



Disability Support Services

Personal Care Attendant Policy

Montana State University Billings and City College are committed to make every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disability Act as amended, Section 504 of the Rehabilitation Act of 1973 as amended, and the Fair Housing Act. MSUB/CC understand that Personal Care Attendants may be necessary to address the personal needs of a student with a disability in order for the student to fully participate in the classrooms, programs and student life.

It is not the responsibility of MSUB/CITY COLLEGE to provide services to meet the personal needs (actions needed regardless of whether the person is a student or not) of the student. Examples of those services may include, but are not limited to, transfer from bed to wheelchair, transportation to or from the classroom, administering medication, toileting, feeding, or dressing needs. Montana State University Billings/City College will not pay for the services of a student's personal Care Attendant.

Definitions

Student with a Disability – means an otherwise qualified individual who has a physical or mental impairment that substantially limits one or more major life activities, as specified according to the Americans with Disabilities Act as Amended (2008).

Personal Care Attendant (PCA) – is a person who has been hired to support the student with a disability to live a more independent life by performing personal care duties or services. A PCA works directly for, and is employed by the student with a disability. The tasks a PCA performs are comparable to those that a family member or medical professional would perform and will vary from person to person. Possible tasks performed by a PCA may include, but are not limited to:

- providing help with activities of daily living, such as bathing, dressing, toileting, grooming, eating
- housekeeping and meal preparation
- positioning or transferring to and from a wheelchair
- monitoring any medical condition or reminding to take prescribed medications
- transporting and/or escorting
- other duties as appropriate and needed

Students Responsibility

A PCA is considered a personal service; therefore, students with disabilities who require a PCA are responsible for all arrangements pertaining to hiring, paying, training, and managing their own PCA.

Students requiring the services of a PCA while living on campus are responsible for the following:

- Students requiring personal attendant services are responsible for securing, training, supervising, and paying their PCA.
- Student who requires personal attendant services cannot move into campus housing until a primary PCA has been secured. (Montana State University Billings/City College will not be responsible for providing a PCA on an interim basis.)
- Students must submit appropriate documentation to Disability Support Services to support the necessity of a PCA.
- Students must submit names, contact information and contract for services of all PCA's to Disability Support Services.
- Adhere to [Montana State University Billings/City College Code of Conduct](#) and Housing Contract Terms and Conditions as well as any and all other University policies, rules, regulations and procedures.
- If any PCA changes occur during the semester, the student must contact Disability Support Services and Student Housing immediately and must comply with all requirements of this policy for approval of the new PCA.
- Have a backup plan or alternative plan of action should the regular PCA not be available to work with the student on a particular day.

The Personal Care Attendant's Responsibility

PCA's providing services to students on campus are responsible for the following:

- Follow all University policies, rules, regulations, and procedures.
- Complete background check with MSUB/CITY COLLEGE's Human Resources department.
- Conduct oneself in a professional manner while on campus.
- If living on campus with the student PCAs must adhere to Student Housing terms and conditions.
- If not living on campus with the student the PCA may only be on campus during contracted working hours.
- Depart the campus when the student is away from campus. (e.g., during holiday and semester breaks)
- Refrain from participating in academic or student activities except as required to assist with activities of daily living.

By signing this document, I have read and fully understand the DSS policies above.

Student Signature: _____ Date: _____

PCA Signature: _____ Date: _____