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## Residential Assisted Living Facility

### Instructions For Completing the Uniform Assessment Instrument (UAI) Aged and Disabled (A&D) Daily Rate Estimate Form

The A&D Daily Rate Estimate Form does not guarantee the participant meets financial or medical eligibility for a Medicaid waiver program, provider reimbursement rate, or UAI functional abilities needs and level of care scores, which are determined by the regional nurse reviewer.

A list of current functional abilities definitions are in Table 2 below and instructions for determining supervision score are in Table 3 below. For additional guidance when completing the UAI, please refer to the [UAI manual on the Health and Welfare site](#).

1. Click on the Input tab at the bottom of the computer screen (you will see a blue worksheet).
2. Fill in the participant name, MID number, and assessment date in the white boxes provided at the top of the worksheet.
3. Review the UAI Finding Report – Functional Abilities, Supports, and Related Information questions.
4. For each activity listed, enter the unmet need score (see Table 1 below) in the “Unmet Need” column of the worksheet.  
**Note:** for non-medical transportation, enter the number of requested miles per month documented in the UAI question #9 comment box or on the UAI Summary Sheet. If no miles are documented, leave the field blank. An approved Medicaid transportation provider agreement is required to qualify for transportation reimbursement.
5. Enter a 1, 2, 3, 4, or 5 in the white box provided at the bottom of the worksheet for the number of days each week that the participant is out of the facility for more than four hours on a routine basis.  
**Note:** This information is located in the facility participant record.
6. Click on the LOC tab at the bottom of the computer screen (you will see a green worksheet).
7. Locate the “NF Final LOC Score” in the center of the worksheet (black box with white text). If the score is a 0,3,6, or 9, the participant does not meet level of care for the A&D waiver and the daily rate calculation is invalid.
8. If the NF Final Score is 12 or higher, click on the Cost tab at the bottom of the computer screen (you will see a tan worksheet).
9. Click on the COST tab at the bottom of the computer screen (you will see a salmon worksheet).
9. Locate the daily rate or adjusted daily rate under the “Subtotal” column at the bottom of the worksheet (black box with white text).

**Table 1. Unmet Needs Scores**

Score	Degree of Unmet Needs
0	N (None)
1	MI (Minimum)
2	MO (Moderate)
3	E (Extensive)
4	T (Total)

