

DIVISION OF DEVELOPMENTAL DISABILITIES  
**Assistance Available Schedule**

CLIENT NAME	DDD NUMBER		CRM NAME			DATE	<input type="checkbox"/> Personal Care <input type="checkbox"/> Waiver Respite ETR <input type="checkbox"/> VPP Respite	
	M	T	W	Th	F	Sat	Sun	
6:00 AM								
7:00 AM								
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10PM-6AM								

Check if the client is up at night and required assistance/intervention.

NOTES:

<b>A</b> = After school program	<b>E</b> = Employment not paid through county	<b>P</b> = Parent	<b>S</b> = School
<b>CDP</b> = County paid day program	<b>F</b> = Family/guardian/custodian	<b>*PC</b> = Personal care provider	
<b>C</b> = Childcare	<b>O</b> = Other informal support	<b>*R</b> = Respite Provider	

## INSTRUCTIONS

### 1. What is the purpose of this schedule?

Use this schedule when conducting an assessment to assist with determining unmet need for personal care, respite hours needed for VPP foster care, and for waiver respite ETRs.

### 2. How do I fill out this form?

Put the appropriate code in the box to correspond with the type of support used for that hour.

### 3. \*Do I include all paid and unpaid assistance available to the person?

In completing the schedule, list all formal and informal, paid and unpaid assistance available to the person with the following exception:

When assessing for personal care:

- do not include the personal care provider (PC)
- do not include the DDD paid respite provider (R)

### 4. What codes are used for caregivers who provide both unpaid and paid personal care support?

(a) When assessing for unmet need for personal care:

- P (Parent) = time available as an unpaid caregiver to assist the adult son/daughter.
- F (Family/guardian/custodian) = time available as an unpaid caregiver to assist the person.

(b) **Do not include the paid care giving time for the above providers on this schedule.**

### 5. When do I use this schedule for personal care?

- (a) Use this schedule when conducting an assessment to determine a person's need for assistance with personal care.
- (b) Complete the schedule with the interviewee before calculating the Status and level of Assistance Available required on the ADL screens.

### 6. Are there other uses for this schedule?

- (a) A completed schedule is required documentation in any request for additional service through the ETR process.
- (b) Use this schedule to clarify what other supports a person is receiving before offering any department funded services.