

## Appropriate Use of ONA Coding Options

### 'Person refused', 'Not applicable' and 'Not attempted'

Updated 6/28/2021

\*Always refer to the ONA manual to make sure you are aware of the expanded guidance for each item.

#### Guidance for the 3 Coding Options

**Person Refused:** Keep in mind that if 'Person refused' is coded, this means that the individual may appear to need support, but NO supports will be provided at all. Or, the individual refuses to answer and there is no reliable source of information. \*Many items can potentially be coded as 'person refused'. *Keep in mind that If the person refuses to complete an activity and alternate supports are used, don't code 'person refused'. For example: The individual refuses to step off curbs due to a fear of falling. A support person directs the individual down ramps or driveways instead. This would be coded as 'Not attempted' because alternate supports are used.*

**Not Applicable:** If 'Not applicable' is coded, this means that the item does not apply at all. Nobody is providing support and the activity is not needed by the individual.

**Not Attempted due to Medical or Safety Concern:** If 'Not Attempted' is coded, this means that the individual can't engage in the activity due to health and safety reasons. Yet, the individual or a support person will use alternate supports to meet the need. For example, the individual takes nothing by mouth (NPO). Therefore, they do not eat or drink. J or G Tube is used instead. *(Alternate support means that the individual or support person must come up with another way to meet the need instead of completing the specific item for the individual).*

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#### Item by Item Guidance for use of the 3 Coding Options

**Item 3a: Upper body Dressing:** Never code 'Not applicable'. This item will always apply.

**Item 3b: Lower body dressing:** Never code 'Not applicable'. This item will always apply.

**Item 3c: Putting on/taking off footwear:** 'Not applicable' could apply to individuals who are amputees and have no legs. Use best judgment. There are many amputees who have socks put on the stumps of their legs and may need help.

**Item 4a: Sit to stand:** Never code, 'Not applicable'. If the individual does not stand up at all due to medical or physical reasons and it would be unsafe to stand up or sit from standing, code 'Not attempted' as alternate supports would be used to transfer, such as a mechanical lift or 1 or 2 person assist. Consider if the individual is ever stood up by staff (maybe two staff) to adjust clothes, dry the back side of the body, etc. Code the support needed. On a rare occasion, the individual may be on end-stage hospice, and may not be moved at all, code "Not attempted".

**Item 4b: Chair/bed to chair transfer:** People typically transfer from their beds unless they are on end-stage hospice and will not be transferred out of bed again. If that's the case, code 'Not attempted'. Anyone else would be coded based on the support needed.

**Item 4c: Roll left and right:** Never code 'Not applicable' and 'Not attempted'. This item always applies. Even a person on hospice will typically be turned for comfort.

**Item 5b: Walks 150 ft:** If you've marked 'Yes' for item 5a, 'Dependent' or 'Not applicable' would never apply for this item. Keep in mind that you don't want to focus on the '150 ft' language in this question. Consider the distance the individual typically walks, scoots or crawls.

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**Item 5c: Step onto/off of a curb:** 'Not attempted' could apply because alternate means can be provided, such as the use of ramps instead of curbs at home or in the community. This meets the need to go up and down one step or curb. 'Not applicable' will be rarely coded, if at all. A correct usage of 'Not applicable' would be an individual who never goes out into the community and has no steps at home. However, most people will have to navigate a step or curb in most environments.

**Item 5d: 12 steps:** Keep in mind that you don't want to focus on the '12 steps' language in this question. Consider the steps the individual typically climbs or descends. If it's unsafe to go up or down stairs due to medical or safety concerns, code 'Not attempted' because alternate means such as elevators or ramps will be used. 'Not applicable' will be rarely used. If the individual will never need to access stairs or steps at all because the community and home are completely flat, 'Not applicable' would make sense. Again, that's not common.

**Item 5f: Wheels 150 ft:** If item 5e is marked 'yes' or 'no, unmet need', do not code 'Not applicable' or 'Not attempted'. Keep in mind that you don't want to focus on the '150 ft' language in this question. Consider the distance the individual typically wheels. Item 5e indicates that the wheelchair is used.

