

CHAPTER 3

ASSESSMENT STANDARDS & AUTHORIZED SERVICES

SAMPLE PROTECTIVE SUPERVISION COMPUTATIONS SOC 293, LINE WW (Protective Supervision)

General Instructions

The Total Need for Protective supervision (first column) is always 168 hours per week, because in order to qualify for this service, the need must exist 24 hours a day, 7 days a week ($24 \times 7 = 168$). The maximum number of hours of Protective supervision that may be authorized for an NSI PCSP recipient is 45.03 per week (195 hours per month).

The Adjustments are the sum of all other authorized weekly services (monthly figures are converted to weekly figures by dividing the monthly amount by 4.33).

Individual Assessed Need is calculated by subtracting Adjustments from Total Need.

The minimum Alternative Resources are determined by subtracting the Authorization to be Purchased amount from the Individual Assessed Needs, unless the actual Alternative Resources documented in the case record (based on the discussion with the recipient/authorized representative) is more than the minimum. In such cases, the high figure is used; up to the Individual Assessed Need amount.

EXAMPLE 1:

Recipient Lives Alone

The adjustments reflect 1.39 hours per week of domestic services (6 monthly hours divided by 4.33), plus 14.5 hours per week of related and personal services. The Alternative Resource amount is the minimum that will allow the client to receive 45.03 Protective supervision hours per week (195 hours per month) without an unmet need.

Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Prot. Sup. Hours Authorized to be Purchased
168.00	15.89	152.11	107.08	45.03
45.03				

In this example, the client will receive 45.03 weekly hours of Protective supervision and 15.89 weekly hours of other services, for a total of 60.92 weekly hours (263.78 hours per month).

EXAMPLE 2:

Recipient Lives Alone, Requires More Personal Care

The adjustments reflect 1.39 hours per week of domestic services and 24.5 hours per week of related and personal services.

Total Need	Adjustments	Individual Assessed	Alternative Resources	Prot. Sup. Hours Authorized to be Purchased
168.00	25.89	142.11	102.64	39.47
39.47				

In this example, deducting the 25.89 adjustment from the 65.36 weekly maximum (283 divided by 4.33) resulted in only 39.47 hours, which is less than the 45.03 maximum hours that may be authorized for purchase for an NSI PCSP recipient. This client will receive 39.47 hours of Protective supervision and 25.89 weekly hours of other services, for a total of 65.36 weekly hours (283 hours per month).

Protective Supervision Concepts

- A 24-hour need exists for PS.
 - 24/7 = 168 hours per week.
 - Assessed Need will always be 168
- Entire 24-hour need can be met.
 - No unmet need for PS.
 - Unmet Need column on SOC 293 always zero.

Clients Living Alone Or With Another Recipient

- No need for PS exists during time provider is in the home to provide other services.
- Adjustment column will be the total of all other authorized services to the household.

Shared Living With Another PS Recipient

When two or more recipients are living together and both require PS, the need shall be treated as a common need and prorated accordingly.

IMPORTANT NUMBERS TO REMEMBER	
195 hours monthly	= 45.03 hrs. weekly
283 hours monthly	= 65.36 hrs. weekly
283 hours – 195 hours	= 88 hrs.
88 hours monthly	= 20.32 hrs. weekly
65.36 hours – 45.03 hours	= 20.33 hrs. (Which is close to 20.32 hrs. The difference is rounding, but it means the same thing.)

Converting Monthly Hours To Weekly Hours

Monthly	Weekly
6.00	1.38
5.00	1.15
4.00	0.92
3.00	0.69
2.00	0.46
1.00	0.23
195.00	45.03
283.00	65.32
283-195= 88.00	20.32

Rounding

- The SOC 293 requires hours to be entered with two decimal points.
- The turnaround SOC 293 document, however, rounds decimals to only one point (lines aa, M, N, and O).
- All numbers in the following examples are rounded to two decimals, with all the following numbers dropped.

