

# Let's Talk Assessments!

## Preparing for an Assessment / Reassessment



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# 1

Functional Index Ranking for Adults

## Functional Index Rankings and Hourly Task Guidelines

As an In-Home Supportive Services (IHSS) applicant/recipient, it is helpful to know what IHSS Functional Index (FI) Rankings are and how they impact your assessment. The FI rankings range from 1-6 (see below description) and indicate the level of assistance you need to perform tasks safely. A county IHSS social worker will assign a rank to each service category to help determine the amount of assistance needed.



**Rank 1:** Independent. Able to perform function without human assistance.

**Rank 2:** Able to perform a function but needs verbal assistance, such as reminding, guiding, or encouragement.

**Rank 3:** Can perform the function with some human assistance, including, but not limited to, direct physical assistance from a provider.

**Rank 4:** Can perform a function with only substantial human assistance.

**Rank 5:** Cannot perform the function, with or without human assistance.

**Rank 6:** Requires Paramedical Services.

### **Prescribed by a licensed health care professional.**

After assigning a rank in each service category and taking into consideration your individual needs, the social worker will authorize time within or outside the Hourly Task Guidelines. If time is needed outside the guidelines, this is called an *exception*. If you need more or less time outside the guidelines for a specific rank within a service, your social worker will review whether exceptions are needed, as appropriate.

**For more information, contact your local county IHSS office**

# 2

Functional Index Ranking for Minor Children

**FUNCTIONAL INDEX RANKING FOR MINOR CHILDREN IN IHSS  
AGE APPROPRIATE GUIDELINES TOOL**

Each child must be assessed individually.

Age	Housework	Laundry	Shopping and Errands	Preparation of Meals and Meal Clean-Up	Ambulation	Bathing/Oral Hygiene/Grooming	Dressing	Bowel and Bladder Care	Feeding	Transfer	Respiration
0-1	1	1	1	1 or 6	1	1	1	1 or 6	1 or 6	1	1, 5 or 6
2	1	1	1	1 or 6	1	1	1	1 or 6	1 or 6	1-5	1, 5 or 6
3	1	1	1	1 or 6	1	1	1	1 or 6	1 or 6	1-5	1, 5 or 6
4	1	1	1	1 or 6	1	1	1	1-6	1 or 6	1-5	1, 5 or 6
5	1	1	1	1 or 6	1-5	1	1-5	1-6	1 or 6	1-5	1, 5 or 6
6	1	1	1	1 or 6	1-5	1	1-5	1-6	1 or 6	1-5	1, 5 or 6
7	1	1	1	1 or 6	1-5	1	1-5	1-6	1 or 6	1-5	1, 5 or 6
8	1	1	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
9	1	1	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
10	1	1	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
11	1	1	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
12	1	1	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
13	1	1	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
14	1	1, 4 or 5	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
15	1	1, 4 or 5	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
16	1	1, 4 or 5	1	1 or 6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6
17	1	1, 4 or 5	1, 3 or 5	1-6	1-5	1-5	1-5	1-6	1-6	1-5	1, 5 or 6

**Notes:**

- All minors should be assessed a functional rank of 1 when identified above unless extraordinary need is documented.
- Minors who live with their provider parents must be assessed a functional rank of 1 in Household regardless of extraordinary need.
- For areas with ranges, the social worker should utilize the Annotated Assessment Criteria and Developmental Guide to determine the appropriate functional rank.
- Memory, Orientation and Judgment – FI ranks of 1, 2 or 5 should be assessed. The county staff must review a minor's mental functioning on an individualized basis and must not presume a minor of any age has a mental functioning score of 1. (ACL 98-87, MPP § 30-756.372; WIC §§ 12301(a), 12301.1.)
- The FI ranks listed above reflect the age at which a minor may be expected to complete all tasks within a service category independently and are based on the Vineland Social Maturity Scale. These rankings are provided as a guideline only. Each child must be assessed individually.

# 3

Vineland Maturity Scale



## ADAPTED VINELAND SOCIAL MATURITY SCALE

This information is meant as a guide only and is not to replace individual assessments.

**Note:**

- Domestic Services may be authorized **ONLY** when the recipient child is living with his/her parent(s) and has a provider other than parent(s) **AS LONG AS** the parent(s) is unable to provide IHSS due to employment, educational or medical needs as stated in MPP § 30-763.441-.444.
- The Age column represents the age at which a child should be able to fully accomplish tasks as listed.

The Vineland Scale is a standardized test used to evaluate children with physical and mental disabilities from birth to age 30.

Task	Age	Expected Behavior
Domestic Services	8	Able to do simple household tasks
Laundry	14	Able to do laundry unassisted
Shopping & Errands	14	Makes minor purchases/runs errands
	17	Able to grocery shop unassisted
Preparation of Meals & Meal Clean-Up	5	Uses table knife for spreading, etc
	6	Uses table knife for cutting
	8	Washes dishes and cleans up
	17	Able to cook simple meals and clean up
Ambulation	.5	Moves about on the floor, stands alone
	1	Walks about unassisted
	2	Walks upstairs unassisted
	3	Walks downstairs 1 step to tread
	5	Able to ambulate unassisted
Bathing, Oral Hygiene, and Grooming	4	Washes hands and face unassisted
	6	Bathes self with some assistance
	8	Combs or brushes hair, able to bathe unassisted



