

Scheduling & Back - Up Plan

SCHEDULING

Connecticut Community Care, Inc. Self-Directed Support Services

The preparation of this document was financed under an agreement with the Connecticut Council on Developmental Disabilities.

Scheduling

Having a clear written schedule of who is working throughout the day may be necessary on a weekly basis, especially if you have a number of personal care assistants that work for you.

In many situations your schedule remains the same because you hire people for a particular position during the day. However, sometimes you may need to change the time you need them because of an appointment or work schedule. You should always include your personal care assistant's schedule with your schedule, and check it on a regular basis with each other.

In addition, keep in mind that a personal care assistant may need a day off. Ask them to let you know as much in advance as possible. You may be able to ask one of your other personal care assistants to fill in. Make sure you keep track of this on your schedule and it's recorded properly in the timesheets. Remember, each of your personal care assistants can



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not work more than 25.75 hours per week unless you carry Workers Compensation insurance. This includes even the time they need to fill in for someone else's schedule.

Depending on the number of personal care assistants you schedule to work for you each week, it might be useful to develop a written schedule of who is working on each day and give it to each person that works for you. That way there isn't any confusion, or you don't forget to tell everyone the times they will be working.

While scheduling may seem relatively easy to do, it can become overwhelming if there are a number of changes to your regular schedule. The more organized you are, the less possibilities there are for problems to occur. A good back-up plan is also important. We will discuss this in a separate tip sheet.

Personal Care Assistant Schedule

Week of

Saturday

Time of Shift	PCA Scheduled	Task List

Sunday

Time of Shift	PCA Scheduled	Task List

Monday

Time of Shift	PCA Scheduled	Task List

Tuesday

Time of Shift	PCA Scheduled	Task List

Wednesday

Time of Shift	PCA Scheduled	Task List

Thursday

Time of Shift	PCA Scheduled	Task List

Friday		
Time of Shift	PCA Scheduled	Task List

Miscellaneous Notes:



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Source: CT CPASS: You are the Employer: A Guide to Hiring and Managing Personal Assistant Services. Adapted and printed with permission from University of Connecticut A.J. Papanikou Center for Excellence in Developmental Disabilities Education, Research, and Service.

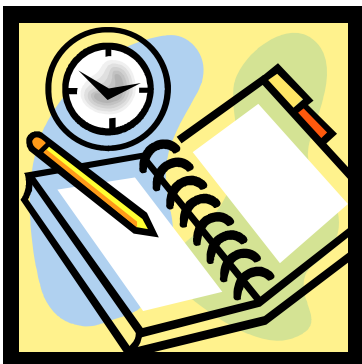
BACK-UP PLAN

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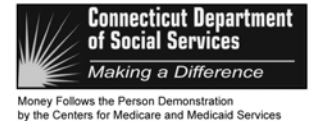
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Getting Started

When you begin hiring personal care assistants, you should keep in mind that you need to have a plan for who may be able to work for you in case your regular personal care assistant cannot be there. It is possible that you find out on short notice because your personal care assistant is sick or has some kind of emergency. This can be extremely difficult. Hopefully you will have enough notice so it's easier to find someone to cover for your regular personal care assistant, but a good back-up plan is important regardless of the amount of notice you have. It is also a requirement for being on a Waiver program. This tip sheet will help you design a back-up plan that works for you.



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Designing a Back-Up Plan

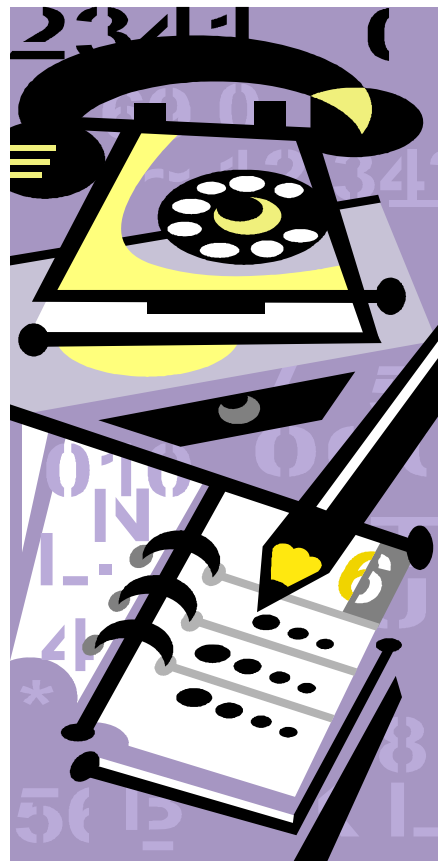
A good back-up plan is based on your individual needs. This means there can be many ways to do a plan because it's based on your needs and wants. There are, however, some overall suggestions to keep in mind:

- ☑ It is helpful to hire enough personal care assistants, so they can work for each other when someone else is not able to work;
- ☑ When you interview for new assistants ask if they are willing to work as a back-up, and if so when are they available outside of their regular schedule;

Designing a Back-up Plan Continued

- ☑ Keep in mind that unless you have Worker's Compensation Insurance, your personal care assistants can not work more than 25.75 hours per week even if you need them to work additional hours because someone has called out;
- ☑ You can specifically hire people to be on your back-up list. This is usually someone on your natural support list (friend or family member, other than a spouse), but it can be someone you would like to hire but don't have regular hours for.

Having a well thought out back-up plan is an important part of hiring personal care assistants, and to keeping you safe.



Tip

Being flexible in how you plan your schedule is important for you physically and emotionally. Worrying about it is not enough, take action and ask for support if you're not sure what to do!