

CHART A – Allowable Task, Activities and Standards (see Adult Foster Care Allowable Tasks, Activities and Standards specific to AFC providers)

Services:

- ADC – Adult Day Care
- CH – Chore Services
- COMP – Companionship
- EM – Environmental Modification
- EPCS – Extended Personal Care Service
- HM – Homemaker
- NMT-D/V – Driver with Vehicle
- NMT-E – Non-Medical Transportation Escort
- NE – Nurse Education
- PC – Personal Care
- RC – Respite Care
- SUPV – Supervision

APPLICABLE TO SERVICES	STANDARD	REQUIRED DOCUMENTATION OF COMPETENCY LEVEL	LIMITED TO TASKS
All Providers	Have the basic ability to read, write and verbally communicate.	Assurance checked indicating educational level or demonstrated ability	n/a
All Providers	(a) Not have been convicted of an offense that has a direct bearing on the individual's fitness to be a provider. (b) Have not been abusive or neglectful of someone. (c) Have not stolen from someone.	Statement attesting to his/her status regarding conviction of a felony or misdemeanor. The provider must pass all screening requirements. Statement attesting to his/her status regarding having stolen from someone.	n/a
All Providers	If have infectious or contagious disease, understand universal precautions to prevent spread of illness. Be physically capable of performing the service.	Assurance checked stating having the physical capability to perform the service.	n/a
All Providers	Uphold confidentiality.	Agree to refrain from discussing any information pertaining to clients with anyone not directly associated with service delivery. Agree to not reveal client personal information except as necessary to comply with law and to deliver services marked agreeing to maintain confidentiality.	n/a

<p>ADC, CH (except snow removal), EPCS, HM, NMT-E, PC, RC</p>	<p>Proper handwashing methods. Know generally accepted practice of infection control guidelines and proper hand hygiene.</p>	<p>Follow these steps when washing your hands every time:</p> <ul style="list-style-type: none"> • Wet your hands with clean, running water, turn off the tap and apply soap. • Lather your hands by rubbing them together with the soap, between your fingers and under your nails. • Scrub your hands for at least 20 seconds. • Rinse your hands well under clean running water. • Dry your hands using a clean towel or air dry them. <p>If soap and water are not available:</p> <ul style="list-style-type: none"> • Use an alcohol-based hand sanitizer that contains at least 60% alcohol. 	<p>n/a</p>
<p>ADC, CH (except snow removal), EPCS, HM, NMT-E, PC, RC</p>	<p>Handling of bodily fluids. Keep generally accepted practice of universal precautions and the use of personal protective equipment (PPE) when handling and disposing of body fluids.</p>	<p>Follow Body Substance Isolation (BSI) recommended practice that includes the use of gloves, gowns and proper disposal of both body fluids and items used.</p> <p>Use of Personal Protective Equipment (PPE):</p> <p>Wear clean gloves when touching blood, body fluids, secretions, excretions, and soiled items like linens, incontinence products, etcetera.</p> <ul style="list-style-type: none"> • Perform hand hygiene prior to putting on gloves. • Remove jewelry, cover abrasions then wash and dry hands. • Ensure gloves are intact without tears or imperfections. • Fit gloves, adjusting the cuffs. • Remove gloves by gripping cuffs. • Immediately dispose of gloves in waste basket. • Wash hands after removing gloves. • Replace gloves after sneezing, coughing, touching of the hair or face, or when contaminated. 	<p>n/a</p>

		<ul style="list-style-type: none"> • Do not reuse gloves, they should be changed after contact with each individual. <p>Gowns (if needed) should be worn during cares that are likely to produce splashes of blood or other body fluids.</p> <ul style="list-style-type: none"> • Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back. • Tie all the ties on the gown behind the neck and waist. • Untie or unsnap all ties or buttons. Some ties can be broken rather than unties. Do so in a gentle manner, avoiding a forceful movement. • Reach up to the shoulders and carefully pull gown down and away from your body. You may also roll the gown down your body. • Dispose the gown in waste basket. • Perform hand hygiene after removing gowns. <p>Masks are recommended as a best practice for all QSPs when the risk level is high in the community for COVID-19 as a standard precaution.</p>	
ADC, HM, PC, RC	Basic meal planning and preparation. Have knowledge of basic meal planning and preparation.	<p>Planning: Developed a menu utilizing the basic food groups, made a shopping list, considered variety, texture, flavors, color, and cost of foods.</p> <p>Shopping and Purchasing: Read food labels, identified ingredients which is critical for special diets such as salt free or low in sugar, considered cost, used seasonal food when possible.</p> <p>Preparing the meal: Washed hands and applied gloves, followed the menu, followed recipes, know food substitutions, allowed for special diet if food item is not available, prepared one dish meals as appropriate or for foods which may be reheated, prepared for proper storage and reheating for future servings, used proper six pans, used correct burner</p>	Do not include canning of produce or baking of such items as cookies, cakes, and bread.

