Veteran Functional Assessment Instrument

The Program of Comprehensive Assistance for Family Caregivers (PCAFC) provides services and additional benefits to approved and designated Family Caregivers of eligible Veterans or service members who are in need of personal care services for a minimum of six continuous months based on any one of the following: an inability to perform an activity of daily living; or a need for supervision, protection, or instruction.

The assessment of the need for personal care services is just one piece of the overall application or reassessment process.

The Veteran Functional Assessment Instrument captures the Veteran or service member's functional needs, as it relates to the requirements for the PCAFC. The assessment instrument should only be used with Veterans or service members who have applied to or are participating in the PCAFC and a consult has been placed for this assessment by Caregiver Support Program Staff. The author completing this assessment must be in compliance with all required Caregiver Support Program and VA trainings.

Part A: Activities of Daily Living (ADLs)

Instructions:

- a) For each question below, select the response that best describes the person's functional ability **each time the** activity occurs. If the activity was not attempted, select the reason (Person refused, Not applicable, or Not attempted).
- b) When considering how to answer the question, please remember that personal care service must be needed on an ongoing basis, <u>not</u> intermittently, for a minimum of 6 continuous months. Navigate to the "Definitions" sheet for descriptions of the response options.
- *c)* Please use the **Notes/comments** section to provide any additional pertinent information or observations that support the response selected or clarifying information provided by the Veteran and/or authorized participants in the assessment that you believe will be helpful in understanding the Veteran's overall level of assistance needed for that activity.
- *d)* If helper assistance is required because person's performance is unsafe or of poor quality, select the response according to amount of assistance provided. Activities may be completed with or without assistive devices.

Please note: Responses are based on a Veteran's **actual functional ability**, **NOT** preference, willingness, or motivation to perform.

Eating	
(1) 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	 Independent Setup or cleanup assistance
person.	 Supervision or touching assistance Partial/moderate assistance Substantial/moderate assistance
	 Substantial/maximal assistance Dependent Person refused
	Person refused Not applicable – Person does not usually do this activity
	Not attempted due to short-term medical condition or safety concerns
Notes/comments:	

Grooming	
(2)(a) Oral hygiene: The ability to use suitable items to	□ Independent
clean teeth. [Dentures (if applicable): The ability to insert	Setup or cleanup assistance
and remove dentures into and from the mouth, and	□ Supervision or touching assistance
manage denture soaking and rinsing with use of	Partial/moderate assistance
equipment.]	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	□ Not attempted due to short-term medical condition
	or safety concerns
(2)(b) Wash upper body: The ability to wash, rinse, and	Independent
dry the face, hands, chest, and arms while sitting in a	Setup or cleanup assistance
chair or bed.	Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	□ Not attempted due to short-term medical condition
Notes/comments:	or safety concerns
Bathing	
(3) Shower/bathe self: The ability to bathe self, including	□ Independent
washing, rinsing, and drying self. Does not include	Setup or cleanup assistance
transferring in/out of tub/shower.	□ Supervision or touching assistance
	□ Partial/moderate assistance
	□ Substantial/maximal assistance
	Dependent
	Person refused
	□ Not applicable – Person does not usually do this
	activity
	□ Not attempted due to short-term medical condition
	or safety concerns
Notes/comments:	or safety concerns
Notes/comments: Dressing and Undressing	or safety concerns
Dressing and Undressing (4)(a) Upper body dressing: The ability to dress and	or safety concerns
Dressing and Undressing	

	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	Not attempted due to short-term medical condition
	or safety concerns
(4)(b) Lower body dressing: The ability to dress and	🗆 Independent
undress below the waist, including fasteners; does not	Setup or cleanup assistance
include footwear.	Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	Not attempted due to short-term medical condition
	or safety concerns
(4)(c) Putting on/taking off footwear: The ability to put	🗆 Independent
on and take off socks and shoes or other footwear that is	Setup or cleanup assistance
appropriate for safe mobility, including fasteners, if	Supervision or touching assistance
applicable.	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	Not attempted due to short-term medical condition
	or safety concerns
Notes/comments:	

Toileting

(5) Toileting hygiene: The ability to maintain perineal/menstrual hygiene and adjust clothes before and after voiding or having a bowel movement. If managing an ostomy, include wiping the opening but not managing equipment.	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this activity Not attempted due to short-term medical condition or safety concerns
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Prosthetics (Use of Assistive Devices)

Please note: This does not include assistive devices used to support ambulation, e.g., a walker. This question specifically addresses any prosthetic or orthopedic devices that the person must don on and/or off that replaces or supports a body part or function of a body part.

