

**Policy Title: Home Living Skills**

<p><b>Policy Owner:</b> Senior Business Analyst <b>Policy Originated by:</b> Program</p>	<p><b>Date Written:</b> 10/1/13</p>
<p><b>Applicable Programs:</b> Community-Based Therapy and Supports</p>	<p><b>Date Reviewed and Approved by PLT:</b> 3/11/14, 10/22/19, 12/9/20, 11/24/21, 11/8/23</p>
<p><b>Statutory or Regulatory Citation:</b></p>	<p><b>Signature if needed:</b></p>

**Policy:** It is the policy of St. David's Center that staff should only perform housekeeping tasks related to assisting a client with activities of daily living and/or self-care. This policy serves to clarify for staff and families when performance of limited home living tasks related to the client may be appropriate.

**Definitions:**

**"Housekeeping tasks":** means tasks such as cleaning, laundry, and meal preparation that are not included in a client's Community Services and Support Plan Addendum (CSSP-A).

**Procedure:**

Staff will assist clients with activities of daily living and self-care, when such tasks are related to the client and the client's CSSP-A. For example:

1. Staff may assist with meal preparation and clean up, for the client only.
  - A. Staff should not be asked to do clean-up for meals occurring before a shift begins.
2. Staff may assist the client in changing clothes or bedding.
  - A. Staff should not be asked to do laundry accumulated before staff's shift begins.
3. Staff will clean up after accidents and spills related to themselves and clients.
4. Staff may assist in teaching home living skills or self-care skills to a client, if:
  - A. Achievement of such skill development is a part of the client's CSSP-A or Treatment Plan; and
  - B. The client is of appropriate age (i.e., a teenager or adult).

- C. In such a case, staff will not actually perform the tasks, but will work with the client to teach these skills in preparation for independent living.

**Violation of this Policy or Procedure**

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

**Reference or Attachment:**