5122-30-26 Provision of Personal Care in Class Two Facilities

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Class Two facilities are required to provide personal care services.

The primary purpose of Class Two facilities is to provide personal care services, in addition to providing room and board.

Class Two Facilities may admit a person who is not in need of personal care.

Facilities are required to be licensed as a Class Two Facility if the facility provides personal care services to at least one resident with mental illness or provides personal care services to at least 3 residents.
Personal care services shall be considered to be provided by a facility if they are provided by a person employed by or associated with the facility. This means direct care staff or other employees or contract staff.

By another person pursuant to an agreement to which neither the resident who receives the services nor his or her sponsor is a party. This means if your facility contracts with someone to come into the facility to provide the personal care services.

Personal care service, advice and assistance shall be provided to each resident in accordance with that resident's individual needs and preferences.

The facility shall provide personal care services to residents who require those services and may provide personal care services to other residents upon request.
If a resident requires certain personal care services that the facility does not offer, the facility either shall arrange for the services to be provided or shall transfer the resident to an appropriate setting within fourteen days of becoming aware of such a need.

Discharges or transfers to another facility, including one that you operate, that provides the personal care services needed must follow the requirements of **5122-30-27 Transfer and Discharge Rights**.

If the services are provided, they shall be at no extra cost to the resident and shall be paid for by the facility.
Skilled Nursing vs Personal Care Services

➢ Reminder

➢ Class Two facilities **are not permitted** to provide Skilled Nursing Care or **contract with an individual to provide Skilled Nursing Care.**
If a Resident is in need of Skilled Nursing Care the resident must make the arrangements. No class two facility shall admit or retain any resident in need of skilled nursing care unless the care will be provided on a part-time, intermittent basis; consisting of fewer than eight hours in a twenty-four hour day, or fewer than forty hours in a seven day period, and not more than a total of one hundred twenty days in any twelve-month period.
Each resident, with the facility staff and the referring agency or person, if applicable, shall determine the individualized personal care services to be provided while the resident is in the facility.

This shall include the responsibilities of the facility to provide for those personal care needs.

The agreed-upon, specific personal care services to be performed by the facility for the individual resident shall be written in a personal care service plan developed by the facility within fourteen days of a resident's admission.
What is in a Personal Care Plan?

A Personal Plan of Care is something that describes in an easy accessible way the services and support being provided, and should be put together and agreed upon with the resident through the process of care planning and review.

Personal Care Planning involves:

- **Gathering information**: the views/perspective of all concerned, including the resident, family/friends, case managers and other involved professionals

- **A systematic review** of the areas of need, including the review of the Resident Agreement, Resident Health Assessment and other available information
What is in a Personal Care Plan?

Care Planning involves:

- **Exploring and discussing information**: to help work out what’s most important

- **Goal setting**: what do we want to achieve?

- **Action planning**: what are we going to do, who is responsible, and when will it be reviewed?

- **Risk Management**: how do we make care as safe as possible?
A Personal Care Plan is:

- A record of needs, actions, and responsibilities
- A plan which can be used and understood by the resident, families, case managers and other agencies/providers, as well as colleagues, in a crisis
- Something which people feel they own
- Based on a thorough assessment of need
A Personal Care Plan is:

- Shared effectively with those who are part of it
- The written record of a plan of action negotiated with the resident to meet his/her personal care needs
- Is centered on the resident as an individual
- Considers all aspects of his/her individual circumstances, and immediate and longer-term personal care needs
A Personal Care Plan is NOT...
A Bureaucratic Exercise ..but **IS** an essential element in engaging residents, staff, providers, etc. and communicating what the facility can and will do, and what responsibilities the resident, staff, providers etc. will have.

A wish list, but is a plan of agreed elements of care.

A waste of time, but a valuable aid to providing care that everyone understands and has agreed to.
This may have a major impact on how effective the care plan is and if the resident and other participants will follow it.

- **A sense of ownership by all those concerned** (and in particular the resident) is vital in making the plan translate into reality, which can be promoted by:

  - **Using people’s own words and phrases** (familiar and comfortable language, which avoids jargon and abbreviations)

  - Recognising that **care plans exist for the benefit of the resident**, and should be based around the needs of that person, not around the services available in the facility
How and When the Plan should be written

- Involving the person in agreeing and writing the care plan as much as possible

- Producing the plan in a format and style that the resident is comfortable with and understands

- Being flexible in the approach to the other provider involvement

- Revised/Updated based on the needs of the resident
Set realistic time aside for this important task to be completed within 14 days of admission to the facility
5122-30-23 Facility Records

- Each facility shall have resident records that include a Personal Care Services Plan for each resident or a notation that the resident is not in need of Personal Care Services.

- If the resident is receiving personal care services, you must document that you have provided the services as required in the Personal Care Plan in the resident record.

- Document weekly the services that were provided and the resident’s progress of functional status for each service provided.
Contact your assigned Surveyor

Liccert@mha.ohio.gov

How can I get a copy of the Residential Facility Rules and Regulations?
The rules that apply to residential care facilities are in rules 5122-30 and were most recently updated 1/1/18. The rules are located online at https://mha.ohio.gov/Regulation/Rules#32641497-licensure-of-residential-facilities-5122-30. If you have questions, email Licensure and Certification staff at LicCert@mha.ohio.gov.

Applications are only available online and can be accessed here: https://mha.ohio.gov/Regulation/Licensure-Certification/Residential-Programs-non-SUD#1963368-licensure-application. If you have questions, email Licensure and Certification staff at LicCert@mha.ohio.gov.
QUESTIONS

WHO?
WHOM?
WHEN?
WHOSE?
WHAT?
WHERE?
WHICH?
HOW?
WHY?