

March 30, 2006

To: In-Home Supportive Services (IHSS) Stakeholders

From: Adult Programs Branch (APB)

Dear IHSS Stakeholders:

This is to announce that the Quality Assurance Bureau will be conducting a brief, focused IHSS Stakeholders meeting on April 21, 2006, to discuss the proposed Hourly Task Guidelines (HTG) regulations. The proposed regulations as well as a meeting agenda are attached for your use.

Please note that the proposed regulations have been submitted to the Office of Administrative Law (OAL) and a Public Hearing is scheduled for May 17, 2006. The purpose of this Stakeholder meeting is to provide a general overview of the package to facilitate your review process prior to the Public Hearing and 45-Day Comment period.

This general overview will identify:

What has changed, stayed the same, or been relocated;
What strikeouts and underlines mean; and
What the intended purpose of each section is to address.

During this meeting we will not be focusing on the actual language/content of each proposed regulation, as these issues will be addressed through the Public Hearing process and 45-Day Comment period, and the California Department of Social Services will be required to respond to specific testimony prior to the regulations being finalized.

We look forward to seeing you there.



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Brian R. Koepp, Chief
Quality Assurance Bureau
(916) 229-4036

Amend Section 30-757 and Title to read:

30-757 ~~PROGRAM CONTENT~~ SERVICE CATEGORIES AND TIME GUIDELINES

30-757

.1 Only those services specified in Sections 30-757.11 through .19 ~~below~~ shall be authorized through IHSS. A person who is eligible for a personal care service provided pursuant to the PCSP shall not be eligible for that personal care service through IHSS. A service provided by IHSS shall be equal to the level of the same service provided by PCSP.

(a) For services in this section where time guidelines are specified, the services shall be subject to the specified time guideline unless the recipient's needs require an exception to the guideline.

(1) In determining the amount of time per task, the recipient's ability to perform the tasks based on his/her Functional Index (FI) ranking shall be a contributing factor, but not the sole factor. Other factors could include the recipient's environment.

(2) An exception to the time guideline may result in receiving more or less time based on the recipient's need for each supportive service and the amount of time needed to complete the task.

(3) Exceptions to the hourly task guidelines identified in this section shall be made when necessary to enable the recipient to establish and maintain an independent living arrangement and/or remain safely in his/her home or abode of his/her own choosing.

(4) No exception shall result in the recipient's hours exceeding the maximum limits of 195 hours per month as specified at Section 30-765.121 for nonseverely impaired residual cases or 283 hours per month for severely impaired residual cases as specified in Section 30-765.111. No exception shall result in the recipient's hours exceeding the maximum limit for PCSP cases as specified at Section 30-780.2(b) for PCSP cases.

(5) No exceptions to hourly task guidelines shall be made due to inefficiency or incompetence of the provider.

(6) When an exception to an hourly task guideline is made in a recipient's case, the reason for the exception shall be documented in the case file.

HANDBOOK BEGINS HERE

(A) Documentation of the reason for the exception will provide necessary data to audit the effectiveness of each guideline in terms of:

1. Achieving equity in service authorizations; and
2. Evaluating programs costs.

HANDBOOK ENDS HERE

.11 Domestic services which are limited to the following:

(a) through (j) (Continued)

(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.

.12 (Continued)

.13 Related services which are limited to the following:

.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, serving the meals, pureeing food, and cutting the food into bite-size pieces.

(a) The weekly time guideline range for “preparation of meals” shall be as follows unless the recipient’s needs require an exception:

<u>Preparation of Meals</u>		
<u>Hours per Week</u>		
<u>Time Guidelines</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>3.02</u>	<u>7.00</u>
<u>Rank 3</u>	<u>3.50</u>	<u>7.00</u>
<u>Rank 4</u>	<u>5.25</u>	<u>7.00</u>
<u>Rank 5</u>	<u>7.00</u>	<u>7.00</u>

Note: Rank represents the recipient's level of functioning as provided in Section 30-756.1.

- (b) Factors for 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).

.132 Meal cleanup, which includes ~~ing~~ washing, rinsing, and drying dishes, pots, pans, utensils, and culinary appliances; and putting them away; storing/putting away leftover foods/liquids; and washing/drying hands.

