



## **Personal Assistance and Specialized Supervision**

SCLARC's goal is to support and ensure that consumers live in the least restrictive environment which is usually the home of a family member. SCLARC recognizes that consumers may require care and supervision in the absence of a caregiver and that parents/guardians/caregivers may have difficulty in providing constant ongoing care and supervision due to aging, declining health, and/or other mitigating factors. In such instances SCLARC may provide additional services when there are no other generic service to meet the consumer's need and providing the service will help keep the consumer in the home.

The funding of such services shall be decided on a case by case basis. SCLARC will assess the need, the extent to which other generic options might be available, and the personal circumstances of the family and situation.

### **Personal Assistance**

#### **Children**

Personal assistance services are to assist with bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision that is a typical parental responsibility for minor children. Personal assistance services for minor children will be considered on an exception basis when the needs of the consumer are of such a nature that it requires more than one person to provide the needed care. There may be exceptional circumstances as a result of the severity and/or intensity of the developmental disability that may impact the family's ability to provide specialized care and supervision while maintaining the child in the family home. Eligibility and/or use of generic services such as In-Home Support Services must be explored and accessed where possible prior to SCLARC funding as an exception.

#### **Adults**

Personal assistance services are to assist consumers who require support in the following areas of activities of daily living, including bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision. Personal assistance services are intended to provide adult consumers with appropriate care and supervision, for community integration purposes and to assist consumers in maintaining community living arrangements, including a living arrangement in the family home, if that is the consumer's preference.



## **Specialized Supervision**

Specialized Supervision is a service that provides appropriate 1:1 supervision for pre-school and school aged children with specialized care needs beyond those that can be provided in a typical daycare. This service is provided to consumers of parents/caregivers/ guardians who are unavailable to provide such care and supervision because they are engaged in full time work, school or vocational training and will address health and safety issues. Specialized supervision/personal assistance services can support the consumer and the parent(s)/caregiver(s)/guardian(s) with promoting consumer's independence and integration into their local community.

In addition, adult consumers may receive specialized supervision if the consumer requires additional supervision due to the disability, for health and safety reasons, will maintain the consumer in the family home, allows for integration into the community, and/or having difficulties with securing a day program that meets the individual's needs.

## **Policy**

### **For children under the age of 13**

Childcare for children under the age of 13 should be considered a "typical parental responsibility." However, a child with a developmental disability may require additional support and supervision while in the home and for community integration. Therefore, the number of specialized supervision hours for consumers under the age of 13 will be based on consumer need and parent(s)/caregiver(s)/guardian(s) will need to provide a schedule reflecting the proposed number of hours requested. The schedule must include the number of requested hours, the purpose, and number of days using a weekly schedule. Specialized supervision hours may be provided to those who meet the following criteria:

1. Child has behavioral challenges that constitute a threat to the health and safety of the individual and the safety of others or a threat to property therefore is unable to attend a regular child day care.
2. The parent(s)/caregiver(s)/guardian(s) must be employed or attending school fulltime or the parent is also consumer of the regional center.
3. Consumers receiving Nursing Respite Hours or who require Nursing Respite due to their current medical conditions **are not eligible to receive specialized supervision/personal assistance hours.**



4. Specialized Supervision/Personal Assistance is a time limited service and can be renewed based on need and progress.

The number of hours utilized for specialized supervision hours will be based on need and parent(s)/caregiver(s)/guardian(s) will need to provide a schedule reflecting the proposed number of hours requested. The schedule must include the hours and number of days required on a monthly basis.

**The determination of the number of hours and any exceptions to the criteria above will be considered on a case by case basis** and can be considered based on medical/health needs of the individual or the parent(s)/caregiver(s)/guardian(s) and the utilization of generic resources.

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### **Specialized Supervision/Personal Assistance - OVER the age of 13**

For consumers over the age of 13, the hours funded will be based on “need.” SC’s will gather information needed at the IPP to determine the individual’s needs and situation(s), the utilization of generic resources such as IHSS, and the amount of hours requested.

