

# Title VI Infographic Toolkit

## USER GUIDE

**The Title VI Infographic** is designed to help you summarize and share your program data in a meaningful way. This infographic can be used to:

- Share information about your program with your elders, the community, and other stakeholders;
- Support program planning; and
- Inform program monitoring and evaluation.

This guide will help you customize the infographic to showcase your program. The instructions walk you step-by-step from where to find your data to how to enter your specific program information for each section of the infographic. In addition, the guide includes further recommendations and tips for using the infographic.

# Overview of the Infographic

## Title VI Infographic, Page 1

Grantee Name \_\_\_\_\_ YEAR \_\_\_\_\_

### TITLE VI PROGRAMS

Title VI is funded by the Administration for Community Living (ACL) to support home and community-based services for older American Indian, Alaska Native, and Native Hawaiian (AI/AN/NH) populations.

### GRANTEE NAME AND YEAR

This section of the infographic identifies your program/community and the year for which you are reporting.

### TITLE VI PROGRAM SERVICES INCLUDE:

- CONGREGATE MEALS**  
Hot meals served in a group setting for elders. Often includes activities and speakers, e.g., Lunch and Learn.
- HOME DELIVERED MEALS**  
Home delivery of a balanced meal 5 days a week for home-bound elders.
- TRANSPORTATION**  
Transport to/from congregate meals and activities, medical services, outings, and/or social events.
- INFORMATION AND REFERRAL**  
Information and referrals on available services to help elders remain independent and in their own homes.
- CAREGIVER SERVICES**  
Information and assistance including support groups, training, and respite care to support unpaid family caregivers.
- OTHER SERVICES**  
Case management, telephone reassurance, legal assistance, chore support, and home-maker services.

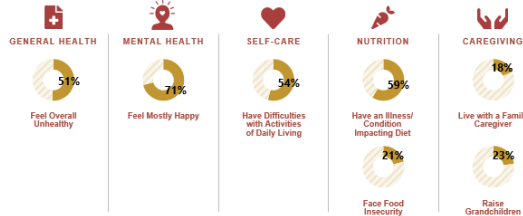
### OVERVIEW OF TITLE VI PROGRAM

This section provides an overview of Title VI Programs and services.

### ELDER PROFILE

Every three years, Title VI participating programs are required to assess the needs of elders in their community with a community-wide survey.

### ELDER HEALTH CHARACTERISTICS<sup>1</sup>



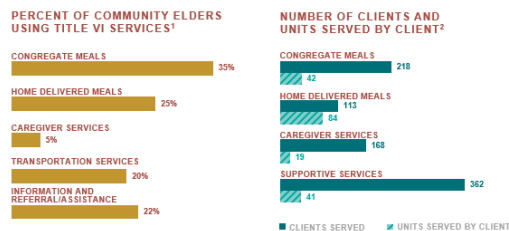
### ELDER PROFILE

The Elder Profile section summarizes the self-reported health status of the elders living in your community. This information comes from your most recent Elder Needs Assessment Survey.

## Title VI Infographic, Page 2

### PROGRAM DELIVERY AND PARTICIPATION

Every year, Title VI Programs report to ACL on the number of clients and units served.



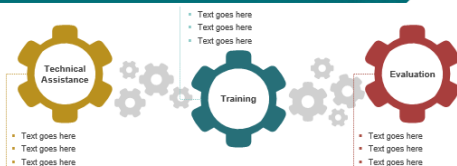
### PROGRAM DELIVERY AND PARTICIPATION

The Program Delivery and Participation section summarizes the number of units and clients you have served by specific Title VI services. This information comes from your annual Program Performance Report (PPR) data. This section also highlights the percentage of elders who said they are currently using Title VI services. This information comes from your Elder Needs Assessment Survey report.

Outreach Services	Program Activities and Events	Program Partners
<ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Special Events</li> <li>• Mailing</li> <li>• Home Visit</li> </ul>	<ul style="list-style-type: none"> <li>• Text</li> <li>• Text</li> <li>• Text</li> </ul>	<ul style="list-style-type: none"> <li>• VA</li> <li>• Tribal Housing</li> <li>• Churches</li> </ul>

### PROGRAM IMPROVEMENT

The first ever national evaluation of the ACL Title VI Programs began in 2017. This five-year evaluation includes site visits, focus groups, and interviews with a diverse range of Title VI Program grantees. At the local level, our program focuses on continuous quality improvement.



### PROGRAM IMPROVEMENT

The Program Improvement section summarizes key program improvement efforts you are doing, including staff trainings, technical support, and evaluation.

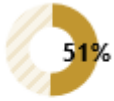
**DATA SOURCE:**  
National Resource Center on Native American Aging, University of North Dakota, Elder Needs Assessment - ACL Title VI Program Performance Report. This document was approved by ACL (July 2019).

## Updating Your Infographic



This portion of the guide walks you through the process for updating the infographic to reflect your program data. There are instructions for each section of the infographic. For each section, you will see directions as to where you can find that information for your program, how to prepare the information, and how to enter the information into the infographic.