- (a) Meal cleanup does not include cleaning the refrigerator, oven, or stove. These services are defined under “domestic services” specified 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:

<u>Meal Cleanup</u> <u>Hours per Week</u> <u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>1.17</u>	<u>3.50</u>
<u>Rank 3</u>	<u>1.75</u>	<u>3.50</u>
<u>Rank 4</u>	<u>1.75</u>	<u>3.50</u>
<u>Rank 5</u>	<u>2.33</u>	<u>3.50</u>

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

(1) The extent to which the recipient can assist or perform tasks safely.

HANDBOOK BEGINS HERE

(A) A recipient with a Rank 4 in “meal cleanup” who has been determined able to wash breakfast/lunch dishes and utensils and only needs the provider to cleanup after dinner would require time based on the provider performing cleanup of the dinner meal only.

(B) A recipient who has less control of utensils and/or spills food frequently may require more time for cleanup.

HANBOOK ENDS HERE

(2) The types of meals requiring the cleanup.

HANDBOOK BEGINS HERE

(A) A recipient who chooses to eat only toast and coffee for breakfast would require less time for cleanup than a recipient who chooses to eat eggs and bacon.

HANBOOK ENDS HERE

(3) If the recipient can rinse the dishes and leave them in the sink until the provider can wash them.

(4) The frequency that meal cleanup is necessary.

(5) If there is a dishwasher appliance available.

(6) Time for universal precautions, as appropriate.

(d) Exceptions criteria to the time guideline range may include, but are not limited to:

(1) If the recipient must eat frequent meals which require additional time for cleanup

(2) If the recipient eats light meals that require less time for cleanup.

~~.133 Planning of menus.~~

~~.1343 Restaurant Meal Allowance (Continued)~~

~~.1354 Laundry services which includesing the tasks of washing and drying laundry, mending, ironing, folding, and storing clothes on shelves or in drawers. (Continued)~~

(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.

HANDBOOK BEGINS HERE

(A) In assessing time for in-home laundry services, it is expected that the provider will accomplish other tasks while clothes are washing and drying.

HANDBOOK ENDS HERE

(d) The time guideline for laundry services where laundry facilities are not available in the home shall not exceed 1.5 hours total per week per household unless the recipient's need requires an exception to exceed this limit.

HANDBOOK BEGINS HERE

(1) It is expected that the typical provider will use a local laundromat during nonpeak-hour times and will utilize as many machines simultaneously as necessary for efficient time utilization.

HANDBOOK ENDS HERE

.1365 Food shopping which includes Reasonable food shopping and other shopping/errands limited to the nearest available stores or other facilities consistent with the client's recipient's economy and needs.

(a) (Continued)

(b) (Continued)

(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) (Continued)

(1) The time guideline for "other shopping/errands" shall not exceed 0.5 hour total per week per household unless the recipient's need requires an exception to exceed this limit.

.14 Personal care services, limited to:

(a) "Bowel and bladder" care, such as assistance with enemas, emptying of catheter or ostomy bags, 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 rubber sheets disposable barrier pads; putting on/taking off disposable gloves; wiping and cleaning recipient; and assistance with getting on/ and off commode or toilet; and washing/drying recipient's and provider's 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:

<u>Bowel and Bladder Care</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>0.58</u>	<u>2.00</u>
<u>Rank 3</u>	<u>1.17</u>	<u>3.33</u>
<u>Rank 4</u>	<u>2.91</u>	<u>5.83</u>
<u>Rank 5</u>	<u>4.08</u>	<u>8.00</u>

- (3) Factors for consideration of time include, but are not limited to:
- (A) The extent to which the recipient can assist or perform tasks safely.
 - (B) The frequency of the recipient's urination and/or bowel movements.
 - (C) If there are assistive devices available which result in decreased or increased need for assistance.

HANDBOOK BEGINS HERE

1. Situations where elevated toilet seats and/or Hoyer lifts are available may result in less time needed for " bowel and bladder" care if the use of these devices results in a decreased need for assistance by the recipient.
2. Situations where a bathroom door is not wide enough to allow for easy wheelchair access may result in more time needed if its use results in an increased need.

