AoA State Program Report Redesign Proposal

Selected Data Element Definitions

The following document includes tables of selected data elements with proposed definitions and in some cases alternative definitions under consideration. In a few cases ACL/AoA may not have a proposed definition and is seeking the Aging Network's recommendation. The first table describes services provided under the Older American Act Title III for which data are to be submitted. The second table includes demographic and consumer characteristic definitions. Comments are welcome for any definition including service unit. Please use the **Instructions and Feedback Template** to provide your comments. The template will help ACL/AoA organize your comments as we try to incorporate them in the SPR redesign. Please send your feedback to **SPRredesign.comments@acl.hhs.gov** by **November 28, 2016**.

Key Focus Areas: ACL/AoA is seeking comments and recommended definitions for the following services:

Service	Notes
Case Management (Title III B) and Access Assistance: Case Management (Title III E)	ACL/AoA would like to align the definitions for these services.
Information and Assistance (Title III B) and Access Assistance: Information and Assistance (Title III E)	ACL/AoA would like to align the definitions for these services.
Nutrition Counseling (Title III C)	ACL/AoA is seeking comments regarding alternative definitions.
Other Services:	Mission/purpose codes have changed to service domains
Caregiver Counseling (Title III E)	The current SPR definition is combined with support groups and training services
Caregiver Support Groups (Title III E)	The current SPR definition is combined with counseling and training services
Caregiver Training (Title III E)	The current SPR definition is combined with support groups and counseling services
Respite (in-home)	The current SPR definition does not distinguish between types of respite services
Respite (facility-based, day)	See above
Respite (facility-based, overnight)	See above
Supplemental Services	Service domains have been added to align with "other services" under Title III-B
Information Services	ACL/AoA is seeking an improved definition that distinguishes this service from information and assistance.
Options Counseling	ACL/AoA has not included a proposed definition and is seeking definitions from the Aging Network. ACL/AoA is also seeking a service unit definition.

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The following table presents the proposed service definitions and configuration for the initial system implementation.

Table 1. Service Definitions and Configuration

Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III B-Supportive Services	Personal Care	Yes	Personal assistance, stand-by assistance, supervision or cues.	1 hour	• Requires ADL/IADL
III B-Supportive Services	Homemaker	Yes	Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework.	1 hour	• Requires ADL/IADL
III B-Supportive Services	Chore	Yes	Assistance such as heavy housework, yard work or sidewalk maintenance for a person.	1 hour	• Requires ADL/IADL
III C-Nutrition Program	Home Delivered Meals	Yes	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets the requirements of the Older Americans Act and State/Local laws. For reporting purposes, meals that are means tested (e.g. Medicaid Title XIX waiver meals) can be included. – see the definition of Nutrition Services Incentive Program (NSIP) meal in "other" definitions.	1 Meal	• Requires ADL/IADL • Requires Nutrition Risk Score • NSIP meal counts are separate variable
III B-Supportive Services	Adult Day Care / Health	Yes	Personal care for dependent older adults in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medication assistance and home-health aide services for adult day health.	1 hour	• Requires ADL/IADL

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III B-Supportive Services	Case Management	Yes	Assistance either in the form of access or care coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required. (Source: Current SPR) **(see Title III-E access assistance: case management for an additional definition)**	1 hour	• Requires ADL/IADL
	Case Management		Optional Definition #2: The development of a comprehensive, written individualized support plan. In addition, case management often includes assisting people in gaining access to necessary services, assessment of a person's needs, ongoing monitoring of service provision and/or a person's health and welfare, assistance in accessing supports to transition from an institutional setting (but not the transition services themselves), and development of a 24-hour individual back-up plan with formal and informal supports (Source: CMS HCBS Taxonomy)		
	Case Management		Optional Definition #3: Development and implementation of a service plan to mobilize the formal and informal resources and services identified in the assessment to meet the needs of the client. Includes the development and oversight of a plan to ensure the safety and well-being of the client; developing a safety plan with a person's support network; referring and arranging support services, etc. (Source: NAMRS)		

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III B-Supportive Services	Assisted Transportation	Yes	Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.	1 One Way Trip	
III C-Nutrition Program Policies	Congregate Meals	Yes	A meal provided to a qualified individual in a congregate or group setting. The meal as served meets the requirements of the Older Americans Act and State/Local laws. For reporting purposes, meals that are means tested (e.g. Medicaid Title XIX waiver meals) can be included. – see the definition of Nutrition Services Incentive Program (NSIP) meal in "other" definitions.	1 Meal	• Requires Nutrition Risk Score
III C-Nutrition Program Policies	Nutrition Counseling	Yes	Optional definition #1: Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietician, and addresses the options and methods for improving nutrition status. (Source: current SPR)	1 session per participant	• Requires Nutrition Risk Score
	Nutrition Counseling		Option definition #2: A standardized service as defined by the Academy of Nutrition & Dietetics (AND) that provides individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illness, or medication use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses the options and methods for improving nutrition status with a measurable goal. (source: Input Committee)		
III B-Supportive Services	Options Counseling	Yes	ACL/AoA is seeking definitions		
III B-Supportive Services	Legal Assistance	Yes	Legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney.	1 hour	• Requires number of active cases and case type

