

RESOLUTION NO. 83-024

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

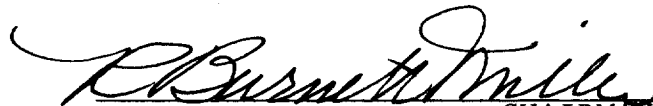
ON DATE OF

May 24, 1983

RESOLUTION APPROVING CONCEPT FOR THE
HOME HOUSEKEEPING PROGRAM SPONSORED
BY SUTTER COMMUNITY HOSPITALS, INC.

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF
SACRAMENTO:

Section 1. The Authority hereby approves the 60+ Home
Housekeeping Program sponsored by Sutter Community Hospitals, Inc.,
described in the report attached hereto as Exhibit "A", and
directs Authority staff to assist with implementation of the
program.


CHAIRMAN

ATTEST:

William H. Edgan
SECRETARY

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60+ Home Housekeeping Services

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Purpose:

The purpose of the 60+ Home Housekeeping Service is to provide low cost, reliable and high quality general housekeeping services to senior citizens (60 yrs. of age and older) or disabled persons of low income who require minor assistance in the maintenance of their home. The services provided on a weekly basis include: 1) dusting of furnishings 2) dusting and wet mopping of floors 3) vacuuming of carpets 4) bathroom cleaning 5) making or changing beds 6) cleaning of the outside of large kitchen appliances 7) general cleaning of counters and sinks 8) emptying and removing trash 9) laundry (up to two loads per week when laundry facilities are located within the same complex as the client's home) 10) minor home maintenance activities such as changing light bulbs.

On a scheduled basis, (either every three, six or twelve months) the following services will be provided: 1) cleaning of inside of windows 2) cleaning of interior of refrigerator and oven 3) washing woodwork 4) scrubbing and waxing of tile floors 5) cleaning the inside of cupboards 6) cleaning window coverings (i.e. washable drapes, blinds, shades) 7) moving and cleaning under furniture. During the initial three-month pilot program done in cooperation with the Sacramento Housing and Redevelopment Agency, the service will be provided to those persons residing in the Agency's complexes within the city of Sacramento.

Operating Procedures:

With the assistance of the staff of the Sacramento Housing and Redevelopment Agency, potential clients will be identified within given Agency complexes.

The Director of Housekeeping Services at Sutter General Hospital will interview each potential client within their own apartment. At that time, the program will be explained to the potential client and fees discussed. If the person decides to sign up for the program, an easy-to-read contract stating what services the person will receive, the day and time the work will be performed and what the charges per week will be signed by both the older person and the Director of Housekeeping Services.

A housekeeper will be assigned to the client. The employee will have received training by the Director of Housekeeping Services and the Director of Geriatric Programs at Sutter General Hospital to ensure not only that they will do the housekeeping in an appropriate fashion, but will have some understanding of how best to communicate and work with older adults. Prior to the employee visiting the older person for the first time, the older person will be given the employee's name such that they will know who to anticipate coming to work for them. The employee will be required to wear her/his nametag whenever servicing a client.

At the end of the first three visits by a housekeeper, the Director of Housekeeping Services will contact the client and perform a survey to see, from the client's perspective, how well the work is being done and if there are any problems. Any problems that arise will be handled by the Director of Housekeeping Services at Sutter General Hospital.

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At the end of ten visits, the client will be contacted again to be asked how things are going. A final interview will take place at the end of the twelve week pilot program.

The housekeeper will not handle any monies in payment for this program. The hospital will bill each client on a monthly basis.

Each housekeeper will be covered by the hospital's liability insurance.

Each client will be given the telephone number of the Director of Housekeeping Services office at Sutter General Hospital to contact if they experience any problems with the work that is being done. The Director of Housekeeping Services is available Monday - Friday between 8:00 a.m. and 4:00 p.m.

Amount of Service and Fees:

At this time, we estimate each client will receive two hours of service per week costing \$12.50/week (\$6.25 per hour). If a client needs less or more service, we will adjust the housekeeper's time accordingly as well as the cost.

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