HANDBOOK ENDS HERE

- (D) Time for universal precautions, as appropriate.
- (4) Exception criteria to the time guideline range may include, but are not limited to:
- (A) If the recipient has frequent urination or bowel movements.
 - (B) If the recipient has frequent bowel or bladder accidents.
 - (C) If the recipient has occasional bowel or bladder accidents that require assistance from another person.
 - (D) If the recipient's morbid obesity requires more time.
 - (E) If the recipient has spasticity or locked limbs.
 - (F) If the recipient is combative.
- (b) (Continued)
- (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 washing/drying hands before and after feeding.
- (2) "Feeding" tasks do not include cutting food into bit-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:

<u>Feeding</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>0.70</u>	<u>2.30</u>
<u>Rank 3</u>	<u>1.17</u>	<u>3.50</u>
<u>Rank 4</u>	<u>3.50</u>	<u>7.00</u>
<u>Rank 5</u>	<u>5.25</u>	<u>9.33</u>

- (4) Factors for consideration of time include, but are not limited to:
 - (A) The extent to which the recipient can assist or perform tasks safely.
 - (B) The amount of time it takes the recipient to eat meals.
 - (C) The type of food that will be consumed.
 - (D) The frequency of meals/liquids.
 - (E) Time for universal precautions, as appropriate.
- (5) Exception criteria to the time guideline range may include, but are not limited to:
 - (A) If the constant presence of the provider is required due to the danger of choking or other medical issues.
 - (B) If the recipient is mentally impaired and only requires prompting for feeding him/herself.
 - (C) If the recipient requires frequent meals.

- (D) If the recipient prefers to eat foods that he/she can manage without assistance.
 - (E) If the recipient must eat in bed.
 - (F) If food must be placed in the recipient's mouth in a special way due to difficulty swallowing or other reasons.
 - (G) If the recipient is combative.
- (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; and washing/drying hands before and after bathing.
- (1) The time guideline range for "bed baths" shall be as follows unless the recipient's needs require an exception:

<u>Bed Baths</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>0.50</u>	<u>1.75</u>
<u>Rank 3</u>	<u>1.00</u>	<u>2.33</u>
<u>Rank 4</u>	<u>1.17</u>	<u>3.50</u>
<u>Rank 5</u>	<u>1.75</u>	<u>3.50</u>

- (2) Factors for consideration of time include, but are not limited to:
- (A) The extent to which the recipient can assist or perform tasks safely.
 - (B) If the recipient is prevented from bathing in the tub/shower.
 - (C) If bed baths are needed in addition to baths in the tub/shower.
 - (D) Time for universal precautions, as appropriate.
- (3) Exception criteria to the time guideline range may include, but are not limited to:
- (A) If the recipient is confined to bed and sweats profusely requiring frequent bed baths.

(B) If the weight of the recipient requires more or less time.

(C) If the recipient is combative.

(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).

(5) The time guideline range for "bathing, oral hygiene, and grooming," shall be as follows unless the recipient's needs require an exception:

<u>Bathing, Oral Hygiene, and Grooming</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>0.50</u>	<u>1.92</u>
<u>Rank 3</u>	<u>1.27</u>	<u>3.15</u>
<u>Rank 4</u>	<u>2.35</u>	<u>4.08</u>
<u>Rank 5</u>	<u>3.00</u>	<u>5.10</u>

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

(A) The extent to which the recipient can assist or perform tasks safely.

(B) The number of times the recipient may need to bathe.

- (C) If the recipient requires assistance in/out of tub/shower.
 - (D) If the recipient needs assistance with supplies.
 - (E) If the recipient requires assistance washing his/her body.
 - (F) If the provider must be present while the recipient bathes.
 - (G) If the recipient requires assistance, drying his/her body and/or, putting on lotion/powder after bathing.
 - (H) If the recipient showers in a wheelchair.
 - (I) Universal precautions, as appropriate.
- (7) Exceptions to the time guideline range may include, but are not limited to:
- (A) If the provider’s constant presence is required.
 - (B) If the weight of the recipient requires more or less time.
 - (C) If the recipient has spasticity or locked limbs.
 - (D) If a roll-in shower is available.
 - (E) If the recipient is combative.
- (f) Dressing, which includes washing/drying of hands; putting on/taking off, fastening/unfastening, buttoning/unbuttoning, zipping/unzipping, and tying/untying of garments and undergarments; changing soiled clothing; and bringing tools to the recipient to assist with independent dressing.
- (1) The time guideline range for “dressing” shall be as follows unless the recipient’s needs require an exception:

