

The following scenario is taken from page 3-30.

Domestic Services and Heavy Cleaning

- The living area in the house will be divided into areas used solely by the recipient, areas used in common with others, and areas not used by the recipient.
- No need will be assessed for areas not used by the recipient.
- The need for services in common living areas will be prorated to all the housemates 14 years of age and older. The recipient's need is the prorated share.
- For areas used solely by the recipient, the assessment will be based on the recipient's individual need and will not be prorated.

EXAMPLE: A client lives in a six (6) room house with three other people. The client has sole use of two of the rooms, which is $\frac{2}{6}$, or $\frac{1}{3}$ of the total living space. The total monthly domestic allocation is 6 hours. The client is entitled to $\frac{1}{3}$ of that allocation unprorated due to his/her unshared use of $\frac{1}{3}$ of the space. Of the total living space, the client shares the use of two of the rooms with the other three housemates. These two rooms represent $\frac{1}{3}$ of the total living space, and therefore, $\frac{1}{3}$ of the 6 hours of monthly domestic services which equals two hours. This two hours of service for shared living space is then divided by the number of persons in the household, $\frac{2.00}{4} = .50$ per person. The client's monthly share of domestic services is therefore, 2.00 hours (non-prorated share) + .50 hours (prorated share) = 2.50 per month.

Examples 1-4 are based on this scenario.

Example No. 1

										BIRTHDATE																										
A	CITY (1)	RECIPIENT #	CD	SEQ # (2)	AID CODE (3)	SOCIAL SECURITY NO. (4)			SEX (5) M F	MONTH (6)	DAY	YEAR																								
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C	STREET (1)					CITY (2)			STATE (3)	ZIP CODE / CT (4)																										
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G	SPOUSE / PARENT (1)		# HH (2)	# RCP (3)	RES. (4)	L/A (5)	# ROOMS (6)	YARD (7) Y N	WASHER (8) Y N	DRYER (9) Y N	STOVE (10) Y N	REFRIG. (11) Y N																								
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)																										
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			NEED PROVIDER																																	
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Independent living—A & A Spouse—Spouse is IP

	LAST NAME & #	SEQ #	ADJUSTMENTS	INDIVIDUAL ASSESSED NEED	ALTERNATIVE RESOURCES	AUTH. TO BE PURCH.	UNMET NEED	COUNTY USE
AA	Domestic Services	3.0		3.0	3.0	0		
BB	* Preparation of Meals							
CC	** Meal Clean Up							
DD	Routine Laundry, Etc.							
EE	Shopping for Food							
FF	Other Shopping & Errands							
GG	Heavy Cleaning							
HH	* Respiration							
I	* Bowel & Bladder Care							
JJ	* Feeding							
KK	* Routine Bed Baths							

Example No. 2

INDIVIDUAL SUPPORTIVE SERVICES ASSESSMENT

										BIRTHDATE																									
A	CITY (1)	RECIPIENT #	CD	SEQ # (2)	AID CODE (3)	SOCIAL SECURITY NO. (4)			SEX (5) M F	MONTH (6)	DAY	YEAR																							
B	LAST NAME (1)					FIRST NAME (2)						MI (3)																							
C	STREET (1)				CITY (2)			STATE (3)	ZIP CODE / CT (4)																										
D	TELEPHONE # (1)		DIS. PREP. (2)		RES. (3)		GUARDIAN / CONSERVATOR (4)																												
E	STREET (1)				CITY (2)			STATE (3)	ZIP CODE / CT (4)																										
F	STATUS (1)	PRIM. DIAG. (2)	CITIZEN (3)	ETHNIC (4)	LANG. (5)	OTH. / COV. (6)	SSNV (7)	HIC. / RR # (8)		FBU # (9)																									
G	SPOUSE / PARENT (1)		# HH (2)	# RCP (3)	RES (4)	L/A (5)	# ROOMS (6)	YARD (7) Y N	WASHER (8) Y N	DRYER Y N	STOVE Y N	REFRIG. Y N																							
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Shared living—A & A Spouse—Spouse is IP

	LASTNAME & #	SEQ #	ADJUSTMENTS	INDIVIDUAL ASSESSED NEED	ALTERNATIVE RESOURCES	AUTH TO BE PURCH	UNMET NEED	COUNTY USE
AA	Domestic Services	2.5.	0	2.5	2.5	0		
BB	* Preparation of Meals							
CC	** Meal Clean Up							
DD	Routine Laundry, Etc.							
EE	Shopping for Food							
FF	Other Shopping & Errands							
GG	Heavy Cleaning							
HH	* Respiration							
II	* Bowel & Bladder Care							
JJ	* Feeding							
KK	* Routine Bed Baths							

Example No. 3

										BIRTHDATE																																	
A	CITY (1)	RECIPIENT #	CD	SEQ # (2)	AID CODE (3)	SOCIAL SECURITY NO. (4)			SEX (5) M F	MONTH (6)	DAY	YEAR																															
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C	STREET (1)				CITY (2)			STATE (3)	ZIP CODE / CT (4)																																		
D	TELEPHONE # (1)	DIS. PREP. (2)		(3)	GUARDIAN / CONSERVATOR (4)																																						
E	STREET (1)				CITY (2)			STATE (3)	ZIP CODE / CT (4)																																		
F	STATUS (1)	PRIM. DIAG. (2)	CITIZEN (3)	ETHNIC (4)	LANG. (5)	OTH. / COV. (6)		SSAV (7)	HIC. / RR.# (8)		FBU.# (9)																																
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Shared living—A & A spouse—housemate is IP

	LAST NAME & #	SEQ #	ADJUSTMENTS	INDIVIDUAL ASSESSED NEED	ALTERNATIVE RESOURCES	AUTH. TO BE PURCH.	UNMET NEED	COUNTY USE
AA	Domestic Services	6.0	3.5	2.5	2.5	0		
BB	* Preparation of Meals							
CC	** Meal Clean Up							
DD	Routine Laundry, Etc.							
EE	Shopping for Food							
FF	Other Shopping & Errands							
GG	Heavy Cleaning							
HH	* Respiration							
I	* Bowel & Bladder Care							
JJ	* Feeding							
KK	* Routine Bed Baths							

