

## HTG DOCUMENTATION WORKSHEET

Category	Documentation of Hours																		
<p style="text-align: center;"><b>Domestic (Housework)</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 20%; padding: 2px;">FI Rank (Enter)</td> <td style="width: 80%;"></td> </tr> <tr> <td style="padding: 2px;"><b>Guideline</b></td> <td style="padding: 2px;"><b>6.00 hours per month per household</b></td> </tr> </table>	FI Rank (Enter)		<b>Guideline</b>	<b>6.00 hours per month per household</b>	<p style="text-align: center; font-size: small; margin-bottom: 10px;"><b>Important: This Worksheet Should Be Used in Conjunction with Time Per Task Tools</b> <b>For All Tasks Include Time for Clean Techniques/Universal Precautions When Required</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 50%;">Task</th> <th style="width: 15%;">Total Need</th> <th style="width: 15%;">Adjustments</th> <th style="width: 20%;">Authorized</th> </tr> </thead> <tbody> <tr> <td>Routine housework</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Additional time</td> <td></td> <td style="background-color: #cccccc;"></td> <td></td> </tr> </tbody> </table> <p>Reason for assistance:</p> <p>Additional information to document Need and Adjustments (include shared living factors and other factors such as size of dwelling, Alt. Resources, etc.):</p> <p>Reason for more or less time than guideline (extra bedding changes, etc.):</p>	Task	Total Need	Adjustments	Authorized	Routine housework				Additional time					
FI Rank (Enter)																			
<b>Guideline</b>	<b>6.00 hours per month per household</b>																		
Task	Total Need	Adjustments	Authorized																
Routine housework																			
Additional time																			
<p style="margin-bottom: 5px;"><b>Laundry</b></p> <p style="margin-bottom: 5px;">In-home <input type="checkbox"/>      Out-of-home <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 20%; padding: 2px;">FI Rank (Enter)</td> <td style="width: 80%;"></td> </tr> <tr> <td style="padding: 2px;"><b>Guideline In-Home</b></td> <td style="padding: 2px;"><b>1.00 hour per week</b></td> </tr> <tr> <td style="padding: 2px;"><b>Guideline Out-of-Home</b></td> <td style="padding: 2px;"><b>1.50 hours per week</b></td> </tr> </table> <p style="font-size: small; margin-top: 5px;"><i>Note: Laundry facilities <u>on premises</u> of apartment complex, mobile home park, etc. are considered in-home (DSS Policy).</i></p>	FI Rank (Enter)		<b>Guideline In-Home</b>	<b>1.00 hour per week</b>	<b>Guideline Out-of-Home</b>	<b>1.50 hours per week</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 50%;">Task</th> <th style="width: 15%;">Total Need</th> <th style="width: 15%;">Adjustments</th> <th style="width: 20%;">Authorized</th> </tr> </thead> <tbody> <tr> <td>Routine laundry</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Additional time</td> <td></td> <td style="background-color: #cccccc;"></td> <td></td> </tr> </tbody> </table> <p>Reason for assistance:</p> <p>Additional information to document Need and Adjustments (include laundry done separately, etc.):</p> <p>Reason for more or less time than guideline (extra laundry due to incontinence, etc.):</p>	Task	Total Need	Adjustments	Authorized	Routine laundry				Additional time			
FI Rank (Enter)																			
<b>Guideline In-Home</b>	<b>1.00 hour per week</b>																		
<b>Guideline Out-of-Home</b>	<b>1.50 hours per week</b>																		
Task	Total Need	Adjustments	Authorized																
Routine laundry																			
Additional time																			
<p style="margin-bottom: 5px;"><b>Shopping and Errands</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 20%; padding: 2px;">FI Rank (Enter)</td> <td style="width: 80%;"></td> </tr> <tr> <td style="padding: 2px;"><b>Guideline Food Shopping</b></td> <td style="padding: 2px;"><b>1.00 hour per week</b></td> </tr> <tr> <td style="padding: 2px;"><b>Guideline Other Shopping/Errands</b></td> <td style="padding: 2px;"><b>0.50 hours per week</b></td> </tr> </table>	FI Rank (Enter)		<b>Guideline Food Shopping</b>	<b>1.00 hour per week</b>	<b>Guideline Other Shopping/Errands</b>	<b>0.50 hours per week</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 50%;">Task</th> <th style="width: 15%;">Total Need</th> <th style="width: 15%;">Adjustments</th> <th style="width: 20%;">Authorized</th> </tr> </thead> <tbody> <tr> <td>Food shopping</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other shopping/errands</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Reason for assistance:</p> <p>Additional information to document Need and Adjustments (include distance to nearest store consistent with needs and economy, need for shopping to be done separately, etc.):</p> <p>Reason for more or less time than guideline:</p>	Task	Total Need	Adjustments	Authorized	Food shopping				Other shopping/errands			
FI Rank (Enter)																			
<b>Guideline Food Shopping</b>	<b>1.00 hour per week</b>																		
<b>Guideline Other Shopping/Errands</b>	<b>0.50 hours per week</b>																		
Task	Total Need	Adjustments	Authorized																
Food shopping																			
Other shopping/errands																			