**Item 6b: Eating:** Never code 'Not applicable'. The item must apply to the individual in some way. If the individual does not eat or drink through the mouth at all and receives all nutrition through a j or g-tube, code 'Not attempted'. The individual does not eat or drink due to medical or safety concerns. Alternate supports are used (j or g tube).

**Item 6c: Tube feeding:** Never code 'Not applicable' or 'Not attempted'. This item only remains open if j or g tube feeding is indicated in item 6a.

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**Item 7a: Toilet hygiene:** Never code 'Not applicable' or 'Not attempted'. Elimination must occur. Keep in mind that you don't want to focus on the word 'toilet'. This item includes incontinence, catheter, colostomy and urostomy supports as well. Refer to the expanded item definition in the manual.

**Item 7b: Toilet transfer:** Never code 'Not applicable'. An individual or support person may use alternate means such as the individual transfers onto the bed or is transferred onto a bed to have attends changed, etc. Thus, coding 'Not attempted' is accurate.

**Item 8a: Shower/bather self:** Never code 'Not applicable' or 'Not attempted'. This item is essential to health and safety. Keep in mind that this item includes bed baths, sponge baths, full body wipe downs, etc. to clean the body.

**Item 9: oral hygiene:** Never code 'Not attempted' as there are no alternate supports for oral care. Keep in mind that oral hygiene includes gum care, care for dentures and tooth brushing. If the individual has no teeth and no gum care is needed because the individual drinks beverages that washes debris down and support people say no care will be provided at all for gums, code 'Not applicable'. Be sure to probe carefully as supports for gums is very typical for people with no teeth. Some individuals have severe aspiration risks and will require suctioning while getting the teeth brushed or cleaned, supports will be coded.

**Item 10: General hygiene:** Never code 'Not applicable' or 'Not attempted'. Parts of this item are essential to health and safety.

**Item 12: Housework:** Never code 'Not applicable' or 'Not attempted'. Some level of cleaning must be done to prevent health and safety risks. The coding of 'Person Refused' would be applicable for an individual who refuses help and no type of help will be provided.

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**Item 13: Make a light meal:** Never code 'Not applicable' as food or j/g tube nutrition must be prepped. Do not code 'Not attempted'. If the individual is unable to cook due to medical or safety concerns, and the item is completed for the individual, code 'Dependent'. Keep in mind that this item includes the use of stoves and knives if typical for the individual. If the individual eats every meal at restaurants because they are unable to cook, consider the cook at the restaurant as an informal support. Consider the individual's skills and abilities to determine the accurate coding.

**Item 14: Laundry:** Never code 'Not applicable' or 'Not attempted' as this item is essential to health and safety. The coding of 'Person Refused' would be applicable for an individual who refuses help and no type of help will be provided.

**Item 15a: Use public transportation:** Keep in mind that you don't want to focus on the word 'public'. This item includes all modes of transportation such as cars, agency vans, paratransit, etc. On a rare occasion, the individual may not go into the community at all. If that's the case and the activity did not occur in the last 30 days, then code 'Not applicable'.

**Item 15b: Car transfer:** Please keep in mind that you don't want to focus on the word 'car'. This item includes all modes of transportation such as buses, cars, paratransit, and buses. Only code 'not applicable' if the individual never uses any form of transportation (see example above for item 15a).

**Item 16: Money Management:** Never code 'Not applicable' or 'Not attempted'. This item is essential to an individual's life and there are no alternate supports.

**Item 17: Light Shopping:** Never code 'Not applicable' as shopping is essential. Never code 'Not attempted' because there are no alternate means. Shopping must be done. Please keep in mind that you don't want to focus on the 'five groceries' language. Consider what is typical for the individual when shopping.

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**Item 47c – h: Medication management supports:** Any of the medication management items can be coded 'Not applicable' if the individual does not take the medication via the various methods of administering meds. If an individual has a choke risk, does not receive oral meds via the mouth and receives them through a g or j tube, code 'Not attempted' for item 47c, Medication management-oral, and capture the supports for oral meds through a tube in item 47h.