		size, when using oven, prepared more than one item at a time, when possible, use toaster or microwave for small meals, conventional ovens for big meals, cleaned up, wash dishes. Removed gloves and washed hands.	
ADC, HM, PC, RC	Routine housework. Know generally accepted practice for maintaining kitchen, bathroom, and other rooms used by client in a clean and safe condition.	<p>Washed hands and applied gloves.</p> <p>Dusting: Dampened a cloth with water or commercial spray, moved cloth across surface to gather dust.</p> <p>Floor Care: Vacuumed rugs or carpets, mopped tile or linoleum floors, small rugs were shaken or washed.</p> <p>Cleaning Bathroom: Wiped out tub or shower after each use to keep mildew free, cleaned sink regularly, scrubbed out toilet bowl with soap or detergent regularly.</p> <p>Cleaning Kitchen: Cleaned up after each meal, whipped out refrigerator regularly, wiped down small appliances as necessary, wiped off countertops, kept surfaces uncluttered, proper disposal of garbage.</p> <p>Remove gloves and washed hands.</p>	Includes dusting, vacuuming which may include moving furniture, floor care, garbage removal, changing linens, and other similar tasks in the room occupied or used by the client.
ACD, HM, PC, RC	Wrinkle free bed. Know generally accepted procedure of making beds.	<p>Washed hands and applied gloves.</p> <p>Closed Bed: Gathered necessary linens, hung sheet evenly over bed, tucked bottom sheet under at head of bed, placed top sheet on bed with large hem even with head of bed, placed blanket and bedspread on bed, hanging evenly on both sides, folded top sheet, blanket and bedspread under at foot of bed, folded top sheet approximately 4 inches over bedspread and blanket, placed pillowcase on pillow.</p> <p>Open Bed: Made closed bed, then folded top of covers to foot of bed, smoothed sides into folds, placed pillow on bed.</p> <p>Occupied Bed: Gathered linens and bath towel; covered client with bath towel; removed top covers; moved client to one side of bed; assured client's safety, untucked bottom sheet</p>	See Endorsements section for mechanical or therapeutic devices.

		<p>and draw sheet; folded up against client; placed clean bottom sheet on bed; tucked in as appropriate; moved client over to side with clean sheet; removed dirty sheets; placed dirty sheets in a hamper; pulled bottom sheet to other edge; tucked in as appropriate; changed pillow case; placed clean top sheet over client; removed bath towel; placed clean blanket and bedspread over top sheet, tucked top sheet, blanket and bedspread at foot of bed; assured sheets were not tight across client's toes.</p> <p>Removed gloves and washed hands.</p>	
ADC, HM, PC, RC	<p>Laundry techniques. Know generally accepted practice in laundry techniques, including mending.</p>	<p>Wash hands and applied gloves. Able to make necessary minor repairs to client's clothing or bedding or linens (sew button or hem); separated clothing per label instructions considering color, fabric, soiled, dry clean only; pretreated spots/stains; followed washing machine instructions for detergent and type of load, dried clothing, ironed/folded, returned to proper storage.</p> <p>Removed gloves and washed hands.</p>	<p>Including washing, drying, folding, putting away, ironing, mending, and related tasks.</p>
HM, PC, RC	<p>Managing a budget. Knowledge of generally accepted practice of assisting with bill paying, balancing a checkbook, and managing a home budget.</p>	<p>Demonstrated ability to add, subtract, accurately record expenses/deposits and balance a checkbook. Know process to pay bills; set up a home budget within the available income of client to include such items as food, utilities, rent, essential supplies.</p>	<p>Monthly budgeting and/or paying bills.</p>
ADC, EPCS, NMT-E. PC, RC	<p>Toileting. Know generally accepted practice in assisting with toileting.</p>	<p>Washed hands and applied gloves. Bedpan: Assembled supplies and equipment (e.g. toilet paper; bedpan, commode), ensured privacy. Put on gloves, assists client to properly cleanse elimination area, always wipe from front to back. Puts supplies and equipment in proper storage. Removed gloves and washes hands. Assists client with washing hands. Commode or Toilet Stool: Gathers supplies and equipment commode, toilet tissue. If not going into bathroom, ensure privacy, assists</p>	<p>For assisting with suppository. Endorsement D.</p>

