STATE OF OREGON
DEPARTMENT OF HUMAN SERVICES
SENIORS & PEOPLE WITH DISABILITIES
STATE UNIT ON AGING

Service Units and Definitions
for
Older Americans Act
and
Oregon Project Independence Programs

Published by
Department of Human Services
Seniors & People with Disabilities State Unit on Aging

Effective July 1, 2011
Released in DHS SPD AR 11-047
Last updated 7.6.2011

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SUMMARY of CHANGES

The following are NEW SERVICES	
CHRONIC DISEASE PREVENTION, MANAGEMENT & EDUCATION (#71)	
CASH & COUNSELING (#72)	
CG CASH & COUNSELING (#73)	
The following services are OBSOLETE	
CURRENT SERVICE NAME	**EXPLANATION**
#20-9 MEDICAID AAA SERVICES	Not allowable Title XIX expenditure
#30-2 HOME HEALTH	Funded under Medicare
#50-2 PROTECTIVE SERVICE	Not an OPI or OAA function.
#70-4 GERIATRIC ASSESSMENT	Requires GNP, MD or MSW
#70-1 CASE MONITORING	Duplicates #6 Case Management
#70-3 SCREENING	Duplicates #13 Information and Assistance
#70-7 PLACEMENT SERVICES	Component of I&A, Options Counseling & Private CM
#80-2 EMPLOYMENT ASSISTANCE	Unused and doesn't merit keeping
The following services are MERGED	
CURRENT SERVICE NAME	**EXPLANATION**
#20-4 PROGRAM PLANNING AND DEVELOPMENT	Merged with #20-3 Program Coordination & Development
#30-3 IN-HOME VOLUNTEERS	Merged with #90-1 Volunteer Services
#40-1 HEALTH/NUTRITION SCREENING	Merged with #40-3 Wellness Education
#40-6b MEDICAL ALERT RENTAL	Merged with #40-5 Health and Medical Equipment
#40-7 MEDICAL EQUIPMENT	Merged with #40-5 Health and Medical Equipment
#60-2 FRIENDLY VISITING	Merged with #60-3 Reassurance
#70-6 GATEKEEPER TRAINING	Merged with #50-3 Elder Abuse Awareness
#80-3 UTILITY ASSISTANCE	Merged with #80-4 Financial Assistance
#80-7 HOUSING ASSISTANCE	Merged with #80-4 Financial Assistance

The following services have modifications to SERVICE NAME	
#80-4 FINANCIAL ASSISTANCE/ MATERIAL AID	Name change to Financial Assistance
#16 ASSISTANCE IN GAINING ACCESS TO CAREGIVER SERVICES	Name change to CG Access Assistance (aligns with AoA service name)
#20-3 PROGRAM COORDINATION	Name change to Program Coordination & Development
#30-7 SUPPLEMENTAL SERVICES TO CAREGIVERS	Name change to CG Supplemental Services
#40-2 EXERCISE OR PHYSICAL FITNESS	Name change to Physical Activity & Fall Prevention
#40-3 WELLNESS EDUCATION	Name change to Preventive Screening, Counseling & Referral
#40-4 MENTAL HEALTH SERVICES	Name change to Mental Health Screening & Referral
#40-5 HEALTH EQUIPMENT LOANS	Name change to Health & Medical Equipment
#50-3 ELDER ABUSE AWARENESS	Name change to Elder Abuse Awareness & Prevention
#60-3 TELEPHONE REASURRANCE	Name change to Reassurance
#30-6 ORGANIZATION and MAINTENANCE OF SUPPORT GROUPS FOR CAREGIVERS	Name change to Caregiver Support Groups
# 70-2 COUNSELING	Name change to Options Counseling
#70-8 PRIVATE CASE MANAGEMENT	Name change to Fee-Based Case Management

GENERAL TERMS & DEFINITIONS

The following terms and definitions are related to Oregon's Older Americans Act (OAA) and Oregon Project Independence (OPI) service programs. The source follows each definition.

ADL (Activities of Daily Living) – Those personal functional activities required by an individual for continued well being, health and safety. For the purposes of these rules, ADLs consist of eating, dressing/grooming, bathing/personal hygiene, mobility (ambulation and transfer), elimination (bowel and bladder management) and cognition/behavior as described in Oregon Administrative Rule (OAR) 411-015-0007. (OAR 411-032-0000)

Adult Child With a Disability – A child who is 18 years of age or older who has a disability and is financially dependent on an older individual. (OAA 102(a)(3)(A-C))

Adult Day Services - A community-based group program designed to meet the needs of adults with functional impairments through service plans. These structured, comprehensive, non-residential programs provide health, social and related support services in a protective setting during part of a day, but for less than 24 hours per day. (OAR 411-066)

Aging and Disability Resource Center - A point of entry to comprehensive information on the full range of available public and private long-term care services, service providers, and resources within a community and options counseling to assist individuals in assessing their existing or anticipated long-term care needs, and developing and implementing a plan for long-term care designed to meet their specific needs and circumstances. (OAA 102(a)(4)(A-C))

Alzheimer's Disease and Other Related Disorders - A progressive and degenerative neurological disease characterized by symptoms of short-term memory loss, confusion and behavior and personality changes. It includes all other related disorders recognized by the National Alzheimer's Association including dementia caused from Multi-Infarct Dementia (MID), Normal Pressure Hydrocephalus (NPH); Inoperable Tumors of the Brain; Parkinson's Disease; Creutzfeldt-Jakob Disease; Huntington's Disease; Multiple Sclerosis; Uncommon Dementia such as Pick's Disease, Wilson's Disease, and Progressive Supranuclear Palsy. (OAR 411-032-000)

Caregiver – An individual who "informally" has the responsibility for the care of an older individual or individual of any age suffering from Alzheimer's or related disorder; or a grandparent/relative caregiver, age 55 and older who has the responsibility for the care of children or adult child with disabilities. "Informally" means the care is not provided as part of a public or private service program. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Child – An individual who is not more than 18 years of age or an individual 19 to 59 years of age who has a severe disability. This definition relates to the caregiver services. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Civic Engagement - Individual or collective action designed to address a public concern or an unmet human, educational, health care, environmental, or public safety need. (OAA 102(a)(12))

Client Employed Provider – See Homecare Worker

Disability - Except when such term is used in the phrase ''severe disability'', ''developmental disability", ''physical or mental disability'', ''physical and mental disabilities'', or ''physical disabilities'' - a disability is attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in one (1) or more of major life activity. (OAA 102(a)(13)(A-I))

Disease Prevention & Health Promotion Services – Individual or group programs based on best practices and/or evidence-based research, that identify health risks and needs, prevent health problems, and/or help older adults manage their health conditions. Programs should address identified

health needs of older adults in the community, and where possible, should use evidence-based approaches and evaluated outcomes to address needs. These may include health risk assessments and screening linked to referrals and/or follow-up education; health promotion programs that help participants prevent and/or manage chronic conditions, alcohol and substance abuse, health risks such as smoking cessation, weight loss; physical activity programs to promote activity and prevent falls; educational programs on health risks and conditions or use of preventive health services and medication management. (Condensed from OAA 102 (a)(14)(A-L))

Elderly Client - A service recipient who is 60 years of age or older or who is less than 60 and has a diagnosis of Alzheimer's or a related disorder. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Ethnicity – Consistent with OMB requirements ethnicity categories are *Hispanic or Latino* or *Not Hispanic or Latino.* (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Evidence-based Program – Evidence-based programs are interventions that have been tested through randomized control trials and have been shown to be effective at helping participants adopt healthy behaviors, improve their health status, and reduce their use of hospital services and emergency room visits. (DHHS FFY2011 AoA *Justification of Estimates for Appropriations Committees*)

Focal Point – A community center, senior center, or multi-purpose center/facility established to encourage the maximum co-location and coordination of services for older individuals. (OAA 102(a)(21) and 306(a)(3)(A))

Frail – Functionally impared because the individual is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or due to 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. (OAA 102(a)(22)(A)(i) & (B))

Grandparent or Other Older Relative Caregiver of a Child – A grandparent, step grandparent or other relative of a child by blood or marriage who is 55 years of age or older and lives with the child, is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and has a legal relationship to the child, such as legal custody or guardianship or is raising the child informally. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Greatest Economic Need – A need resulting from an income level at or below the poverty line. (OAA 102(a)(23))

Greatest Social Need – A need caused by non-economic factors, which include physical and mental disabilities; language barriers; and cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, that restricts the ability of an individual to perform normal daily tasks; or threatens the capacity of the individual to live independently. (OAA 102(a)(24)(A-C))

HCW (Homecare Worker) - A provider, as described in OAR 411-030-0020 and 411-031-0040, who is directly employed by the eligible individual via the Client Employed Provider Program, and who provides hourly services to eligible individuals. Homecare Workers also include providers in the Spousal Pay Program. (OAR 411-032-0000 (31))

Note: Homecare worker and Client Employed Provider (CEP) are synonymous and depending upon age of the document or data collection means – either term may be present appear in DHS publications and DHS-owned software applications.

High Nutritional Risk – A score of six (6) or higher on the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. See http://edis.ifas.ufl.edu/he944 for the checklist and risk summaries. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Nutritional Risk Assessment is on the DHS/SPD NAPIS Registration and OACCESS under the Nutrition tab (accessed by selecting the Service Icon).

IADL (Instrumental Activities of Daily Living) aka "Self Management Tasks" - Housekeeping, including laundry, shopping, transportation, medication management and meal preparation as described in OAR 411-015-0007. (OAR 411-032-0000)

In-Home Care Agency – A licensed agency (by DHS Public Health Division) that provides in-home care services for compensation to an individual in that individual's place of residence. “In-home care agency" does not include an agency providing home health services as defined in ORS 443.005. (OAR 333-536)

To request list of licensed agencies serving Oregon send e-mail to: mailbox.hclc@state.or.us

Living Alone – A one person household. Household as defined by the U.S. Census Bureau - living quarters in which the occupant(s) live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov); Household is defined and found at www.census.gov.

