



STATE OF MARYLAND

**DHMH**

Office of Health Services  
Medical Care Programs

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Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

# **A Guide to the 3871B**

## **Instructions for Completing the Application to Determine Medical Eligibility for Medical Assistance Long Term Care Programs**

**Long Term Care and Community Support  
Services Administration  
Office of Health Services,  
Maryland Medicaid Program**

If you have questions, or need further information, please call the Division of Long Term Care  
(410) 767-1736

Item # and Explanation	Detailed Instructions
<b>Part A</b>	
1. Requested Eligibility Date	The date you want Medicaid to begin paying for the services. If you don't know, put today's date.
2. Admission Date	The date the individual is admitted to your facility. If the individual is not admitted yet, or you are not a facility, leave this blank.
3. Facility MA Provider # (Number)	Maryland MA Provider # or Name of Facility
4. Check Service Type	Check the program for which you are applying. Check ONE only (a, b, c, d, or e) Check or write in "recert" or "initial" for day care, Older Adults Waiver, Living at Home Waiver and PACE.
<b>Part B</b>	
1. Client Information:	This refers to the individual for whom you are requesting a level of care
a. Last Name	Last name of individual
b. First Name	First name of individual
c. MI	Middle initial of individual – if he/she doesn't have a middle initial, or you don't know the middle initial, leave this blank.
d. Sex	M or F-Circle one. M=Male F=Female
e. SS#	Social Security number of the individual
f. MA#	Maryland Medical Assistance number for the individual. If none, leave blank. If the individual's family/representative has applied to Medical Assistance (by going to the Social Service Department in their county, for example), but they have not yet been assigned an MA number, enter the word, "Pending" in this space. Pending only applies to those individuals who actually have an appointment scheduled or have already met with the Social Service Department
g. DOB	Individual's date of birth
Individual's Address	Individual's permanent address. This is the individual's home address unless he/she no longer has a home, in which case the facility in which he/she resides would be the permanent address.
h. Address 1	Street address (e.g., 4 Rosamond Ave)
i. Address 2	Building number, apartment number, etc. (e.g., Apt 41)
j. City	City of residence (e.g., Baltimore)
k. State	State of residence (e.g., Maryland or MD)
l. Zip	5-digit postal zip code for individual's address (e.g., 21214)
m. Phone	Individual's telephone number –Area code and 7-digit phone number (e.g., 410-555-5555)
2. Current Location of Individual	This is where the individual is now. If the individual is home, write "at home."
a. Name of Facility	Name of the facility where individual is located now (e.g., Abigail Adams Hospital)
b. Address 1	Street address of facility (e.g., 4 Rosamond Ave)
c. Address 2	Building number, name of department or room (e.g., Carter Building, Room 304)
d. City	City where facility is located (e.g., Baltimore)
e. State	State where facility is located (e.g., Maryland or MD)

f. Zip	5-digit postal zip code for facility's address (e.g., 21214)
3. Next of Kin/Representative	The individual's next of kin or legal representative/guardian. This person will get copies of all denial letters. If you cannot determine the next of kin, write "unknown."
a. Last Name	Last name of next of kin/representative
b. First Name	First name of next of kin/representative
c. MI	Middle initial of next of kin/representative – if he/she doesn't have a middle initial, or you don't know the middle initial, leave this blank.
d. Address 1	Street address for next of kin/representative (e.g., 4 Rosamond Ave)
e. Address 2	Building number, apartment number, etc. (e.g., Apt 41)
f. City	City in which next of kin/representative resides (e.g., Baltimore)
g. State	State in which next of kin/representative resides (e.g., Maryland or MD)
h. Zip	5-digit postal zip code for address of next of kin/representative (e.g., 21214)
i. Phone	Next of kin's/representative's telephone number – Area code and 7-digit phone number (e.g., 410-555-5555)
4. Attending Physician	The primary care physician of the individual (i.e., the physician who provides routine preventive and ongoing care to the individual).
a. Last Name	Last name of the individual's physician
b. First Name	First name of the individual's physician
c. MI	Middle initial of the individual's physician. If the physician doesn't have a middle initial, or you don't know it, leave this blank.
d. Address 1	Street address for the individual's attending physician (e.g., 4 Rosamond Ave)
e. Address 2	Building number, room number, etc. for individual's attending physician (e.g., Carter Building, Suite 200)
f. City	City where individual's attending physician practices (e.g., Baltimore)
g. State	State where individual's attending physician practices (e.g., Maryland or MD)
h. Zip	5-digit postal zip code for address of individual's attending physician (e.g., 21214)
i. Phone	Physician's telephone number –Area code and 7-digit phone number (e.g., 410-555-5555)

