

Michigan Department of Health and Human Services  
Minimum Operating Standards for MI Health Link Program and MI Health Link HCBS Waiver

State Plan Personal Care Services  
Minimum Operating Standards Version 11 – Pages 17 – 26.

**ACTIVITIES OF DAILY LIVING (ADL)**

**Eating** - helping with the use of utensils, cup/glass, getting food/drink to mouth, cutting up/manipulating food on plate, swallowing foods and liquids, cleaning face and hands after a meal.

1. No assistance required.
2. Verbal assistance or prompting required. Enrollee must be prompted or reminded to eat.
3. Minimal hands-on assistance or assistive technology needed. Help with cutting up food or pushing food within reach; help with applying assistive devices. The constant presence of another person is not required.
4. Moderate hands-on assistance required. Enrollee has some ability to feed self but is unable to hold utensils, cup, or glass and requires the constant presence of another person while eating.
5. Totally dependent on others in all areas of eating.

**Toileting** - helping on/off the toilet, commode or bedpan; emptying commode, bed pan or urinal, managing clothing, wiping and cleaning body after toileting, cleaning ostomy and/or catheter tubes/receptacles, applying diapers and disposable pads. May also include catheter, ostomy or bowel programs.

1. No assistance required.
2. Verbal direction, prompting or reminding is required.
3. Minimal hands-on assistance or assistive technology needed with some activities. The constant presence of another person while toileting is not necessary.
4. The enrollee does not carry out most activities without human assistance.
5. Totally dependent on others in all areas of toileting.

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**Bathing** - helping with cleaning the body or parts of the body using a tub, shower or sponge bath; including getting a basin of water, managing faucets, soaping, rinsing and drying, or helping shampoo hair.

1. No assistance required. Bathes self safely without help from another person.
2. Bathes self with direction or intermittent monitoring. May need reminding to maintain personal hygiene.
3. Minimal hands-on assistance or assistive technology required to carry out task. Generally, bathes self but needs some assistance with cleaning hard to reach areas; getting in/out of tub/shower. Enrollee is able to sponge bath but another person must bring water, soap, or towel. Enrollee relies on a bath or transfer bench when bathing. The constant presence of another is not required.
4. Requires direct hand- on assistance with most aspects of bathing. Would be at risk if left alone.
5. Totally dependent on others in all areas of bathing.

**Grooming** - Maintaining personal hygiene and a neat appearance; including the combing/brushing of hair, brushing/cleaning teeth, shaving, and fingernail and toenail care.

1. No assistance required.
2. Grooms self with direction or intermittent monitoring. May need reminding to maintain personal hygiene.
3. Minimal hands-on assistance required. Grooms self but needs some assistance with activities of personal hygiene.
4. Requires direct hands-on assistance with most aspects of grooming. Would be at risk if left alone.
5. Totally dependent on others in all areas of grooming.

**Dressing** - Putting on and taking off garments; fastening and unfastening garments/undergarments, assisting with special devices such as back or leg braces, elastic stockings/garments and artificial limbs or splints.

1. No assistance required.
2. Enrollee is able to dress self but requires reminding or direction in clothing selection.
3. Minimal hands-on assistance or assistive technology required. Enrollee unable to

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dress self completely (i.e. tying shoes, zipping, buttoning) without the help of another person or assistive device.

4. Requires direct hands on assistance with most aspects of dressing. Without assistance would be inappropriately or inadequately dressed.
5. Totally dependent on others in all areas of dressing.

**Transferring** - Moving from one sitting or lying position to another. Assistance from the bed or wheelchair to the sofa, coming to a standing position and/or repositioning to prevent skin breakdown.

1. No assistance required.
2. Enrollee is able to transfer but requires encouragement or direction.
3. Minimal hands-on assistance needed from another person for routine boosts or positioning. Enrollee unable to routinely transfer without the help of another or assistive technology such as a lift chair.
4. Requires direct hands-on assistance with most aspects of transferring. Would be at risk if unassisted.
5. Totally dependent on others for all transfers. Must be lifted or mechanically transferred.

