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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)

Appendix A: Data Element Definitions

Overview:

This document, The State Program Performance Report Appendix A: Data Element Definitions, is associated with the **State Program Performance Report for State Units on Aging (Older Americans Act Titles III and VII (Chapters 3 and 4), OMB Control Number 0985-0008**. It provides the full definitions for all data elements, code values, services, and related terms along with links to additional resources. Definitions are grouped into three tables: 1.) Demographics and Consumer Characteristics; 2.) Services and Service Units; and 3.) Additional Definitions. The terms within a table are presented in alphabetical order.

Table 1. Demographics and Consumer Characteristics:

Data Element or Term	Value	Definition
ADL Limitations (Older Adult) ¹		Indicates the person’s total score on the Katz Index of Independence in Activities of Daily Living (ADL). Activities include bathing, dressing, toileting, transferring, continence, and feeding. 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 ² /OAA)
	0-1	Indicates a person has no or 1 ADL limitation.
	2	Indicates a person has between 2 ADL limitations.
	3+	Indicates a person have 3 or more ADL limitations.
Adult with disabilities 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)
Age		A person’s age as of the last day of the federal fiscal year reported.
	Age: 18-49 (Caregiver) ³	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 (Caregiver)	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 (Caregiver)	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 (Older Adult)	A person’s age is under 60 years of age as of the last day of the federal fiscal year reported.

¹ (Older Adult) denotes a data element that only applies to programs and services under Titles III-B, C and D. The data element is not applicable to programs and services under Title III-E.

² NAMRS is the National Adult Maltreatment Reporting System.

³ (Caregiver) denotes the data element applies to programs and services under Title III-E of the Older Americans Act (OAA). Data elements without the designation apply to both caregivers and older adults served under Title III of the OAA.

Data Element or Term	Value	Definition
	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.
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)
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.
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.
Geographic Distribution ⁴		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: USDA/HRSA)
	Rural	RUCA code: 4.0, 4.2, 5.0, 5.2, 6.0, 6.1, 7.0, 7.2, 7.3, 7.4, 8.0, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2, 10.0, 10.2, 10.3, 10.4, 10.5, and 10.6.
	Non-Rural	RUCA code: 1.0, 1.1, 2.0, 2.1, 3.0, 4.1, 5.1, 7.1, 8.1, and 10.1.

⁴ Geographic Distribution is defined using Categorization C of the Rural-Urban Commuting Area (RUCA) codes (<http://depts.washington.edu/uwruca/ruca-uses.php>). For additional information and background on the zip code based RUCA please refer to the WWAMI Rural Health Research Center's RUCA website (<http://depts.washington.edu/uwruca/ruca-data.php>) and for development of the county-based RUCA please visit <https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes/>. Zip code files are available on the Resource page of the OAAPS.

Data Element or Term	Value	Definition
Household Status (Older Adult)		<p>A household includes all the people who occupy a housing unit (such as a house or apartment) as their usual place of residence.</p> <p>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)</p>
	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.
	Lives in Long Term Care (LTC) Facility	Any skilled nursing facility, as defined in section 1819(a) of the Social Security Act (42 U.S.C. 1395i-3(a)); any nursing facility, as defined in section 1919(a) of the Social Security Act (42 U.S.C. 1396r(a)); a board and care facility; and any other adult care home, including an assisted living facility, similar to a facility or institution described above as a skilled nursing facility or nursing facility. (Source: OAA)
IADL Limitations (Older Adult)		<p>Indicates the person's total score on the Lawton Instrumental Activities of Daily Living (IADL). Activities include ability to use telephone, shopping, food preparation, housekeeping, laundry, mode of transportation, medication management, and ability to manage finances. Permissible values are 0-8.</p> <p>A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision). (Source: NAMRS/OAA)</p>
	0-1	Indicates a person has no or 1 IADL limitation.
	2	Indicates a person has between 2 IADL limitations.
	3+	Indicates a person have 3 or more IADL limitations.

Data Element or Term	Value	Definition
Minority Status		Racial and ethnic minority populations are defined as: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and 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 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 Pacific Islander, American Indian and Alaska Native.
Nutrition Risk Score ⁵ (Older Adult)		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.
Poverty Status ⁶		An individual's household income as it relates to the U.S. Department of Health and Human Services (HHS) poverty guidelines as published each year in the Federal Register. (Source: HHS)
	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 HHS.
	Above Poverty	Persons considered to be above poverty are those whose household income is above the official poverty guidelines as provided by HHS.
Race		Self-identification with a national origin or sociocultural group. (Source: U.S. 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.

