CNA – Functional Ability Documentation

ADL Coding Guide for Functional Abilities (GG)

Self-Care Questions

ADL Type	Definition
Eating	The ability to use suitable utensils to bring food and/or liquid to the mouth and swallow food and/or liquid once the meal is placed before the resident.
Oral Hygiene	The ability to use suitable items to clean teeth. Dentures (if applicable): The ability to insert and remove dentures into and from the mouth and manage denture soaking and rinsing with the use of equipment.
Toileting Hygiene	The ability to maintain perineal hygiene, adjust clothes before and after voiding or having a bowel movement. If managing an ostomy, including wiping the opening but not managing equipment.
Upper Body Dressing	The ability to dress and undress above the waist; including fasteners, if applicable.
Lower Body Dressing	The ability to dress and undress below the waist, including fasteners; does not include footwear.
Footwear	The ability to put on and take off socks and shoes or other footwear that is appropriate for safe mobility; including fasteners, if applicable.
Personal Hygiene	The ability to maintain personal hygiene, including combing hair, shaving, applying makeup, washing/drying face and hands (excludes baths, showers, and oral hygiene).

Transfer Questions

ADL Type	Definition
Roll Left and Right	The ability to roll from lying on back to left and right side and return to lying on back on the bed.
Sit to Lying	The ability to move from sitting on side of bed to lying flat on the bed.
Lying to Sitting on Side of Bed	The ability to move from lying on the back to sitting on the side of the bed with feet flat on the floor, and with no back support.
Sit to Stand Transfer	The ability to come to a standing position from sitting in a chair, wheelchair, or on the side of the bed.
Chair/Bed to Chair Transfer	The ability to transfer to and from a bed to a chair (or wheelchair).
Toilet Transfer	The ability to get on and off a toilet or commode.

Mobility Questions

ADL Type	Definition
Walk 10 Feet	Once standing, the ability to walk at least 10 feet in a room, corridor, or similar space.
Walk 50 Feet With Two Turns	Once standing, the ability to walk at least 50 feet and make two turns.

Wheel 50 Feet With Two Turns	Once seated in wheelchair/scooter, the ability to wheel at least 50 feet and make two turns.
Walk 150 Feet	Once standing the ability to walk at least 150 feet in a corridor or similar space.
Wheel 150 Feet	Once seated in wheelchair/scooter, the ability to wheel at least 150 feet in a corridor or similar space.

Bathing Questions

ADL Type	Definition
Shower/Bathe	The ability to bathe self, including washing, rinsing, and drying self (excludes washing of back and hair). Does not include transferring in/out of tub/shower.
Tub/Shower Transfer	The ability to get in and out of a tub/shower.

Answers

Answer	Definition
Independent	Resident completes the activity by him/herself with no assistance from a helper.
Setup or Clean-Up Assistance	Helper sets up or cleans up; resident completes activity. Helper assists only prior to or following the activity.
Supervision or Touching Assistance	Helper provides verbal cues and/or touching/steadying and/or contact guard assistance as resident completes activity. Assistance may be provided throughout the activity or intermittently.
Partial/Moderate Assistance	Helper does LESS THAN HALF the effort. Helper lifts, holds, or supports trunk or limbs, but provides less than half the effort.
Substantial/Maximal Assistance	Helper does MORE THAN HALF the effort. Helper lifts or holds trunk or limbs and provides more than half the effort.
Dependent	Helper does ALL of the effort. Resident does none of the effort to complete the activity. Or, the assistance of 2 or more helpers is required for the resident to complete the activity.
Did Not Occur	Options available for: 1.) Resident refused. 2.) Not applicable – Not attempted and the resident did not perform this activity prior to the current illness, exacerbation, or injury. 3.) Not attempted due to environmental limitations. (e.g., lack of equipment, weather constraints). 4.) Not attempted due to medical condition or safety concerns.

