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**UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**ADMINISTRATION FOR COMMUNITY LIVING (ACL)**

**ADMINISTRATION ON AGING (AOA)**

**STATE PROGRAM PERFORMANCE REPORT**

**For**

**STATE UNITS ON AGING**

**(Older Americans Act Title III and VII, Chapter 3 and 4)**

**Attachment A: Definitions**

*The SPR Definitions serve as a reference to the Data Element Specifications. It provides definitions of data elements, code values, services, and related terms.*

**Table 1. Demographics and Consumer Characteristics:**

| Data Element | Value | Definition |
| --- | --- | --- |
| Age |  | A person’s age as of the last day of the federal fiscal year reported |
|  | Age: 18-49 | A person’s age is between 18 and 49 years of age as of the last day of the federal fiscal year reported |
|  | Age: 50-59 | A person’s age is between 50 and 59 years of age as of the last day of the federal fiscal year reported |
|  | Age: 55 -59 | A person’s age is between 55 and 59 years of age as of the last day of the federal fiscal year reported |
|  | Age: <60 | A person’s age is under 60 years of age as of the last day of the federal fiscal year reported |
|  | Age: 60 -64 | A person’s age is between 60 and 64 years of age as of the last day of the federal fiscal year reported |
|  | Age: 65-74 | A person’s age is between 65 and 74 years of age as of the last day of the federal fiscal year reported |
|  | Age: 75 - 84 | A person’s age is between 75 and 84 years of age as of the last day of the federal fiscal year reported |
|  | Age: 85+ | A person’s age is age 85 years of age or older as of the last day of the federal fiscal year reported |
| Gender |  | One’s inner sense of one’s own gender. |
|  | Female | One’s inner sense of one’s own gender is female. |
|  | Male | One’s inner sense of one’s own gender is male. |
|  | Other | One’s inner sense of one’s own gender is neither female nor male. |
| Geography |  | Type of developed environment in which the consumer lives as defined by the rural-urban commuting area (RUCA) codes defined at the zip code level. (Source: USDSA/HRSA) |
|  | Rural | RUCA code 10 |
|  | Non-Rural | RUCA code 1- 9 |
| Poverty Status[[1]](#footnote-1) |  | An individual’s household income as it relates to the Department of Health and Human Services (DHHS) poverty guidelines as published each year in the Federal Register. (Source: DHHS) |
|  | At or Below Poverty | Persons considered to be at or below poverty are those whose household income is at or below the official poverty guidelines as provided by U.S. Department of Health and Human Services. |
|  | Above Poverty | Persons considered to be above poverty are those whose household income is above the official poverty guidelines as provided by U.S. Department of Health and Human Services. |

| Data Element | Value | Definition |
| --- | --- | --- |
| Household Status |  | A household includes all the people who occupy a housing unit (such as a house or apartment) as their usual place of residence.  A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household. (Source: U.S. Census Bureau) |
|  | Lives Alone | A one person household. An individual who occupies a housing unit as their usual place of residence and no other person occupies the housing unit as a usual place of residence. |
|  | Lives with Others | A multi-person household. An individual who occupies a housing unit as their usual place of residence with other persons (related and unrelated) who occupy the housing unit as their usual place of residence. |
| Ethnicity |  | Self-identification of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin (Source: OMB) |
|  | Hispanic or Latino | Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race |
|  | Not Hispanic or Latino | Not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race |
| Race |  | Self-identification with a national origin or sociocultural group (Source: US Census Bureau/OMB) |
|  | American Indian or Alaska Native | Having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
|  | Asian | 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. |
|  | Black or African American | Having origins in any of the black racial groups of Africa. |
|  | Native Hawaiian or Pacific Islander | Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
|  | White | Having origins in any of the original peoples of Europe, the Middle East, or North Africa |