⁵ A copy of the DETERMINE Nutrition Risk Score can be found at <https://nutritionandaging.org/wp-content/uploads/2017/01/DetermineNutritionChecklist.pdf> or on the OAAPS Resource page.

⁶ 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](#)).

Data Element or Term	Value	Definition
	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.
Relationship (Caregiver)		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).
	Grandparent	Parent of one's mother or father (by blood, adoption, marriage).
	Parent	A person who brings up and cares for the care recipient by blood, adoption, or marriage.
	Other Relative	Another family member not captured by the defined relationships, including in-laws.
	Non-Relative	No kinship relationship.

Table 2. Services and Service Units:

Data Element	Definition	Service Unit
Adult Day Care/Health	<p>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)</p>	<p>Day. One (1) day is equal to eight (8) hours. Partial days may be reported using two decimal places.</p>
Assistance: Case Management (Caregiver)	<p>Means a service provided to a caregiver, at the direction of the caregiver:</p> <ul style="list-style-type: none"> • 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 <p>Includes services and coordination such as—</p> <ul style="list-style-type: none"> • 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— <ul style="list-style-type: none"> ○ 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. <p>(Source: OAA)</p>	<p>Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)</p>

Data Element	Definition	Service Unit
<p>Assistance: Information and Assistance (Caregiver)</p>	<p>A service that:</p> <ul style="list-style-type: none"> • 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— <ul style="list-style-type: none"> ○ 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/or 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) 	<p>Contact</p>
<p>Assisted Transportation</p>	<p>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 Taxonomy)</p>	<p>One-way trip</p>

Data Element	Definition	Service Unit
Case Management	<p>Means a service provided to an older individual, at the direction of the older individual or a family member of the individual:</p> <ul style="list-style-type: none"> • 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 <p>Includes services and coordination such as—</p> <ul style="list-style-type: none"> • 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— <ul style="list-style-type: none"> ○ 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; <ul style="list-style-type: none"> ○ periodic reassessment and revision of the status of the older individual with— <ul style="list-style-type: none"> ○ 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. <p>(Source: OAA)</p>	Hours (partial hour may be reported to two decimal places, e.g. 0.25 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 (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Congregate Nutrition	A meal provided by a qualified nutrition project provider to a qualified individual in a congregate or group setting. The meal is served in a program that is 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

Data Element	Definition	Service Unit
Counseling (Caregiver)	A service designed to support caregivers and assist them in their decision-making and problem solving. Counselors are service providers that are degreed and/or credentialed as required by state policy, trained to work with older adults and families and specifically to understand and address 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)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
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 . (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 . 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 ⁷ ; ⁸ (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

⁷ For State Performance Report (SPR) purposes, nutrition counseling and education shall be captured under those specific service categories rather than under health promotion and disease prevention services.

⁸ OAA Section 102(14)(D) has been deleted from this definition as it refers to the evidence-based programs that are reported elsewhere.

Data Element	Definition	Service Unit
Home Delivered Nutrition	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program that is 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
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 (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Information and Assistance	<p>A service that:</p> <ul style="list-style-type: none"> • 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— <ul style="list-style-type: none"> ○ older individuals with greatest social need; ○ older individuals with greatest economic need; and ○ older individuals at risk for institutional placement. <p>(Source: OAA)</p>	Contact
Information Services (public) (Caregiver)	<p>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)</p> <p>Unlike Information and Assistance, this service is not tailored to the needs of the individual.</p>	Activity
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 (partial hour may be reported to two decimal places, e.g. 0.25 hours.)

Data Element	Definition	Service Unit
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)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
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 that is consistent with the current Dietary Guidelines for Americans 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: National Nutrition Monitoring and Related Research Act of 1990 and Input Committee)	Sessions (a session is typically 15 minutes to 1 hour)
Other Services	A service provided using OAA funds under Titles III-B or C in whole or in part, that do not fall into the previously defined service categories. (Source: Current SPR)	N/A
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 (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Respite (Caregiver)	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 (partial hour may be reported to two decimal places, e.g. 0.25 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 (partial hour may be reported to two decimal places, e.g. 0.25 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 (partial hour may be reported to two decimal places, e.g. 0.25 hours.)