<b>SECTION CHART</b>	<b>“Section Chart”</b> tells you which section of the infographic you are focusing on. Have your Infographic open to better follow this step.
<b>DATA SOURCE</b>	<b>“Data Source”</b> tells you where you will be able to find the information (Elder Needs Assessment and PPR). Have your data sources in hands to complete this step.
<b>INSTRUCTIONS</b>	<b>“Instructions”</b> tells you how to prepare the information to be added to your infographic. Use your <b>Calculations Worksheet</b> in this step.

### Infographic Section: *Elder Profile*

SECTION CHART	DATA SOURCE	INSTRUCTIONS
<p><b>Feel Overall Unhealthy Donut Chart</b></p>  <p>51%</p> <p>Feel Overall Unhealthy</p>	<p>Elder Needs Assessment (<i>NRCNAA Identifying Our Needs: A Survey of Elders</i>)</p> <ul style="list-style-type: none"> <li>Question 1</li> </ul>	<ol style="list-style-type: none"> <li>Look at your Elder Needs Assessment report* from NRCNAA/UND and find the responses to Question 1.</li> <li>In the <b>Infographic Calculations Worksheet</b>, enter the percentage for “Fair”, “Poor”, “Very Good”, and “Excellent” in the <b>“Elder Profile” tab, column O, rows 7-11, respectively. Row 12</b> will calculate the value for “Q1. Fair + Poor”, and <b>row 13</b> will calculate the value for “Q1. Excellent + Very Good + Good.”</li> <li>Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>Enter the values from <b>rows 12 and 13</b> in the infographic. These are the <b>percentages for “Feel Overall Unhealthy.”</b></li> </ol>

SECTION CHART	DATA SOURCE	INSTRUCTIONS
<p><b>Feel Mostly Happy Donut Chart</b></p>  <p>71%</p> <p>Feel Mostly Happy</p>	<p>Elder Needs Assessment (NRCNAA <i>Identifying Our Needs: A Survey of Elders</i>)</p> <ul style="list-style-type: none"> <li>• Question 54**</li> </ul>	<ol style="list-style-type: none"> <li>1. Look at your Elder Needs Assessment report* from NRCNAA/UND and find the responses to Question 54.</li> <li>2. In the <b>Infographic Calculations Worksheet</b>, enter the percentage for “All the time”, “Most of the time”, “A good bit of the time”, “Some of the Time”, “A Little Bit of the Time”, and “None of the Time” in the <b>“Elder Profile” tab, column O, rows 17-22, respectively. Row 23</b> will calculate the value for “Q54. All the time + Most of the time + A good bit of the time”, and <b>row 24</b> will calculate the value for “Q54. Some of the Time + A Little Bit of the Time+ None of the Time.”</li> <li>3. Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>4. Enter the values from <b>rows 23 and 24</b> in the infographic. These are the <b>percentages for “Feel Mostly Happy.”</b></li> </ol>
<p><b>Have Difficulties with Activities of Daily Living Donut Chart</b></p>  <p>54%</p> <p>Have Difficulties with Activities of Daily Living</p>	<p>Elder Needs Assessment (NRCNAA <i>Identifying Our Needs: A Survey of Elders</i>)</p> <ul style="list-style-type: none"> <li>• Measure of Long Term Care Needed (generated from Questions 5 and 6)</li> </ul>	<ol style="list-style-type: none"> <li>1. Look at your Elder Needs Assessment report* from NRCNAA/UND and find the responses to the section <i>Measure of Long Term Care Needed</i>.</li> <li>2. In the <b>Infographic Calculations Worksheet</b>, enter the percentage for “Little or None”, “Moderate”, “Moderately Severe”, and “Severe” in the <b>“Elder Profile” tab, column O, rows 28-31, respectively. Row 32</b> will calculate the value for “MLTCN: Little or None”, and <b>row 33</b> will calculate the value for “MLTCN: Moderate + Moderately Severe + Severe.”</li> <li>3. Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>4. Enter the values from <b>rows 32 and 33</b> in the infographic. These are the</li> </ol>