		client with transferring onto commode or toilet stool, supply toilet tissue, leave client for five minutes, apply gloves, assist client with cleansing elimination area, always wipe from front to back, cleansed and disinfected commode or flush toilet, removed clove, washed hands, and assisted client with washing hands.	
ADC, EPCS, NMT-E, PC, RC	Caring for incontinence. Know generally accepted practice of caring for incontinent client.	Washed hands and applied gloves. Assembled necessary supplies (e.g. incontinence supply, washcloth, powder); provided for privacy; used correct positioning techniques; removed soiled materials/clothing; cleaned area; dried area; observed for unusual skin conditions; applied appropriate lotions/powder, if necessary; applied clean incontinence supply item. Properly dispose of soiled material and other consumable supplies. Removed gloves and washed hands after all cares.	For assisting with suppository. Endorsement D.
ADC, EPCS, NMT-E, PC, RC	Transferring. Know generally accepted practice in transferring client, using belt, standard sit, bed to wheelchair.	Washed hands and applied gloves. Transfer Belt: Assisted client to sit, applied belt, stood in front of client, client's hands on your shoulders, grasped belt, had your knees braced against client's, had your feet block client's, raised and lowered client. To Stand Sit: Put client's hands on chair arms, one of your knees between client's, other knee braced client's knee, held client at center of gravity, instructed client to stand. Reversed procedure to sit. Bed to Wheelchair: Positioned wheelchair, locked the wheels, assisted client to dangles legs, instructed client to stand, reach for wheelchair arm, pivot and sit, supported and guided client. Reversed procedure to return to bed. Removed gloves and washed hands.	n/a
ADC, EPCS, NMT-E, PC, RC	Ambulation. Know generally accepted practice of assisting client with ambulation.	Washed hands and applied gloves. Cane: Assisted client to stand, cane was held on correct side (single point cane usually held on strong side of	Assisting client to walk, use wheelchair, walker,

		<p>body, 3 or 4 point cane usually held on weak side of body), cane was moved forward by client, feet were moved forward by client, assisted as necessary.</p> <p>Crutches: Assisted client to stand. For swing through gait; client places crutches 6 inches to 12 inches ahead, lifted and swung body just ahead of crutches, repeated. For 4 point gait; moved right crutch forward 6 inches to 6 inches, moved left foot forward, repeated for left crutch and right foot. For going up or down steps: down; crutches on the step first strong leg down first, then weak let, repeat; up; crutches and strong leg on same step, strong let up first, repeat.</p> <p>Walker: Assisted client to stand. Placed walker 6 inches to 12 inches in front of client. Client moved feet forward while holding walker in hands. Assist as necessary.</p> <p>Removed gloves and washed hands.</p>	<p>crutches or cane.</p>
<p>ADC, PC, RC</p>	<p>Bathing techniques. Know generally accepted practice in bathing techniques: bed, tub, and shower.</p>	<p>Washed hands and applied gloves. Gathered necessary supplies/equipment (e.g. soap, wash cloth, towel); assured privacy; checked for appropriate water temperature; made mitten out of washcloth; (began with cleanest part of body). For bed bath: washed, rinsed, and patted dry one part of body at a time and only exposed the part of body being washed; observe for unusual changes in skin condition. For clients needing assistance with washing, follow procedure for bed bath/sponge bath using gloves. Changed gloves between cares. Instruct client to use safety bars when getting in and out of tub. Caregiver to provide necessary assistance with transfer to prevent fall. For client who is unsteady, drain tub water prior to client attempting to get out. Assist with transfer from tub or shower. Make sure all skin areas are thoroughly dry. Inspect skin for any</p>	<p>n/a</p>

