Appendix B. Title VI Dataset-Level Documentation

The Administration for Community Living (ACL) administers formula grants to eligible Tribal organizations[1] under Title VI of the Older Americans Act (OAA). These grants fund nutrition and supportive services to elders and informal caregivers. Each year, all OAA Title VI grantee organizations submit an annual program performance report (PPR) for their grant program to ACL. The PPR includes data about funding, staffing, services, and persons served. These data comprise the Title VI dataset, one of many administrative and survey data collections on aging and disability programs overseen and managed by ACL.

The purpose of this appendix is to provide Title VI dataset-level documentation as a resource and reference during the development of the data structure that connects ACL datasets and the future platform through which end users will access ACL data. The Title VI dataset-level documentation includes an overview of the Title VI PPR data collection and methodology, changes to the data collection over time, information management systems, data review and processing, key variables, and additional notes and resources. Additionally, Title VI variable-level documentation is provided in the Excel Workbook entitled ACL DR II – Variable Level Documentation.xlsx, which includes information on all variables from all datasets considered in the ACL DR II project.

Overview of Title VI PPR Data Collection and Methodology

The purpose of the Title VI PPR data collection is to help track and evaluate program performance. These data are used, in part, to measure program outputs (e.g., total number of home-delivered meals served) and assess performance on annual outcome and efficiency measures.

The Title VI PPR to be used for the 2020–2023 grant period consists of 59 items[2] and is organized into two major parts. Part A/B collects information on nutrition and supportive services. Part C collects information on caregiver services. Table 1 below provides further details on Part A/B and Part C.

Table 1: Data Collected under Title VI PPR

Part of PPR	Section of PPR	Number of Items	Type(s) of Data Collected
A/B	Staffing Information	2	Numeric
A/B	Nutrition Services	7	Numeric
A/B	Supportive Services[3]	18	Numeric, Text
A/B	Finance[4]	8	Numeric, Text
A/B	Storytelling[5]	1	Text
C	Staffing Information	2	Numeric

---

[1] Federally recognized tribes, or consortia of federally recognized tribes, that represent at least 50 Native American elders age 60 and over

[2] This is the minimum number of items, including optional items. A grantee organization may add additional supplemental services information in the Part C: Caregiver Support Services section.

[3] Section includes one optional item for text response on other supportive services offered.

[4] Section includes one optional item for text response explaining elements included in total amount of funds. It also includes five yes/no questions on other sources of funds that help support the grantee organization's Title VI services.

[5] Section includes one optional item for text response describing an example of how the Title VI program has helped an individual or the community.

Part of PPR	Section of PPR	Number of Items	Type(s) of Data Collected
C	Total Caregivers Served	3	Numeric
C	Caregiver Support Services	16	Numeric
C	Finance	2	Numeric

The Title VI PPR is an annual administrative data collection. All grantee organizations are required to submit data for the Part A/B report, and a subset of grantee organizations also submit data for Part C. The data cover an annual reporting period of April 1 to March 31. OAA Title VI grantee organizations have an additional 3 months following the close of the reporting period to prepare and submit the data to ACL. Including this additional time, the entire reporting period is April 1 to June 30 of the following calendar year.

Additional resources that provide detailed explanation of the Title VI PPR are listed and described in Table 2 below. Older Americans Act Performance System (OAAPS) files can be downloaded from the following website: https://oaaps.acl.gov/app/Resources/refMaterials. File names and versions may change.

Table 2: Additional Resources – Title VI PPR

File Name	Description	Location
Title_VI_PPR_Revision_Instrument_508.docx	The actual Title VI PPR form as approved by the U.S. Office of Management and Budget, Control Number 0985-0059	OAAPS
Title_VI_PPR_Data Elements_Document_508_compliant.docx	Provides explanations and some examples for reporting terms in the Title VI PPR	OAAPS
Title_VI_PPR_Definitions_Document_508_compliant.docx	Provides full definitions for all OAA Title VI services with examples	OAAPS

Major Changes in Title VI PPR Data Collection and Availability, 2010–2020

Annual Title VI PPR data are available for public access from the AGing, Independence, and Disability (AGID) Program Data Portal (https://agid.acl.gov/) for the years 2002 to 2018.[6] The PPR data collection form was essentially the same during this time period but will transition from the so-called legacy PPR to a new form, the current PPR, as of the 2020 data release. Beginning with the reporting period of April 1, 2020, to March 31, 2021, all grantee organizations will record OAA Title VI service information using the current PPR form. ACL data restructuring efforts will use the Title VI PPR data formatted according to the current PPR.