Task	Age	Expected Behavior
Dressing	2	Removes coat or dress
	3	Puts on coat or dress unassisted
	4	Buttons coat or dress
	5	Dresses self except for tying
Bowel and Bladder Care	1	Asks to go to the bathroom
	4	Cares for self at toilet
Transfer	.5	Rolls over, balances head, pulls self upright, sits unsupported
	1.5	Able to transfer unassisted
Feeding	1	Eats with spoon, drinks unassisted from a glass, chews
	2	Eats with a fork
	8	Cares for self at the table
Respiration	17	Able to clean oxygen equipment
Respite	to 18	Restriction: Up to 8 hours per week maximum allowable only when a parent is providing services without compensation and must be out of the home to perform tasks essential to the recipient's minor siblings.
Accompaniment		Hours are not allowable for routine health care. Hours are allowable for health care specific to the child's disability, regardless of age.
Protective Supervision		Protective Supervision only as needed because of the functional limitations of the child.

# DEVELOPMENTAL GUIDE

Developmental Stage	Self Care			Gross Motor	Meal Prep & Consumption		Domestic Tasks			
	Bathing/Oral Hygiene/Grooming	Bowel and Bladder	Dressing		Ambulation	Feeding	Meal Prep and Cleanup	Housework	Laundry	Shopping and Errands
<b>Infancy (0-2)</b>				Stands alone by 10-12 months; walks unassisted by 15 months; runs by 18 months	Eats with spoon by 12-14 months; drinks from cup by 10-12 months	Able to wipe surface/table; able to pour from one container to another with supervision				
<b>Toddler (3-4)</b>	Able to wash hands/face and brush teeth unassisted	Requires supervision and assistance with toileting; may ask to go to the bathroom	Removes shirt/dress/pant; puts on shirt/dress/pants with some assistance	Walks upstairs unassisted; requires supervision/assistance walking downstairs	Uses fork correctly to eat		Able to pick up and put away toys			Can follow simple one-step directions (e.g. Bring me the cup)
<b>Early Childhood (5-8)</b>	Bathes self with some assistance and minor supervision	Cares for self at toilet unassisted; may experience bedwetting	Able to button shirt/dress/pant; dresses self; ties shoes	Able to skip and climb on and up structures	Able to use table knife to cut and spread	Able to help clear table and assist with cleanup	Cares for room/ makes bed	Able to put away clothes in drawers; fold clothes with assistance		Can follow three-step directions (e.g. Go to your room, get your shoes on, and come to the car)
<b>Middle Childhood (9-11)</b>	Combs or brushes hair; able to bathe unassisted and unsupervised					Washes dishes/cleans up with supervision	Able to sweep floors; take out the trash	Able to hang up clothes in closet; transfer and load clothes into washer/dryer		Able to follow more complex directions (e.g. Get ready for school tomorrow); able to handle money/change
<b>Early Adolescence (12-14)</b>						Able to cook simple meals and clean up unassisted and unsupervised	Able to vacuum	Able to use iron safely		Makes minor purchases/runs errands (short distances)
<b>Late Adolescence (15-18)</b>						Able to prepare meals and clean up				Able to shop for groceries unassisted

Developed by: Nicole C. Polen, Ph.D.  
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Not Yet Age Appropriate	Fully Functional
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## Key

**NOTE: The information in this Guide represents developmental milestones. There are always variances from that norm.**

# 4

Hourly Task Guidelines  
mid, low, high

## Hourly Task Guidelines

Social workers also use Hourly Task Guidelines (HTGs) as specified in State regulations to determine the appropriate time needed on a weekly basis in each service category. **Regulatory Authority:** Manual of Policies and Procedures (MPP) section 30-757.11 through 30-757.14(k)

**Note:** This tool does not invalidate current HTG regulations.

Service Category	Rank 2 (Low)	Rank 2 (Mid)	Rank 2 (High)	Rank 3 (Low)	Rank 3 (Mid)	Rank 3 (High)	Rank 4 (Low)	Rank 4 (Mid)	Rank 4 (High)	Rank 5 (Low)	Rank 5 (Mid)	Rank 5 (High)
Preparation of Meals **	3:01	5:00	7:00	3:30	5:15	7:00	5:15	6:08	7:00	7:00	7:00	7:00
Meal Clean-up **	1:10	2:20	3:30	1:45	2:38	3:30	1:45	2:38	3:30	2:20	2:55	3:30
Bowel and Bladder Care	0:35	1:17	2:00	1:10	2:15	3:20	2:55	4:23	5:50	4:05	6:02	8:00
Feeding	0:42	1:30	2:18	1:10	2:20	3:30	3:30	5:15	7:00	5:15	7:17	9:20
Routine Bed Baths	0:30	1:08	1:45	1:00	1:40	2:20	1:10	2:20	3:30	1:45	2:38	3:30
Dressing	0:34	0:53	1:12	1:00	1:26	1:52	1:30	1:55	2:20	1:54	2:42	3:30
Ambulation	0:35	1:10	1:45	1:00	1:33	2:06	1:45	2:38	3:30	1:45	2:38	3:30
Transfer	0:30	0:50	1:10	0:35	0:59	1:24	1:06	1:43	2:20	1:10	2:20	3:30
Bathing, Oral Hygiene, and Grooming	0:30	1:13	1:55	1:16	2:13	3:09	2:21	3:13	4:05	3:00	4:03	5:06