SECTION CHART	DATA SOURCE	INSTRUCTIONS
<p><b>Have an Illness/Condition Impacting Diet Donut Chart</b></p>  <p>59%</p> <p>Have an Illness/Condition Impacting Diet</p>	<p>Elder Needs Assessment (<i>NRCNAA Identifying Our Needs: A Survey of Elders</i>)</p> <ul style="list-style-type: none"> <li>• Question 44**</li> </ul>	<p><b>percentages for “Have Difficulties with Activities of Daily Living.”</b></p> <ol style="list-style-type: none"> <li>1. Look at your Elder Needs Assessment report* from NRCNAA/UND and find the response to Question 44, option “I have an illness or condition that made me change the kind and/or amount of food I eat.”</li> <li>2. In the <b>Infographic Calculations Worksheet</b>, enter the percentage for “Have an Illness/Condition Impacting Diet” in the <b>“Elder Profile” tab, column O, row 37. Row 38</b> will generate the value for “Q44. Illness impacting Diet.”</li> <li>3. Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>4. Enter the value for <b>row 38</b> in the infographic. This is the <b>percentage for “Have an Illness/Condition Impacting Diet.”</b></li> </ol>
<p><b>Face Food Insecurity Donut Chart</b></p>  <p>21%</p> <p>Face Food Insecurity</p>		<ol style="list-style-type: none"> <li>1. Look at your Elder Needs Assessment report* from NRCNAA/UND and find the responses to Question 44, option “I don’t have enough money to buy the food I need.”</li> <li>2. In the <b>Infographic Calculations Worksheet</b>, enter the percentage for “Face Food Insecurity” in the <b>“Elder Profile” tab, column O, row 42. Row 43</b> will generate the value for “Q44. Not Enough Money to Buy Food.”</li> <li>3. Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>4. Enter the value for <b>row 43</b> in the infographic. This is the <b>percentage for “Face Food Insecurity.”</b></li> </ol>

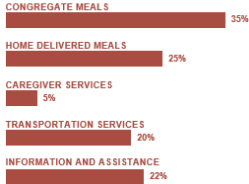
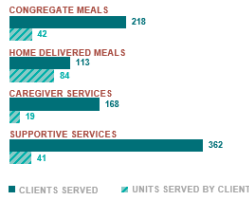
SECTION CHART	DATA SOURCE	INSTRUCTIONS
<p><b>Live with a Family Caregiver Donut Chart</b></p>  <p>18%</p> <p>Live with a Family Caregiver</p>	<p>Elder Needs Assessment (<i>NRCNAA Identifying Our Needs: A Survey of Elders</i>)</p> <ul style="list-style-type: none"> <li>Question 49**</li> </ul>	<ol style="list-style-type: none"> <li>Look at your Elder Needs Assessment report* from NRCNAA/UND and find the responses to Question 49.</li> <li>In the <b>Infographic Calculations Worksheet</b>, enter the percentage for “With family members” and “With both family and non-family members”, “With non-family members”, and “Alone” in the <b>“Elder Profile” tab, column O, rows 47-50, respectively. Row 51</b> will calculate the value for “Q49. With family members + With both family and non-family members”, and <b>row 52</b> will calculate the value for “Q49. With non-family members + Alone.”</li> <li>Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>Enter the values for <b>rows 51 and 52</b> in the infographic. These are the <b>percentages for “Live with a Family Caregiver.”</b></li> </ol>
<p><b>Raise Grandchildren Donut Chart</b></p>  <p>23%</p> <p>Raise Grandchildren</p>	<p>Elder Needs Assessment (<i>NRCNAA Identifying Our Needs: A Survey of Elders</i>)</p> <ul style="list-style-type: none"> <li>Question 53**</li> </ul>	<ol style="list-style-type: none"> <li>Look at your Elder Needs Assessment report* from NRCNAA/UND and find the responses to Question 53.</li> <li>In the <b>Infographic Calculations Worksheet</b>, enter the percentage for “Yes” and “No” in the <b>“Elder Profile” tab, column O, rows 56 and 57, respectively. Row 58</b> will generate the value for “Q52. Yes”, and <b>row 59</b> will generate the value for “Q52. No.”</li> <li>Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>Enter the values for <b>rows 58 and 59</b> in the infographic. These are the <b>percentages for “Raise Grandchildren.</b></li> </ol>

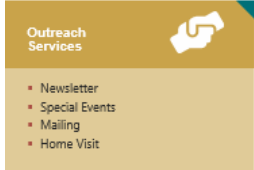


\* See Appendix A for an example screenshot of the Elder Needs Assessment report.

\*\* Question numbers are from the Elder Needs Assessment **Cycle VII** Survey. The respective **Cycle VI** Survey question numbers are: Question 53 for *Feel Mostly Happy*, Question 43 for *Have an Illness/Condition Impacting*

Diet and Face Food Insecurity, Question 48 for *Live with a Family Caregiver*, and Question 51 for *Raise Grandchildren*.