Completing The SOC 293

Completing Line WW on the SOC 293

	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Authorized to be Purchased	Unmet Need	County Use
WW Protective Supervision	Always 168.00	Sum Wkly. Hrs.	A-B	C-E	45.03 – B or 65.36 – B	Always Zero	
Box A =	168.00 hours (total need for Protective Supervision)						
Box B =	Total of all other authorized hours (convert all monthly hours to weekly hours).						
Box C =	A – B						
Box D =	C – E						
Box E =	Usually (not always) equals NSI/SI max minus B (45.03 – B, or 65.36 – B).						
Box F =	Zero (unmet need always equals zero).						

When A Client Is Living Alone

General Process:

- Always 168.00 hours in Box A (24 hrs x 7 days per wk. = 168).
- Convert monthly authorized hours to weekly hours (divide by 4.33 or refer to chart).
- Add converted hours to other weekly hours.
- Enter sum in Box B.
- Subtract amount in Box B from amount in Box A.

Determine whether recipient is NSI or SI.

- If NSI, subtract 45.03 – B, and enter in Box E.
- Subtract C – E, and enter in Box D.

EXAMPLE 1:

<u>Residual Client Living Alone:</u> NSI Residual client is authorized 3.00 hours per month Domestic and 15.00 hours per week of other tasks.							
	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	15.69	152.31	122.97	29.34	Zero	
Box A =	Always 168.00						
Box B =	15.69 (all other IHSS services)						
Box C =	168.00 – 15.69 = 152.31						
Box D =	<u>152.31 – 29.34 = 122.97</u>						
Box E =	45.03 – 15.69 = 29.34						
Box F =	Zero (unmet need always equals zero)						

EXAMPLE 2:

PCSP Client Living Alone: SI client is authorized 6.00 hours per month Domestic and 35.00 hours per week of other tasks.							
	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	36.38	131.62	102.64	28.98	Zero	
Box A = Box B = Box C = Box D = Box E = Box F =	Always 168.00 $6.00/4.33 = 1.38 + 35.00 = 36.38$ $168.00 - 36.38 = 131.62$ $131.62 - 28.98 = 102.64$ $65.36 - 36.38 = 28.98$ (use 65.36 because client is SI) Zero (unmet need always equals zero)						

EXAMPLE 3:

PCSP Client Living Alone: NSI PCSP client is authorized 3.00 hours per month Domestic and 15.00 hours per week of other tasks.							
	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	15.69	152.31	107.28	45.03	Zero	
Box A = Box B = Box C = Box D = Box E = Box F =	Always 168.00 $3.00/4.33 = 0.69 + 15.00 = 15.69$ $168.00 - 15.69 = 152.31$ $152.31 - 45.03 = 107.28$ 45.03 Zero (unmet need always equals zero)						

EXAMPLE 4:

<u>PCSP Client Living Alone:</u> NSI PCSP client is authorized 6.00 hours per month Domestic and 19.50 hours per month of other tasks.							
	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	20.88	147.12	102.64	44.48	Zero	
Box A =	Always 168.00						
Box B =	$6.00/4.33 = 1.38 + 19.50 = 20.88$						
Box C =	$168.00 - 20.88 = 147.12$						
Box D =	$147.12 - 44.48 = 102.64$						
Box E =	$65.36 - 20.88 = 44.48$						
Box F =	Zero (unmet need always equals zero)						

Formal And Informal Alternative Resources

Formal Alternative Resources

- Adult Day Health Care programs.
- School.
- Sheltered Workshop.
- Senior Day Care.

Informal

- Voluntary PS by an unpaid relative, neighbor, or friend.
- A Voluntary Services Certification form (SOC 450) must be signed and maintained in the IHSS case record for any individual providing unpaid Protective supervision to an IHSS recipient.

General Strategy For Alternative Resources

- Calculate actual hours of Alternative Resources.
- Compare to “calculated” amount (i.e., amount you would enter in Box D if client did not receive Alternative Resources).
- Use the larger of the two in Box D.