NAPIS (National Aging Program Information System)
Information describes the services provided under Older Americans Act funding titles in collaboration with an aging network that includes 56 State Units on Aging, 655 Area Agencies on Aging, 244 Tribal organizations, and over 29,000 local community service organizations., expenditures, client demographics and staffing profiles for each state and U.S. territory. (Definition crafted by SUA from information available at www.aoa.gov.)

NSIP (Nutritional Services Incentive Program) Meal – A congregate or home-delivered meal prepared in compliance with nutritional requirements as outlined in the Older Americans Act (OAA) and served to an eligible individual as defined in the OAA. (Definition based on OAA and condensed by SUA)

Note: Eligible NSIP meals include those served to the under 60 spouse in the company of the 60 years of age or older spouse; any age adult with disability who resides with or is in the company of an individual 60 years of age or older; caregivers and care recipients aged 60 or older; caregivers who are the spouse of the care recipient -

regardless of age; and any age volunteer assisting with meal site or delivery of meals.

Poverty – Persons considered to be in poverty are those whose income is below the official poverty guideline (as defined each year by the Office of Management and Budget) in accordance with subsection 673 (2) of the Community Services Block Grant Act (42 U.S.C. 9902 (2)). The annual HHS Poverty Guidelines provide dollar thresholds representing poverty levels for households of various sizes and is typically released each February. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Program Income – Gross income received by the grantee (AAA) or sub-grantee (AAA contractor) such as voluntary contributions or income earned as a result of a program supported by the OAA grant. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov; condensed by SUA)

Provider – An organization or person which provides a service to clients under a formal contractual arrangement with the AAA. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Race – Consistent with OMB requirements, race categories are *American Indian* or *Alaskan Native*; *Asian*; *Black* or *African American*; *Native Hawaiian* or *Other Pacific Islander*; and *White*. Respondents should ideally be given the opportunity for self-identification, and are to be allowed to designate all categories that apply to them. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Registered Client – An individual who received one or more units of Cluster 1, Cluster 2, or Group 1 or Group 2 Caregiver services: (Definition developed by SUA)

Rural – Any area that is not defined as urban. Urban areas comprise (1) a central place and its adjacent densely settled territories with a combined minimum population of 50,000; (2) an incorporated place or census designation with 20,000 or more inhabitants. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Target Population – Older individuals, with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, older individuals at risk for

institutional placement and older individuals residing in rural areas. (OAA 305(a)(2)(E))

Note: 45 CFR 1321.69(a) states the following shall be given priority in the delivery of services: Persons age 60 or over who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated.

Unduplicated Client Count– Counting a recipient of a service only once during the reporting period. (Definition crafted by SUA)

Unit Count – The number of units of service received by an unduplicated client during the reporting period. (Definition developed by SUA)

Volunteer – An uncompensated individual who provides services or support to AAA and/or AAA service providers. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov; enhanced by SUA)

Voluntary Contributions – A non-coerced monetary sum provided toward the cost of service. (OAA 315(a)(5)(b)(1))

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SERVICE & UNIT DEFINITIONS

The following definitions are related to Older Americans Act (OAA) and Oregon Project Independence (OPI) services and federally required data elements directly associated with the annual State Program Report (SPR).

The source follows each definition. Reference to AoA Title III/VII Reporting Requirements pertains to published definitions of May 25, 2010 as approved by OMB Approval Number 0985-0008

ADMINISTRATIVE FUNCTIONS

Expenditures required to report - no unit data required.

AAA ADVOCACY
Matrix #20-2
Monitor, evaluate, and, where appropriate, comment on all policies, programs, hearings, levies, and community actions which affect older persons. Represent the interests of older persons; consult with and support the State's long-term care ombudsman program; and coordination of plans and activities to promote new or expanded benefits and opportunities for older persons. (45 CFR 1321.61(b)(1-5)

AREA PLAN ADMINISTRATION
Matrix #20-1
Area Agency administrative functions required to implement the planned services, maintain required records, fulfill the requirements of federal regulation, state rules, and state unit policies and procedures; and support the advisory committee. Includes such responsibilities as bidding, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring, and quality assurance. (OAA 301-308)

PROGRAM COORDINATION & DEVELOPMENT
Matrix # 20-3
Activities include AAA liaison with other agencies and organizations serving the elderly; services development; and mobilization of non-OAA funds to enhance delivery of services to the elderly. (Condensed from AoA PI-83-4)

NOTE: The administrative allowance of 10% must be exhausted before Title IIIB supportive services funds can be expended for Program Development and Coordination, AAA must evidence any such expenditure will have a direct and positive impact on the enhancement of services and that notice for review and comment by the general public has been met. (Refer to 45 CFR 1321.17 (f)(14)(i-iii)

CLUSTER 1 REGISTERED SERVICES

Requires unduplicated client and unit counts; reporting age, ADL's, IADL's, gender, rural, federal poverty level, # in household, race and ethnicity, and if applicable, # of persons with high nutrition risk.

ADULT DAY CARE/ADULT DAY HEALTH
Matrix #5 (1 unit = 1 hour)
Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CASE MANAGEMENT
Matrix #6 (1 unit = 1 hour)
A service designed to individualize and integrate social and health care options for or with a person being served. Its goal is to provide access to an array of service options to assure appropriate levels of service and to

maximize coordination in the service delivery system. Case management must include four general components: access, assessment, service implementation, and monitoring. (OAR 411-032)

Note: Caregiver case management is reported as Matrix #16 Caregiver Access Assistance.

Home-delivered meal assessments may be reported under this service category or Matrix #40-3 Preventive Screening, Counseling and Referral.

CHORE
Matrices #3 (contracted) **#3a** (HCW) **1 unit = 1 hour)**
Assistance such as heavy housework, yard work or sidewalk maintenance. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Chore services are provided on an intermittent basis.

HOMEMAKER
Matrices #2 (contracted) **#2a** (HCW) **(1 unit = 1 hour)**
Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

HOME-DELIVERED MEAL
Matrix #4 (1 unit = 1 meal)
A meal provided to a qualified individual in his/her place of residence that meets all of the requirements of the Older Americans Act and state and local laws. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: 45 CFR 1321.69(b) states: The spouse of the older person, regardless of age or condition, may receive a home-delivered meal if, according to criteria determined by the area agency, receipt of the meal is in the best interest of the homebound older person.

Home-delivered meal eligibility assessment is reported as Matrix #6 Case Management or #40-3 Preventive Screening, Counseling and Referral.

PERSONAL CARE
Matrices #1 (contracted) **#1a** (HCW) **(1 unit = 1 hour)**
In-home services provided to maintain, strengthen, or restore an individual's functioning in their own home when an individual is dependent in one or more ADLs, or when an individual requires assistance for ADL needs. Assistance can be provided either by a contracted agency or by a Homecare worker paid in accordance with the collectively bargained rate. (OAR 411-0032)

CLUSTER 2 REGISTERED SERVICES

Requires unduplicated client and unit counts; reporting age, gender, rural, federal poverty level, # in household, race and ethnicity, and if applicable, # of persons with high nutrition risk.

ASSISTED TRANSPORTATION
Matrix #9 (1 unit = 1 One Way Trip)
Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CONGREGATE MEAL
Matrix #7 (1 unit = 1 Meal)
A meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and state/local laws. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: OAA 339(2)(H) permits AAAs to establish procedures that allow the option to offer a meal, on the same basis as meals provided to participating older individuals, to individuals providing volunteer services during the meal hours. OAA 330(2)(I) allows for meals to spouses of eligible participants, individuals with disabilities, regardless of age who reside in housing facilities reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided. Refer to Section 3.a. of the OAA

Nutrition Program Standards for additional eligibility detail.
www.oregon.gov/DHS/spwpd/sua/

NUTRITION COUNSELING

Matrix #8 (1 unit = 1 session per participant)
Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietician, and addresses the options and methods for improving nutrition status. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CLUSTER 3 NON-REGISTERED SERVICES

Requires reporting service units.

EXCEPTIONS: Cash & Counseling requires unduplicated client count only – no units of service.

CASH AND COUNSELING
Matrix #72 (1 unit = 1 client served)
Services provided or paid for through allowance, vouchers, or cash which is provided to the client so that the client can obtain the supportive services which are needed. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: While AoA does not collect client demographics for this service, DHS/SPD/SUA does require client name to be associated with disbursal of funds.

Cash and Counseling to caregivers is reported as Matrix #74 Caregiver Cash & Counseling.

INFORMATION AND ASSISTANCE
Matrix #13 (1 unit = 1 contact)
A service that (a) provides individuals with information on services available within the communities; (b) links individuals to the services and opportunities that are available within the communities; (c) to the maximum extent practicable, establishes adequate follow-up procedures. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Information and Assistance to individual caregivers is reported as Matrix 16 Access Assistance.

Internet website "hits" are to be counted only if there is evidence that information was requested and provided.

LEGAL ASSISTANCE
Matrix #11 (1 unit = 1 hour)
Legal advice or representation provided by an attorney to older individuals with economic or social needs, including counseling or other appropriate assistance by a paralegal or law student acting under the direct supervision of an attorney, or counseling or representation by a non-lawyer where permitted by law.[1] Assistance with will preparation is not a priority service except when a will is part of a strategy to address an OAA-prioritized legal issue. Priority Legal assistance issues include income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination.[2] Legal services may also include assistance to older individuals who provide uncompensated care to their adult children with disabilities and counsel to assist with permanency planning for such children.[3]
[1]OAA 102(a)(33); [2]OAA 307(a)(11)(E), [3]321(a)(6)

Note: Legal assistance to family caregivers is to be reported as Matrix #30-7 or #30-7a Supplement Services.

NUTRITION EDUCATION
Matrix #12 (1 unit = 1 session per participant)
A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition)

information and instruction to participants, caregivers, or participants and caregivers in a group or individual setting *overseen by a dietician or individual of comparable expertise.* (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

OUTREACH

Matrix #14 (1 unit = 1 Contact)

Intervention with individuals initiated by an agency or organization for the purpose of identifying potential client(s) or their caregivers and encouraging their use of existing services and benefits. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Use Public Outreach/Education – Matrix 70-10 for group outreach activities.

