



## General Information - Assisted Living Personal Assistant (PA) Services HSE / Cork CIL-South Lee

A Personal Assistant [PA] is a qualified health and social care worker who works with and for a person with a disability so that they can achieve the independence they want. Everyone is different and what each person wants from a PA will vary. How much direct responsibility a Service user takes for managing a service also varies from person to person.

This is an outline of services and possible options for Personal Assistant Services and the HSE/Cork CIL Assisted Living Personal Assistant Services (ALA-PA Service).

### **HSE Funded Personal Assistant [PA] Services.**

The ALS-PA Service is an HSE funded service. It is part of a continuum of community support services along with Home Support Services [formerly Home Help]. Although it is within the framework of the HSE Disability Services

Cork CIL is a not for profit organisation and is a Section 39 HSE funded agency. Cork CIL has a clear Service Level Agreement (SLA) with the HSE for the provision of ALS-PA Service supports on behalf of the HSE in the South Lee area of Cork. Each SLA is for 12 months and is reviewed each year.

The ALS-PA Service is fully funded by the HSE. Cork CIL does not have access to other funding resources to provide home support and PA services. The funding for this service has been fixed for the last number of years but it is subject to the changes that impact all public-sector funding. Despite the funding being fixed new service users are still needing support and are being referred for a service, therefore a prioritised **waiting list** is operated.

### **Assisted Living Services – Social Inclusion**

Currently consideration is given to application for Social Inclusion. These are small number of hours. It is not an alternative to Home Support (Home Help). The Assisted Living Service is expanded on later in this information.

### **Wrap Around Services for Independent Living**

Applications for robust services are made directly to the HSE Disability Services using their standard application process. Cork CIL may not be the ultimate provider of services but if we are contacted to be a provider we will work with the applicant and PHN to further assess the support needed and cost the service. Most occasions this type of new service will require a recruitment drive.



### **Applications Process for ALS-PA Services ( social inclusion)**

All applications for ALS-PA Services are made in the first instance by the Public Health Nurse (PHN). If following an assessment, the PHN is confident that the applicant meets the criteria, that they could achieve a positive outcome by accessing ALS-PA Services and that the applicant is fully aware of and formally consents and an application should be completed.

The Application Form and assessments should be completed signed by the applicant, PHN, ADPHN and submitted directly to the appropriate HSE Disability Services Manager. All applications are then considered at the appropriate Local Prioritisation Committee (LPC).

New Cork CIL application forms and assessments forms are available by email from Cork CIL 021 4322651 or can be downloaded from our website [www.corkcil.ie](http://www.corkcil.ie)

Application forms for IWA services can be requested from the IWA.

### **Criteria for Service**

- **Living CHO 4 Cork**
  - **Service Providers**
  - North Lee, North Cork, West Cork Irish Wheelchair association (IWA)
  - South Lee -currently excluding Macroom and hinterland Cork CIL
- Primary physical / sensory disability
- Under 65 years at time commence a service (regrettably applicants may 'time out' on a wait list )
- Application is for a service that is funded by the HSE and a service that can safely be provided by Cork CIL / IWA
- The applicant fully understands and consents to the application.
- Assisted Living PA services are not the service to refer a new service user to if an emergency response is required. It is important that all applicants understand that if their application is successful a prioritised waiting list operates.

### **Who Can Apply?**

#### **Adults**

Applicants > 18 years. If applicants meet the criteria and an appropriate service can in principle be offered, they are offered a place on a prioritised waiting list. This is done in writing and their formal consent is required.



## **Minors**

Applicants < 18 years may be eligible but as they are in school and have access other supports and do not generally achieve a high wait list priority. Their applications must demonstrate an unmet need that is different to other children of the same/ similar age. ALS PA service is not an alternative to respite and does not supplement child care or home education services.

If applicants under 18 years old meet the service criteria they may be offered a place on a prioritised waiting list. This is done in writing and their parent / guardians must consent in writing. If a minor is to be offer a service then the providers have a is required to employ as suitably qualified PA with a Child Care qualification.

## **Assisted Living Supports**

### **Child Care:**

Cork CIL are not able to consider child care support within the current resource Cork CIL cannot accept referrals to facilitate supervised access visits.

