and property as a clean, sanitary and safe environment. Services may include heavy household chores to make the home safer, such as washing floors, windows and walls, tacking down loose rugs and tiles, replacing a broken window; or moving heavy items or furniture.

The in-home support services are separate and not a replacement for the services performed by a supported living coach. Some clients may need only the services of an in-home support worker or only the services of a supported living coach. Other clients may need both services. When both services are used, the providers must coordinate their activities to avoid duplication.

This service offers individualized training and is provided for the express purpose of providing access to the community-based activities that cannot be provided by natural or other unpaid supports, and are defined as activities most likely to result in increasing ability to access community resources without paid support.

TABLE 1 SERVICE SUMMARY	
Scope	IN HOME SUPPORT SERVICE STAFF
Minimum Qualifications	18 years old AND a diploma or equivalent AND 1 year experience working in a medical, psychiatric, nursing or child care setting, or with recipients having developmental disabilities. *College, vocational or technical training from accredited institution can substitute at the rate of 30 semester, 45 qtr or 720 classroom hrs for required experience.
Minimum Training Requirements	CPR within 30 days of hire HIV/AIDS/Infection Control within 30 days of hire Other training, as required
Documentation to be Maintained	Copy of Claim Copy of Service Log Copy of Driver License, Vehicle Insurance, Vehicle Registration Copy of Monthly Summary Copy of Staffing Documentation
Documentation Provided to WSC	Copy of Service Log (monthly) Copy of Monthly Summary
Place of Service	Not in the provider's home In the recipient's own home or in the community
Limitations	Up to 365 days/year when recipient is present Available to recipients residing in their own homes (or when APD approved under special circumstances - * See the Handbook) If the IHSS considers the home his primary residence, the IHSS must pay an equal share of the room and board of the home IHSS is prohibited from paying rent or other cost of living expenses directly to the recipient IHSS and SLC must ensure there is no duplication of services *See the Handbook for rate explanations
Special Considerations	Providers are NOT reimbursed for transportation and travel costs