Example No. 4

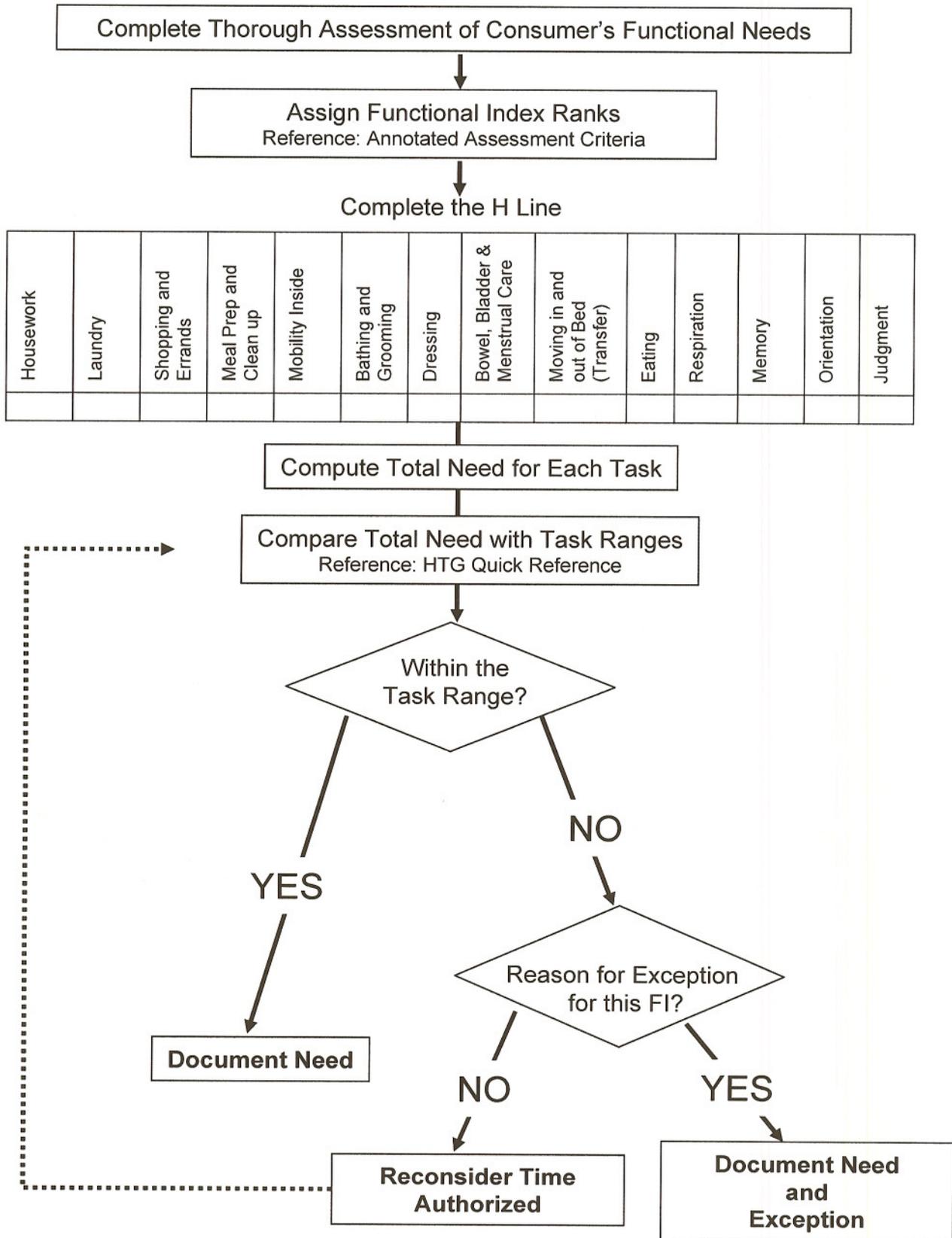
COMMUNITY SUPPORTIVE SERVICES ASSESSMENT

										BIRTHDATE																									
A	CITY (1)	RECIPIENT #	CD	SEQ # (2)	AID CODE (3)	SOCIAL SECURITY NO. (4)			SEX (5) M F	MONTH (6)	DAY	YEAR																							
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Shared living—husband and wife both recipients—Housemate is IP

	LAST NAME & #	SEQ #	ADJUSTMENTS	INDIVIDUAL ASSESSED NEED	ALTERNATIVE RESOURCES	AUTH TO BE PURCH	UNMET NEED	COUNTY USE
AA	Domestic Services	6.0	4.5	1.5		1.5		
BB	* Preparation of Meals							
CC	** Meal Clean Up							
DD	Routine Laundry, Etc.							
EE	Shopping for Food							
FF	Other Shopping & Errands							
GG	Heavy Cleaning							
HH	* Respiration							
II	* Bowel & Bladder Care							
JJ	* Feeding							
KK	* Routine Bed Baths							

Utilization of New HTGs – Process



HTG QUICK REFERENCE TASK TOOL

MPP 30-757.1(a):

- When assessing time for services (both within and outside the time guidelines), the time authorized shall be based on the recipient's individual level of need necessary to ensure his/her health, safety, and independence based on the scope of tasks identified for service.
- In determining the amount of timer per task, the recipient's ability to perform the tasks based on his/her FI ranking shall be a contributing factor, but not the sole factor. Other factors could include variances in needs due to fluctuations in the recipient's functional capacity on "good days" and "bad days" and/or the recipient's living environment.
- In determining the amount of time per task, universal precautions should be considered. Universal precautions are protective practices necessary to ensure safety and prevent the spread of infectious diseases. Universal precautions should be followed by anyone providing a service, which may include contact with blood or body fluids such as saliva, mucous, vaginal secretions, semen, or other internal body fluids such as urine or feces. Universal precautions include the use of protective barriers such as gloves or facemask depending on the type and amount of exposure expected, and always washing hands before and after performing tasks. More information regarding universal precautions can be obtained by contacting the National Center for Disease Control.

