

SCHEDULE D – PERSONAL CARE ASSISTANCE SCORING TEMPLATE
(Section 2)

INSTRUCTIONS FOR SCORING PERSONAL CARE ACTIVITIES
LISTED IN FUNCTIONAL REPORT

NOTE: For victims who are under 16 years of age, please refer to Item 23 below and "Instructions for Scoring with the Developmental Scale".

Level of Assistance Needed

A Independent

The victim can safely complete all of the activity, or the relevant components of the activity, with modifications or adaptive aids if necessary, but without physical or verbal assistance.

B Partially Dependent

The victim can safely complete parts of the activity, or of the relevant components of the activity, with modifications or adaptive aids if necessary. Physical or verbal assistance by another person is required to complete the full activity. The victim may require supervision, set-up or minimal to moderate assistance for part of the activity. Where applicable please score under these headings:

B Min: The victim requires physical or verbal assistance with up to 25% of the activity.

B Mod: The victim requires physical or verbal assistance with up to 50% of the activity.

B Max: The victim requires physical or verbal assistance with up to 75% of the activity.

C Completely Dependent

The victim is completely dependent on the physical or verbal assistance of another person to carry out the activity.

Score Sheet

Choose the score that best reflects the level of assistance that is required by the victim. Scores should reflect the ability of the victim to perform the activities once all approved assistive devices or modifications have been implemented.

CRITERIA FOR SCORING PERSONAL CARE ACTIVITIES

SECTION 1

Level 1 Activities – Home and Community Management

1. Meal Preparation: Breakfast includes preparing breakfast safely for self and related components such as accessing food, table set-up and clean-up.
2. Meal Preparation: Lunch includes preparing lunch safely for self and related components such as accessing food, table set-up and clean-up.
3. Meal Preparation: Dinner includes preparing dinner safely for self and related components such as accessing food, table set-up and clean-up. If the victim's main meal is a meal other than dinner, score that meal accordingly here.
4. Light Housekeeping includes performing light housekeeping duties such as sweeping, dusting and general tidying of the home.
5. Heavy Housecleaning includes performing major housecleaning activities such as vacuuming, washing floors, garbage disposal, cleaning appliances and bathrooms and making beds. This also includes annual cleaning such as windows, walls, ceilings, curtains and carpets.
6. Laundry includes access to and use of the laundry area, and performing related duties such as carrying a basket of clothes, taking laundry out of the appliance, ironing and folding clean clothes.

Partially Dependent example

- the victim can only fold and/or iron and cannot do other parts of activity (e.g. carrying basket up/down stairs, lifting items out of washer/dryer).

Completely Dependent example

- the victim is unable to physically access laundry area or assist in folding clothes.

7. Yard Work includes outdoor home maintenance activities such as raking leaves, mowing lawn, snow removal, wood chopping (only if wood is the main source of heat) and cleaning eavestroughs. This is only to reflect essential needs and not activities of an aesthetic nature. Examples of activities that are not included are painting and pool maintenance.
8. Community Outings includes purchasing necessary supplies for the home or for personal use such as groceries, clothes, hardware equipment, etc. It includes accessing public services and neighbourhood facilities (e.g. banks, stores, community centres), planning and carrying out shopping trips, attending medical appointments and other appointments associated with personal care. It also includes the victim's ability to use public transportation when required to complete the community outing.
9. Financial Management includes accessing funds and completing transactions at a financial institution or by other means and managing finances independently.

Level 2 Activities – Mobility and Self-Care

10. Transfers: Bed Mobility includes the ability to get into and out of the bed, as well as adjust body position or turn self or raise self in bed from lying to sitting.

Partially Dependent example

- the victim needs assistance with getting into and out of bed but can adjust body position or turn independently.

11. Transfers: Vehicle includes the ability to get into and position self in a vehicle, do up seatbelt, store mobility aid and transfer out of vehicle.

Partially Dependent examples

- the victim needs assistance with putting walker, wheelchair, crutches in the car.
- the victim needs partial assistance with transfer or seatbelt.

Completely Dependent examples

- the victim needs special transportation service.
- the victim needs assistance with all components of the vehicle transfer.

12. Transfers: Two Person or Hoyer lift - The victim needs a Hoyer lift, ceiling track lift or two persons to perform dependent transfer. (Note: if this item is applicable to the victim, he or she automatically scores as C – Completely Dependent.)

13. Home Access includes access to/use of all household equipment (such as TV, phone, radio/alarm, computer and thermostat). It also includes transferring to/from different surfaces such as from a wheelchair to a chair or couch.