**Table 2.UAI Directions - Section Two Functional Abilities**

<p style="text-align: center;"><b>1. Preparing Meals</b></p> <p><b>0. None:</b> Possess cognitive and physical abilities to safely prepare all meals.</p> <p><b>1. Minimal:</b> Capable of preparing meals with cueing or supervision.</p> <p><b>2. Moderate:</b> Requires physical assist with at least one meal per day and can fix other simple meals. Assist required may be in the form of home delivered meals.</p> <p><b>3. Extensive:</b> Requires complete physical assistance with all meals but can assist with certain tasks.</p> <p><b>4. Total:</b> Requires complete physical or cognitive assist with all meals and is unable to assist with any tasks. Is unable to access a refrigerator or microwave.</p>	<p style="text-align: center;"><b>10. Finances</b></p> <p><b>0. None:</b> Handles financial business matters.</p> <p><b>1. Minimal:</b> Needs occasional assist with financial business matters.</p> <p><b>2. Moderate:</b> Needs help with some financial business matters.</p> <p><b>3. Extensive:</b> Needs extensive help to manage financial business.</p> <p><b>4. Total:</b> Unable to handle financial business matters.</p>
<p style="text-align: center;"><b>2. Eating Meals</b></p> <p><b>0. None:</b> Can feed self, chew and swallow solid foods without difficulty or can feed self by gastrostomy tube or catheter.</p> <p><b>1. Minimal:</b> Can feed self, chew and swallow foods but needs reminding/cuing to maintain adequate intake, or may need food cut up.</p> <p><b>2. Moderate:</b> Can feed self only if food is brought to them.</p> <p><b>3. Extensive:</b> Can feed self but needs standby assistant or cuing. May have occasional gagging, choking, or swallowing difficulty, or require assistance with feeding appliances.</p> <p><b>4. Total:</b> Must be fed by another person by mouth, or gastrostomy tube.</p>	<p style="text-align: center;"><b>11. Shopping</b></p> <p><b>0. None:</b> Can shop without assistance.</p> <p><b>1. Minimal:</b> Shops without physical assist but may need reminded/supervised.</p> <p><b>2. Moderate:</b> Can shop with physical assist or cuing from caregiver.</p> <p><b>3. Extensive:</b> Caregiver shops but client assists.</p> <p><b>4. Total:</b> Totally dependent upon other for shopping.</p>
<p style="text-align: center;"><b>3. Toileting</b></p> <p><b>5. None:</b> Can toilet self without physical assistance or supervision. May need grab bars/raised toilet seat or can manage own closed drainage system if has a catheter or sheath or uses protective aids.</p> <p><b>6. Minimal:</b> Needs standby assistance or cuing for safety or task completion. May need some physical assistance with parts of the task such as clothing adjustment, washing hands, etc.</p> <p><b>7. Moderate:</b> Needs physical assistance with parts of the task such as wiping, cleansing, clothing adjustment. May need a protective garment.</p> <p><b>8. Extensive:</b> Cannot get to the toilet unassisted. May/may not be aware of need.</p> <p><b>9. Total:</b> Physically unable to be toileted. Requires continual observation and total</p>	<p style="text-align: center;"><b>12. Laundry</b></p> <p><b>0. None:</b> Is capable of doing laundry.</p> <p><b>1. Minimal:</b> Does without assist but may need to be reminded/supervised.</p> <p><b>2. Moderate:</b> Can do laundry but needs physical assist or reminding/cuing from caregiver.</p> <p><b>3. Extensive:</b> Caregiver does the laundry but client assists.</p> <p><b>4. Total:</b> Totally dependent upon others to do laundry within/outside the home.</p> <p style="text-align: center;"><b>13. Housework</b></p> <p><b>0. None:</b> Performs housecleaning without any assistance.</p> <p><b>1. Minimal:</b> Physically capable of performing all housecleaning but needs to be reminded/supervised.</p> <p><b>2. Moderate:</b> Performs light housecleaning without supervision or cuing and caregiver handles physically difficult housecleaning.</p> <p><b>3. Extensive:</b> Performs light housecleaning with supervision or cuing and caregiver handles physically difficult housecleaning.</p> <p><b>4. Total:</b> Totally dependent upon others for all housecleaning.</p> <p style="text-align: center;"><b>14. Wood/Coal Supply</b></p> <p><b>0. None:</b> Maintains wood/coal supply without</p>