Task Definition	Grid	Factors/Exception Examples															
<p>Meal Preparation (MPP 30-757.131) Preparation of meals which includes planning menus; removing food from 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 stove; setting the table; serving the meals; pureeing food; and cutting the food into bite-size pieces.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td>3.02</td> <td>7.00</td> </tr> <tr> <td>Rank 3</td> <td>3.50</td> <td>7.00</td> </tr> <tr> <td>Rank 4</td> <td>5.25</td> <td>7.00</td> </tr> <tr> <td>Rank 5</td> <td>7.00</td> <td>7.00</td> </tr> </tbody> </table>		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	<p style="text-align: center;">Factors For Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform task safely. ▪ 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). ▪ 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. ▪ The frequency the recipient eats. ▪ Time for universal precautions, as appropriate. <p style="text-align: center;">Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient must have meals pureed or cut into bite-sized pieces. ▪ If the recipient has special dietary requirements that require longer preparation times or preparation of more frequent meals. ▪ If the recipient eats meals that require less preparation time (e.g., toast and coffee for breakfast).
	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															
<p>Meal Cleanup (MPP 30-757.132) Loading and unloading dishwasher; washing, rinsing, and drying dishes, pots, pans, utensils, and culinary appliances and putting them away; storing/putting away leftover foods/liquids; wiping up tables, counters, stoves/ovens, and sinks; and washing/drying hands.</p> <p>Note: This does <u>not</u> include general cleaning of the refrigerator, stove/oven, or counters and sinks as these IHSS services are assessed as "domestic services" (MPP 30-757.11).</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td>1.17</td> <td>3.50</td> </tr> <tr> <td>Rank 3</td> <td>1.75</td> <td>3.50</td> </tr> <tr> <td>Rank 4</td> <td>1.75</td> <td>3.50</td> </tr> <tr> <td>Rank 5</td> <td>2.33</td> <td>3.50</td> </tr> </tbody> </table>		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	<p style="text-align: center;">Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform task safely. <ul style="list-style-type: none"> ○ EX: A recipient with a Rank 3 in "meal cleanup" who has been determined able to wash breakfast/lunch dishes and utensils and only needs the provider to clean up after dinner would require time based on the provider performing cleanup for the dinner meal only. ○ EX: A recipient who has less control of utensils and/or spills food frequently may require more time for cleanup. ▪ The types of meals requiring the cleanup. <ul style="list-style-type: none"> ○ EX: A recipient who chooses to eat eggs and bacon for breakfast would require more time for cleanup than a recipient who chooses to eat toast and coffee. ▪ If the recipient can rinse the dishes and leave them in the sink until provider can wash them. ▪ The frequency that meal cleanup is necessary. ▪ If there is a dishwasher appliance available. ▪ Time for universal precautions, as appropriate <p style="text-align: center;">Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient must eat frequent meals which require additional time for cleanup. ▪ If the recipient eats light meals that require less time for cleanup.
	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															

HTG QUICK REFERENCE TASK TOOL

Task Definition	Grid	Factors/Exception Examples															
<p>Bowel and Bladder Care (MPP 30-757.14(a)) 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 disposable barrier pads; putting on/taking off disposable gloves; wiping and cleaning recipient; assistance with getting on/off commode or toilet; and washing/drying recipient's and provider's hands.</p> <p>Note: This does not include insertion of enemas, catheters, suppositories, digital stimulation as part of a bowel program or colostomy irrigation as these are assessed as "paramedical services" (MPP 30-757.19).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td>0.58</td> <td>2.00</td> </tr> <tr> <td>Rank 3</td> <td>1.17</td> <td>3.33</td> </tr> <tr> <td>Rank 4</td> <td>2.91</td> <td>5.83</td> </tr> <tr> <td>Rank 5</td> <td>4.08</td> <td>8.00</td> </tr> </tbody> </table>		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	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ The frequency of the recipient's urination and/or bowel movements. ▪ If there are assistive devices available which result in decreased or increased need for assistance. <ul style="list-style-type: none"> ○ EX: 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 decreased need for assistance by the recipient. ○ EX: 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. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient has frequent urination or bowel movements. ▪ If the recipient has frequent bowel or bladder accidents. ▪ If the recipient has occasional bowel or bladder accidents that require assistance from another person. ▪ If the recipient's morbid obesity requires more time. ▪ If the recipient has spasticity or locked limbs. ▪ If the recipient is combative.
	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															
<p>Feeding (MPP 30-757.14(c)) 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.</p> <p>Includes assistance with reaching for, picking up, and grasping utensils and cup; cleaning recipient's face and hands; washing/drying hands before and after feeding.</p> <p>Note: This does not include cutting food into bite-sized pieces or puréeing food as these are assessed as part of "meal preparation" (MPP 30-757.131).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td>0.70</td> <td>2.30</td> </tr> <tr> <td>Rank 3</td> <td>1.17</td> <td>3.50</td> </tr> <tr> <td>Rank 4</td> <td>3.50</td> <td>7.00</td> </tr> <tr> <td>Rank 5</td> <td>5.25</td> <td>9.33</td> </tr> </tbody> </table>		Low	High	Rank 2	0.70	2.30	Rank 3	1.17	3.50	Rank 4	3.50	7.00	Rank 5	5.25	9.33	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ The amount of time it takes the recipient to eat meals. ▪ The type of food that will be consumed. ▪ The frequency of meals/liquids. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the constant presence of the provider is required due to the danger of choking or other medical issues. ▪ If the recipient is mentally impaired and only requires prompting for feeding him/herself. ▪ If the recipient requires frequent meals. ▪ If the recipient prefers to eat foods that he/she can manage without assistance. ▪ If the recipient must eat in bed. ▪ If food must be placed in the recipient's mouth in a special way due to difficulty swallowing or other reasons. ▪ If the recipient is combative.
	Low	High															
Rank 2	0.70	2.30															
Rank 3	1.17	3.50															
Rank 4	3.50	7.00															
Rank 5	5.25	9.33															
<p>Routine Bed Baths (MPP 30-757.14(d)) Cleaning basin or other materials used for bed/sponge baths and putting them away; obtaining water/supplies; washing, rinsing, and drying body; applying lotion, powder, and deodorant; and washing/drying hands before and after bathing.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td>0.50</td> <td>1.75</td> </tr> <tr> <td>Rank 3</td> <td>1.00</td> <td>2.33</td> </tr> <tr> <td>Rank 4</td> <td>1.17</td> <td>3.50</td> </tr> <tr> <td>Rank 5</td> <td>1.75</td> <td>3.50</td> </tr> </tbody> </table>		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	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely ▪ If the recipient is prevented from bathing in the tub/shower. ▪ If bed baths are needed in addition to baths in the tub/shower. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient is confined to bed and sweats profusely requiring frequent bed baths. ▪ If the weight of the recipient requires more or less time. ▪ If the recipient is combative.
	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															

