

HAWAII ADMINISTRATIVE RULES

TITLE 17

DEPARTMENT OF HUMAN SERVICES

SUBTITLE 6 FAMILY AND ADULT SERVICES DIVISION

CHAPTER 918.1

FAMILY SERVICES

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Historical Note: This chapter is based substantially upon chapter 17-918, Hawaii Administrative Rules.

[Eff 7/19/82; R JUL 30 1992 ]

§17-918.1-1 Goals. Family services shall be directed at helping persons achieve or maintain the following goals:

- (1) Self-sufficiency by providing services to enable and assist recipients to achieve, restore, or maintain independent living and self-direction;
- (2) Preventing or remedying abuse, neglect, or exploitation of the individual by providing services to recipients during a protective crisis period; and
- (3) Preventing or reducing premature or inappropriate institutional care by providing services in the community which allow recipients to improve functioning sufficiently so that institutional care shall not be needed. [Eff JUL 30 1992 ] (Auth: HRS §346-14) (Imp: HRS §346-14; 42 U.S.C. §1397)

§17-918.1-2 Definitions. For the purpose of this chapter:

"Family services" means short-term supportive services in the family home, specified in section 17-918.1-5, provided to eligible recipients by trained, paraprofessional family services assistants employed by the department to help a family remain intact during a period of crisis or to teach the primary caretakers to improve household management and family care. The services provided by the family services assistant shall not require the professional skills possessed by a nurse, a home health aide, or a social worker.

"Family services assistant" means a department employee who assists a family to remain intact during a period of crisis or teaches a family to improve household management and family care. [Eff

JUL 30 1992 ] (Auth: HRS §346-14) (Imp: HRS §346-14; 42 U.S.C. §1397a)

§17-918.1-3 Eligibility requirements. (a) In order to be eligible for family services, the individual shall meet one of the following requirements:

- (1) Income maintenance status as specified in section 17-912-22(2)(A);
- (2) Income eligibility status as specified in section 17-912-22(2)(B); or
- (3) Without regard to income status for individuals in danger of abuse, neglect, or both, and requiring protective services as specified in section 17-912-22(2)(C).

(b) In addition to meeting the categorical eligibility requirements specified in subsection (a), the individual shall also meet the following program requirements:

- (1) The primary caretaker residing in the home, or a relative's home, shall:
  - (A) Require assistance to improve household management or child care skills; or
  - (B) Have a physical or mental condition which makes it difficult for the individual to independently manage household responsibilities, child care, or daily living activities in the home; or
  - (C) Be temporarily hospitalized or temporarily absent from the home due to

an emergency and there are children who need care and who may benefit from remaining in the home; or

- (2) A family member in the home is ill or handicapped and requires so much of the primary caretaker's attention that inadequate care is provided to the rest of the family; or
- (3) The individual is abused or neglected or threatened with abuse or neglect; and
- (4) The department social worker's assessment based upon observation, discussion with the individual, and medical opinion when available, is that:
  - (A) The primary caretaker requires assistance in establishing or improving a routine of household management, child care, or personal care activities in order to maintain an optimum level of functioning; or
  - (B) The child may benefit from remaining in the home; and
  - (C) The individual or family is able to accept and use the service; and
- (5) The individual states there are no relatives or friends able and willing to provide the service without charge.

(c) A medical statement of the nature, severity, and duration of the limiting physical or mental condition shall be required when the department questions whether the individual meets the eligibility requirements specified in subsection (b). [Eff JUL 30 1992 ] (Auth: HRS §346-14) (Imp: HRS §346-14; 42 U.S.C. §1397c)

§17-918.1-4 Geographic areas of service. Family services shall be available to eligible recipients throughout the State subject to the availability of staff to provide the service. [Eff JUL 30 1992 ] (Auth: HRS §346-14) (Imp: HRS §346-14; 42 U.S.C. §1397c)

§17-918.1-5 Scope of service. (a) Family services shall be provided according to a service plan on an eight hour basis or any portion thereof usually between the hours of 7:45 a.m. - 4:30 p.m., Monday

through Friday, excluding holidays.

