



San Gabriel / Pomona  
Regional Center

“A world where individuals with developmental disabilities have endless possibilities and thrive”

## **Personal Assistance Policy**

The goal for San Gabriel/Pomona Regional Center (SG/PRC) is to support and ensure that individuals live in the least restrictive environment which is usually the home of a family member. SG/PRC recognizes that individuals may require care and supervision in the absence of a caregiver and that parents/guardians/caregivers may have difficulty in providing constant ongoing care and supervision due to aging, declining health, and/or other mitigating factors. In such instances SG/PRC may provide additional services when there are no other generic services to meet the individual’s need and providing the service will help keep the individual in the home.

The funding of such services shall be decided on a case-by-case basis. SG/PRC will assess the need, the extent to which other generic options might be available, and the personal circumstances of the family and situation.

### **Children**

Personal assistance services may assist with bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision that is a typical parental responsibility for minor children. Personal assistance services for minor children will be considered when the needs of the child are of such a nature that it requires more than one person to provide the needed care. There may be exceptional circumstances because of the severity and/or intensity of the developmental disability that may impact the family’s ability to provide specialized care and supervision while maintaining the child in the family home. Eligibility and/or use of generic services such as In-Home Support Services (IHSS) will be explored and reviewed prior to SG/PRC funding but shall not be the determining factor for SG/PRC funding determination.

### **Adults**

Personal assistance services are to assist individuals who require support in the following areas of activities of daily living, including bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision. Personal assistance services are intended to provide adult individuals with appropriate care and supervision, for community integration purposes, and to assist individuals in maintaining community living arrangements, including a living arrangement in the family home, if that is the individual’s preference.

Personal assistance provides appropriate 1:1 supervision for pre-school and school aged children with specialized care needs beyond those that can be provided in a typical daycare setting. This service is provided to individuals of parent's/caregivers/ guardians who are unavailable to provide such care and supervision because they are engaged in full time work, school or vocational training and will address

SG/PRC Board Approved 12/11/24

DDS Approved 8/05/25



## San Gabriel / Pomona Regional Center

“A world where individuals with developmental disabilities have endless possibilities and thrive”

health and safety issues. Personal Assistance services can support the individual and the parent(s)/caregiver(s)/guardian(s) with promoting individual’s independence and integration into their local community.

In addition, adult individuals may receive personal assistance if the individual requires additional supervision due to the disability, for health and safety reasons, if it will maintain the individual in the family home, if it allows for integration into the community, and/or when having difficulties with securing a day program that meets the individual’s needs.

### **Policy For children under the age of 13**

Childcare for children under the age of 13 should be considered a “typical parental responsibility.” However, a child with a developmental disability may require additional support and supervision while in the home and for community integration. Therefore, the number of personal assistance hours for children under the age of 13 will be based on individual need and parent(s)/caregiver(s)/guardian(s) will need to provide a schedule reflecting the proposed number of hours requested. The schedule must include the number of requested hours, the purpose, and number of days using a weekly calendar. Personal assistance hours may be provided to those who meet the following criteria:

1. Child has behavioral challenges that constitute a threat to the health and safety of the individual and the safety of others or a threat to property and therefore is unable to attend a regular child day care.
2. Individual has medical support needs where parent requires additional support in the home to ensure health and safety.
3. Personal Assistance for a child under the age of 13 is a service that can be renewed based on need and progress.

### **Personal Assistance - OVER the age of 13**

For individuals over the age of 13, the hours funded will be based on “need.” Service Coordinators will gather information needed at the IPP to determine the individual’s needs and situation(s), the utilization of generic resources such as IHSS, and the number of hours requested. Personal assistance hours for individuals over the age of 13 will be based on individual need and parent(s)/caregiver(s)/guardian(s) will need to provide a schedule reflecting the proposed number of hours requested. The schedule must include the number of requested hours, the purpose, and number of days using a weekly calendar.



**San Gabriel / Pomona  
Regional Center**

“A world where individuals with developmental disabilities have endless possibilities and thrive”

1. The utilization of personal assistance hours is the preferred type of assistance; however, the individual may demonstrate challenging behaviors that may qualify for other services such as extended day/year services.
2. If an individual 18 years and older can remain safely in the family home without supervision, they may not be eligible for Personal Assistance support but may be assessed for other services.
3. Individual with medical support needs where parent requires additional support in the home to ensure health and safety.
4. Personal Assistance for individuals over the age of 13 is a service that can be renewed based on need and progress.