**Meal Preparation**

FI Rank (Enter)		
	Low	High
Rank 2	3.02	7.00
Rank 3	3.50	7.00
Rank 4	5.25	7.00
Rank 5	7.00	7.00

**Note: Compare Total Need with above range.**

Needs help with  Breakfast  Lunch  Dinner

Meal	Example of Typical Meal	Need Per Meal	# of Days Per Week	Total Need
Breakfast				
Lunch				
Dinner				
Snacks				

Reason for assistance:

Shared living exceptions (required when services not prorated):

Additional information to document exceptions to guidelines and identification of Alt. Resources such as MOW:

**Meal Cleanup**

FI Rank (Enter)		
	Low	High
Rank 2	1.17	3.50
Rank 3	1.75	3.50
Rank 4	1.75	3.50
Rank 5	2.33	3.50

**Note: Compare Total Need with above range.**

**Note: Assessed time should reflect actual schedule/frequency with which provider performs meal cleanup. Example: Consumer rinses all dishes and provider washes three times per week.**

Meal	Frequency (Daily, 3 times per week, etc.)	Assessed Time Per Occurrence	Total Need
Breakfast			
Lunch			
Dinner			

Reason for assistance:

Shared living exceptions:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

**Ambulation**

FI Rank (Enter)		
	Low	High
Rank 2	0.58	1.75
Rank 3	1.00	2.10
Rank 4	1.75	3.50
Rank 5	1.75	3.50

*Note: Compare Total Need with above range.*

Walking Inside Home				
From/To	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need Per Week

  

Retrieving Assistive Device(s)				
Device	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need Per Week

  

Assistance From House To Car And Car To House For Medical Appt. & Alt. Resource				
	Time Assessed	# of Times Per Month	Total Need Per Month	Total Need Per Week (Monthly Need ÷ 4.33)
From House to Car				
From Car to House				

Reason for assistance:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

**Bathing, Oral Hygiene, and Grooming**

FI Rank (Enter)		
	Low	High
Rank 2	0.50	1.92
Rank 3	1.27	3.15
Rank 4	2.35	4.08
Rank 5	3.00	5.10

*Note: Compare Total Need with above range.*

Task	Need Per Occurrence	# of Times Per Day	# of Days Per Week	Total Need
Assistance with getting in/out of tub/shower				
Oral hygiene				
Grooming				

Reason for assistance:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

**Routine Bed Baths**

FI Rank (Enter)		
	Low	High
Rank 2	0.50	1.75
Rank 3	1.00	2.33
Rank 4	1.17	3.50
Rank 5	1.75	3.50

*Note: Compare Total Need with above range.*

Task	Need Per Occurrence	# of Times Per Day	# of Days Per Week	Total Need
Bed baths				
Reason for assistance:				
Additional information to document exceptions to guidelines and identification of Alt. Resources:				

**Dressing**

FI Rank (Enter)		
	Low	High
Rank 2	0.56	1.20
Rank 3	1.00	1.86
Rank 4	1.50	2.33
Rank 5	1.90	3.50

*Note: Compare Total Need with above range.*

Task	Need Per Occurrence	# of Times Per Day	# of Days Per Week	Total Need
Assistance with clothing, shoes, socks/stockings				
Assistance with putting on/taking off corsets, elastic stockings, braces, etc.				
Bringing tools to consumer				
Reason for assistance:				
Additional information to document exceptions to guidelines and identification of Alt. Resources:				

**Bowel and Bladder Care**

FI Rank (Enter)		
	Low	High
Rank 2	0.58	2.00
Rank 3	1.17	3.33
Rank 4	2.91	5.83
Rank 5	4.08	8.00

*Note: Compare Total Need with above range.*

Task	Need Per Occurrence	# of Times Per Day	# of Days Per Week	Total Need
Assistance with getting on/off toilet/commode				
Wiping/cleaning consumer				
Assist with using, emptying, cleaning bedpans/commodes, urinals, etc.				
Application of diapers				
Changing barrier pads				
Reason for assistance:				
Additional information to document exceptions to guidelines and identification of Alt. Resources:				

**Menstrual Care**

*Functional Index Rank does not apply.*

	<b>Low</b>	<b>High</b>
	<b>0.28</b>	<b>0.80</b>

*Note: Compare Total Need with above range.*

Task	Need Per Occurrence	# of Times Per Day	# of Days Per Week	Total Need*
External application of sanitary napkins				
Using/disposing barrier pads				

