
OVERVIEW

The Home Help MDHHS-5534, Adult Services Comprehensive Assessment, is the primary tool for determining a client's need for services. The comprehensive assessment must be completed on **all open Home Help services cases**. The Michigan Adult Integrated Management System (MiAIMS) provides the format for the comprehensive assessment and all information must be entered into the computer program.

Contact Requirements

Requirements for the comprehensive assessment include, but are not limited to:

- A comprehensive assessment will be completed on all new cases.
- An in-person face-to-face contact is required with the client in their place of residence.

Note: A face-to-face or phone contact must be made with the client's guardian to ensure the needs of the client are met.

- The assessment may also include an interview with the individual who will be providing Home Help services if one is identified.
- The assessment must be updated as often as necessary, but **minimally** at the six-month review. See [ASM 155, Home Help Reviews](#).
- A release of information must be obtained when requesting documentation from confidential sources and/or sharing information from the department record.
 - Use the DHS-27-AS, Authorization to Release Information, when requesting client information from another agency.
 - Use the DHS-1555-AS, Authorization to Release Confidential Information- Adult Services form if requesting additional medical documentation. This form is primarily used for APS cases.

Note: Other MDHHS release of information forms are acceptable if provided in lieu of the forms listed above.

- Follow the rules of confidentiality when Home Help cases have companion Adult Protective Services cases; see [SRM 131, Confidentiality](#).

Note: If there are worker safety issues related to meeting the client in the home, a policy exception may be requested from the Home Help Policy Section to conduct the visit at another setting.

Check MA/PET Button

The *Check MA/PET* button in MiAIMS contains information pertaining to the client's type of assistance (TOA) eligibility, scope of coverage, and program enrollment type (PET). A review of the *Check MA/PET* button must be completed to assess eligibility of the client.

Client Tab

The *Client* tab under the *Assessment* module in MiAIMS contains information regarding the client's housing arrangements, other people in the home, physical environment, legal status, social relationship with activities and life changes, vocational status and other services. ASWs must complete all areas of the *Client* tab for proper documentation of the living arrangements. The ASW must review all active legal documentation affecting the client's legal rights.

Medical Tab

The *Medical* tab under the *Assessment* module in MiAIMS contains information regarding the physician(s), diagnosis, other health issues, adaptive equipment, medical treatments, and medications. The medical needs certification signature date is entered in the *Medical* tab, at the initial certification and each time a new medical needs form is obtained; see [ASM 115, Adult Services Requirements](#).

Functional Tab

The *Functional* tab under the *Assessment* module in MiAIMS is the basis for service planning and for the Home Help services payment. Document the client's abilities and needs in the *Functional* tab to determine the client's ability to perform the following activities:

Activities of Daily Living (ADL)

- Bathing
- Dressing
- Eating.
- Grooming.
- Mobility.
- Toileting.
- Transferring.

Instrumental Activities of Daily Living (IADL)

- Housework.
- Laundry.
- Taking Medication.
- Meal Preparation and Cleanup.
- Shopping for Food and Medication.

Functional Scale

ADLs and IADLs are assessed according to the following 5-point scale:

1. Independent.
Performs the activity safely with no human assistance.
2. Verbal assistance.
Performs the activity with verbal assistance such as reminding, guiding, or encouraging.
3. Some human assistance.
Performs the activity with some direct physical assistance and/or assistive technology.
4. Much human assistance.
Performs the activity with a great deal of human assistance and/or assistive technology.
5. Dependent.
Does not perform the activity even with human assistance and/or assistive technology.

Home Help payments may only be authorized for needs assessed at the ranking of level 3 or greater.

An individual must be assessed to need at least one activity of daily living (ADL) ranked 3 or higher in order to be eligible for Home Help services.

