

## Typical Duties

These definitions describe what services/supports a worker is allowed to provide under the Medicaid Personal Care program. Actual tasks and duties are determined by the CARE assessment completed by the case manager.

“**Ambulation**” means assisting the employer to move around. Ambulation includes supervising the employer when walking alone or with the help of a mechanical device such as a walker if guided, assisting with difficult parts of walking such as climbing stairs, supervising the employer if able to propel a wheelchair if guided, pushing the wheelchair and providing constant physical assistance to the employer if totally unable to walk alone or with a mechanical device.

“**Bathing**” means assisting the employer to wash self. Bathing includes supervising the employer able to bath self when guided, assist employer with difficult tasks such as getting in or out of the tub or washing back and completely bathing the employer if totally unable to wash self.

“**Body Care**” means assisting the employer with exercises, skin care including the application of non-prescribed ointments or lotions,

changing dry bandages or dressings when professional judgment is not required and pedicure to trim toenails and apply lotion to feet. Body care excludes: (I) Foot care for employers who are diabetic or have poor circulation; or (ii) changing bandages or dressings when sterile procedures are required.

“**Dressing**” means assistance with dressing and undressing. Dressing includes supervision and guiding employer when employer is dressing and undressing, assisting with difficult tasks such as tying shoes and buttoning, and completely dressing or undressing employer when unable to participate in dressing or undressing self.

“**Eating**” means assistance with eating. Eating includes supervising employer when able to feed self if guided, assisting with difficult tasks such as cutting food or buttering bread, and feeding the employer when unable to feed self.

“**Personal Hygiene**” means assistance with care of hair, teeth, dentures, shaving, filing of nails, and other basic personal hygiene and grooming needs. Personal hygiene includes supervising the employer when performing the tasks, assisting the employer to care for their own appearance, and performing grooming tasks for the employer when the employer is unable to care for own appearance.

“**Positioning**” means assisting the employer to assume a desired position. Positioning includes assistance in turning and positioning to prevent secondary disabilities, such as contractures and balance deficits or exercises to maintain the highest level of functioning which has already been attained and/or to prevent the decline in physical functional level. (Range of motion ordered as part of a physical therapy treatment is not included.)

“**Self-medication**” means assisting the employer to self-administer medications prescribed by attending physician. Self-medication includes reminding the employer of when it is time to take prescribed medication, handling the medication container to the employer and opening a container. Effective

January 2000 WAC 246-0888 has expanded the scope of what is allowed to assist persons to self administrate their medications. If your employer is aware that he/she is taking medication, and is able to put the medication into his/her mouth or apply or install the meds, you may do any of the following to assist:

- Use “enablers: to assist the person to administrate their medication. “Enablers” are physical devices such as a medicine cup, glass, spoon, pre-filled syringes, and syringes to measure liquids.
- Place the meds in the person’s hand.
- Steady or guide the hand while the person applies or instills ointments or eye, ear, nasal preparations.
- Crush, cut tablets, open capsules, mix powdered meds, tablets, capsules with food or liquid **IF** the container, record or service plan indicates this is appropriate.
- Assist with the preparation of meds for your employer to administer via the g-tube. You **MAY NOT DO** the following unless you are a relative provider or acting

under “self-directed care” per the service plan:

- “Hand-over-hand” administration of medications.
- Administration of meds via g-tube,
- IV or injectable medications.

“**Toileting**” means assistance with bladder or bowel functions.

Toileting includes supervising the employer when able to care for own toileting needs if guided, helping employer to and from the bathroom, assisting with bedpan routines, diapering and lifting employer on and off the toilet. Toileting may include performing routine pericostomy catheter tasks, for the employer when employer is able to supervise the activities.

“**Transfer**” means assistance with getting in and out of bed or wheelchair or on and off the toilet or in and out of the bathtub.

Transfer includes supervising the employer when able to transfer if guided, providing steadying, and helping the employer when employer assists in own transfer. Lifting the employer when employer is unable to assist in their transfer requires specialized training.

“**Travel to medical services**” means accompanying or transporting the employer to a physician’s office or clinic in the local area to obtain medical diagnosis or treatment.

“**Essential shopping**” means assistance with shopping to meet the employer’s health care or nutritional needs. Limited to brief, occasional trips in the local area to shop for food, medical necessities, and household items required specifically for the health and maintenance, and well being of the employer.

Essential shopping includes assisting when the employer can participate in shopping and doing the shopping when the employer is unable to participate.

“**Meal preparation**” means assistance with preparing meals. Meal preparation includes planning meals including special diets, assisting employers able to participate in meal preparation, preparing meals for employers unable to participate and cleaning up after meals. This task may not be authorized to just plan meals or clean up after meals. The employer must need assistance with actual meal preparation.

**“Laundry”** means washing, drying, ironing, and mending clothes and linens used by the employer or helping the employer perform these tasks.

**“Housework”** means performing or helping the employer perform those periodic tasks required to maintain the employer in a safe and healthy environment. Activities performed include such things as cleaning the kitchen and bathroom, sweeping, vacuuming, mopping, cleaning the oven, defrosting the freezer, and shoveling snow. Washing inside windows and walls is allowed but is limited to twice a year. Assistance with housework is limited to those areas of the home, which are actually used by the employer. This task is not a maid service and does not include yard care.

**“Wood Supply”** means splitting, stacking, or carrying wood for the employer when the employer uses wood as the sole source of fuel for heating and/or cooking. This task is limited to splitting, stacking or carrying wood the employer has at own home. The department shall not allow payment for a provider to use a chain saw or to fell trees.

**“Supervision”** means being available to help the employer with personal care tasks that cannot be scheduled (toileting, ambulation, transfer, positioning, some medication assistance).