| Data Element | Value | Definition |
| --- | --- | --- |
| Minority Status |  | 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. |
|  | Minority | A person’s self-reported racial and ethnic identity includes one or more of the following: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Other Pacific Islander, American Indian and Alaska Native. |
|  | Not Minority | A person’s self-reported racial and ethnic identity does not include any of the following: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Other Pacific Islander, American Indian and Alaska Native. |
| Medicaid Beneficiary Status |  |  |
|  | Medicaid Beneficiary | A person who has health care insurance through the Medicaid programs. (Source: CMS) |
|  | Not Medicaid Beneficiary | A person who does not have health care insurance through the Medicaid programs. (Source: CMS) |
| ADL Limitations |  | Indicates the person’s total score on the Katz Index of Independence in Activities of Daily Living (ADL). Permissible values are 0-6.  A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision).  (Source: NAMRs/OAA) |
|  | 0 | Indicates a person has no ADL limitations |
|  | 1-2 | Indicates a person has between 1 to 2 ADL limitations |
|  | 3+ | Indicates a person have 3 or more ADL limitations |
| IADL Limitations |  | Indicates the person’s total score on the Lawton Instrumental Activities of Daily Living (IADL). Permissible values are 0-8.  A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision).  (Source: NAMRs/OAA) |
|  | 0 | Indicates a person has no IADL limitations |
|  | 1-2 | Indicates a person has between 1 to 2 IADL limitations |
|  | 3+ | Indicates a person have 3 or more IADL limitations |
| Nutrition Risk Score |  | Indicates the person’s total score on the DETERMINE your Nutritional Risk checklist published by the Nutrition Screening Initiative. (Source: current SPR) |
|  | 0-5 | Indicates a person’s Nutrition Risk Score is between 0 and 5. |
|  | 6+ | Indicates a person’s Nutrition Risk Score is 6 or more. |

| Data Element | Value | Definition |
| --- | --- | --- |
| Relationship |  | The familial relationship of the caregiver to the care recipient. (Source: NAMRS) |
|  | Husband | Partner in a marriage (male) |
|  | Wife | Partner in a marriage (female) |
|  | Domestic Partner, including civil union | Adults in a committed relationship with another adult, including both same sex and opposite-sex relationships |
|  | Son/Son-in-Law | Biological child (male), adoptive child, or step-child and spouse of biological, adoptive or step-daughter. |
|  | Daughter/Daughter-in-law | Biological child (female), adoptive child, or step-child and spouse of biological, adoptive or step-son. |
|  | Sister | Female child or offspring have one or both parents in common; a female sibling (by blood, adoption, marriage) |
|  | Brother | Male child or offspring have one or both parents in common; a male sibling (by blood, adoption, marriage) |
|  | Grandmother | Parent of one's mother; a grandparent (by blood, adoption, marriage) |
|  | Grandfather | Parent of one's father; a grandparent (by blood, adoption, marriage) |
|  | Mother | The birth parent (female), adoptive parent, or step-parent of the care recipient |
|  | Father | The birth parent (male), adoptive parent, or step-parent of the care recipient |
|  | Other Relative | Another family member, including in-laws. |
|  | Non-Relative | No kinship relationship |
| Children receiving care |  | An individual who is not more than 18 years of age who lives with and receives informal care from an eligible “older relative caregiver”. (Source: OAA) |
| Adults under age 60 receiving care |  | An individual with a disability, as defined in section 3 of the Americans with Disabilities Act of 1990 (42. U.S.C 12012), who is not less than age 18 and not more than age 59; and receives informal care from an eligible “older relative caregiver”. (Source: OAA) |