TRANSPORTATION

Matrix #10 (1 unit = 1 One Way Trip)

Transportation from one location to another. Does not include any other activity. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Transportation services provided to a caregiver recipient and funded with Title IIIE dollars should be reported as a Supplemental Service - Matrix #30-7 or #30-7a unless it is transportation to an adult day center or similar program – AoA notes it should then be reported as part of the respite expense.

GROUP 1 CAREGIVER SERVICES

Requires reporting caregiver's age, gender, rural, race, ethnicity, relationship to service recipient, unduplicated caregiver count, and units of service.

EXCEPTIONS: CG Cash & Counseling requires unduplicated client count only – no service units.

CAREGIVER CASH & COUNSELING

Matrices #73 (serving elderly) **73a** (serving children) **(1 unit = 1 client served)**
Services provided or paid for through allowance, vouchers, or cash which is provided to the client so that the client can obtain the supportive services which are needed. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CAREGIVER COUNSELING

Matrices #70-2a (serving elderly) **70-2b** (serving children) **(1 unit = 1 session per participant)**
Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families). (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CAREGIVER SUPPLEMENTAL SERVICES

Matrices #30-7 (serving elderly) **30-7a** (serving children) **(1 unit = 1 payment)**
Services provided on a limited basis that complement the care provided by family and other informal caregivers. Examples of supplemental services include, but are not limited to, legal assistance, home modifications, transportation, assistive technologies, emergency response systems and incontinence supplies. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

(See note on next page)

Note: Supplemental service priority should always be given to caregivers providing services to individuals meeting the definition of 'frail'. (See General Terms and Definitions)

Home-delivered meals and transportation to caregivers serving elderly or caregivers serving children are to be reported under this matrix.

CAREGIVER SUPPORT GROUPS
Matrices #30-6 (serving elderly) **30-6a** (serving children) **(1 unit = 1 session per participant)**
Peer groups that provide opportunity to discuss caregiver roles and experiences and which offers assistance to families in making decisions and solving problems related to their caregiving roles. (DHS/SPD/SUA definition)

CAREGIVER TRAINING
Matrices #70-9 (serving elderly) **70-9a** (serving children) **(1 unit = 1 session per participant)**
Training provided to caregivers and their families that supports and enhances the care giving role. For example: Powerful Tools training; Communicating Effectively with Health Care Professionals; conferences, etc. (A session for conferences would be equal to one day's attendance at the conference). (DHS/SPD/SUA definition)

Note: This does not include training to paid providers.

RESPITE CARE
Matrices #30-4 (OPI) **#30-5** (serving elderly) **30-5a** (serving children) **(1 unit = 1 hour** see notes**)**
Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite Care includes: (1) In-home respite (personal care, homemaker, and other in-home respite); (2) respite at a senior center or other nonresidential program; (3) respite provided by placing the care recipient in an institutional setting such as a nursing home for a short

period of time; (4) and for grandparents/relatives caring for children – day or overnight summer camps. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov & SPR Q&A #28, 2008)

Note: OAA 373 (a)(2)(A & B) states priority shall be given to caregivers providing services to individuals whom meet the definition of 'frail'. (See General Terms and Definitions).

SPR Q&A #28, 2008 states units of service for overnight institutional respite and overnight summer camps are more appropriately reported by days than hours. Example: Two days of institutional respite is 2 units (not 48 units) and six days at camp equal 6 units instead of 144.

GROUP 2 CAREGIVER SERVICES

Requires reporting service units and estimated unduplicated caregiver count or when applicable, an estimated number of caregivers and service units. No demographics required.

CAREGIVER ACCESS ASSISTANCE

Matrices #16 (serving elderly) **16a** (serving children) **(1 unit = 1 contact)**
A service that assists caregivers in obtaining access to the available services and resources within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Case management and information and assistance to caregivers is an access service.

INFORMATION FOR CAREGIVERS

Matrices #15 (serving elderly) and **15a** (serving children) **(1 activity)**
A service for caregivers that provides the public and individuals with information on resources and services available to the individuals within

their communities. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Service units for information services are for activities directed to large audiences of current or potential caregivers such as disseminating publications, conducting media campaigns, and other similar activities.

CLUSTER 3 NON-REGISTERED SERVICES

DISEASE PREVENTION & HEALTH PROMOTION

Requires reporting unduplicated client counts and service units. No demographics required.

CHRONIC DISEASE PREVENTION, MANAGEMENT, AND EDUCATION
Matrix #71 – (1 unit = 1 session per participant)
Programs such as the evidence-based Living Well (Stanford's Chronic Disease Self-management) program, weight management, and tobacco cessation programs that prevent and help manage the effects of chronic disease, including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease. (OAA 102(a)(14)(D))

PHYSICAL ACTIVITY and FALLS PREVENTION
Matrix #40-2 (1 unit = 1 session per participant)
Programs for older adults that provide physical fitness, group exercise, and dance-movement therapy, including programs for multi-generational participation that are provided through local educational institutions or community-based organizations. Programs that include a focus on strength, balance, and flexibility exercise to promote physical activity and/or prevent falls; that are based on best practices; and that have been shown to be safe and effective with older populations are highly recommended. (OAA 102(a)(14) D, E, F)

PREVENTIVE SCREENING, COUNSELING, and REFERRAL
Matrix #40-3 (1 unit = 1 session per participant)
Education about the availability, benefits and appropriate use of Medicare preventive health services or other preventive health programs. Health risk assessments and screenings, and preventive health education provided by a qualified individual, to address issues including hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, bone density and nutrition screening. Health information on on-going and age-related conditions including osteoporosis, cardiovascular diseases, diabetes, and Alzheimer's disease and related disorders. (OAA 102(a)(14) (A-B),(H)& (J) See note on following page.

Note: Home-delivered meal assessments and Congregate nutritional risk assessments may be reported under this service category.

MEDICATION MANAGEMENT
Matrix #40-9 (1 unit = 1 session per participant) Screening and education to prevent incorrect medication and adverse drug reactions, including individual medication reviews or group-based programs that contain information on medication management (including Stanford's Chronic Disease Self-Management program (Living Well)). (OAA 102(a)(14) I) & (H.R. 2764; P.L. 110-161)

Note: Assistance in completing no-cost and/or low-cost prescription medication applications does not qualify as a unit of Medication Management unless education to prevent adverse drug reactions is provided.

MENTAL HEALTH SCREENING and REFERRAL
Matrix #40-4 (1 unit = 1 hour)
Services can include screening for the prevention of depression; coordination of community mental health services, and referral to psychiatric and psychological services; or providing educational and peer counseling activities based on current best practices to address depression, substance abuse, and other identified mental health needs. (Condensed from OAA 102(a)(14)(D) & (G))

Where possible, AAAs are encouraged to consider use of best practice and evidence-based mental health programs such as Healthy Ideas, IMPACT, PEARLS, and EnhanceWellness.

REGISTERED NURSE SERVICES
Matrix #40-8 (1 unit = 1 hour)
Services provided by a Registered Nurse on a short-term or intermittent basis which include, but are not limited to: interviewing the client, assessing the client's ability to perform tasks; preparing a care plan which includes treatment needed by the client; monitoring medication; training and educating care providers; and setting realistic disease prevention and health promotion outcomes for the client. (Definition developed by AAA/SUA workgroup)

CLUSTER 3 NON-REGISTERED SERVICES

OTHER SERVICES

Requires reporting service units. No demographics required. Requirements for reporting unduplicated client count varies and is relevant to each unit definition.

CENTER RENOVATION/ACQUISITION
Matrix #80-6 (1 unit = 1 Center acquired/renovated)
The use of Older Americans Act funds to acquire or renovate buildings that will be used as senior activity centers. (Definition developed by AAA/SUA workgroup)

CRIME PREVENTION/HOME SAFETY
Matrix #50-4 (1 unit = 1 Activity)
Activities that educate elders regarding crime prevention or that provide home safety such as smoke alarms, etc. (Definition developed by AAA/SUA workgroup)

ELDER ABUSE AWARENESS AND PREVENTION
Matrix #50-3 (1 unit = 1 Activity)
Public Education and outreach for individuals, including caregivers, professionals, and para-professionals on the identification, prevention, and treatment of elder abuse, neglect and exploitation of older individuals. Training for individiuals in relevant fields on the identification, prevention,

and treatment of elder abuse, neglect, and exploitation, with particular focus on prevention and enhancement of self determination and autonomy. (Definition based on OAA 721(b)(1, 2, & 6))

Note: Multi-Disciplinary Teams (MDT), Gatekeeper education programs, short-term emergency shelter or transportation funding are allowable activities under this service.)

FEE-BASED CASE MANAGEMENT
Matrix # 70-8 (1 unit = 1 hour)
A service designed to individualize and integrate social and health care options. Its goal is to provide access to an array of service options to assure appropriate levels of service and to maximize coordination in the service delivery system. Case management must include four general components: access, assessment, service implementation, and monitoring. (OAR 411-032)

FINANCIAL ASSISTANCE
Matrix #80-4 (1 unit = 1 Contact)
Limited financial assistance for low-income clients to aid in maintaining health and/or housing. Services may include prescription, medical, dental, vision care or other health care needs not covered under other programs; and, the cost of utilities such as heat, electricity, water/sewer service or basic telephone service. (Definition developed by AAA/SUA workgroup)

Note: OAA funding source is Title IIIB Supportive Services

GUARDIANSHIP/CONSERVATORSHIP
Matrix #50-1 (1 unit = 1 hour)
Performing legal and financial transactions on behalf of a client based upon a legal transfer of responsibility (e.g., as part of protective services when appointed by court order) including establishing the guardianship/conservatorship. (Definition developed by AAA/SUA workgroup)

HEALTH and MEDICAL EQUIPMENT
Matrix #40-5 (1 unit = 1 loan or payment)
Assistive devices such as durable medical equipment, mechanical apparatuses, electrical appliances, or instruments of technology used to assist and enhance an individual's independence in performing any activity of daily living. (OAR 411-027-0005)

Note: Services to caregivers is reported as Caregiver Supplemental Services (Matrices #30-7 and 30-7a).