<b>Part C</b>	
<p>1. Is there a diagnosis of Mental Retardation/related condition, or has the client received MR services within the past two years?</p> <p>Note: “related condition” means a condition that manifests itself before age 22 and causes severe, chronic disability that is likely to continue indefinitely <u>and</u> is attributable to cerebral palsy, epilepsy, or a condition closely related to mental retardation (not including mental illness).</p>	<p>Explanation:</p> <p>Has the individual had a diagnosis of mental retardation or related condition identified by a physician? If so, check YES.</p> <p>Has the individual received any MR services during the past two years, whether or NOT they have a written diagnosis of MR? If so, check YES. Otherwise check NO.</p>
<p>2. Is there any presenting evidence of mental illness?</p> <p>Please note: dementia/Alzheimer’s is NOT considered a mental illness.</p>	<p>Explanation:</p> <p>Has this individual been diagnosed by a physician with a serious mental illness diagnosable under DSM-III? If so, check YES. Otherwise check NO. If you check YES, check one or more types of mental illness diagnosed.</p>
<p>3. Has the client received inpatient services for mental illness within the past two years?</p>	<p>Explanation:</p> <p>If the individual has actually been admitted to a psychiatric hospital or unit for inpatient care (not psychiatric day treatment or emergency room) within the past two years, check YES. Otherwise check NO.</p>
<p>4. Is the individual on any medication for treatment of a major mental illness or psychiatric diagnosis?</p>	<p>Explanation:</p> <p>If the individual is on medication for treatment of serious mental illness (e.g., psychotropic medication, tranquilizers, antidepressants), check YES. Otherwise check NO. If you answered YES to this question, please answer question 4a.</p>
<p>4a. If YES, is the mental illness or psychiatric diagnosis controlled with medication?</p>	<p>Explanation:</p> <p>If the medication has stabilized the unwanted symptoms for this individual, check YES. If not, or if the physician is still adjusting dosages, or if the answer to question 4 is NO, check NO.</p>
<p>5. Is the client a danger to self or others?</p>	<p>Explanation:</p> <p>If the individual’s behavior indicates that he/she might place himself/herself or someone else in danger, check YES. Otherwise check NO.</p> <p>This question focuses on behavior. The inability to prepare meals, eat an adequate diet, perform routine activities of daily living, or take medications as directed due to dementia or physical limitations does not constitute a behavior problem.</p>
<b>Part D</b>	