## Infographic Section: Program Delivery and Participation

SECTION CHART	DATA SOURCE	INSTRUCTIONS															
<p><b>Percent of Community Elders Chart</b></p> <p>PERCENT OF COMMUNITY ELDERS USING TITLE VI SERVICES<sup>1</sup></p>  <table border="1"> <caption>PERCENT OF COMMUNITY ELDERS USING TITLE VI SERVICES<sup>1</sup></caption> <thead> <tr> <th>Service</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>CONGREGATE MEALS</td> <td>35%</td> </tr> <tr> <td>HOME DELIVERED MEALS</td> <td>25%</td> </tr> <tr> <td>CAREGIVER SERVICES</td> <td>5%</td> </tr> <tr> <td>TRANSPORTATION SERVICES</td> <td>20%</td> </tr> <tr> <td>INFORMATION AND ASSISTANCE</td> <td>22%</td> </tr> </tbody> </table>	Service	Percentage	CONGREGATE MEALS	35%	HOME DELIVERED MEALS	25%	CAREGIVER SERVICES	5%	TRANSPORTATION SERVICES	20%	INFORMATION AND ASSISTANCE	22%	<p>Elder Needs Assessment (<i>NRCNAA Identifying Our Needs: A Survey of Elders</i>)</p> <ul style="list-style-type: none"> <li>• Question 60 **</li> </ul>	<ol style="list-style-type: none"> <li>1. Look at your Elder Needs Assessment report* from NRCNAA/UND and find the responses to Question 60, column “Now Using.”</li> <li>2. In the <b>Infographic Calculations Worksheet</b>, enter the percentage for each Title VI Service in their respective rows in the “<b>Program Delivery &amp; Participation</b>” tab, column O, rows 7-11. Rows 12-16 will generate the values for “Q59. Now Using: Congregate Meals”, “Q59. Now Using: Home Delivered Meals”, “Q59. Now Using: Caregiver Services”, “Q59. Now Using: Transportation Services”, and “Q59. Now Using: Information and Assistance.”</li> <li>3. Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>4. Enter the values for rows 12-16 in the infographic. This is the <b>percent of “Community Elders Using Title VI Services.”</b></li> </ol>			
Service	Percentage																
CONGREGATE MEALS	35%																
HOME DELIVERED MEALS	25%																
CAREGIVER SERVICES	5%																
TRANSPORTATION SERVICES	20%																
INFORMATION AND ASSISTANCE	22%																
<p><b>Number of Clients Served AND Number of Units Served by Client Bar Chart*</b></p> <p>NUMBER OF CLIENTS AND UNITS SERVED BY CLIENT<sup>2</sup></p>  <table border="1"> <caption>NUMBER OF CLIENTS AND UNITS SERVED BY CLIENT<sup>2</sup></caption> <thead> <tr> <th>Service</th> <th>Clients Served</th> <th>Units Served by Client</th> </tr> </thead> <tbody> <tr> <td>CONGREGATE MEALS</td> <td>218</td> <td>42</td> </tr> <tr> <td>HOME DELIVERED MEALS</td> <td>113</td> <td>04</td> </tr> <tr> <td>CAREGIVER SERVICES</td> <td>168</td> <td>19</td> </tr> <tr> <td>SUPPORTIVE SERVICES</td> <td>362</td> <td>41</td> </tr> </tbody> </table>	Service	Clients Served	Units Served by Client	CONGREGATE MEALS	218	42	HOME DELIVERED MEALS	113	04	CAREGIVER SERVICES	168	19	SUPPORTIVE SERVICES	362	41	<p>Title VI PPR Data</p>	<ol style="list-style-type: none"> <li>1. Look at your most recent Annual Title VI PPR Data.</li> <li>2. In the <b>Infographic Calculations Worksheet</b>, enter the <b>Units and Clients served</b> for each of the Title VI services in the “<b>Program Delivery &amp; Participation</b>” tab, column O, rows 22-25 (Nutrition Services), 27-42 (Supportive Services) and 44-59 (Caregiver Support Services). Rows 60-67 will calculate the “Number of Units</li> </ol>
Service	Clients Served	Units Served by Client															
CONGREGATE MEALS	218	42															
HOME DELIVERED MEALS	113	04															
CAREGIVER SERVICES	168	19															
SUPPORTIVE SERVICES	362	41															




SECTION CHART	DATA SOURCE	INSTRUCTIONS
		<p>Served by Client” and “Clients Served” for Supportive Services, Caregiver Services, and Home Delivered Meals, and Congregate meals, respectively.</p> <ol style="list-style-type: none"> <li>Follow instructions on how to enter/edit data in the Title VI Data Visualization Infographic (Appendix B).</li> <li>Enter the values in <b>rows 60-67</b> in the infographic.</li> </ol>
<p><b>Outreach Services Text Box</b></p>  <p>Outreach Services</p> <ul style="list-style-type: none"> <li>▪ Newsletter</li> <li>▪ Special Events</li> <li>▪ Mailing</li> <li>▪ Home Visit</li> </ul>	<p>Your Knowledge and Experience of Your Program Practices (Qualitative Data)</p>	<p>Click on the text box to list the strategies you use to advertise and share information about your program as well as identify potential clients. This may include community newsletters, tabling at community events, and hosting resource fairs, among others.</p>
<p><b>Programs Activities and Events Text Box</b></p>  <p>Program Activities and Events</p> <ul style="list-style-type: none"> <li>▪ Senior Olympics</li> <li>▪ Intergeneration Lunch</li> <li>▪ Bingo Nights</li> </ul>		<p>Click on the text box to list a few examples of the types of activities and events your program provides to seniors, caregivers, families, and the community. This may include monthly lunch and learns, weekly shopping and bill pay trips for elders, an annual caregiver resource fair, Elder appreciation luncheons, Senior Olympics, and more.</p>
<p><b>Program Partners</b></p>  <p>Program Partners</p> <ul style="list-style-type: none"> <li>▪ VA</li> <li>▪ Tribal Housing</li> <li>▪ Churches</li> </ul>		<p>Click on the text box to list the key partners that support your Title VI program delivery. This may include other tribal departments (housing, clinic, etc.) as well as other local and state programs.</p>

\* Number of Clients Served and Number of Units Served by Client are presented in one single bar chart within the Program Delivery and Participation section.