		changes (see Standard #18). Removed gloves and washed hands. Cleanse bath or shower.	
ADC, PC, RC	Hair care techniques. Know generally accepted practice in hair care techniques: bed and sink shampoo, shaving.	Washed hands and applied gloves. Bed shampoo: Gathered necessary supplies and equipment (shampoo, towel, pail, bucket, chair); placed pail or bucket on chair at head of bed; checked for appropriate water temperature; protected mattress and chair with plastic or towel; used plastic drainable trough; used cup or pitcher to pour water; shampooed, rinsed, dried hair; cleaned up. If a shampoo board is used, the board must be completely sanitized before being used for the next or another client. Sink shampoo: Gathered necessary supplies and equipment (e.g. shampoo, towel(s), washcloth); placed towel on client's shoulders; used washcloth to cover eyes; had client lean toward sink, wet hair; shampooed, rinsed, dried hair; cleaned up. If a shampoo board is used, the board must be completely sanitized before being used for the next or another client. Shaving: Gathered necessary supplies and equipment (e.g. electric razor, safety blade (no straight-edged razor), towel(s), lotion); had client in sitting position or on back; applies warm washcloth and then shaving cream or gel if using safety blade; held skin tautly; shaved in direction of hair growth; rinsed shaven area; applied shaving lotion, if desired; cleaned up. No sharing of razor blades. Removed gloves and washed hands.	n/a
ADC, PC, RC	Oral hygiene techniques. Know generally accepted practice in oral hygiene techniques; brushing teeth, cleaning dentures.	Washed hands and applied gloves; gathered necessary supplies (e.g. toothbrush; toothpaste; small water basin); applied toothpaste to toothbrush; gave client toothbrush if able to brush own teeth or brushed using gentle motion; brushed teeth thoroughly throughout the mouth;	n/a

		offered rinse water; offered mouth wash; wiped client's mouth; observed for bleeding and pressure areas in mouth from dentures; replaced to storage; cleaned up. Removed gloves and washed hands.	
ACD, PC, RC	Dress/undress client. Know generally accepted practice in how to dress/undress client.	Washed hands and applied gloves. Assembled clothing; assisted client to proper position for dressing; put on underwear; then trousers or pajamas; shirt or over-the-head clothing; socks or stockings, slippers or shoes. For undress, do the reverse. Removed gloves and washed hands.	n/a
ADC, PC, RC	Feed or assist with eating. Know generally accepted practice of how to feed or assist client with eating.	Washed hands and applied gloves; gathered utensils such as napkin or tray; placed napkin near client, on client's chest or under chin, if appropriate; told client what foods are served; alternated solids and liquids; used a spoon for safety; used a short straw if client could not drink from a cup or glass, wiped client's mouth with napkin; cleaned up as appropriate; offered oral hygiene. Removed gloves and washed hands.	Does not include tube feeding.
ADC, PC, RC	Routine eye care such as eye drops or ointment. Know generally accepted practice for routine eye care.	Washed hands and applied gloves. Able to assist in self-administration of routine eye care; assemble supplies, eye care products, and gloves if there is drainage coming from eye. Wash hands and apply gloves if necessary. Instill solution according to manufacturer's guidelines. Removed gloves and washed hands.	Routine regimen prescription and non-prescription eye drops, ointment, eye pad after a well-established routine of care has been set forth for the client.
ADC, PC, RC	Care of fingernails. Know generally accepted practice in proper care of nails.	Nail Care: Washed hands and applied gloves. Gathered necessary supplies and equipment (towel, water basin, nail file, nail clipper); filled wash basin with warm water, soaked client's fingernails approximately 20 minutes; cleaned under fingernails; clipped fingernails straight across; shaped with nail file; cleaned up/replaced equipment/supplies; washed hands.	Routine fingernail care. only if the client does not have diabetes, heart disease, circulatory disease or fungus.