Additional resources that provide detailed explanation of the legacy to current Title VI PPR revisions are listed and described in Table 3 below.

---

[6] The ACL DR II project will be conducted from September 25, 2019 to September 24, 2021. The project incorporates Title VI PPR data for 2010 to 2018; 2019 data will be available in summer 2021; 2020 data will not be available during the ACL DR II project period of performance.

Table 3: Additional Resources – Legacy to Current Title VI PPR Revisions

File Name	Description	Location
v10-2-19 of Old v New PPR.xlsx	Crosswalk of OAA Title VI legacy PPR to current PPR	OAAPS
ACL DR II – Crosswalk Review.xlsx	Review and comment on crosswalk and revisions from legacy PPR to current PPR for OAA Title III, VI, and VII	ACL DR II Project Files

Note: OAAPS files can be downloaded from the following website:
https://oaaps.acl.gov/app/Resources/refMaterials. File names and versions may change.

Description of Title VI PPR Data Submission, Information Management System, and Final Datafiles

Historically, grantee organizations have submitted Title VI PPR data to ACL using the web-based Title VI Reporting System or, for grantee organizations without internet access, using a hard copy form. As the Title VI PPR shifts from the legacy to the current version, the information management system for PPR data is also changing. The replacement system, called OAAPS, is the new data submission portal for OAA Title III, Title VI, and Title VII grantees to report annual PPR data. Additionally, OAAPS offers a range of tools and features that support data processes, including validating data submissions, checking and explaining year-to-year variances, reviewing and approving data submissions, exporting data, and producing analysis reports.

The current PPR for OAA Title VI took effect for the reporting period from April 1, 2020, to March 31, 2021, but grantee submission via OAAPS is not required until the reporting period from April 1, 2021, to March 31, 2022. Grantee users will be able to manually enter their Title VI PPR data directly into OAAPS or upload their Title VI PPR data using datafiles that match the prescribed OAAPS templates in a valid file format (CSV, XLS, XLSX, XML).

All legacy PPR data for OAA Title VI since 2009 have been formatted according to the current PPR and loaded into OAAPS. Single-year and multiyear Title VI PPR datafiles can be exported from OAAPS into Microsoft Excel. These OAAPS-formatted datafiles contain 11 variables. Each variable is listed and described in Table 4 below, including an indication of which variables can be used together to uniquely identify records or serve as keys for relating Title VI PPR data with other datasets.

Table 4: Title VI PPR Datafile Variable List

Variable Name	Unique ID/Key	Description
FiscalYear	Yes	Fiscal year of the Title VI PPR, used to determine the time period represented in the variable
GeoID[7]	Yes	Geographic identifier, used to determine the geographic area represented in the variable (Grantee Entity, State, Census Division, ACL Region, Census Region, or National)
Component	No	Short title for section of the Title VI PPR containing the variable

---

[7] Not available from OAAPS formatted datafiles. Constructed in the ACL DR II project to test technical and conceptual linkages within and across datasets. Based on GeoID variable in constructed files uploaded to AGID. Replaces the Org variable produced by OAAPS.

Variable Name	Unique ID/Key	Description
ACLRefNumber	Yes	Combination letter and numeric code to uniquely identify the Title VI PPR item corresponding to the variable
SectionName	No	Long title for section of the Title VI PPR containing the variable
Field	No	Short title for variable
FieldLabel	No	Long title for variable
Type	No	Format type for variable (numeric, currency, or text)
NumericValue	No	Value of variable, if numeric formatted
CurrencyValue	No	Value of variable, if currency formatted
NonNumericValue	No	Value of variable, if text formatted

Additional resources that provide detailed explanation of OAAPS, including tools, features, and OAAPS formatted Title VI PPR data are listed and described in Table 5 below.