**Table 2. Services and Service Units:**

| Data Element | Definition | Service Unit |
| --- | --- | --- |
| Personal Care | Assistance (Personal assistance, stand-by assistance, supervision or cues) with Activities of Daily Living (ADLs) and/or health-related tasks provided in a person’s home and possibly other community settings. Personal care may include assistance with Instrumental Activities of Daily Living (IADLs).  (Source: HCBS taxonomy) | hours |
| Homemaker | Performance of light housekeeping tasks provided in a person’s home and possibly other community settings. Task may include preparing meals, shopping for personal items, managing money, or using the telephone in addition to light housework. (Source: HCBS Taxonomy) | hours |
| Chore | Performance of heavy household tasks provided in a person’s home and possibly other community settings. Tasks may include yard work or sidewalk maintenance in addition to heavy housework. (Source: HCBS Taxonomy) | hours |
| Home Delivered Meals | 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 all the requirements of the Older Americans Act and State/Local laws. Meals provided to individual through means-tested programs may be included. (Source: OAA) | meal |
| Adult Day Care/Health | Services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Includes out of home supervision, health care, recreation, and/or independent living skills training offered in centers most commonly known as Adult Day, Adult Day Health, Senior Centers, and Disability Day Programs. (Source: NAMRS) | Day. 1 day is equal to 8 hours |
| Case Management | Means a service provided to an older individual, at the direction of the older individual or a family member of the individual:   * by an individual who is trained or experienced in the case management skills that are required to deliver the services and coordination described in subparagraph; and * to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the older individual; and   Includes services and coordination such as—   * comprehensive assessment of the older individual (including the physical, psychological, and social needs of the individual); * development and implementation of a service plan with the older individual to mobilize the formal and informal resources and services identified in the assessment to meet the needs of the older individual, including coordination of the resources and services—   + with any other plans that exist for various formal services, such as hospital discharge plans; and   + with the information and assistance services provided under the Older Americans Act; * coordination and monitoring of formal and informal service delivery, including coordination and monitoring to ensure that services specified in the plan are being provided;   + periodic reassessment and revision of the status of the older individual with—   + the older individual; or   + if necessary, a primary caregiver or family member of the older individual; and   + in accordance with the wishes of the older individual, advocacy on behalf of the older individual for needed services or resources.   (Source: OAA) | hours |
| Assisted Transportation | Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. This service includes escort or other appropriate assistance for a person who has difficulties (physical or cognitive) using regular vehicular transportation. Does not include any other activity. (Source: NAMRS/HCBS) | one way trip |
| Congregate Meals | A meal provided to a qualified individual in a congregate or group setting. The meal is served in a program administered by SUAs and/or AAAs and meets all the requirements of the Older Americans Act and State/Local laws. Meals provided to individual through means-tested programs may be included. (Source: OAA) | meal |
| Nutrition Counseling | 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) | person hours  (e.g. 2 persons participate in 1 hour of counseling equals 2 person hours) |
| Legal Assistance | legal advice and representation provided by an attorney to older individuals with economic or social needs as defined in the Older Americans Act, Sections 102(a)(23 and (24), and in the implementing regulation at 45 CFR Section 1321.71, and includes to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of a lawyer and counseling or representation by a non-lawyer where permitted by law (Source: OAA) | hours |
| Transportation | Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. Does not include any other activity. (Source: NAMRS/HCBS) | one way trip |
| Nutrition Education | 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. (Source: Input Committee) | person hours (e.g. 10 people attend 1 hour of education = 10 person hours) |
| Information and Assistance | A service that:   * provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; * assesses the problems and capacities of the individuals; * links the individuals to the opportunities and services that are available; * to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and * serves the entire community of older individuals, particularly—   + older individuals with greatest social need;   + older individuals with greatest economic need; and   + older individuals at risk for institutional placement. (Source: OAA) | contact |
| Health Promotion: Evidence-Based | Activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition). Activities must meet ACL/AoA’s definition for an evidence-based program, as presented on [ACL's website](http://www.acl.gov/). (Source: OAA) | N/A |