Service Category	Low (Time Guidelines)	Mid (Time Guidelines)	High (Time Guidelines)
Menstrual Care	0:17	0:32	0:48
Repositioning and Rubbing Skin	0:45	1:47	2:48
Care of and Assistance with Prosthetic Devices	0:28	0:47	1:07

## Services with Time Guidelines:

Service Category	Time Guidelines
Domestic and Related Services	6:00 total maximum per month per household unless adjustments* apply; Prorations may apply**
Shopping for Food	1:00 per week per household unless adjustments* apply; Prorations may apply **
Other Shopping/Errands	0:30 per week unless adjustments* apply; Prorations may apply **
Laundry	1:00 per week (facilities within home); 1:30 per week (facilities out of home); per household; Prorations may apply **

\* Adjustments refer to a need met in common with housemates.

\*\* When prorating Domestic and Related Services, the natural or adoptive children of the recipient who are under 14 are not considered (MPP section 30-763.46). Other children in the household (i.e., grandchildren, nieces, nephews, etc.) under 14 are considered.

Updated 5/29/2019

NOTE: Current MPP regulations define the HTGs in decimal format, e.g., **1.50 hours**. To align service assessment/authorization with the Case Management, Information, and Payrolling System (CMIPS) data entry, time allocations are re-formatted to **hours:minutes**. This change in format does not contradict current program regulation and reduces confusion regarding the entry of time into CMIPS [MPP sections 30-757.11 through 30-757.14(k)].

# 5

IHSS Self Assessment Template

Client Name:

Categories	County Authorized Hours	Hours per week Claimant is Requesting
Domestic Services Housework MPP 30-757.11 (monthly)		
<b>RELATED SERVICES MPP 30-757.13 (weekly)</b>		
Prepare Meals MPP 30-757.131		
Snack MPP 30-757.131 & MPP 30-757-132		
Meal Clean-up MPP 30-757.132		
Routine Laundry MPP 30-757.134		
Shopping for Food MPP 30-757.135 (b)		
Other Shopping/Errands MPP 30-757.135		
<b>NON-MEDICAL PERSONAL SERVICES MPP 30-757.14 (weekly)</b>		
Respiration Assistance (help with breathing) MPP 30-757.14 (b)		
Bowel, Bladder Care MPP 30-757.14(a)		

Client Name:

Feeding MPP 30.757.14(c)		
Routine Bed Bath MPP 30.757.14(d)		
Dressing MPP 30-757.14(f)		
Menstrual Care MPP 30-757 (j)		
Ambulation (help with walking, including getting in/out of vehicles) MPP 30-757.14(k)		
Transferring (help moving in/out of bed, on/off of seats etc.) MPP 30-757.14(h)		
Bathing, Oral hygiene, Grooming MPP 30-757.14(e)		
Rubbing Skins, Repositioning MPP 30-757(g)		
Help with Prosthesis (artificial Limb, visual hearing aid) and /or setting up medications MPP 30-757. (i)		
<b>ACCOMPANIMENT MPP 30-757.15 (weekly)</b>		

Client Name:

Transportation (To/From Medical Appointments) MPP 30-757.151		
Accompaniment to alternative resource MPP 50-757.154		
<b>OTHER SERVICES (weekly)</b>		
PROTECTIVE SUPERVISION MPP 30-757.17 (.171 ....174)		
PARAMEDICAL SERVICES MPP 30-757.19 (.191 ....198)		
<b>TIME LIMITED SERVICES (weekly)</b>		
Heavy Cleaning MPP 30-757.12		
Yard Hazard Abatement, remove ice snow MPP 30-757.16		
Teaching and Demonstration MPP 30-757.18		
Total Weekly Hours x 4.33 weeks in a month:		

Client Name:

Add monthly Domestic hours		
Total monthly hours		

**IHSS Regulations:**

<https://www.cdss.ca.gov/inforesources/letters-regulations/legislation-and-regulations/adult-services-regulations>

**IHSS ASSESSMENT TOOLS**

ACIN I-97-20

[https://cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACINs/2020/I-97\\_20.pdf](https://cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACINs/2020/I-97_20.pdf)

Child Functional Index Rankings:

<https://www.cdss.ca.gov/Portals/9/IHSS/ITA/IHSS%20102/AAG.pdf?ver=20>

Vineland Maturity Scale: (see page 50-51 of 89)

<https://www.cdss.ca.gov/Portals/9/IHSS/ITA/IHSS%20Tools/IHSS102CourseMaterials.pdf>

Client Name:

## Domestic Services MPP 30-757.11

### Category: Domestic Services Housework

**MPP: 30-757.11**

#### **MPP definition:**

.11 Domestic services which are limited to the following:

- (a) Sweeping, vacuuming, washing and waxing of floor surfaces.
- (b) Washing kitchen counters and sinks.
- (c) Cleaning the bathroom.
- (d) Storing food and supplies.
- (e) Taking out garbage.
- (f) Dusting and picking up.
- (g) Cleaning oven and stove.
- (h) Cleaning and defrosting refrigerator.
- (i) Bringing in fuel for heating or cooking purposes from a fuel bin in the yard.
- (j) Changing bed linen.
- (k) Miscellaneous domestic services (e.g., changing light bulbs, wheelchair cleaning, and changing and recharging wheelchair batteries) when the service is identified and documented by the caseworker as necessary for the recipient to remain safely in his/her home. (1) The time guideline for "domestic services" shall not exceed 6.0 hours total per month per household unless the recipient's needs require an exception.