(6)	Prosthetics (Use of Assistive Devices): Ability to	🗆 Independent
	adjust special prosthetic or orthopedic appliances.	Setup or cleanup assistance
The adjustment of appliances that any person (with	□ Supervision or touching assistance	
	or without a disability) would need assistance with	Partial/moderate assistance
	should not be considered (for example, supports, belts, lacing at back, etc.).	Substantial/maximal assistance
	שבונה, ומכוווש מו שמכה, בנכ.ן.	Dependent
		Person refused
		Not applicable – Person does not usually do this
		activity
		Not attempted due to short-term medical condition
		or safety concerns

Notes/comments:

Mobility

(7) Positioning/Transfers: Positioning/Transfers must be answered for all assessments.	
(7)(a) Roll left and right: The ability to roll from lying on	🗆 Independent
back to left and right side, and return to lying on back.	□ Setup or cleanup assistance
	□ Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	Not attempted due to short-term medical condition
	or safety concerns
(7)(b) Sit to lying: The ability to move from sitting on side	🗆 Independent
of bed to lying flat on the bed.	Setup or cleanup assistance
	□ Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused

	□ Not applicable – Person does not usually do this activity
	Not attempted due to short-term medical condition or safety concerns
(7)(c) Lying to sitting on side of bed: The ability to move	🗆 Independent
from lying on the back to sitting on the side of the bed	Setup or cleanup assistance
with feet flat on the floor and with no back support.	□ Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this activity
	□ Not attempted due to short-term medical condition
	or safety concerns
(7)(d) Sit to stand: The ability to come to a standing	
position from sitting in a chair, wheelchair, or on the side	□ Setup or cleanup assistance
of the bed.	□ Supervision or touching assistance
	□ Partial/moderate assistance
	□ Substantial/maximal assistance
	□ Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	□ Not attempted due to short-term medical condition
	or safety concerns
(7)(e) Chair/bed-to-chair transfer: The ability to transfer	🗆 Independent
to and from a bed to a chair (or wheelchair).	Setup or cleanup assistance
	□ Supervision or touching assistance
	□ Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	Not attempted due to short-term medical condition
	or safety concerns
(7)(f) Toilet transfer: The ability to get on and off a toilet	🗆 Independent
or commode.	Setup or cleanup assistance
	□ Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity

	Not attempted due to short-term medical condition or safety concerns	
(8) Mobility (Walking, Manual Wheelchair, Motorized Wheelchair/Scooter): Please note: When answering Walking, Manual Wheelchair, and Motorized Wheelchair/Scooter Questions 9-11, answer the one question that represents the person's <u>PRIMARY mode of ambulation</u> and consider use of assistive devices. (For example, if person walks most of the time but only uses a wheelchair sometimes for long distances, answer the Walking question.)		
Select one of the following: Person walks (Yes. If yes, continue to next question 9a.) Person uses manual wheelchair (Yes. If yes, continue to question 10a.) Person uses motorized wheelchair/scooter (Yes. If yes, continue to question 11a.) Person does not walk nor use a manual/motorized wheelchair/scooter (Yes. If yes, continue to Part B: Supervision, Protection, or Instruction.) Please provide additional information:		
(9) Walking		
(9)(a) Walk 10 feet: Once standing, the ability to walk at least 10 feet in a room, corridor or similar space. If response is Person refused, Not applicable or Not attempted, skip to question 9(e).	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this activity Not attempted due to short-term medical condition or safety concerns 	
(9)(b) Walk 50 feet with two turns: Once standing, the ability to walk at least 50 feet and make two turns.	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this activity Not attempted due to short-term medical condition or safety concerns 	
(9)(c) Walk 150 feet: Once standing, the ability to walk at least 150 feet in a corridor or similar space.	 Independent Setup or cleanup assistance Supervision or touching assistance 	

	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	Not attempted due to short-term medical condition
	or safety concerns
(9)(d) Walk 10 feet on uneven surfaces: The ability to	Independent
walk 10 feet on uneven or sloping surfaces, (indoor or	Setup or cleanup assistance
outdoor) such as turf or gravel.	□ Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	□ Not applicable – Person does not usually do this
	activity
	□ Not attempted due to short-term medical condition
	or safety concerns
(9)(e) 1 step (curb): The ability to go up and down a curb	□ Independent
and/or up and down one step.	□ Setup or cleanup assistance
	□ Supervision or touching assistance
	□ Partial/moderate assistance
	□ Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this activity
	□ Not attempted due to short-term medical condition
	or safety concerns
(9)(f) 4 steps: The ability to go up and down four steps	-
with or without a rail.	Independent
	Setup or cleanup assistance
If response is Person refused, Not applicable or Not	□ Supervision or touching assistance
attempted, skip to question 9(h).	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	□ Not attempted due to short-term medical condition
	or safety concerns
(9)(g) 12 steps: The ability to go up and down 12 steps	🗆 Independent
with or without a rail.	Setup or cleanup assistance
	□ Supervision or touching assistance
	Partial/moderate assistance