| Health Promotion: Non Evidence-Based | Health promotion and disease prevention activities that do not meet ACL/AoA’s definition for an evidence-based program as defined at [ACL's website](https://acl.gov/). Activities may include those defined in the OAA (Section 102(14)) for example:  (A) health risk assessments; (B) routine health screening; (C) nutritional counseling and educational services for individuals and their primary caregivers; (E) programs regarding physical fitness, group exercise, and music therapy, art therapy, and dance-movement therapy; (F) home injury control services; (G) screening for the prevention of depression, coordination of community mental and behavioral health services, provision of educational activities, and referral to psychiatric and psychological services; (H) educational programs on the availability, benefits, and appropriate use of preventive health services covered under title XVIII of the Social Security Act (42 U.S.C. 1395 et seq.); (I) medication management screening and education; (J) information concerning diagnosis, prevention, treatment, and rehabilitation concerning age-related diseases and chronic disabling conditions; (K) gerontological counseling; and (L) counseling regarding social services and follow-up health services based on any of the services described in subparagraphs (A) through (K). The term shall not include services for which payment may be made under titles XVIII and XIX of the Social Security Act (42 U.S.C. 1395 et seq., 1396 et seq.). (Source: OAA) | N/A |
| Counseling | 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 and 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 or training (see definitions for these services). (Source: ACT committee) | person hours  (e.g. 2 persons participate in 1 hour of counseling equals 2 person hours) |
| Training | A service that 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 committee) | person hours  (e.g. 2 persons participate in 1 hour of training equals 2 person hours) |
| Respite | Service which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. (Source: Current SPR) | hours |
| Respite (in-home) | A respite service 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 committee) | hours |
| Respite (out-of-home, day) | A respite service provided in settings other than the caregiver/care receiver’s home, including adult day care, senior center or other non-residential setting (in the case of older relatives raising children, day camps), where an overnight stay does not occur that allows the caregiver time away to do other activities. (Source: ACT committee) | hours |
| Respite (out-of home, overnight) | A respite service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of older relatives raising children, summer camps), in which the care receiver resides in the facility (on a temporary basis) for a full 24 hour period of time. The service provides the caregiver with time away to do other activities. (Source: ACT committee) | hours |
| Supplemental | Goods and services provided on a limited basis to complement the care provided by caregivers. (Source: OAA) | N/A |
| Assistance – Case Management | Means a service provided to a caregiver, at the direction of the caregiver:   * by an individual who is trained or experienced in the case management skills that are required to deliver the services and coordination described in subparagraph; and * to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the caregiver; and   Includes services and coordination such as—   * comprehensive assessment of the caregiver (including the physical, psychological, and social needs of the individual); * development and implementation of a service plan with the caregiver to mobilize the formal and informal resources and services identified in the assessment to meet the needs of the caregiver, including coordination of the resources and services—   + with any other plans that exist for various formal services; and   + with the information and assistance services provided under the Older Americans Act;   + coordination and monitoring of formal and informal service delivery, including coordination and monitoring to ensure that services specified in the plan are being provided;   + periodic reassessment and revision of the status of the caregiver; and   + in accordance with the wishes of the caregiver, advocacy on behalf of the caregiver for needed services or resources.   (Source: OAA) | hours |
| Support Group | A service that is 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. (See definitions for training and education). (Source: ACT committee) | person hours  (e.g. 2 persons participate in 1 hour meeting equals 2 person hours) |
| Assistance – Information and Assistance | A service that:   * provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; * assesses the problems and capacities of the individuals; * links the individuals to the opportunities and services that are available; * to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and * serves the entire community of older individuals, particularly—   + caregivers who are older individuals with greatest social need;   + older individuals with greatest economic need;   + older relative caregivers of children with severe disabilities, or individuals with disabilities who have severe disabilities;   + family caregivers who provide care for individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction; and   + caregivers of “frail” individuals defined as: unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; and cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual. (Source: OAA) | contact |
| Information Services (public) | A public and media activity that conveys information to caregivers about available services, which can include an in-person interactive presentation to the public conducted; a booth/exhibit at a fair, conference, or other public event; and a radio, TV, or Web site event. (Source: SHIP) | activity |