Data Element	Definition	Service Unit
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 (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Respite (other)	A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories.	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Supplemental Services (Caregiver)	Goods and services provided on a limited basis to complement the care provided by caregivers. (Source: OAA)	N/A
Support Groups (Caregiver)	A service that is led by a trained individual, moderator, or professional, as required by state policy, 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 facilitator that possesses training and/or credentials as required by state policy. (See also definitions for training and counseling). (Source: ACT committee)	Session (a session is typically 30 minutes to 1 hour)
Training (Caregiver)	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)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 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

Table 3. Additional Definitions:

Data Element or Term	Definition
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.
Area Agency on Aging (AAA)	An entity designated under section 305(a)(2)(A) of the Older Americans Act or a State agency performing the functions of an area agency on aging under section 305(b)(5). (Source: OAA)
Caregiver	An adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. (Source: OAA)
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.
Case Type	The type of legal case handled by a legal assistance provider is determined and reported for closed cases. Case types reflect the eight types of legal matters that are to be given priority by Title III-B legal assistance providers pursuant to the Older Americans Act. These are: income, health care, long term care, nutrition, housing, utilities, abuse/neglect, defense of guardianship or protective services, age discrimination, and other/miscellaneous.
Cases Closed – Abuse/Neglect	<p>The abuse/neglect legal case is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Orders of protection and associated matters • Recovery of assets lost due to financial exploitation or abuse. • Actions to assert rights and remedies of elders against abuse, financial exploitation or neglect. • Abuse/Neglect – Other <p>Legal Services Corporation legal problem categories and codes that best align are “Family” code 37, Domestic Abuse.</p>

Data Element or Term	Definition
Cases Closed – Age Discrimination	<p>The age discrimination legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Employment or other age-related discrimination, • Housing discrimination claims • Other claims of discrimination based upon inclusion in a protected class. <p>No Legal Services Corporation legal problem categories and codes align to this case type.</p>
Cases Closed - Defense of Guardianship or Protective Services	<p>The defense of guardianship or protective services legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Representation to oppose imposition of guardianship • Removal of Guardian or limiting the terms of a guardianship • Restoration of rights • Assisting with alternatives to guardianship • Preparation of legal documents that preserve self-determination and mitigate risk of guardianship, and/or to enable a supported decision-making arrangement <ul style="list-style-type: none"> ○ Powers of Attorney, ○ Living Wills, ○ Health Care Proxies. • Defense of Guardianship and Protective Services - Other <p>If Legal Services Corporation legal problem category “Family” code 33, “Adult Guardian/Conservatorship” is used to identify cases, these must be in defense.</p>
Cases Closed – Health Care	<p>The health care legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Medicaid, Medicare – eligibility, termination, reduction, • Medicare Savings Programs (Qualified Medicare Beneficiary, Specified Medicare beneficiary, Qualified Individual) eligibility, reduction, termination, • Veterans Administration benefits disputes, • Medigap disputes, • retiree health eligibility and/or benefits disputes, • private insurance disputes • Health-Other <p>Legal Services Corporation legal problem categories and codes that best align are “Health” codes 51 through 53; 55, 57 and 59 (exclude 54 Home and Community Based Care and 56 Long Term Health Care Facilities).</p>

Data Element or Term	Definition
Cases Closed – Housing	<p>The housing legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Landlord tenant – <ul style="list-style-type: none"> ○ eviction, ○ warranty of habitability, ○ mobile home tenant issues, , • real property- <ul style="list-style-type: none"> ○ foreclosure, ○ real property-related predatory lending claims, ○ mortgage issues • Housing - Other <p>Legal Services Corporation legal problem categories and codes that best align are “Housing” codes 61 through 69.</p>
Cases Closed - Income	<p>The income legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • SSI and Social Security eligibility, termination, reduction, overpayments, • pension disputes, • unemployment insurance eligibility, termination or reduction, • State and local income maintenance programs where available, including eligibility, terminations, and reductions, including state supplements to SSI and state-specific programs. • Income – Other <p>Legal Services Corporation legal problem categories and codes that best align are “Income Maintenance” codes 71 through 79 (exclude code 73 Food Stamps).</p>
Cases Closed – Long Term Care	<p>The long term care legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Nursing home admission, discharge, room change, visitor access, refusal of facility to re-admit a resident after a hospitalization or other leave of absence, other residents rights, • Support for transitions from a nursing home to a community setting, or diversion from a nursing home to a community setting, • Home and Community Based Services - level of care eligibility disputes, and/or amount, category and/or duration of benefits, reductions and terminations of such benefits. (Note Medicaid eligibility for home and community based services is to be recorded as a health care case). • Long Term Care – Other <p>These categories are intended to describe the type of legal case presented by a client and do not refer to the setting in which the client resides.</p>

