

**Arkansas Medicaid Task and Hour Standards (THS)**  
**For Use in Calculating Medically Necessary Hours of Services for Adult Beneficiaries**  
**ARChoices Attendant Care & Respite Care, Personal Care Services, and IndependentChoices Self-Directed Personal Assistance**

1	2	3	4	5	6	7	8	9	10	11	12
Task / Activity	Needs Intensity Score 1 Needs and Minute Ranges	Minutes Assigned within Range	Needs Intensity Score 2 Needs and Minute Ranges	Minutes Assigned within Range	Needs Intensity Score 3 Needs and Minute Ranges	Minutes Assigned within Range	Frequency	Total Minutes per week	Minutes of Assistance with Task Per Week from Another Source	Total Minutes/ Hours Per Week Net of Assistance from Another Source	Total Net Hours per Month
Bathing	<ul style="list-style-type: none"> <li>Laying out supplies</li> <li>Drawing water</li> <li>Standby assistance for safety</li> <li>Minimal assistance in/out of tub or shower</li> <li>Reminding, monitoring</li> </ul> Minute range: 5-10		<ul style="list-style-type: none"> <li>Tub/shower bathing</li> <li>Sponge bathing</li> <li>Bed bathing</li> <li>Drying</li> <li>Extensive assistance in/out of tub or shower</li> </ul> Minute range: 15-30		Total assistance with bathing  Minute range: 35-45						
Dressing	<ul style="list-style-type: none"> <li>Laying out clothing</li> <li>May require occasional help with zippers, buttons, putting on socks or shoes</li> <li>Reminding or monitoring</li> </ul> Minute range: 5-10		<ul style="list-style-type: none"> <li>Always requires assistance with zippers, buttons, socks, or shoes</li> <li>Requires assistance getting into and out of garments</li> </ul> Minute range: 15-20		Total assistance with dressing  Minute range: 25-30						
Feeding	<ul style="list-style-type: none"> <li>Verbal reminders &amp; encouragement</li> <li>Standby assistance</li> <li>Applying adaptive devices</li> </ul> Note: feeding is calculated by # of meals per week, not # of days  Minute range: 5-10		<ul style="list-style-type: none"> <li>Spoon feeding</li> <li>Bottle feeding</li> </ul> Minute range: 15-20		Total assistance with feeding  Minute range: 25-30						

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Grooming/Routine hair and skin care	<ul style="list-style-type: none"> <li>• Laying out supplies</li> <li>• Verbal reminders</li> <li>• Combing/brushing hair</li> <li>• Applying non-prescription lotion to skin</li> </ul> <p>Minute range: 10-20</p>		<ul style="list-style-type: none"> <li>• Shaving</li> <li>• Brushing teeth</li> <li>• Shaving legs, underarms</li> <li>• Caring for nails</li> <li>• Washing hair</li> <li>• Drying hair</li> <li>• Setting/rolling/braiding hair</li> <li>• Washing hands and face</li> <li>• Applying makeup</li> </ul> <p>Minute range: 30-50</p>		<p>Total assistance with grooming and routine hair and skin care</p> <p>Minute range: 60-75</p>						
Toileting	<ul style="list-style-type: none"> <li>• Preparing toileting supplies / equipment</li> <li>• Assisting with clothing during toileting</li> <li>• Occasional help with Cleaning self</li> <li>• Occasional help with catheter or colostomy care</li> <li>• Standby assistance</li> </ul> <p>Minute range: 5-10</p>		<ul style="list-style-type: none"> <li>• Assisting on/off bedpan</li> <li>• Assisting with the use of urinal</li> <li>• Assisting with toileting hygiene</li> <li>• Assisting with feminine hygiene needs</li> <li>• Changing diapers</li> <li>• Changing external catheter</li> <li>• Emptying catheter bag</li> <li>• Changing colostomy bag</li> </ul> <p>Minute range: 15-20</p>		<p>Total assistance with toileting</p> <p>Minute range: 25-30</p>						
Transferring	<ul style="list-style-type: none"> <li>• Helping with positioning (adjusting/changing position)</li> <li>• Minimal assistance in rising</li> <li>• Standby assistance</li> </ul> <p>Minute range: 5-10</p>		<ul style="list-style-type: none"> <li>• Non-ambulatory movement from one stationary position to another</li> <li>• Hands-on assistance with rising from a sitting to a standing position</li> <li>• Extensive assistance with positioning or turning</li> </ul> <p>Minute range: 15-20</p>		<p>Total assistance with positioning or transferring from bed to chair</p> <p>Minute range: 25-30</p>						

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Walking	<ul style="list-style-type: none"> <li>Standby assistance with walking</li> <li>Assistance with putting on and removing leg braces</li> </ul> <p>Minute range: 5-10</p>		<ul style="list-style-type: none"> <li>Steadying in walking/using steps</li> <li>Assistance with wheelchair ambulation</li> </ul> <p>Minute range: 15-20</p>		Total assistance with wheelchair ambulation  Minute range: 25-30						
Cleaning	<ul style="list-style-type: none"> <li>Minimal assistance with cleaning</li> <li>Make bed</li> <li>Straightening areas</li> </ul> <p>Minute range: 60-90</p>		<ul style="list-style-type: none"> <li>Cleaning up after personal care tasks</li> <li>Cleaning floors of living area used by individual</li> <li>Dusting</li> <li>Cleaning bathroom</li> <li>Changing bed linens</li> <li>Cleaning stove top, counters, washing dishes</li> <li>Cleaning refrigerator and stove</li> <li>Emptying and cleaning bedside commode</li> <li>Carrying out trash, setting out garbage for pickup</li> </ul> <p>Minute range: 95-235</p>		Total assistance with cleaning  Minute range: 240-300						
Laundry	Individual requires at least minimal assistance but has no special laundry needs:  Minute range: 30-120		Individual has special laundry needs:  Minute range: 120-240								

