

Hourly Task Guideline Comparison

What are the hourly task guidelines?

The hourly task guidelines (HTGs) is a tool that the IHSS social workers use to determine how much time should be granted for each task. The HTGs are different for each task and for each functional index rank. For each task, the HTGs provide a range of time (low through high) for each functional index rank. Once you figure out how long you take for each task per week, you can compare the total with the HTGs to make sure that you are within the range of time normally allowed for your functional index rank, although there are exceptions.

Our publication follows the new format (hours:minutes) and looks like this: 1.30 hours for 1 ½ hours or 1 hour and 30 minutes. If something takes you 1 hour and 1 minute to do, then you would write down 1.01. Here are examples of what this format looks like:

.01 = 1 minute

.02 = 2 minutes

.03 = 3 minutes

.04 = 4 minutes

.10 = 10 minutes

.20 = 20 minutes

.30 = 30 minutes

.40 = 40 minutes

.50 = 50 minutes

.60 = 1 hour (60 minutes)

1.05 = 1 hour and 5 minutes

2.25 = 2 hours and 25 minutes

This is a new format, and your Notice of Action uses this format. Previous versions of this publication used the format that the MPP uses, which is a decimal format in 10ths of an hour. This format looks like this: 1.50 hours, which is 1 ½ hours or 1 hour and 30 minutes. Here is how 10ths of an hour are calculated:

- .05 = 03 minutes
- .08 = 05 minutes
- .10 = 06 minutes
- .15 = 09 minutes
- .17 = 10 minutes
- .20 = 12 minutes
- .25 = 15 minutes
- .30 = 18 minutes
- .33 = 20 minutes
- .35 = 21 minutes
- .40 = 24 minutes
- .42 = 25 minutes
- .45 = 27 minutes
- .50 = 30 minutes
- .55 = 33 minutes
- .58 = 35 minutes
- .60 = 36 minutes
- .65 = 39 minutes
- .70 = 42 minutes
- .75 = 45 minutes
- .80 = 48 minutes
- .83 = 50 minutes
- .90 = 54 minutes
- .92 = 55 minutes
- .95 = 57 minutes
- 1.00 = 60 minutes
- 2.00 = 120 minutes
- 3.00 = 180 minutes
- 4.00 = 240 minutes
- 5.00 = 300 minutes

You can find this information in All County Information Notice No. I-82-17 (December 5, 2017), available online.
http://www.cdss.ca.gov/Portals/9/ACIN/2017/I-82_17.pdf?ver=2017-12-08-145619-190