<p><b>Table I-Skilled Services</b></p>	<p><b>These complex services require a physician's order and the skill of technical or professional personnel such as a registered nurse, licensed practical nurse, respiratory therapist, physical therapist, and/or occupational therapist. The service must be inherently complex such that it can be safely and effectively performed only by, or under the supervision of, professional or technical personnel. They cannot be performed by an untrained caregiver.</b></p> <p><b>For each space, fill in the number of days per week the individual receives the service (0-7). There must be a number entered in the space. Items listed under Rehabilitation and Extensive Services may overlap.</b></p>
<p>1. Tracheotomy care-all or part of the day</p>	<p>Explanation:</p> <p>If the individual has a tracheotomy and any care is provided by the staff for that trach, at least once a day, it counts as ONE day. (e.g., if you provide trach care at least once a day on every day of the week, enter a 7.)</p>
<p>2. Suctioning-Not including routine oral-pharyngeal suctioning, at least once a day</p>	<p>Explanation:</p> <p>This is deep endo-tracheal suctioning. It does not include suctioning saliva from the mouth or nasal passages (e.g., if you have to suction the trachea at least once a day on every day of the week, enter a 7. If you only have to suction 3 days a week, enter a 3).</p>
<p>3. IV Therapy: Peripheral or Central (not including self-administration)</p>	<p>Explanation:</p> <p>Fill in the number of days per week the individual will be receiving IV therapy or IV medications (0-7). This number should be a zero (0) unless the individual will continue to receive the IV therapy in the nursing facility, medical day care, waiver, or PACE program.</p> <p>If the IV therapy is only given in the hospital and will be discontinued upon to discharge, or if the individual is able to administer the IV therapy himself/herself, enter a zero (0).</p>
<p>4. IM/SC Injections: At least once a day (not including self-administration)</p>	<p>Explanation:</p> <p>If the individual receives an injection, ordered by the physician and given by the staff and is unable to administer the injection himself/herself, fill in the number of days per week at least one injection is given (0-7).</p> <p>If the individual will not be receiving the injection in the nursing facility, medical day care, waiver, or PACE program, or is able to administer the injection himself/herself, enter a zero (0).</p>

<p>5. Pressure Ulcer: Stage 3 or Stage 4 <b>AND</b> one or more skin treatments (including pressure relieving bed, nutrition or hydration intervention, application of dressing and/or medication)</p> <p>Note: “Stage 1” means demarcated, reddened area of the skin characterized by unbroken skin surface which feels warm, blanches to the touch and does not fade within 30 minutes after pressure has been removed.</p> <p>“Stage 2” means reddened area with a skin break involving partial thickness ulceration of the epidermis and a portion of the dermis with superficial circulatory and tissue damage. There is removal of an area of skin. Drainage is usually serous fluid.</p> <p>“Stage 3” means full thickness loss of skin which may or may not include the subcutaneous tissue level, produces serosanguinous drainage and is surrounded by inflamed skin.</p> <p>“Stage 4” means full thickness loss of skin with invasion of deeper tissue such as fascia, muscle, tendon, or bone; this consists of a deep, broken area with necrosis and white or gray soft tissue. Drainage is usually purulent and foul-smelling secondary to infection. The surrounding area may be inflamed and warm to touch. This stage may also include “tunneling” in which the area forms deep, narrow tunnels into the surrounding tissue.</p>	<p>Explanation:</p> <p>If the individual has a Stage 3 or Stage 4 pressure ulcer (an ulcer caused by pressure, not trauma), regardless of how many other pressure ulcers they might have AND receives an aseptic treatment to the Stage 3 or Stage 4 pressure ulcer area, ordered by a physician, fill in the number of days the treatment is given per week (0-7).</p> <p>If the individual has a Stage 1 or Stage 2 pressure ulcer and no Stage 3 or Stage 4 ulcer, enter a zero (0).</p> <p>If the individual does not receive a treatment ordered by the physician for a pressure ulcer, enter a zero (0).</p> <p>If the individual has a Stage 3 or Stage 4 pressure ulcer and is on a pressure-relieving bed (e.g., Clinitron or other) enter a seven (7). This does not include routine eggcrate or air mattresses.</p> <p>“Nutrition or hydration intervention” means tube feedings, IVs or special feedings recommended by a dietician and ordered by a physician, several times a day. These special feedings must be administered or monitored by a nurse or physician. (This does NOT mean routine oral supplements, such as Ensure.)</p> <p>“Treatment” means application of an aseptic dressing and/or medication to the pressure ulcer. This treatment must be ordered by a physician.</p>
<p>6. Wound Care: Surgical wounds or open lesions with one or more skin treatments per day</p>	<p>Explanation:</p> <p>“Wound care” means any other kind of open wound that isn’t a pressure ulcer. This includes but is not limited to non-healing surgical wounds, stasis ulcers, severe open cellulites, etc. This does NOT include minor skin rashes for which a topical treatment is ordered.</p> <p>"Skin treatments" means application of an aseptic dressing and/or medication to a wound skin area. The treatment must be ordered by a physician.</p> <p>Fill in the number of days per week the individual will be receiving treatment (0-7).</p> <p>If the individual is not receiving treatment for the wound area, enter a zero (0).</p>
<p>7. Tube Feedings: 51% or more of total calories or 500cc or more of fluid intake via tube</p>	<p>Explanation:</p> <p>Tube feedings are feedings ordered by a physician and administered by NG (nasogastric)/G (gastric) tube. The individual must receive at least 51% of his/her total daily caloric intake or 500 cc of fluid intake daily in order for it to count as a day.</p> <p>Fill in the number of days per week the individual receives tube feedings as defined above (0-7).</p>