HOME REPAIR/MODIFICATION
Matrix #30-1 (1 unit = 1 Payment)
Minor health and safety modification including screening of high-risk home environments and provision of educational programs on home modifications to prevent falls, and home modifications to promote access and safety of older adults in their home. These services are designed to facilitate the ability of older individuals to remain at home. (Based on OAA 102(a)(30)(E)).

INTERPRETING/TRANSLATION
Matrix 60-5 (1 unit = 1 hour)
Providing assistance to clients with limited English speaking ability to access needed services. (Definition developed by AAA/SUA workgroup)

LTC OMBUDSMAN
Matrix #50-5 (1 unit = 1 payment)
Financial support for activities that assist in the functions of the Ombudsman program. Activities could include; local volunteer recruitment and outreach activities, such as ads, posters, flyers, and outreach events; local volunteer support and recognition such as training expenses, mileage reimbursements, recognition events and local volunteer administrative expenses such as postage, copies, and office supplies.

MONEY MANAGEMENT
Matrix #80-5 (1 unit = 1 hour)
Assistance with financial tasks for seniors who are unable to handle their personal finances. (i.e. banking transactions, paying bills, taxes, etc.). (Definition developed by AAA/SUA workgroup)

NEWSLETTER
Matrix #70-5 (1 unit = 1 Activity)
Preparation and regular distribution of publications that inform seniors and the community of available services and activities. (Definition developed by AAA/SUA workgroup and SPR Q&A #61, 2008)

Note: One (1) activity equals one monthly issue (not the # of issues published). Each issue of the newsletter is an activity. The estimated audience size would be the number of persons directly receiving the newsletter and the estimated number of bulk copies which are distributed. This reporting methodology also applies to articles distributed to news media, caregiver brochures distribution, etc.

OPTIONS COUNSELING
Matrix #70-2 (1 unit = 1 hour)
Counseling that supports informed long term care decision making through assistance provided to individuals and families to help them understand their strengths, needs, preferences and unique situations and translates this knowledge into possible support strategies, plans and tactics based on the choices available in the community. (Based upon NASUA's definition.)

PUBLIC OUTREACH/EDUCATION
Matrix #70-10 (1 unit = 1 Activity)
Services or activities targeted to provide information to groups of current or potential clients and/or to aging network partners and other community partners regarding available services for the elderly Examples of this type of service would be participation in a community senior fair, publications, publicity campaigns, other mass media campaigns, presentations at local senior centers where information on OAA services is shared, etc. (Definition developed by AAA/SUA workgroup)

REASSURANCE
Matrix #60-3 (1 unit = 1 Contact)
Regular friendly telephone calls and/or visits to physically, geographically or socially isolated individuals to determine if they are safe and well, if they require assistance, and to provide reassurance. (Definition developed by AAA/SUA workgroup)

RECREATION
Matrix #60-1 (1 unit = 1 activity per participant)
Activities that promote socialization, such as sports, performing arts, games, and crafts, either as a spectator or as a participant. (Definition developed by AAA/SUA workgroup)

SENIOR CENTER ASSISTANCE
Matrix #80-1 (1 unit = 1 Center Served)
Financial support for use in the general operation costs of a senior center. (i.e., administrative expense)

Note: Funds for specific services provided by the Senior Center are program related and reported under the correct service category. (Definition developed by SUA)

VOLUNTEER SERVICES
Matrix #90-1 (1 unit = 1 hour)
Uncompensated supportive services to AAAs, nutrition sites, etc., Examples of volunteer activities may be, but are not limited to meal site management, Board and Advisory Council positions, home-delivered meal deliveries, office work, etc…

Note: Volunteers performing a direct service such as respite, in-home care, chore service, shopping, etc. are reported under the appropriate service category as a unit of service and value of volunteer time is reported as In-Kind Match on Form 150, pg 2.

VOLUNTEER RECRUITMENT
Matrix #60-4 (1 unit = 1 placement)
One placement means one volunteer identified, trained and assigned to a volunteer position. (Definition developed by AAA/SUA workgroup)

WORLD-WIDE WEB REFERENCES

OREGON DEPARTMENT OF HUMAN SERVICES

State Unit on Aging
http://www.oregon.gov/DHS/spwpd/sua/index.shtml

Seniors & People with Physical Disabilities:
http://www.oregon.gov/DHS/spwpd/

Oregon Project Independence OAR
http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_032.html

Oregon Administrative Rule 411
http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_tofc.html

Family Caregiver Standards
http://www.oregon.gov/DHS/spwpd/sua/docs/fmly-crgvr-standards.pdf

Assessment Tool for Caregiver Services
http://www.oregon.gov/DHS/spwpd/sua/docs/fcsp-monitor.pdf

Healthy Aging
http://www.oregon.gov/DHS/spwpd/sua/hlthy-aging.shtml

List of Evidence-based health programs
http://www.oregon.gov/DHS/spwpd/sua/docs/evd-bsd-pract.pdf

Nutrition Standards
http://www.oregon.gov/DHS/spwpd/sua/docs/nu-prg-standards.pdf

Assessment Tool Nutrition Program
http://www.oregon.gov/DHS/spwpd/sua/docs/nu-prg-monitor.pdf

U.S. FEDERAL GOVERNMENT

Administration on Aging
www.aoa.gov

Centers for Medicare and Medicaid Services
http://www.cms.gov/

45 CFR 1321 – Grants to State and Community Programs on Aging
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=64cd23aad2f3af765c6bf351f8aa7b27;rgn=div5;view=text;node=45%3A4.1.2.3.11;idno=45;cc=ecfr#45:4.1.2.3.11.2

State Program Reports Q & A
http://www.aoa.gov/AoARoot/Program_Results/SPR/docs/NAPIS_FAQs.doc

OAA Title III/VII Reporting Requirements Appendix
http://www.aoa.gov/AoARoot/Program_Results/docs/SPR-Draft_form_2010_draft.pdf

National & State SPR data by year
http://www.aoa.gov/AoARoot/Program_Results/SPR/Index.aspx

Available federal grants
http://www.grants.gov/

UNIT DEFINITION LOOK-UP TABLE
(Alpha)

SERVICE NAME	UNIT DEFINITION
Adult Day Care/Adult Day Health	1 hour
Assisted Transportation	1 one-way trip
Caregiver Access Assistance	1 contact
Caregiver Cash and Counseling	1 client served
Caregiver Counseling	1 session per participant
Caregiver Supplemental Services	1 payment
Caregiver Support Groups	1 session per participant
Caregiver Training	1 session per participant
Case Management	1 hour
Cash and Counseling	1 client served
Center Renovation/Acquisition	1 center acquired/renovated
Chore	1 hour
Chronic Disease Prevention, Management/Education	1 session per participant
Congregate Meal	1 meal
Crime Prevention/Home Safety	1 activity
Elder Abuse Awareness and Prevention	1 activity
Fee-based Case Management	1 hour
Financial Assistance	1 contact
Guardianship/Conservatorship	1 hour
Health & Medical Equipment	1 loan or payment
Home Repair/Modification	1 payment
Home-Delivered Meal (HDM)	1 meal
Homemaker	1 hour
Information and Assistance	1 contact
Information for Caregivers	1 activity
Interpreting/Translation	1 hour
Legal Assistance	1 hour
Long Term Care Ombudsman	1 payment
Medication Management	1 session per participant
Mental Health Screening and Referral	1 hour
Money Management	1 hour
Newsletter	1 activity

SERVICE NAME	UNIT DEFINITION
Nutrition Counseling	1 session per participant
Nutrition Education	1 session per participant
Options Counseling	1 hour
Outreach	1 contact
Personal Care	1 hour
Physical Activity and Falls Prevention	1 session per participant
Preventive Screening, Counseling and Referral	1 session per participant
Public Outreach/Education	1 activity
Reassurance	1 contact
Recreation	1 activity per participant
Registered Nurse Services	1 hour
Respite Care	1 hour
Senior Center Assistance	1 center served
Transportation	1 one-way trip
Volunteer recruitment	1 placement
Volunteer services	1 hour

SERVICE NAME LOOK-UP TABLE
(Numeric)

MATRIX #	SERVICE NAME
01 & 1a	Personal Care
02 & 2a	Homemaker
03 & 3a	Chore
04	Home-Delivered Meal (HDM)
05	Adult Day Care/Adult Day Health
06	Case Management
07	Congregate Meal
08	Nutrition Counseling
09	Assisted Transportation
10	Transportation
11	Legal Assistance
12	Nutrition Education
13	Information and Assistance
14	Outreach
15 & 15a	Information for Caregivers
16 & 16a	Caregiver Access Assistance
30-1	Home Repair/Modification
30-4	Respite Care
30-6 & 30-6a	Caregiver Support Groups
30-7 & 30-7a	Caregiver Supplemental Services
40-2	Physical Activity and Falls Prevention
40-3	Preventive Screening, Counseling and Referral
40-4	Mental Health Screening and Referral
40-5	Health & Medical Equipment
40-8	Registered Nurse Services
40-9	Medication Management
50-1	Guardianship/Conservatorship
50-3	Elder Abuse Awareness and Prevention
50-4	Crime Prevention/Home Safety
50-5	Long Term Care Ombudsman
60-1	Recreation
60-3	Reassurance

MATRIX #	SERVICE NAME
60-4	Volunteer Recruitment
60-5	Interpreting/Translation
70-10	Public Outreach/Education
70-2	Options Counseling
70-2a & 70-2b	Caregiver Counseling
70-5	Newsletter
70-8	Fee-based Case Management
70-9 & 70-9a	Caregiver Training
71	Chronic Disease Prevention, Management/Education
72	Cash and Counseling
73 & 73a	Caregiver Cash and Counseling
80-1	Senior Center Assistance
80-4	Financial Assistance
80-5	Money Management
80-6	Center Renovation/Acquisition
90-1	Volunteer Services

