**ONA Item Essential Elements (updated 11/13/2018)**

**Instructions:** Use this document to determine what essential elements to consider when coding ADL/IADL and Medication items. If the individual needs help with **only** steps listed in the “Set-up or Clean-up” column, code ‘Set-up/clean-up’ if the help is needed 50% of the days the activity takes place. If the individual needs help with **any or all** of the steps listed in the “During the Activity” column, determine what kind of help, if any, is needed 50% of the days the activity takes place. (Use the Coding Decision Tree and Coding Key to determine accurate coding of items).

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| 3a Upper Body Dressing: The ability to put on and remove shirt or pajama top. Includes buttoning, if applicable. | - Get clothes out of drawers and/or closets | - Lift arms  
- Put clothing on  
- Button, snap and zip |
| 3b Lower Body Dressing: The ability to dress and undress below the waist, including fasteners. Does not include footwear. | - Get clothes out of drawers and/or closets | - Raise legs  
- Pull up clothing  
- Button, snap and zip |
| 3c Putting on/taking off footwear: The ability to put on and take off socks and shoes or other footwear that are appropriate for safe mobility. | - Get footwear out of closets or off of the floor | - Bend down to put footwear on  
- Put feet in footwear/socks  
- Tie, buckle or fasten footwear |
| 4a Sit to stand: The ability to safely come to a standing position from sitting in a chair or on the side of the bed. | - Get assistive devices in place such as a walker or cane | - Use legs to bear weight  
- Use arms to bear weight  
- Rise up to a standing position  
- Pull oneself up using an adaptive device |
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<td><strong>4b Chair/Bed to Chair transfer:</strong> The ability to safely transfer to and from a bed to a chair (or wheelchair).</td>
<td>• Get assistive devices in place such as a walker or cane</td>
<td>• Use legs to bear weight • Use arms to bear weight • Sit down in a chair or bed</td>
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<td><strong>4c Roll left and right:</strong> The ability to roll from lying on back to left and right side and return to lying on back.</td>
<td>• Get sidelyer or other assistive device in place</td>
<td>• Position self • While lying down, roll from one side to another • Use side rails or devices to roll • Use arms to pull oneself to one side and the other</td>
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<td><strong>5b Walks 150 feet:</strong> Once standing, the ability to walk at least 150 feet in a corridor or similar space.</td>
<td>• Get assistive devices in place such as a walker or cane</td>
<td>• Bear weight to walk • Consider mobility with adaptive devices in place such as walkers and rails if currently used to ambulate.</td>
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<td><strong>5c Step onto/off of a curb:</strong> The ability to step on/off a curb or up/down one step.</td>
<td>• Get assistive devices in place such as a walker or cane</td>
<td>• Bear weight to go up and down a curb or step • Consider the ability to go up and down a step or curb with adaptive devices in place such as canes, walkers, etc. if currently used to ambulate.</td>
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| **5d 12 steps:** The ability to go up and down 12 steps with or without a rail. | • Get assistive devices in place such as a specialized rail | • Bear weight to go up and down stairs  
• Bear weight with arms to use rails to go up and down stairs |
| **5f Wheels 150 feet:** Once seated in wheelchair/scooter, the ability to wheel at least 150 feet in a corridor or similar space. | • Get wheelchair into position for use  
• Plug or unplug wheelchair from charger | • Use arms to propel manual wheelchair  
• Use controller to propel electric wheelchair  
• Maneuver wheelchair/scooter around corners  
• Maneuver around obstacles |
| **6b Eating:** The ability to use suitable utensils to bring food to the mouth and swallow food once the meal is presented on a table/tray. This includes modified food consistency. | • Arrange plate, drink and/or utensils in a specific way due to vision or agility needs. | • Cut-up food during meal. (If food is cut up before meal is presented at the table, capture food cut-up in meal prep).  
• Bring food and drink to the mouth to eat and drink  
• Eat in a safe manner (Choke risk may be present if food is eaten too rapidly). |
| **6c Tube feeding:** The ability to manage all equipment/supplies related to obtaining nutrition. | • Set up supplies for feeding | • Pour nutrition into bag or syringe  
• Watch for residuals  
• Flush tubing  
• Ensure proper operation throughout feeding |
| **7a Toilet hygiene:** The ability to maintain perineal hygiene, adjust clothes before and after using toilet, commode, bedpan, urinal. | • Identify the need to eliminate | • Adjust clothing before and after use  
• Wipe after toileting  
• Flush the toilet  
• Empty bedpan or commode  
• Change and clean up after incontinence  
• Use of catheter, colostomy, urostomy |
| **7b Toilet transfer:** The ability to safely get on and off a toilet or commode. | • Set up rails or handles to assist with transfer | • Bear weight to get on and off of a toilet.  