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III B-Supportive Services	Transportation	No	Transportation from one location to another. Does not include any other activity.	1 One Way Trip	
III C-Nutrition Program Policies	Nutrition Education	No	A targeted program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise.	Total Hours	• Requires estimated audience size - duplicate count of participants
III B-Supportive Services	Information and Assistance	No	A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied. (Source: Current SPR) **(See Title III-E access assistance: information and assistance for an additional definition)**	1 Contact	
	Information and Assistance		Optional Definition #2: Provision of concrete information to a client about available public and voluntary services and resources (including name, address, and telephone number of service or resource and linkage with appropriate community resource(s) to ensure necessary service will be delivered to the client. Must include contact and follow-up with the provider and/or client. (Source: OAA Title VI Program Performance Report (PPR))		

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III B-Supportive Services	Other Services	No	A service provided using OAA funds that does not fall into the previously defined service categories. Service Domains: • Assistive Technology/Durable Equipment/Emergency Response • Consumable supplies • Home Modifications/Repairs • Elder abuse prevention/Elder Rights (Title III B only) • Health • Outreach • Public Education • Senior Centers/Socialization • Access not reported elsewhere • Other	As described by SUA	
III D-Disease Prevention and Health Promotions Services Program	Health Promotion-Evidence-Based	No	Programs that meet ACL/AoA's definition for an evidence-based program, as presented on http://www.acl.gov/. Evidence-based programs promote health and wellbeing or reduce disease, disability, and/or injury among adults 60 years old and older.	NA	
III D-Disease Prevention and Health Promotions Services Program	Health Promotion- Non Evidence-Based	No	Health promotion and disease prevention activities that do not meet ACL/AoA's definition for an evidence-based program. May include health screenings and assessments; health fairs; and organized physical fitness activities (outside of a specific evidence-based program).	NA	

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III E-National Family Caregiver Support Program	Counseling	Yes	A service designed to support caregivers and assist them in their decision making and problem solving. Counselors are degreed service providers, trained to work with older adults and families in specifically understanding and addressing the complex physical, behavioral and emotional problems related to their caregiver roles. This includes counseling to individuals or group sessions. Counseling is a separate function apart from support group activities (peer led) or training (see definitions for these services) (source: ACT Group)	Unit = 1 hour	
III E-National Family Caregiver Support Program	Support Group	Yes	A service led by a trained individual, moderator, or professional to facilitate caregivers to discuss their common experiences and concerns and develop a mutual support system. Support groups are typically held on a regularly scheduled basis and may be conducted in person, over the telephone, or online. For the purposes of Title III-E funding, caregiver support groups would not include "caregiver education groups," "peer-to-peer support groups," or other groups primarily aimed at teaching skills or meeting on an informal basis without a trained facilitator. (Source: ACT group)	(Unit = 1 hour)	

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III E-National Family Caregiver Support Program	Training	Yes	Training provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management; providing personal care; and communicating with health care providers and other family members. Training may include use of evidence-based programs; be conducted in-person or on-line; and be provided in individual or group settings. (Source: ACT group)	(Unit = 1 hour per participant)	
III E-National Family Caregiver Support Program	In-home Respite	Yes	A service typically provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities. During such respite, other activities can occur which may offer additional support to either the caregiver or care receiver, including homemaker or personal care services. (Source: ACT group)	(Unit = 1 hour of service per caregiver)	
III E-National Family Caregiver Support Program	Facility-based respite (day, not overnight)	Yes	A service provided in settings other than the caregiver/care receiver's home, including adult day care, senior center or other non-residential setting where an overnight stay does not occur. (Source: ACT group)	(Unit = 1 hour of service per caregiver)	
III E-National Family Caregiver Support Program	Facility-based respite (overnight)	Yes	A service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of grandparents raising grandchildren, summer camps), in which the care receiver resides in the facility (on a temporary basis) for a full 24 hour period of time. (Source: ACT group)	(Unit = one episode or (1) 24-hour period of service)	

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III E-National Family Caregiver Support Program	Caregiver Supplemental	Yes	Goods and services provided on a limited basis to complement the care provided by caregivers. Service Domains: • Assistive Technology/Durable Equipment/Emergency Response (T3 E support only) • Consumable supplies (T3 E support only) • Home Modifications/Repairs (T3 E support only) • Legal and/or Financial Consultation (T3 E support only) • Homemaker/chore/personal care (T3 E support only) • Transportation (T3 E support only) • Other	As described by SUA	• Requires number of meals that are NSIP compliant
III E-National Family Caregiver Support Program	Access Assistance: Case Management	Yes	Case Management - Assistance either in the form of access or care coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required. (*see Title III-B case management for alternative definitions*)	1 Hour	