HTG QUICK REFERENCE TASK TOOL

Task Definition	Grid	Factors/Exception Examples															
<p>Dressing (MPP 30-757.14(f)) Washing/drying of hands; putting on/taking off, fastening/unfastening, buttoning/unbuttoning, zipping/unzipping, and tying/untying of garments, undergarments, corsets, elastic stockings, and braces; changing soiled clothing; and bringing tools to the recipient to assist with independent dressing.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td style="text-align: center;">0.56</td> <td style="text-align: center;">1.20</td> </tr> <tr> <td>Rank 3</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">1.86</td> </tr> <tr> <td>Rank 4</td> <td style="text-align: center;">1.50</td> <td style="text-align: center;">2.33</td> </tr> <tr> <td>Rank 5</td> <td style="text-align: center;">1.90</td> <td style="text-align: center;">3.50</td> </tr> </tbody> </table>		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	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ The type of clothing/garments the recipient wears. ▪ If the recipient prefers other types of clothing/garments. ▪ The weather conditions. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient frequently leaves his/her home, requiring additional dressing/undressing. ▪ If the recipient frequently bathes and requires additional dressing or soils clothing, requiring frequent changes of clothing. ▪ If the recipient has spasticity or locked limbs. ▪ If the recipient is immobile. ▪ If the recipient is combative.
	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															
<p>Menstrual Care (MPP 30-757-14(j)) Menstrual care is limited to external application of sanitary napkins and external cleaning 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.</p> <p>EX: In assessing menstrual care, it may be necessary to assess additional time in other service categories such as "laundry," "dressing," "domestic," "bathing, oral hygiene, and grooming" (MPP 30-757).</p> <p>EX: In assessing menstrual care if the recipient wears diapers, time for menstrual care would not be necessary. This time would be assessed as part of "bowel and bladder" care.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>*Functional rank does not apply</td> <td style="text-align: center;">0.28</td> <td style="text-align: center;">0.80</td> </tr> </tbody> </table>		Low	High	*Functional rank does not apply	0.28	0.80	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ If the recipient has a menstrual cycle. ▪ The duration of the recipient's menstrual cycle. ▪ If there are medical issues that necessitate additional time. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient has spasticity or locked limbs. ▪ If the recipient is combative. 									
	Low	High															
*Functional rank does not apply	0.28	0.80															
<p>Ambulation (MPP 30-757.14(k)) Assisting a recipient with walking or moving from place to place inside the home, including to and from the bathroom; climbing or descending stairs; moving/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 (including getting in and out of the car) for medical accompaniment and/or alternative resource travel.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td style="text-align: center;">0.58</td> <td style="text-align: center;">1.75</td> </tr> <tr> <td>Rank 3</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">2.10</td> </tr> <tr> <td>Rank 4</td> <td style="text-align: center;">1.75</td> <td style="text-align: center;">3.50</td> </tr> <tr> <td>Rank 5</td> <td style="text-align: center;">1.75</td> <td style="text-align: center;">3.50</td> </tr> </tbody> </table>		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	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ The distance the recipient must move inside the home. ▪ The speed of the recipient's ambulation. ▪ Any barriers that impede the recipient's ambulation. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient's home is large or small. ▪ If the recipient requires frequent help getting to/from the bathroom. ▪ If the recipient has a mobility device, such as a wheelchair that results in a decreased need. ▪ If the recipient has spasticity or locked limbs. ▪ If the recipient is combative.
	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															
<p>Moving in and out of Bed - Renamed to Transfer (MPP 30-757.14(h)) 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.</p> <p>Note: Transfer does not include:</p> <ul style="list-style-type: none"> ▪ Assistance on/off toilet as this is evaluated as "bowel and bladder" care specified at MPP 30-757.14(a). ▪ Changing the recipient's position to prevent skin breakdown and to promote circulation. This task is assessed as part of "repositioning/rubbing skin" at section MPP 30-757.14(g). 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td style="text-align: center;">0.50</td> <td style="text-align: center;">1.17</td> </tr> <tr> <td>Rank 3</td> <td style="text-align: center;">0.58</td> <td style="text-align: center;">1.40</td> </tr> <tr> <td>Rank 4</td> <td style="text-align: center;">1.10</td> <td style="text-align: center;">2.33</td> </tr> <tr> <td>Rank 5</td> <td style="text-align: center;">1.17</td> <td style="text-align: center;">3.50</td> </tr> </tbody> </table>		Low	High	Rank 2	0.50	1.17	Rank 3	0.58	1.40	Rank 4	1.10	2.33	Rank 5	1.17	3.50	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ The amount of assistance required. ▪ The availability of equipment, such as a Hoyer lift. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient gets in and out of bed frequently during the day or night due to naps or use of the bathroom. ▪ If the weight of the recipient and/or condition of his/her bones requires more careful, slow transfer. ▪ If the recipient has spasticity or locked limbs. ▪ If the recipient is combative.
	Low	High															
Rank 2	0.50	1.17															
Rank 3	0.58	1.40															
Rank 4	1.10	2.33															
Rank 5	1.17	3.50															