The number of specialized supervision/personal assistance hours for consumers over the age of 13 will be based on consumer need and parent(s)/caregiver(s)/guardian(s) will need to provide a schedule reflecting the proposed number of hours requested. The schedule must include the number of requested hours, the purpose, and number of days using a weekly schedule.

1. The utilization of personal assistance hours is the preferred type of assistance, however the consumer may demonstrate challenging behaviors that constitute the use of specialized supervision hours, the hour type will be determined on a case by case basis.
2. If an individual 13 years and older is able to remain safely in the family home without supervision, they **should not be funded for specialized supervision/PA hours.**
3. Consumers receiving Nursing Respite Hours or who require Nursing Respite due to their current medical conditions **are not eligible to receive specialized supervision/personal assistance hours.**



4. Specialized Supervision/Personal Assistance for consumers over the age of 13 is a time limited service (6 months) and can be renewed based on need and progress.

**Any exceptions to the criteria above will be considered on a case by case basis and can be considered based on medical/health needs of the individual or the parent(s)/caregiver(s)/guardian(s) and the utilization of generic resources.**

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**Extended Year Specialized Supervision Hours:**

For children under the age of 13, parent(s)/caregiver(s)/guardian(s) must submit proof that they are employed or are enrolled in a school program that prevents them from providing care for their child. If parent is employed or enrolled in school the parent(s)/caregiver(s)/guardian(s) must first make a good faith attempt to utilize child day care services prior to requesting specialized supervision/personal assistant hours. For Extended Year or Summer Break, hours may be provided to those who meet the following criteria:

1. The parent(s)/caregiver(s)/guardian(s) must be employed or attending school fulltime. OR – the parent is also consumer of the regional center.
2. Consumer must be enrolled in school.
3. Consumers receiving Nursing Respite Hours or who require Nursing Respite due to their current medical conditions **are not eligible to receive specialized supervision/personal assistance hours.**
4. Specialized Supervision is a time limited service and can be renewed based on need and progress.

**Extended Year (School Breaks):**

- SCLARC will not fund for typical work holidays without confirmation that parent/s are not available to provide care due to their work schedule.
- Not to exceed 6 hours per day for children under 13.



- Not to exceed 8 hours per day for children over 13.
- Not to exceed 10 hours per day total max for individuals over the age of 18

### **Summer (School Break)**

- Not to exceed 200 hours total for the summer – children under age 13
- Not to exceed 267 hours total for the summer – children 13 and over
- 18 and over – Not to exceed 10 hours per day during the summer break

**Any exceptions to the criteria above will be considered on a case by case basis**  
*and can be considered based on medical/health needs of the individual or the parent(s)/caregiver(s)/guardian(s) and the utilization of generic resources.*

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### **Specialized Supervision/Personal Assistance for Gap in Day Program Services**

On several occasions, the regional center and families have experienced difficulties with consumers transitioning from the school program to a day program in the community. SCLARC will address instances in which the programs near the home are not able to address the needs of the consumer, parent(s)/caregiver(s)/guardian(s) have concerns and are not satisfied with the programs near their home, or the consumer does not want to attend a program in the community.

In these instances, specialized supervision/personal assistance services can support the adult consumer and the parent(s)/caregiver(s)/guardian(s) with promoting consumer's independence and integration into their local community. Specialized supervision/Personal Assistant hours can support the consumer with but not limited to: dressing, food preparation, meal cleanup, feeding and fluid intake, help to participate in work, home or community activities, the teaching and demonstration of simple skills, companionship, shopping, facilitation at meetings, at school, assistance with inclusion in social and recreational activities in the community, and assistance with self-advocacy activities. This allows for parent(s)/caregiver(s)/guardian(s) to develop a plan, coordinate, review, and monitor the consumer's daily routines in the home and/or in community activities.