#### **Functional Index Ranking for each service:**

#### **Summary:**

## RELATED SERVICES MPP 30-757.13

### Category: Prepare Meals

**MPP: 30-757.131**

#### **MPP definition**

.131 Preparation of meals, which includes planning menus; removing food from the refrigerator or pantry; washing/drying hands before and after meal preparation; washing, peeling, and slicing vegetables; opening packages, cans and bags; measuring and mixing ingredients; lifting pots and pans; trimming meat; reheating food; cooking and safely operating the stove; setting the table;

Client Name:

servicing the meals; pureeing food; and cutting the food into bite-size pieces. (a) The time guidelines range for "preparation of meals" shall be as follows unless the recipient's needs require an exception:

(b) Factors for the consideration of time include, but are not limited to:

- (1) The extent to which the recipient can assist or perform tasks safely.
  - (2) The types of food the recipient usually eats for breakfast, lunch, dinner, and snacks and the amount of time needed to prepare the food (e.g., more cooked meals versus meals that do not require cooking).
  - (3) Whether the recipient is able to reheat meals prepared in advance and the types of food the recipient eats on days the provider does not work.
  - (4) The frequency the recipient eats.
  - (5) Time for universal precautions, as appropriate.
- (c) Exception criteria to the time guideline range include, but are not limited to
- (1) If the recipient must have meals pureed or cut into bite-sized pieces.
  - (2) If the recipient has special dietary requirements that require longer preparation times or preparation of more frequent meals.
  - (3) If the recipient eats meals that require less preparation time (e.g., toast and coffee for breakfast).

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

Breakfast	
Lunch	
Dinner	
Snacks	

**Category: Meal Clean-up**  
**MPP: 30-757.132**  
**MPP definition:**

Client Name:

.132 Meal clean-up, which includes loading and unloading dishwasher; washing, rinsing, and drying dishes, pots, pans, utensils, and culinary appliances, and putting them away; storing/putting away leftover foods/liquids; wiping up tables, counters, stoves/ovens, and sinks; and washing/drying hands. (a) Meal clean up does not include general cleaning of the refrigerator, stove/oven, or counters and sinks. These services are assessed under "domestic services" in Section 30-757.11. (b) The time guideline range for "meal cleanup" shall be as follows unless the recipient's needs require an exception:

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

Breakfast
Lunch
Dinner
Snacks

**Category: Routine Laundry**

**MPP: 30-757.134**

**MPP definition:**

.134 Laundry services which includes the tasks of washing and drying laundry, mending, ironing, folding, and storing clothes on shelves or in drawers. (a) Laundry facilities are considered available in the home if, at a minimum, there exists a washing machine and a capability to dry clothes on the premises. (b) The need for out-of-home laundry services exists when laundry facilities are not available on the premises, and it is therefore necessary to go outside the premises to accomplish this service. Included in out-of-home laundry is the time needed to travel to/from a locally available laundromat or other laundry facility. (c) The time guideline for laundry service where laundry facilities are available in the home shall not exceed 1.0 hours total per week per household unless the recipient's need requires an exception to exceed this limit

**Functional Index Ranking:  
(exceptional need for child?)**

Client Name:

**(Vineland Maturity Scale?)**

**Summary:**

**Category: Shopping for Food**

**MPP: 30-757.135 (b)**

**MPP definition:**

- .135 Food shopping which includes reasonable food shopping and other shopping/errands limited to the nearest available stores or other facilities consistent with the recipient's economy and needs.
- (a) The county shall not authorize additional time for the recipient to accompany the provider.
- (b) Food shopping includes the tasks of making a grocery list, travel to/from the store, shopping, loading, unloading, and storing food.
- (1) The time guideline for " food shopping" shall not exceed 1.0 hour total per week per household unless the recipient's need requires an exception to exceed this limit.
- (c) Other shopping/errands includes the tasks of making a shopping list, travel to/from the store, shopping, loading, unloading, and storing supplies purchased, and/or performing reasonable errands such as delivering a delinquent payment to avert an imminent utility shut-off or picking up a prescription, etc.
- (1) The time guideline for "other shopping/errands" shall not exceed 0.5hour total per week per household unless the recipient's need requires an exception to exceed this limit.

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

Client Name:

**Category: Other Shopping/Errands**

**MPP: 30-757.135**

**MPP definition:**

- .135 Food shopping which includes reasonable food shopping and other shopping/errands limited to the nearest available stores or other facilities consistent with the recipient's economy and needs.
- (c) Other shopping/errands includes the tasks of making a shopping list, travel to/from the store, shopping, loading, unloading, and storing supplies purchased, and/or performing reasonable errands such as delivering a delinquent payment to avert an imminent utility shut-off or picking up a prescription, etc.
- (1) The time guideline for "other shopping/errands" shall not exceed 0.5hour total per week per household unless the recipient's need requires an exception to exceed this limit.

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

**NON-MEDICAL PERSONAL SERVICES MPP 30-757.14**

**Category: Respiration Assistance (help with breathing)**

**MPP: 30-757.14 (b)**

**MPP definition:**

- (b) Respiration limited to nonmedical services such as assistance with self-administration of oxygen and cleaning IPPB machines.
- .42 If all the recipient's needs for human assistance in respiration are met with the paramedical services of tracheostomy care and suctioning, the recipient should be ranked a "1" because this care is paramedical service rather than respiration.

