

## JOB DESCRIPTION – COMPANION

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.

Consists of non-medical care, supervision and socialization activities provided to an adult on a one-on-one basis or in groups not to exceed three recipients. This service must be provided in direct relation to the achievement of the recipient's goals per his support plan. A companion provider may also assist the recipient with such tasks as self-care needs, meal preparation, laundry and shopping; however, these activities shall not be performed as discrete services. This service does not entail hands on medical care. Providers may also perform light housekeeping tasks, incidental to the care and supervision of the recipient. The service provides access to community-based activities that cannot be provided by natural or other unpaid supports, and should be defined as activities most likely to result in increased ability to access community resources without paid support. Companion services may be scheduled on a regular, long-term basis. Companion services are not merely diversional in nature, but are related to a specific outcome or goal(s) of the recipient. Examples of acceptable companion activities are volunteer activities performed by the recipient as a pre-work activity; going to the library, getting a library card, learning how to use the library and checking out books or videos for personal use; shopping for groceries; or going to an animal shelter to learn about animals, and volunteering or assisting at the animal shelter.

<b>TABLE 1 SERVICE SUMMARY</b>	
<b>Scope</b>	<b>COMPANION</b>
Minimum Qualifications	18 years old 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
Documentation Provided to WSC	Copy of Service Log (monthly)
Place of Service	Not in the provider's home In the recipient's own home, family home or in the community
Limitations	Used for meaningful day activity Provided in accordance with an outcome on the recipient's support plan and are not merely a diversion No more than 6 hours/day No more than 30 hours/week Recipient may not receive a combination of ADT, SEP, or comp that exceeds 30 hrs/week Recipient may not receive more than a total of 30 hrs/week of paid support or combination of paid supports designed to be used as a meaningful day activity Not provided concurrently with ADT, PCA, IHSS (quarter hour), SEP, or Res Hab Rate is based on 1-3 recipients receiving companion during the same time interval; rate ratio is determined by what is usual and customary service delivery pattern and does not fluctuate with incidental absences of 1 or more recipients included in the rate ratio
Special Considerations	Providers are NOT reimbursed for transportation and travel costs

## JOB DESCRIPTION – PERSONAL CARE ASSISTANT

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.

Personal care assistance is a service that assists a recipient with eating and meal preparation, bathing, dressing, personal hygiene, and other self care activities of daily living. The service also includes activities such as assistance with meal preparation, bed making and vacuuming when these activities are essential to the health, safety and welfare of the recipient and when no one else is available to perform them. This service is provided on a one-on-one basis. Personal care assistance may not be used solely for supervision. Personal care assistance may not be used as a substitute for a meaningful day activity.

<b>TABLE 1 SERVICE SUMMARY</b>	
<b>Scope</b>	<b>PERSONAL CARE ASSISTANT</b>
Minimum Qualifications	18 years old 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
Documentation Provided to WSC	Copy of Service Log (monthly)
Place of Service	Not in the provider's home In the recipient's own home, family home or in the community
Limitations	No more than 180 hrs/month Additional hours (meeting the requirements for intense level of PCA) may be requested but must be approved by APD (*See the Handbook for specific information on intense and moderate levels of PCA)
Special Considerations	Providers are NOT reimbursed for transportation and travel costs

## 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.

<b>TABLE 1 SERVICE SUMMARY</b>	
<b>Scope</b>	<b>IN HOME SUPPORT SERVICE STAFF</b>
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

## JOB DESCRIPTION – SUPPORTED LIVING COACH

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.

Supported living coaching services provide training and assistance, in a variety of activities, to support recipients who live in their own homes or apartments. These services are provided by qualified supported living coaches to a recipient residing in a living setting meeting the requirements set forth in rule 65G-5.004, F.A.C., and may include assistance with locating appropriate housing; the acquisition, retention or improvement of skills related to activities of daily living such as personal hygiene and grooming; household chores; meal preparation; shopping; personal finances and the social and adaptive skills necessary to enable recipients to reside on their own.

Supported living services mean the provision of supports necessary for an adult who has a developmental disability to establish, live in and maintain a household of his choosing in the community. This includes supported living coaching and other supports

<b>TABLE 2 SERVICE SUMMARY</b>	
<b>Scope</b>	<b>SUPPORTED LIVING COACH</b>
Minimum Qualifications	A BA degree from accredited college or university with a major in nursing, education, or a social, behavioral or rehabilitative science OR An AA degree from accredited college or university with a major in nursing, education, or a social, behavioral, or rehabilitative science AND 2 years of experience * Experience in nursing, education, or a social, behavioral or rehabilitative science can substitute on a year-to-year basis for required education
Minimum Training Requirements	CPR within 30 days of hire HIV/AIDS/Infection Control within 30 days of hire Other training, as required 18 hrs pre-service training (12 hrs before 10-03) 8 hrs annual training
Documentation to be Maintained	* See Documentation Copy of Claim Copy of Service Log Copy of Driver License, Vehicle Insurance, Vehicle Registration Copy of Monthly Summary Copy of IP
Documentation Provided to WSC	Copy of Service Log (monthly) Copy of IP Quarter 3 Summary
Place of Service	Not in the provider's home In the recipient's own home or in the community
Limitations	Not to exceed 6 hrs/day Not to exceed 20 hrs/month May not have any interest in the ownership of the recipient's housing Recipient name(s) must appear on lease or deed 24/7 with backup on-call system in place Recipient home must meet 65G-5.004 FAC requirements Services are provided at a mutually agreed to time and place by SLC and recipient May be provided within 90 days of recipient moving into own housing
Special Considerations	Providers are NOT reimbursed for transportation and travel costs SLC must participate in monitoring reviews Must avoid duplication of services May not be provided concurrently with Res Hab services, except for the 90 days prior to the recipient moving into a supported living setting May not duplicate services available from programs funded by the Rehabilitation Act of 1973 or Public Law 94-142 or subsequent updates