

Sample Situation

Beth Johnson is an independent provider who provides Homemaker/Personal Care (HPC) services to John Smith, who is enrolled on the Individual Options Waiver. Beth delivers routine HPC services after John gets home from his day program on Mondays, Tuesdays, and Thursdays, typically 20-25 units each day. She also delivers up to 32 units of routine HPC services if John's day program is closed during the week. She also provides limited routine HPC and HPC On-site/On-call services on Friday nights. Beth is authorized for up to 85 units of routine HPC and 32 units of onsite/on-call each week. John also has another independent provider who provides routine HPC services and overnight supervision on the days Beth does not work.

John's Individual Service Plan (ISP) requires Beth to provide auditory supervision and the following tasks:

- Meal preparation each day she works
- Assistance with dressing, if John requests help
- Assistance with grocery shopping, particularly with staying within his food budget
- Assistance with laundry, specifically sorting darks and lights
- Community safety- using crosswalks and looking both ways before crossing streets
- Vacuuming and dusting weekly before John gets home from his day program - on behalf of service due to extreme dust allergies
- Overnight Supervision on Fridays- HPC On-site/On-call

The next page is an example of how Beth might document her services.

Sample Homemaker/Personal Care Documentation Sheet

OAC 5123:2-9-30(E)

(Designed for an Independent Provider by DODD 1/1/2014)

Name of provider (6) : Beth Johnson	Name of Individual receiving service (4) : John Smith
DODD Contract Number (7) : 6206543	Medicaid number of individual (5) : 102678432199
Signature of Provider (8) : <i>Beth Johnson</i>	
My signature on this documentation sheet signifies that I have supported the individual as identified in the Individual Service Plan (ISP) and the time in/out and services provided are accurate.	

Type of Service (Routine HPC or HPC/OSOC) (1)	Routine HPC	Routine HPC	Routine HPC	Routine HPC	HPC/OSOC	HPC/OSOC	
Date of Service (2)	12/9/13	12/10/13	12/12/13	12/13/13	12/13/13	12/14/13	
Place of Service (3)	John's house & the park	John's house & Kroger	John's house	John's house	John's house	John's house	
Description of service as specified in the ISP (10)							
Meal preparation assistance daily	✓	✓	✓				
Assistance with dressing as needed			✓	✓			
Assistance with shopping at least once per week		✓					
Laundry assistance at least once per week	✓						
Assistance with safety in the community	✓	✓					
Overnight supervision					✓	✓	
On behalf of services - for vacuuming & dusting		✓					
Group Size (9)	1	1	1	1	1	1	
Time in (Begin Time) (12)	4:00 p.m.	3:00 p.m.	8:00 a.m.	9:00 p.m.	11:00 p.m.	12:00 a.m.	
Time out (End Time) (12)	9:00 p.m.	9:15 p.m.	4:00 p.m.	11:00 p.m.	11:59 p.m.	7:00 a.m.	
Number of units of service (11)	20	25	32	8	4	28	

Notes: Day activity center was closed on Thursday, 12/12/2013, due to weather.

Arrived at 3 p.m. on Tuesday, 12/10/2013 to vacuum and dust prior to John returning home at 4 p.m. per allergist's instruction.