**Functional Index Ranking:**

Client Name:

**(exceptional need for child?)**

**Summary:**

**Category: Bowel, Bladder Care**

**MPP: 30-757.14(a)**

**MPP definition:**

.14 Personal care services, limited to:

(a) "Bowel and bladder" care, which includes assistance with using, emptying, and cleaning bed pans/bedside commodes, urinals, ostomy, enema and/or catheter receptacles; application of diapers; positioning for diaper changes; managing clothing; changing disposable barrier pads; putting on/taking off disposable rubber gloves; wiping and cleaning recipient; assistance with getting on/off commode or toilet; and washing/drying recipient's and providers hands.

(1) "Bowel and bladder" care does not include insertion of enemas, catheters, suppositories, digital stimulation as part of a bowel program, or colostomy irrigation. These tasks are assessed as "paramedical services" specified at Section 30-757.19.

(2) The time guideline range for "bowel and bladder" care shall be as follows unless the recipient's needs require an exception:

**Functional Index Ranking:  
(exceptional need for child?)**

**Summary:**

**Category: Feeding**

**MPP: 30.757.14(c)**

**MPP definition:**

(c) "Feeding," which includes assistance with consumption of food and assurance of adequate fluid intake consisting of feeding or related assistance to recipients who cannot feed themselves or who require other assistance with special devices in order to feed themselves or to drink adequate liquids.

(1) "Feeding" tasks include assistance with reaching for, picking up, and grasping utensils and cup; cleaning recipient's face and hands; and washing/drying hands; and washing/drying hands before and after feeding.

Client Name:

(2) "Feeding" tasks do not include cutting food into bite-sized pieces or pureeing food, as these tasks are assessed in "preparation of meals" services specified at Section 30-757.131.

(3) The time guideline range for "feeding" shall be as follows unless the recipient's needs require an exception:

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

**Category: Routine Bed Bath**

**MPP: 30.757.14(d)**

**MPP definition:**

(d) Routine bed baths, which includes cleaning basin or other materials used for bed sponge baths and putting them away; obtaining water and supplies; washing, rinsing, and drying body; applying lotion, powder and deodorant; and washing/drying hands before and after bathing.

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

Client Name:

**Category: Dressing**

**MPP: 30-757.14(f)**

**MPP definition:**

(f) Dressing, which includes washing/drying of hands; putting on/taking off, fastening/unfastening, buttoning/unbuttoning, zipping/unzipping, and tying/untying of garments, undergarments, corsets, elastic stockings and braces; changing soiled clothing; and bringing tools to the recipient to assist with independent dressing.

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

**Category: Menstrual Care**

**MPP: 30-757 (j)**

**MPP definition:**

(j) Routine menstrual care which is limited to external application of sanitary napkins and external cleaning and positioning for sanitary napkin changes, using and/or disposing of barrier pads, managing clothing, wiping and cleaning, and washing/drying hands before and after performing these tasks.

(1) In assessing "menstrual" care, it may be necessary to assess additional time in other service categories specified in this section, such as "laundry," "dressing," "domestic," "bathing, oral hygiene, and grooming." (2) In assessing "menstrual" care, if the recipient wears diapers, time for menstrual care should not be necessary. This time would be assessed as a part of "bowel and bladder" care.

**Functional Index Ranking:  
(exceptional need for child?)**

**Summary:**

Client Name:

**Category: Ambulation (help with walking, including getting in/out of vehicles)**

**MPP: 30-757.14(k)**

**MPP definition:**

(k) Ambulation, which includes assisting the recipient with walking or moving from place to place inside the home, including to and from the bathroom; climbing or descending stairs; moving and retrieving assistive devices, such as a cane, walker, or wheelchair, etc. and washing/drying hands before and after performing these tasks. "Ambulation" also includes assistance to/from the front door to the car (including getting in and out of the car) for medical accompaniment and/or alternative resource travel.

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

**Category: Transferring (help moving in/out of bed, on/off of seats etc.)**

**MPP: 30-757.14(h)**

**MPP definition:**

(h) "Transfer," which includes assisting from standing, sitting, or prone position to another position and/or from one piece of equipment or furniture to another. This includes transfer from a bed, chair, couch, wheelchair, walker, or other assistive device generally occurring within the same room.  
(1) "Transfer" does not include: (A) Assistance on/off toilet. This task is assessed as part of "bowel and bladder" care specified at Section 30-757.14(a).(B) Changing the recipient's position to prevent skin breakdown and to promote circulation. This task is assessed as part of "repositioning and rubbing skin" specified at Section 30-757.14(g).

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

Client Name:

**Summary:**

**Category: Bathing, Oral hygiene, Grooming**

**MPP: 30-757.14(e)**

**MPP definition:**

- (e) Bathing, oral hygiene and grooming:
- (1) Bathing includes cleaning the body in a tub or shower; obtaining water/supplies and putting them away; turning on/off faucets and adjusting water temperature; assistance with getting in/out of tub or shower; assistance with reaching all parts of the body for washing, rinsing, drying and applying lotion, powder, deodorant; and washing/drying hands.
- (2) Oral hygiene includes applying toothpaste, brushing teeth, rinsing mouth, caring for dentures, flossing, and washing/drying hands.
- (3) Grooming includes hair combing/brushing; hair trimming when the recipient cannot get to the barber/salon; shampooing, applying conditioner, and drying hair; shaving; fingernail/toenail care when these services are not assessed as "paramedical" services for the recipient; and washing/drying hands. (4) "Bathing, oral hygiene, and grooming," does not include getting to/from the bathroom. These tasks are assessed as mobility under "ambulation" services specified at Section 30-757.14(k).

