

North Country Community Mental Health

INSTRUCTIONS FOR TIME STUDY of Personal Care and Community Living Supports

A time study needs to be conducted within 30 days of the client being placed in the home. This time study is a Department of Community Health requirement.

Detailed information about the number of minutes per day that a person receives personal care (or direct hands on support and service) and community living supports (which include a varied number of services and supports) is required so that this agency can correctly determine the appropriate funding source (Habilitation Supports Waiver, State Plan, or Additional Services (B3)) and amount for the specific services you deliver to each consumer.

The purpose of these time studies is to document the daily minutes of personal care (PC) and community living supports (CLS) you provide. Each month this data is reported to the State reflecting the PC/CLS services delivered to each individual consumer. It is NOT a study of total staffing hours.

These time studies will provide valuable information about how each consumer is supported and would hopefully reflect accurately how Plans of Service (POS) are being implemented. The format for these time studies was originally developed by the Northern Affiliation DD Directors and has been designed to document the number of minutes that PC and CLS activities are being provided to each consumer in the home.

Guidelines for time study:

- This time study should cover three days total, consisting of two weekdays and one weekend day. There is no need to submit more than three days.
- Supports are to be measured in actual time (minutes not in hours).
- **Since this is being recorded per day, the number of hours recorded should not exceed 24 hours. The maximum minutes therefore are not to exceed 1440 minutes.**
- Visits away from the home with family or friends or attendance in a day program, school, or at work will not be included in CLS, although this time needs to be recorded at the bottom of the form.
- If staff is providing CLS to more than one consumer at the same time, you must record the amount of time **each consumer** is receiving. An example would be transportation or shopping.
- Some activities may happen several times during the day, such as toileting. The numbers 1 to 7 are to be used for those events that happen multiple times a day. Record the time for each occurrence and then total the amount of time for each day.
- Time studies **may be dropped off at the Petoskey Office to the attention of Pamela Polom, Accountant or mailed to North Country Community Mental Health, 1420 Plaza Drive, Petoskey, MI 49770.** Please be sure that we receive completed time studies within 30 days of client moving into the home.

PC includes the following activities in which:

- Staff provides direct one-to-one support or physical assistance.
- Staff must be in immediate proximity to the person to ensure safety and/or successful task completion.

Actual time spent in minutes is recorded for each area. Any of these tasks may be provided in combination with the CLS skills listed below.

- Eating/Feeding/Grind or puree food
- Toileting/Check and change
- Bathing/Shower
- Grooming (hair care, nails, teeth)
- Dressing
- Transferring/Use equipment
- Ambulation/Mobility
- Taking medication

Comprehensive CLS are divided into two categories.

1. Support workers reminding, prompting, observing, and teaching individual consumers. Record the actual time in minutes on each task with the individual.

- Meal preparation/cooking and serving: If provider is doing meal preparation for several individuals at the same time, divide total time by number of consumers and assign that number to individuals. For example: one or two staff spend two hours preparing a meal and serving four consumers. $120 \text{ minutes} \div 4 \text{ consumers} = 30 \text{ minutes for each}$.
- Laundry (done by staff or assist consumer).
- Routine household care & maintenance (this includes shopping for the home without consumer present and paperwork/documentation).
- Activities of daily living (bathing, eating, dressing, personal hygiene).
- Shopping (consumer with staff).

2. Support workers providing assistance, support and/or training the individual in the following skill areas:

- Money management
- Socialization and relationship building
- Transportation
- Leisure choice and participation in regular community activities
- Attendance at medical appointments
- Monitoring and protection for health and safety (including sleeping hours)

The time studies are to be completed within 30 days of client moving into the home. Please return the time study to

North Country Community Mental Health
1420 Plaza Drive
Petoskey, MI 49770
Attn: Pamela Polom

If you have questions please contact:
Andrea Sarto at 231-347-9605, ext. 3634 or Mary Beth Wakulat, ext. 3609;
or the supports coordinator.

Thank you for your cooperation and assistance..