Reason for assistance:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

*\*Remember that hours on SOC 293 are weekly. For menstrual care, in most cases, divide weekly need by 4.33 to authorize correct need.*

**Transfer**

<b>FI Rank (Enter)</b>		
	<b>Low</b>	<b>High</b>
<b>Rank 2</b>	<b>0.50</b>	<b>1.17</b>
<b>Rank 3</b>	<b>0.58</b>	<b>1.40</b>
<b>Rank 4</b>	<b>1.10</b>	<b>2.33</b>
<b>Rank 5</b>	<b>1.17</b>	<b>3.50</b>

*Note: Compare Total Need with above range.*

<b>Assistance From Standing, Sitting, Or Prone Position To Another</b>				
Task	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need

<b>Transfer From One Piece Of Equipment Or Furniture To Another</b>				
Task	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need

Reason for assistance:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

**Feeding**

<b>FI Rank (Enter)</b>		
	<b>Low</b>	<b>High</b>
<b>Rank 2</b>	<b>0.70</b>	<b>2.30</b>
<b>Rank 3</b>	<b>1.17</b>	<b>3.50</b>
<b>Rank 4</b>	<b>3.50</b>	<b>7.00</b>
<b>Rank 5</b>	<b>5.25</b>	<b>9.33</b>

*Note: Compare Total Need with above range.*

<b>Feeding Or Related Assistance With Consumption Of Food And Fluid Intake</b>				
Task	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need
Breakfast				
Lunch				
Dinner				
Snacks				
Other Fluids				

Reason for assistance:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

**Repositioning / Rubbing Skin**

*Functional Index Rank does not apply.*

	<b>Low</b>	<b>High</b>
	<b>0.75</b>	<b>2.80</b>

*Note: Compare Total Need with above range.*

Task	Need Per Occurrence	# of Times Per Day	# of Days Per Week	Total Need
Rubbing skin to promote circulation				
Turning in bed				
Repositioning				
Range of motion exercises				
Assistive walking				
Reason for assistance:				
Additional information to document exceptions to guidelines and identification of Alt. Resources:				

**Care and Assistance with Prosthetic Devices and Assistance with Self-Administration of Medications**

*Functional Index Rank does not apply.*

	<b>Low</b>	<b>High</b>
	<b>0.47</b>	<b>1.12</b>

*Note: Compare Total Need with above range.*

<b>Assistance With Taking Off/Putting On Prosthetic Devices And Vision And Hearing Aids</b>				
Device	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need
<b>Maintaining/Cleaning Prosthetic Devices And Vision And Hearing Aids</b>				
Device	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need
<b>Setting Up Medications</b>				
	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need
<b>Assistance With Self-Administration Of Medications</b>				
	Time Assessed	# of Times Per Day	# of Days Per Week	Total Need
Reason for assistance:				
Additional information to document exceptions to guidelines and identification of Alt. Resources:				

**Accompaniment to Medical Appts.**

Appt. Type (Specify doctor, dentist, etc.)	Frequency of Visits	Travel Time Each Way	Total Monthly Need	Average Weekly Need*

Reason for assistance:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

***\*Remember that SOC 293 hours reflect weekly need, so monthly need must be divided by 4.33 to arrive at weekly need. (Example: 1.00 hour each way 1 time per month would be a monthly need of 2.00 hours ÷ 4.33 = .46 weekly)***

**Accompaniment to Alt. Resources**

***Note: Assessed only when transport is to/from site where Alt. Resources provide IHSS-type services in lieu of IHSS. Example: Transport to Senior Center where consumer receives meal.***

Name of Alt. Resource	Frequency of Visits	Travel Time Each Way	Total Monthly Need	Average Weekly Need*

Reason for assistance:

Additional information to document exceptions to guidelines and identification of Alt. Resources:

***\*Remember that SOC 293 hours reflect weekly need, so monthly need must be divided by 4.33 to arrive at weekly need. (Example: 1.00 hour each way 1 time per month would be a monthly need of 2.00 hours ÷ 4.33 = .46 weekly)***

**Heavy Cleaning**

Task	Hours Assessed

Reason for assistance:

**Remove Ice, Snow**

*Note: Limited to removal of snow, or other hazardous substances from entrances and essential walkways when access to the home is hazardous.*

Task	Hours Assessed*

Reason for assistance:

*\*Remember that this service is seasonal and should not be authorized on a yearly basis.*

**Yard Hazard Abatement**

*Note: Limited to light work in the yard for removal of high grass or weeds and rubbish when constituting a fire hazard.*

Task	Hours Assessed*

Reason for assistance:

*\*Remember that this service should not be routinely authorized on an ongoing basis.*