<p>8. Ventilator care: Individual would be on a ventilator all or part of the day.</p>	<p>Explanation:</p> <p>Fill in the number of days per week the individual would be on a ventilator all or part of the day (0-7).</p>
<p>9 Complex Respiratory Services: Excluding aerosol therapy, spirometry, postural drainage or routine continuous O2 usage</p>	<p>Explanation:</p> <p>The individual is receiving respiratory services that require the supervision or direct care of a respiratory therapist, physical therapist or registered nurse. (e.g., an individual with frequent (more than once a week) bouts of respiratory failure or an individual on oxygen that is more than 2-3L/min maintenance, where monitoring, such as frequent blood gas measurements, by a health care professional is required). It includes, but is not limited to, an individual receiving IPPB or chest PT or nebulizer treatments requiring monitoring (not hand-held nebulizers).</p> <p>It includes but is not limited to individuals who require specialized instruction to be able to function within their own respiratory limitations (i.e., utilizing necessary equipment or receiving chest PT).</p> <p>Enter the number of days per week the individual will be receiving complex respiratory treatment (0-7).</p>
<p>10. Parenteral Feeding or TPN: Necessary for providing main source of nutrition</p>	<p>Explanation:</p> <p>The individual receives nutrients into the blood stream intravenously. The individual has a central catheter, a PICC line or another type of peripheral line through which they are receiving necessary nutrition. Fill in the number of days the individual is receiving the feeding (0-7).</p>
<p>11. Catheter Care: Not routine Foley</p>	<p>Explanation:</p> <p>Fill in the number of days per week the individual with a urinary catheter (Foley, suprapubic) requires more care than just routine emptying, cleansing or changing. The catheter would require, but is not limited to, frequent changes (once a week or more), irrigations at least two (2) times a week.</p>

12. Ostomy Care: New	<p>Explanation:</p> <p>The individual has a new ostomy (less than 60 days old) and requires treatment to the stoma (non-healing or infected) with dressing and/or medication.</p> <p>The individual with a new ostomy needs assistance with changing the bag, cleansing and monitoring of the healing of the stoma; is not able to care for ostomy without assistance of another person.</p> <p>Fill in the number of days per week ostomy care is given (0-7).</p> <p>If the ostomy is not new (i.e., over 60 days old), it will be addressed under continence in Part E.</p>
13. Monitor Machine: (for example, bradycardia or apnea)	<p>Explanation:</p> <p>The individual is on a monitor that will be used in the nursing facility, medical day care, waiver, or PACE setting, not in the acute hospital setting. This does not include blood pressure monitoring, blood glucose monitoring, or CPAP at night. If the monitor is used only in the hospital setting and will be discontinued upon discharge, enter a zero (0).</p> <p>Fill in the number of days the monitor is used per week (0-7).</p>
14. Formal Teaching/Training Program: Teach client or caregiver how to manage the treatment regime, perform self care or treatment skills for recently diagnosed condition ( <b>must be ordered by a physician</b> )	<p>Explanation:</p> <p>This is a program ordered by the physician to teach the individual or the family how to manage the treatment regime, perform self-care or treatment skills for a recently diagnosed condition (e.g., teaching self-injection and blood glucose monitoring for a newly diagnosed diabetic).</p> <p>Fill in the number of days per week during which there is formal teaching or training (0-7).</p>
<b>Table II- Rehabilitation</b>	<b>PT, OT and Speech Therapy Services. Must be current, ongoing treatment and must be necessary to restore function. Services must be provided or overseen by a licensed physical, speech, or occupational therapist.</b>
15. Extensive training for ADLs (restoration, not maintenance) including walking, transferring, swallowing, eating, dressing and grooming	<p>Explanation:</p> <p>This is restoration, not maintenance. The therapy is restoring one or more ADLs (walking, transferring, swallowing, eating, dressing or grooming) to previous improved level of independence. Fill in the number of days per week the individual receives therapy services (0-7).</p>