1. SC's will gather information needed at IPP to determine individual situation(s) and amount of hours required.



2. Consumer must have completed school with a high school diploma, certificate of completion, or if 18 years of age or older decided not to return to school.
3. The number of specialized supervision/personal assistance hours for adult consumers will be based on consumer need.
4. Parent(s)/caregiver(s)/guardian(s) will need to develop a plan/schedule reflecting the proposed number of hours requested.
5. Once a day program that meets the consumer's needs and satisfies parent(s)/caregiver(s)/guardian(s) request is secured, the specialized supervision/personal assistance hours will be terminated.
6. The utilization of personal assistance hours is the preferred type of assistance, however the consumer may demonstrate challenging behaviors that constitute the use of specialized supervision hours, the hour type will be determined on a case by case basis.
7. The number of hours should not exceed those of a typical day program (currently maximum of 6 hours per day).
8. Specialized Supervision/Personal Assistance for consumers receiving hours for gap in day program is a time limited service (6 months) and can be renewed based on need and progress.
9. Consumers receiving Nursing Respite Hours or who require Nursing Respite due to their current medical conditions **are not eligible to receive specialized supervision/personal assistance hours.**

*Hour determination and any exceptions will be considered on a case by case basis and can be considered based on medical/health needs of the individual or the parent(s)/caregiver(s)/guardian(s) and the utilization of generic resources.*

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### **Continued Education/College/University**

SCLARC may fund Personal Assistant hours to support individuals who are attending local community college/university programs and any services provided by the school's disability office will be considered when determining the number of hours.

1. Regional Center will require proof of school registration and current schedule of classes.
2. Registration with the school's disability office on campus is required.



3. Personal Assistance for consumers in college/university/continued education is a time limited service and will only be funded while school is in session.
4. Consumers receiving Nursing Respite Hours or who require Nursing Respite due to their current medical conditions **are not eligible to receive specialized supervision/personal assistance hours.**



## **Individual Personal Assistance Monthly Schedule**

### **Guidelines for Completion**

The **Individual Personal Assistance Monthly Schedule** is used to determine times during the day where personal assistance/ supervision or supplemental support is required to meet an individual's needs. It is expected that individuals sleep up to 8 hours each day; therefore, these hours are not typically considered when scheduling personal assistance/ supervision or supplemental support hours. If there is an interruption in sleep hours due to behavioral or medical conditions, please inform the Service Coordinator so that hours an individual may typically be asleep can be included in the schedule to meet personal assistance/ supervision or supplemental support needs. Please adhere to the guidelines below when completing the **Individual Personal Assistance Monthly Schedule**.

- Include all services and supports received from both regional center and generic agencies. This includes In Home Support Services (IHSS), School, After School, Day Care, Therapy/ ABA, Respite, and Community Activities (sporting leagues, library, recreational classes and teams).
- Please note; if personal assistance/ supervision or supplemental support is requested during the time an individual is receiving service from a generic agency (for example IHSS or school), the regional center cannot fund hours during that time.
- Once the **Individual Personal Assistance Monthly Schedule** is complete, please identify the activities for which the individual will require personal assistance/ supervision or supplemental support so that service hours can be determined.
- Note the number of weekly personal assistance/ supervision or supplemental support hours at the bottom of the schedule.
- List each activity where the individual requires personal assistance/ supervision or supplemental support.
- Submit the completed **Individual Personal Assistance Monthly Schedule** to the Service Coordinator for approval of service hours.

A sample schedule is available for your reference and may be used as a guide when completing your **Individual Personal Assistance Monthly Schedule**.