EXAMPLE 5:

PCSP Client Attends Adult Day Health Care 3 Days per Week: NSI PCSP client is authorized 3.00 hours per month Domestic and 11.20 hours per week of other tasks. She attends ADHC 6 hours per day, 3 days per week, and is on the ADHC van an additional 45 minutes each way.

	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	11.89	156.11	111.08	45.03	Zero	
Box A =	Always 168.00						
Box B =	$3.00/4.33 = .69 + 11.20 = 11.89$						
Box C =	$168.00 - 11.89 = 156.11$						
Box D =	$156.11 - 45.03 = 111.08$						
Box E =	45.03						
Box F =	Zero (unmet need always equals zero)						

EXAMPLE 6:

PCSP Client Receives Voluntary Protective Supervision: NSI PCSP client is authorized 3.00 hours per month Domestic and 11.20 hours per week of other tasks. She lives with her daughter who is willing to provide Protective supervision voluntarily when she is home from work. She works 6 hours per day, 5 days per week, and commutes an additional 30 minutes (one-way) per day.

	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	11.89	156.11	133.00	23.11	Zero	
Box A =	Always 168.00						
Box B =	$3.00/4.33 = .69 + 11.20 = 11.89$						
Box C =	$168.00 - 11.89 = 156.11$						
Box D =	$6.00 + .50 + .50 = 7.00 \times 5 = 35.00$ & $168.00 - 35.00 = 133.00$						
Box E =	$156.11 - 133.00 = 23.11$						
Box F =	Zero (unmet need always equals zero)						

Shared living situations

- Authorized IHSS for all housemates is included in client’s adjustments (Box B).
- Use prorated share of any housemate’s authorized PS instead of other authorized services, if applicable.
- If more than 2 non-related housemates are receiving PS, consider the possibility that the situation is really a board and care (licensed or not).

EXAMPLE 7:

<p><u>Living with Another IHSS Recipient Who Does Not Receive Protective Supervision: NSI</u> Residual client is authorized 2.00 hours per month Domestic and 5.65 hours per week of other tasks. She has a housemate who receives 2.00 hours per month Domestic and 22.35 hours per week of other tasks. The housemate does not need Protective supervision.</p>							
	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	28.92	139.08	100.16	38.92	Always Zero	
<p>Box A = Always 168.00 Box B = $2.00 + 2.00 = 4.00 / 4.33 = .92 + 5.65 + 22.35 = 28.92$ Box C = $168.00 - 28.92 = 139.08$ Box D = $139.08 - 38.92 = 100.16$ Box E = $2.00 / 4.33 = .46 + 5.65 = 6.11$, and $45.03 - 6.11 = 38.92$ Box F = Zero (unmet need always equals zero)</p>							

EXAMPLE 8:

Living with Another IHSS Recipient Who Does Receive PS: Two SI clients in the household – both need PS. Mrs. is authorized 3.00 hours per month Domestic and 27.33 hours per week of other tasks. Mr. is authorized 3.00 hours per month Domestic and 25.00 hours per week of other tasks.

	A	B	C	D	E	F	
	Total Need	Adjustments	Individual Assessed Need	Alternative Resources	Auth to be Purchased	Unmet Need	County Use
WW Protective Supervision	168.00	112.02	55.98	18.64	37.34	Zero	
Box A = Always 168.00 Box B = $3.00/4.33 = .069 + 27.33 + 84.00^* = 112.02$ Box C = $168.00 - 112.02 = 55.98$ Box D = $55.98 - 37.34 = 18.64$ Box E = $3.00/4.33 = 0.69 + 27.33 = 28.02$, and $65.36 - 28.02 = 37.34$ Box F = Zero (unmet need always equals zero)	*84=1/2 of the total need in column A, 168.00 hours Per CDSS Division 30-763.331: “When two (or more) IHSS recipients are living together and both require protective supervision, the need shall be treated as a common need and prorated accordingly.”						

Protective Supervision For Minors

Please refer to Section G in this chapter “Assessment of Children/Related Issues”.