16. Amputation/Prosthesis Training: For new amputee	<p>Explanation:</p> <p>The individual receives therapy for a new amputation or training by a therapist in the use of a new prosthesis. Fill in the number of days per week the individual receives this therapy (0-7).</p>
17. Communication Training: For new diagnosis affecting the ability to communicate	<p>Explanation:</p> <p>This is an individual who has lost the ability to communicate due to a recent illness or injury (e.g., stroke, accident). The individual receives therapy by a speech therapist or occupational therapist to train/re-train him/her to speak again or communicate in some way. Fill in the number of days per week the individual receives the therapy (0-7).</p>
18. Bowel and Bladder Retraining Program: not including routine toileting schedule	<p>Explanation:</p> <p>The individual WAS continent prior to an acute illness or injury and now is NOT continent. Training is ordered by the physician and is provided by and monitored closely by a professional therapist or nurse to restore continence as much as is possible. This does not include routine toileting schedules, reminders, or the need to take the individual to the restroom.</p> <p>Fill in the number of days per week this training occurs (0-7).</p>
<b>Part E Functional Status</b>	
<b>Cognitive Status</b>	
1. Orientation to Person: Individual is able to state his/her own name	<p>Explanation:</p> <p>If when asked his/her own name, the individual can state his/her name, check YES.</p> <p>If the individual cannot speak, but it is obvious by facial expression or body language that he/she knows his/her own name, check YES. Otherwise check NO.</p>
2. Medication Management: Able to administer the correct medication, in the correct dosage, at the correct frequency without the assistance or supervision of another person.	<p>Explanation:</p> <p>If the individual does or COULD administer his/her medications, whether or not it is allowed, check YES. Otherwise check NO.</p>
3. Telephone Utilization: Able to acquire telephone numbers, place calls and receive calls without the assistance or supervision of another person	<p>Explanation:</p> <p>If the individual could make a phone call by himself/herself without the assistance of another person and could dial 911 in case of an emergency, check YES. Otherwise check NO.</p> <p>If the individual can make a phone call but cannot effectively communicate due to a language barrier, check YES.</p>