HTG QUICK REFERENCE TASK TOOL

Task Definition	Grid	Factors/Exception Examples															
<p>Bathing, Oral Hygiene, and Grooming (MPP 30-757.14 (e))</p> <p>Bathing (Bath/Shower) 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 a tub or shower; assistance with reaching all parts of the body for washing, rinsing, and drying and applying lotion, powder, deodorant; and washing/drying hands.</p> <p>Oral Hygiene includes applying toothpaste, brushing teeth, rinsing mouth, caring for dentures, flossing, and washing/drying hands.</p> <p>Grooming includes hair combing/brushing; hair trimming when 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.</p> <p>Note: This does not include getting to/from the bathroom. These tasks are assessed as mobility under "ambulation" (MPP 30-757.14(k)).</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Rank 2</td> <td>0.50</td> <td>1.92</td> </tr> <tr> <td>Rank 3</td> <td>1.27</td> <td>3.15</td> </tr> <tr> <td>Rank 4</td> <td>2.35</td> <td>4.08</td> </tr> <tr> <td>Rank 5</td> <td>3.00</td> <td>5.10</td> </tr> </tbody> </table>		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	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ The number of times the recipient may need help to bathe. ▪ If the recipient requires assistance in/out of tub/shower. ▪ If the recipient needs assistance with supplies. ▪ If the recipient requires assistance washing his/her body. ▪ If the provider must be present while the recipient bathes. ▪ If the recipient requires assistance drying his/her body and/or putting on lotion/powder after bathing. ▪ If the recipient showers in a wheelchair. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the provider's constant presence is required. ▪ If the weight of the recipient requires more or less time. ▪ If the recipient has spasticity or locked limbs. ▪ If a roll-in shower is available. ▪ If the recipient is combative.
	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															
<p>Repositioning/Rubbing Skin (MPP 30-757.14(g))</p> <p>Includes rubbing skin to promote circulation and/or prevent skin breakdown; turning in bed and other types of repositioning; and range of motion exercises which are limited to:</p> <ul style="list-style-type: none"> ▪ General supervision of exercises which have been taught to the recipient by a licensed therapist or other health care professional to restore mobility restricted because of injury, disuse, or disease. ▪ Maintenance therapy when the specialized knowledge and judgment of a qualified therapist is not required and the exercises are consistent the patient's capacity and tolerance. <ul style="list-style-type: none"> ○ Such exercises include carrying out of maintenance programs (e.g., the performance of repetitive exercises required to maintain function, improve gait, maintain strength, or endurance; passive exercises to maintain a range of motion in paralyzed extremities; and assistive walking). <p>Note: "Repositioning and rubbing skin" does not include:</p> <ul style="list-style-type: none"> ▪ Care of pressure sores (skin and wound care). This is assessed as part of "paramedical" specified at MPP 30-757.19. ▪ Ultraviolet treatment (set up and monitor equipment) for pressure sores and/or application of medicated creams to skin. These tasks are assessed as part of "assistance with prosthetic devices" at MPP 30-757.14(i). 	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>*Functional rank does not apply</td> <td>0.75</td> <td>2.80</td> </tr> </tbody> </table>		Low	High	*Functional rank does not apply	0.75	2.80	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient can assist or perform tasks safely. ▪ 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. ▪ If the recipient has circulatory problems. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient has a condition that makes him/her confined to bed. ▪ If the recipient has spasticity or locked limbs. ▪ If the recipient has or is at risk of having decubitus ulcers which require the need to turn the recipient frequently. ▪ If the recipient is combative. 									
	Low	High															
*Functional rank does not apply	0.75	2.80															

HTG QUICK REFERENCE TASK TOOL

Task Definition	Grid		Factors/Exception Examples						
<p>Care and Assistance with Prosthetic Devices and Assistance with Self-Administration of Medications (MPP 30-757.14(i)) Assistance with taking off/putting on, maintaining, and cleaning prosthetic devices, vision/hearing aids, and washing/drying hands before and after performing these tasks.</p> <p>Also includes assistance with the self-administration of medications consisting of reminding the recipient to take prescribed and/or over-the-counter medications when they are to be taken, setting up Medi-sets and distributing medications.</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th data-bbox="570 229 691 271"></th> <th data-bbox="691 229 818 271">Low</th> <th data-bbox="818 229 945 271">High</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 271 691 368">*Functional rank does not apply</td> <td data-bbox="691 271 818 368">0.47</td> <td data-bbox="818 271 945 368">1.12</td> </tr> </tbody> </table>			Low	High	*Functional rank does not apply	0.47	1.12	<p>Factors for Consideration Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ The extent to which the recipient is able to manage medications and/or prosthesis independently and safely. ▪ The amount of medications prescribed for the recipient. ▪ If the recipient requires special preparation to distribute medications (e.g., cutting tablets, putting medications into Medi-sets, etc.). ▪ If the recipient has cognitive difficulties that contribute to the need for assistance with medications and/or prosthetic devices. ▪ Time for universal precautions, as appropriate. <p>Exceptions Include, But Not Limited To:</p> <ul style="list-style-type: none"> ▪ If the recipient takes medications several times a day. ▪ If the pharmacy sets up medications in bubble wraps or Medi-sets for the recipient. ▪ If the recipient has multiple prosthetic devices. ▪ If the recipient is combative.
	Low	High							
*Functional rank does not apply	0.47	1.12							

VINELAND SOCIAL MATURITY SCALE

Adapted to meet the standards of the IHSS Program

Regulation Section	Task	Age	Expected Behavior
30-757.11 30-763.45	*Domestic	8	Able to do simple household tasks. If a parent is the provider, the criteria outlined in MPP 30-763.45 must be met in order to authorize.
30-757.135	Laundry	14	Able to do laundry unassisted
30-757.136	Shopping & Errands	14	Makes minor purchases/runs errands
		17	Able to grocery shop unassisted
30-757.131- 30-757.134	Meal Prep & Clean up	5	Uses table knife for spreading, etc.
		6	Uses table knife for cutting
		8	Washes dishes and cleans up
		17	Able to cook simple meals and clean up
30-757.14(k)	Ambulation	.5	Moves about on the floor, stands alone
		1	Walks about unassisted
		2	Walks upstairs unassisted
		3	Walks downstairs 1 step to tread
		5	Able to ambulate unassisted
30-757.14(d) 30-757.14(e)	Bathing, Oral Hygiene & Grooming	4	Washes hands and face unassisted
		6	Bathes self with some assistance
		8	Combs or brushes hair, able to bathe unassisted
30-757.14(f)	Dressing	2	Removes coat or dress
		3	Puts on coat or dress unassisted
		4	Buttons coat or dress
		5	Dresses self except for tying
30-757.14(a)	Bowel & Bladder	1	Asks to go to the bathroom
		4	Cares for self at toilet
30-757.14(g)	Transfer	.5	Rolls over, balances head, pulls self upright, sits unsupported
		1.5	Able to transfer unassisted
30-757.14(c)	Feeding	1	Eats with spoon, drinks unassisted from a glass, chews
		2	Eats with a fork
		8	Cares for self at the table
30-757.14(b)	Respiration	17	Able to clean oxygen equipment
30-763.444 WIC 12300(e)	Respite	to 18	Restriction: Up to 8 hours per week maximum allowable only when a parent is providing services without compensation and must be out of the home to perform tasks essential to the recipient's minor siblings.
30-757.15	Accompaniment		Hours are not allowable for routine health care. Hours are allowable for health care specific to the child's disability, regardless of age.
30-757.17 WIC 12300(d)(4)	**Protective Supervision		Protective Supervision only as needed because of the functional limitations of the child.

