



Home Care Service Allocation Guidelines

Meals-On-Wheels

Definition

Provision of a complete meal that is delivered to the client's home or client goes to a central location for the meal.

Determination Of Need

1. All clients requesting meals will have an assessment of need performed.
2. A RRIT score will be performed to determine the client's risk of institutionalization.
3. A MMSE will be performed if the client indicates a diminished capacity.
4. Decision will be based on assessment, RRIT score, MMSE, functional independence, caregiver support and mobility of the client.
5. Except for emergency services, the request for service will be discussed by the District Assessment and Approval Committee.

RRIT score of less than 10

- No meals-on-wheels will be provided.

Exception: Short-term, post acute care hospital discharge. May require daily meals-on-wheels. To be monitored closely by Home Care Manager or designate, Team Manager or Case Manager.

RRIT score of between 10 and 15

- To start at 2 meals per week. Follow up of client by Home Care Manager or designate, Team Manager or Case Manager. May increase meals-on-wheels to 7 meals per week if required.

Exception: Acute care hospital discharge or discharge from short-term bed. May require daily meals-on-wheels. To be monitored closely by Home Care Manager or designate, Team Manager or Case Manager.

RRIT score of 15 or more

- To start at 3 meals per week. Follow up by Team Manager or Case Manager. May increase meals-on-wheels to 7 meals per week.

Exception: Acute care hospital discharge or discharge from short-term bed. May require daily meals-on-wheels. To be monitored closely by Team Manager or Case Manager.

Home Management Services

Definition

Performance of household chores such as meal preparation, vacuuming, laundry and other household chores.

Determination Of Need

1. All clients requesting home management services will have an assessment of need performed.
2. A RRIT score will be performed to determine the client's risk of institutionalization.
3. A MMSE will be performed if the client indicates a diminished mental capacity.
4. Decision will be based on assessment, RRIT score, MMSE, functional abilities, availability of family and/or private resources to provide the home management tasks.
5. Except for emergency services, the request for service will be discussed by the District Assessment and Approval Committee.
6. Emergency services will be authorized by the Home Care Manager or designate, or Team Manager.

Meal Preparation In Home

1. Will be given if the client fits into one of the following categories.
 - No meals-on-wheels provider is available.
 - MMSE indicates that observation and/or supervision of nutritional status and/or functional ability is required.
 - Short-term, post acute care.
2. Time allocation as follows.
 - 1 hour for full hot meal.
 - .5 hour for a supper meal (soup and sandwich).
 - 2 hours for bulk preparation of meals up to 3 times per week.

Household Tasks

1. Seasonal cleaning is not provided to clients.
2. Stand-alone services will generally not be provided, except for short-term, post acute care.
Example: fractures, hip/knee replacement, surgery.
3. Not given as a stand-alone service to any client with a RRIT score below 15.
4. Clients requiring stand-alone or with a RRIT below 15 will generally be advised to secure a private provider of cleaning services.
5. Time allocation as follows.
 - 1 hour – Senior Housing or Apartment every other week.
 - 2 hours – Senior Housing or Apartment if laundry included every other week.
 - Up to 2 hours for main living area of home every other week.

Exception

Palliative care services – depends on client need and availability of family resources.

Personal Care Services

Definition

Personal care includes assistance to client for bathing, foot care, surveillance, assistance with exercise, assistance with activities of daily living such as dressing, applying TED stockings, bowel and bladder care, transferring, medication assistance and respite care.

Determination Of Need

1. All clients requesting or requiring personal care will have an assessment of need performed.
2. A RRIT score will be performed to determine the client's risk of institutionalization if service not given.
3. A MMSE will be performed if the client indicates a diminished mental capacity.
4. Decision will be based on assessment, RRIT score, MMSE, functional abilities, availability of family and/or private resources.
5. Some of the personal care tasks may require a further assessment by other health professionals, such as an Occupational Therapist or Physiotherapist, to determine if the task should be performed in the home environment or at a facility site.
6. Except for emergency services, the request for service will be discussed by the District Assessment and Approval Committee.
7. Emergency services will be authorized by Home Care Manager or designate or Team Manager.

Bathing

1. Baths require a supervision of a RN/RPN/LPN before Home Health Aide can perform independently.
2. Time allocations including preparation and cleaning of tub.
 - .75 - 1 hour for a bath which includes footcare.
 - Baths performed once weekly.
 - If client receives frequent pericare, a bath will be performed weekly.
 - Twice weekly baths for clients presenting with incontinence.

Morning and Night Care

1. Some of these tasks may require supervision of a RN/RPN/LPN before Home Health Aide can perform independently.
2. Time allocations.
 - .5 hour for each visit.

Respite Care

1. Provision of relief to the client's main caregiver and provided in the client's home.
2. Time allocations.
 - 2 hours up to 12 hours weekly.
 - Occasional overnight respite may be given if staffing is available.

Child Care

1. Respite is not normally provided.
2. Respite care is given to children with special needs and requiring specialized care such as tracheal suctioning.
3. Application for funding through provincial High Needs Funding will occur if child meets criteria for this program.
4. Will be provided to palliative care clients with children. Approval of this service to be given by the District Assessment and Approval Committee.

Medication Assistance

1. Medication assistance provided by Home Health Aides occur after supervision by RN/RPN/LPN and completion of Medication Assistance Program if available.
2. Time allocation.
 - Medication assistance will be .25 hour per administration visit. Includes documentation time.

Assistance With Exercises

1. All exercises are established and monitored by Therapies.
2. Time allocation is as determined by Therapies.

Surveillance And Application Of Antiembolic/Sigvaris Stockings

1. Time allocation.
 - .25 hour.

****LPN must be full scope of practice and have completed a recognized assessment course.**