14. Stair Use includes ascending and descending indoor stairs in the victim's home.

Partially Dependent example

- the victim needs assistance with 4 or more stairs but can ascend or descend up to 3 stairs independently.

Completely Dependent example

- the victim cannot ascend or descend stairs without another person present (e.g. stand-by assist).

15. Outdoor Home Access includes ability to ascend and descend outdoor stairs or ramp into the home.

Partially Dependent example

- the victim needs assistance with 4 or more stairs but can ascend or descend up to 3 stairs independently.

Completely Dependent example

- the victim cannot ascend or descend stairs without another person present (e.g. stand-by assist).

16. Eating/Drinking includes the use of utensils (modified, adaptive or regular) to bring food or drink to the mouth once the meal is presented. Can also include eating/drinking by special equipment such as nasogastric tube or gastrostomy. Set-up is not included in this task, but is accounted for in meal preparation.

Partially Dependent example

B Min: the victim needs assistance with use of utensils (e.g. cutting food).

17. Grooming/Hygiene includes oral care, hair grooming (not hair washing), washing hands and face, shaving, nail care and/or applying make-up and use of tools associated with each of these components.

18. Dressing/Undressing includes set-up of clothes, lower and upper body dressing, and fasteners, buttons, zippers, bras, hosiery and shoes.

Partially Dependent examples

B Min: the victim needs assistance with socks and shoes, fasteners, buttons, zippers or bras.

B Mod: the victim needs assistance with entire upper body dressing or lower body dressing, but not both.

B Max: the victim needs assistance with most upper body dressing and lower body dressing, but the victim can complete one or two components of the activity independently.

19. Orthotic/Prosthetics includes assistance in donning or doffing any orthotic or prosthetic device, including the application of any ointment or support garment required for the use of the prosthetic or orthotic device. Examples include slings, splints, braces and tensor bandages. The application of consumable medical supplies such as wound dressings and/or sanitary garments is not included. (Score according to the degree of assistance required.)

20. Bathing/Showering includes bathing (washing, rinsing and drying) the body and hair either in the tub, shower or sponge/bed bath. It also includes tub or shower transfer. Victims who require the use of a Hoyer lift or two person transfer score additional points under item #12.

Partially Dependent examples

B Min: the victim needs supervision, stand-by assistance or minimal hands-on assistance for transfer into and out of the tub or shower, but can do all other components of the activity.

B Min: the victim can transfer independently but needs assistance with hair washing or set-up.

B Mod: the victim needs partial assistance with transfer and washing, rinsing or drying some parts of his or her body.

B Max: the victim needs assistance with transfer and most, but not all, washing, rinsing and drying of his or her body.

21. Toileting includes the victim's ability to transfer on/off the toilet, maintain genital/perineal hygiene (access and use toilet paper), change sanitary garments and perform clothing adjustments. It also includes the use of a urinal or bedpan. Toileting does not necessarily have to occur in the bathroom. It could be done using a bedside commode. Emptying of a commode, bedpan, colostomy bag or a urinal is also to be considered toileting.

Partially Dependent example

- the victim needs partial assistance with transfer on or off the toilet, removing clothes or emptying of a commode, bedpan or urinal.

Level 3 Activities – Bowel and Bladder Care

22. Diaper, catheter or disimpaction includes use of diapers, and the victim's ability to catheterize and disimpact.

Partially Dependent example

- the victim can self-catheterize, but needs assistance with disimpaction.

Completely Dependent example

- the victim needs assistance with diapers or with both catheterization and disimpaction.

SECTION 2 – Supervision

23. Supervision applies when the victim requires basic or skilled supervision for behavioural or medical issues that are not covered in Section 1, such as supervision in the home during the day or during sleeping hours. The victim cannot be left alone.

Guidelines for Scoring Supervision for Children

No child is to be given a score under Section 2: Supervision unless the child requires extra supervision beyond what is normal for his or her age and pre-accident medical condition. Overnight supervision is only available if it is medically required.

For example:

- a pre-school child would normally attend day care, but cannot due to his or her injuries. The parent or guardian must hire a specialized caregiver so that the parent or guardian is able to attend work. The expense of that specialized caregiver is eligible for coverage.
- a parent or guardian has another child to take to after-school activities, and would normally bring the injured child along but cannot due to the child's injuries. The expense of the extra supervision required while the parent is attending to the needs of the other child is eligible for coverage.

INSTRUCTIONS FOR SCORING WITH THE DEVELOPMENTAL SCALE

The Developmental Scale applies to victims who are under 16 years of age. In such cases, the Developmental Scale is used to weight the scores allowed on the Score Sheet for the applicable activities in the Functional Report.