VINELAND SOCIAL MATURITY SCALE
Adapted to meet the standards of the IHSS Program

Regulation Section	Task	Age	Expected Behavior
30-757.12 **WIC 14132.95(d)	Heavy Cleaning		If a parent is the provider, the criteria outlined in MPP 30-763.45 must be met in order to authorize.
30-757.16 30-763.352 **WIC 14132.95(d)	Remove Grass, Weeds, Rubbish		If a parent is the provider, the criteria outlined in MPP 30-763.45 must be met in order to authorize.
30-757.18 **WIC 14132.95(d)	Teaching & Demo		If a parent is the provider, the criteria outlined in MPP 30-763.45 must be met in order to authorize.

Notes:

*May be authorized **ONLY** when the recipient child is living with his/her parent(s) and has a provider other than parent(s) **AS LONG AS** the parent(s) is unable to provide IHSS due to employment, educational or medical needs as stated in MPP 30-763.441-.444.

**These services are PCSP ineligible.

The Vineland Scale is a standardized test used to evaluate physically and mentally disabled children from birth to age 30.

San Diego Regional Centers

The San Diego Regional Center serves the counties of Imperial and San Diego

Carlos Flores, Executive Director
4355 Ruffin Road, Suite 200
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Fax: (858) 576-2873
Web site: www.sdrc.org

Field Offices

Imperial 512 W. Aten Road Imperial, CA 92251 Telephone: (760) 355-8383 Fax: (760) 355-0739	East County 8760 Cuyamaca Street, Suite 100 Santee, CA 92071 Telephone: (619) 596-1000 Fax: (619) 596-1098
San Marcos 1370 W. San Marcos Blvd., Suite 100 San Marcos, CA 92069 Telephone: (760) 736-1200 Fax: (760) 736-1262	National City 2602 Hoover Avenue National City, CA 91950 Telephone: (619) 336-6600 Fax: (619) 477-6248

ASSESSING MINORS FOR IHSS AGE APPROPRIATE GUIDELINE TOOL

Age	Housework	Laundry	Shopping and Errands	Meal Prep and Cleanup	Ambulation	Bathing/Oral Hygiene/Grooming	Dressing	Bowel and Bladder	Feeding	Transfer	Respiration
0-1	1	1	1	1	1	1	1	1	1 or 6	1	1, 5 or 6
2	1	1	1	1	1	1	1	1	1 or 6	1-5	1, 5 or 6
3	1	1	1	1	1	1	1	1	1 or 6	1-5	1, 5 or 6
4	1	1	1	1	1	1	1	1-5	1 or 6	1-5	1, 5 or 6
5	1	1	1	1	1-5	1	1-5	1-5	1 or 6	1-5	1, 5 or 6
6	1	1	1	1	1-5	1	1-5	1-5	1 or 6	1-5	1, 5 or 6
7	1	1	1	1	1-5	1	1-5	1-5	1 or 6	1-5	1, 5 or 6
8	1	1	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
9	1	1	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
10	1	1	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
11	1	1	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
12	1	1	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
13	1	1	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
14	1	1, 4 or 5	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
15	1	1, 4 or 5	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
16	1	1, 4 or 5	1	1	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
17	1	1, 4 or 5	1, 3 or 5	1-5	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6
18	1	1, 4 or 5	1, 3 or 5	1-5	1-5	1-5	1-5	1-5	1-6	1-5	1, 5 or 6

Notes:

- All minors should be assessed a Functional Level of 1 when identified above.
- For areas with ranges, the social worker should utilize the Annotated Assessment Criteria and Developmental Guide to determine the appropriate Functional Level.
- Memory, Orientation and Judgment - FI Ranks of 1, 2 or 5 should be assessed. The county staff must review a minor's mental functioning on an individualized basis and must not presume a minor of any age has a mental functioning score of "1". (ACL 98-87, MPP 30-756.372; WIC 12301(a), 12301.1.)
- The FI ranks listed above reflect the age at which a minor may be expected to complete all tasks within a service category independently and are based on the Vineland Social Maturity Scale (copy attached). These rankings are provided as a guideline only. Each child must be assessed individually.

DEVELOPMENTAL GUIDE

Developmental Stage	Self Care			Gross Motor	Meal Prep & Consumption		Domestic Tasks		
	Bathing/Oral Hygiene/Grooming	Bowel and Bladder	Dressing	Ambulation	Feeding	Meal Prep and Cleanup	Housework	Laundry	Shopping and Errands
Infancy (0-2)				Stands alone by 10-12 months; walks unassisted by 15 months; runs by 18 months	Eats with spoon by 12-14 months; drinks from cup by 10-12 months				
Toddler (3-4)	Able to wash hands/face and brush teeth unassisted	Requires supervision and assistance with toileting; may ask to go to the bathroom	Removes shirt/dress/pants; puts on shirt/dress/pants with some assistance	Walks upstairs unassisted; requires supervision/assistance walking downstairs	Uses fork correctly to eat	Able to wipe surface/table; able to pour from one container to another with supervision	Able to pick up and put away toys		Can follow simple one-step directions (e.g. <i>Bring me the cup</i>)
Early Childhood (5-8)	Bathes self with some assistance and minor supervision	Cares for self at toilet unassisted; may experience bedwetting	Able to button shirt/dress/pants; dresses self; ties shoes	Able to skip and climb on and up structures	Able to use table knife to cut and spread	Able to help clear table and assist with cleanup	Cares for room/ makes bed	Able to put away clothes in drawers; fold clothes with assistance	Can follow three-step directions (e.g. <i>Go to your room, get your shoes on, and come to the car</i>)
Middle Childhood (9-11)	Combs or brushes hair; able to bathe unassisted and unsupervised					Washes dishes/cleans up with supervision	Able to sweep floors; take out the trash	Able to hang up clothes in closet; transfer and load clothes into washer/dryer	Able to follow more complex directions (e.g. <i>Get ready for school tomorrow</i>); able to handle money/change
Early Adolescence (12-14)						Able to cook simple meals and clean up unassisted and unsupervised	Able to vacuum	Able to use iron safely	Makes minor purchases/runs errands (short distances)
Late Adolescence (15-18)									Able to shop for groceries unassisted

Key

Not Yet Age Appropriate	Fully Functional
	

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NOTE: The information in this Guide represents developmental milestones. There are always variances from that norm.

Information About Regional Centers

Regional centers are nonprofit private corporations that contract with the Department of Developmental Services to provide or coordinate services and supports for individuals with developmental disabilities. They have offices throughout California to provide a local resource to help find and access the many services available to individuals and their families.

