

SUMMARY OF HOURLY TASK GUIDELINES WORKGROUP

ORGANIZER: Adult Programs Branch/ Quality Assurance Bureau

LOCATION: Health and Human Services Data Training Center, 9323 Tech Center Drive, Conference Room 2, Sacramento, CA

DATE: August 23, 2005

TIME: 10:00am – 1:00pm

A copy of the “Purpose Statement” of the Workgroup Charter was provided and reviewed, with an emphasis placed on the stated goals of this workgroup. A recap of previous meetings was provided to refresh the group on the workgroups’ progress. This recap identified the following accomplishments: identification of major tasks needing time per task guides, description of data search areas (including the ongoing survey being conducted in partnership with CAPA and public authorities), identification of previously unidentified specific tasks within each major task, and allowing concerned workgroup members to express their varied concerns and/or opinions. The workgroup was also reminded of the tight timeframe left to complete its task. Specifically, the draft “Hourly Task Guideline” needs to be completed by November if regulation development and approval is to be achieved by the statutory due date of June 30, 2006.

The use of a draft tool was proposed as a guide for assisting them in understanding and evaluating tasks and data that was distributed and explained. The purpose of an agreed upon tool is to provide guidance in each of the areas being reviewed for time per task. The tool will give regulatory, specific task information, and possible exclusionary information the workgroup will need to know about a task as they move forward in reviewing existing applicable data and applying a standard describing a time for a “normal range” for a task. The workgroup was asked to break up into two breakout groups to review this draft tool and report back on the overall usefulness of this tool to determine if important areas were missing that needed to be addressed and provide suggestions on different methodologies to be considered in understanding and utilizing any specific existing data that may be used. The example they used in this exercise was a draft tool evaluating Meal Preparation (cooking).

The workgroup reported that they endorsed the concept of having a tool to assist and provide useful information and a technique that will improve the quality and the data analysis methodologies.

The workgroup reported the following on Meal Preparation:

Note: Add word “all” to definition section

Considerations for Meal Preparation:

- Can the consumer access the appliances in the kitchen?
- If the consumer cannot access appliances safely, would the provider perform the task at hand?
- The provider should ALWAYS wash hands before preparing meals (safety issue)
- Does meal preparation include time for reheating, stove cooking, etc?

- What is the consumer able to prepare on days that the provider does not work?

Exceptions:

- Consider cultural (religious) differences in meal preparation
- Certain foods take longer to cook (stews)
- Some consumers skip meals and some eat more meals (i.e., dietary, diabetics)
- Preparation of multiple meals for diabetics
- Transfer, storage, and clean up for meals prepared by other agencies (home delivered meals)

Snacks:

- Consider health issues that will require more frequent meals
- Kitchen facility that is not on-site or if kitchen is part of another building

Data Elements:

- Bell curve approach
- Other states' data not helpful unless their programs are comparable (California is different)
- Use a range: Average will fall within the range
- Use of functional Index

Conclusion:

In conclusion, the workgroup was advised that the schedule of upcoming meetings will be increased with at least one meeting scheduled in September, two in October, and a minimum of one in November as we move forward in meeting our goals. At our next meeting we will be sharing prospective tools for each task to be reviewed, as well as, beginning to look at our analysis of data, and how to apply it to the task. The workgroup was also advised that the establishment of future meeting dates will be accomplished by August 31, 2005.

Note: Next Scheduled Meetings are:

September 23, 2005

October 6, 2005

October 20, 2005

November 3, 2005

MEAL PREPARATION

Definition of the Task

Preparation of meals includes such tasks as washing vegetables, trimming meat, cooking, setting the table, serving the meals, and cutting the food into bite-size pieces. [MPP 30-757.131]

Meal preparation ... including planning menus; e.g., washing, peeling and slicing vegetables; opening packages, cans and bags, mixing ingredients; lifting pots and pans; reheating food, cooking and safely operating stove, setting the table and serving the meals; cutting the food into bite-size pieces... . [MPP 30-780.1(b)(4)]

(NOTE: Ellipses represent portions of this regulation section that covers Meal Cleanup.)

