



## Preparation Tips for Self-Directing Consumers

**This is to help you protect yourself and your direct support workers/personal care attendants/family while making sure your needs are met in your home.**

1. Look NOW at what, if any, Durable Medical Equipment might help you do some things by yourself. If an over the toilet commode is the difference between being able to transfer and toilet or not, we can line that up NOW. Same with things like a trapeze over the bed, etc...
2. Start talking NOW with workers, roommates, family and friends about exposure risk. Talk about how people can limit exposure. The first best option is to NOT get the illness. Limit outside activity now. Use delivery or pickup services for groceries. Limit the personal items brought into homes from other locations and homes. Start using extensive cleaning and handwashing practices at all locations. Make sure anyone who handles the bags or products washes their hands immediately after handling them.
3. Have an idea of what other resources may exist to “fill in” some of your worker’s tasks. Look for local resources like a restaurant delivering meals or a pharmacy delivering medications or refills. This could mean the worker is in the home less time. That way there is less exposure between the consumer and the worker. The worker is also out and about in the community less.
4. If using food delivery from a restaurant, empty the food into your own dish to eat. Throw out the containers from the restaurants. Have anyone who has handled the containers wash their hands immediately. Some places offer “no contact deliveries.” You can place a table outside the door for these. Even if the restaurant doesn’t offer “no contact” options, you can place a table and a note outside asking for that service.
5. If you are using any type of reusable bags or containers outside of your home, be certain to clean and sanitize them regularly.

6. We have asked the State to allow consumers to put agency- directed services on plans of care to use for backup attendants. Self-directing consumers can call their MCOs and ask if that can be done NOW.

7. Limit foot traffic in and out of the home in general, and sanitize the environment. Have attendants disinfect common surfaces, appliances, DME every other day at this point. Anyone coming in the house must wash their hands before touching anything. Make an agreement to remind each other when we see the other touching their face, then wash hands. Ask attendants to limit contact with other people outside of the consumer's home.

8. Request respite or emergency respite care for in-home services to use as a backup as part of plans of care. Self-directing consumers can call their MCOs and ask if that can be done NOW.

9. Have direct support workers designated as "Essential personnel." This will make it so they can come into restricted areas to get to the consumer, if needed. Anyone who you need to be able to get to you should be designated "essential", whether they are a paid worker or not. Prepare a note for anyone you will need to get to you with your information on it so if there is a question about why the worker is coming into a restricted area, they have some proof with them. A sample letter people might use is included.

10. See if there is a way people can set up a worker "pool" so that if a DSW needs to step out, others are ready to step in, and vice versa. Divide up tasks now. If there are three folks who have three DSWs and one can do the "direct care" stuff, have that person be the one who can do it for all three of the consumers. Have the other workers do shopping, prescription pick up, meal preparation, etc.

11. Have backup workers who don't have outside considerations ready to go. Have applications on file and processed so people can step in to work. Rules limiting family members, guardians, etc... are being waived so anyone goes at this point. Workers are being allowed to start working before background checks are completed, as long as they say they don't have a criminal history.

12. It may be best to have fewer workers coming in and out of the home. Get permission from the MCO to adjust budgets to allow for overtime pay. Fewer workers may be able to work more hours.

13. DSWs may need to support their individual employer if they see them needing an advocate. This is an overwhelming time for those of us with compromised health systems. We know we are at a much higher risk of dying if we get this virus. If a worker feels a

consumer may need help that they may not be getting, the DSW could support the consumer in calling the local Center for Independent Living or CDDO/CSP to get help advocating for what the consumer needs.

14. If direct support workers are having trouble getting to the consumer because they need child care, consumers could work with other consumers or neighbors to trade child care services so the worker can help those consumers.

15. Have your personal information and contacts written down and in multiple locations. Have any essential devices (prescription drugs, wheelchair battery chargers, cell phone chargers, C-PAP) gathered together in case you need to leave your home quickly. Even if you are going to the hospital, plan to take these things with you, in case they don't have them. Take to the hospital things like: specific ostomy care supplies, and equipment such as transfer boards. Hospitals may have these items, but they can take a long time for them to find them when you need them.

16. IF YOU NEED TO LEAVE YOUR HOME to go to the hospital or some other location, let your contact and support people know you are leaving. If you know, tell them where you are going. If you don't have anyone else to call or let know, call Ami at 785.220.6460. I will keep a list of people we will follow up with to make sure people don't get moved around, stuck in institutions and lost in the system.

17. If an employing consumer gets the virus, do not treat them like a monster. The person will probably be scared enough. Most DSWs are caring and loving, this is an important time to show it, for all of us!

**Personal Information**

Name:	
Date of Birth:	
Address:	
Phone Number:	
Medical Card/Insurance Company:	
Medical Card/Insurance Number:	
State Issued ID/Passport Number:	
Prescriptions:	
Over the Counter Medications:	
Emergency Contacts (please list name and phone number):	

Doctors:	
Necessary Medical Equipment:	
Information that is important to know (allergies, underlying health conditions, etc):	

Check if you have:

- Health Care Directive(s)
- General Power of Attorney
- Power of Attorney for Health Care Decisions

Attach copies of:

Photo ID – state issued or passport

Medical Card

Any health care directives or power of attorney documents

To whom it may concern:

I am \_\_\_\_\_.  
(print consumer name)

\_\_\_\_\_ is my direct support worker (DSW).  
(print direct support worker name)

My direct support worker provides essential services. My health, safety and well-being depend on the work my direct support worker does for me.

In the event of restrictions or limitations on movement, I am asking that  
\_\_\_\_\_ be allowed to travel to and from my location.  
(DSW name)

If I can answer any questions about why it is critical that my direct support worker be able to get to me, please call/email me at: \_\_\_\_\_.  
(phone/e-mail).

Thank you in advance for helping to ensure my safety.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date