<p>4. Money Management: Can manage banking activity, bill paying, writing checks, handling cash transactions and making change without the assistance or supervision of another person</p>	<p>Explanation:</p> <p>If the individual COULD handle all of his/her own financial affairs without assistance, whether or not it is allowed, check YES. Otherwise check NO.</p>
<p>5. Housekeeping: Can perform the minimum of washing dishes, making bed, dusting, laundry and straightening up with the assistance or supervision of another person</p>	<p>Explanation:</p> <p>If the individual COULD do their own laundry, wash dishes, dust and straighten up the house or apartment, whether or not it is allowed, check YES.</p> <p>If they need help maintaining their house or apartment, check NO.</p>
<p>6. Mini mental exam Was the Folstein Mini Mental Exam administered?</p>	<p>The mini mental examination is an exam designed to identify dementia and the degree of dementia. There are 17 questions on the exam, for a total of 30 points. You should ask all 17 questions. <b>The questions must be asked in a language in which the individual is fluent.</b></p> <p>Was the <b>entire</b> test completed? Check YES or NO. Check YES only if all questions are answered. If YES, enter the score. If NO, check the closest reason why it was not given.</p> <ul style="list-style-type: none"> <li>• Visual loss-cannot see the questions</li> <li>• Hearing loss-cannot hear the questions</li> <li>• Loss of Motor Ability-unable to write</li> <li>• Language Barrier-no interpreter available</li> <li>• Refused-the individual refused to take the exam</li> <li>• Less than an 8<sup>th</sup> grade Education: Cannot understand the questions, not due to dementia, but due to lack of knowledge.</li> </ul> <p>If the majority – but not the entirety – of the test was complete, you may write in the partial score if you are using a paper copy of the 3871b. If you do so, please write the score to the left of where the score would be entered for a completed mini-mental exam and submit a copy of the exam itself. The partial score should be reported with a numerator and a denominator based on how much of the exam was complete (e.g., 20/25).</p>
<p>7. Wanders (several times a day) Moves with no rational purpose or orientation, seemingly oblivious to needs or safety</p>	<p>Explanation:</p> <p>Behavior must be a consistent pattern, not just a one time issue.</p> <p>If the individual is confused and wanders with no purpose two or more times a day, check YES. Otherwise check NO.</p>

<p>8. Hallucinations or Delusions (at least weekly) Seeing or hearing non-existent objects or people, or a persistent false, psychotic belief regarding the self or other people or objects outside of self</p>	<p>Explanation:</p> <p>Behavior must be a consistent pattern, not just a one time issue.</p> <p>If the individual has hallucinations or delusions (e.g., talks to people who are deceased, sees animals on the floor when there are none, or believes that they are someone they are not, such as the Queen of England) at least once a week, check YES. Otherwise check NO.</p>
<p>9. Aggressive/abusive behavior (several times a week) Physical and verbal attacks on others , including but not limited to threatening others, hitting, shoving, scratching, punching, pushing, biting, pulling hair or destroying property</p>	<p>Explanation:</p> <p>Behavior must be a consistent pattern, not just a one time issue.</p> <p>If the individual is aggressive or physically or verbally abusive toward other people two or more times a week, check YES. Otherwise check NO.</p>
<p>10. Disruptive/Socially Inappropriate Behavior (several times a week): Interferes with the activities of others or own activities through behaviors including but not limited to making disruptive sounds, self-abusive acts, inappropriate sexual behaviors, disrobing in public, smearing or throwing feces, hoarding, rummaging through others' belongings, constantly demanding attention, urinating in inappropriate places</p>	<p>Explanation:</p> <p>Behavior must be a consistent pattern, not just a one time issue.</p> <p>If the individual exhibits inappropriate behavior more than two (2) times a week, check YES. Otherwise check NO.</p>
<p>11. Self-injurious behavior (several times a month): Repeated behaviors that cause injury to self; biting, scratching, picking behaviors, putting inappropriate objects into any body cavity (including ear, mouth or nose), head slapping or banging</p>	<p>Explanation:</p> <p>Behavior must be a consistent pattern, not just a one time issue.</p> <p>If the individual exhibits any form of self-injurious behavior more than two (2) times a month, check YES. Otherwise check NO.</p>
<p>12. Hearing Impaired even with the use of a hearing aid: Difficulty hearing when not in a quiet setting, understands conversations only when face to face (lip-reading), can hear only very loud voice, or totally deaf</p>	<p>Explanation:</p> <p>If the individual cannot hear with just a moderately raised voice or radio/TV volume, check YES. Otherwise check NO.</p> <p>If the individual can hear with the assistance of a hearing aid, check NO.</p>
<p>13. Vision Impaired even with correction: Difficulty with focus at close range, field of vision is severely limited (tunnel vision or central vision loss), only sees light, motion, colors or shapes, or is totally blind</p>	<p>Explanation:</p> <p>If the individual cannot see to read or watch TV, even with glasses on, check YES. Otherwise, check NO.</p> <p>If the individual can see enough to read or watch TV with glasses on, check NO.</p>

14. Self-expression: Unable to express information and make self understood using any means (with the exception of a language barrier)

Explanation:

If the individual cannot express his/her own needs in any way, check YES. Otherwise, check NO.