<u>Dressing</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>0.56</u>	<u>1.20</u>
<u>Rank 3</u>	<u>1.00</u>	<u>1.86</u>
<u>Rank 4</u>	<u>1.50</u>	<u>2.33</u>
<u>Rank 5</u>	<u>1.90</u>	<u>3.50</u>

- (2) Factors for consideration of time include, but are not limited to:
- (A) The extent to which the recipient can assist or perform tasks safely.
 - (B) The type of clothing/garments the recipient wears.
 - (C) If the recipient prefers other types of clothing/garments.
 - (D) The weather conditions.
 - (E) Universal precautions, as appropriate.

- (3) Exception criteria to the time guideline range may include, but are not limited to:

- (A) If the recipient frequently leaves his/her home, requiring additional dressing/undressing.
- (B) If the recipient soils clothing, requiring frequent changes of clothing.
- (C) If the recipient has spasticity or locked limbs.
- (D) If the recipient is immobile.
- (E) If the recipient is combative.

- (g) Repositioning and rubbing skin, which includes rubbing skin to promote circulation; turning in bed and other types of repositioning; assistance on and off seats and wheelchairs, into and out of vehicles, and range of motion exercises which shall be limited to the following:

(1) (Continued)

(2) (Continued)

- (3) "Repositioning and rubbing skin" does not include:

- (A) Care of pressure sores (skin and wound care). This task is assessed as a part of "paramedical" services specified at Section 30-757.19.
- (B) Ultra violet treatment (set up and monitor equipment) for pressure sores and/or application of medicated creams to the skin. These tasks are assessed as a of "assistance with prosthetic devices" specified at Section 30-757.14(i).

- (4) The time guideline range for “repositioning and rubbing skin” shall be as follows unless the recipient’s needs require an exception:

<u>Repositioning and Rubbing Skin</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>* Functional ranking does not apply</u>	<u>0.75</u>	<u>2.80</u>

- (5) Factors for consideration of time include, but are not limited to:

- (A) The extent to which the recipient can assist or perform tasks safely.
- (B) If the recipient’s movement is limited while in the seating position and/or in bed and the amount of time the recipient spends in the seating position and/or in bed.
- (C) If the recipient has circulatory problems.
- (D) Universal precautions, as appropriate.

- (6) Exceptions criteria to the time guideline range may include, but are not limited to:

- (A) If the recipient has a condition that makes him/her confined to bed.
- (B) If the recipient has spasticity or locked limbs.
- (C) If the recipient has or is at risk of having decubitus ulcers which require the need to turn the recipient frequently.
- (D) If the recipient is combative.

- (h) Moving into and out of bed. "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 a 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 a part of "repositioning and rubbing skin" specified at Section 30-757.14(g).

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

<u>Transfer</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>0.50</u>	<u>1.17</u>
<u>Rank 3</u>	<u>0.58</u>	<u>1.40</u>
<u>Rank 4</u>	<u>1.10</u>	<u>2.33</u>
<u>Rank 5</u>	<u>1.17</u>	<u>3.50</u>

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

- (A) The extent to which the recipient can assist or perform tasks safely.
- (B) The amount of assistance required.
- (C) The availability of equipment, such as a Hoyer lift.
- (D) Universal precautions, as appropriate.

(4) Exception criteria to the time guideline range may include, but are not limited to:

- (A) If the recipient gets in and out of bed frequently during the day or night due to naps or use of the bathroom.
- (B) If the weight of the recipient and/or condition of his/her bones requires more careful, slow transfers.
- (C) If the recipient has spasticity or locked limbs.
- (D) If the recipient is combative.

- (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, braces, corsets, elastic stockings/garments, vision/hearing aids and washing/drying hands before and after performing these tasks.