\*\*Question numbers are from the Elder Needs Assessment *Cycle VII* Survey. The respective *Cycle VI* Survey question numbers for *Percent of Community Elders* is Question 59.



**Infographic Section: Program Improvement**

SECTION CHART	DATA SOURCE	INSTRUCTIONS
<p><b>Technical Assistance Text Box</b></p> 	<p>Your Knowledge and Experience of Your Program Practices (Qualitative Data)</p>	<p>Click on the text box to list topics that program staff would like more support on in order to better provide Title VI and related services. These may include topics related to content area (e.g., elder abuse), technical needs (e.g., data management), and program planning/development (e.g., strategic planning and budgeting).</p>
<p><b>Trainings Text Box</b></p> 		<p>Click on the text box to list the major trainings staff have attended this year to support their work with Title VI. This may include trainings offered by your community as well as state and federal agencies and partners.</p>
<p><b>Evaluation Text Box</b></p> 		<p>Click on the text box to list the ways your program assesses how the Title VI program meets the needs of elders and caregivers in the community. These may include surveys, suggestion boxes, interviews, and talking circles to assess elder and caregiver satisfaction.</p>

## Using the Title VI Infographic

The Title VI Infographic can support you in turning data into knowledge and action. Before using this tool, lay out a complete plan for your presentation by answering the following questions:

The Goal	The Audience	The Message	The Intended Action
What is the point of sharing this data?	Who is interested in this data? Who has the ability to take action to meet your goal?	Does the information (data) presented align with your goal?	What actions do you want the audience to take?

### When to Use the Title VI Infographic

#### To Inform Stakeholders About Your Program

Funding agencies, local stakeholders, tribal leadership, and partner programs may be interested in knowing what the Title VI program service populations and delivery practices are. This is a great opportunity to highlight the reach of your services in the community.

**Tip:** Bring information about your community context, data collection, and program needs for each key data point, highlighting the gaps and opportunities.

#### To Support Program Planning

When reviewing your Title VI Infographic, try to identify the meaning in each data point. Your data provides information on clients' needs, strengths and gaps in service delivery, and opportunities to improve program practices. The infographic can be a starting point for team discussions about goals for the program and strategic, actionable next steps.

**Tip:** Involve your program team in the interpretation of your Title VI Infographic. Look across multiple years of program data to see patterns.

#### To Facilitate Program Monitoring and Evaluation

Your infographic can help you understand if your program is meeting its intended goals. By reviewing your data on a regular basis, your program can identify any gaps in your existing program data and knowledge. For example, are there other questions about your program that are not answered by your current available data? These questions can be the focus of additional evaluation efforts, such as talking circles with elders and caregivers. Further, comparing multiple years of your infographic data helps you monitor key program indicators and identify trends to inform continuous quality improvement initiatives.

**Tip:** The infographic can be used as part of focus groups and talking circles with program stakeholders (e.g., elders, caregivers) to understand the context behind particular findings in the data.

## Appendix A

Screenshot of *NRCNAA Identifying Our Needs:  
A Survey of Elders*

# Screenshot of the NRCNAA Identifying Our Needs: A Survey of Elders Report

Your Data will be displayed in the **Tribal Data** column.

The **Aggregated Tribal Data** and **National Data** can serve as comparisons.

Tribal Aggregate Cycle VI (N=18,134) Comparison Data to Aggregate Tribal Data and National Data