		Properly disposed of nail clippings. Removed gloves and washed hands.	
ADC, PC, RC	Assist with self-administration of medication for able individuals. Know generally accepted practice for assisting client with self-administration of medications.	Washed hands and applied gloves, assisted client to proper position for self-administration of medication. Assisting the client with opening container, assisting with positioning, fluid intake and recapping. Medication should be properly labeled so you can see the name of the medication, instructions, and dose and time medication should be taken. If medication has been set up in medication container or planner by nurse or family, make sure it is clearly marked/labeled, assist client with opening container making sure medication is taken on appropriate day and time of day. Provide drinking fluid to swallow medication, assist client to close container and store medication properly. Removed gloves and washed hands.	Assisting client in <u>self</u> -administration by doing the following - opening container, assisting the client with proper position for taking medication, assist with giving client drinking fluid to swallow medication, recap the container.
ADC, PC, RC	Skin care such as lotions, ointments, etcetera. Know generally accepted practice of caring for skin.	Washed hands and applied gloves, identified pressure points (bony areas of body): changed client's position every two hours; kept linens wrinkle-free and dry, used powder where skin comes together; washed and dried client's skin promptly if urine or feces are present and have now been removed, applied lotion as necessary for dry skin, observed for skin breakdown. Removed gloves and washed hands.	Prophylactic (prevent-active) and palliative (relief or relieving) skin care, including bathing and application of non-prescriptions lotions or treatment for minor skin problems. Do not rub reddened areas. Report notice of reddened skin areas or open areas to HCBS Case Manager.
ADC, PC, RC	Turning and positioning. Know generally accepted procedure for turning and positioning client in bed.	Maintained body alignment, kept spine straight and supported head.	n/a

		<p>For Sitting Up: Placed pillows as needed for comfort if hospital bed – raised backrest to desired position.</p> <p>In Positioning on Back: Supported non-functional body parts with folded/rolled towels/pillows (shoulder blade, hip, hand, arm/elbows, leg) to promote blood circulation; did not place pillows, rolled or folded towels under knees when lying on back, loosened top sheet to prevent pressure from toes.</p> <p>In Turning Client Toward You/Away From You: Lower head of bed if evaluated, move client to side of bed near you; crossed client’s arms over chest and nearest leg over farthest leg; placed one of your hands on client’s shoulder, one on hip; gently rolled client toward you or push client away from you; placed pillows as appropriate for comfort and support (against back, under head and shoulder, in front of bottom leg, top leg on pillow, under client’s arm/hand).</p>	
All Providers	<p>Universal Precautions. Know the guidelines and practice of universal/ standard precautions.</p>	<p>Guidelines for universal/standard guidelines.</p> <p>1. Wash hands:</p> <ul style="list-style-type: none"> • Before, during, and after preparing food or before eating food. • Before and after caring for someone who is sick with vomiting or diarrhea. • Before and after treating a cut or wound. • After using the toilet and after changing incontinent care products. • After blowing your nose, coughing, or sneezing. • After touching and animal, animal feed, animal waste, pet food, or pet treats. • After touching garbage. • After you have been in a public place and touched an item or 	n/a

		<p>surface that is touched by other people.</p> <ul style="list-style-type: none">• Before touching your eyes, nose, or mouth.• When hands are visibly soiled.• Immediately after removal of any personal protective equipment (example: gloves, gown, masks).• Before providing any direct personal cares. <p>2. Use of Personal Protective Equipment (PPE):</p> <ul style="list-style-type: none">• QSPs are responsible to provide their own including PPE.• Wear clean gloves when touching blood, body fluids, secretions, excretions, and soiled items like linens, incontinence products, etc.• Gowns (if needed) – should be worn during cares that are likely to produce splashes of blood or other body fluids.• Mask usage: Recommended as a best practice for all QSPs when the risk level is high in the community for COVID-19 as a standard precaution.• Use during care activities where close contact with client is unavoidable. Clean hands with soap and water or hand sanitizer before touching mask. Mask can be worn throughout tasks and does not need to be changed between them if it is not soiled. <p>3. Prevent injuries from used equipment like needles and other sharp instruments or devices during cares provided:</p> <ul style="list-style-type: none">• Do not recap needles or remove needles from syringe.• After use, place disposable syringes and	
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		<p>needles and other sharp items in a puncture-resistant container for disposal.</p> <p>4. Clean equipment used for the individual before and after each use.</p>	
EPCS, NMT-D/V	Have a valid driver's license for the state of physical residence.	QSP must provide a photocopy of driver's license including the license number and expiration date. Out of state license requirements must follow ND DOT standards.	n/a
EPCS, NMT-D/V	Assurance included in QSP Enrollment Portal	Agree to assurances found during application process.	n/a
EPCS, NMT-D/V	Maintain current vehicle registration and proper insurance coverage for vehicles used to transport clients at all times.	Agree to verify with insurance carrier that insurance coverage is current and appropriate for the services provided and maintain adequate vehicle registration. Proof of registration and insurance coverage is not required upon enrollment but must be submitted if requested by the Department.	n/a
CH (labor, snow removal, and pest control)	<p>Knowledge of generally accepted procedure for seasonal cleaning or unusual/heavy cleaning.</p> <p>Knowledge of generally accepted snow removal procedures and use of snow removal equipment.</p> <p>Know generally accepted procedure for pest extermination.</p>	<p>Agree to assurances found during application process for all applicable types of Chore services selected for enrollment.</p> <p>Professional exterminator/company, proof of business type and/or licensure required.</p>	n/a
EM	Contractor's license filed with Secretary of State's office, current contractor's insurance, and good standing with Workforce, Safety, and Insurance.	Provide a copy of license, bids, insurance, bonding, and current standing with Workforce, Safety, and Insurance.	n/a