**Table 3. Additional Definitions:**

| Data Element | Definition |
| --- | --- |
| Registered Service | A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are reported in aggregate to ACL/AoA The services for older adult consumers (Title III-B, C, and D) include: adult day care/health, assisted transportation, case management, chore, congregate meals, home delivered meals, homemaker, nutrition counseling, and personal care. The services for caregivers (Title III-E) include: Assistance: Case Management, Counseling, Respite, Supplemental, and Training. |
| Confidential Service | A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are reported in aggregate and consumer personal identifying information (PII) is not shared or recorded at other than the provider level. |
| Non-registered Service | A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are not reported to ACL/AoA. |
| Person Served | An individual who receives a service funded in whole or in part with OAA funds. |
| Title III Expenditures | Outlays or payments made by the SUA and/or AAA’s using Title III-B, C, D, or E OAA federal funds to provide an allowable service. |
| NSIP Expenditures | Outlays or payments made by the SUA and/or AAA’s using Title III-A OAA federal funds to purchase food for an allowable service (Title III-C1 Congregate Nutrition or Title III-C2 Home-Delivered Nutrition). |
| Other – State Expenditures | Outlays or payments made by the SUA and/or AAA’s using state funds to provide an allowable service. |
| Other – Non-state Expenditures | Outlays or payments made by the SUA and/or AAA’s using non-state funds to provide an allowable service. This may include but is not limited to: local funding (governmental and non-governmental), non-Title III federal funding (e.g. SSBG), and private funding. |
| Program Income | gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §75.307(f). (See *Period of performance.*) Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §§75.307, 75.407 and 35 U.S.C. 200-212 (applies to inventions made under Federal awards) |
| Part B Expenditures | Outlays or payments made by the SUA and/or AAA’s using Title III-B OAA federal funds to provide an allowable service. |
| Part D Expenditures | Outlays or payments made by the SUA and/or AAA’s using Title III-D OAA federal funds to provide an allowable service. |
| Other Federal Funds | Indication of non-OAA federal funds used by the SUA/AAAs to support services funded in whole or in part with OAA funds. The multiple choice option responses identify common federal sources of funding for home and community-based support services.   * SSBG is the Social Services Block Grant program administered by Administration for Children and Families (ACF) * CSBG is the Community Services Block Grant program administered by Administration for Children and Families (ACF) * USDA is the US Department of Agriculture * DOT is the US Department of Transportation |
| Planning and Service Area (PSA) | An area designated by a State agency under the OAA section 305(a)(1)(E), including a single planning and service area described in section 305(b)(5)(A). |
| Full-time staff | Persons who work 35 hours or more per week in a compensated (paid) position as of September 30th of the reporting year (federal fiscal year). (Source: US Census, Current Population Survey) |
| Part-time staff | Persons who work less than 35 hours per week in a compensated (paid) position as of September 30th of the reporting year (federal fiscal year). (Source: US Census, Current Population Survey) |
| SCSEP | Older American Community Service Employment Program |
| Volunteer | An uncompensated individual who provides services or support on behalf of older individuals. Only staff working under the AAA, not the AAA contractors, shall be included. (Source: current SPR) |
| Volunteer hours | Hour of uncompensated work performed during the reporting year by an uncompensated individual who provides services or support on behalf of older individuals. Only hours working under the AAA, not the AAA contractors, shall be included. |
| Provider | An organization or person which provides services to individuals under a formal contractual arrangement with an AAA or SUA. Under Title III-E, in cases where direct cash payment is made to a caregiver and the ultimate provider is unknown, the number of providers may be omitted. |
| Senior Center | A community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental and behavioral health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals. (Source: OAA) |
| Focal Point | A facility established to encourage the maximum collocation and coordination of services for older individuals, that has been designated in Area Plans for comprehensive service delivery (Source: OAA) |
| Self-Direction | An approach to providing services (including programs, benefits, supports, and technology) under the OAA intended to assist an individual with activities of daily living, in which— (A) such services (including the amount, duration, scope, provider, and location of such services) are planned, budgeted, and purchased under the direction and control of such individual; (B) such individual is provided with such information and assistance as are necessary and appropriate to enable such individual to make informed decisions about the individual’s care options; (C) the needs, capabilities, and preferences of such individual with respect to such services, and such individual’s ability to direct and control the individual’s receipt of such services, are assessed by the area agency on aging (or other agency designated by the area agency on aging) involved; (D) based on the assessment made under subparagraph (C), the area agency on aging (or other agency designated by the area agency on aging) develops together with such individual and the individual’s family, caregiver or legal representative— (i) a plan of services for such individual that specifies which services such individual will be responsible for directing; (ii) a determination of the role of family members (and others whose participation is sought by such individual) in providing services under such plan; and (iii) a budget for such services; and (E) the area agency on aging or State agency provides for oversight of such individual’s self-directed receipt of services, including steps to ensure the quality of services provided and the appropriate use of funds under the OAA. (Source: OAA) |
| Respite Voucher | A payment mechanism for caregiver respite services. A voucher is a document that shows respite services have been bought or respite services have been rendered, and authorizes payment. |
| Title VII-3 Expenditures | Total outlays or payments made using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation. (Source: OAA) |
