

CDASS TASK WORKSHEET

Instructions:

1. Enter the minutes it takes per task, per week or otherwise specified time allotment in the highlighted cell. The worksheet will automatically calculate the number of hours per week to enter in the client's allocation worksheet.
2. Norms are guidelines only. More or less time can be authorized depending on the client's needs.
3. Provide a copy of the of the completed task worksheet to the client or authorized representative upon initial assessment or any changes.
4. Refer to page 2 for a description of each task. The complete definition can be found at 10 CCR 2505-10 Section 8.510.3.B.

NAME			STATE ID			Date		
Homemaker	Norm	Min/Wk	Personal Care	Norm	Min/Wk	Health Maintenance	Norm	Min/Wk
Floor Care	15min/room		Eating	30min/meal		Skin Care	IND	
Bathroom	45min/wk		Respiratory Assistance	30min/wk		Nail Care	30min/wk	
Kitchen	35min/wk		Skin Care Maintenance	35min/wk		Mouth Care	105min/wk	
Trash	35min/wk		Bladder/Bowel	10min/each time*		Dressing	210min/wk	
Meal Prep	420min/wk		Hygiene	420min/wk		Feeding	IND	
Dishwashing	140min/wk		Dressing	210min/wk		Exercise	IND	
Bed Making	35min/wk		Transfers	5min/each time		Transfers	15min/each time	
Laundry	20min/load		Mobility	5min/each time		Bowel	IND	
Shopping	120min/wk		Positioning	15min/2 hours		Bladder	IND	

Dusting	30min/wk		Medication Reminders	5min/each time		Medical Management	10min duration	
			Medical Equipment	60min/wk		Respiratory Care	IND	
			Protective Oversight	IND		Medication Assistance	5min/each time	
			Accompanying	IND		Bathing	IND	
			Bathing	IND		Positioning	15min/2 hours	
						Mobility	5min/each time	
						Accompanying	IND	
Total Min/Wk		0	Total Min/Wk		0	Total Min/Wk		0

IND = Time required to complete task is individualized or as prescribed by physician or therapist

Total Hrs/wk
0

Total Hrs/wk
0

Total Hrs/wk
0

Homemaker – 10 CCR 2505-10 Section 8.510.3.B.1

Floor Care	Includes sweeping, mopping and vacuuming, wiping, spot cleaning, stain removal, includes bathroom/kitchen floor
Bathroom	Clean and maintain toilet, bedpan, sink, counter, tub
Kitchen	Refrigerator cleaning and maintenance
Trash	Collect and dispose in appropriate container
Meal Preparation	Includes all meals for the day including main and snacks, includes meal planning, diet preparation, packaging and storing
Dishwashing	Includes wiping the counter, stovetop, microwave and outside of kitchen appliances, (un) load dishwasher, storing dishes
Bed Making	Includes linen change
Shopping	Shopping for necessary items to meet basic household needs
Dusting	Includes dusting, wiping furniture, wood care

Personal Care – 10 CCR 2505-10 Section 8.510.3.B.2

Eating	Assistance with eating by mouth using common eating utensils, cuing
Respiratory Assistance	Cleaning or changing oxygen equipment tubes, filling water reservoir, removing the cannula or mask from face, inhaler use
Skin Care Maintenance	Skin is unbroken. Apply non-medicated/non-prescription lotion/sprays; rubbing reddened areas, routine foot checks for people with diabetes
Bladder/Bowel Care	Assistance getting to bathroom, using bed pans, urinals, commodes or with diaper. Changing incontinence pads or clothing, emptying catheter bags if no disruption to closed system, emptying ostomy bags (*add 5 minutes to the norm if pericare is required)
Hygiene	Shampooing, shaving, grooming, hair care, nail care, mouth care
Dressing	Application of non-prescription support stockings, orthopedic devices such as splints, braces or artificial limbs

Transfers	Client has sufficient balance/strength to assist and can direct transfer; do not include if already calculated under bathing, bowl/bladder, dressing, or mobility
Mobility	Includes ambulation, assistance with daily living activities, occasional aid in stabilization and balance around standing, sitting, walking
Positioning	Client can identify when the position needs to change. Includes full or partial assistance, do not include if already calculated under bathing, bowl/bladder, dressing, or mobility
Medication Reminders	Medications are preselected by client, family, pharmacist and not stored in prescription bottle. Client takes medication without assistance.
Medical Equipment	Cleaning and basic maintenance of durable medical equipment
Protective Oversight	To prevent or mitigate disability related behaviors that may result in imminent harm to people or property
Accompanying	Going with Client to errands such as banking, household shopping, and medical appointments. Does not include companionship.
Bathing	Not skilled, includes full or partial bath or cuing for assistance. Shower, tub, sponge, or bed bath
Health Maintenance (Skilled) – 10 CCR 2505-10 Section 8.510.3.B.3	
Skin care	Broken or chronic skin condition is active and could cause infection. Includes wound care, dressing changes, application of prescription medication, foot care for people with diabetes or other high risk conditions
Nail Care	Medical condition(s) exist(s) that causes circulatory problems or loss of sensation or requires medication
Mouth Care	Injury or disease of face, mouth, head or neck, communicable disease, client is unconscious, requires oral suctioning
Dressing	Anti-embolic or other prescription pressure stockings and orthopedic devices such as splints, braces, or artificial limbs if manipulation is required
Feeding	Oral suctioning, high risk of choking, syringe feeding, feeding using apparatus
Exercise	Prescribed by licensed medical professional including passive range of motion

Transfers	Unable to assist in transfer or requires use of a lift
Bowel	Includes digital stimulation, enemas, ostomy care, suppository administration
Bladder	Disruption of closed system for Foley or suprapubic, changing from leg bag to night bag and care of external catheter
Medical Management	Monitor vitals: blood pressure, pulse, respiratory assessment, oxygen saturation; blood sugar and glucose monitoring; intravenous or intramuscular injections; pain management modalities. Includes observing compliance
Respiratory Care	Includes equipment administration/ monitoring and management (nebulizer, ventilator, bi-pap, c-pap, trachea care), care for postural drainage, cupping, quad cough, adjusting oxygen flow, suctioning of mouth/ nostrils
Medication Assistance	More than reminding, includes putting medication in client's mouth or hand and/ or physical assistance to administer
Bathing	Skilled, includes full or partial bath or cuing for assistance. Shower, tub, sponge, or bed bath
Positioning	Positioning is considered skilled when the client is not able to identify to the caregiver when the position needs to be changed, and when skilled skin care is required in conjunction with the positioning.
Accompanying	Going with Client to errands such as banking, household shopping, and medical appointments. Does not include companionship. Accompanying is considered skilled when any of the tasks performed in conjunction with the accompanying are skilled tasks.
Mobility	Includes ambulation, assistance with daily living activities, occasional aid in stabilization and balance around standing, sitting, walking. Considered skilled when skilled transfers are required in conjunction with the ambulation.