Breakfast

Range

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Things to consider for all: What consumer usually eats for breakfast; what consumer can do safely; what consumer eats on days provider does not work; how long it usually takes the provider to prepare breakfast?

Other:

More or less time may be assessed if: *(Examples of Exceptions)*

- Meal must be pureed or cut into bite-sized pieces
- There are special dietary requirements that call for longer preparation times

MEAL PREPARATION

Lunch	
Range	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Things to consider for all: What consumer usually eats for lunch; what consumer can do safely; what consumer eats on days provider does not work; how long it usually takes the provider to prepare lunch?

Other:

More or less time may be assessed if: *(Examples of Exceptions)*

- Meal must be pureed or cut into bite-sized pieces
- There are special dietary requirements that call for longer preparation times

Dinner	
Range	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Things to consider for all: What consumer usually eats for dinner; what consumer can do safely; what consumer eats on days provider does not work; how long it usually takes the provider to prepare dinner?

Other:

More or less time may be assessed if: *(Examples of Exceptions)*

- Meal must be pureed or cut into bite-sized pieces
 - There are special dietary requirements that call for longer preparation times.
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MEAL PREPARATION

Snacks	
Range	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Things to consider for all: Types of snacks consumer usually eats; what consumer can do safely; what consumer eats on days provider does not work; how long it usually takes the provider to prepare snacks?

Other:

More or less time may be assessed if: *(Examples of Exceptions)*

- Snacks must be pureed or cut into bite-sized pieces
 - There are special dietary requirements that call for longer preparation times
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**HOURLY TASK GUIDELINES WORKGROUP
ATTENDEES AT THE 8/23/05 MEETING**

Name	Organization
Pamela Cao	DHHS/IHSS
Ralph Bass	DHHS/IHSS
Anthony Nicco	SF IHSS
Steve Ferguson	Addus Health Care
Brian Koeppe	CDSS QA
Ramona Walker	CDSS QA
Fay Mikiska	IHSS Adv. Committee – Sacramento
Patrick Finch	CDSS QA
Ken Maurice	DSS/ IHSS Policy
Fred Nisen	PAI
Judy Griffin	Placer Co. IHSS
Jovan Agee	UDW
Pamela Ng	DHHS IHSS QA
Rosa Mogana	Stanislaus Co.
Jean Dam	IHSS QA
Floralma Valencia	Sacramento Co.
Wayman Hindsman	CDSS
Andrea Allgood	CDSS QA
Bernadette Lynch	IHSS PA
Jonnie York	Stanislaus Co. CSA/IHSS
Lola Young	CSL & Gray Panthers
Lisa Poley	Stanislaus Co.
Erik Fair	CWDA
Tona Thow	Sacramento Co. IHSS
Scott Braithwaite	Sacramento IHSS
Deborah Celestine	Alameda Co.
Pamela Vincent	CDSS/QA
Carolynn Heilig	PA Marin
Herb Meyer	Chair Marin PA
Susan Schwendimann	Sacramento Co. IHSS
Karen Keeslar	CAPA
Melody McInturf	Sacramento Co. IHSS - QA
Jeannette Johnson	Sacramento Co. IHSS
Diana Kalcic	CWDA
Susan Carlson	Stanislaus Co. IHSS
Tamara Rasberry	SEIU
Julia Placencia	SEIU
Karen Spencer	CDSS/QA
Bea Sanchez	CDSS/QA
Julie Lopes	CDSS/QA
Debbie Wender	CDSS/QA
Joan Boomer	CDSS/QA
Dodson, Anastasia	Senate Budget Committee
Grose Gallagher	Collection of California Welfare Rights

Name	Organization
Sue Hodges	Environmental Health Network
Sarah McCarthy	Senate Office of Research
Mia	Riverside Co.
Renna	Riverside Co.
Andrew Rossoff	Senior Law Project Lake Court California
Maggie Dee	Disability & Senior News Report 93.3 FM
Tom Boffen	Butte Co. IHSS/QA