| Title VII Ch 3 Funds expended by SUA | Outlays or payments made by SUAs using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation. |
| Title VII Ch 3 funds expended by AAA | Outlays or payments made by AAAs using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation. |
| Title VII Ch 3 funds expended by APS | Outlays or payments made by Adult Protective Services using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation. |
| Title VII Ch 3 funds expended by other Entities | Outlays or payments made by entities other than SUAs, AAA, or APS using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation. |
| Case | A legal assistance matter provided to an eligible client by a legal assistance provider. A case encompasses one legal matter. Accordingly a client may have more than one case simultaneously and/or during a calendar year. When matters in litigation move from one forum to another, such as upon filing of an appeal by the client or by an adversary or another litigant, a new case is to be opened. |
| Open Case | A case is open upon acceptance by a legal assistance provider and notification of the acceptance to the client. Notification of acceptance should be done in a manner appropriate to the case and in accordance with state practice rules and program procedures. For example, a Hotline or call center case would likely be accepted verbally before advice or limited representation is provided. A case is deemed to be open as of the date of the client’s initial contact with the III-B legal assistance provider, regardless of the date data entry is completed. |
| Closed Case | A legal assistance case is closed when the legal assistance provider has completed work within the scope of representation, has otherwise reached a resolution of the client’s legal issue and has, consistent with state rules, and program requirements, informed the client that the case is closed. Cases may also be closed after a reasonable period of time during which the client has not been in touch with the III-B legal provider, notwithstanding appropriate efforts to reach the client. |
| Advice | A category of legal assistance case. An individualized evaluation of the facts of a client’s situation, with counseling and/or provision of information or guidance about the client’s legal circumstances, including presentation of options for responding to the circumstances presented by the client, or referral, such as from a legal hotline to a full service program or to another low-cost alternative, such as a law school clinic or Bar referral service, or to another legal resource for further assistance. |
| Limited Representation | A category of legal assistance case. Brief service in addition to or more extensive than advice, such as document preparation or detailed direction as to how to take legal action pro se, including preparation of legal documents for use by a pro se litigant. Services delivered at self-help clinics or court-based advice programs could fall under advice or limited representation, and could, depending upon the intensity and time expended on the service delivered. Program protocols and procedures may further assist in determinations of whether the services provided in a case constitute advice or limited representation. |
| Representation | A category of legal assistance case. Full service legal intervention including but not limited to negotiation to settle a dispute, including settlements with administrative agencies, representation in an administrative forum or in a court of law. |
| Case Type | The type of legal issue is determined and reported for closed cases. Case types reflect the eight types of legal issues that are to be given priority by III-B legal assistance providers. Issues include: income, health care, long term care, housing, individual rights/protective services/abuse/neglect, consumer/finance, other. |
| Service Name | A service provide using OAA funds in whole or in part that do not fall into the previously defined service categories. An identifying title for the service used by the SUA. |
| Service Unit Name | Any discrete measurement used for billing or tracking purposes in provision of a service. |
| Service Domain | A category of service that describes the state defined service which does not fall into the previously defined service categories. |
| NSIP qualified meal - Home-Delivered | Meal count used to determine a states allotment under the OAA Title III, Part A (Section 311).  A meal provided to a qualified individual in his/her place of residence through a program that meets all of the criteria for payment using OAA funds (see OAA Title III-C):   * Served to an eligible individual, i.e. a person who is qualified to receive services under the OAA as defined in Title III; and * Served to an eligible person who has NOT been means-tested for participation; and * Compliant with the nutrition requirements; and * Served by an eligible agency, i.e. has a grant or contract with a SUA or AAA; and * Served to a person who has an opportunity to contribute toward the cost of the meal.   Meals served under Title III-E supplemental services may be included if all the above criteria are met. |
| NSIP qualified meal - Congregate | Meal count used to determine a states allotment under the OAA Title III, Part A (Section 311).  A meal provided to a qualified individual in a congregate or group setting. through a program that meets all of the criteria for payment using OAA funds (see OAA Title III-C):   * Served to an eligible individual, i.e. a person who is qualified to receive services under the OAA as defined in Title III; and * Served to an eligible person who has NOT been means-tested for participation; and * Compliant with the nutrition requirements; and * Served by an eligible agency, i.e. has a grant or contract with a SUA or AAA; and * Served to a person who has an opportunity to contribute toward the cost of the meal.   Meals served under Title III-E supplemental services may be included if all the above criteria are met. |
| Title VII-4 Total Expenditure | Total outlays or payments made using Title VII, Chapter 4 OAA federal funds to provide and carry out activities by the state “Legal Assistance Developer”. State Legal Assistance Development includes the coordination and enhancement of state and local legal services and elder rights programs. (Source: OAA) |

1. As there is no single definition of household income, if an agency is already required to calculate household income for other federal programs (e.g. SNAP benefits, Medicaid, LIHEAP) please continue to use that definition for SPR purposes. If an agency has not already defined household income for other federal programs use the income and household definitions associated with the Affordable Care Act ([Affordable Care Act income and household definitions](https://www.healthcare.gov/income-and-household-information/household-size/)) [↑](#footnote-ref-1)