	Not applicable – Person does not usually do this activity Not attempted due to short term modical condition
	Not attempted due to short-term medical condition or safety concerns
(9)(I) Walk across a street: The ability to cross a street	🗆 Independent
before light turns red.	Setup or cleanup assistance
	Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	□ Not attempted due to short-term medical condition
	or safety concerns
(10) Manual Wheelchair	
(10)(a) Wheel 50 feet with two turns: Once seated in	🗆 Independent
wheelchair, the ability to wheel at least 50 feet and make	Setup or cleanup assistance
two turns.	Supervision or touching assistance
If response is Person refused, Not applicable or Not	Partial/moderate assistance
attempted, skip to question 10(d).	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this activity
	Not attempted due to short-term medical condition
	or safety concerns
(10)(b) Wheel 150 feet: Once seated in wheelchair, the	□ Independent
ability to wheel at least 150 feet in a corridor or similar	Setup or cleanup assistance
space.	Supervision or touching assistance
	□ Partial/moderate assistance
	Substantial/maximal assistance
	Dependent
	Person refused
	Not applicable – Person does not usually do this
	activity
	Not attempted due to short-term medical condition
	or safety concerns
(10)(c) Wheel for 15 minutes: Once seated in wheelchair,	🗆 Independent
the ability to wheel without stopping or resting (e.g.,	Setup or cleanup assistance
through a department store, supermarket).	□ Supervision or touching assistance
	Partial/moderate assistance
	Substantial/maximal assistance
	□ Dependent
	Person refused
	Not applicable – Person does not usually do this

	activity Not attempted due to short-term medical condition or safety concerns
(10)(d) Wheel across a street: Once seated in a wheelchair, the ability to cross a street before light turns red.	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this activity Not attempted due to short-term medical condition or safety concerns
(11) Motorized Wheelchair/Scooter	
 (11)(a) Wheel 50 feet with two turns: Once seated in wheelchair/scooter, the ability to wheel at least 50 feet and make two turns. If response is Person refused, Not applicable or Not attempted, skip to question 11(d). 	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this activity Not attempted due to short-term medical condition or safety concerns
(11)(b) Wheel 150 feet: Once seated in wheelchair/ scooter, the ability to wheel at least 150 feet in a corridor or similar space.	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this activity Not attempted due to short-term medical condition or safety concerns
(11)(c) Wheel for 15 minutes: Once seated in a wheelchair/scooter, the ability to wheel without stopping or resting (e.g., through a department store, supermarket.)	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this

	activity Not attempted due to short-term medical condition or safety concerns
(11)(d) Wheel across a street: Once seated in a wheelchair/scooter, the ability to wheel across a street before light turns red.	 Independent Setup or cleanup assistance Supervision or touching assistance Partial/moderate assistance Substantial/maximal assistance Dependent Person refused Not applicable – Person does not usually do this activity Not attempted due to short-term medical condition or safety concerns

Notes/comments:

Veteran Functional Assessment Instrument

Part B: Supervision, Protection, or Instruction

Instructions: For each question below, select the response(s) that best describes the person's need for supervision, protection or instruction that is necessary in order to maintain personal safety **on a DAILY basis**. When considering how to answer the question, please remember that personal care services must be needed on an ongoing basis, <u>not</u> intermittently, for a **minimum of 6 continuous months**. Navigate to the "Definitions" sheet for descriptions of the response options.

Please use the **Notes/comments** section to provide any additional pertinent information or observations that support the response selected or clarifying information provided by the Veteran and/or authorized participants in the assessment that you believe will be helpful in understanding the Veteran's overall need for supervision or protection.

Please note: Responses are based on a Veteran's **actual functional ability, NOT** preference, willingness, or motivation to perform.

to perform.		
Medication Management		
(1)(a) Does the person take any m	nedication(s)?	□ Yes
		□ No
		□ Chose not to answer
(1)(b) Does the person need assis	tance with medication	Needs no help or supervision
management?		Needs medication setup
		Needs visual or verbal reminders
N		Needs medication administration
Notes/comments:		
Self-Preservation		
safety or protection.		ruent in describing the person's ability to manage his/her
2) Does the person have the jud		Independent
ability to cope, make appropr action in a changing environn		□ Minimal (verbal/physical prompts for preservation)
harmful situation?		Mentally unable
		Physically unable Deth montplly and physically unable
3) Is this person at risk of self-ne	valect?	 Both mentally and physically unable Yes
4) Veteran has the following risk	factors (Check all that	□ Not applicable
apply):		□ Alcohol and/or other drug use leading to health or
		safety concerns
		Behaviors that pose a threat of harm to self or others
		Dehydration or malnutrition
		□ Hygiene that may compromise health
		□ Impairment of orientation, memory, reasoning and/or
		judgment
		□ Inability to manage medications or to seek medical
		treatment that may threaten health or safety
		Unsafe/unhealthy living conditions Other
5) Is this person at risk of neglec	t, abuse or exploitation	□ Yes
by another person?		□ No
	· · · ·	
6) What type of support does th	-	\Box Someone else needs to be with the person always, to
home to remain safe, such as		observe or provide supervision.
		Someone else needs to be around always, but they only need to check on the person now and then.
		only need to check on the person now and then.