STATE OF OREGON
DEPARTMENT OF HUMAN SERVICES
SENIORS & PEOPLE WITH DISABILITIES
STATE UNIT ON AGING

Service Units and Definitions
for
Older Americans Act
and
Oregon Project Independence Programs

Published by
Department of Human Services
Seniors & People with Disabilities State Unit on Aging

Effective July 1, 2011
Released in DHS SPD AR 11-047
Last updated 7.6.2011

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WORLD-WIDE WEB REFERENCES

Oregon Department Of Human Services 31
U.S. Federal Government 32

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SUMMARY of CHANGES

The following are NEW SERVICES	
CHRONIC DISEASE PREVENTION, MANAGEMENT & EDUCATION (#71)	
CASH & COUNSELING (#72)	
CG CASH & COUNSELING (#73)	
The following services are OBSOLETE	
CURRENT SERVICE NAME	**EXPLANATION**
#20-9 MEDICAID AAA SERVICES	Not allowable Title XIX expenditure
#30-2 HOME HEALTH	Funded under Medicare
#50-2 PROTECTIVE SERVICE	Not an OPI or OAA function.
#70-4 GERIATRIC ASSESSMENT	Requires GNP, MD or MSW
#70-1 CASE MONITORING	Duplicates #6 Case Management
#70-3 SCREENING	Duplicates #13 Information and Assistance
#70-7 PLACEMENT SERVICES	Component of I&A, Options Counseling & Private CM
#80-2 EMPLOYMENT ASSISTANCE	Unused and doesn't merit keeping
The following services are MERGED	
CURRENT SERVICE NAME	**EXPLANATION**
#20-4 PROGRAM PLANNING AND DEVELOPMENT	Merged with #20-3 Program Coordination & Development
#30-3 IN-HOME VOLUNTEERS	Merged with #90-1 Volunteer Services
#40-1 HEALTH/NUTRITION SCREENING	Merged with #40-3 Wellness Education
#40-6b MEDICAL ALERT RENTAL	Merged with #40-5 Health and Medical Equipment
#40-7 MEDICAL EQUIPMENT	Merged with #40-5 Health and Medical Equipment
#60-2 FRIENDLY VISITING	Merged with #60-3 Reassurance
#70-6 GATEKEEPER TRAINING	Merged with #50-3 Elder Abuse Awareness
#80-3 UTILITY ASSISTANCE	Merged with #80-4 Financial Assistance
#80-7 HOUSING ASSISTANCE	Merged with #80-4 Financial Assistance

The following services have modifications to SERVICE NAME	
#80-4 FINANCIAL ASSISTANCE/ MATERIAL AID	Name change to Financial Assistance
#16 ASSISTANCE IN GAINING ACCESS TO CAREGIVER SERVICES	Name change to CG Access Assistance (aligns with AoA service name)
#20-3 PROGRAM COORDINATION	Name change to Program Coordination & Development
#30-7 SUPPLEMENTAL SERVICES TO CAREGIVERS	Name change to CG Supplemental Services
#40-2 EXERCISE OR PHYSICAL FITNESS	Name change to Physical Activity & Fall Prevention
#40-3 WELLNESS EDUCATION	Name change to Preventive Screening, Counseling & Referral
#40-4 MENTAL HEALTH SERVICES	Name change to Mental Health Screening & Referral
#40-5 HEALTH EQUIPMENT LOANS	Name change to Health & Medical Equipment
#50-3 ELDER ABUSE AWARENESS	Name change to Elder Abuse Awareness & Prevention
#60-3 TELEPHONE REASURRANCE	Name change to Reassurance
#30-6 ORGANIZATION and MAINTENANCE OF SUPPORT GROUPS FOR CAREGIVERS	Name change to Caregiver Support Groups
# 70-2 COUNSELING	Name change to Options Counseling
#70-8 PRIVATE CASE MANAGEMENT	Name change to Fee-Based Case Management

GENERAL TERMS & DEFINITIONS

The following terms and definitions are related to Oregon's Older Americans Act (OAA) and Oregon Project Independence (OPI) service programs. The source follows each definition.

ADL (Activities of Daily Living) – Those personal functional activities required by an individual for continued well being, health and safety. For the purposes of these rules, ADLs consist of eating, dressing/grooming, bathing/personal hygiene, mobility (ambulation and transfer), elimination (bowel and bladder management) and cognition/behavior as described in Oregon Administrative Rule (OAR) 411-015-0007. (OAR 411-032-0000)

Adult Child With a Disability – A child who is 18 years of age or older who has a disability and is financially dependent on an older individual. (OAA 102(a)(3)(A-C))

Adult Day Services - A community-based group program designed to meet the needs of adults with functional impairments through service plans. These structured, comprehensive, non-residential programs provide health, social and related support services in a protective setting during part of a day, but for less than 24 hours per day. (OAR 411-066)

Aging and Disability Resource Center - A point of entry to comprehensive information on the full range of available public and private long-term care services, service providers, and resources within a community and options counseling to assist individuals in assessing their existing or anticipated long-term care needs, and developing and implementing a plan for long-term care designed to meet their specific needs and circumstances. (OAA 102(a)(4)(A-C))

Alzheimer's Disease and Other Related Disorders - A progressive and degenerative neurological disease characterized by symptoms of short-term memory loss, confusion and behavior and personality changes. It includes all other related disorders recognized by the National Alzheimer's Association including dementia caused from Multi-Infarct Dementia (MID), Normal Pressure Hydrocephalus (NPH); Inoperable Tumors of the Brain; Parkinson's Disease; Creutzfeldt-Jakob Disease; Huntington's Disease; Multiple Sclerosis; Uncommon Dementia such as Pick's Disease, Wilson's Disease, and Progressive Supranuclear Palsy. (OAR 411-032-000)

Caregiver – An individual who "informally" has the responsibility for the care of an older individual or individual of any age suffering from Alzheimer's or related disorder; or a grandparent/relative caregiver, age 55 and older who has the responsibility for the care of children or adult child with disabilities. "Informally" means the care is not provided as part of a public or private service program. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Child – An individual who is not more than 18 years of age or an individual 19 to 59 years of age who has a severe disability. This definition relates to the caregiver services. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Civic Engagement - Individual or collective action designed to address a public concern or an unmet human, educational, health care, environmental, or public safety need. (OAA 102(a)(12))

Client Employed Provider – See Homecare Worker

Disability - Except when such term is used in the phrase ''severe disability'', ''developmental disability", ''physical or mental disability'', ''physical and mental disabilities'', or ''physical disabilities'' - a disability is attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in one (1) or more of major life activity. (OAA 102(a)(13)(A-I))

Disease Prevention & Health Promotion Services – Individual or group programs based on best practices and/or evidence-based research, that identify health risks and needs, prevent health problems, and/or help older adults manage their health conditions. Programs should address identified

health needs of older adults in the community, and where possible, should use evidence-based approaches and evaluated outcomes to address needs. These may include health risk assessments and screening linked to referrals and/or follow-up education; health promotion programs that help participants prevent and/or manage chronic conditions, alcohol and substance abuse, health risks such as smoking cessation, weight loss; physical activity programs to promote activity and prevent falls; educational programs on health risks and conditions or use of preventive health services and medication management. (Condensed from OAA 102 (a)(14)(A-L))

Elderly Client - A service recipient who is 60 years of age or older or who is less than 60 and has a diagnosis of Alzheimer's or a related disorder. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Ethnicity – Consistent with OMB requirements ethnicity categories are *Hispanic or Latino* or *Not Hispanic or Latino.* (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Evidence-based Program – Evidence-based programs are interventions that have been tested through randomized control trials and have been shown to be effective at helping participants adopt healthy behaviors, improve their health status, and reduce their use of hospital services and emergency room visits. (DHHS FFY2011 AoA *Justification of Estimates for Appropriations Committees*)

Focal Point – A community center, senior center, or multi-purpose center/facility established to encourage the maximum co-location and coordination of services for older individuals. (OAA 102(a)(21) and 306(a)(3)(A))

Frail – Functionally impared because the individual is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or due to 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. (OAA 102(a)(22)(A)(i) & (B))

Grandparent or Other Older Relative Caregiver of a Child – A grandparent, step grandparent or other relative of a child by blood or marriage who is 55 years of age or older and lives with the child, is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and has a legal relationship to the child, such as legal custody or guardianship or is raising the child informally. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Greatest Economic Need – A need resulting from an income level at or below the poverty line. (OAA 102(a)(23))

Greatest Social Need – A need caused by non-economic factors, which include physical and mental disabilities; language barriers; and cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, that restricts the ability of an individual to perform normal daily tasks; or threatens the capacity of the individual to live independently. (OAA 102(a)(24)(A-C))

HCW (Homecare Worker) - A provider, as described in OAR 411-030-0020 and 411-031-0040, who is directly employed by the eligible individual via the Client Employed Provider Program, and who provides hourly services to eligible individuals. Homecare Workers also include providers in the Spousal Pay Program. (OAR 411-032-0000 (31))

Note: Homecare worker and Client Employed Provider (CEP) are synonymous and depending upon age of the document or data collection means – either term may be present appear in DHS publications and DHS-owned software applications.

High Nutritional Risk – A score of six (6) or higher on the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. See http://edis.ifas.ufl.edu/he944 for the checklist and risk summaries. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Nutritional Risk Assessment is on the DHS/SPD NAPIS Registration and OACCESS under the Nutrition tab (accessed by selecting the Service Icon).

IADL (Instrumental Activities of Daily Living) aka "Self Management Tasks" - Housekeeping, including laundry, shopping, transportation, medication management and meal preparation as described in OAR 411-015-0007. (OAR 411-032-0000)

In-Home Care Agency – A licensed agency (by DHS Public Health Division) that provides in-home care services for compensation to an individual in that individual's place of residence. “In-home care agency" does not include an agency providing home health services as defined in ORS 443.005. (OAR 333-536)

To request list of licensed agencies serving Oregon send e-mail to: mailbox.hclc@state.or.us

Living Alone – A one person household. Household as defined by the U.S. Census Bureau - living quarters in which the occupant(s) live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov); Household is defined and found at www.census.gov.