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

**Category: Rubbing Skins, Repositioning**

**MPP: 30-757(g)**

**MPP definition:**

- (g) Repositioning and rubbing skin, which includes rubbing skin to promote circulation and/or prevent skin breakdown; turning in bed and other types of repositioning; and range of motion exercises which shall be limited to the following:
- (1) General supervision of exercises which have been taught to the recipient by a licensed therapist or other health care professional to restore mobility restricted because of injury, disuse or disease.

Client Name:

(2) Maintenance therapy when the specialized knowledge and judgment of a qualified therapist is not required and the exercises are consistent with the patient's capacity and tolerance.

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

**Category: Help with Prosthesis (artificial Limb, visual hearing aid) and /or setting up medications**

**MPP: 30-751.(i)**

**MPP definition:**

(i) Care of and assistance with prosthetic devices and assistance with self-administration of medications, which includes assistance with taking off/putting on and maintaining and cleaning prosthetic devices, vision/hearing aids and washing/drying hands before and after performing these tasks. (1) Assistance with self-administration of medications consists of reminding the recipient to take prescribed and/or over-the-counter medications when they are to be taken and setting up Medi-sets.

**Functional Index Ranking:  
(exceptional need for child?)  
(Vineland Maturity Scale?)**

**Summary:**

Client Name:

## Accompaniment MPP 30-757.15

### Category: Transportation (To/From Medical Appointments)

**MPP: 30-757.15**

#### **MPP definition:**

- .15 Assistance by the provider is available for transportation when the recipient's presence is required at the destination and such assistance is necessary to accomplish the travel, limited to:
  - .151 Transportation to and from appointments with physicians, dentists and other health practitioners.
  - .152 Transportation necessary for fitting health related appliances/devices and special clothing.
  - .153 Transportation under .151 and .152 above shall be authorized only after social service staff have determined that Medi-Cal will not provide transportation in the specific case.
  - .154 Transportation to the site where alternative resources provide in-home supportive services to the recipient in lieu of IHSS.
- .456 The IHSS provided shall be limited to
- (c) Accompaniment when needed during necessary travel to health-related appointments or to alternative resource sites, as specified in Section 30 757.15.

**Functional Index Ranking:**  
(exceptional need for child?) see [https://www.disabilityrightsca.org/system/files/file-attachments/560701\\_0.pdf](https://www.disabilityrightsca.org/system/files/file-attachments/560701_0.pdf) . This publication also discusses wait time availability

#### **Summary:**

### Category: PROTECTIVE SUPERVISION

**MPP: 30-757.17 (.171....174)**

#### **MPP definition:**

- .17 Protective Supervision consists of observing recipient behavior and intervening as appropriate in order to safeguard the recipient against injury, hazard, or accident. .171 Protective Supervision is available for observing the behavior of non-self-directing, confused, mentally impaired, or mentally ill persons only.
- (a) Protective Supervision may be provided through the following, or combination of the following arrangements. (1) In-Home Supportive Services program; (2) Alternative resources such as adult or child day care centers, community resource centers, Senior Centers; respite centers; (3) Voluntary resources; (4) Repealed by Manual Letter No. SS-07-01

Client Name:

**Summary:**

**Category: PARAMEDICAL SERVICES**

**MPP: 30-757.19 (.191.....198)**

**MPP definition:**

.19 Paramedical services, under the following conditions:

.191 The services shall have the following characteristics: (a) are activities which persons would normally perform for themselves but for their functional limitations, (b) are activities which, due to the recipient's physical or mental condition, are necessary to maintain the recipient's health. (c) are activities which include the administration of medications, puncturing the skin, or inserting a medical device into a body orifice, activities requiring sterile procedures, or other activities requiring judgment based on training given by a licensed health care professional.

**Functional Index Ranking: 6**

**Summary:**

**Time Limited Services**

**Category: Heavy Cleaning**

**MPP: 0-757.12**

**MPP definition:**

.12 Heavy cleaning which involves thorough cleaning of the home to remove hazardous debris or dirt.

.121 The county shall have the authority to authorize this service only at the time IHSS is initially granted, to enable the provider to perform continuous maintenance; or if a lapse in eligibility occurs, eligibility is reestablished, and IHSS has not been provided within the previous 12 months. The county shall also have the authority to authorize this service should the recipient's living conditions result in a threat to his/her safety and such service may be authorized where a recipient is at risk of eviction for failure to prepare his/her home or abode for fumigation as required by statute or ordinance. The caseworker shall document the circumstances, justifying any such allowance.

Client Name:

**Functional Index Ranking:**

**Summary:**

**Category: Yard Hazard Abatement, Ice snow**

**MPP: 30-757.16**

**MPP definition:**

- .16 Yard hazard abatement is light work in the yard which may be authorized for:
- .161 Removal of high grass or weeds, and rubbish when this constitutes a fire hazard.
- .162 Removal of ice, snow or other hazardous substances from entrances and essential walkways when access to the home is hazardous.
- .163 Such services are limited by Sections 30.763.235(b) and .24.

