

Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President’s Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Personal Care Attendant Agreement Policy
Department	Academic Affairs
Policy Editor	C. Jeffery Knighton
Request Type	New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Removed <input type="checkbox"/> Reviewed <input type="checkbox"/>

OBJECTIVE (Briefly state your purpose.)

Periodic Review of Policy for Currency and general update

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Discussions with Provost Council, Academic Council, Senate Officers and Cabinet.

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Once review and updates are approved by the President or designee, an email will be sent to all faculty/staff including the revised approved policy.

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: C. Jeffery Knighton Digitally signed by C. Jeffery Knighton Date: 2021.06.16 10:52:08 -04'00'

President Signature and Date: Kirk A. Nooks Digitally signed by Kirk A. Nooks Date: 2021.06.17 09:41:19 -04'00'

***Policy Template must be submitted with this form.**

Policy Number: To Be Determined

Policy Title: _____

POLICY:

PROCEDURE:

*Policy Approval Form must be submitted with this form.

Personal Care Attendant Agreement

Gordon State College

Department of Student Housing

Resident Agreement Form
(4/20/2011; Last reviewed June 2021)

Introduction

Gordon State College strives to reasonably accommodate persons with disabilities in accordance with applicable laws and procedures. Accommodation may involve Personal Care Attendants (PCAs) to address the personal needs of residents with certain disabilities so that they can more fully participate in Gordon State College activities, services, and programs. Should a resident with a disability need a PCA, it is the responsibility of that resident to make the appropriate arrangements as provided in this Personal Care Attendant Procedure and Agreement ("PCAA"). Further, the determination of necessity for a PCA will be made by the Disability Services Coordinator/Counseling Office.

Non-residents are generally not permitted access to the Gordon State College operated residence halls except as provided in those Gordon State College procedures regarding guest in Gordon State College residence halls ("Gordon State College visitation procedure") that are outlined in the Gordon State College Guide to Highlander Living distributed to residents at the beginning of the academic year. Should the resident need care from a PCA at times other than permitted, the resident must specifically request in writing a modification from the Disability Service Office. Access will not be granted until all documentation has been reviewed and approved. The Disability Service Coordinator will review the request, and if supported, will forward all appropriate accommodations to the Director of Residence Life or official designee within the Gordon State College Housing Department.

Individuals identified by the resident to serve as a PCA in the Gordon State College residence halls must successfully complete the Gordon State College Background Investigation process prior to performing services as a PCA.

1. The resident is solely responsible for securing an individual to complete PCA duties. Gordon State College is not responsible for recruitment, selection and/or training of the PCA. Should a PCA not successfully complete the Gordon State College Background Investigation Process as defined by Gordon State College Public Safety, the resident must find a replacement.
2. The Disability Service Coordinator will send a list of specific accommodations documenting the need for a PCA to the Director of Residence Life or official designee.
3. The Director of Residence Life or official designee should communicate to assignments and facilities staff the accommodations needed prior to the beginning of the term the resident will be initially assigned.
4. The Director of Residence Life or official designee will have limited temporary access cards coded for the hall by the Computer Services Department. The cards will then be given to the Resident Director for distribution to the resident. The Director of Residence Life or official designee will coordinate access to the living area in the residence halls on a case-by-case basis.
5. The Resident Director should meet with the resident during check-in to review procedures, including use of the temporary access card for the PCA. Access for the PCA is restricted to the times that the individual is serving in the role as a PCA. Should the PCA enter the hall as a non-resident and not within his/her responsibilities as a PCA, the PCA must follow all visitation and overnight guest procedures.

6. Access cards will be activated for one term at a time. Temporary access cards will be issued as new PCAs are hired by residents. Resident Directors should remain in regular contact with the Director of Residence life or official designee regarding the needs for temporary access cards.
7. Residents with PCA must inform the Resident Director should their PCA change so that access on the temporary access card can be deactivated.
8. The resident and all PCAs acknowledge and agree to abide and be bound by all applicable provisions of the Gordon State College Housing Residence Hall Application (“Housing Agreement”), which are incorporated by reference herein for all purposes. A copy of the Housing Agreement is located on the Banner Web Housing page. In the event of any disagreement between the terms and those of the Housing Agreement, the terms shall prevail.

Residents Requiring a Personal Care Attendant to Reside in Gordon State College-Operated Residence Halls

In addition to the procedures outlined above, a resident requiring a PCA to access Gordon State College residence halls, must complete the procedures noted below:

The Resident shall:

1. Provide the Disability Service Coordinator with all necessary documentation from the appropriate health care provider(s). Documentation must specify both (i) the need for a PCA and, (ii) the services to be provided by the PCA that require a waiver of Gordon State College guest procedures.
2. Ensure that each PCA completes the *Personal Care Attendant Agreement* each academic term and the *Meningococcal Statement* as required by Georgia Code Section 31-12-3.2.
3. Ensure that if personnel changes occur during the semester, any new PCA signs a new PCA Agreement and the Resident Director is notified of all changes.
4. Ensure that each PCA clearly understands his or her duties and supervise his or her associated activities. The resident is responsible for all actions of each PCA.
5. Control access to room designated for overnight accommodations for PCA.
 - a. Two keys to the room assigned to the PCA (“PCA room”) will be distributed to the resident. The resident is responsible for immediately reporting any keys that are lost or otherwise unaccounted for.
 - b. Residence Hall staff will not be expected to provide hall/room access to PCAs.
 - c. Each PCA will be issued an access card to enter the designated hall(s) only.
 - d. Basic furnishings like those provided to all residents will be provided in the PCA room.
 - e. Any damages or charges to the PCA room or any other Gordon State College property by the PCA will be the resident’s responsibility.
 - f. The resident is responsible for signing the Room Inventory Form for the PCA room.
6. Make payment for all room rent and any miscellaneous charges associated with the housing accommodations for the PCA.
7. Establish and maintain an alternative contingency plan should the regularly scheduled PCA be unavailable.

The Personal Care Attendant shall:

- I. Follow all applicable Gordon State College Policies and Procedures. The PCA will be provided with a Gordon State College Academic Catalog and Guide to Highlander Living and is expected to read and understand all applicable residence and guest procedures.
- II. Treat all Gordon State College students and staff with respect and cooperation.
- III. Refrain from discussing any confidential information about the student with the students or staff unless expressly authorized by the resident and required in the course of performing the duties as the PCA.
- IV. Follow all visitation and overnight guest procedures when entering the hall as a non-resident and not within his/her responsibilities as a PCA.
- V. Immediately report any lost or unaccounted for room key or access card to the resident.
- VI. Sign the *PCA Agreement* and the *Meningococcal Statement* as required by the Georgia Code Section 31-12-3.2.

Resident Requesting the PCA:

Personal Care Attendant Printed Name: _____ Date: _____

Personal Care Attendant Signature: _____ Date: _____

Resident's Printed Name: _____ Date: _____

Resident's Signature: _____ Date: _____

Student Housing Official Printed Name: _____ Date: _____

Student Housing Official Signature: _____ Date: _____