



PERSONAL CARE AIDE POLICY

POLICY

Columbus College of Art & Design (CCAD) recognizes that a student may need, and therefore may be entitled to, the use of a Personal Care Aide (PCA) and that a PCA may be necessary in order for the student to have equal access to CCAD's learning environment, goods, and services afforded to all students, including the ability to access and enjoy their dwelling, if a residential student. CCAD makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disability Act (ADA Amendments Act 2010) and Section 504 of the Rehabilitation Act of 1973.

A PCA is defined as a person who has been hired to support a person with a disability (or other health care needs) to provide personal care duties and services. The kinds of tasks with which a PCA can assist a student include but are not limited to the following: dressing, grooming, bathing, toileting, food preparation, feeding, medicating, turning, repositioning, transferring, and assisting with ambulation. It may also include helping the student to refrain from unwanted behaviors in a classroom setting or to assist with executive functioning in the classroom. This document addresses the use of PCAs by qualified students with disabilities. Questions about the PCA policy can be directed to the Disability & Access Services Office at disability@ccad.edu.

JURISDICTION

CCAD Disability & Access Services is responsible for implementing this policy for students.

RESPONSIBILITIES OF COLUMBUS COLLEGE OF ART & DESIGN

The college does not provide PCA services and is not responsible for coordinating, training, or compensating a student's PCA and is free from financial responsibility and legal liability resulting from a student's use of a PCA.

RESPONSIBILITIES OF THE STUDENT USING A PCA

A PCA works directly for a student with a disability. A student needing a PCA is encouraged to seek appropriate personal care independently. Students who use a PCA are responsible for securing, training, supervising, and compensating their PCA, including dining. Any student who wishes to request an accommodation for having a PCA must:

- Be registered with the Disability & Access Services Office.
- Qualify as an individual with a disability.

- Qualify for an accommodation of a PCA.
- Notify the Disability & Access Services Office about their need for a PCA in the classroom and/or in on-campus housing at least eight (8) weeks from the start of the semester in which the student is enrolling and during which the student is requesting a PCA as an accommodation. Requests after this timeframe will still be considered, but not guaranteed.
- Ensure that PCA abides by all college policies; the student is completely responsible for the behavior and conduct of their approved PCA and will be subject to student conduct violations should the PCA violate any college policies or contribute to a hostile environment or engage in disruptive behavior. This includes the misuse of medical equipment.
- Ensure that any PCA personnel changes are registered with the Disability & Access Services Office.
- Direct all activities of the PCA while on campus. With the exception of arrival and departure to/from campus, the student must accompany and escort their PCA at all times when the PCA is on campus within the scope of their ability.
- Understand that the student is solely responsible for ensuring the PCA is fulfilling their responsibilities for the student's care; the student is responsible for confirming the credentials of their PCA as appropriate for the care being provided.
- Understand that if the PCA needs to reside in the residence hall with the student in order to provide the necessary care and is approved to do so by Disability & Access Services, that the student will be billed for an additional room assignment for the PCA. The student is responsible for coordinating that payment to the college.
- Understand that the college is not responsible for providing the PCA with a meal plan; if the care the PCA is providing is needed in the dining hall while the student gets a meal, that the Disability & Access Services Office must approve this as part of the accommodation, otherwise, the PCA may not enter the dining hall with the student.
- Develop an alternative plan of action should the regularly assigned PCA not be available to work.
- Communicate and coordinate specifics related to housing assignment needs, as applicable (i.e., gender identity).

RESPONSIBILITIES OF THE PERSONAL CARE AIDE

All PCAs are required to sign a formal agreement indicating an understanding of expectations, which include but are not limited to:

- Agreement to abide by all college policies, regulations, rules, and procedures.
- Remaining available to assist the student in the learning environment.
- Acting as a non-academic participant in the classroom.
- Meeting any college criteria for safety or health-related requirements, such as a background check, personal protective equipment, etc.

REQUEST PROCESS

Current and incoming students who would like to request a PCA through Disability & Access Services must complete the following steps:

1. Fill out the online [Accommodation Request Form](https://my.ccad.edu/disability) on our website (my.ccad.edu/disability).
2. Once the form has been processed, DAS will contact the student directly to schedule an Intake Meeting. Students are required to attend this meeting (either in-person or virtually) in order to be eligible for any disability accommodations. During this meeting, the student shares more information about their history and experiences, which help us determine appropriate accommodations and supports.
3. Submit all required third-party documentation in accordance with the [Documentation Guidelines](https://my.ccad.edu/disability) on our website (my.ccad.edu/disability).
4. DAS may require a meeting or additional information from the PCA or the agency providing the PCA prior to making a decision regarding the student's request.
5. If the student is approved for the PCA accommodation, the PCA in question will be required to complete and sign an agreement form.

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