

National HACCC Functional Assessment Instrument

Part 1: Self Care Functional Assessment¹

Unique Client ID _____

Date assessed _____

Item	Score	Item	Scoring instructions	Score
1: Bowels	0	Incontinent (or needs to be given enema)	Rate based on the last week.	
	1	Occasional accident (once/week)	If needs enema from nurse, then incontinent.	
	2	Continent	Occasional = once a week.	
2: Bladder	0	Incontinent, or catheterised and unable to manage	Rate based on the last week.	
	1	Occasional accident (max. once per 24 hours)	Occasional = less than once a day.	
	2	Continent (for over 7 days)	A person with a catheter who can completely manage the catheter alone is scored 'continent'.	
3: Grooming	0	Needs help with personal care	Rate based on the last week.	
	1	Independent face/hair/teeth/shaving	Refers to personal hygiene: doing teeth, fitting false teeth, doing hair, shaving, washing face. Implements can be provided by helper.	
4: Toilet use	0	Dependent	With help = can wipe self and do some of the other listed activities.	
	1	Needs some help, but can do something alone.		
	2	Independent (on and off, dressing, wiping). Should be able to reach toilet/commode, undress sufficiently, clean self, dress and leave.		
5: Feeding	0	Unable	Help = food cut up, consumer feeds self.	
	1	Needs help cutting, spreading butter etc.		
	2	Independent (food provided in reach). Able to eat any normal food (not only soft food). Food cooked and served by others. But not cut up.		
6: Transfer (from bed to chair and back)	0	Unable - no sitting balance	Dependent = no sitting balance (unable to sit); two people to lift. Major help = one strong/skilled, or two normal people. Can sit up. Minor help = one person easily, OR needs any supervision for safety.	
	1	Major help (one or two people, physical), can sit.		
	2	Minor help (verbal or physical)		
	3	Independent		
7: Mobility	0	Immobile	Refers to mobility about the house or ward, indoors. May use aid. If in wheelchair, must negotiate corners/doors unaided. Help = by one, untrained person, including supervision/moral support.	
	1	Wheelchair independent including corners etc.		
	2	Walks with help of one person (verbal or physical)		
	3	Independent (but may use any aid, eg. stick)		
8: Dressing	0	Dependent	Should be able to select and put on all clothes, which may be adapted. Half = help with buttons, zips, etc. (check!), but can put on some garments alone.	
	1	Needs help, but can do about half unaided		
	2	Independent (including buttons, zips, laces, etc.)		
9: Stairs	0	Unable	May carry any walking aid to be independent.	
	1	Needs help (verbal, physical, carrying aid)		
	2	Independent up and down		
10: Bathing (or showering)	0	Dependent	Usually the most difficult activity. Must get in and out unsupervised, and wash self. Independent in shower = independent if unsupervised/unaided	
	1	Independent (or in shower)		
Total score (out of 20)				

¹ The 20 point Modified Barthel Index (Collins scoring)