Data Element or Term	Definition
Cases Closed – Nutrition	<p>The nutrition legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • SNAP eligibility, benefits, reduction, or termination. • Nutrition - Other <p>Legal Services Corporation legal problem categories and codes that best align are “Income Maintenance” code 73, Food Stamps.</p>
Cases Closed – Other/Miscellaneous	<p>The other/miscellaneous legal case type is determined and reported for closed cases that do not fall into any other type and includes but is not limited to :</p> <ul style="list-style-type: none"> • Medical and other debt collection, including repossession, bank account or wage garnishment, etc., • Fair Debt Collection Practices Act claims, • Predatory lending (housing and non-housing-related), • Unfair and deceptive sales or marketing claims, • Disputes over loans, • Asserting the rights and supporting the legal authority of grandparents raising grandchildren, • Disability rights (ex: 504 or ADA claims), • Other
Cases Closed – Utilities	<p>The utilities legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Utilities shutoffs, • Utilities billing disputes, • Utilities deposit disputes, • Utility diversion disputes, • Utilities reasonable accommodation matters, • Utilities - Other <p>Legal Services Corporation legal problem categories and codes that best align are “Consumer/Finance” code 07, Public Utilities.</p>
Closed Case	<p>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 Title III-B legal provider, notwithstanding appropriate efforts to reach the client.</p>
Cluster 1 Service	<p>A service provided for older adults under OAA Title III for which ADL limitations and IADL limitations characteristics are reported in addition to the other consumer demographics and characteristics. These services are personal care, homemaker, chore, home-delivered nutrition, adult day care/health, and case management.</p>

Data Element or Term	Definition
Cluster 2 Service	Services provided for older adults under OAA Title III for which ADL limitations and IADL limitations characteristics are not reported. These services are congregate nutrition, nutrition counseling, and assisted transportation.
Consumer	An individual who receives a service funded in whole or in part with OAA funds (see Person Served).
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)
Full-time staff (paid)	Persons who work 35 hours or more per week in a compensated (paid) position as of September 30 th of the reporting year (federal fiscal year). (Source: U.S. Census Bureau, Current Population Survey)
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, 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.
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. The services for older adult consumers (Title III-B, C, and D) include transportation (non-assisted), nutrition education, information and assistance, health promotion: evidence-based ⁹ , health promotion: non evidence-based and other services ¹⁰ .
NSIP Expenditures	Outlays or payments made by the SUA and/or AAA's using Title III-A OAA (section 311) federal funds to purchase domestically produced or processed foods for use within a qualified meal. (Source: OAA)

⁹ Health promotion: evidence-based and non-evidence-based service do report on the unduplicated number of people served but not report demographic or consumer characteristics.

¹⁰ Other

Data Element or Term	Definition
NSIP qualified meal - Congregate	<p>Meal count used to determine a states allotment under the OAA Title III, Part A (Section 311).</p> <p>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):</p> <ul style="list-style-type: none"> • 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. <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met. (Source: OAA)</p>
NSIP qualified meal - Home-Delivered	<p>Meal count used to determine a states allotment under the OAA Title III, Part A (Section 311).</p> <p>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):</p> <ul style="list-style-type: none"> • 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. <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met. (Source: OAA)</p>
Older Adult	A person aged 60 years or older. (Source: OAA)

Data Element or Term	Definition
Older Relative Caregiver	A caregiver who is age 55 or older; and lives with, is the informal provider of in-home and community care to, and is the primary caregiver for, a child or an individual with a disability. In the case of a caregiver for a child, is the grandparent, step grandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child; is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers of the child; and has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally. In the case of a caregiver for an individual with a disability, is the parent, grandparent, or other relative by blood, marriage, or adoption, of the individual with a disability. (Source: OAA)
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 Title III-B legal assistance provider, regardless of the date data entry is completed.
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. <ul style="list-style-type: none"> • 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 U.S. Department of Agriculture • DOT is the U.S. Department of Transportation
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.
Other – State Expenditures	Outlays or payments made by the SUA and/or AAA's using state funds to provide an allowable service.
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.
Part-time staff (paid)	Persons who work less than 35 hours per week in a compensated (paid) position as of September 30 th of the reporting year (federal fiscal year). (Source: U.S. Census Bureau, Current Population Survey)