If the individual cannot express their needs because you can't understand their language, and there is no interpreter, check NO.

<b>Functional Status</b>	
<p>15. Mobility: Purposeful mobility with or without assistive devices</p>	<p>Explanation:</p> <p>If the individual needs no assistance in getting around the facility once he/she is up on his/her feet or in the wheelchair (e.g., once up, he/she is then able to move about by himself/herself), enter a zero (0).</p> <p>If the individual just needs some verbal encouragement or supervision/guarding for balance, to begin walking or wheeling wheelchair, enter a one (1).</p> <p>If the individual requires hands-on physical assistance (e.g., you need to help get the walker or wheelchair going and he/she needs some help to move about the facility, enter a two (2).</p> <p>If the individual can help a little bit, but requires a lot of assistance; really couldn't move about the facility without physical assistance of one or two people, enter a three (3).</p> <p>If the individual cannot propel himself/herself around the facility at all; someone needs to push him/her in a wheelchair or geri-chair, enter a four (4).</p>
<p>16. Transferring: The act of getting in and out of bed, chair, or wheelchair. Also transferring to and from the toilet and/or shower</p>	<p>Explanation:</p> <p>If the individual can transfer himself/herself to and from the bed, chair, toilet or shower independently without any assistance, enter a zero (0).</p> <p>If the individual can move himself/herself, but WON'T move unless you tell him/her to, or just needs someone to stand by to give moral support or supervision/guarding for balance, enter a one (1).</p> <p>If the individual needs limited physical assistance getting to and from the bed, chair, toilet or shower; you just have to hold on to him/her during transfer to make sure balance isn't lost, but the individual is doing most of the work, or can move from bed to chair but not from chair to bed, enter a one (2).</p> <p>If the individual needs physical extensive assistance to move to and from the bed, chair, toilet or shower (two-handed assistance or more than one person to assist) and couldn't accomplish the transfer without help, enter a three (3).</p> <p>If the individual cannot help with the transfer at all; needs lifting to get to and from bed, chair, toilet or shower, enter a four (4).</p>

<p>17. Bathing (or showering): Running the water, washing and drying all parts of the body, including hair or face</p>	<p>Explanation:</p> <p>If the individual can bathe himself/herself and take care of all cleansing needs, enter a zero (0).</p> <p>If the individual can wash and dry himself/herself but just needs encouragement or supervision to get started or to finish, enter a one (1).</p> <p>If the individual requires some hands on assistance with getting bathed properly, but can help quite a bit during the process, enter a two (2).</p> <p>If the individual requires extensive physical assistance with bathing; might be able to wash own face and hands, but nothing else. Individual would never be able to bathe properly without someone else doing most of the work, enter a three (3).</p> <p>If the individual cannot bathe themselves at all; requires total care, enter a four (4).</p>
<p>18. Dressing: The act of laying out clothes, putting on and removing clothes, fastening of clothing and footwear, including prosthesis, orthotics belts and pullovers</p>	<p>Explanation:</p> <p>If the individual can prepare clothing for the day and dress himself/herself completely without the assistance of another person, enter a zero (0).</p> <p>If the individual can dress himself/herself but requires some verbal encouragement or supervision to be sure he/she dresses completely and appropriately or needs clothing to be laid out, enter a one (1).</p> <p>If the individual requires a limited amount of physical assistance from another person, but can assist with the process (e.g., can dress self, but needs assistance with buttoning buttons or tying laces), enter a two (2).</p> <p>If the individual requires more extensive physical assistance, help with more than half of the dressing process of getting dressed or undressed (e.g., must be assisted to put on pants, shirt or dress), enter a three (3).</p> <p>If the individual cannot dress himself/herself at all and must be dressed or undressed by another person, enter a four (4).</p>