(1) (Continued)

- (2) The time guideline range for “care and assistance with prosthetic devices” shall be as follows unless the recipient’s needs require an exception:

<u>Care and Assistance with Prosthetic Devices</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>*Functional ranking does not apply</u>	<u>0.47</u>	<u>1.12</u>

- (3) Factors for consideration of time include, but are not limited to:

- (A) The extent to which the recipient is able to manage medications and/or prosthesis independently and safely.
- (B) The amount of medications prescribed for the recipient.
- (C) If the recipient requires special preparation to distribute medications (e.g., cutting tablets, putting medications into Medi-sets, etc.).
- (D) If the recipient has cognitive difficulties that contribute to the need for assistance with medications and/or prosthetic devices.
- (F) Universal precautions, as appropriate.

- (4) Exception criteria to the time guideline range may include, but are not limited to:

- (A) If the recipient takes medications several times a day.
- (B) If the pharmacy sets up medications in bubble wraps or Medi-sets for the recipient.

- (C) If the recipient has multiple prosthetic devices.
 - (D) If the recipient is combative.
- (j) Routine menstrual care, which is limited to external application of sanitary napkins 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.

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- (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.

HANDBOOK ENDS HERE

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

<u>Menstrual Care</u>		
<u>Hours per Week</u>		
<u>Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>*Functional rank does not apply</u>	<u>0.28</u>	<u>0.080</u>

- (4) Factors for consideration of time include, but are not limited to:
 - (A) The extent to which the recipient can assist or perform tasks safely.
 - (B) If the recipient has a menstrual cycle.
 - (C) The duration of the recipient's menstrual cycle.
 - (D) If there are medical issues that necessitate additional time.
 - (E) Universal precautions, as appropriate.

(5) Exception criteria to the time guideline range may include, but are not limited to:

(A) If the recipient has spasticity or locked limbs.

(B) If the recipient is combative.

(k) Ambulation, which includes ~~consisting of~~ assisting the recipient with walking or moving the recipient 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 for medical accompaniment and/or alternative resource travel.

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

<u>Ambulation Hours per Week Time Guideline</u>		
	<u>Low</u>	<u>High</u>
<u>Rank 2</u>	<u>0.58</u>	<u>1.75</u>
<u>Rank 3</u>	<u>1.00</u>	<u>2.50</u>
<u>Rank 4</u>	<u>1.75</u>	<u>3.50</u>
<u>Rank 5</u>	<u>1.75</u>	<u>3.50</u>

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

(A) The extent to which the recipient can assist or perform tasks safely.

(B) The distance the recipient must move inside the home.

(C) The speed of the recipient's ambulation.

(D) Any barriers that impede the recipient's ambulation.

(E) Universal precautions, as appropriate.

(3) Exceptions to the time guideline range may include, but are not limited to:

(A) If the recipient's home is large or small.

(B) If the recipient requires frequent help getting to/from the bathroom.

- (C) If the recipient has a mobility device, such as a wheelchair that results in a decreased need.
- (D) If the recipient has spasticity or locked limbs.
- (E) If the recipient is combative.

.15 (Continued)

Authority Cited: Sections 10553, ~~and~~ 10554, 12300, and 12301.2, Welfare and Institutions Code; and Chapter 939, Statutes of 1992.

Reference: Peremptory Writ of Mandate, Disabled Rights Union v. Woods, Superior Court, Los Angeles County, Case #C 380047; Miller v. Woods/Community Services for the Disabled v. Woods, Superior Court, San Diego County, Case Numbers 468192 and 472068; and Sections 12300, 12300(c)(7), 12300(f), 12300(g), ~~and~~ 12300.1, and 12301.2, Welfare and Institutions Code.

Repeal Section 30-758 to amend and relocate to Section 30-757 to read:

30-758 TIME PER TASK AND FREQUENCY GUIDELINES

30-758

~~.1~~ When assessing the need for the services specified in ~~.11 through .15~~ below in accordance with the provisions of Section 30-763.2, the assessed time shall not exceed the guidelines listed except as provided in ~~.4~~ below.

~~.11~~ Domestic services—The guideline time for "domestic services" shall not exceed 6.0 hours total per month per household.

HANDBOOK BEGINS HERE

~~.111~~ Tasks included in domestic services are identified in Section 30-757.11.

HANDBOOK ENDS HERE

~~.12~~ Laundry

~~.121~~ For laundry services where laundry facilities are available in the home, the guideline time shall not exceed 1.0 hours total per week per household.