NOTE: A big difference between Section *GG* and section *G* coding is that if a resident needs 2 or more helpers to assist in an activity, the resident should be coded as "Dependent."
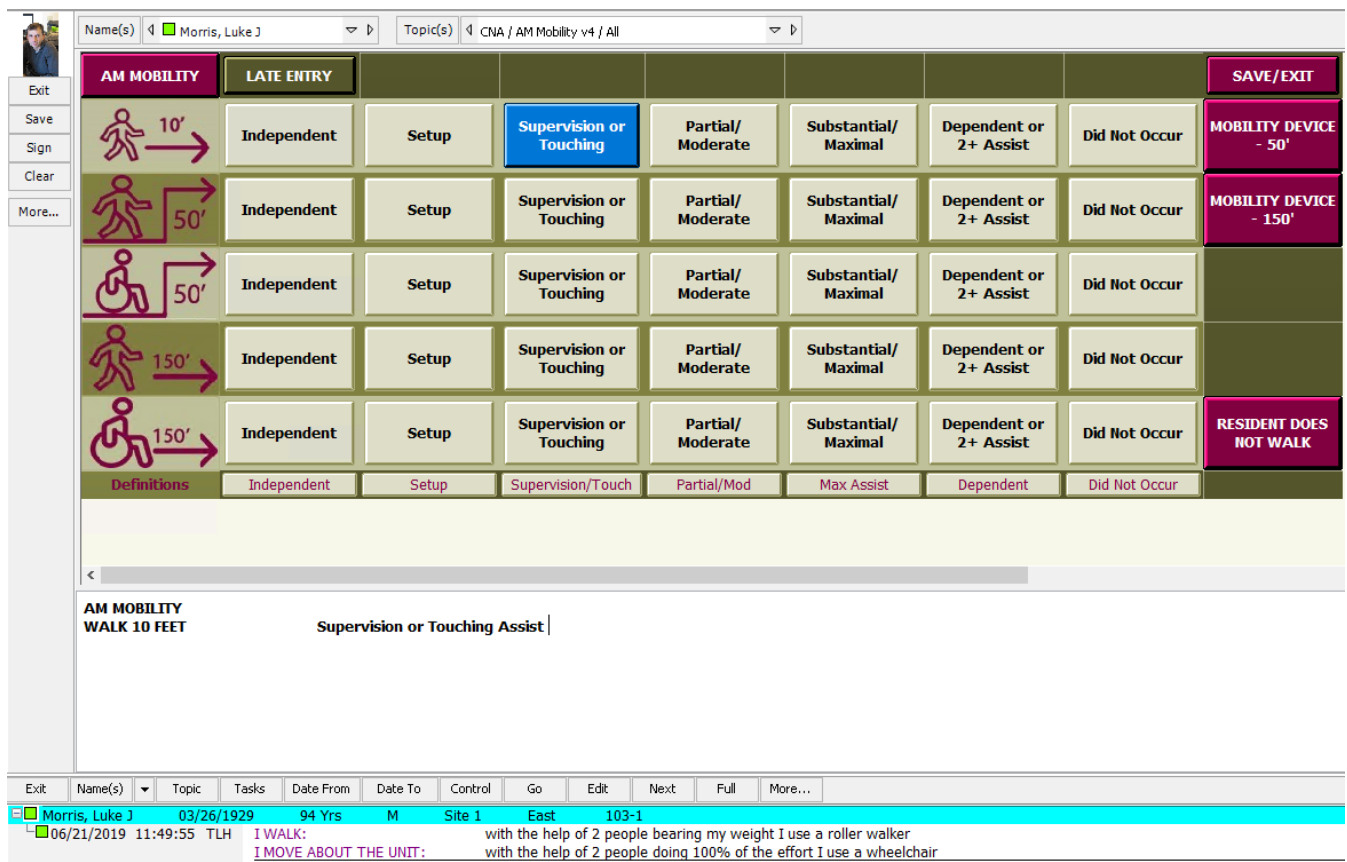
Charting Instructions

CNA users will be presented with 4 buttons to document Functional Abilities. In states where the Optional State Assessment (OSA) is required, there will be 1 additional button for ADLs. When these buttons are green, they have not yet been completed for that shift. They will turn purple when all items have been satisfied. If your facility chooses to assign these topics on specific dates, rather than having them completed daily, the buttons will only be green on days that they are assigned and will still turn purple upon completion.

