

Functional Index Rankings & Hourly Task Guidelines

As an IHSS applicant/recipient, it is helpful to know what In-Home Supportive Services (IHSS) Functional Index (FI) Rankings are and how they impact your assessment. The FI Rankings range from 1 to 6 (see below description) and indicate the level of assistance you need to perform tasks safely. A county IHSS social worker will assign a rank to each service category, as needed, to help determine the amount of assistance needed.



Rank 1: Independent. Able to perform function without human assistance.

Rank 2: Able to perform a function but needs verbal assistance, such as reminding, guidance, or encouragement

Rank 3: Can perform the function with some human assistance, including, but not limited to, direct physical assistance from a provider

Rank 4: Can perform a function but only with substantial human assistance

Rank 5: Cannot perform the function, with or without human assistance

Rank 6: Requires Paramedical Services (prescribed by a licensed health care professional)

For more information, contact your local county IHSS office.

**INSERT COUNTY CONTACT
INFORMATION HERE**

Hourly Task Guidelines

Social workers also use Hourly Task Guidelines (HTGs) as specified in State regulations to determine the appropriate time needed in each service category. **Regulatory Authority:** Manual of Policies and Procedures (MPP) section 30-757.11 through 30-757.14(k)

Service Category	Rank2 (Low)	Rank 2 (High)	Rank 3 (Low)	Rank 3 (High)	Rank 4 (Low)	Rank 4 (High)	Rank 5 (Low)	Rank 5 (High)
Preparation of Meals	3:01	7:00	3:30	7:00	5:15	7:00	7:00	7:00
Meal Clean-up	1:10	3:30	1:45	3:30	1:45	3:30	2:20	3:30
Bowel and Bladder Care	0:35	2:00	1:10	3:20	2:55	5:50	4:05	8:00
Feeding	0:45	2:18	1:10	3:30	3:30	7:00	5:15	9:20
Routine Bed Baths	0:30	1:45	1:00	2:20	1:10	3:30	1:45	3:30
Dressing	0:34	1:12	1:00	1:52	1:30	2:20	1:54	3:30
Ambulation	0:35	1:45	1:00	2:06	1:45	3:30	1:45	3:30
Transfer	0:30	1:10	0:35	1:24	1:06	2:20	1:10	3:30
Bathing, Oral Hygiene, and Grooming	0:30	1:55	1:16	3:09	2:21	4:05	3:00	5:06

Services with Regulatory Caps

Service Category	Time
Menstrual Care	0:17 – 0:48
Rubbing Skin, Repositioning	0:45 – 2:48
Care & Assistance with Prosthesis	0:28 – 1:07
Domestic Services	6:00 total per month per household unless adjustments apply

Service Category	Time
Shopping for Food	1:00 per week per household unless adjustments apply
Other Shopping & Errands	0:30 per week per household unless adjustments apply
Laundry	Facilities within the home – 1:00 total per week per household unless exception occurs Out of home facilities – 1:30 per week per household

NOTE: Current MPP regulations define the HTGs in decimal format, e.g., **1.50 hours**. To align service assessment/authorization with CMIPS II data entry, time allocations are re-formatted to **hours:minutes**. This change in format does not contradict current program regulation and reduces confusion regarding the entry of time into CMIPS II. [MPP sections 30-757.11 through 30.757.14(k)]