Table 5: Additional Title VI PPR Resources – OAAPS

File Name	Description	Location
Title_VI_Data_Architecture_MASTER.xlsx	Provides comprehensive information on all Title VI variables, including formatting, business, and variance rules	OAAPS
Title_VI_Program_Performance_Report_ Export_Format.xlsx	Explains layout of OAAPS formatted, export file of OAA Title VI PPR data	OAAPS
OAAPS_Title_VI_User_Guide_ACL_09-2020_508.pdf	Provides comprehensive information and instructions on OAAPS system, including user management, data reporting and submission, data review, and analysis reports	OAAPS

Note: OAAPS files can be downloaded from the following website: https://oaaps.acl.gov/app/Resources/refMaterials. File names and versions may change.

Feasibility and Validity of Merging Title VI PPR Data
Title VI PPR data can be validly merged within each year, across years, and across some datasets.

Feasibility of Merging Title VI PPR Data Within Each Year
OAAPS formatting provides all Title VI PPR data within a single datafile. The data are not organized into separate datafiles that would require merging with each year.

Feasibility of Merging Title VI PPR Data Across Years
OAAPS formatting allows for all years of Title VI PPR data to be appended together. Single-year and multiyear datafiles can be downloaded from OAAPS into Microsoft Excel.

One key consideration when merging Title VI PPR data over time is uniquely identifying grantee organizations across funding periods. OAA Title VI grant awards provide funding in 3-year cycles. Grantee organizations may choose not to pursue an OAA Title VI grant award every funding cycle, may change their names, or may join (or leave) a tribal consortium. Therefore, the names of grantee organizations are not always consistent over time. The constructed GeoID variable uses a master list of

unique OAA Title VI grantee organization names to allow for validly linking the data over time by grantee organization.

Feasibility of Merging Title VI PPR Data Across Datasets

The Title VI dataset is unique in that data are provided at the tribal entity level. In order to technically link[8] Title VI PPR data with other datasets, it is valid to aggregate the data to other geographic levels used in other ACL and U.S. Census Bureau datasets: State, Census Division, ACL Region, Census Region, and National.

Additionally, the Title VI dataset includes information that can be conceptually linked[9] with SPR, NORS, NSOAAP, CIL, and ILS. For more detailed information on available conceptual linkages, please see the resources listed and described in Table 6 below.

Table 7: Additional Resources – Title VI Conceptual Linkages

File Name	Description	Location
ACL DR II - Aligning Measures Spreadsheets.xlsx	The SPR-Title VI worksheet lists and describes conceptual linkages between Title VI and SPR.	ACL DR II Project Files
Title_VI_PPR_to_SPR_Crosswalk.xlsx	This worksheet presents side-by-side comparison of all Title VI PPR and SPR variables and definitions.	OAAPS
ACL DR II - Aligning Measures Spreadsheets.xlsx	The Title VI-NORS worksheet lists and describes conceptual linkages between Title VI and NORS.	ACL DR II Project Files
ACL DR II - Aligning Measures Spreadsheets.xlsx	The Title VI-NSOAAP worksheet lists and describes conceptual linkages between Title VI and NSOAAP.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The Title VI-CIL worksheet lists and describes conceptual linkages between Title VI and CIL.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The Title VI-ILS worksheet lists and describes conceptual linkages between Title VI and ILS.	ACL DR II Project Files

Note: OAAPS files can be downloaded from the following website:
https://oaaps.acl.gov/app/Resources/refMaterials. File names and versions may change.

Schema for Title VI Dataset

The Title VI schema in **Error! Reference source not found.** 8 below shows the datafile structure for Title VI PPR datafiles exported from OAAPS. The Title VI schema shows the available variables for Title VI PPR

---

[8] Technical linkages exist between data that match across datasets on the basis of time and geography. A data user might be interested, for example, in using technical linkages to produce a report about all OAA programs and services in their state using the most recently available year of data.

