

Pikes Peak Respite Services Professional Respite Care Providers and/or Personal Care Workers (PCW) may perform specific types of services based on Individualized Plans. PPRS will provide trainings specific to the needs with whom the staff have the responsibility of caring for, prior to having unsupervised contact with clients as per 6 CCR 1011-1 ch 26

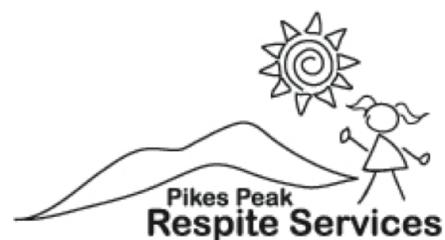
Remember: Service plans are living documents. If there are ideas or notes that should be passed along to other PCWs on the team please write them on the service plan and let PPRS admin team know so that information is not lost.

- a. **Skin Care:** PCW may assist with preventative skin care which includes the application of non-medicated lotions and solutions, or of lotions and solutions not requiring a physician's prescription. All PPRS staff are trained in First Aid and PCW are not allowed to do wound care other than basic first aid, dressing changes, application of prescription medications. Always notify Pikes Peak Respite Services admin team if there is a need for any First Aid and complete an incident report.
- b. **Ambulation assistance:** PCW's are able to assist those with walking that are able to bare weight. Instructions on how to best assist are found in the binder with the service plan.
- c. **Bathing:** PCW may assist with bathing after successful completion of the PPRS Training on Bathing and individualized training for specific needs.
- d. **Dressing:** PCW may assist with dressing after successful completion of PPRS Training on assisting with dressing. This may include assistance with ordinary clothing, diapers, socks, shoes, etc and application of support stockings of the type that can be purchased without a physician's prescription. A personal care worker shall not assist with application of an ace bandage and anti-embolic or pressure stockings that can be purchased only with a physician's prescription.
- e. **Exercise:** PCW may assist with exercise, including: going on a walk, playing adapted sports, playing at the playground. However, this does not include assistance with a plan of exercise prescribed by a licensed health care professional. A PCW may provide reminders for performing physician ordered exercise program. Assistance with exercise that can be performed by a personal care worker is limited to the encouragement of normal bodily



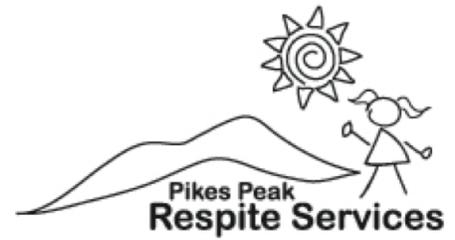
movement, as tolerated, on the pain and encouragement with a prescribed exercise program. A PCW shall not perform passive range of motion.

- f. **Eating & Gastronomy:** PCW can assist with helping someone to eat when they can independently chew and swallow without difficulty and sit upright. PCW's that have successfully completed the PPRS Gastrostomy Training for each individual will be allowed to g-tube feed those approved. Remember: authorization for one individual does not transfer to another individual; having training for "Joe" doesn't transfer to training for "Sally".
- g. **Hair care:** PCW may assist with the maintenance and appearance of hair care, including: shampooing with non-medicated shampoo or shampoo that does not require a physician's prescription, drying, combing and styling of hair. PCW's are only allowed to use one brush/comb per individual and never share supplies between people.
- h. **Mouth care:** PCW may assist and perform mouth care. This may require hand-over-hand assistance or just verbally providing guidance as to what to do next. Mouth care for those who are unconscious, have difficulty swallowing or are at risk for choking and aspiration should be performed only after specific training.
- i. **Nail care:** PCW may assist with nail care, including: soaking of nails, pushing back cuticles without utensils, and filing of nails. PCW will not cut nails. If someone we are supporting, needs their nails cut or trimmed, the PCWs will inform admin staff.
- j. **Positioning:** PCW may assist with positioning when the person being supported is able to identify to the personal care staff, verbally, non-verbally or through others, when the positions needs to be changed and only when skilled skin care, as previously described, is not required in conjunction with the positions. Positioning may include simple alignment in a bed, wheelchair, or other furniture.
- k. **Shaving:** PCW may assist with shaving only with an electric or a safety razor as needed per the Individualized Plan.
- l. **Toileting:** PCW may assist individuals to and from the bathroom, provide assistance with bedpans, urinals and commodes: pericare, or changing of clothing and pads of any kind used for the care of incontinence. PCWs are



also allowed to empty urinary collection devices, and ostomy bags. PPRS supports individuals that require a Potty Schedule based on their individual care plan. Each individuals supported will have a checklist that the PCW will fill out each time assistance is provided per PPRS training program.

- m. **Transfers and exercise:** PCW may assist with transfers upon successful completion of PPRS Training on Safe Transfers. When the individual has sufficient balance and strength to reliably stand and pivot and assist with the transfers to some extent is when PCW are best able to assist, however, some individuals will require full transfer as per their Individualized Plan.
- n. **Medication Assistance:** PCWs will need to successfully complete a State approved QMAP course in order to provide or assist with medications that have been pre-selected and provided by the individual, a family member, a nurse, or a pharmacist, and are stored in containers other than the prescription bottles or medication reminder box.
- o. **Respiratory care:** not to be done by PCWs
- p. **Accompaniment:** PCWs may accompany to medical appointments, banking errands, basic household errands, clothes shopping, grocery shopping or other excursions to the extent necessary and as specified on the service plan. Support may be provided by the PCW when all the care that is performed by the personal care staff in relation to the trip is unskilled personal care, as described in these regulations.
- q. **Protective oversight:** PCW may provide protective oversight including stand-by assistance with any personal care task described in these regulations. When individuals require protective oversight to prevent wandering, the personal care worker shall have been trained in appropriate interventions and redirection techniques through PPRS Training Series on Crisis Prevention Intervention and PPRS Training on Challenging Behaviors.
- r. **Respite care and companionship:** PCW may provide respite and companionship in the individual's home according to the service plan as long as the necessary provision of services during this time does not include skilled personal care services as described by this regulation.
- s. **Housekeeping services:** PCW may provide housekeeping services, such as dusting, vacuuming, mopping, cleaning bathroom and kitchen areas, meal



preparation, dishwashing, linen changes, laundry and shopping in accordance with the service contract. Where meal preparation is provided, the personal care worker should receive instructions regarding any special diets required to be prepared.