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Meal preparation	<ul style="list-style-type: none"> <li>• Warming, cutting, serving prepared food</li> <li>• Meal planning</li> <li>• Helping prepare meals</li> <li>• Light Breakfast</li> <li>• Snacks</li> <li>• Cooking full meal. Indicate meals to be cooked. The maximum time per meal is 30 minutes. <ul style="list-style-type: none"> <li>○ Breakfast</li> <li>○ Lunch</li> <li>○ Supper</li> </ul> </li> <li>• Additional time for leftovers. Allow an extra 15 minutes per day for cooking enough for leftovers for the next meal, if needed.</li> <li>• Grinding and pureeing food</li> </ul> <p>Minute range: 10-90</p>										
Shopping	<ul style="list-style-type: none"> <li>• Preparing a shopping list</li> <li>• Picking up extra items</li> </ul> <p>Minute range: 10-30</p>		<ul style="list-style-type: none"> <li>• Going to the store; shopping for all items</li> <li>• Picking up medications</li> <li>• Putting items away</li> </ul> <p>Minute range: 35-90</p>		<p>Total assistance with shopping</p> <p>Minute range: 35-90</p>						
Employment-related personal care associated with travel											
<b>TOTAL Minutes/Hours for All Tasks Per Week</b>											
<b>TOTAL Minutes/Hours for All Tasks Per Month</b>											

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**Instructions for Completing the Above Task and Hour Standards Grid**

The Task and Hour Standards (THS) grid is used to provide the basis for calculating the number of approved and authorized minutes and hours of attendant care, respite care, personal care, and self-directed personal assistance that are medically necessary for an adult beneficiary aged 21 or older.

Whenever there is a change in condition for the beneficiary or a change in assistance from other sources, the DHS RN or contractor will update the THS grid for the beneficiary. The updated THS grid may result in a change the minutes/hours of attendant care, respite care, personal care, or self-directed personal assistance approved for the beneficiary.

The DHS nurse/contractor will assign a Needs Intensity Score to the beneficiary for each task based on the beneficiary's and/or representative's responses to questions during the ARIA assessment conducted by an RN from the Independent Assessment Contractor. A Needs Intensity Score is required for completion of the THS grid.

***Steps for completing the THS grid to calculate the number of medically necessary and reasonable minutes/hours of attendant care, respite care, personal care, or personal assistance for the beneficiary per week/month:***

1. Identify the beneficiary's Needs Intensity Score (0, 1, 2, or 3) for each task from the ARIA assessment results and from information collected by the DHS RN during the PCSP meeting with the participant. If the Needs Intensity Score for the task is 0, the beneficiary will not be approved for any minutes for that task and THS grid would not be completed for the task. If the beneficiary's Needs Intensity Score is 1, 2, or 3, the grid will be completed for the task and the Needs Intensity Score will determine which minute range (Columns 2, 4, and 6) is applicable for the task.
2. Columns 3, 5, and 7: (Complete only one of these three.) The DHS nurse/contractor will calculate the number of minutes within the minute range for that Needs Intensity Score that are appropriate for the beneficiary based on conditions specific to the beneficiary. For example, if a beneficiary has cognitive or behavioral issues, the nurse may find that the maximum number of minutes in the range for bathing is warranted. On the other hand, assigning the maximum number of minutes for grooming for a beneficiary who is bald would probably not be appropriate.
  - In exceptional circumstances and based on documented need, the DHS nurse/contractor may approve minutes in excess of the minute range for the task, so long as the justification of need is documented in writing, the justification is based on the beneficiary's assessed or

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observed medical needs, the justification is not for the convenience of the provider or attendant, and the DHS nurse/contractor obtains written supervisory approval.

3. Column 8: Insert the frequency with which the task is performed based on the reasonable needs and preferences of the beneficiary. The frequency with which a given task is performed for a beneficiary will be calculated by the DHS nurse or contractor, drawing upon information from the ARIA assessment results and, as applicable, the information collected by DHS nurses during the PCSP meeting with the beneficiary and/or information submitted by the beneficiary's provider.
4. Column 9: Multiply the total minutes assigned for the task in Columns 3, 5, or 7 by the frequency with which the task is performed (Column 8) to arrive at the total minutes per week. Insert that product in Column 9.
5. Column 10: If the beneficiary is receiving assistance with the task from another source such as (a) informal caregivers (e.g., relatives, neighbors, and friends), (b) community-based agencies such as Meals on Wheels, and/or (c) Medicare or a Medicare Advantage health plan), calculate approximately how many of the assigned minutes for the task are being performed by the other source (e.g., 45 minutes for bathing because the beneficiary's mother needs total assistance and the daughter performs the entire bathing task once a week) and insert in Column 10. The amount of support with ADLs and IADLs provided by other sources is primarily calculated by the DHS nurse or contractor based on ARIA assessment results, during PCSP meetings with the participant, and from information supplied by providers.
6. Column 11: Subtract the number of Minutes of Assistance Per Week from Another Source in Column 10 from the number of Total Minutes Per Week in Column 9. Divide that number by 60 to arrive at the number of hours per week. Enter both minutes and hours per week in this column.
7. Column 12: Multiply the number of hours per week in Column 11 by 4.334 to arrive at the number of hours per month.