<p>cleaning. Needs someone else to manage care of closed drainage system if they have catheter or sheath.</p>	<p>assistance.</p>
<p style="text-align: center;"><b>4. Mobility</b></p> <p><b>0. None:</b> Can get around inside and outside without assistance.</p> <p><b>1. Minimal:</b> Can get around inside without assist but needs assistance outside.</p> <p><b>2. Moderate:</b> Needs occasional assistance inside and usually needs assist outside.</p> <p><b>3. Extensive:</b> Can only get around with regular assistance both inside and out.</p> <p><b>4. Total:</b> Cannot move around even with regular assist.</p>	<p><b>1. Minimal:</b> Can maintain wood/coal supply with occasional assist.</p> <p><b>2. Moderate:</b> Can maintain wood/coal supply but needs reminded/supervised.</p> <p><b>3. Extensive:</b> Can maintain heat if wood/coal is brought into living area, but is physically unable to carry wood/coal and needs assist with chopping and stacking.</p> <p><b>4. Total:</b> Totally dependent upon others for assistance.</p>
<p style="text-align: center;"><b>5. Transferring</b></p> <p><b>0. None:</b> Can transfer independently and can manage own position changes.</p> <p><b>1. Minimal:</b> Transfers/change position most of the time but needs assist on occasion.</p> <p><b>2. Moderate:</b> Can assist with own transfers and position changes but needs assistance most of the time.</p> <p><b>3. Extensive:</b> Can assist with own transfers and positions changes but needs assistance all of the time.</p> <p><b>4. Total:</b> Transfers/position changes must be done by one person all of the time.</p>	<p style="text-align: center;"><b>15. Night Needs</b></p> <p><b>0. None:</b> Needs no assistance from another person during the night.</p> <p><b>1. Minimal:</b> Requires hands on or standby assistance 1-2 times per night.</p> <p><b>2. Moderate:</b> Requires hands on or standby assistance 3-4 times per night.</p> <p><b>3. Extensive:</b> Requires hands on or standby assistance 5 or more times per night.</p> <p><b>4. Total:</b> Requires staff to be up and awake all night.</p>
<p style="text-align: center;"><b>6. Personal Hygiene</b></p> <p><b>0. None:</b> Can manage own personal hygiene without reminds, assist or supervision.</p> <p><b>1. Minimal:</b> Can manage personal hygiene but must be reminded/cued at least some of the time.</p> <p><b>2. Moderate:</b> Performs personal hygiene but requires physical assist to complete.</p> <p><b>3. Extensive:</b> Caregiver performs most personal hygiene but client assists.</p> <p><b>4. Total:</b> Dependent on others to provide all personal hygiene.</p>	<p style="text-align: center;"><b>16. Emergency Response</b></p> <p><b>0. None:</b> Needs no assistance to get outside of present dwelling or get emergency help. Is able to use the phone in emergency situations.</p> <p><b>1. Minimal:</b> Needs supervision and/or verbal cuing to get outside of present dwelling or get emergency help.</p> <p><b>2. Moderate:</b> Caregiver must assist to get outside of present dwelling but client can assist.</p> <p><b>3. Extensive:</b> Requires some physical assist to get outside of present dwelling.</p> <p><b>4. Total:</b> Requires total physical assist to get out of present dwelling.</p>
<p style="text-align: center;"><b>7. Dressing</b></p> <p><b>0. None:</b> Can dress/undress and select clothing without assist or supervision.</p> <p><b>1. Minimal:</b> Can dress/undress and select clothing but may need to be reminded or supervised.</p> <p><b>2. Moderate:</b> Can dress/undress and select clothing with assistance.</p> <p><b>3. Extensive:</b> Caregiver dresses/undresses and selects clothing but client assists.</p> <p><b>4. Total:</b> Dependent upon others to do all dressing/undressing.</p>	<p style="text-align: center;"><b>17. Medication</b></p> <p><b>0. None:</b> Can self-administer medication without assistance.</p> <p><b>1. Minimal:</b> Requires minimal assist (i.e., open containers or use a med set); understands medication routine.</p> <p><b>2. Moderate:</b> Requires occasional assist or cuing to follow medication routine or timely medication refills.</p> <p><b>3. Extensive:</b> Requires daily assist or cuing; must be reminded to take medications; does not know medication routine; may not remember if took meds.</p>
<p style="text-align: center;"><b>8. Bathing</b></p> <p><b>0. None:</b> Can bathe without reminders and without assistance or supervision.</p> <p><b>1. Minimal:</b> Can bathe without physical assistance but may need reminding or standby assistance.</p> <p><b>2. Moderate:</b> Requires assistance or cuing with parts of bathing (i.e., washing back feet, rinsing hair, etc.). Includes people who cannot get into/out of the tub and may require some other assistance.</p> <p><b>3. Extensive:</b> Caregiver bathes the client with client's assistance.</p> <p><b>4. Total:</b> Dependent on others to provide complete bath, including shampoo.</p>	<p><b>4. Total:</b> Requires licensed nurse to administer and/or assess the amount, frequency, or response to medication or treatment. A treatment is defined as an in home skilled nursing treatment.</p>

<b>9. Transportation</b>	
<p><b>0. None:</b> Can drive safely or is capable of using alternative trans without assist.</p> <p><b>1. Minimal:</b> Can use available transportation but needs instruction or physical assistance or cuing to get to or from transportation vehicle.</p> <p><b>2. Moderate:</b> Can use available transportation if physical assist or cuing is provided to both get in and out of vehicle, but assist is not needed during the trip.</p> <p><b>3. Extensive:</b> Is dependent upon being accompanied to access the community.</p> <p><b>4. Total:</b> Medical condition is such that an ambulance is required.</p>	

**Table 3. Question #18 Supervision**

The score for question #18 Supervision is based on UAI Section 4 - Psychological/Social/ Cognitive assessment of the participant’s cognitive functioning.	
Once all 13 questions have been completed, the participant’s total score for each question will be added up to determine the need for supervision. The total score will determine the degree of unmet needs for question #18 Supervision. The scoring determinations are as follows	
Total Score	Degree of Unmet Needs
0-15 points	N (None)
16-30 points	M (Minimal)
31-45 points	MO (Moderate)
46- 60 points	E (Extensive)
61-100 points	T (Total)

