

SERVICES COVERED BY IHSS

How to use this list:

1. Ask the consumer to see their Notice of Action (NOA) which shows the list of services and amount of time authorized. If the consumer cannot show you the list, ask them to tell you what services IHSS has approved for them. If they are unable to tell you, contact the county and ask about the services authorized.
2. Once you find out about the services and hours authorized, look at the list below to determine which tasks are included.

Remember, most consumers will not have all of these services authorized, and you can only be paid for authorized services and tasks. Also keep in mind the amount of time authorized for each service. Do not put any hours on your timesheet for services that are not authorized.

IHSS Service	Tasks
Accompaniment to Alternative Resources	Helping the consumer get to and from alternative resources where IHSS recipient receives services instead of IHSS. This could mean Adult Day Care or Respite Programs. Usually, the Program provides transportation and sees that the consumer gets there safely, so this service is rare. Time is not authorized for waiting during the visit.
Accompaniment to Medical Appointments	Helping the consumer get to and from the doctor, dentist, or other health practitioner's office. Time is not authorized for waiting during the visit.
Ambulation	Assisting the consumer 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 and from the front door to the car, including (getting in and out of the car) for medical accompaniment and/or alternative resource travel. For more information about accompaniment, see "Accompaniment to Medical Appointments" and "Accompaniment to Alternative Resources" above.
Bathing, Oral Hygiene/ Grooming	Helping the consumer take a bath or shower; bringing a washcloth, soap and towel to the consumer and putting them away; turning on and off faucets and adjusting water temperature; assisting the consumer in and out of the tub or shower; washing, rinsing, and drying the areas of the consumer's body he/she cannot do for themselves; and applying lotion, powder, and deodorant. Brushing teeth, rinsing mouth, caring for dentures, and flossing. Hair combing/brushing; hair trimming when the consumer cannot get to the barber/salon; shampooing, applying conditioner, and drying hair; shaving; and washing and drying your hands.

SERVICES COVERED BY IHSS

IHSS Service	Tasks
Bowel and Bladder Care	Assisting the consumer with getting on and off the toilet or commode; wiping and cleaning the consumer; helping the consumer 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 gloves; and washing/drying consumer's and provider's hands. This service does not include insertion of enemas, catheters, suppositories, digital stimulation as part of a bowel program for a person with paralysis or colostomy irrigation. All those tasks are part of "Paramedical Services."
Care/Assistance with Prosthesis	Assistance with taking off or putting on, maintaining or cleaning prosthetic devices such as an artificial limb and/or glasses/hearing aids, as well as washing and drying hands before and after performing these tasks. This service area also includes assisting the consumer with self-administration of medication, i.e., reminding the consumer to take prescribed and/or over-the-counter medications at appropriate times and/or setting up the medications.
Domestic (Housework)	Limited to sweeping, vacuuming, and washing floors, kitchen counters, and sinks; cleaning the bathroom; storing food and supplies; taking out garbage; dusting and picking up; changing bed linen; cleaning oven and stovetop; cleaning and defrosting refrigerator; bringing in wood for cooking for those who have only a wood stove; changing light bulbs; and wheelchair cleaning or recharging wheelchair batteries.
Dressing	Helping the consumer put on and take off clothes, corsets, elastic stockings, and braces and/or fastening/unfastening, buttoning/unbuttoning, zipping/unzipping, and tying/untying of garments and undergarments; changing soiled clothing; and bringing tools to the consumer to assist with independent dressing such as a sock aid and washing and drying your hands.
Feeding	Helping consumer eat and drink liquids; assisting the consumer reach for, pick up, and grasp utensils and cups; and washing and drying your hands before and after feeding. This does not include tube feeding which is a Paramedical service. It also does not include cutting food into bite-sized pieces or pureeing food which is part of "Prepare Meals."
Heavy Cleaning	Thorough cleaning of the home to remove hazardous debris or dirt. This is a one-time service that usually involves throwing away large amounts of clutter into a dumpster. It is rarely needed or approved. You will be expected to keep the home clean with Domestic services (if approved) after the heavy cleaning is done.
Meal Cleanup	Washing, rinsing, drying dishes, pots, pans, utensils, and appliances, and putting them away; loading and unloading the dishwasher; storing/putting away leftovers; wiping up spills from the table, counter, stove, and sink; and washing and drying your hands.