(b) Family services shall include one or more of the following activities based on the social worker's assessment of the recipient's need:

- (1) Teaching individuals/families, by verbal instruction, demonstration, role-modeling, and provision of relevant reading/teaching materials in the following areas:
  - (A) Stages of child development;
  - (B) Child care and child management skills;
  - (C) Household budgeting, money management, consumer education;
  - (D) Housekeeping skills such as house cleaning, care of clothing and linens, menu planning, marketing to economize, and preparing and cooking nutritious meals;
  - (E) Basic health and safety techniques including home sanitation and child safety, hygiene and personal care such as bathing, dressing, toileting, eating, grooming, and walking;
  - (F) Self-help skills by identifying personal strengths and needs, assisting individuals/families to develop problem-solving and coping mechanisms; and
  - (G) Time management and organization of daily skills;
- (2) Short-term housekeeping services including routine house cleaning, care of clothing and linens, shopping, preparing and cooking meals, direct care and supervision of the child;
- (3) Providing emotional support and encouragement during periods of loneliness, depression, bereavement, or stress;
- (4) Assisting families with activities for the child, including planning for the child's free time, story telling, homework, reading or play;
- (5) Assisting families to help the child in guidance and character training, when appropriate, and to assume responsibility for self and for some household chores;
- (6) Assisting with simple health care routines such as the taking of oral medication, reminders to maintain diet restrictions, and help with recommended exercises; and

- (7) Assisting with transportation to school, health care providers, nutritional or recreational programs as needed.

(c) In addition to the activities specified in subsection (b), family services shall include the following activities:

- (1) Skilled observation and assessment as to:
  - (A) Parent-child interaction, including ability to care for the child and to acquire or maintain child care, home management, and other household skills taught by the family services assistant;
  - (B) Whether family services assistant services are being appropriately utilized; and
  - (C) The client's compliance to the service plan;
- (2) Documentation of and feedback to the social worker of the services provided, progress made, and the family's compliance to the service plan;
- (3) Participation in conferences and other meetings on behalf of a client; and
- (4) Immediate intervention in a crisis situation to protect the child. [Eff JUL 30 1992 ]  
 (Auth: HRS §346-14) (Imp: HRS §346-14; 42 U.S.C. §1397c)

§17-918.1-6 Authorization for service. (a)

Family services shall be authorized for individuals meeting eligibility requirements specified in section 17-918.1-3, subject to the availability of staff to perform the service. Family services shall be provided in accordance with a social service plan completed by the recipient and the social worker.

(b) When services cannot be provided to a qualified applicant or recipient within forty-five calendar days of the request, the individual may:

- (1) Voluntarily withdraw the application for services; or
  - (2) Accept assistance in considering alternative services in the community.
- (c) When services are expected to become available and the individual is willing to wait:
- (1) The application for services shall be approved;
  - (2) A tentative service initiation date shall be

set with the individual; and

- (3) Authorization for services shall be made as the service becomes available.

- (d) The family services assistant shall perform the tasks agreed upon, as specified in the service plan, in the home of the recipient needing the service. When changes in the type or duration of the activity is required, the change shall be agreed upon by the recipient, the family services assistant's supervisor, and the social worker prior to authorization. [Eff JUL 30 1992 ] (Auth: HRS §346-14) (Imp: HRS §346-14; 42 U.S.C. §1397c)

§17-918.1-7 Reduction or termination of service.

(a) Family services shall be decreased or terminated when one or more of the following occurs:

- (1) The social worker determines that the recipient's situation has improved and the recipient requires fewer or no family services hours based upon observation and discussion with the recipient or upon medical statements;
- (2) The recipient no longer meets eligibility requirements specified in section 17-918.1-3;
- (3) The service required by the recipient is not encompassed by the scope of service defined in section 17-918.1-5;
- (4) The parent or primary caretaker is able to resume family care;
- (5) A plan for meeting needs in the home may be facilitated through other sources;
- (6) The recipient's physician determines and the recipient agrees that the recipient's physical or mental condition has worsened to the point that the recipient may no longer be sustained at home and requires placement in foster care or in a medical or institutional care facility;
- (7) The recipient expresses unwillingness or the social worker's observations and discussions with the recipient and family services assistant performing the service indicate that the recipient is unwilling and unable to use the service as intended, and continuation of the service is determined by the social worker to be contrary to the treatment or rehabilitation plan;

- (8) The recipient leaves the State;
- (9) The recipient moves and leaves no forwarding address or the individual's whereabouts are unknown; or
- (10) The department lacks available staff to perform family services.

(b) Family services shall be decreased or terminated upon mutual agreement between the recipient and the department or after written notice of the intent to terminate the service has been given the recipient as specified in section 17-912-49. The mutual agreement shall be in writing and a copy shall be given to the client. [Eff JUL 30 1992 ] (Auth: HRS §346-14) (Imp: HRS §346-14; 42 U.S.C. §1397c)