**Functional Index Ranking:**

**Summary:**

**Category: Teaching and Demonstration**

**MPP: 30-757.18**

**MPP definition:**

- .18 Teaching and demonstration services provided by IHSS providers to enable recipients to perform for themselves services which they currently receive from IHSS. Teaching and demonstration services are limited to instruction in .11, .13, .14, and .16 above.

**Functional Index Ranking:**

**Summary:**

# 6

Self Assessment Case Sample

Client Name: Mario A.

Categories	County Authorized NOA 9-22-20	Hours per week Claimant is requesting
Prepare Meals MPP 30-757.131	0	4:19
Meal Clean-up MPP 30-757.132	0	2:13
Routine Laundry MPP 30-757.134	0	4:15
Feeding MPP 30.757.14(c)	6:00	9:22
Dressing MPP 30-757.14(f)	5:45	7:00
Bathing, Oral hygiene, Grooming MPP 30-757.14(e)	5:25	8:47
Total Weekly Hours disputing:	20:08	35:16
Total Monthly Hours (4.33)	86:95	152:24

Client Name: Mario A.

## RELATED SERVICES MPP 30-757.13

### Prepare Meals

#### Functional Index Ranking: 5

**Vineland Maturity Scale:** Mario A. has an extraordinary need. A child at the age of 5 and 6 can already use a butter knife. Mario A. is 12 years old and is unable to independently spread butter on his bread or cut his own food into small bites. When he was attending school, Mario A.. needed assistance in preparing his food at school.

#### Summary:

Breakfast: Mario A. does not have a particular time he wakes up. When he does wake up, Mr. A. will pour him a glass of milk followed by prepping their breakfast. Mr. A. typically prepares for breakfast some of the following: eggs, beans, tortillas with cheese, pancakes, spreads butter on his bread, fried bananas, cereal. This task typically takes 15 minutes since he also has to cut Mario A.'s food to bite sizepieces since Mario A. is unable to cut and use utensils on his own.

15 minutes per day/2 (prorated) = 7.5 minutes per day x 7 days a week = 52.5 min/week

Mr. A. gives Mario A. small snacks during the day that consist of foods such as cereal, fruit; banana, apples, cookies that require cutting into small pieces. He tries not to give Mario A. the same foods each time. Snack time prep typically takes 5 minutes each time. Mr. A. will typically give Mario A. two snacks a day.

10 minutes per day x 7 days/week = 70 min/week

Lunch: Mr. A. typically cooks a homemade meal that consist of a type of meat and/or homemade soup. Father will make beef, chicken or pasta soup, grilled chicken, steaks along with a starch and vegetable which takes longer than his breakfast and dinner since he is cooking from scratch. It takes him around 20 minutes to complete lunch.

20 minutes per day/2(prorated) = 10 minutes per day x 7 days per week = 70 min/week

Client Name: Mario A.

Dinner: this consist of reheating the food Mr. A. made for lunch and cutting it for Mario A. It typically takes 10 minutes to do this. Prorated, it is 5 minutes per day x 7 days/week = 35 min/week

All the above consist of washing, peeling, and slicing, opening packages, mixing ingredients, lifting pots and pans, reheating food, cooking and safely operating the stove, setting the table, & cutting food into bit size pieces.

During the time that Mr. A. is preparing the meals and Mario A. may have behaviors (biting himself, being combative) because he is hungry, has soiled his diapers or other reasons. Thus, it may take longer to prepare meals because he has to address the behavior.

Total time needed per day 227.50 min/week

### **Category: Meal Clean-up**

#### **Functional Index Ranking: 5**

Vineland Maturity Scale: Mario A. meets the extraordinary need, because a child at the age of eight can clean up after themselves and wash his/her own dishes; Mario A. is 12 years old and cannot to either.

#### **Summary:**

Mario A. is unable to assist with a simple task with picking up his plate and putting in the sink or wiping down the area where he ate. The meal clean-up for both father and Mario A. typically takes 10 minutes each time with the exception of the two snacks, which is typically 2 minutes to clean up. Snacks are not prorated.

Breakfast: 5 min x 7 a day = 35 min/week

Lunch: 5 min x 7 a day = 35 min/week

Dinner: 5 min x 7 a day = 35 min/week

Snacks: 2 min x 2x a day = 4 min x 7days = 28 min/week

Total time per week: 2 hours and 13 minutes

Client Name: Mario A.

## **Routine Laundry**

### **Functional Index Ranking: 5**

**Vineland Maturity Scale:** Mario A. meets the exception because he frequently soils through his diapers, clothes, etc.... which requires Mr. A. to do laundry more often than once a week.

#### **Summary:**

Mr. A. goes to a laundromat one time per week to do his and Mario A.'s laundry. In addition, Mr. A. has to do laundry on average an additional two days during the week because Mario A. will soil through his diaper. Mr. A has to wash all his soiled clothes, bed linens, dry them, fold them, bring it home and sort it back.

1.5 hours x 2 x per week = 3 hours per week just for Mario A.

Total 1x per week prorated = .75 minutes + 3 hours per week = 4 hours 15 minutes

## **Feeding**

### **Functional Index Ranking 4**

**Vineland Maturity Scale:** A one-year-old eats with spoon, drinks unassisted from a glass and chews, two-year-old eats with a fork and an 8-year-old can care for self at the table. Mario A. is 12 and he cannot do this.