HANDBOOK BEGINS HERE

~~(a)~~ In home laundry service is defined and limited in Section 30-757.135.

~~(b)~~ In assessing time for in-home laundry services, it is expected that the provider will accomplish other tasks while clothes are washing and drying.

HANDBOOK ENDS HERE

~~.122~~ For laundry services where laundry facilities are not available in the home, the guideline time shall not exceed 1.5 hours total per week per household.

HANDBOOK BEGINS HERE

~~(a)~~ Out of home laundry service is defined and limited in Section 30-757.135.

~~(b)~~ It is expected that the typical provider will use a local laundromat during nonpeak hour time and will utilize as many machines simultaneously as necessary for efficient time utilization.

HANDBOOK ENDS HERE

~~.13 Food Shopping—The guideline time for "food shopping" shall not exceed 1.0 hour total per week per household.~~

~~HANDBOOK BEGINS HERE~~

~~.131 Food shopping is defined and limited in Section 30-757.136.~~

~~HANDBOOK ENDS HERE~~

~~.14 Other shopping errands—The guideline time for "other shopping/errands" shall not exceed 0.5 hours total per week per household.~~

~~HANDBOOK BEGINS HERE~~

~~.141—Other shopping/errands is defined and limited in Section 30-757.136.~~

~~HANDBOOK ENDS HERE~~

~~.2 Counties shall have the authority to develop and use time per task and frequency guidelines for other services, except:~~

~~.21 personal care services, Section 30-757.14.~~

~~.22 meal preparation, Section 30-757.131.~~

~~.23 meal clean up, Section 30-757.132.~~

~~.24 paramedical services, Section 30-757.19.~~

~~.3 No exceptions to time per task guidelines shall be made due to inefficiency or incompetence of the provider.~~

~~.4 Welfare and Institutions Code Section 12301.2 states: Time per task guidelines can be used only if appropriate in meeting the recipient's particular circumstances. Exceptions to time per task guidelines shall be made when necessary to enable the recipient to establish and maintain an independent living arrangement and/or remain safely in his/her home or abode of his/her own choosing.~~

~~.41 When an exception to a time per task guideline is made in an recipient case, the reason for the exception shall be documented in the case file.~~

~~HANDBOOK BEGINS HERE~~

~~.411 Documentation of the reason for the exception will provide necessary data to audit the effectiveness of each guideline in terms of:~~

~~(a) achieving equity in assessments; and~~

(b) ~~evaluating program costs.~~

~~HANDBOOK ENDS HERE~~

Authority cited: Sections 10553, ~~and~~ 10554, 12300, and 12301.2, Welfare and Institutions Code; and Chapter 939, Statutes of 1992.

Reference: Peremptory Writ of Mandate, Disabled Rights Union v. Woods, Superior Court, Los Angeles County, Case #C 380047; and Sections 12300 and 12301.2, Welfare and Institutions Code.

DRAFT

Amend Section 30-780.1(b) to read:

30-780 PERSONAL CARE SERVICES PROGRAM (PCSP) ELIGIBILITY

30-780

HANDBOOK BEGINS HERE

.1 Scope of Services (Continued)

(b) Ancillary services are subject to time per task guidelines ~~when~~ established in Sections 30-7587 ~~and 30-763.235 (b) and 30-763.24~~ of the Department of Social Services' Manual of Policies and Procedures and are limited to the following:

(1) Domestic services are limited to the following:

(A) (Continued)

(B) (Continued)

(C) Cleaning the bathroom.

(~~C~~D) (Continued)

(~~D~~E) (Continued)

(~~E~~F) (Continued)

(~~F~~G) (Continued)

(~~G~~H) (Continued)

(~~H~~I) (Continued)

(~~I~~J) (Continued)

(~~J~~K) (Continued)

HANDBOOK ENDS HERE

(4) (Continued)

Authority cited: Sections 10553 and 10554, Welfare and Institutions Code; and Chapter 939, Statutes of 1992.

Reference: Section 14132.95, Welfare and Institutions Code; and the State Plan Amendment, approved pursuant to Sections 12301.2 and 14132.95(b), Welfare and Institutions Code.