**Table 4. UAI Directions - Section Four Psychological/Social/ Cognitive**

<p style="text-align: center;"><b>1. Orientation</b></p> <p><b>0. Oriented</b> to person, place, time and/or situation. (0 pts.)</p> <p><b>1. Occasionally disoriented</b> to person, place, time or situation but is sufficiently oriented to function independently if in familiar surroundings. (3 pts.)</p> <p><b>2. Frequently disoriented</b> to person, place, time or situation, even if in familiar surroundings, and requires supervision and oversight for safety. (6 pts.)</p> <p><b>3. Always disoriented</b> and requires CONSTANT supervision and oversight for safety. Extensive intervention needed to manage behavior. (9 pts.)</p>	<p style="text-align: center;"><b>8. Wandering</b></p> <p><b>0. Does not wander.</b> (0 pts.)</p> <p><b>1. Wanders within the residence or facility</b> and may wander outside but does <u>not</u> jeopardize health or safety. (4 pts.)</p> <p><b>2. Wanders within the residence or facility.</b> May wander outside; health or safety may be jeopardized, but client is not combative about returning and does not require professional consultation and/or intervention. (8 pts.)</p> <p><b>3. Wanders outside and leaves immediate area.</b> Has consistent history of leaving immediate area, getting lost, or being combative about returning. Requires constant supervision, a professionally-authorized behavioral management program, and/or professional consultation and intervention. (12 pts.)</p>
<p style="text-align: center;"><b>2. Memory</b></p> <p><b>0. Does not have difficulty</b> remembering and using information. Does not require directions or reminding from others. (0 pts.)</p> <p><b>1. Occasionally has difficulty</b> remembering and using information. Requires some direction and reminding from others. May be able to follow written instructions. (2 pts.)</p> <p><b>2. Frequently has difficulty remembering</b> and using information, and requires direction and reminding from</p>	<p style="text-align: center;"><b>9. Disruptive/Socially Inappropriate Behavior</b></p> <p><b>0. Is not disruptive, aggressive, or socially inappropriate.</b> Is not dangerous to self or others. (0 pts.)</p> <p><b>1. Is sometimes disruptive/aggressive</b> or socially inappropriate, either verbally or physically threatening. Is sometimes agitated or anxious. Requires special tolerance or management. (4 pts.)</p> <p><b>2. Is frequently disruptive/aggressive</b> or socially inappropriate, or is extremely agitated or anxious. May</p>