Question	Response(s)	Tribal Data (55 and over)	Aggregate Tribal Data (55 and over)	National Data <sup>A</sup> (55 and over)
<b>General Health Status</b>				
1. Would you say your health in general is excellent, very good, good, fair, or poor?	Excellent		6.0%	13.8% <sup>1</sup>
	Very Good		19.9%	29.2% <sup>1</sup>
	Good		39.7%	32% <sup>1</sup>
	Fair		26.8%	16.8% <sup>1</sup>
	Poor		7.6%	7.8% <sup>1</sup>
2. During the past 12 months, how many different times did you stay in the hospital overnight or longer?	None		74.6%	81.5% <sup>3</sup>
	1 time		8.9%	11.8% <sup>3</sup>
	2 times		5.9%	3.9% <sup>3</sup>
	3 or more times		10.5%	2.7% <sup>3</sup>
3. Has the doctor ever told you that you had any of the following diseases? (Please mark all that apply)	A. Arthritis?		45.3%	47.4% <sup>1</sup>
	B. Congestive Heart Failure?		8.9%	8.2% <sup>3</sup>
	C. Stroke		7.5%	6.3% <sup>1</sup>
	D. Asthma?		12.6%	12.0% <sup>1</sup>
	E. Cataracts?		19.4%	40.2% <sup>2</sup>
	F. High Blood Pressure?		56.5%	55.2% <sup>1</sup>
	G. Osteoporosis?		9.6%	4.6% <sup>5</sup>
	H. Depression?		13.3%	17.2% <sup>1</sup>
	I. Diabetes?		39.3%	18% <sup>1</sup>
	I1. Do you take oral medication?		36.8%	74.1% <sup>2</sup>
	I2. Do you take insulin?		14.7%	27.3% <sup>1</sup>
	I3. Are you on dialysis?		1.6%	Not Available
	I4. (For women) Was this only during pregnancy?		0.4%	0.4% <sup>2</sup>
	I5. Are you a diabetic amputee?		1.1%	
	J. Prostate Cancer?		5.1%	7.9% <sup>2</sup>
	K. Colon/Rectal Cancer?		1.3%	1.9% <sup>3</sup>
L. Lung Cancer?		0.7%	0.7% <sup>3</sup>	
M. Breast Cancer?		2.8%	2.7% <sup>3</sup>	
N. Cervical Cancer?		1.9%	0.3% <sup>3</sup>	

# Appendix B

## Entering Your Data in the Infographic



## Entering Your Data in the Infographic

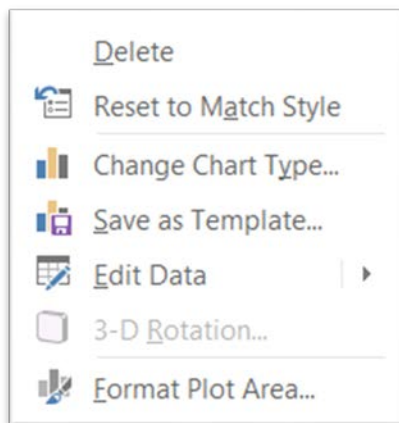
In this section, you will learn how to update the infographic charts with your own program data.

### 1. Right-click on the chart you want to update.



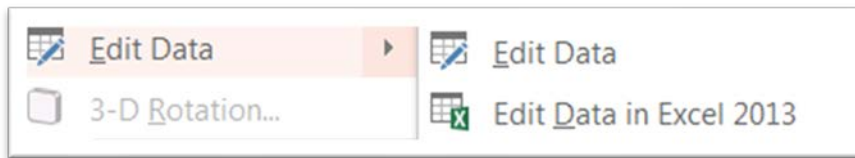
Right-click on the chart.

### 2. When you right-click on the chart, a window will open.



Click on "Edit Data."

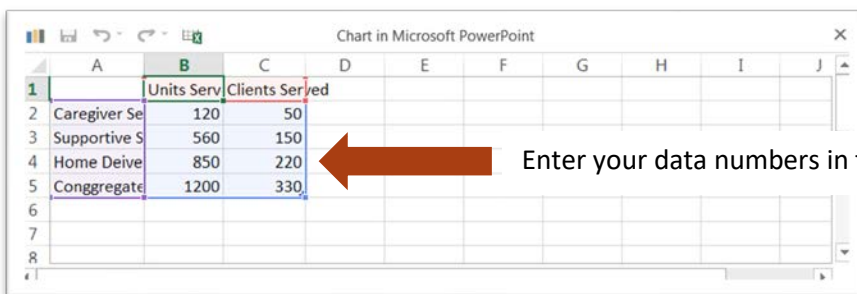
**3. You now have the option to enter/edit your data in a pop-up or in Excel.**



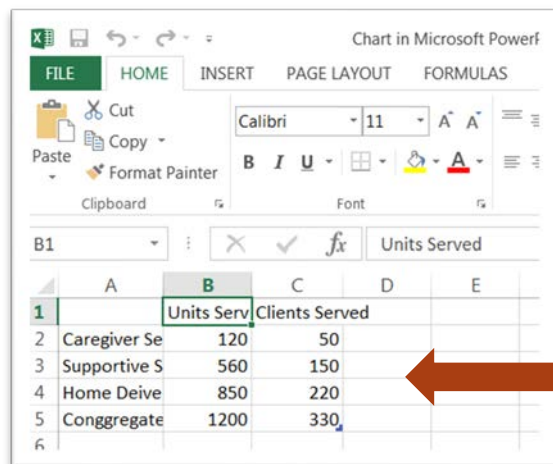
**5. Edit and enter your data in the pop-up or in Excel.**

In both the pop-up window and the Excel worksheet, you will be able to enter and edit your data. When you are done, simply close the window or the Excel worksheet. The chart will automatically update with your information.