Assessors should identify the column under which the child's age falls for each activity and review the guidelines for scoring Personal Care Assistance set out below the chart. If the child has a condition unrelated to the accident that affects his or her ability to perform the activities, the Assessor should adjust the scale to account for any developmental delays or disabilities. Adjustments should also be made based on the level at which the child was performing prior to the accident and when the child would likely have been able to perform an activity had the accident not occurred.

SECTION 1 – PERSONAL CARE ACTIVITIES	Independence of the child (chronological age)		
	Completely Dependent	Partially Dependent	Independent
LEVEL 1 Activities – Home and Community Management			
1. Meal Preparation: Breakfast	0 to 11	12 to 15	16 or +
2. Meal Preparation: Lunch	0 to 11	12 to 15	16 or +
3. Meal Preparation: Dinner	0 to 11	12 to 15	16 or +
4. Light Housekeeping	0 to 15	N/A	16 or +
5. Heavy Housecleaning	0 to 15	N/A	16 or +
6. Laundry	0 to 15	N/A	16 or +
7. Yard Work	0 to 15	N/A	16 or +
8. Community Outings	0 to 15	N/A	16 or +
9. Financial Management	0 to 15	N/A	16 or +
LEVEL 2 Activities – Mobility and Self-Care			
10. Transfers: Bed Mobility	0 to 2 ½	2 ½ to 5	6 or +
11. Transfers: Vehicle	0 to 2 ½	2 ½ to 5	6 or +
12. Transfers: Two Person or Hoyer Lift	N/A	N/A	0+
13. Home Access	0 to 8	9 to 12	13 or +
14. Stair Use	0 to 1 ½	1 ½ to 3 ½	3 ½ or +
15. Outdoor Home Access	0 to 2 ½	2 ½ to 4	4 or +
16. Eating/Drinking	0 to 2	3 to 6	7 or +
17. Grooming/Hygiene	0 to 3	4 to 6	7 or +
18. Dressing/Undressing	0 to 4	5 to 8	9 or +
19. Orthotic/Prosthetics	0 to 4	5 to 8	9 or +
20. Bathing/Showering	0 to 3	4 to 6	7 or +
21. Toileting	0 to 2 ½	2 ½ to 6	6 or +
LEVEL 3 Activities – Bowel and Bladder Care			
22. Diaper, catheter, disimpaction	N/A	N/A	0+

GUIDELINES FOR SCORING SECTION 1 PERSONAL CARE ACTIVITIES

Completely Dependent:

The child's contribution to the activity is minimal. The parent or guardian must be present at all times to carry out the activity safely and effectively.

Scoring: if the child's age falls under the "Completely Dependent" column, then he or she does not qualify for funding for that activity.

In the case of Level 1 Activities - Home and Community Management, except for meal preparation, a child under 16 is not eligible for a partial score or a full score even if he or she was doing the activity prior to the accident.

For example, a 14-year-old who mowed the grass before the accident would not be given a score for this activity because of his or her age.

Partially Dependent:

The child's contribution to the activity is significant. However, the parent or guardian must be involved regularly with verbal or physical assistance to ensure the activity is carried out safely and effectively.

Scoring: if the child's age falls under the "Partially Dependent" column then he or she does not qualify for a "Completely Dependent" score. At most, the child can qualify only for the top range of the "Partially Dependent" score (i.e. "B Max").

No score should be awarded unless, as a result of the accident, the child requires assistance greater than that which would otherwise be appropriate at his or her age in accordance with the Developmental Scale.

For example:

- a 4-year old who is partially dependent for toileting after the accident would not receive a score since that level of assistance is appropriate at the child's age under the Developmental Scale.
- a 7-year-old who is entirely dependent on assistance for dressing after the accident would only receive a partially dependent score, because of his or her age, even if before the accident the child dressed independently.

Independent:

The child is able to carry out the activity safely and effectively. The parent or guardian does not have to be involved on a regular basis.

Scoring: if the child's age falls under the "Independent" column on the Developmental Scale, he or she should be given the appropriate "Partially Dependent" score or "Completely Dependent" score for the activity in question without reference to, or weighting for, the child's age.

For example, a 14-year-old with a C4 quadriplegia injury was responsible for preparing his or her own breakfast before the accident. This child will receive a "Completely Dependent" score for grooming/hygiene. But, because of the child's age, he or she cannot qualify for more than a "Partially Dependent" score for "Meal Preparation: Breakfast".

GUIDELINES FOR REASSESSMENTS OF CHILDREN

The Developmental Scale is to be applied on the first assessment, but an activity is to receive a score only if the child was actually performing the activity prior to the accident.