**Mobility** - Walking or moving around inside the living area, changing locations in a room, assistance with stairs or maneuvering around pets, or obstacles including uneven floors.

1. No assistance required even though the enrollee may experience some difficulty or discomfort. Completion of the task poses no risk to safety.
2. Enrollee is able to move independently with only reminding or encouragement. For example, needs reminding to lock a brace, unlock a wheelchair or to use a cane.
3. Minimal hands-on assistance required for specific maneuvers with a wheelchair, negotiating stairs or moving on certain surfaces. Without the use of a walker or pronged cane, enrollee would need physical assistance.
4. Requires hands-on assistance from another person with most aspects of mobility. Would be at risk if unassisted.
5. Totally dependent on other for all mobility. Must be carried, lifted or pushed in a wheelchair or gurney at all times.

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**INSTRUMENTAL ACTIVITIES OF DAILY LIVING (IADL)**

**Taking Medication** - Taking prescribed and/or over the counter medications

1. No assistance required.
2. Enrollee is able to take all medications but needs reminding or direction.
3. Enrollee is able to take all medication if someone assists in measuring dosages or prepares administration schedule.
4. Enrollee is able to take some medication if another person assists in preparation but needs someone to assist in administering other medications.
5. Totally dependent on another. Does not take medication unless someone assists in administering.

**Meal Preparation** - Planning menus, washing, peeling, slicing, opening packages/cans, mixing ingredients, lifting pots/pans, reheating food, cooking, safely operating stove, setting the table, serving the meal, and washing/drying dishes and putting them away.

1. No assistance required.
2. Verbal direction, prompting or reminding is required for menu planning, meal preparation or clean up.
3. Minimal hands-on assistance required for some meals. Enrollee is able to reheat food prepared by another and/or prepare simple meals/snacks.
4. Requires another person to prepare most meals and do clean-up.
5. Totally dependent on another for meal preparation.

**Shopping** - Compiling a list, managing cart or basket, identifying items needed, transferring items to home and putting them away, phoning in and picking up prescriptions. Limited to brief, occasional trips in the local area to shop for food, medical necessities and household items required specifically for the health and maintenance of enrollee.

1. No assistance required.
2. Verbal direction, prompting or reminding is required for shopping.
3. Minimal hands-on assistance required for some tasks (grocery shopping) but enrollee can compile a list and go to nearby store for small items.

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4. Requires hands-on assistance from another person with most aspects of shopping but enrollee is able to accompany and select needed items.
5. Totally dependent on another for shopping.

**Laundry** - Gaining access to machines, sorting, manipulating soap containers, reaching into the machine for wet/dry clothing, operating the machine controls, hanging laundry to dry, folding and putting away.

1. No assistance required.
2. Performs all tasks but needs reminding or direction to do laundry on a regular basis or to do it properly.
3. Minimal hand-on assistance required with some tasks but is able to do most laundry without assistance
4. Requires hands-on assistance from another person with most aspects of laundry. Is able to perform some laundry tasks such as folding small clothing items or putting clothes away.
5. Totally dependent on another for laundry.

**Light Housecleaning** - Sweeping, vacuuming and washing floors, washing kitchen counters and sinks, cleaning the bathroom, changing bed linens, taking out garbage, dusting, cleaning stove top, and cleaning refrigerator

1. No assistance required
2. Performs all tasks but needs reminding or direction from another.
3. Requires minimal assistance from another for some tasks due to limited endurance or limitations in bending, stooping or reaching.
4. Requires assistance for most tasks although enrollee is able to perform a few simple tasks alone such as dusting and wiping counters.
5. Totally dependent on another for housecleaning.

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**Note:** If the assessment determines a need for an ADL at a level 3 or greater but these services are delivered by a non-paid caregiver (i.e., a family member) or the enrollee refuses the services, the enrollee would still be eligible to receive IADL services if assessed at a level 3 or greater.