CHART B – Global Endorsement a Health Care Provider Can Perform and/or Authorize

PE – Can Perform

AU – Can Authorize

ENDORSEMENTS	PHYSICIAN		RN		LPN		CNA		OT		PT		CHIROPRACTOR	
	PE	AU	PE	AU	PE	AU	PE	AU	PE	AU	PE	AU	PE	AU
n/a														
Maintenance Exercise	X	X	X	X	X	X	X	n/a	X	X	X	X	X	X
Catheter Care	X	X	X	X	X	X	X	n/a	X	n/a	X	n/a	n/a	n/a
Medical Gases	X	x	X	x	X	x	X	n/a	X	n/a	X	n/a	n/a	n/a
Suppository	X	X	X	X	X	X	X	n/a	X	n/a	X	n/a	n/a	n/a
Cognitive	X	X	X	X	X	X	X	n/a	X	X	X	X	X	X
Taking BP/TPR	X	X	X	X	X	X	X	n/a	X	X	X	X	X	X
Compression Garment or Device	X	X	X	X	X	X	X	n/a	X	X	X	X	X	X
Prosthesis/Orthotics	X	X	X	X	X	X	X	n/a	X	X	X	X	X	X
Hoyer Lift/Mechanized Bath Chair	X	X	X	X	X	X	X	n/a	X	X	X	X	X	X

CHART C – Global Endorsements

ENDORSEMENT	STANDARD	REQUIRED DOCUMENTATION OF COMPETENCY LEVEL	LIMITED TO TASKS
Maintenance Exercise	Know generally accepted practice of how to perform maintenance exercise regimens.	Exercises are maintenance oriented and client specific. Assisted client to complete exercises which have been taught to client (neck, shoulders, elbows, wrists, fingers, hips, knees, ankles, toes). Follow only exercise regimen recommended for the client; such as the performance of the repetitive exercise required to maintain function, improve gait, maintain strength, endurance or communication, passive exercise maintain motion in paralyzed extremities, not related to a specific loss of function, and assistive walking.	Limited to general observation of exercises which have been taught to the client; including the actual carrying out of maintenance program, the performance of repetitive exercises required to maintain function, improve gait, maintain strength, endurance or communication, passive exercises to maintain range of motion in paralyzed extremities which are not related to a specific loss of function and assistive walking.
Catheter	Know generally accepted practice of procedure for routine care of indwelling bladder catheter care.	Washed hands and applied gloves, gathered all necessary supplies (basin of warm water, mild soap, washcloth, plastic bag for waste, disposable gloves); provided for client privacy; held catheter with one hand; do not hold up so that urine runs back into the bladder; cleaned meatus and catheter with other hand; wiped from meatus toward anus; patted area dry; applied lotion as necessary; observed for redness, swelling or discharge; disposed of waste; cleaned up; returned supplies to proper storage; removed gloves and washed hands	Limited to general maintenance care after a well established routine of care has been set forth for the client. No catheterization of client is allowed.
Medical Gases	Know generally accepted practice to administer medical gases.	Client specific monitored only as specifically recommended for client.	Limited to monitoring or routine assistance. Limited to oxygen only.
Suppository	Know generally accepted practice of	Ability to follow specific recommendations for assisting in suppository use by client. Assisted	Non-prescription suppository only.