NAPIS (National Aging Program Information System)
Information describes the services provided under Older Americans Act funding titles in collaboration with an aging network that includes 56 State Units on Aging, 655 Area Agencies on Aging, 244 Tribal organizations, and over 29,000 local community service organizations., expenditures, client demographics and staffing profiles for each state and U.S. territory. (Definition crafted by SUA from information available at www.aoa.gov.)

NSIP (Nutritional Services Incentive Program) Meal – A congregate or home-delivered meal prepared in compliance with nutritional requirements as outlined in the Older Americans Act (OAA) and served to an eligible individual as defined in the OAA. (Definition based on OAA and condensed by SUA)

Note: Eligible NSIP meals include those served to the under 60 spouse in the company of the 60 years of age or older spouse; any age adult with disability who resides with or is in the company of an individual 60 years of age or older; caregivers and care recipients aged 60 or older; caregivers who are the spouse of the care recipient -

regardless of age; and any age volunteer assisting with meal site or delivery of meals.

Poverty – Persons considered to be in poverty are those whose income is below the official poverty guideline (as defined each year by the Office of Management and Budget) in accordance with subsection 673 (2) of the Community Services Block Grant Act (42 U.S.C. 9902 (2)). The annual HHS Poverty Guidelines provide dollar thresholds representing poverty levels for households of various sizes and is typically released each February. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Program Income – Gross income received by the grantee (AAA) or sub-grantee (AAA contractor) such as voluntary contributions or income earned as a result of a program supported by the OAA grant. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov; condensed by SUA)

Provider – An organization or person which provides a service to clients under a formal contractual arrangement with the AAA. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Race – Consistent with OMB requirements, race categories are *American Indian* or *Alaskan Native*; *Asian*; *Black* or *African American*; *Native Hawaiian* or *Other Pacific Islander*; and *White*. Respondents should ideally be given the opportunity for self-identification, and are to be allowed to designate all categories that apply to them. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Registered Client – An individual who received one or more units of Cluster 1, Cluster 2, or Group 1 or Group 2 Caregiver services: (Definition developed by SUA)

Rural – Any area that is not defined as urban. Urban areas comprise (1) a central place and its adjacent densely settled territories with a combined minimum population of 50,000; (2) an incorporated place or census designation with 20,000 or more inhabitants. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Target Population – Older individuals, with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, older individuals at risk for

institutional placement and older individuals residing in rural areas. (OAA 305(a)(2)(E))

Note: 45 CFR 1321.69(a) states the following shall be given priority in the delivery of services: Persons age 60 or over who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated.

Unduplicated Client Count– Counting a recipient of a service only once during the reporting period. (Definition crafted by SUA)

Unit Count – The number of units of service received by an unduplicated client during the reporting period. (Definition developed by SUA)

Volunteer – An uncompensated individual who provides services or support to AAA and/or AAA service providers. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov; enhanced by SUA)

Voluntary Contributions – A non-coerced monetary sum provided toward the cost of service. (OAA 315(a)(5)(b)(1))

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SERVICE & UNIT DEFINITIONS

The following definitions are related to Older Americans Act (OAA) and Oregon Project Independence (OPI) services and federally required data elements directly associated with the annual State Program Report (SPR).

The source follows each definition. Reference to AoA Title III/VII Reporting Requirements pertains to published definitions of May 25, 2010 as approved by OMB Approval Number 0985-0008

ADMINISTRATIVE FUNCTIONS

Expenditures required to report - no unit data required.

AAA ADVOCACY
Matrix #20-2
Monitor, evaluate, and, where appropriate, comment on all policies, programs, hearings, levies, and community actions which affect older persons. Represent the interests of older persons; consult with and support the State's long-term care ombudsman program; and coordination of plans and activities to promote new or expanded benefits and opportunities for older persons. (45 CFR 1321.61(b)(1-5)

AREA PLAN ADMINISTRATION
Matrix #20-1
Area Agency administrative functions required to implement the planned services, maintain required records, fulfill the requirements of federal regulation, state rules, and state unit policies and procedures; and support the advisory committee. Includes such responsibilities as bidding, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring, and quality assurance. (OAA 301-308)

PROGRAM COORDINATION & DEVELOPMENT
Matrix # 20-3
Activities include AAA liaison with other agencies and organizations serving the elderly; services development; and mobilization of non-OAA funds to enhance delivery of services to the elderly. (Condensed from AoA PI-83-4)

NOTE: The administrative allowance of 10% must be exhausted before Title IIIB supportive services funds can be expended for Program Development and Coordination, AAA must evidence any such expenditure will have a direct and positive impact on the enhancement of services and that notice for review and comment by the general public has been met. (Refer to 45 CFR 1321.17 (f)(14)(i-iii)

CLUSTER 1 REGISTERED SERVICES

Requires unduplicated client and unit counts; reporting age, ADL's, IADL's, gender, rural, federal poverty level, # in household, race and ethnicity, and if applicable, # of persons with high nutrition risk.

ADULT DAY CARE/ADULT DAY HEALTH
Matrix #5 (1 unit = 1 hour)
Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CASE MANAGEMENT
Matrix #6 (1 unit = 1 hour)
A service designed to individualize and integrate social and health care options for or with a person being served. Its goal is to provide access to an array of service options to assure appropriate levels of service and to

maximize coordination in the service delivery system. Case management must include four general components: access, assessment, service implementation, and monitoring. (OAR 411-032)

Note: Caregiver case management is reported as Matrix #16 Caregiver Access Assistance.

Home-delivered meal assessments may be reported under this service category or Matrix #40-3 Preventive Screening, Counseling and Referral.

CHORE
Matrices #3 (contracted) **#3a** (HCW) **1 unit = 1 hour)**
Assistance such as heavy housework, yard work or sidewalk maintenance. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Chore services are provided on an intermittent basis.

HOMEMAKER
Matrices #2 (contracted) **#2a** (HCW) **(1 unit = 1 hour)**
Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

HOME-DELIVERED MEAL
Matrix #4 (1 unit = 1 meal)
A meal provided to a qualified individual in his/her place of residence that meets all of the requirements of the Older Americans Act and state and local laws. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: 45 CFR 1321.69(b) states: The spouse of the older person, regardless of age or condition, may receive a home-delivered meal if, according to criteria determined by the area agency, receipt of the meal is in the best interest of the homebound older person.

Home-delivered meal eligibility assessment is reported as Matrix #6 Case Management or #40-3 Preventive Screening, Counseling and Referral.

PERSONAL CARE
Matrices #1 (contracted) **#1a** (HCW) **(1 unit = 1 hour)**
In-home services provided to maintain, strengthen, or restore an individual's functioning in their own home when an individual is dependent in one or more ADLs, or when an individual requires assistance for ADL needs. Assistance can be provided either by a contracted agency or by a Homecare worker paid in accordance with the collectively bargained rate. (OAR 411-0032)

CLUSTER 2 REGISTERED SERVICES

Requires unduplicated client and unit counts; reporting age, gender, rural, federal poverty level, # in household, race and ethnicity, and if applicable, # of persons with high nutrition risk.

ASSISTED TRANSPORTATION
Matrix #9 (1 unit = 1 One Way Trip)
Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CONGREGATE MEAL
Matrix #7 (1 unit = 1 Meal)
A meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and state/local laws. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: OAA 339(2)(H) permits AAAs to establish procedures that allow the option to offer a meal, on the same basis as meals provided to participating older individuals, to individuals providing volunteer services during the meal hours. OAA 330(2)(I) allows for meals to spouses of eligible participants, individuals with disabilities, regardless of age who reside in housing facilities reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided. Refer to Section 3.a. of the OAA

Nutrition Program Standards for additional eligibility detail.
www.oregon.gov/DHS/spwpd/sua/

NUTRITION COUNSELING

Matrix #8 (1 unit = 1 session per participant)
Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietician, and addresses the options and methods for improving nutrition status. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CLUSTER 3 NON-REGISTERED SERVICES

Requires reporting service units.

EXCEPTIONS: Cash & Counseling requires unduplicated client count only – no units of service.

CASH AND COUNSELING
Matrix #72 (1 unit = 1 client served)
Services provided or paid for through allowance, vouchers, or cash which is provided to the client so that the client can obtain the supportive services which are needed. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: While AoA does not collect client demographics for this service, DHS/SPD/SUA does require client name to be associated with disbursal of funds.

Cash and Counseling to caregivers is reported as Matrix #74 Caregiver Cash & Counseling.

INFORMATION AND ASSISTANCE
Matrix #13 (1 unit = 1 contact)
A service that (a) provides individuals with information on services available within the communities; (b) links individuals to the services and opportunities that are available within the communities; (c) to the maximum extent practicable, establishes adequate follow-up procedures. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Information and Assistance to individual caregivers is reported as Matrix 16 Access Assistance.

Internet website "hits" are to be counted only if there is evidence that information was requested and provided.

LEGAL ASSISTANCE
Matrix #11 (1 unit = 1 hour)
Legal advice or representation provided by an attorney to older individuals with economic or social needs, including counseling or other appropriate assistance by a paralegal or law student acting under the direct supervision of an attorney, or counseling or representation by a non-lawyer where permitted by law.[1] Assistance with will preparation is not a priority service except when a will is part of a strategy to address an OAA-prioritized legal issue. Priority Legal assistance issues include income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination.[2] Legal services may also include assistance to older individuals who provide uncompensated care to their adult children with disabilities and counsel to assist with permanency planning for such children.[3]
[1]OAA 102(a)(33); [2]OAA 307(a)(11)(E), [3]321(a)(6)

Note: Legal assistance to family caregivers is to be reported as Matrix #30-7 or #30-7a Supplement Services.

NUTRITION EDUCATION
Matrix #12 (1 unit = 1 session per participant)
A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition)

information and instruction to participants, caregivers, or participants and caregivers in a group or individual setting *overseen by a dietician or individual of comparable expertise.* (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

OUTREACH

Matrix #14 (1 unit = 1 Contact)

Intervention with individuals initiated by an agency or organization for the purpose of identifying potential client(s) or their caregivers and encouraging their use of existing services and benefits. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Use Public Outreach/Education – Matrix 70-10 for group outreach activities.