### **Pre-school:**

Applications for pre-school supports are now provided directly by the pre-school. For more information visit <https://www.earlychildhoodireland.ie/work/information-parents/choosing-childcare/ecce-free-preschool-year/>

### **Personal Care**

If the new referral is for personal care supports it is unlikely that the applicant can wait for services and the application will be referred back to PHN to explore Home Support Services or an Enhanced Home Care Application to response to this priority need.

### **Bowel Management**

This is the responsibility of PHN. Some Cork CIL staff are trained on a named service user basis to support some bowel management for existing service users. New requests for support can only be considered case by case.

### **Therapy Programmes**

Requests for support with therapy programmes will also be considered on case by case basis. An HSE community therapist must be willing to prescribe a written therapy programme. The Community Therapist needs to be available to directly train PA staff, assess their competence and be available for queries A copy of the programme needs to be lodged with or available to Cork CIL. It must be reviewed at a minimum every 6 months and updated as appropriate.



### Support at Appointments

Most Cork CIL PA staff are part time. They may work with one or more named service user and at pre-scheduled times. Staff are only paid when they are scheduled to work. PA's may on occasionally accompany a service user that they are actively working with. This usually requires the service user to plan their appointment time with their PA.

However , Cork CIL **cannot routinely** accept applications with a primary objective to accompany applicants to hospital or other appointments. If applicants are looking for this type of support, we suggest that they consider the **Cork CIL Travel Club** to support their attendance at appointments..

### Transport

Cork CIL **PA's do not** routinely take Service Users in their car. If this is done it is by negotiation with Cork CIL, the PA and in line with **Cork CIL Driving for Work Policy**. Increasing insurance costs are making this less common. Other agencies do not support this role.

### Domestic & Housekeeping

Application solely for domestic and housekeeping supports are not routinely considered.

### Applications Forms

- All PHN assessments need to be 'up to date' .
- PHN's are requested to complete the most recent Application and Assessment Forms (available on web site) – (You can save these as a blank form on your PC and complete directly or print and complete using a black or blue pen.)
- Please write legibly these applications are photocopied and scanned often multiple times and can quickly become unreadable.
- All applications should be signed by the applicant where possible.
- For minors the application **must** be signed by the child's parent or guardian
- A contact number and an e-mail if available for the applicant must be clearly recorded on the application form.
- The application must be signed by the referrer (PHN). PHN is asked to include their direct contact number (not a health centre number) and an e-mail address. This is how we will update you on the progress of applications.
- The completed application form must then be signed by the ADPHN and for South Lee Applications sent for attention of:



*HSE Disability Manager*

*Patrick McEvoy*

*Disability Services Cork*

[patrick.mcevoy2@hse.ie](mailto:patrick.mcevoy2@hse.ie)

### **Resource Allocation**

Applications are reviewed at the **Local Prioritisation Committee Meeting (LPC)**. If accepted they can be **wait listed**. We will write to them and if we have your email cc PHN as the referrer.

It is important that other services (days and hours) both in place and applied for are included in the application.

If PHN is suggesting a number of hours requested / required this is considered a guide only. Applicants must be made aware of this.

Please do not refer people who do not meet the criteria for the service. If you are unsure, please call Pat Beirne 021 432 2651 / 086 792 9684 to discuss.

### **Prioritised Wait List**

The prioritisation is based on both clinical and social need. This means that a person living alone with no other supports at all may be prioritised above an applicant with a more complex disability but with excellent supports from other services family etc. An offer to be included in the waiting list is done in writing and consent of applicant or in case of minor's parent/ guardian is required.

### **Covid -19**

Covid-19 had a significant impact on services We will assess the individual risk and taking this assessment and ensuring compliance with national restrictions work to maintain services as much as possible.

All Cork CIL staff have successfully completed additional Covid-19 specific training and have access and are instructed to use appropriate PPE in line with Cork CIL Covid -19 Practice Guidelines . These are subject to change.

