

Developmental Disabilities Services

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Number: APD-IM-14-049

Issue date: 9/19/2014

Topic: Developmental Disabilities

Subject: Personal Support Worker requests for gloves and masks

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage Directors |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Message:

The 2013-2015 Collective Bargaining Agreement between Home Care Commission and Service Employees International Union Local 503 OPEU states in Article 20.2 that gloves and masks will be made available to Personal Support Workers (PSW) when these supplies are not available at the Consumer/Employer's residence or through the Consumer/Employer's health plan or service plan.

Personal Support Workers that are providing services based on assessed health and safety needs may request gloves and masks from the local Brokerage, CDDP or CIIS office. Upon PSW request, Personal Agents/Service Coordinators (PA/SC) will complete the "[DD Personal Support Worker Request for Gloves or Masks Screening and Authorization Form](#)" with the PSW. At or before the time of this request, an effort will be made by the Consumer/Employer, the PSW, or the Personal Agent/Service Coordinator to obtain these supplies through the Consumer/Employer's health plan coverage.

The PA/SC will forward the completed "DD Personal Support Worker Request for Gloves or Masks Screening and Authorization Form" to the local Area Agency on Aging/Aging & People with Disabilities Services office with the size and amount of gloves and masks requested. A list of local offices is available on the Aging and People with Disabilities website: <http://www.oregon.gov/dhs/spwpd/pages/offices.aspx>

With the form, the PA/SC will alert the AAA office that this request is for an individual receiving DD services, as the billing information and form will be slightly different than current APD practice for the local offices and will comprise a small percentage of their overall requests of this sort. During the completion of the Screening and Authorization Form, the PSW and PA/SC will establish if the PSW or the PA/SC will arrange for pick-up of the materials from the AAA/APD Office and will include this information on the completed form. A copy of the completed form will be retained in the customer file. For any questions related to this service and the correct process of obtaining these supplies, please contact your ODDS program liaison.

If you have any questions about this information, contact:

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