If you select “**Edit Data,**” a pop-up window will appear:



If you select “**Edit Data in Excel,**” an Excel worksheet will open:



When you are done entering your data, close the window. **Your chart is now updated!**

# Appendix C

## Identifying Your Data and Using the Calculations Worksheet





## Identifying Your Data and Using the Calculations Worksheet

For the “Number of Clients and Units Served by Client” chart in the Program Delivery and Participation section of the infographic, you will need to calculate the Number of Units Served by Client (rate) and total Clients Served for each of the following Title VI services: congregational meals, home-delivered meals, caregiver services, and supportive services. To do this, you will need to identify the total number of units of service and the unduplicated number of clients for each of the Title VI services and enter them into the Infographic Calculations Worksheet. **This section walks you through where to find your data and how to use the Infographic Calculations Worksheet.**

### Congregate and Home Delivered Meals

In the Title VI Program Performance Report (Title VI PPR), under the part A/B Report, find the data reported in section *B. Nutrition Services* in the tables for Congregate Meals and Home Delivered Meals (highlighted below).

#### Sample PPR Form

#### TITLE VI, PART A/B REPORT

##### A. STAFFING INFORMATION

Enter the number of staff paid wholly or partly by Title VI, Part A/B funds.

Full-time staff		
Full-time staff	4	Person(s)

Part-time staff		
Part-time staff	1	Person(s)

##### B. NUTRITION SERVICES

###### Congregate Meals

Unduplicated number of eligible persons who received one or more <b>Congregate Meal(s)</b> .	218	Person(s)
Total number of <b>Congregate Meals</b> served.	9154	Meal(s)

###### Home-Delivered Meals

Unduplicated number of eligible persons who received one or more <b>Home-delivered Meal(s)</b> .	113	Person(s)
Total number of <b>Home-delivered Meals</b> provided.	9493	Meal(s)



## Supportive Services

In the Title VI Program Performance Report, under the part A/B Report, find the data reported under section C. *Supportive Services* in the tables for Access Services, In-Home Services, and Other Supportive Services (highlighted below). Note that the “Total number of Social Events held” is not used in the infographic calculations.

### Sample PPR Form

#### C. SUPPORTIVE SERVICES

##### Access Services

Total number of contacts of <b>Information/Assistance.</b>	5042	Contact(s)
Total number of <b>Outreach activities.</b>	3550	Activities
Unduplicated number of persons receiving <b>Case Management.</b>	52	Person(s)
Total number of hours of <b>Case Management.</b>	222	Hour(s)
Unduplicated number of persons receiving <b>Transportation.</b>	40	Person(s)
Total one-way trips of <b>Transportation.</b>	3650	One-way trip(s)

##### In-home Services

Unduplicated number of persons receiving <b>Homemaker Services.</b>	35	Person(s)
Total number of hours of <b>Homemaker Services.</b>	350	Hour(s)
Unduplicated number of persons receiving <b>Personal Care/Home Health Aid Services.</b>	53	Person(s)
Total number of hours of <b>Personal Care/Home Health Aid Service.</b>	145	Hour(s)
Unduplicated number of persons receiving <b>Chore Services.</b>	12	Person(s)
Total number of hours spent on <b>Chore Services.</b>	112	Hour(s)
Total number of contacts of <b>Visiting.</b>	58	Contact(s)
Total number of contacts of <b>Telephoning.</b>	126	Contact(s)

##### Other Supportive Services

Total number of <b>Social Events</b> held.	21	Event(s)
Total number of persons receiving <b>Health Promotion and Wellness</b> activities.	250	Person(s)
Total number of <b>visits to persons in nursing facilities/homes or residential care communities.</b>	304	Visit(s)

To calculate the **Clients Served and Units Served by Client for Supportive Services:**

1. Open the **Infographic Calculations Worksheet** and select the “**Program Delivery & Participation**” tab.
2. Identify your PPR part A/B Report, *C. Supportive Services*. Then enter the unduplicated number of persons and total number of units (hours, contacts, or visits) for Access Service, In-home services, and Other Supportive Services in the *Number of Clients and Units Served*



## Caregiver Services

In the Title VI Program Performance Report, under the part C Report, find the data reported in table B. *Total Caregivers Served* and C. *Caregiver Support Services: Services for Caregivers, Supplemental Services, and Respite Care for Caregivers* (highlighted below). Note that the “Unduplicated number of caregivers receiving Counseling (e.g. formal and/or informal counselors)”, “Unduplicated number of caregivers served in Caregiver Training”, “Unduplicated number of caregivers of Elders provided Respite Care”, “Unduplicated number of caregivers of children under the age of 18 provided Respite Care”, and “Unduplicated number of caregivers of adults 18-59 years old with disabilities provided Respite Care” are not used for the Infographic calculations.