On second and subsequent assessments, the activity will be scored in accordance with the child's age and the Developmental Scale. The only exception to this occurs when there is clear evidence that the child would not have been performing the activity, either partially or completely, at the age indicated in the Developmental Scale even if the accident had not happened. Relevant evidence that the child would not have performed the activity even if the accident had not happened includes the presence of debilitating pre-existing conditions and the roles of other children in the family.

For example, a 2-year old was not dressing him or herself independently before the accident. If the child's injuries still prevent him or her from performing the activity at age five, the child will then become eligible for partial funding for the activity.

SCORE SHEET FOR PERSONAL CARE ACTIVITIES

Section 1 – Personal Care Activities						
LEVEL 1 ACTIVITIES - HOME AND COMMUNITY MANAGEMENT						
Activity	Score					
1. Meal Preparation: Breakfast	N/A 0	A 0	B Min 1	B Mod 2	B Max 3	C 4
2. Meal Preparation: Lunch	N/A 0	A 0	B Min 1.5	B Mod 3	B Max 4.5	C 6
3. Meal Preparation: Dinner	N/A 0	A 0	B Min 2	B Mod 4	B Max 6	C 8
4. Light Housekeeping	N/A 0	A 0	B		C	
			3		6	
5. Heavy Housecleaning	N/A 0	A 0	B		C	
			3		3	
6. Laundry	N/A 0	A 0	B		C	
			1		2	
7. Yard Work	N/A 0	A 0	B		C	
			3		3	
8. Community Outings	N/A 0	A 0	B		C	
			3		3	
9. Financial Management	N/A 0	A 0	B		C	
			3		1	
Total Score for Level 1						

LEVEL 2 ACTIVITIES - Mobility and Self-Care						
Activity	Score					
10. Transfers: Bed Mobility	N/A 0	A 0	B 3		C 6	
11. Transfers: Vehicle	N/A 0	A 0	B 2		C 4	
12. Transfers: Two Person or Hoyer Lift	N/A 0	A 0	B 0		C 6	
13. Home Access	N/A 0	A 0	B 3		C 5	
14. Stair Use	N/A 0	A 0	B 1.5		C 3	
15. Outdoor Home Access	N/A 0	A 0	B 1		C 2	
16. Eating/Drinking	N/A 0	A 0	B Min 4		C 16	
17. Grooming/Hygiene	N/A 0	A 0	B 2		C 3	
18. Dressing/Undressing	N/A 0	A 0	B Min 1.5	B Mod 3	B Max 4.5	C 6
19. Orthotic/Prosthetics	N/A 0	A 0	B 2		C 3	
20. Bathing/Showering	N/A 0	A 0	B Min 2	B Mod 4	B Max 6	C 8
21. Toileting	N/A 0	A 0	B 6		C 12	
Total Score for Level 2						
LEVEL 3 ACTIVITIES - BOWEL AND BLADDER CARE						
Activity	Score					
22. Bowel and Bladder Care Catheter Disimpaction Diapers	N/A 0	A 0	B 8		C 16	
Total Score for Level 3						

Section 2 - Supervision Requirements

Activity	Score
23. Supervision	$\frac{\text{Average number of hours of supervision per day}}{\text{Average number of hours of supervision per day}} \times 12 = \underline{\hspace{2cm}}$
Total Supervision Score	

ENTITLEMENT CALCULATION

Each of the activities has been assigned a level depending on the type of care provider needed to perform the activity. Weighting factors have been determined based on the relative cost of each type of care provider.

Personal Care Activities	Score	X	Weighting Factor	=	Weighted Score
Level 1 Home & Community Management	_____	X	1.0	=	_____
					<i>(line 1)</i>
Level 2 Mobility & Self-Care	_____	X	1.05	=	_____
					<i>(line 2)</i>
Level 3 Bowel & Bladder Care	_____	X	2.54	=	_____
					<i>(line 3)</i>
Supervision Requirements (average hours/day X 12)	_____	X	1.0	=	_____
					<i>(line 4)</i>

Total Score _____
(sum of individual scores for *(line 5)*
each level and supervision)

Total Weighted Score _____
(sum of lines 1, 2, 3 and 4) *(line 6)*

Any victim with a total weighted score of 89 or above *(line 6)* is automatically entitled to the maximum coverage, and there is no need to complete any further calculations in those circumstances.

If the total weighted score is less than 89, divide *line 6* by 89 _____
(line 7)

Multiply *line 7* by the indexed monthly maximum for Personal Care Assistance, as prescribed in section 131 of the Act. _____
(line 8)

Minimum Score:

Line 5 must be 9 or higher without rounding before the victim qualifies for funding.

Entitlement:

Equals the amount set out in *line 8* (rounded to the nearest dollar).