## Individual Personal Assistance Monthly Schedule

Individual Served \_\_\_\_\_ UCI \_\_\_\_\_ SC \_\_\_\_\_ Date \_\_\_\_\_

Schedule Start Date: \_\_\_\_\_ Schedule End Date: \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight - 1am							
1am - 2am							
2am - 3am							
3am - 4am							
4am - 5am							
5am - 6am							
6am - 6:30am							
6:30am -							
7am - 7:30am							
7:30am - 8am							
8am - 8:30am							
8:30am - 9am							
9am - 9:30am							
9:30am - 10am							
10am - 10:30am							
10:30am - 11am							
11am - 11:30am							
11:30am - 12pm							
12pm - 12:30pm							
12:30pm - 1pm							
1pm - 1:30pm							
1:30pm - 2pm							
2pm - 2:30pm							
2:30pm - 3pm							
3pm - 3:30pm							
3:30pm - 4pm							
4pm - 4:30pm							
4:30pm - 5pm							
5pm - 5:30pm							
5:30pm - 6pm							
6pm - 6:30pm							
6:30pm - 7pm							
7pm - 7:30pm							
7:30pm - 8pm							
8pm - 8:30pm							
8:30pm - 9pm							
9pm - 9:30pm							
9:30pm - 10pm							
10pm - 11pm							
11pm - Midnight							

Total Number of Weekly Hours Requested: \_\_\_\_\_

List Activities Requiring Supervision or Supplemental Support:

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## Individual Personal Assistance Monthly Schedule

### SAMPLE SCHEDULE

Individual Served Bob Smith UCI 123456 SC Monse A Date 9/9/19

Schedule Start Date: 10/1/19 Schedule End Date: 3/31/20

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight - 1am							
1am - 2am							
2am - 3am							
3am - 4am							
4am - 5am							
5am - 6am	IHSS	IHSS	IHSS	IHSS	IHSS	IHSS	IHSS
6am - 6:30am	IHSS	IHSS	IHSS	IHSS	IHSS	IHSS	IHSS
6:30am - 7am	IHSS	IHSS	IHSS	IHSS	IHSS	IHSS	IHSS
7am - 7:30am	School	School	School	School	School	IHSS	IHSS
7:30am - 8am	School	School	School	School	School	IHSS	IHSS
8am - 8:30am	School	School	School	School	School	IHSS	IHSS
8:30am - 9am	School	School	School	School	School	IHSS	IHSS
9am - 9:30am	School	School	School	School	School	IHSS	IHSS
9:30am - 10am	School	School	School	School	School	IHSS	IHSS
10am - 10:30am	School	School	School	School	School	IHSS	IHSS
10:30am - 11am	School	School	School	School	School	IHSS	IHSS
11am - 11:30am	School	School	School	School	School	IHSS	IHSS
11:30am - 12pm	School	School	School	School	School	IHSS	IHSS
12pm - 12:30pm	School	School	School	School	School	IHSS	IHSS
12:30pm - 1pm	School	School	School	School	School	IHSS	IHSS
1pm - 1:30pm	School	School	School	School	School	IHSS	IHSS
1:30pm - 2pm	School	School	School	School	School	IHSS	IHSS
2pm - 2:30pm	School	School	School	School	School	IHSS	IHSS
2:30pm - 3pm	Day Care	Day Care	Day Care	Day Care	Day Care	IHSS	IHSS
3pm - 3:30pm	Day Care	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	IHSS	IHSS
3:30pm - 4pm	Day Care	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	respite	respite
4pm - 4:30pm	Day Care	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	respite	respite
4:30pm - 5pm	Day Care	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	<del>ABA</del>	respite	respite
5pm - 5:30pm	Day Care	Day Care	Day Care	Day Care	Day Care	respite	respite
5:30pm - 6pm	IHSS	Gymnastics	IHSS	Baseball	IHSS	Swimming	
6pm - 6:30pm	IHSS	Gymnastics	IHSS	Baseball	IHSS	Swimming	
6:30pm - 7pm	IHSS	IHSS	IHSS	IHSS	IHSS		
7pm - 7:30pm	IHSS	IHSS	IHSS	IHSS	IHSS		
7:30pm - 8pm							
8pm - 8:30pm							
8:30pm - 9pm							
9pm - 9:30pm							
9:30pm - 10pm							
10pm - 11pm							
11pm - Midnight							

Total Number of Weekly Hours Requested: 3

List Activities Requiring Supervision or Supplemental Support:

Gymnastics, Baseball, Swimming