### **USEFUL LINKS**

Patrick McEvoy (Disability Manager, Cork South) [Patrick.McEvoy2@hse.ie](mailto:Patrick.McEvoy2@hse.ie)

Garrett Cody. (Home Support Manager Cork South) <Garrett.Cody@hse.ie

Pat Beirne Cork CIL [pat.beirne@corkcil.ie](mailto:pat.beirne@corkcil.ie) - South Lee



## FAQ's

### **What is a primary Physical Disability?**

Simply put, a **physical disability** is any type of physical condition that significantly impacts one or more major life activities. That is a broad definition, but the types of physical disabilities, their causes, and the way they impact a person's life are wide-ranging and virtually limitless. It is understood that illness can have a significant and disabling impact but may not result in a person having a primary physical disability.

### **Types of Physical Disabilities**

Physical disabilities can be the result of congenital birth issues, accidental injury, or illness. When you consider the substantial number of potential causes of physical disabilities, you can appreciate that it is impossible to provide a comprehensive list naming each condition. One physical condition might be considered disabling to one person but not the next. The key aspect in defining physical disability is not whether a person has a specific condition but how that physical condition impacts his or her daily life. It is understood that illness can have a significant and disabling impact but may not result in a person having a primary physical disability.

### **What type of supports can be provided through HSE CCIL ALS PA Services?**

When referring someone for ALS PA Services you must consider what other supports can be applied for or accessed for them. If a person needs supports with personal care and intimate personal care you should in the first instance refer them for Home Help Supports. Referrals then to the ALS PA Services is for social support in the home and more often outside the home.

### **Can PA Provide Dementia Support?**

Dementia is a challenge for the person with dementia and their carers. However the ALS service is not the appropriate service for referrals for dementia support <https://alzheimer.ie/county/cork> is a useful site.

### **Can a PA provide Personal Care and Intimate Personal Care?**

PA's do provide Personal Care and intimate personal care to existing named service users. For new service users, this role is usually providing by Home Help services.

### **Can a PA support Bowel Management?**

No PA's may support bowel management, but this is in exceptional circumstances, and assuming the clinical responsibility is retained by the Service Users PHN.

### **What if the applicant has a significant disability and needs a very high level of support?**



If you have a new patient in the community not accessing any supports or a person with a newly acquired disability you should contact the Disability Services Manager for the area. It may be the case that this person needs consideration of individualised supports that whilst they may be provided by Cork CIL are not provided for as part of Assisted Living Services.

#### **HSE Disability Services Manager CHO 4**

Please check HSE website

#### **How are PA's employed?**

PA's are employed by Cork CIL directly. They are employed to work specific hours with named service users. One PA may work just with one Service User or several service users. We do not employ PA's on standby or on-call. All services are planned. We often need to recruit staff when new service users are released from the waiting list.

#### **Can a PA be requested to drive people to appointments?**

PA's cannot be allocated with the primary role of transport. PA's can accompany Service Users to appointments if a PA and service user are already linked and the appointment is planned to coincide with the scheduled PA session. PA's do not routinely carry Service user in their cars. Transport is the responsibility of the service users. Cork CIL has a Driving for Work Policy. This can be viewed on our website [www.corkcil.ie](http://www.corkcil.ie).

#### **If a parent with a Disability has a baby or young child can a PA be allocated to carry out child care?**

No this is not a service that can be supported by ALS PA services.

#### **If a parent has supervised access with their child can the PA provide this?**

No

#### **Can a PA provide support in mainstream pre-school?**

No. Prior to 2015 some of the ALS-PA Services was used to support children 3 years + in **Mainstream Pre-school** (not crèche) This support has now ceased.

#### **Can PA be requested to provide domestic services?**

No this is not the role of a PA. PA's will provide some light domestic support as it relates specifically to the Service User. They may not be asked to provide heavy domestic work, domestic work for the extended family, cooking, and meal preparation for other than the Service User or gardening.



**If a Service User wants additional hours is this automatic?**

No. If an existing service user requests additional hour they should either speak to a CCIL service co-ordinator and or contact their PHN who should reassess and if appropriate refer to the LPC for Assisted Living supports where the request will be considered. A prioritised waiting list applies and requests for additional hours will be weighted and may have a lower waiting than others on a wait list who have no service.

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