Data Element or Term	Definition
Person Served	An individual who receives a service funded in whole or in part with OAA funds (see Consumer). For non-registered service for which an “estimated audience size” is to be reported (nutrition education, and information and assistance) an unduplicated count of participants may not be feasible and therefore audience size is acceptable.
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). (Source: OAA)
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 <i>Period of Performance</i> .) Program income includes but is not limited to income from fees for services performed, the use or rental of 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). (Source: OAA)
Provider	An organization or person, which provides services to individuals under a formal contractual or grant arrangement with an AAA or SUA. When the mechanism of service delivery is direct cash payment or vouchers are made to an older adult or caregiver and the ultimate provider is unknown, the number of providers may be omitted. (Source: current SPR)
Providers (Congregate Meals)	<p>A contracted nutrition project/provider plans for and administers the Title IIIC-1 program within a specific geographic area.</p> <p>This nutrition project/provider does not plan nor administer the home-delivered project (OAA Title IIIC-2 projects).</p>
Providers (Home Delivered Meals)	<p>A contracted nutrition project/provider plans and administers the Older Americans Act Title IIIC-2 program to home bound participants residing within a specific geographic location.</p> <p>This nutrition project provider does not plan nor administer the congregate nutrition projects (OAA Title IIIC-1 projects).</p>
Providers (Home-Delivered and Congregate Meals)	A contracted nutrition project/provider plans and administers both the Title IIIC-1 program and the Title IIIC-2 program within a specific geographic area.
Providers (Information and Assistance)	An organization that provides information and assistance as defined in the service definitions section.

Data Element or Term	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.
Reporting Period	The timeframe for which a State Unit on Aging submits data. The State Performance Report timeframe is the federal fiscal year, which is the accounting period for the federal government, which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2013 begins on October 1, 2012 and ends on September 30, 2013. (Source: United States Senate glossary)
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.
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.
Restricted 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,(e.g. legal assistance).
SCSEP	Senior Community Service Employment Program. The program is authorized under Part V of the Older Americans Act.
SCSEP Beneficiaries Hired	Number of staff working within the Aging Network (SUA, AAA...) from the OAA Title V SCSEP (Senior Community Service Employment Program). SCSEP staff are not staff managing or overseeing the SCSEP program but SCSEP beneficiaries hired by the SUA or AAA. Note that SCSEP beneficiaries should be included in counts of full-time and part-time staff.

Data Element or Term	Definition
Self-Direction	<p>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)</p>

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)
Service Domain	<p>A category of service that describes the state defined service, which does not fall into the previously defined service categories. Domains for “other services” provided under Title III-B or C include assistive technology/durable equipment/emergency response, consumable supplies, home modifications/repairs, elder abuse prevention/elder rights, health, outreach, public education, socialization, access not reported elsewhere, and other.</p> <p>Domains for “supplemental services” provided under Title III-E include assistive technology/durable equipment/emergency response, consumable supplies, home modifications/repairs, legal and/or financial consultation, in-home services (e.g. homemaker/chore/personal care¹¹), transportation¹², nutrition services, and other.</p>
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	A discrete amount of an allowable service under the Older Americans Act. Units are particular to the service, such a meal is the unit for the service of home-delivered nutrition. See service definitions for the corresponding unit.
Service Unit Name	Any discrete measurement used for billing or tracking purposes in provision of a service.
Single PSA	A State, which has designated, with the approval of the Assistant Secretary, a single planning and service area covering all of the older individuals in the State. (Source: OAA)
State ID	Standard two-letter code for the geographical location of the data submission by State, DC and/or U.S. Territory.
State Unit on Aging (SUA)	The agency designated under section 305(a)(1) of the Older Americans Act. State means any of the several States, the District of Columbia, the Virgin Islands of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. (Source: OAA)
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.

¹¹ Homemaker, chore, and personal care services may be activities that can occur during the provision of respite care, which may offer additional support to either the caregiver or care receiver. If the service is integral to the respite care provided for SPR purposes the service should be reported as Respite.

¹² Transportation may be provided as an integral part of out-of-home respite, such as transportation from the care receiver’s residence to an adult day program and back to the residence. For SPR purpose, the transportation maybe included in the respite care.

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 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.
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-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)
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 worked under the AAA, not the AAA contractors, shall be included.