



**Harbor Regional Center Service Policy**  
**PERSONAL ASSISTANCE/CARE SERVICES**

**DEFINITION:**

Personal assistance/care services are those supports needed to provide an individual with appropriate and direct care or supervision in their preferred home and community settings. This may include assistance with bathing, grooming, dressing, toileting, meal preparation, feeding and supervision. Personal assistance/care services may also include 1:1 supervision/support in-home and community settings for an individual with significant safety, social deficits or behavioral challenges. Such support may assist with community integration for adolescent and adult individuals.

**PHILOSOPHY:**

Harbor Regional Center recognizes that some individuals with a disability may require care and supervision in the absence of a caregiver and that some parents/guardians/caregivers may not be able to provide such care and supervision due to aging, declining health or other extenuating circumstances. Personal assistance/care is not intended to meet the Respite need of a caregiver and is more appropriate to address the direct care and supervision needs of the individual regardless of a caregivers need for an intermittent break.

For children, the need for personal assistance/care services is seen as a typical parental responsibility and only under exceptional circumstances would HRC authorize personal assistance/care services for a minor child. Personal assistance/care services should not be authorized for the sole purpose of skill development.

**POLICY:**

Harbor Regional Center may purchase personal assistance/care services for an individual if the following criteria are met:

1. When authorized as direct care and supervision, personal assistance/care services have been fully explored through natural supports and publicly-funded resources, such as In-Home Support Services (IHSS). Interim funding may be considered while a plan to explore and pursue publicly funded resources is being implemented.
2. The need for personal assistance/care services have (a) been established through the use of the HRC personal care assessment toll and guidelines or records exist demonstrating the individual's need for such care; and (b) is identified in the individual's Individual Person-Centered Plan (IPP).



3. The plan and schedule for personal assistance/care services take into account an individual's participation in school, work, therapeutic services, other daily activities and those non-waking hours in which care and supervision is not needed.
4. For direct supervision needs, personal assistance/care services are being authorized because behavioral or medical needs are so severe that a parent/caregiver requires assistance in the home and community in order to adequately care for the individual or the combination of natural and publicly-funded resources does not fully meet the need.
5. For community integration, there must be specific time-limited goals in an individual's IPP. The IPP must also include a plan to connect the individual to services that are designated for specific skill development.
6. If for a minor child, the record clearly establishes that the family is not able to meet all or part of the required specialized care and supervision due to the severity and intensity of the disability.

Exceptions to the above may be granted when the IPP team establishes a need to authorize services outside of the above-described criteria.

*Approved by the HDDF Board of Trustees, March 15, 2022.  
Approved by the Department of Developmental Services, June 1, 2022.*



**Harbor Regional Center**  
PERSONAL ASSISTANCE/CARE SERVICE NEEDS ASSESSMENT & GUIDELINES

**I. Overarching Principles**

- Service coordination staff must use the guideline as support to the implementation of HRC's Policy on PERSONAL ASSISTANCE/CARE SERVICES.
- Harbor Regional Center assumes that parents of minor individuals will provide some portion of the daily care and supervision needs of the individual without any paid supports.
- The assessment process includes looking at the individual needs of the individual and their family/support system.
- Service coordination staff should connect an individual to nursing services when the individual has significant medical needs.
- Service coordination staff should make an assessment for Personal Assistance/Care Services for an individual when:
  1. Care and supervision, including ambulatory related, is needed for an individual of adolescent age or older when all other sources of support are not available or do not cover the needs of the individual. When for a younger child, the appropriate support to consider is Child Care.
  2. Interim funding is needed while an individual pursues In-Home Support Services.
  3. Behavioral challenges exist and additional support is needed to keep the individual safe in their home and community environments:
    - a. Goal is to keep individual and family safe while a long-term plan is developed in consultation with HRC clinical staff.
    - b. 24/7 paid support may be appropriate under these circumstances.
  4. Community integration:
    - a. For adolescents and adults where parental responsibility is less and opportunities to integrate are limited through other sources.
    - b. In some cases may be appropriate for younger children based on the unique needs and circumstances of the individual and their family (i.e., single parent with multiple children).
  5. College support when existing college support services (on Campus, HRC funded and or available through generics) do not meet the individual's needs.
- **The service coordination staff must always consider exceptions to the above.**

**II. Assessment of Personal Assistance/Care Needs**

The service coordinator will utilize the attached worksheet to identify the individual's daily schedule and support needs. All sources of support (publicly, privately and HRC funded) and an individual's sleep time should be reflected on the schedule. These supports may include family, friends, generic services (IHSS, therapies, school program, etc.) and HRC funded services (i.e. day programs, transportation, respite, etc.).

## 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: \_\_\_\_\_