



Missaukee County Commission on Aging

P.O. Box 217 • Lake City, MI • 49651
231-839-7839

Service: Personal Care

Service Definition: Assistance with activities of daily living (ADL) for an individual including assistance with bathing, dressing, grooming, toileting, transferring, eating and ambulation. Personal Care does not include health oriented services as specified for Home Health Aide Services.

Duties/Responsibilities:

- Bathing (shower, sponge or bed bath)
- Dressing
- Transferring/toileting
- Brush teeth/dentures/oral care
- Shave client
- Clean and file nails
- Administer incontinent perineal care
- Apply protective devices correctly when requested by the director of client services.
- Practice universal precautions
- Clean area used for personal care

Client Service Providers (CSP) report all injuries and unusual occurrences or observations immediately to the Director of Client Services or Executive Director.

Personal Care limitations:

- The CSP will not cut toenails or fingernails.
- The CSP does not monitor blood pressure or vitals.
- The CSP is not responsible for manually lifting a client from a fall. The CSP will either call the DCS for instruction, or 911.

*It is the expectation of the COA that the client is up and ready at the time scheduled by the CSP. The provider is allotted one hour per visit to complete the above duties.

*The COA does not guarantee a specific day or time for services to be completed. The CSP will accommodate schedule requests as best as possible.

*If a client is consistently not home for their scheduled visit, nor do they notify the COA to cancel, the COA may discontinue services.