TRANSPORTATION

Matrix #10 (1 unit = 1 One Way Trip)

Transportation from one location to another. Does not include any other activity. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Transportation services provided to a caregiver recipient and funded with Title IIIE dollars should be reported as a Supplemental Service - Matrix #30-7 or #30-7a unless it is transportation to an adult day center or similar program – AoA notes it should then be reported as part of the respite expense.

GROUP 1 CAREGIVER SERVICES

Requires reporting caregiver's age, gender, rural, race, ethnicity, relationship to service recipient, unduplicated caregiver count, and units of service.

EXCEPTIONS: CG Cash & Counseling requires unduplicated client count only – no service units.

CAREGIVER CASH & COUNSELING

Matrices #73 (serving elderly) **73a** (serving children) **(1 unit = 1 client served)**
Services provided or paid for through allowance, vouchers, or cash which is provided to the client so that the client can obtain the supportive services which are needed. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CAREGIVER COUNSELING

Matrices #70-2a (serving elderly) **70-2b** (serving children) **(1 unit = 1 session per participant)**
Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families). (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

CAREGIVER SUPPLEMENTAL SERVICES

Matrices #30-7 (serving elderly) **30-7a** (serving children) **(1 unit = 1 payment)**
Services provided on a limited basis that complement the care provided by family and other informal caregivers. Examples of supplemental services include, but are not limited to, legal assistance, home modifications, transportation, assistive technologies, emergency response systems and incontinence supplies. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

(See note on next page)

Note: Supplemental service priority should always be given to caregivers providing services to individuals meeting the definition of 'frail'. (See General Terms and Definitions)

Home-delivered meals and transportation to caregivers serving elderly or caregivers serving children are to be reported under this matrix.

CAREGIVER SUPPORT GROUPS
Matrices #30-6 (serving elderly) **30-6a** (serving children) **(1 unit = 1 session per participant)**
Peer groups that provide opportunity to discuss caregiver roles and experiences and which offers assistance to families in making decisions and solving problems related to their caregiving roles. (DHS/SPD/SUA definition)

CAREGIVER TRAINING
Matrices #70-9 (serving elderly) **70-9a** (serving children) **(1 unit = 1 session per participant)**
Training provided to caregivers and their families that supports and enhances the care giving role. For example: Powerful Tools training; Communicating Effectively with Health Care Professionals; conferences, etc. (A session for conferences would be equal to one day's attendance at the conference). (DHS/SPD/SUA definition)

Note: This does not include training to paid providers.

RESPITE CARE
Matrices #30-4 (OPI) **#30-5** (serving elderly) **30-5a** (serving children) **(1 unit = 1 hour** see notes**)**
Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite Care includes: (1) In-home respite (personal care, homemaker, and other in-home respite); (2) respite at a senior center or other nonresidential program; (3) respite provided by placing the care recipient in an institutional setting such as a nursing home for a short

period of time; (4) and for grandparents/relatives caring for children – day or overnight summer camps. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov & SPR Q&A #28, 2008)

Note: OAA 373 (a)(2)(A & B) states priority shall be given to caregivers providing services to individuals whom meet the definition of 'frail'. (See General Terms and Definitions).

SPR Q&A #28, 2008 states units of service for overnight institutional respite and overnight summer camps are more appropriately reported by days than hours. Example: Two days of institutional respite is 2 units (not 48 units) and six days at camp equal 6 units instead of 144.

GROUP 2 CAREGIVER SERVICES

Requires reporting service units and estimated unduplicated caregiver count or when applicable, an estimated number of caregivers and service units. No demographics required.

CAREGIVER ACCESS ASSISTANCE

Matrices #16 (serving elderly) **16a** (serving children) **(1 unit = 1 contact)**
A service that assists caregivers in obtaining access to the available services and resources within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Case management and information and assistance to caregivers is an access service.

INFORMATION FOR CAREGIVERS

Matrices #15 (serving elderly) and **15a** (serving children) **(1 activity)**
A service for caregivers that provides the public and individuals with information on resources and services available to the individuals within

their communities. (AoA Title III/VII Reporting Requirements Appendix – www.aoa.gov)

Note: Service units for information services are for activities directed to large audiences of current or potential caregivers such as disseminating publications, conducting media campaigns, and other similar activities.

CLUSTER 3 NON-REGISTERED SERVICES

DISEASE PREVENTION & HEALTH PROMOTION

Requires reporting unduplicated client counts and service units. No demographics required.

CHRONIC DISEASE PREVENTION, MANAGEMENT, AND EDUCATION
Matrix #71 – (1 unit = 1 session per participant)
Programs such as the evidence-based Living Well (Stanford's Chronic Disease Self-management) program, weight management, and tobacco cessation programs that prevent and help manage the effects of chronic disease, including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease. (OAA 102(a)(14)(D))

PHYSICAL ACTIVITY and FALLS PREVENTION
Matrix #40-2 (1 unit = 1 session per participant)
Programs for older adults that provide physical fitness, group exercise, and dance-movement therapy, including programs for multi-generational participation that are provided through local educational institutions or community-based organizations. Programs that include a focus on strength, balance, and flexibility exercise to promote physical activity and/or prevent falls; that are based on best practices; and that have been shown to be safe and effective with older populations are highly recommended. (OAA 102(a)(14) D, E, F)

PREVENTIVE SCREENING, COUNSELING, and REFERRAL
Matrix #40-3 (1 unit = 1 session per participant)
Education about the availability, benefits and appropriate use of Medicare preventive health services or other preventive health programs. Health risk assessments and screenings, and preventive health education provided by a qualified individual, to address issues including hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, bone density and nutrition screening. Health information on on-going and age-related conditions including osteoporosis, cardiovascular diseases, diabetes, and Alzheimer's disease and related disorders. (OAA 102(a)(14) (A-B),(H)& (J) See note on following page.

Note: Home-delivered meal assessments and Congregate nutritional risk assessments may be reported under this service category.

MEDICATION MANAGEMENT
Matrix #40-9 (1 unit = 1 session per participant) Screening and education to prevent incorrect medication and adverse drug reactions, including individual medication reviews or group-based programs that contain information on medication management (including Stanford's Chronic Disease Self-Management program (Living Well)). (OAA 102(a)(14) I) & (H.R. 2764; P.L. 110-161)

Note: Assistance in completing no-cost and/or low-cost prescription medication applications does not qualify as a unit of Medication Management unless education to prevent adverse drug reactions is provided.

MENTAL HEALTH SCREENING and REFERRAL
Matrix #40-4 (1 unit = 1 hour)
Services can include screening for the prevention of depression; coordination of community mental health services, and referral to psychiatric and psychological services; or providing educational and peer counseling activities based on current best practices to address depression, substance abuse, and other identified mental health needs. (Condensed from OAA 102(a)(14)(D) & (G))

Where possible, AAAs are encouraged to consider use of best practice and evidence-based mental health programs such as Healthy Ideas, IMPACT, PEARLS, and EnhanceWellness.

REGISTERED NURSE SERVICES
Matrix #40-8 (1 unit = 1 hour)
Services provided by a Registered Nurse on a short-term or intermittent basis which include, but are not limited to: interviewing the client, assessing the client's ability to perform tasks; preparing a care plan which includes treatment needed by the client; monitoring medication; training and educating care providers; and setting realistic disease prevention and health promotion outcomes for the client. (Definition developed by AAA/SUA workgroup)

CLUSTER 3 NON-REGISTERED SERVICES

OTHER SERVICES

Requires reporting service units. No demographics required. Requirements for reporting unduplicated client count varies and is relevant to each unit definition.

CENTER RENOVATION/ACQUISITION
Matrix #80-6 (1 unit = 1 Center acquired/renovated)
The use of Older Americans Act funds to acquire or renovate buildings that will be used as senior activity centers. (Definition developed by AAA/SUA workgroup)

CRIME PREVENTION/HOME SAFETY
Matrix #50-4 (1 unit = 1 Activity)
Activities that educate elders regarding crime prevention or that provide home safety such as smoke alarms, etc. (Definition developed by AAA/SUA workgroup)

ELDER ABUSE AWARENESS AND PREVENTION
Matrix #50-3 (1 unit = 1 Activity)
Public Education and outreach for individuals, including caregivers, professionals, and para-professionals on the identification, prevention, and treatment of elder abuse, neglect and exploitation of older individuals. Training for individiuals in relevant fields on the identification, prevention,

and treatment of elder abuse, neglect, and exploitation, with particular focus on prevention and enhancement of self determination and autonomy. (Definition based on OAA 721(b)(1, 2, & 6))

Note: Multi-Disciplinary Teams (MDT), Gatekeeper education programs, short-term emergency shelter or transportation funding are allowable activities under this service.)

FEE-BASED CASE MANAGEMENT
Matrix # 70-8 (1 unit = 1 hour)
A service designed to individualize and integrate social and health care options. Its goal is to provide access to an array of service options to assure appropriate levels of service and to maximize coordination in the service delivery system. Case management must include four general components: access, assessment, service implementation, and monitoring. (OAR 411-032)

FINANCIAL ASSISTANCE
Matrix #80-4 (1 unit = 1 Contact)
Limited financial assistance for low-income clients to aid in maintaining health and/or housing. Services may include prescription, medical, dental, vision care or other health care needs not covered under other programs; and, the cost of utilities such as heat, electricity, water/sewer service or basic telephone service. (Definition developed by AAA/SUA workgroup)

Note: OAA funding source is Title IIIB Supportive Services

GUARDIANSHIP/CONSERVATORSHIP
Matrix #50-1 (1 unit = 1 hour)
Performing legal and financial transactions on behalf of a client based upon a legal transfer of responsibility (e.g., as part of protective services when appointed by court order) including establishing the guardianship/conservatorship. (Definition developed by AAA/SUA workgroup)

HEALTH and MEDICAL EQUIPMENT
Matrix #40-5 (1 unit = 1 loan or payment)
Assistive devices such as durable medical equipment, mechanical apparatuses, electrical appliances, or instruments of technology used to assist and enhance an individual's independence in performing any activity of daily living. (OAR 411-027-0005)

Note: Services to caregivers is reported as Caregiver Supplemental Services (Matrices #30-7 and 30-7a).