**Personal Assistance for Gap in Day Program Services**

On several occasions, the regional center and families have experienced difficulties with individuals transitioning from the school program to a day program in the community. SG/PRC will address instances in which the programs near the home are not able to address the needs of the individual, parent(s)/caregiver(s)/guardian(s) have concerns and are not satisfied with the programs near their home, or the individual does not want to attend a program in the community.

In these instances, personal assistance services can support the adult individual and the parent(s)/caregiver(s)/guardian(s) with promoting individual's independence and integration into their local community. Personal Assistance hours can support the individual with but not limited to dressing, food preparation, meal cleanup, feeding and fluid intake, help to participate in work, home or community activities, the teaching and demonstration of simple skills, companionship, shopping, facilitation at meetings, at school, assistance with inclusion in social and recreational activities in the community, and assistance with self-advocacy activities. This allows for parent(s), caregiver(s), guardian(s) to develop a plan, coordinate, review, and monitor the individual's daily routines in the home and/or in community activities.

1. Service Coordinator will gather information needed at Individual Program Plan Meeting to determine individual situation(s) and number of hours required.
2. Individual must have completed school with a high school diploma, certificate of completion.
3. The number of personal assistance hours for adult individuals will be based on individual need.
4. Parent(s)/caregiver(s)/guardian(s) will need to develop a plan/schedule reflecting the proposed number of hours requested.
5. Once a day program that meets the individual's needs and satisfies parent(s)/caregiver(s)/guardian(s) request is secured, the personal assistance hours will be terminated.

SG/PRC Board Approved 12/11/24

DDS Approved 8/05/25



**San Gabriel / Pomona  
Regional Center**

“A world where individuals with developmental disabilities have endless possibilities and thrive”

6. The number of hours should not exceed those of a typical day program.
7. Personal Assistance for individuals receiving hours for gap in day program is a service that can be renewed based on need and progress.

**Adult Education:**

SG/PRC may fund Personal Assistant hours to support individuals who are attending local community college/university programs and any services provided by the school’s disability office will be considered when determining the number of hours. The purpose of personal assistance support is to enhance the success of post high school education for adults and to increase their independence and self-sufficiency. These services are not intended to replace services available to the public, or to provide academic tutoring.

Qualifying factors:

- The adult is willing to participate in adult educational support services.
- The adult has received a diploma or certificate of completion and exited the public school system.
- The adult understands the goals and expectations of the services.
- The adult is in good standing with the college or adult education program they are attending.
- The adult has a well-defined educational and/or vocational goal that will lead to a degree or a certificate.
- The adult has a current educational plan approved by the educational institution they will be attending.

Personal Assistance for adult educational services is designed to provide support and instruction in the following areas:

- Effective utilization of Disabled Student Services
- Safety awareness on the college/adult education campus
- Orientation to the campus, classroom sites, use of the library
- Accessing generic resources on campus, including academic counseling, and tutoring resources
- Explore services available through the Department of Rehabilitation



## San Gabriel / Pomona Regional Center

“A world where individuals with developmental disabilities have endless possibilities and thrive”

- Using public transportation to get to and from campus
- Effective time management/Organizing homework and assignments
- Connecting with social networks/support systems
- Stress management /Development of conflict resolution skills with peers and faculty
- Development of communication strategies for classroom /campus life
- Use of technology
- Developing skills needed for appropriate social behavior on an adult educational setting

### **Physical Assistance**

Some individuals require physical assistance to participate in college/adult education settings based on a physical disability or medical condition. Individual may need support beyond that which can be provided by the Disabled Student Services on campus. These services are not intended to replace or duplicate support provided by the college or adult education campus. Each setting is unique and the services available on each campus should be explored prior to the consideration of regional center funded support. All generic and campus resources should be exhausted (i.e. IHSS, EPSDT/IHO shift nursing services, etc.) Efforts should be made to increase the individual's independence and enhance skill acquisition.

Personal assistance may include:

- Assistance with personal care tasks such as feeding and toileting.
- Mobility within the campus/adult education setting
- Accessing transportation

The type of services and support, and the number of hours per month, is determined by the individual needs and choices based on existing skills and those necessary to be successful in the adult educational setting. These services shall specify a time-limited course of intervention for skill acquisition.

**Exceptions and Appeal Process** The SG/PRC Executive Director or designee may grant an exemption to this policy as warranted under extraordinary unique individual circumstances. Accordingly, if an



**San Gabriel / Pomona  
Regional Center**

*“A world where individuals with developmental disabilities have endless possibilities and thrive”*

individual served or their legal representative disagrees with services offered through implementation of this policy, they retain the right to appeal the Planning Team’s and the Executive Director’s (or designee’s) decision as described within Welfare and Institutions Code Section 4710 et al.