

# **APPENDIX F: IN-HOME AIDE SERVICES: LEVEL I-HOME MANAGEMENT**

REVISED: 04/01/06

## **IN-HOME AIDE SERVICES: LEVEL I-HOME MANAGEMENT**

### **Client Indicators**

Client is self-directing, medically stable, and has at least one IADL impairment.

### **Tasks**

- Clean/care for clothing: ironing, simple mending, laundering
- Do basic housekeeping tasks: sweeping, dusting, vacuuming, dishes, mopping
- Make minor repairs to house and furnishings
- Make unoccupied bed
- Recognize/report changes in health environment
- Identify medications for client
- Prepare simple meals
- Shop for food from verbal or written instruction
- Observe/report symptoms of abuse, neglect, illness, etc. to proper professional

### **Required Competencies Recommended Training Hours - 21 Hours**

#### **Communication Skills I (2 hrs.)**

- Methods of communication
- Maintaining control
- Observing, documenting, and reporting
- Confidentiality

#### **Mental Health/Illness I (1 hr.)**

- Characteristics of good mental health
- Personality differences

#### **Family Dynamics I (2 hrs.)**

- Cultural/Ethnic lifestyles
- Roles of families in meeting individual needs

#### **Home Management Skills I (3 hrs.)**

- Maintaining a clean and safe environment
- Basic housekeeping

- Clothing care/repair

### **Food and Nutrition I (2 hrs.)**

- Role of nutrition in promoting good health
- Balanced meal: preparation and food handling/storage

### **Disabled Adults I (5 hrs.)**

- Life long aging process
- Disabled persons as individuals
- Specific needs of older persons

### **Understanding Basic Human Needs I (2 hrs)**

- Physical and psychological needs
- Need hierarchy
- Client/Patient Rights

### **Medications I (1 hr.)**

- Retrieve and identify medications for clients
- Do's and don'ts of medication

### **Responding to Emergencies I (1 hr. )**

- Fire
- Personal injury/sickness
- Observe/report symptoms of abuse, neglect, exploitation, illness, or unsafe environment, etc., to proper professionals.
- Other dangers

### **Personal Hygiene (worker) I (1/2 hr.)**

- Expectations: cleanliness, odors, smoking, etc.

### **Safety Measures I (1 hr.)**

- Household Safety Tips
- Body Mechanics for Aides

### **Inappropriate Tasks I (1/2 hr.)**

- Personal Care
- Deviation from Care plan
- Other inappropriate tasks