<p>others. Cannot follow written instructions. (4 pts.)</p> <p>3. <b>Cannot remember</b> or use information. Requires continual verbal prompts. (6 pts.)</p>	<p>require professional consultation for behavioral management program. (8 pts.)</p> <p>3. <b>Is dangerous or physically threatening</b> and requires constant supervision, a professionally-authorized behavioral management program, and/or professional consultation and intervention. (12 pts.)</p>
<p style="text-align: center;"><b>3. Judgment</b></p> <p>0. <b>Judgment is good.</b> Makes appropriate decisions. (0 pts.)</p> <p>1. <b>Occasionally judgment is poor.</b> May make inappropriate decisions in complex or unfamiliar situations. Needs monitoring and guidance in decision-making. (3 pts.)</p> <p>2. <b>Frequently judgment is poor.</b> Needs protection and supervision because client makes unsafe or inappropriate decisions. (6 pts.)</p> <p>3. <b>Judgment is always poor.</b> Cannot make appropriate decisions for self or makes unsafe decisions and needs intense supervision. (9 pts.)</p>	<p style="text-align: center;"><b>10. Assaultive/Destructive Behavior</b></p> <p>0. <b>Is not assaultive or dangerous.</b> (0 pts.)</p> <p>1. <b>Is sometimes assaultive.</b> Requires special tolerance or management, but does not require professional consultation and/or intervention. (4 pts.)</p> <p>2. <b>Is frequently assaultive,</b> and may require professional consultation for behavioral management program. (8 pts.)</p> <p>3. <b>Is assaultive</b> and requires constant supervision, a professionally-authorized behavioral management program, and/or professional consultation and intervention. (12 pts.)</p>
<p style="text-align: center;"><b>4. Hallucinations</b></p> <p>0. <b>No hallucinations</b> currently. (0 pts.)</p> <p>1. <b>Occasionally has hallucinations which interfere with functioning,</b> but currently well controlled; may be taking medications. (1 pt.)</p> <p>2. <b>Frequently has hallucinations which interfere</b> with functioning and may require medication and routine monitoring by behavioral health professional. (2 pts.)</p> <p>3. <b>Presently has hallucinations which significantly impair ability</b> for self care; may or may not be taking medication. (3 pts.)</p>	<p style="text-align: center;"><b>11. Danger to Self</b></p> <p>0. <b>Does not display self-injurious behavior.</b> (0 pts.)</p> <p>1. <b>Displays self-injurious behavior</b> (i.e., self-mutilation, suicidal ideation/plans, and suicide gestures), but can be redirected away from those behaviors. (4 pts.)</p> <p>2. <b>Displays self-injurious behavior, and behavioral control intervention and/or medication may be required</b> to manage behavior. (8 pts.)</p> <p>3. <b>Displays self-injurious behavior and requires constant supervision,</b> with behavioral control intervention and/or medication. (REQUIRES an assessment and/or referral for help.) (12 pts.)</p>
<p style="text-align: center;"><b>5. Delusions</b></p> <p>0. <b>Is not delusional</b> currently. (0 pts.)</p> <p>1. <b>Occasionally has delusions which interfere with functioning,</b> but currently well controlled; may be taking medication. (1 pt.)</p> <p>2. <b>Frequently has delusions which interfere with functioning</b> and may require medication and routine monitoring by a behavioral health professional. (2 pts.)</p> <p>3. <b>Presently has delusions which significantly impair ability</b> for self care; may or may not be taking medication. (3 pts.)</p>	<p style="text-align: center;"><b>12. Alcohol/Drug Abuse</b></p> <p>0. <b>Never abuses.</b> (0 pts.)</p> <p>1. <b>Infrequently abuses</b> which may cause some interpersonal and/or health problems but does not significantly impair overall independent functioning. (1 pt.)</p> <p>2. <b>Sometimes abuses which causes moderate problems</b> with peers, family members, law officials, etc., and may require some professional intervention. (2 pts.)</p> <p>3. <b>Frequently abuses</b> which causes significant problems with others and severely impairs ability to function independently. (3 pts.)</p>
<p style="text-align: center;"><b>6. Anxiety</b></p> <p>0. <b>No anxiety</b> currently. (0 pts.)</p> <p>1. <b>Occasionally has anxiety which interferes with functioning,</b> but currently well controlled; may be taking medication. (1 pt.)</p> <p>2. <b>Frequently has anxiety which interferes with functioning</b> and may require medication and routine monitoring by a behavioral health professional. (2 pts.)</p> <p>3. <b>Presently displays anxiety which significantly impairs ability</b> for self care; may or may not be taking medication. (3 pts.)</p>	<p style="text-align: center;"><b>13. Self-Preservation/Victimization</b></p> <p>0. <b>Is clearly aware</b> of surroundings and is able to discern and avoid situations in which he/she may be abused, neglected or exploited. (0 pts.)</p> <p>1. <b>Is sometimes able to discern</b> and avoid situations in which he/she may be abused, neglected or exploited. (4 pts.)</p> <p>2. <b>Is frequently unable to discern</b> and avoid situations in which he/she may be abused, neglected or exploited. (8 pts.)</p> <p>3. <b>Requires constant supervision</b> due to his/her inability to discern and avoid situations in which he/she may be abused, neglected or exploited. (12 pts.)</p>
<p style="text-align: center;"><b>7. Depression</b></p> <p>0. <b>Does not display symptoms</b> of depression currently. (0 pts.)</p> <p>1. <b>Occasionally has depression which interferes with functioning,</b> but currently well controlled; may be taking medication. (1 pt.)</p> <p>2. <b>Frequently has depression which interferes with functioning</b> and may require medication and routine monitoring by a behavioral health professional. (2 pts.)</p> <p>3. <b>Presently displays depression which significantly impairs ability</b> for self care; may or may not be taking medication. (3 pts.)</p>	