SERVICES COVERED BY IHSS

IHSS Service	Tasks
Menstrual Care	Limited to external application and changing sanitary napkins and external cleaning; washing and drying hands before and after performing these tasks. You should never insert a tampon, even if that is the consumer's preference.
Move In/Out of Bed	Helping the consumer from standing, sitting, or lying down 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 assistive device generally occurring within the same room. This may include using a Hoyer lift or similar device or a transfer belt. This service does not include turning a consumer who is bedbound to prevent skin breakdown or pressure sores. That is part of "Rub Skin, Repositioning."
Other Shopping Errands	Other shopping/errands means picking up prescriptions and shopping for other non-food items the consumer needs. It includes making a shopping list; traveling to/from the store; shopping; loading, unloading, and storing supplies purchased; and performing reasonable errands, such as delivering a delinquent payment to prevent a utility shutoff or picking up a prescription. This does not include time to pay monthly bills.
Paramedical Services	Paramedical services are skilled tasks that the consumer's doctor or a nurse has taught you to do, such as the administration of medications; puncturing the skin to give the consumer a shot; inserting a medical device into a body orifice such as tube feeding; inserting a catheter or irrigating a colostomy; activities requiring sterile procedures, such as caring for an open bed sore or activities requiring judgment based on training given by a licensed health care professional, such as putting a person who has paralysis into a standing frame.
Prepare Meals	Cooking which means planning meals; removing food from the refrigerator or pantry; washing and drying hands before 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-sized pieces. When the food is cooking and does not need your attention, we expect you to be doing other services.
Protective Supervision	Observing the behavior of a consumer who is confused, mentally impaired or mentally ill in order to safeguard him/her against injury, hazard, or accident. It is expected that the consumer is supervised 24-hours a day, 7 days a week.
Remove Ice, Snow	Removal of ice and snow from entrances and essential walkways when access to the home is hazardous.
Respiration Assistance	Limited to non-medical services such as assistance with self-administration of oxygen, assistance with setting up a CPAP machine, and cleaning IPPB and CPAP machines.

SERVICES COVERED BY IHSS

IHSS Service	Tasks
Routine Bed Baths	Bringing soap, washcloth and towel to the consumer; filling a basin with water and bringing it to the consumer; washing, rinsing, and drying body; applying lotion, powder and deodorant; cleaning basin or other materials used for bed sponge baths and putting them away; and washing and drying your hands before and after.
Routine Laundry	Washing and drying laundry, mending, ironing, folding, and storing clothes in closets, on shelves or in drawers. We expect that you do other chores while the clothes are in the washer and dryer.
Rub Skin, Repositioning	Rubbing of skin to promote circulation, turning in bed and other types of repositioning, and range of motion exercises. This does not include care of pressure sores if they have developed. That care would be part of "Paramedical Services." Helping on and off seats is part of "Move In/Out of Bed." Helping in and out of a vehicle is part of "Ambulation."
Shopping for Food	Grocery shopping at the nearest grocery store. No additional time is allowed for the consumer to go to the store with you. Shopping for food includes making a grocery list, travel to/from the store, shopping, loading, unloading, and storing groceries.
Teaching/Demonstration	Teaching the consumer how to perform certain tasks when they could learn to become independent if taught. Teaching and demonstration is only allowed for a short period of time.
Yard Hazard Abatement	Removal of grass, weeds, rubbish, or other hazardous items when they are a fire hazard. This is not gardening.

TIME CONVERSION CHART (Minutes to Tenths of an Hour)

Timesheets must show how much time you worked in hours and tenths of hours, not hours and minutes. For example, one day you work 3 hours and 22 minutes. By using the chart below, you will see that 22 minutes converts to .4. You would enter the time as 3.4 hours on your timesheet.

Conversion Chart	
<i>Minutes</i>	<i>Enter</i>
1 to 6 minutes	.1
7 to 12 minutes	.2
13 to 18 minutes	.3
19 to 24 minutes	.4
25 to 30 minutes	.5
31 to 36 minutes	.6
37 to 42 minutes	.7
43 to 48 minutes	.8
49 to 54 minutes	.9
55 to 60 minutes	1.0