### Sample PPR Form

#### B. TOTAL CAREGIVERS SERVED

*Caregivers served by the Title VI program are informal, unpaid providers of in-home and community care. Caregivers may be family members, neighbors, friends, or others.*

Unduplicated number of <b>caregivers to Elders</b> or individuals of any age with Alzheimer’s disease and related disorders.	505	Person(s)
Unduplicated number of <b>Elder caregivers caring for children</b> under the age of 18.	277	Person(s)
Unduplicated number of <b>Elder caregivers providing care to adults 18-59 years old with disabilities</b> .	223	Person(s)

#### C. CAREGIVER SUPPORT SERVICES

##### Services for Caregivers

Total number of activities of <b>Information Services</b> provided.	514	Activities
Total number of contacts of <b>Information and Assistance</b> provided.	1025	Contact(s)
Unduplicated number of caregivers receiving <b>Counseling</b> (e.g. formal and/or informal counselors).	28	Person(s)
Total number of hours of <b>Counseling</b> .	225	Hour(s)
Total number of sessions of <b>Support Group</b> .	620	Session(s)
Unduplicated number of caregivers served in <b>Caregiver Training</b> .	62	Person(s)
Total number of hours of <b>Caregiver Training</b> .	350	Hour(s)

**Supplemental Services:** (report on units provided, unduplicated caregivers served, service category)

Service Category	Description of Service	Unduplicated Caregivers
Home Modification/Repairs	350	11
Lending Closet	514	200
Homemaker/Chore/Personal Care Service	112	15
Other	803	72

### Respite Care for Caregivers

Respite care is a service for informal caregivers, not Elders or children. Respite care refers to allowing caregivers time away to do other activities by having an Elder, person with a disability, or child cared for by someone else.

Unduplicated number of caregivers of Elders provided Respite Care.	12	Person(s)
Total number of hours of Respite Care for caregivers of Elders.	505	Hour(s)
Unduplicated number of caregivers of children under the age of 18 provided Respite Care.	8	Person(s)
Total number of hours of Respite Care for caregivers of children under the age of 18.	277	Hour(s)
Unduplicated number of caregivers of adults 18-59 years old with disabilities provided Respite Care.	5	Person(s)
Total number of hours of Respite Care for caregivers of adults 18-59 years old with disabilities.	223	Hour(s)

To calculate the Clients Served and Units Served by Client for Caregiver Support Services:

1. Open the **Infographic Calculations Worksheet** and select the **“Program Delivery & Participation”** tab.
2. Identify your PPR part C Report, table B. *Total Caregivers Served* and C. *Caregiver Support Services: Services for Caregivers, Supplemental Services, and Respite Care for Caregivers*. Then enter the unduplicated number of persons and total number of units (activities, contacts, hours, or sessions hours) in the *Number of Clients and Units Served by Client Bar Chart* section of the Infographic Calculations Worksheet **rows 44-59** (see screenshot below).

### Sample Infographic Calculations Worksheet (Entering data)

43	From the PPR Part C Report, section B (Caregiver Support Services), enter the number for:		
44	TOTAL CAREGIVERS SERVED: Unduplicated number of caregivers to Elders or individuals of any age with Alzheimer’s disease and related disorders.		120
45	TOTAL CAREGIVERS SERVED: Unduplicated number of Elder caregivers caring for children under the age of 18.		12
46	TOTAL CAREGIVERS SERVED: Unduplicated number of Elder caregivers providing care to adults 18-59 years old with disabilities.		36
47	CAREGIVER SUPPORT SERVICES, Services for Caregivers: Total number of contacts of Information and Assistance provided.		1025
48	CAREGIVER SUPPORT SERVICES, Services for Caregivers: Total number of hours of Counseling.		225
49	CAREGIVER SUPPORT SERVICES, Services for Caregivers: Total number of sessions of Support Group.		320
50	CAREGIVER SUPPORT SERVICES, Services for Caregivers: Total number of hours of Caregiver Training.		350
51	CAREGIVER SUPPORT SERVICES, Supplemental Services: Total number of hours of Home Modification/Repairs.		350
52	CAREGIVER SUPPORT SERVICES, Supplemental Services: Total number of hours of Consumable Items.		0
53	CAREGIVER SUPPORT SERVICES, Supplemental Services: Total number of hours of Lending Closet.		514
54	CAREGIVER SUPPORT SERVICES, Supplemental Services: Total number of hours of Homemaker/Chore/Personal Care Service.		112
55	CAREGIVER SUPPORT SERVICES, Supplemental Services: Total number of hours of Financial Support.		0
56	CAREGIVER SUPPORT SERVICES, Supplemental Services: Total number of hours of Other		803
57	Respite Care for Caregivers: Total number of hours of Respite Care for caregivers of Elders.		505
58	Respite Care for Caregivers: Total number of hours of Respite Care for caregivers of children under the age of 18.		277
59	Respite Care for Caregivers: Total number of hours of Respite Care for caregivers of adults 18-59 years old with disabilities.		223

**Notice** that rows 62 and 63 automatically populate (see screenshot below).

### Sample Infographic Calculations Worksheet (Retrieving data)

62	CAREGIVER SERVICES: In the Infographic, right click on the Number of Clients and Units Served chart and click "Edit Data". Enter the following value for the column Number of Units Served by Client	28
63	CAREGIVER SERVICES: In the Infographic, right click on the Number of Clients and Units Served chart and click "Edit Data". Enter the following value for the column Clients Served	168

3. Enter these values into the infographic following the instructions in Appendix B.