activities that require remembering, decision-making, or judgment?	 Sometimes the person can be left alone for an hour or two Sometimes the person can be left alone for most of the day The person can be left alone all day and all night, but someone needs to check in on the person every day. The person can be left alone without anyone checking in.
7) What type of support does the person need <u>away</u> <u>from home</u> to remain safe, such as assistance with activities that require remembering, decision-making, or judgment?	 The person requires intense support when leaving home because of behavioral difficulties (becomes very confused or agitated during outings, engages in inappropriate behavior, becomes aggressive etc.) Someone always needs to be with the person to help with remembering, decision making or judgment when away from home. The person can go places alone as long as they are familiar places The person does not need help going anywhere
Safety	
 Please note: When answering the following question, if the answer to the first question (8)(a) is No or Not applicable, please skip to question 9. (8)(a) Delusions/Hallucinations: Person engages in markedly inappropriate behavior that affects a person's daily functioning and social interactions. Behavior characterized by a radical change in personality and a distorted or diminished sense of reality. 	 Yes No Not applicable
(8)(b) If the answer to question 8a) is Yes, please select the type(s) of psychotic behaviors displayed (select all that apply):	 Catatonic behavior Delusions Disorganized speech Hallucinations Thought disorder Other
(8)(c) If the answer to question 8a) is Yes, please select the type of intervention needed.	 Requires no intervention Needs intervention in the form of cues – responds to cues
Intervention: Support and/or services provided by staff and/or caregiver.	 Needs redirection – responds to redirection Needs behavior management or instruction – resists intervention Needs behavior management or instruction – physically resists intervention
(8)(d) If the answer to question 8a) is Yes, please select the frequency of intervention needed.	 Less than weekly One time per week Two times per week

How often on a weekly basis is intervention needed?	 Three times per week 4 or more times per week but not daily Daily
 Please note: When answering the following question, if the answer to the first question (9)(a) is No or Not applicable, please skip to question 10. (9)(a) Agitation: Person has a tendency, or would without an intervention, to suddenly or quickly become upset or violent. 	 □ Yes □ No □ Not applicable
(9)(b) If the answer to question 9a) is Yes, please select the type(s) of agitation behaviors displayed (select all that apply):	 Easily agitated Easily angered Easily frustrated Other
 (9)(c) If the answer to question 9a) is Yes, please select the type of intervention needed. Intervention: Support and/or services provided by staff and/or caregiver. 	 Requires no intervention Needs intervention in the form of cues – responds to cues Needs redirection – responds to redirection Needs behavior management or instruction – resists intervention Needs behavior management or instruction – physically resists intervention
 (9)(d) If the answer to question 9a) is Yes, please select the frequency of intervention needed. How often on a weekly basis is intervention needed? 	 Less than weekly One time per week Two times per week Three times per week 4 or more times per week but not daily Daily

 Please note: When answering the following question, if the answer to the first question (10)(a) is No or Not applicable, please skip to question 11. (10)(a) Impulsivity: Person has a propensity, or would without an intervention, for sudden or spontaneous decisions or actions. 	 □ Yes □ No □ Not applicable
(10)(b) If the answer to question 10a) is Yes, please select the type(s) of impulsive behaviors displayed (select all that apply):	 Disregard for personal safety Easily influenced by others Financial High risk behaviors Thoughtless about boundaries Other
 (10)(c) If the answer to question 10a) is Yes, please select the type of intervention needed. Intervention: Support and/or services provided by staff and/or caregiver. 	 Requires no intervention Needs intervention in the form of cues – responds to cues Needs redirection – responds to redirection Needs behavior management or instruction – resists intervention Needs behavior management or instruction – physically resists intervention
(10)(d) If the answer to question 10a) is Yes, please select the frequency of intervention needed.How often on a weekly basis is intervention needed?	 Less than weekly One time per week Two times per week Three times per week 4 or more times per week but not daily Daily
Self-Direction	

Based upon the person's functional needs as answered in Part B, Supervision, Protection, or Instruction, as answered above, please answer the following two questions.

<u>Please note</u> this is not a question asking about legal capacity to make healthcare decisions.

11) Can this person identify their own needs?	□ Yes
	□ No
12) Can this person provide and/or arrange for their health and safety?	□ Yes
	□ No
Notes/comments:	