Note: If the assessment determines a need for an ADL at a level 3 or greater, but these services are not paid for by the department, the individual would 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. However, 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 individual uses adaptive equipment to assist with an ADL, and without the use of this equipment the person would require hands-on care, the individual must be ranked a level 3 or greater on the *Functional* tab in MiAIMS. This individual would be eligible to receive Home Help services.

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 adult services worker (ASW) must rank Mr. Jones as 3 or greater under the *Functional* tab. Mr. Jones would be eligible to receive Home Help services.

Assistive technology includes such items as; walkers, wheelchairs, canes, hand reachers, lift chairs, bath benches, grab bars, and handheld showers.

See [ASM 121, Functional Assessment Definitions and Ranks](#), for a description of the rankings for activities of daily living and instrumental activities of daily living.

Complex Care Needs

Complex care refers to conditions requiring intervention with special techniques and/or knowledge. These complex care tasks are performed on clients whose diagnoses or conditions require more management. Prior to performing complex care tasks, some conditions may also require special treatment and/or equipment instructions provided by the client or a health care professional, for example:

- Eating and feeding.
- Catheters or leg bags.
- Colostomy care.
- Bowel program.
- Suctioning.
- Specialized skin care.
- Range of motion exercises.
- Peritoneal dialysis.
- Wound care.
- Respiratory treatment.
- Ventilators.
- Injections.

When assessing a client with complex care needs, refer to the MDHHS-5535, Complex Care Assessment, from the *Forms* module in MiAIMS for assistance with activity ranking, frequency, and length of time needed per occurrence.

Time and Task

In the Functional Assessment, the ASW will allocate time for each task assessed at a rank of 3 or greater, based on the following:

- Interviews with the client, guardian, caregiver, and relevant collateral contacts.
- Direct observation of the client's functional abilities in their home.
- Consideration of the average time and frequency required to complete each task.

The client's functional assessment summary is printed on the MDHHS-6064-C, Client Time and Task Management form and indicates the maximum time approved per month. The client decides their provider's approved hours, approved tasks, and how often they should be completed. The approved information is printed on the MDHHS-6064-P, Provider Time and Task Management form and may not exceed the client's functional assessment summary.

Note: This allows flexibility for client choice while also assuring the basic needs of the client are being met. The caregiver must correctly document which tasks they are performing.

Example: Miss Smith has been assessed to need bathing assistance. However, she does not want her caregiver or agency provider to assist her with bathing. Miss Smith continues to bathe on her own with difficulty. Miss Smith's functional assessment summary will have bathing allocated, but bathing will not be included in her MDHHS-6064-P, Provider Time and Task Management form.

An assessment of need, at a ranking of 3 or greater, does not automatically guarantee the suggested allotted time allowed by the RTS. **The ASW must assess each task according to the average time and frequency required for its completion.**

Example: A client needs assistance with cutting up food. The ASW would only pay for the average time required to cut the food.

Example: On a good day, it takes the caregiver or agency provider 10 minutes to dress Miss Jones. On a bad day, when Miss Jones is in a lot of pain, it can take the caregiver or agency provider 20 minutes to assist Miss Jones with dressing. The average daily time needed is 15 minutes. Therefore 15 minutes is entered in the dressing task of the functional assessment.

Example: Sally is assessed needing an average of 20 minutes a day for bathing and reports frequency of 4 days a week. However, one day during the week, Sally was not feeling well and decided to skip her bath. The next day the caregiver assisted Sally with bathing in the morning and in the evening, due to illness. Both bathing activities totaled 20 minutes each. The frequency shows the caregiver only completed three days of bathing due to documentation restrictions. However, the caregiver assisted in four bathing occurrences during that week with one day having completed two baths.

Note: It is important to understand that each day a client may have different needs due to their health restrictions. Therefore, the average time and frequency may vary due to changes in the client's needs.

IADL Maximum Allowable Hours

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.

Proration of IADLs

If the client 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 Home Help services are **only** for the benefit of the client.

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 client are completed separately from others in the home, hours for IADLs do not need to be prorated.

