



Macomb Caregivers

Community Living Supports Data Log Instructions Personal Residence Paid in 15 Minute Intervals (H2015)

General Instructions

This log is to be used to document the delivery of Medicaid funded Community Living Supports (CLS) services for people living in personal residences. This log is part of your timesheet. CLS services must be authorized and rendered as outlined in the Individual Plan of Services (IPOS). This log does not remove your responsibility to complete Incident Reports, program data, etc. THE PERSON PROVIDING COMMUNITY LIVING SUPPORTS MUST FILL IN THE FORM AND SIGN THE LOG WITH THEIR LEGAL SIGNATURE, TITLE, AND DATE.

1. Print Consumer's Name, Caregiver's Name and Macomb Case Number.
2. For all CLS services delivered on this day, check the appropriate box(es). (See Definitions Below)
3. If the person has a temporary need for hands-on assistance with daily living skills due to illness or injury, the ADL area on the Log can be checked. An appropriate explanation must be included in the comments section. If a person develops a longer-term need for hands-on assistance in ADL (more than 30 days) the Supports Coordinator should be contacted to change the need in the IPOS and pursue additional home help hours.
4. Assisting with any medical appointment (physical therapy, occupational therapy, speech therapy, medication review, dental, etc.) **MUST be approved by your ExpertCare Staffing Consultant PRIOR to services provided.** Assisting with any medical appointment **MUST ALSO BE SPECIFIED IN THE IPOS.** *Stating "medical assistance" within IPOS is not enough for approval to attend with the consumer – must be a medical necessity*
5. Only mark transportation when it is for going to and from community activities. **IT DOES NOT** include driving someone to medical appointments or driving someone to any vocational service.
6. Enter the date. This is the date that CLS time was spent **with the Consumer.**
7. Enter Start and Stop Time. Include AM or PM.
8. Location: The person filling out the form needs to indicate where the services were provided. It may be more than one location. The note should include specific information on where and what community based CLS services rendered.
9. **The note section MUST ALWAYS include a brief description of at least one IPOS goal worked on that day.** It should also reflect something significant the person did during that time with the caregiver. Do not get into the habit of writing the same thing over and over in the comments.
10. Caregiver(s) must sign with their full name, title, and date for each day of service. (Documentation must be completed at the end of the shift / service delivery time.)
11. All CLS and respite activity **MUST** be provided 1:1 with the consumer, unless otherwise approved by ExpertCare Management Services. Staff may not bill any time "shadowing" other paid staff.

Personal Care is provided and funded through a Medicaid program called Adult Home Help, which is administered by the Michigan Department of Human Services. **NOTE: Personal Care is the hands on assistance with eating, feeding, toileting, bathing, dressing, grooming, transferring, ambulation / mobility, and taking medication.** Typically Personal Care is NOT a Mental Health Specialty Covered Service for persons in unlicensed settings.

Community Living Support means:

Reminding / Guiding / Observing / Assisting / Supporting / or Training with:

Food Preparation – Preparing the food **with the Consumer.** This may include working with the Consumer in menu planning, checking food freshness, cooking the meal, food preparation, following a recipe, cooking, setting the table, etc.

Laundry – Cleaning clothing with the Consumer. This includes working with the Consumer to sort clothes, all the steps in using a washer / dryer, folding clean clothes, putting away clean clothes, choosing detergent, etc.

Household Care / Maintenance – Working with the Consumer to clean any household areas including the Consumer's own room, cleaning the table after meals, washing dishes, sweeping, mopping, cleaning toilets & sinks, re-stocking cleaning / other supplies, etc.

ADLs (Activities of Daily Living) – **Teaching** the individual skills to increase their independence in eating, toileting, bathing, dressing, grooming, transferring, and ambulation / mobility. This means you are **using verbal prompts, reminders, guidance, or observation to teach the person any of these skills. If you need to provide intermittent physical assistance, it is still considered teaching and therefore – CLS.**

Shopping – Making purchases with the Consumer for food or other items. This may also include preparing a shopping list, finding the items in the store, choosing a store, and comparison shopping / value skills, buying items at the register, etc.

Money Skills – Working with the Consumer to learn to manage his/her own resources. This may include any or all of the following activities: making change, writing checks, completing & following a budget, paying bills, balancing a bank statement, and making deposits, etc.

Socialization & Relationship Building – Working with the Consumer at home or in the community in learning to establish, build & maintain social relationships. This includes training on social interaction goals.

Transportation to/from Community Activities

- Driving the Consumer to/from a community activity
- Working with the Consumer to teach him/her how to use/access transportation. This would include arranging for a SMART bus, calling for a taxi, how to enter/exit a bus, etc.
- Arranging a ride for an individual to/from a community activity

Note: This does not include transporting to & from medical/dental appointments.

Leisure Choices – Working with the Consumer in making choices for & participating in leisure activities in the home. The focus of this activity is on making choices and on the activity, not socializing with other individuals. (If Socialization is the focus, time should be captured under Socialization & Relationship Building.) Leisure choices are endless: reading a book, coloring, arts & crafts, playing games, using the computer, swinging, playing basketball in the driveway, etc.

Participation in Community Activities – Working with the Consumer in participating in activities in his/her community (as opposed to at home). These choices are endless but include such things as bowling, taking a walk, choosing a movie to rent at the video store, going out to eat, window shopping, going to the library, etc.

Attendance at Medical Appointments – **MUST** be pre-approved by your supervisor at ExpertCare prior to attending or accompanying Consumer to an appointment. **Must** show a medical necessity as to why caregiver is attending appointment with consumer. **MUST** detail CLS activity provided while attending appointment.

Healthcare Treatments – Working with the Consumer to learn how to care for one's self in areas not requiring a nurse or physician, such as applying foot cream, completing prescribed exercise or ROM, positioning, speech exercises, strengthening exercises, sensory activities, etc.

Self-Administration of Medications – Reminding, observing, or monitoring the Consumer in taking his/her own medication. **Note: Staff is not to administer medication but only remind and monitor.**

Monitoring / Supervision / Protection for:

Health and Safety – Direct (eyes-on) supervision and/or monitoring provided specifically for health & safety reasons. This could include routine supervision OR specific intervention to respond to or prevent harmful activities (to self or others). Examples could include: implementation of a behavior plan, de-escalating aggressive behaviors, monitoring while smoking, preventing Consumer from leaving premises if he/she is a flight risk, etc.