CNA (AM)	Daily		Other	
STOP AND WATCH	**Breakfast**	**Self Care**	**Bathing**	**Behavior**
Off Unit/Off Site All Shift	**Lunch**	**Mobility**	**Intake**	**Mood**
	Snack	**Transfers**	**Urine Output**	**Skin**
	Voiding	**ADLs (OSA Only)**	**Weight**	**Positioning**
	Stool Output		**Height**	**Property Inventory**

1.) Choose a name and click onto the *Self Care*, *Mobility*, *Transfers,* or *Bathing* button to complete section GG Functional Ability charting on the selected name. You will be presented with a screen like the one below, corresponding with the button that you chose.
2.) Each row represents one Functional Ability that must be documented during each shift or when assigned. It is not necessary to document each time a resident performs the task, only the resident's *usual performance* on your shift.
3.) The ADL/Functional Ability sections of the resident's care plan and the last 7 days of documentation will appear in the *defined review*, the bottom section of the screen, for your reference.
4.) To document a level of assistance, simply click the appropriate word from the same row as the picture representing the activity.
5.) After selecting a level of assistance, you may be presented with a pop-up box containing additional options. These may be assistive devices or additional cares provided. Select the appropriate word or words from the box and then click *ok*. You may then move on to the

next activity. If no box pops up automatically, you may also choose an option from the far-right column to document additional cares or appliances that were performed or applied.

6.) Once you have selected a level of care or *Did Not Occur* for each activity, you may click *Save* to save your entry and return to your access screen.

7.) If you have made a mistake and would like to clear the entry and begin again, select "Clear" from the menu on the left edge of the screen.

8.) If you would like to document the same topic on several residents in a row, you may select those residents from your access screen before entering the topic. Once you are in the topic, you may move between residents by using the drop-down menu or the left and right arrows next to the resident's name in the upper left corner of your screen.

Example: Documenting that a resident needs supervision or touching assist to walk 10 feet.

1.) Beginning on the AM CNA Access screen, I have chosen the resident, *Luke Morris*, and then the Easy Button for *Mobility*.

2.) I first locate the row for *Walk 10 Feet* on the AM Mobility documentation screen.
   a. If I am unsure which row represents this activity, I can click onto the pictures to see a pop-up listing the name and definition of the activity that they represent.

3.) I will then click on the word representing the level of assistance that I provided to the resident on my shift, in this case *Supervision or Touching*.

a. If unsure which level of assistance is appropriate, I can click on the burgundy words below each column, to see a definition of each level of assistance.

4.) A box may pop-up listing mobility device options. I will choose the buttons for *walker* and *gait belt*, and then click *okay*. If no box pops up, I can choose the burgundy "Mobility Device" button from the far-right column to document these items.

5.) I have now completed this entry and may click *save/exit* to return to the AM CNA Access screen.

NOTE: The definitions of both the activities and the levels of assistance are different than the section "G" ADLs that you may be used to completing daily. Click on the maroon words beneath each column for definitions of the levels of assistance, and the pictures for definitions of the activities that they represent.

Additional Information

1.) Click **Clear** in the menu on the left edge of the screen to clear out the current text in the screen and start over at the beginning.

2.) Click **LATE ENTRY** if entering in an entry for a prior date. This does not need to be utilized if making an entry for an earlier time on the same day. Once selected, the LATE ENTRY button will present the user with a calendar. Select the date and click OK.