Services Available From Regional Centers

Regional centers help coordinate the services and supports that are needed because of a developmental disability. This is called case management or service coordination. A case manager or service coordinator will be assigned to help develop a plan for services, tell you where services are available, and help you get the services. The following are some of the services and supports provided by the regional centers:

- Information and referral
- Assessment and diagnosis
- Counseling
- Lifelong individualized planning and service coordination
- Purchase of necessary services included in the individual program plan
- Resource development
- Outreach
- Assistance in finding and using community and other resources
- Advocacy for the protection of legal, civil and service rights
- Early intervention services for at risk infants and their families
- Genetic counseling
- Family support
- Planning, placement, and monitoring for 24-hour out-of-home care
- Training and educational opportunities for individuals and families
- Community education about developmental disabilities

Eligibility Criteria

To be eligible for services funded by the California Department of Developmental Services, individuals must have a developmental disability as defined in Section 4512 of the California Welfare and Institutions Code. Section 4512 defines developmental disability as:

"a disability which originates before an individual attains age 18, continues, or can be expected to continue, indefinitely, and constitutes a substantial disability for that individual. As defined by the Director of Developmental Services, in consultation with the Superintendent of Public Instruction, this term shall include mental retardation, cerebral palsy, epilepsy, and autism. This term shall also include disabling conditions found to be closely related to mental retardation or to require treatment

similar to that required for mentally retarded individuals, but shall not include other handicapping conditions that are solely physical in nature."

Infants and toddlers (age 0 to 36 months) who are at risk of becoming developmentally disabled or who have a developmental delay may also qualify for services. The criteria for determining the eligibility of infants and toddlers is specified in *Section 95014* of the *California Government Code*:

The term "eligible infant or toddler" for the purposes of this title means infants and toddlers from birth through two years of age, for whom a need for early intervention services, as specified in the Individuals with Disabilities Education Act (20 U.S.C. Sec. 1471 et seq.) and applicable regulations, is documented by means of assessment and evaluation as required in Sections 95016 and 95018 and who meet one of the following criteria:

(1) Infants and toddlers with a developmental delay in one or more of the following five areas: cognitive development; physical and motor development, including vision and hearing; communication development; social or emotional development; or adaptive development. Developmentally delayed infants and toddlers are those who are determined to have a significant difference between the expected level of development for their age and their current level of functioning. This determination shall be made by qualified personnel who are recognized by, or part of, a multidisciplinary team, including the parents.

(2) Infants and toddlers with established risk conditions, who are infants and toddlers with conditions of known etiology or conditions with established harmful developmental consequences. The conditions shall be diagnosed by a qualified personnel recognized by, or part of, a multidisciplinary team, including the parents. The condition shall be certified as having a high probability of leading to developmental delay if the delay is not evident at the time of diagnosis.

(3) Infants and toddlers who are at high risk of having substantial developmental disability due to a combination of biomedical risk factors, the presence of which is diagnosed by qualified clinicians recognized by, or part of, a multidisciplinary team, including the parents.

**What Do
Regional
Center
Services
Cost?**

There is no charge for diagnosis and assessment for eligibility. Once eligibility is determined, most services are free regardless of age or income. There is a requirement for parents to share the cost of 24-hour out-of-home placements for children under age 18. This share depends on the parents' ability to pay. There may also be a co-payment

requirement for other selected services.

Regional centers are required by law to provide services in the most cost-effective way possible. They must use all other resources, including generic resources, before using any regional center funds. A generic resource is a service provided by an agency which has a legal responsibility to provide services to the general public and receives public funds for providing those services. Some generic agencies you might be referred to are the local school district, county social services department, Medi-Cal, Social Security Administration, Department of Rehabilitation and others. Other resources may include natural supports. This is help that you may get from family, friends or others at little or no cost.

Day Program and Vocational Services

Day Program Services

Day programs are community-based programs for individuals served by a regional center. They are available when those services are included in that person's Individual Program Plan (IPP). Day program services may be at a fixed location or out in the community.

Types of services available through a day program include:

- Developing and maintaining self-help and self-care skills.
- Developing the ability to interact with others, making one's needs known and responding to instructions.
- Developing self-advocacy and employment skills.
- Developing community integration skills such as accessing community services.
- Behavior management to help improve behaviors.
- Developing social and recreational skills.

There are many different types of day programs that provide a diverse range of opportunities for persons with developmental disabilities.

Day Program Providers

Persons or organizations that provide day program services must be vendored by a regional center, meet any required licensing standards and meet local government requirements.

Vocational Services

Habilitation Services

Effective July 1, 2004, the Department of Developmental Services (DDS) is responsible for administration of the Habilitation Services Program (HSP) formerly

administered by the Department of Rehabilitation (DOR). This transfer of responsibility was required by the Fiscal Year 2003-04 Budget Act.

The Habilitation Services Program addresses the vocation needs of persons with developmental disabilities through a broad range of services directed toward developing the individual's maximum potential for mainstreaming into generic vocational rehabilitation programs. HSP provides both sheltered workshop services through Work Activity Programs and supported employment services. HSP services are available only to persons with developmental disabilities who are also Regional Center clients.

http://www.dds.ca.gov/Habilitation/HabSvs_Home.cfm

Supported Employment Services

Supported Employment (SE) services through the Department of Rehabilitation can be provided either through the vocational rehabilitation program or the HSP. SE services are aimed at finding competitive work in a *community integrated work setting* for persons with severe disabilities who need ongoing support services to learn and perform the work. SE placements can be individual placements, group placements (called enclaves), and work crews, such as landscaping crews. Support is usually provided by a job coach who meets regularly with the individual on the job to help him or her learn the necessary skills and behaviors to work independently. As the individual gains mastery of the job, the support services are gradually phased out.

The Department of Rehabilitation is the main SE service provider for adults with developmental disabilities. However, if they are unable to provide services due to fiscal reasons, the regional center may be able to help individuals served get a job by referring them to other programs that provide SE-like services, if these services are available in their area.

If you are interested in applying for SE services you should ask your regional center representative for help or you can apply directly to the local DR office in your community. The nearest DR office location and telephone number is listed in the State Government section of your telephone directory.

Work Activity Program Services

Work Activity Program (WAP) services through the Department of Rehabilitation include paid work, work adjustment and supportive habilitation services in a *sheltered work shop setting*. WAPs provide paid work in accordance with Federal and State Fair Labor Standards. Work adjustment services may include developing good work safety practices, money management skills, and appropriate work habits. Supportive habilitation services may include social skill and community resource training as long as the services are necessary to achieve vocational objectives.