Part 2: Domestic Functioning Assessment in Activities of Daily Living²

Unique Client ID _____

Date assessed _____

Item number	Item	Score	Task	Score
1	Telephone	1	Cannot use telephone at all	
		2	Can answer telephone but cannot dial	
		3	Can dial a few well-known numbers. Includes dialling only numbers that can be speed dialled.	
		4	Can operate telephone on own initiative - looks up and dials numbers etc. Includes use of TTY machine if no other assistance required.	
2	Shopping (do not include transport here –rate at item 6)	1	Completely unable to shop	
		2	Needs to be accompanied on any shopping trip	
		3	Can shop independently for small purchases	
		4	Can take care of all shopping needs independently	
3	Food preparation	1	Needs to have meals prepared and served	
		2	Can heat and serve prepared meals, or can prepare meals but not does maintain adequate diet (see note below)	
		3	Can prepare adequate meals if supplied with ingredients	
		4	Can plan, prepare, serve adequate meals independently	
4	Housekeeping	1	Cannot participate in any housekeeping tasks	
		2	Can perform some light daily tasks but not at a level necessary to maintain an acceptable standards of cleanliness (see note below)	
		3	Can perform light daily tasks eg dishwashing, dusting	
		4	Can maintain house independently	
5	Laundry (excludes ironing)	1	All laundry must be done by others	
		2	Can launder small items - rinses socks, stockings etc	
		3	Can do personal laundry but needs help with heavier items such as bedding and towels	
		4	Can do personal laundry completely	
6	Mode of transportation	1	Requires manual assistance from more than 1 person or does not travel at all	
		2	Travel limited to taxi or automobile with assistance of one other person	
		3	Can travel on public transportation when assisted or accompanied by another	
		4	Can travel independently on public transportation or can drive own car. Includes arranging own travel via taxi but not otherwise using public transport.	
7	Responsibility for own medications	1	Is not capable of dispensing own medication	
		2	Can take responsibility if medication is prepared in advance in separate dosages	
		3	Can take responsibility for taking medications in correct dosage at correct time	
8	Ability to handle finances	1	Incapable of handling money	
		2	Can manage day-to-day purchases, but needs help with banking, major purchases etc	
		3	Can manage financial matters independently (budgets, writes cheques, pays rent, bills, goes to bank), collects and keeps track of income	
Total score (out of 30)				

General rating instructions

- Rate what the person is currently capable of doing rather than what they actually do. In assessing capability, take into account not only physical function but also cognition (such as problems caused by dementia or an intellectual disability) and behaviour (such as unpredictable challenging behaviour). Consumers able to complete a task with verbal prompting should not be rated as independent (and therefore should be rated as a 2 or a 3).
- In rating an item that is irrelevant (for example, the person does not have a phone or has no shops in the vicinity or does not use any medications), rate based on what the person would be capable of doing if the item was actually relevant to their situation.
- When assessing issues such as whether diet is adequate or there are acceptable standards of cleanliness, take into account the person's social and cultural context. Rate based on what is adequate or acceptable in that context and not in your own.

² Scale based on original Lawtons IADL scale, but modified by the CHSD specifically for use in the HACC program.

Part 3: Behavioural functioning assessment³

Unique Client ID _____

Date assessed _____

Number	Item	Score	Implications for carers and/or community service providers	Score
1	PROBLEM WANDERING OR INTRUSIVE BEHAVIOUR			
	Extensively	1	Requires monitoring for recurrence and supervision	
	Intermittently	2	Requires monitoring for recurrence and then supervision on less than a daily basis	
	Occasionally	3	Requires monitoring but not regular supervision	
Not applicable	4	Does not require monitoring (consumer has not engaged in the behaviour in the past)		
2	VERBALLY DISRUPTIVE OR NOISY			
	Extensively	1	Requires monitoring for recurrence and supervision	
	Intermittently	2	Requires monitoring for recurrence and then supervision on less than a daily basis	
	Occasionally	3	Requires monitoring but not regular supervision	
Not applicable	4	Does not require monitoring (consumer has not engaged in the behaviour in the past)		
3	PHYSICALLY AGGRESSIVE			
	Extensively	1	Requires monitoring for recurrence and supervision	
	Intermittently	2	Requires monitoring for recurrence and then supervision on less than a daily basis	
	Occasionally	3	Requires monitoring but not regular supervision	
Not applicable	4	Does not require monitoring (consumer has not engaged in the behaviour in the past).		
4	EMOTIONAL DEPENDENCE			
	Extensively	1	Requires monitoring for recurrence and supervision	
	Intermittently	2	Requires monitoring for recurrence and then supervision on less than a daily basis	
	Occasionally	3	Requires monitoring but not regular supervision	
Not applicable	4	Does not require monitoring (consumer has not engaged in the behaviour in the past)		
5	DANGER TO SELF OR OTHERS			
	Extensively	1	Requires monitoring for recurrence and supervision	
	Intermittently	2	Requires monitoring for recurrence and then supervision on less than a daily basis	
	Occasionally	3	Requires monitoring but not regular supervision	
Not applicable	4	Does not require monitoring (consumer has not engaged in the behaviour in the past)		
Total score (out of 20)				