HOME REPAIR/MODIFICATION
Matrix #30-1 (1 unit = 1 Payment)
Minor health and safety modification including screening of high-risk home environments and provision of educational programs on home modifications to prevent falls, and home modifications to promote access and safety of older adults in their home. These services are designed to facilitate the ability of older individuals to remain at home. (Based on OAA 102(a)(30)(E)).

INTERPRETING/TRANSLATION
Matrix 60-5 (1 unit = 1 hour)
Providing assistance to clients with limited English speaking ability to access needed services. (Definition developed by AAA/SUA workgroup)

LTC OMBUDSMAN
Matrix #50-5 (1 unit = 1 payment)
Financial support for activities that assist in the functions of the Ombudsman program. Activities could include; local volunteer recruitment and outreach activities, such as ads, posters, flyers, and outreach events; local volunteer support and recognition such as training expenses, mileage reimbursements, recognition events and local volunteer administrative expenses such as postage, copies, and office supplies.

MONEY MANAGEMENT
Matrix #80-5 (1 unit = 1 hour)
Assistance with financial tasks for seniors who are unable to handle their personal finances. (i.e. banking transactions, paying bills, taxes, etc.). (Definition developed by AAA/SUA workgroup)

NEWSLETTER
Matrix #70-5 (1 unit = 1 Activity)
Preparation and regular distribution of publications that inform seniors and the community of available services and activities. (Definition developed by AAA/SUA workgroup and SPR Q&A #61, 2008)

Note: One (1) activity equals one monthly issue (not the # of issues published). Each issue of the newsletter is an activity. The estimated audience size would be the number of persons directly receiving the newsletter and the estimated number of bulk copies which are distributed. This reporting methodology also applies to articles distributed to news media, caregiver brochures distribution, etc.

OPTIONS COUNSELING
Matrix #70-2 (1 unit = 1 hour)
Counseling that supports informed long term care decision making through assistance provided to individuals and families to help them understand their strengths, needs, preferences and unique situations and translates this knowledge into possible support strategies, plans and tactics based on the choices available in the community. (Based upon NASUA's definition.)

PUBLIC OUTREACH/EDUCATION
Matrix #70-10 (1 unit = 1 Activity)
Services or activities targeted to provide information to groups of current or potential clients and/or to aging network partners and other community partners regarding available services for the elderly Examples of this type of service would be participation in a community senior fair, publications, publicity campaigns, other mass media campaigns, presentations at local senior centers where information on OAA services is shared, etc. (Definition developed by AAA/SUA workgroup)

REASSURANCE
Matrix #60-3 (1 unit = 1 Contact)
Regular friendly telephone calls and/or visits to physically, geographically or socially isolated individuals to determine if they are safe and well, if they require assistance, and to provide reassurance. (Definition developed by AAA/SUA workgroup)

RECREATION
Matrix #60-1 (1 unit = 1 activity per participant)
Activities that promote socialization, such as sports, performing arts, games, and crafts, either as a spectator or as a participant. (Definition developed by AAA/SUA workgroup)

SENIOR CENTER ASSISTANCE
Matrix #80-1 (1 unit = 1 Center Served)
Financial support for use in the general operation costs of a senior center. (i.e., administrative expense)

Note: Funds for specific services provided by the Senior Center are program related and reported under the correct service category. (Definition developed by SUA)

VOLUNTEER SERVICES
Matrix #90-1 (1 unit = 1 hour)
Uncompensated supportive services to AAAs, nutrition sites, etc., Examples of volunteer activities may be, but are not limited to meal site management, Board and Advisory Council positions, home-delivered meal deliveries, office work, etc…

Note: Volunteers performing a direct service such as respite, in-home care, chore service, shopping, etc. are reported under the appropriate service category as a unit of service and value of volunteer time is reported as In-Kind Match on Form 150, pg 2.

VOLUNTEER RECRUITMENT
Matrix #60-4 (1 unit = 1 placement)
One placement means one volunteer identified, trained and assigned to a volunteer position. (Definition developed by AAA/SUA workgroup)

WORLD-WIDE WEB REFERENCES

OREGON DEPARTMENT OF HUMAN SERVICES

State Unit on Aging
http://www.oregon.gov/DHS/spwpd/sua/index.shtml

Seniors & People with Physical Disabilities:
http://www.oregon.gov/DHS/spwpd/

Oregon Project Independence OAR
http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_032.html

Oregon Administrative Rule 411
http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_tofc.html

Family Caregiver Standards
http://www.oregon.gov/DHS/spwpd/sua/docs/fmly-crgvr-standards.pdf

Assessment Tool for Caregiver Services
http://www.oregon.gov/DHS/spwpd/sua/docs/fcsp-monitor.pdf

Healthy Aging
http://www.oregon.gov/DHS/spwpd/sua/hlthy-aging.shtml

List of Evidence-based health programs
http://www.oregon.gov/DHS/spwpd/sua/docs/evd-bsd-pract.pdf

Nutrition Standards
http://www.oregon.gov/DHS/spwpd/sua/docs/nu-prg-standards.pdf

Assessment Tool Nutrition Program
http://www.oregon.gov/DHS/spwpd/sua/docs/nu-prg-monitor.pdf

U.S. FEDERAL GOVERNMENT

Administration on Aging
www.aoa.gov

Centers for Medicare and Medicaid Services
http://www.cms.gov/

45 CFR 1321 – Grants to State and Community Programs on Aging
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=64cd23aad2f3af765c6bf351f8aa7b27;rgn=div5;view=text;node=45%3A4.1.2.3.11;idno=45;cc=ecfr#45:4.1.2.3.11.2

State Program Reports Q & A
http://www.aoa.gov/AoARoot/Program_Results/SPR/docs/NAPIS_FAQs.doc

OAA Title III/VII Reporting Requirements Appendix
http://www.aoa.gov/AoARoot/Program_Results/docs/SPR-Draft_form_2010_draft.pdf

National & State SPR data by year
http://www.aoa.gov/AoARoot/Program_Results/SPR/Index.aspx

Available federal grants
http://www.grants.gov/

UNIT DEFINITION LOOK-UP TABLE
(Alpha)

SERVICE NAME	UNIT DEFINITION
Adult Day Care/Adult Day Health	1 hour
Assisted Transportation	1 one-way trip
Caregiver Access Assistance	1 contact
Caregiver Cash and Counseling	1 client served
Caregiver Counseling	1 session per participant
Caregiver Supplemental Services	1 payment
Caregiver Support Groups	1 session per participant
Caregiver Training	1 session per participant
Case Management	1 hour
Cash and Counseling	1 client served
Center Renovation/Acquisition	1 center acquired/renovated
Chore	1 hour
Chronic Disease Prevention, Management/Education	1 session per participant
Congregate Meal	1 meal
Crime Prevention/Home Safety	1 activity
Elder Abuse Awareness and Prevention	1 activity
Fee-based Case Management	1 hour
Financial Assistance	1 contact
Guardianship/Conservatorship	1 hour
Health & Medical Equipment	1 loan or payment
Home Repair/Modification	1 payment
Home-Delivered Meal (HDM)	1 meal
Homemaker	1 hour
Information and Assistance	1 contact
Information for Caregivers	1 activity
Interpreting/Translation	1 hour
Legal Assistance	1 hour
Long Term Care Ombudsman	1 payment
Medication Management	1 session per participant
Mental Health Screening and Referral	1 hour
Money Management	1 hour
Newsletter	1 activity

SERVICE NAME	UNIT DEFINITION
Nutrition Counseling	1 session per participant
Nutrition Education	1 session per participant
Options Counseling	1 hour
Outreach	1 contact
Personal Care	1 hour
Physical Activity and Falls Prevention	1 session per participant
Preventive Screening, Counseling and Referral	1 session per participant
Public Outreach/Education	1 activity
Reassurance	1 contact
Recreation	1 activity per participant
Registered Nurse Services	1 hour
Respite Care	1 hour
Senior Center Assistance	1 center served
Transportation	1 one-way trip
Volunteer recruitment	1 placement
Volunteer services	1 hour

SERVICE NAME LOOK-UP TABLE
(Numeric)

MATRIX #	SERVICE NAME
01 & 1a	Personal Care
02 & 2a	Homemaker
03 & 3a	Chore
04	Home-Delivered Meal (HDM)
05	Adult Day Care/Adult Day Health
06	Case Management
07	Congregate Meal
08	Nutrition Counseling
09	Assisted Transportation
10	Transportation
11	Legal Assistance
12	Nutrition Education
13	Information and Assistance
14	Outreach
15 & 15a	Information for Caregivers
16 & 16a	Caregiver Access Assistance
30-1	Home Repair/Modification
30-4	Respite Care
30-6 & 30-6a	Caregiver Support Groups
30-7 & 30-7a	Caregiver Supplemental Services
40-2	Physical Activity and Falls Prevention
40-3	Preventive Screening, Counseling and Referral
40-4	Mental Health Screening and Referral
40-5	Health & Medical Equipment
40-8	Registered Nurse Services
40-9	Medication Management
50-1	Guardianship/Conservatorship
50-3	Elder Abuse Awareness and Prevention
50-4	Crime Prevention/Home Safety
50-5	Long Term Care Ombudsman
60-1	Recreation
60-3	Reassurance

MATRIX #	SERVICE NAME
60-4	Volunteer Recruitment
60-5	Interpreting/Translation
70-10	Public Outreach/Education
70-2	Options Counseling
70-2a & 70-2b	Caregiver Counseling
70-5	Newsletter
70-8	Fee-based Case Management
70-9 & 70-9a	Caregiver Training
71	Chronic Disease Prevention, Management/Education
72	Cash and Counseling
73 & 73a	Caregiver Cash and Counseling
80-1	Senior Center Assistance
80-4	Financial Assistance
80-5	Money Management
80-6	Center Renovation/Acquisition
90-1	Volunteer Services