Living Arrangements for Persons with Developmental Disabilities

The Department of Developmental Services is responsible for designing and coordinating a wide array of services for California residents with developmental disabilities. These services and supports are provided through a statewide system of 21 locally-based regional centers.

A Person-Centered Planning approach is used in making decisions regarding where a person with developmental disabilities will live and the kinds of services and supports that may be needed. In person-centered planning, everyone who uses regional center services has a planning team that includes the person utilizing the services, family members, regional center staff and anyone else who is asked to be there by the individual. The team joins together to make sure that the services that people are getting are supporting their choices in where they want to live, how and with whom they choose to spend the day, and hopes and dreams for the future.

The following is a list of living arrangements and supportive services available for persons with developmental disabilities:

- **Affordable Housing**
- **Community Care Facilities (CCFs)**
- **Family Home Agency**
- **Foster Family Agency**
- **Independent Living**
- **Intermediate Care Facilities (ICFs)**
 - **Intermediate Care Facility - Program Plan Home Page**
- **State Developmental Centers and Smaller State-Operated Facilities**
- **Supported Living Services**

In-Home Supportive Services

In-Home Supportive Services (IHSS) provides personal care and domestic services to persons who are aged, blind or disabled and who live in their own homes. IHSS is provided to those who otherwise might be placed in an out-of-home care facility but who can safely remain in their own home if IHSS services are received.

Regional centers have a mandate not only to serve persons with developmental disabilities, but to provide services in the most cost-effective manner possible. They are required by the Lanterman Act to use all other sources of funding and services before using regional center funds to provide services. Persons who receive services from a regional center and are eligible for IHSS are expected to use IHSS services available to them.

The In-Home Supportive Services (IHSS) program is administered by each county with oversight by the California Department of Social Services (CDSS). For application and eligibility information contact your local county welfare department, adult services section. Look for them in the county government section of your local telephone

directory.

Publication:

What About IHSS? (<http://www.dds.ca.gov/SupportSvcs/PDF/WhatAboutIHSS.pdf>)

This guide is for consumers, regional centers, vendors and others who coordinate and/or provide services to individuals with developmental disabilities.

To view laws and regulations mentioned in *What About IHSS?*, please refer to the following websites.

- California Welfare & Institutions Code (W & C Code)
- California Statutes
- CDSS Manual of Policies and Procedures (MPP)
- CDSS All County Letters
- Code of Federal Regulations (CFR)

Link to Letterman Act:

http://www.dds.ca.gov/statutes/PDF/LantermanAct_2005.pdf

Respite (In-Home) Services

Respite (In-Home) Services means intermittent or regularly scheduled temporary non-medical care and/or supervision provided in the person's home. In-Home Respite services are support services which typically include:

- Assisting the family members to enable a person with developmental disabilities to stay at home;
- Providing appropriate care and supervision to protect that person's safety in the absence of a family member(s);
- Relieving family members from the constantly demanding responsibility of providing care; and
- Attending to basic self-help needs and other activities that would ordinarily be performed by the family member.

Respite (Out-of-Home) Services are provided in licensed residential facilities.

Respite services typically are obtained from a respite vendor, by use of vouchers and/or alternative respite options. Vouchers are a means by which a family may choose their own service provider directly through a payment, coupon or other type of authorization.

Alternative Resources to Consider

Adult Day Care offers non-medical services to adults 60 and older who are in need of some supervision and assistance. Day care activities are held at senior centers and include music, exercise, arts and crafts, discussion groups and outings. Some centers provide transportations, if necessary.

Adult Protective Services (APS) services adults 65 and older as well as disabled adults 18 to 65 who are harmed or threatened with harm. APS investigates cases of neglect, abandonment, and physical, fiduciary or sexual abuse. After a report of suspected abuse comes into the Call Center (800) 510-2020, an assessment is made, by a social worker, and recommendations are made as to how the situation can be improved. Coordination with law enforcement begins as soon as criminal abuse is identified. Referrals to other programs often follow, along with emergency provisions of food, shelter or in-home aid. *(These may be considered alternative resources if any personal care services are provided by these referrals).*

AIS Call Center has one easy phone number - (800) 510-2020 - that is the gateway for information and assistance. This is also the number to report elder or dependent adult abuse, or to apply for a variety of services for older adults, persons with disabilities and their families.

Alzheimer's Day Centers give respite to family caregivers assisting persons with Alzheimer's disease. These specialized day programs provide valuable interaction for seniors with Alzheimer's disease and related memory problems.'

Brown Bag Program delivers surplus food items each month to low-income adults age 60 and older, helping to supplement their food budgets. Food is gleaned by volunteers (mostly seniors themselves) and donated by farmers, warehouses, packing companies and retail food chains.

Family Caregiver Support Program targets the needs of those who care for a family member. Services include support groups, respite, counseling and help with identifying resources. *(Can be considered as Alternative Resource as long as PCSP is provided; i.e. grooming, bathroom, feeding, changing diapers, etc.)*

Home-Delivered Meals are offered to adults 60 and older who are homebound due to illness or disability, who ask to have meals delivered to them. A social worker will visit to assess the need. If appropriate for the program, a hot meal is delivered each weekday and frozen meals are provided for the weekends. The cost is a voluntary donation.

Linkages serves functionally impaired and disabled adults age 18 and older, who are at risk of nursing home or board and care placement and ineligible for other care management programs.

Multipurpose Senior Services Program (MSSP) is for seniors age 65 and above who are eligible for Medi-Cal and at risk of nursing home placement. Care management services are provided to help clients – many with medical problems – to live safely in the community.

Nutrition Centers provide hot, nutritious lunches during the week, for adults age 60 and older. Besides promoting better nutrition, these centers reduce the isolation of many older adults who may live alone.

Ombudsman Program provides advocates for residents in long-term care facilities. These advocates maintain a presence in the facilities; respond to, and resolve complaints; act as mediators; support residents rights; and witness certain legal documents. Visits by Ombudsmen are unannounced, and all discussions with residents are confidential.

Project CARE is a community network program that provides an early warning of distress for frail, ill or disabled persons living at home. Services include daily “Are you OK?” phone checks, Postal Alert, Gatekeeper, minor home repairs and more.