#### **Summary:**

Per the Independent evaluation conducted through the school district, Mario A. requires hand over hand assistance to engage during the time he is eating Mario A. has started handing an adult his juice during mealtimes when he wants them to open it (Exh. A, p 11)

Mario A. is able to feed self some foods such as bananas, crackers, potato chips, any foods that are cut up into bite size pieces but cannot hold utensils, cups, glasses and requires father's assistance. When Mario A. uses utensils, father will place his hand over his hands to assist him. This task consists of 25 minutes for each meal with the exception of his feeding him a snack. Snack time can take .2 minutes. Depending on the day Mario A. is having, it can take longer to feed him because at times Mario A. becomes combative when he is not fed fast enough, or he wants a diaper change. He will bite himself, his clothing, and attempts to hit his father. Father has to stop and calm him down. Mario A. eats very slowly and at times stares into space or stops to clap or laugh. Mr. A. has to redirect him. Father spends an average of 1 hour and 19 minutes a day feeding him x 7 days a week = hours 22 minutes.

Client Name: Mario A.

### **Dressing**

#### **Functional Index Ranking: 4**

**Vineland Maturity Scale:** at five years old, a child can already dress self. Mario A. is unable to dress himself without father's assistance

#### **Summary:**

Mario A. depends on father to dress him and help him undress. Because of Mario A.' functional impairments, he is unable to dress himself.

Mario A. is dressed up to three times a day since he soils his diaper/clothes.

Changing Mario A. can sometimes be a challenge since Mario A. will become combative or laugh for no apparent reason and make it otherwise difficult for father to change him. Mr. A. indicates that it can take up 20 minutes to dress or undress Mario A. Mr. A. says he has at least one accident a day where he soils himself and has to change his clothes. It takes long to dress or undress him because he stops to clap or laugh and/or at times can be very combative.

Total time per day: 1 hour per day 7 days a week =7 hours

### **Bathing, Oral Hygiene, Grooming**

#### **Functional Index Ranking: 5**

**Vineland Maturity Scale (for children):** A 4-year-old washes hands and face unassisted. A 6 year old bathes self with some assistance and an 8-year-old combs and brushes their own hair. Mario A. is 12 years old and cannot do any of these without assistance.

#### **Summary:**

Mario A. is dependent on father to bathe, groom and provide oral hygiene. Bathing Mario A. consists of managing faucets, assisting him with getting in and out of a tub, reaching head and body parts for soaping, rinsing and drying. Mario A. is bathe on average twice a day since he will have an accident during the day. Mario A. will play with his feces and smear it all over himself, which requires more routine bathing and changing of clothes. Bathing him can take up to 20 minutes each time total one 40 minutes day. Mario A. can be combative while being bathed.

Client Name: Mario A.

Grooming consists of combing and brushing his hair, twice per day each time after his bath. Mario A. has long curly hair. He can become combative. Mario A. also gets knots in his hair. This task takes 3 minutes each time. Total time is 6 minutes per day. Mr. A. cuts Mario A.'s toenails/fingernails once a week because Mario A. likes to put his hands in his diaper and gets feces under his fingernails. Mr. A. wants to make sure that Mario A.'s nails to make it easier to clean the nails when they have feces. Each time it takes 15 minutes to cut his toenails and fingernails because Mario A. gets combative. Total time is 15 min. per week.

Brushing Mario A.'s his teeth is done twice a day and can be a challenge for Mr. A. because Mario A. becomes combative. This task typically will take 10 minutes each time. Total time is 20 min/day.

Mario A. has difficulties with sensory processing while being groomed, having his toenails or fingernails cut, or brushing his teeth. Mario A. fears whatever movement father does, will hurt him and becomes combative.

Total time per day for all activities: 1 hour 21 minutes per day x 7 days a week = 8 hours 47 minutes.

# 7

## Resources

## RESOURCES

### **IHSS Training Academy**

<https://www.cdss.ca.gov/inforesources/ihss/training-academy>

### **IHSS 101**

<https://www.cdss.ca.gov/Portals/9/IHSS/ITA/IHSS%20Tools/IHSS101CourseMaterials.pdf>

### **IHSS 102**

<https://www.cdss.ca.gov/Portals/9/IHSS/ITA/IHSS%20Tools/IHSS102CourseMaterials.pdf>

### **Disability Awareness**

<https://www.cdss.ca.gov/Portals/9/IHSS/ITA/IHSS%20Tools/DisabilitiesAwarenessCourseMaterials.pdf>

### **Medical Implications**

<https://www.cdss.ca.gov/Portals/9/IHSS/ITA/IHSS%20Tools/MedicalImplicationsCourseMaterials.pdf>

### **State Hearings**

<https://www.cdss.ca.gov/Portals/9/IHSS/ITA/IHSS%20Tools/StateHearingsCourseMaterials.pdf>

### **Hourly Task Guidelines**

[https://www.cdss.ca.gov/Portals/9/IHSS/ITA/HTG%20Chart\\_Social%20Worker-Accessible%20FINAL%205.29.19.pdf?ver=2019-06-13-130542-983](https://www.cdss.ca.gov/Portals/9/IHSS/ITA/HTG%20Chart_Social%20Worker-Accessible%20FINAL%205.29.19.pdf?ver=2019-06-13-130542-983)