[9] Conceptual linkages exist between data that match on the basis of time and geography but also on the basis of subject area and measurement (e.g., variable definition, variable category, method of data collection). A data user might be interested, for example, in using conceptual linkages between common variables in SPR and Title VI to examine services utilization (e.g., unduplicated number of persons served, total number of meals).

data. Key variables are bolded to signify that they are used to technically link Title VI PPR data to other datasets (i.e., on the basis of geography, using 1.1 GeoID, and of time, using 1.2 Year). For convenience, the variables needed for technical linkages are listed first in the Title VI schema, followed by other variables found in the dataset. Each dataset and each variable included in the ACL DR II project is assigned a number. The purpose of numbering each dataset and variable is to help to account for all the datasets and variables to be included in the database for cross-dataset analysis. The order and the magnitude of the numbering does not have any meaning. The numbering is used only to track all datasets and variables and can easily scale to include additional datasets and variables that may be added in the future. Table 7 above provides a description of each Title VI variable.

Table 8 presents conceptual linkages between Title VI PPR data and other datasets that match on the basis of geography and time as well as on the basis of subject area and measurement. Broad subject areas are listed in the Topic column, while datasets in which these conceptual linkages can be made with Title VI PPR data are listed in the Dataset(s) column. Specific subtopics in Title VI PPR data that conceptually link with other datasets are shown as bulleted lists under each main topic, when available. These subtopics provide an additional level of detail not shown in Exhibit 3: Overall Schema of the ACL DR II project final report entitled ACL DR II - Final Report 9-20-2021.docx.

Table 8 is designed to provide a quick view of the conceptual linkages between Title VI and other datasets. For more detailed information on available conceptual linkages, refer to the resources listed in Table 7: Additional Resources – Title VI Conceptual Linkages.

Table 8: Title VI Schema

2.0 Title VI
2.1 **GeoID**
2.2 **Year**
2.3 Org
2.4 Component
2.5 ACLRefNumber
2.6 SectionName
2.7 Field
2.8 FieldLabel
2.9 Type
2.10 NumericValue
2.11 CurrencyValue
2.12 NonNumericValue

Topic	Dataset(s)
Staffing	SPR
Total Expenditures	NORS
Nutrition Services Persons Served	
- Congregate Meals	SPR, NSOAAP
- Home-Delivered Meals	SPR, NSOAAP
- Nutrition Education	SPR
- Nutrition Counseling	SPR
Supportive Services Persons Served	
- Case Management	SPR, NSOAAP
- Homemaker	SPR, NSOAAP
- Personal Care/Home Health Aid	SPR
- Chore	SPR
Caregiver Services Persons Served	
- Counseling	SPR
- Caregiver Training	SPR
- Respite Care	SPR
- Supplemental Services	SPR
Nutrition Services Units	
- Congregate Meals	SPR
- Home-Delivered Meals	SPR
- Nutrition Education	SPR
- Nutrition Counseling	SPR

Topic	Dataset(s)
Supportive Services Units	
- Case Management	SPR
- Homemaker	SPR
- Personal Care/Home Health Aid	SPR
- Chore	SPR
- Information/Assistance	SPR
- Transportation	SPR, NSOAAP
Caregiver Services Units	
- Counseling	SPR
- Support Groups	SPR
- Caregiver Training	SPR
- Respite Care	SPR
- Information Services	SPR
- Supplemental Services	SPR

Additional Notes, Considerations, and Key Resources for Title VI

For further information on the OAA Title VI grant program and PPR data, refer to these resources:

- *Office for American Indian, Alaskan Native, and Native Hawaiian Programs* website: https://olderindians.acl.gov/

- *Administration on Aging Title VI Resource Manual*, available from: https://olderindians.acl.gov/manuals-and-toolkits

- *Services for Native Americans (OAA Title VI)*: https://acl.gov/programs/services-native-americans-oaa-title-vi

- *AGing, Independence, and Disability (AGID) Program Data Portal*: https://agid.acl.gov/

- National Title VI Program Survey results, available from the *National Association of Area Agencies on Aging (n4a)*: https://www.n4a.org/publications