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Title	Service	Profile Required	Definition	Service Unit	Special Required Data
III E-National Family Caregiver Support Program	Access Assistance: Information and Assistance	Non-Registered	Information and Assistance - A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied. (*See Title III-B information and assistance for alternative definitions*)	1 Contact	• Requires estimated unduplicated count of caregivers
III E-National Family Caregiver Support Program	Information Services	Non-Registered	A service for caregivers that provides the public and individuals with information on resources and services available to the individuals within their communities. Information services include but are not limited to in-person presentations; information dissemination at a fair, conference or other public event; radio/television interview, webinar or other electronic media, production and dissemination of print materials (newsletter, newspaper article…). These activities are directed at groups and large audiences of caregivers. Note that provision of individualized information in response to a caregiver's inquiry should be captured under Access Assistance: Information and Assistance. (Source: ACT group)	Activity	• Requires estimated audience size - duplicate count of participants in activity

Selected Data Element Definitions

Table 2. Selected Demographics and Other Characteristics:

Demographic Category	Value	Definition
Ethnicity	• Yes, Hispanic or Latino/a, or Spanish Origin (non-specific) • No, not Hispanic or Latino/a, or Spanish Origin	Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. (Source: NAMRS)
Race	• American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Other	Having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Having origins in any of the black racial groups of Africa. Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Having origins in any of the original peoples of Europe, the Middle East, or North Africa. Having origins not included in the categorizations provided (Source: NAMRS)
Minority Status	• Minority • Not Minority • Minority Status Missing	Racial and ethnic minority populations are defined as: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Other Pacific Islander, American Indian and Alaska Native. (Source: CDC)
Gender	• Male • Female • Transgender	Male gender assigned at birth matches one's gender identity of male. (NAMRS Attach D) (6-9-2016) Female gender assigned at birth matches one's gender identity of female. (NAMRS Attach D) (6-9-2016) Gender identity, gender expression, and biological sex do not all align (e.g. man, masculine, and male) (NAMRS Attach D) (6-9-2016)

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Demographic Category	Value	Definition
Poverty Status	• At or Below Poverty • Above Poverty • Poverty Status Missing	Persons considered to be in poverty are those whose income is below the official poverty guideline (as defined each year by the Office of Management and Budget, and adjusted by the Secretary, DHHS) in accordance with subsection 673 (2) of the Community Services Block Grant Act (42 U.S.C. 9902 (2)). The annual HHS Poverty Guidelines provide dollar thresholds representing poverty levels for households of various sizes.
Geographic	• Rural • Non-Rural • Rural Missing	Definition based on USDA RUCA(Rural-Urban Commuting Area) codes which classify U.S. census tracts using measures of population density, urbanization, and daily commuting. A ZIP code approximation of the 2010 RUCA codes is available on the Center for Rural Health website. Rural geography is a consumer's residence is in a zip code defined as a RUCA code of 10 Non-rural geography is a consumer's residence is in a zip code defined as a RUCA code of 1-9 Alternate definition: USDA RUCC (Rural-Urban Continuum Codes) a classification scheme that distinguishes metropolitan counties by the population size of their metro area, and nonmetropolitan counties by degree of urbanization and adjacency to a metro area. The official Office of Management and Budget (OMB) metro and nonmetro categories have been subdivided into three metro and six nonmetro categories. Each county in the U.S. is assigned one of the 9 codes. Rural geography is a consumer's residence is in a county defined as a RUCC of 8-9 Non-rural geography is a consumer's residence is in a county defined as a RUCC of 1-7
Living Status	• Lives Alone • Lives with Others • Living Status Missing	A one person household (using the Census definition of household) where the householder lives by his or herself in an owned or rented place of residence in a non-institutional setting, including board and care facilities, assisted living units and group homes.

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Demographic Category	Value	Definition
ADL/IADL	• 0 • 1-2 • 3+ • ADL/IADL Missing	Indicates the individual's total score on the Katz Index of Independence in Activities of Daily Living (ADL). Permissible values are 0-6. (Source: NAMRS) The inability to perform one or more of the following six activities of daily living without personal assistance, stand-by assistance, supervision or cues: eating, dressing, bathing, toileting, transferring in and out of bed/chair, and walking. Indicates the individual's total score on the Lawton Instrumental Activities of Daily Living (IADL). Permissible values are 0-8. (Source: NAMRS) The inability to perform one or more of the following eight instrumental activities of daily living without personal assistance, or stand-by assistance, supervision or cues: preparing meals, shopping for personal items, medication management, managing money, using telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Nutrition Risk Score	• Score 0-5 • Score 6+ • Score Missing	Score based on the following: • I have an illness or condition that made me change the kind and/or amount of food I eat. 2 • I eat fewer than two meals per day. 3 • I eat few fruits or vegetables, or milk products. 2 • I have three or more drinks of beer, liquor or wine almost every day. 2 • I have tooth or mouth problems that make it hard for me to eat. 2 • I don't always have enough money to buy the food I need. 4 • I eat alone most of the time. 1 • I take three or more different prescribed or over-the-counter drugs a day. 1 • Without wanting to, I have lost or gained 10 pounds in the last six months. 2 • I am not always physically able to shop, cook and/or feed myself. 2

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