Example:

- The client has special dietary needs and meals are prepared separately.
- Client is incontinent of bowel and/or bladder and laundry is completed separately.
- Shopping is completed separately for the client due to special dietary needs and food is purchased from specialty stores, etc.
- Caregiver does not live with the client and completes the client's laundry, shopping, and meal preparation separately from the client's roommate. The client's roommate does their own laundry, shopping, and meal preparation, therefore, these IADLs are not prorated because the client is the only person benefiting from the service. However, housework is prorated as it is a common living area.

Responsible Relatives

A responsible relative is defined as an individual's spouse or a parent of an unmarried child under the age of 18.

Activities of daily living (ADLs) may be approved when the responsible relative is **unavailable** or **unable** to provide these services.

Unavailable means absence from the home for an extended period due to employment, school, or other legitimate reasons. The responsible relative must provide a work or school schedule to verify they are unavailable to provide care.

Unable means the responsible relative has disabilities of their own which prevent them from providing care. These disabilities must be documented and verified by a medical professional on the medical needs form.

Do **not** approve shopping, laundry, or light housecleaning when a responsible relative of the client resides in the home, **unless** they are unavailable or unable to provide these services. Document findings in the *Contacts* module in MiAIMS.

Example: Mrs. Smith needs Home Help services. Her spouse is employed and is out of the home Monday through Friday from 7a.m. to 7p.m. The ASW would not approve hours for shopping, laundry, or house cleaning as Mr. Smith is responsible for these tasks and is able to complete these tasks on the weekends.

Expanded Home Help Services (EHHS)

Expanded Home Help Services (EHHS) exist when the client's functional assessment hours exceed 179.59 hours per month. The ASW must submit a written request for approval to MDHHS-Expanded-Home-Help@michigan.gov to assure the requested hours are appropriate, safe, and meet the client's needs. ASWs should follow the *Procedure for Submitting Expanded Home Help Requests* job aid found on the adult services home page.

Note: Travel time to complete shopping and laundry is not counted in the 179.59 hours when determining if an EHHS request must be completed.

The Home Help Policy Section will provide written documentation of approval using the DCH-1785, Policy Decision memo. A new request **must** be submitted to the MDHHS-Expanded-Home-Help@michigan.gov mailbox whenever there is an increase in the client's care that exceeds approved hours from a prior DCH-1785.

A new request is **not** required if the care decreases below the approved hours.

If an Expanded Home Help Services case closes and reopens within 90 days and the care hours remain the same, a new approval is **not** required.

Functional Assessment History

The goal of the functional assessment history within MiAIMS is to capture changes in the client's assessment. There are four options within the *Functional Assessment* tab:

- **+ Functional Assessment** is completed when opening a new Home Help case or when the ASW chooses to enter a brand-new assessment instead of editing an existing assessment.
- **Edit** is completed when changing the functional assessment.
- **Stop** is completed when a client is in the hospital or nursing home for an extended period, upon case closing.
- **Delete** is completed when the assessment is entered in error (and no portion of the provider's time and task has been paid).

The functional assessment period is linked to the authorization period of the case. If there is any change in the functional assessment, and there are active/existing authorization in MiAIMS, the authorization must be stopped.

Note: In the *Contacts* module, when entering a contact that is an SOP event (6-month review), a check box will appear asking if a change will be needed in the active assessment. A "yes" answer will result in the active functional assessment being suspended. A "no" answer will result in the active functional assessment remaining active.

Note: For instructions on how to utilize MiAIMS functional assessment history, see the MiAIMS Functional Assessment History job aid found on the Adult Services Home Page.

REFERENCES

See [SRM 131, Confidentiality](#).

See [ASM 115, Adult Services Requirements.](#)

See [ASM 121, Functional Assessment Definitions and Ranks.](#)

See [ASM 155, Home Help Reviews.](#)

CONTACT

For questions contact MDHHS-Home-Help-Policy@michigan.gov.