<p>19. Eating: The process of putting foods and fluids into the digestive system (including tube feedings)</p>	<p>Explanation:</p> <p>If the individual can feed himself/herself without any assistance other than setting tray up or cutting up food, enter a zero (0).</p> <p>If the individual can feed himself/herself with just reminders to keep eating or some encouragement or supervision, enter a one (1).</p> <p>If the individual requires hands-on physical assistance (e.g., may start eating but needs help finishing the meal by actually feeding him/her the remainder of meal), enter a two (2).</p> <p>If the individual requires physical assistance from another person for most of the meal (e.g., might be able to drink from a cup, but requires feeding most of the meal), enter a three (3).</p> <p>If the individual requires feeding totally by another person; would not eat if another person did not feed him/her, OR the individual is tube fed, enter a four (4).</p>
<p>20. Toileting: Ability to care for body functions involving bowel and bladder activity (adjusting clothes, wiping, flushing of waste, use of bedpan or urinal and management of any special devices (ostomy or catheter). <b>This does not include Transferring (See #16)</b></p>	<p>Explanation:</p> <p>If the individual can manage his/her own toileting hygiene, including wiping, flushing, adjusting clothes or management of an ostomy or catheter, enter a zero (0).</p> <p>If the individual can manage their toileting hygiene as above with only verbal cueing or encouragement or requires supervision to prevent injury, enter a one (1).</p> <p>If the individual requires some assistance with toileting hygiene (e.g., can wipe and flush but needs help with adjusting clothing), enter a two (2).</p> <p>If the individual requires quite a bit of physical assistance with toileting hygiene and can only assist a little bit (e.g., can wipe self, but cannot do anything else), enter a three (3).</p> <p>If the individual cannot manage own toileting hygiene or has an ostomy or catheter and cannot manage the care of it and someone else must do everything for him/her, enter a four (4).</p> <p>This does NOT include transferring to or from toilet. Transferring to and from toilet is addressed in "Transferring" under Functional Ability, Section E., above.</p>

<p>21. Bladder Continence: Ability to voluntarily control the release of urine from the bladder</p>	<p>Explanation:</p> <p>If the individual is generally continent of urine or may have 1-2 accidents a week, has a catheter and can manage the care of it without assistance, or is able to ask to go to the bathroom prior to an accident, enter a zero (0).</p> <p>If the individual is totally incontinent of urine or has accidents 3 or more times a week, or has an ostomy that requires care by another person or has an indwelling catheter, suprapubic tube or Texas catheter or is only continent because they are maintained on a strict toileting schedule, enter a one (1).</p>
<p>22. Bowel Continence: Ability to voluntarily control the discharge of stool from the bowel</p>	<p>Explanation:</p> <p>If the individual is continent of stool, or has an occasional accident (once or twice a week), or has an ostomy he/she can care for without assistance from another person, enter a zero (0).</p> <p>If the individual is totally incontinent of stool, has accidents 3 or more times a week, cannot request to go to the bathroom or is only continent because of a strict toileting schedule, enter a one (1).</p> <p>If the individual has an ostomy or catheter that must be cared for by another person, enter a one (1).</p>
<p><b>Part F</b></p>	
<p>1.a. Signature of Person Completing Form</p>	<p>Signature of person completing the 3871B. This is usually a nurse or social worker.</p>
<p>1.b. Date</p>	<p>Date of form completion</p>
<p>1.c. Printed Name</p>	<p>Print name clearly and include professional degree (e.g., MD, RN)</p>
<p>2.a. Signature of Health Care Professional</p>	<p>In all cases, except the waiver programs and continued stay review for medical day care, a physician or nurse practitioner must sign this field. In the waiver programs and continued stay review for medical day care, a registered nurse may sign the form.</p>
<p>2.b. Date</p>	<p>Date health care professional signed the form</p>
<p>2.c. Printed Name</p>	<p>Print name clearly and include professional degree (e.g., MD, RN)</p>