• Consider use of adaptive devices to transfer if already in place |
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| **8a Shower/bathe self:** The ability to bathe self in shower or tub, including washing, rinsing, and drying self. Includes transferring in/out of tub/shower. | • Set up supplies  
• Transfer into the shower  
• Transfer out of the shower | • Adjust water temperature  
• Use soap, shampoos to clean the body  
• Rinse off the body  
• Dry off |
| **9a Oral Hygiene:** The ability to use suitable items to clean teeth. [Dentures (if applicable): The ability to remove and replace dentures from and to the mouth and manage equipment for soaking and rinsing them.] | • Set up toothpaste and toothbrush | • Apply toothpaste to toothbrush  
• Brush teeth  
• Rinse  
• Floss  
• Clean and soak dentures  
• Oral care for gums |
| **10a General Hygiene:** The ability to perform other hygiene maintenance tasks, such as hair brushing, shaving, nail care, and applying deodorant. Note: Excludes toilet, and oral hygiene. | • Set up supplies for use | • Brush hair  
• Apply deodorant  
• Keep face clean  
• Keep hands clean  
• Clean face and hands after eating  
• Wash hands after using the toilet  
• Nail care  
• Shaving  
• Menses |
| **12a Housework:** The ability to safely and effectively maintain cleanliness of the living environment by washing cooking and eating utensils; changing bed linens; dusting; cleaning the stove, sinks, toilets, tubs/showers and counter; sweeping, vacuuming, and washing floors; and taking out garbage. | • Set up supplies for cleaning  
• Put cleaning supplies away | • Clean the living room  
• Clean the bathroom(s)  
• Clean the bedroom(s)  
• Clean the kitchen  
• Use chemicals and appliances to clean  
• Clean up and put away items used for ADL/IADL activities. |
| **13a Make a light meal:** The ability to plan and prepare all aspects of a light meal such as a bowl of cereal or a sandwich and cold drink or reheat a prepared meal. | • Set up supplies for making meals | • Use stove  
• Use knives  
• Use microwave and other appliances  
• Read list of ingredients and cooking instructions  
• Complete steps of making meals |
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| **14a Laundry**: Includes all aspects of completing a load of laundry using a washer and dryer. Includes sorting, loading and unloading, adding laundry detergent, and folding laundry. | • Set up supplies for laundry | • Sort laundry  
• Take laundry to washer  
• Put laundry in washer  
• Put soap in washer  
• Push buttons on washer to start  
• Put laundry in dryer  
• Push buttons on dryer to start  
• Take laundry out of dryer  
• Put laundry away |
| **15a Use public transportation**: The ability to plan and use public transportation. Includes boarding, riding, and disembarking from transportation. | • Provide bus schedule to individual  
• Reminders to set up a ride | • Plan and arrange the ride  
• Embark and disembark from ride  
• Fasten seat belt  
• Drive  
• Navigate |
| **16a Money Management**: The ability to manage finances for basic necessities (food, clothing, shelter), including counting money and making change, paying bills/writing checks, making budgeting and other financial decisions, and balancing checkbook. | • Set out bank statements and bills  
• Reminders to pay bills  
• Reminders to save money | • Manage finances for food, clothing and shelter  
• Count money  
• Make change  
• Pay bills  
• Write checks  
• Balance a checkbook  
• Save and budget for larger purchases |
| **17a Light Shopping**: Once at store, can locate and select up to five groceries and personal care items, take to check out, and complete purchasing transaction. | • Create a shopping list | • Shop from a list  
• Locate and select items  
• Take items from shelves  
• Take cart to checkout  
• Interact with store personnel  
• Pay for items  
• Complete steps of online shopping |
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| 47c Medication management-oral medication: The ability to prepare and take all prescribed oral medications reliably and safely, including administration of the correct dosage at the appropriate times/intervals. | • Get oral medication out of where it is stored | • Take the correct oral medication as prescribed  
• Take the oral medication at the right time  
• Take the correct dose  
• Put the pill in the mouth |
| 47d Medication management-inhalant/mist medications: The ability to prepare and take all prescribed inhalant/mist medications reliably and safely, including administration of the correct dosage at the appropriate times/intervals. | • Get inhaler/mists out of where it is stored (includes nebulizer) | • Use the correct amount of inhaler/mist  
• Take dose at the correct time.  
• Hold mask or inhaler in the correct position |
| 47e Medication management-injectable medications: The ability to prepare and take all prescribed injectable medications reliably and safely, including administration of the correct dosage at the appropriate times/intervals. | • Get injectable medication out of where it is stored | • Use the correct amount of injectable medication  
• Use the injection at the right time.  
• Inject the medication |
| 47f Medication management-topical medications: The ability to prepare and apply all prescribed topical medications reliably and safely, including administration of the correct dosage at the appropriate times/intervals. | • Get topical medication out of where it is stored | • Use the correct amount of topical medication  
• Use the topical at the correct time  
• Apply the topical medication to the skin  
• Rub the topical medication into the skin |
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| 47g Medication management – suppository medications: The ability to prepare and apply all prescribed suppository medications reliably and safely, including administration of the correct dosage at the appropriate times/intervals. | • Get suppository out of where it is stored | • Use the correct dose  
• Use the suppository at the right time  
• Insert the suppository |
| 47h Medication management – medications through tube: The ability to prepare and apply all prescribed medications that are administered through a feeding tube reliably and safely, including administration of the correct dosage at the appropriate times/intervals. | • Get medication and supplies out of where it is stored | • Prepare tube for medication  
• Flush tube  
• Push medication through the tube  
• Watch for residuals  
• Flush with water |