

INDIVIDUAL SUPPORTS

(DEFINITIONS)

Individual support services are self-care and habilitation-related tasks performed and/or supervised by service provider staff in an individual's own or family home or in certified community-based settings, in accordance with approved Plans of Care. Assistance to, as well as training and supervision of individuals as they learn and perform the various tasks that are included in basic self-care, social skills, activities of daily living and behavior shaping will be provided. (The Plan of Care will specify the actual tasks to be performed).

A. Personal Assistance

Personal assistance means assistance with normal personal maintenance and household care activities at the direction of the recipient of services, his/her family member or guardian, in accordance with an established Plan of Care. Personal Assistance services include attendant care, specified household chores, assistance with shopping appointments or other errands essential to community integration. The purpose of personal assistance is to provide necessary support for eligible people to meet their daily living needs and improve integration into the community.

Personal assistance services are described as follows:

1. Attendant Care Services:

- a. Bathing in bed, in the tub, or shower;
- b. Using toilet or bedpan;
- c. Grooming: care of hair, including shampooing, shaving and the ordinary care of nails;
- d. Helping recipient in transferring from bed to chair or wheelchair, in and out of tub or shower;
- e. Care of teeth and mouth;
- f. Changing bed linens with recipient in bed;
- g. Helping with eating and preparing meals, including special therapeutic diets for the recipients;
- h. Dressing;

- i. Ambulation, indoors and out;
- j. Escorting recipient to clinics, physician's office, related medical therapies, recreation activities and/or other trips;
- k. Assisting with medication that can be self-administered;
- l. Assisting recipient with use of special equipment such as walker, braces, crutches, wheelchair, etc., after thorough demonstration by a registered professional nurse or physical therapist, with return demonstration until registered professional nurse or physical therapist is satisfied that recipient can use equipment safely;
- m. Assisting recipient in implementing physical or occupational therapy, or speech language pathology programs.

2. **Household Chores:**

- a. Care of kitchen, including maintenance of general cleanliness of refrigerator, stove, sink, and floor, dishwashing;
- b. Care of bathroom, including maintaining cleanliness of toilet, tub, shower, and floor;
- c. Care of recipient's personal laundry and bed linen (may include necessary ironing and mending);
- d. Bedmaking and changing of bed linen;
- e. Window washing;
- f. Lawn cutting;
- g. Putting out garbage;
- h. Other necessary household chores related to independent living.

3. Errand Services:

- a. Routine errands for recipient such as picking up medication, picking up prepared meals, marketing, or any short trip to perform a specific task.

B. Training

Training services are activities intended to assist a recipient in acquiring, maintaining, or improving skills and/or knowledge. This training is intended to assist a recipient to achieve or maintain independence in the performance of routine, daily tasks. It is also intended to assist a recipient in accessing and utilizing community resources. Qualifying services include:

1. Training in self-care activities such as grooming, bathing, toileting, shaving, dressing, and feeding.
2. Training in nutrition, diet, and food purchase and preparation.
3. Training in community living skills such as money management, home care maintenance, using the telephone, telling time, solving problems, and handling emergencies.
4. Training in leisure/recreation activities and using recreational opportunities.
5. Training in family and life activities.
6. Training in travel activities, such as utilizing public transportation, utilizing specialized services, achieving mobility within the neighborhood, and employing reasonable safety precautions.
7. Training in decision-making, assertiveness and self-advocacy in dealing with citizenship, legal, family, and/or social needs.
8. Developing or remediating communication skills.
9. Training in medication management and self-administration.
10. Training in mobility, including the use of adaptive devices.
11. Training in communication including receptive language, expressive language, vocabulary development, sign language, conversation, expressing feelings and using communication devices.

INDIVIDUAL SUPPORTS

(STANDARDS)

NON-CONTRACTED AGENCIES

These agencies must be in compliance with the accepted standards for state, community and local businesses and laws regarding businesses. All staff rendering Individual Supports must have a state and federal background check with fingerprinting completed every two (2) years. The state and federal background check must be completed prior to supporting any individual funded by the Division of Developmental Disabilities. Note: Services of this provider type will only be available through the waiver to individuals who are not receiving Individual Support Services in licensed residences.

SELF-HIRES

1. Must be at least 18 years of age.
2. Have the ability/experience to meet the participant's needs as expressed in a written job description developed by the individual. This job description will become the basis of the contract for service if applicant is hired.
3. Have the physical capacity to perform the job functions as required by the participant.
4. Have the ability to communicate in the individual's primary language.
5. Pass criminal history background check.
6. If job requires driving, a valid driver's license and a copy of the abstract of the driver's record.
7. Reference check of two most recent employers.
8. Completion of any additional training specified by individual.
9. Attend mandatory one-day new hire orientation program conducted by the Easter Seals Society under contract to the DDD.

MENTOR/TRAINER

1. Must be at least 18 years of age.
2. Ability to read and write English sufficiently to perform the duties of the job.
3. Have the ability to communicate in the individual's primary language.
4. Must have documented ability/experience/education in a specific skill area required to meet the participant's needs as detailed in the Plan of Care.
5. Must have a signed service contract for the provision of a specific service detailed in the Plan of Care, with a specified timeframe.
6. Pass criminal history background check.
7. Pass a drug and alcohol screen.
8. Successful completion of any additional training specified by the individual/surrogate as necessary to perform job functions.

CONTRACTED DDD LICENSED AGENCIES

NJAC 10:44A, NJAC 10:44B