General rating instructions

1. Take into account all sources of information (discussion with the consumer and carers, staff etc as well as what you observe).
2. If you have insufficient information to make a rating, rate 4 'not applicable'.
3. **Not applicable** means that you learn of no circumstances in which the consumer has engaged in the behaviour in the past.
4. **Monitoring** means that you learn of circumstances in which the consumer has engaged in the behaviour in the past. Current and future service providers will need to observe the consumer, be aware when similar circumstances occur and take appropriate intervention to prevent the recurrence of the behaviour.
5. **Supervision** means that current or future service providers will need to ensure that specific situations or triggers which are likely to give rise to the behaviour do not occur, or are managed in ways to minimise the likelihood of occurrence.
6. **Daily** means during a twenty four hour period.
7. **Question 1** includes night wandering and also to the consumer wandering from home or, while wandering, interfering with other people or their belongings.
8. **Question 2** includes abusive language and verbalised threats directed at family, carers, neighbours or a member of staff. It also includes a consumer whose behaviour causes sufficient noise to disturb other people. That noise may be either (or a combination of) vocal, or non-vocal noises such as rattling furniture or other objects.
9. **Question 3** includes any physical conduct that is threatening and has the potential to harm a family member, a carer, a visitor or a member of staff. It includes, but is not limited to, hitting, pushing, kicking or biting.
10. **Question 4** is limited to the following behaviours: (a) active and passive resistance other than physical aggression (b) attention seeking (c) manipulative behaviour and/or (4) withdrawal.
11. **Question 5** refers only to high-risk behaviour. It includes behaviour requiring supervision or intervention and strategies to minimise the danger. Examples of such behaviour include unsafe smoking habits, walking without required aids, leaning out of windows, self-mutilation and suicidal tendencies. This question is about behaviour and does not apply where a consumer has a medical condition that might lead to injury, for example, through fitting or loss of consciousness. It does not apply to a range of behaviours which might in the longer term be considered as damaging or health reducing such as smoking generally or non-compliance with a specialised diet. It applies where there is an imminent risk of harm.

³ Items from the Australian RCS with instructions modified for use in a community setting

This page deliberately left blank

Part 4: The cognitive assessment⁴

Unique Client ID _____ **Date assessed** _____

(Complete only if you are trained in the MMSE. Otherwise leave blank)

ORIENTATION:	SCORE	POINTS
What is the year?	[]	1
What is the season?	[]	1
What is the date?	[]	1
What is the day of the week?	[]	1
What is the month?	[]	1
What city/town are we in?	[]	1
What state are we in?	[]	1
What country are we in?	[]	1
What town/suburb are we in?	[]	1
What is the address?	[]	1
REGISTRATION:		
Name three objects, taking one second to say each. Then ask the person to repeat them. Give one point for each correct answer. 'Apple Table Penny.'		
Repeat the answers (up to six times) until the person learns them	[]	3
ATTENTION AND CALCULATION:		
	[]	5
A Ask the person to subtract 7 from 100, then subtract 7 from the answer. Keep subtracting 7 until they reach 65. (93, 86, 79, 72, 65).		
B Ask the person to spell the word WORLD backwards		
NB *Subjects are given both A and B, record the highest score		
RECALL:		
Ask the person: "Now what were the three words I asked you to remember?"	[]	3
LANGUAGE:		
Naming: What is this called? (Show the person a wrist watch)	[]	2
What is this called? (Show the person a pencil)		
Repetition: Have the person repeat "No ifs, ands or buts".	[]	1
Allow only one trial.		
Reading: Have the person read and do the following command as printed on the back of this form ('CLOSE YOUR EYES')	[]	1
3 stage command: Have the person follow a 3 stage command: 'Take a paper in your right hand, fold the paper in half using both hands, and put the paper down using your left hand'.	[]	3
Writing: Have the person write a short sentence. Do not dictate a sentence, it is to be written spontaneously. It must contain a subject and verb and be sensible. Correct grammar and punctuation are not necessary.	[]	1
Copying: Now copy the design that you see printed (design on back of this form). The results must have 5 sided figures with intersection forming a four sided figure. Ignore tremor and rotation	[]	1
TOTAL	[]	30

CLOSE YOUR EYES

