

**TCOA Department  
Contact Numbers**



**Administration  
(985) 868-8411**

**In-Home Services  
(985) 868-5546**

**Nutrition  
(985) 868-7596**

**Transportation  
(985) 868-7701**

**Food for Seniors  
(985) 858-5139**

**SenioRx/ADRC  
(985) 858-5135**

**Personal  
Care  
Program**

**Diana N. Edmonson  
Executive Director  
995 West Tunnel Blvd.  
Houma, LA 70360  
(985) 868-8411**

The resources provided to Terrebonne Council on Aging, Inc. (TCOA) by the Federal, State, and local government allows the agency to serve only a fraction of its service area's 18,000+ citizens age 60 and older.

The following regulations were used by TCOA to develop selection criteria for its services:

Older Americans Act of 1965, as amended in the 2006 Reauthorization.

Louisiana Governor's Office of Elderly Affairs' (GOEA) Policy Manual, Subchapter E, Section 1215(A), (B), and (C).

#### **TCOA's Personal Care Program Policy Client Selection Criteria:**

*No older individual is entitled to services by virtue of age alone.*

- ◆ GOEA's Comprehensive Assessment Form (*used by all the Councils on Aging in the State of Louisiana*) and TCOA's Participant Service Determination Form is used to evaluate all potential participants.
- ◆ The completed assessment form is then submitted to the TCOA Executive Director or designee for review and evaluation.
- ◆ Priority will be given to persons 60 and older, with the greatest economic and/or social need, with particular attention to low-income minority and Native American individuals.
- ◆ Participants with the highest score on the assessment form will be given priority in delivery of services. Clients may be placed on a waiting list until openings become available.

The Personal Care Program is administered as a **"last resort"** service. As a **"last resort"** service the Personal Care services will be placed on hold during a clients' receiving of any skilled services through an active Home Health Episode of Care. However, as soon as the episode has concluded, TCOA funded services will be coordinated to begin so there is not a lapse in service.

#### **Service can include the following:**

##### ***Routine Personal Care***

- ◆ Assisting client/patient with bathing or giving bed baths
- ◆ Assisting client/patient with grooming (i.e. washing of hair)
- ◆ Helping patient to dress
- ◆ Assisting client/patient with oral hygiene

##### ***After Personal Care***

- ◆ Cleaning bathroom
- ◆ Changing bed linens
- ◆ Cleaning of bedroom area, as needed

##### ***Observation and Recording of Symptoms***

- ◆ Notification of physical and emotional changes in client/patient to supervising nurse and AAA/TCOA.

##### ***Bed Patient Activities***

- ◆ Change in position for prevention of bed sores
- ◆ Back rub and skin care
- ◆ Moving patient in and out of bed

##### ***Bowel and Bladder Needs***

- ◆ Assisting to commode and bathroom,
- ◆ Changing diapers and assisting with bed pan
- ◆ Safe and proper disposal of waste to avoid spread of disease

#### **Client's Responsibility:**

Each client is responsible to call at the earliest possible opportunity to inform of not being home. This can be done by calling the provider at **985-872-6666**.

#### **TCOA's Responsibility:**

To provide Personal Care services two days a week. No services will be provided on weekends. TCOA does not provide Personal Care service on the following Holidays:

**New Year's Day  
Martin Luther King  
Mardi Gras Day  
Good Friday  
4th of July  
Labor Day  
Veteran's Day  
Thanksgiving Day/and next day  
Christmas Eve/Christmas Day**

- ◆ Personal Care services are scheduled twice a week for approximately one hour intervals.
- ◆ TCOA's provider will develop a personal care service plan that addresses individual needs with each client. This plan will outline the specific services to be performed.
- ◆ To assure that all contributions received for the program are deposited and dedicated to the personal care program.

**Beginning July 1, 2015 Personal Care will increase to three (3) times a week.**

Contributions for the Personal Care

Program can be mailed to:

TCOA

P.O. Box 8036

Houma, La. 70361