

# Personal Care Attendant

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## Guidance Regarding Personal Care Attendants (PCA)

A Personal Care Attendant (PCA) assists the student with their activities of daily living. The Disability Resource Center (DRC) is responsible for determining whether a PCA is a reasonable accommodation. Students who require the services are permitted to have that person accompany them on the PSU campus and in University Housing.

## Personal Care Attendant (PCA)

A Personal Care Attendant (PCA) is considered a personal service, and the student is responsible for hiring, paying, and managing their own PCA. Portland State University (PSU) does not provide PCA services and is not responsible or liable for any consequences resulting from the support provided by a PCA.

Students are responsible for directing the activities of their PCA. For example, PCAs typically provide one or more of the following types of assistance:

- preparing or assisting with eating
- personal cleaning
- maintaining the residence
- transportation
- medication or medical equipment

PCAs should have the training and ability to provide the services students require. PCAs may include relief PCAs who only provide services when the regular PCA is not available.

In order to work at PSU, all PCAs must:

- Be approved as a reasonable accommodation through the Disability Resource Center (DRC) (see “Registering with the DRC” section[LINK]).
- Complete a background check with the University.
- Abide by all PSU, City, County, and State policies, rules, and regulations.
- Adhere to all other guidelines and regulations on this page and in other PSU policies.

PCAs are not classroom assistants. PSU will provide classroom assistants for students who are eligible for this accommodation.

## Registering with the DRC and receiving a PCA as a reasonable accommodation

If you require the support of a PCA on campus, you need to register with the Disability Resource Center.

- Fill out an [Application for Accommodation](#) in the DRC web portal.
- Schedule an initial appointment to meet with a DRC Access Counselor & Consultant (AC&C) to discuss your accommodation request.
- Provide any additional information requested by your AC&C.
- Provide a copy of the contract or agreement between yourself and the PCA. Examples of contracts/agreements can be found by searching “personal care attendant contract” or “personal care attendant agreement” on a search engine such as Google.

If applicable, the DRC will also notify faculty that a PCA will be present in the learning environment.

## PCAs in campus housing

- Sign up with [University Housing](#) if you have not already.
  - The DRC will notify [University Housing and Residence Life \(UHRL\)](#) that you are eligible for a PCA and work with you and UHRL to ensure the living environment is suitable.
- Students need to complete the [Care Giver Registration Form](#) with UHRL, which requires a signature from the student and PCA.
- The PCA must abide by all of the provisions in your Housing Contract.
  - Should a PCA violate any policies, rules, or regulations, the PCA may be required to leave the residence hall.
- The DRC will make arrangements with UHRL for your PCA to be able to do their work.
- For live-in PCAs, the student will only pay their own room charge.
- As long as the student is eligible to live in UHRL and needs full-time assistance from a PCA, the PCA may stay in the residence during short absences when the student leaves campus for school breaks or weekend visits.
- Live-in PCAs need a PSU ID card to access residence hall. UHRL will help facilitate this process.

- Students are responsible for making contingency plans if their PCA is not available. This plan must be in writing and a copy provided to UHRL.

## PCAs in the classroom

- PCAs must wait outside the classroom. PCAs will be permitted in the classroom only when documentation indicates the services the PCA provides require that the PCA be immediately available.
- If the PCA's function is to provide communication assistance, an exception will be made and the student and PCA will work out a minimally-disruptive mode of communication prior to the start of class.
  - PCAs are not academic participants. They will not be enrolled in or auditing classes.
- PCAs must not disclose any confidential information discussed in class.
- PSU will provide a Classroom Assistant to provide academic support in the classroom for students who are eligible for this accommodation. PCAs will not interact with instructors or other students or intervene in conversations the student is having with their instructor or other students or be otherwise disruptive.
- If you have any questions or concerns about Personal Care Attendants at PSU, please contact the DRC.