	how to assist with suppository and maintain bowel program.	client to maintain bowel program as prescribed. Prior to assisting client with suppository, hands are washed and gloves are applied. After task is complete, removed gloves and washed hands.	
Cognitive Supervision (required for Respite Care, Supervision, and Companionship)	Know generally accepted practice of caring for cognitively impaired person, and persons who require supervision or a structured environment on a continuous basis.	Show evidence of knowledge of cognitive impairments included but not limited to Alzheimer's, Parkinson's and Multi-Infarct (dementia), as well as the unique needs of caring for a person that is so impaired. Address issues, such as care staff reaction to repetitive and/or inappropriate behavior, nonverbal communication techniques; observing for difficulty eating, chewing and/or swallowing; techniques used with wandering behavior. Show evidence of knowledge of the role of supervision and observation for a client who needs supervision continuously, except for brief periods of time, for health/safety, cognitive and/or behavioral reasons.	n/a
Temperature, Blood Pressure, Pulse, Respiration Rate	Know generally accepted practice for taking temperature, blood pressure, pulse, and respiration rate.	Able to identify average normal adult rates. Washed hands, gathered necessary equipment (thermometer, blood pressure cuff, watch with minute hand), assisted client to sit or stand in comfortable position, obtained the measure/rate, cleaned and replaced equipment to proper storage, washed hands	QSP will be notified by Case Manager who is to be notified of reading. (determined in care planning)
Compression Garment or Device	Know generally accepted procedure of applying compression garment or device.	Gathered appropriate supplies: Applied compression garment or device according to manufacturer's instructions.	n/a
Prosthesis, Orthotics, Adaptive Devices	Know generally accepted procedure for usage of prosthesis/orthotics/adaptive devices.	Is able to assist client to apply or put on prosthesis/ orthotics/adaptive devices and remove	n/a
Hoyer Lift Mechanized Bath Chairs	Know generally accepted procedures for use of a client's	Is able to safely transfer client using a Hoyer lift or mechanical chair.	n/a

CHART D – Client Specific Endorsements

The following Client Specific Endorsements require verification of the provider's ability to provide the service for a specific client who requires the endorsement.

Submit the completed [SFN 830 – Request for Client Specific Endorsement](#) only if the client's CM authorizes the endorsement.

APPLICABLE TO THE PROCEDURE	STANDARD	REQUIRED DOCUMENTATION OF COMPETENCY LEVEL	LIMITED TO TASKS
Ostomy Care	Know generally accepted practice of techniques for routine regimen of ostomy care.	Washed hands and applied gloves; gathered supplies needed (bedpan, towel(s), bed protector, clean ostomy bag, toilet tissue, warm water, washcloth, soap, cleanser-lubricant, cream, deodorant); assured privacy, covered client with bath towel, opened ostomy belt; replaced if dirty; removed soiled stoma bag; placed in bedpan, wiped area around stoma; washed gently entire stoma area; patted dry; applied lubricant or cream if needed; fitted clean belt and stoma bag on client; applied deodorant if desired; cleaned up; replaced all equipment and supplies to proper storage; washed hands and removed gloves	General maintenance care which may include emptying, cleaning, and reapplying the appliance after a well-established routine of care has been set forth for the client
Postural Bronchial Drainage	Know generally accepted practice of how to perform postural/bronchial drainage.	Demonstrates the procedure for postural/bronchial drainage.	Must have received specific training from a therapist who specializes in this procedure
Jobst stockings (compression stockings)	Know generally accepted procedure of applying compression garment or device.	Gathered appropriate supplies; applied compression garment or device as directed for the client.	Routine care for chronic conditions.
Rik/Specialty Bed Care	Know generally accepted procedures for use of a client's Specialty Bed.	Is able to assist client in the use of the Specialty Bed as directed for the client.	Routine care for chronic conditions.
Apnea Monitoring (is available only to provider meeting the standard for Respite Care)	Know generally accepted procedure for apnea monitoring.	Evidence of having hospital-based training equivalent to what the primary caregiver has received.	n/a