Example: Ms. Smith is assessed at a level 4 for bathing. If she refuses to receive assistance or her daughter agrees to assist her at no charge, Ms. Smith would be eligible to receive assistance with IADLs if the assessment determines a need at a level 3 or greater.

**Note:** If an enrollee uses adaptive equipment to assist with an ADL, and without the use of this equipment the person would require hands-on care, the enrollee must be ranked a level 3 or greater on the functional assessment. This enrollee would be eligible to receive personal care services. Examples of adaptive equipment include, but are not limited to walkers, wheelchairs, canes, reachers, lift chairs, bath benches, grab bars and handheld showers.

Example: Mr. Jones utilizes a transfer bench to get in and out of the bathtub, which allows him to bathe himself without the hands-on assistance of another. The ICO must rank Mr. Jones a level 3 or greater under the functional assessment. Mr. Jones would be eligible to receive personal care services.

### Reasonable Time and Task

The ICO must ensure that adequate minutes of services are provided to meet the beneficiary's needs. The Reasonable Time Schedule (below) are provided as a **guide**. The ICO may authorize more minutes per ADL as needed to meet the enrollee's needs based on observation of the enrollee's abilities during the in-person assessment.

For example, bathing ranking and the recommended times are as follows:

<b>Activity</b>	<b>Rank</b>	<b>Minutes per day</b>
Bathing	3	16
Bathing	4	18
Bathing	5	22

The ICO may provide higher or lower hours than shown on the Reasonable Time Schedule (RTS). Possible reasons for using higher hours include, but are not limited to, incontinence, severely impaired speech, paralysis and obesity. Possible reasons for lower hours include, but are not limited to, shared living arrangements (specifically for IADLs except for administering medications) and responsible relatives able and available to assist.

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The ICO must provide adequate hours of service to meet the enrollee’s needs even when that goes above the RTS. If the enrollee’s needs go above the Reasonable Time Schedule, the ICO must add justification/verification to the assessments and IICSP to document the reasons for the extra needs.

Time and task is only for ADL and IADL services for the enrollee. Care for an enrollee’s pet does not count towards time and task.

**Activities of Daily Living**

The Reasonable Time Schedule (RTS) table includes the following reasonable times for completing ADL tasks:

Activity	Rank	Minutes per day assuming 7 days a week
Bathing	3	16
	4	18
	5	22
Grooming	3	8
	4	10
	5	12
Dressing	3	14
	4	16
	5	18

Toileting	3	22
	4	26
	5	28
Transferring	3	6
	4	8
	5	10
Eating	3	44
	4	50
	5	56
Mobility	3	14
	4	16
	5	18

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**Instrumental Activities of Daily Living**

These activities require a ranking of 3, 4 or 5, but the reasonable times allotted are the same for all ranks. There are monthly maximum hour limits on all instrumental activities of daily living (IADL) except medication. The limits are as follows:

- Five hours/month for shopping.
- Six hours/month for light housework.
- Seven hours/month for laundry.
- 25 hours/month for meal preparation.

If the enrollee does not require the maximum allowable hours for IADLs, authorize only the amount of time needed for each task. Assessed hours for IADLs (except medications) must be prorated by **one half** in shared living arrangements where other adults reside in the home, as personal care services are **only** for the benefit of the enrollee.

**Note:** This does not include situations where others live in adjoining apartments/flats or in a separate home on shared property and there is no shared, common living area.

In shared living arrangements, where it can be **clearly** documented that IADLs for the eligible enrollee are completed separately from others in the home, hours for IADLs do not need to be prorated.

Example: The enrollee has special dietary needs and meals are prepared separately; the enrollee is incontinent of bowel and/or bladder and laundry is completed separately; the enrollee's shopping is completed separately due to special dietary needs and food is purchased from specialty stores; etc.

Time and task is only for ADL and IADL services for the enrollee. Care for an enrollee's pet does not count towards time and task.