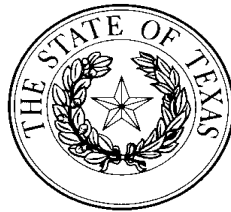


Service Definitions
for
Area Agencies on Aging



Texas Department of Aging and Disability
Services

Fiscal Year 2012

This document includes all allowable services that may be provided through an Area Agency on Aging (AAA). Please note, as needs, resources and available service providers vary across the state, all identified services may not be available. One should contact their local Area Agency on Aging to determine whether or not a specific service is available in their area.

TERMINOLOGY

Caregiver:

Refer to attached chart for eligibility requirements for caregivers. For NAPIS, any caregiver supplemental service requires unduplicated persons and units of service. Grandparents and other older relative caregivers is reported separately in NAPIS and also requires unduplicated persons and units of service

Direct Service:

A service funded by DADS A&I-AAA which is supported or provided by a AAA without an intervening agency, instrumentality or other influence.

Estimated Audience:

Estimated number of eligible persons potentially reached through activities directed to audiences using mass media, such as publications, public service announcements, conducting media campaigns and caregiver symposiums.

Estimated Persons Count:

Estimated number of eligible persons in an activity provided at a group event or other ongoing activity. Documentation supporting audience participation may include an activity log, sign-in sheet or event summary designed by the AAA. Documentation must also include an agenda/title of event, date of event and brief description.

Non-Direct Service:

A service funded by DADS A&I-AAA which is provided by a AAA through a subcontract or vendor agreement.

Reimbursement Methodology by AAA:

Description of the method of the AAA's reimbursement to contractor or vendor.

Unduplicated Persons Count:

An actual count of eligible individuals who are receiving or have received services. When initially served each new individual is counted one time, by service, in each fiscal year. A full client intake and other appropriate documents are required.

Unit of Service:

Description of the quantity adopted as a standard of measurement; may include limitations or descriptors of the unit of service.

SERVICES

ADULT DAY SERVICES

An array of services provided in a congregate, non-residential setting to dependent older individuals who need supervision but do not require institutionalization. These services may include any combination of social or recreational activities, health maintenance, transportation, meals, and other supportive services.

Unit of Service: A half-day (½). Three hours but less than six hours of service provided by the facility shall constitute one unit of service. Six hours or more of service shall constitute two units of service. Time spent for transportation to and from day care, if provided by the facility, is included in calculating the amount of service provided. Less than three hours of service at any one time is not considered to be a unit of service.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Half-day.

NAPIS: “Adult Day Care/Adult Day Health”
Unduplicated – Client Intake Required
Units - 1 Hour of Service
ADL/IADL – Consumer Needs Evaluation Required

QPR: Units – A Half-Day
Unduplicated Persons Count

ALLOWABLE FUNDS: Title III-B
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

AREA AGENCY ADMINISTRATION

Includes such responsibilities as being the focal point for aging services, providing advocacy and outreach for older individuals in their service area, developing and implementing an area plan based on the Older Americans Act (OAA), procurement of OAA services funded with federal and state funds, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring, and quality assurance.

Unit of Service: None.

Direct Service Waiver Required: Waiver not available.

ALLOWABLE FUNDS: Title III-B
Title III-C1
Title III-C2
Title III-E
State General Revenue
State General Revenue Additional Other

ASSISTED TRANSPORTATION

Provide assistance and transportation, including escort, to an older individual who has difficulty (physical or cognitive) using regular vehicular transportation.

Unit of Service: One, One-Way Trip. The “trip” includes the following: assisting the older individual from preparation for the trip, to assisting the older individual from their place of residence into the transportation vehicle, assisting the older individual from the transportation vehicle to the destination (such as the doctor’s office), staying with the older individual at the point of destination; assisting the older individual from the destination into the transportation vehicle; and assisting the individual from the transportation vehicle to their place of residence.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed or Variable Unit Rate per One-Way Trip

NAPIS: “Assisted Transportation”
Unduplicated – Client Intake Required
Units – One, One-way Trip

QPR: Units
Unduplicated Persons Count

ALLOWABLE FUNDS: Title III-B
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CARE COORDINATION

An ongoing process to include assessing the needs of an older individual and effectively planning, arranging, coordinating and following-up on services which most appropriately meet the identified needs as mutually defined by the older individual, the access and assistance staff, and where appropriate, a family member(s) or other caregiver(s).

Unit of Service: One Hour. A unit is defined as the time, which is spent by the caseworker, or qualified designee, engaged in working on an eligible case. A unit does not include travel time, staff training, program publicity, or direct services other than care coordination.

and

Unit of Service: One Contact. If funded by Title III-E, Contacts must be reported in addition to Hours. A unit is defined as providing an eligible older individual or caregiver with information or linking the individual to the services and resources available through a one-on-one contact via face-to-face contact, email contact, written/fax contact or telephone contact. Activities such as records maintenance are not counted as a contact.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly or subcontracted.

Reimbursement Methodology by AAA: Fixed Unit Rate, plus other expenses, or
Fixed Unit Rate

(Con’t on next page)

NAPIS: “Case Management”
Unduplicated – Client Intake Required
Units – 1 Hour of Service
ADL/IADL – Consumer Needs Evaluation Required
except Service Authorization

QPR: **Units**
Unduplicated Persons Count

LBB: **Key Performance Measure – No. of Persons & Cost/Person**

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CAREGIVER EDUCATION and TRAINING

Provide counseling to caregivers to assist in making decisions and solving problems related to their caregiver roles. This includes providing counseling to individuals and support groups; and caregiver training for individual caregivers and families.

Unit of Service: One Session per Participant. A session is counted as a contact for each individual attending a focus group, support group or training session and for each one-on-one counseling session with an eligible caregiver. If Title III-B funds are expended for this service, the caregiver must be 60 or older.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly, subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Cost Reimbursement or
Fixed Unit Rate per Session.

NAPIS: “Counseling” and includes Support Groups/Training
Unduplicated – Client Intake Required
Units – 1 Session per Participant
Relationship to Care Recipient

QPR: **Units**
Unduplicated Persons Count

ALLOWABLE FUNDS: **Title III-B**
Title III-D
Title III-E
Title III-E GOECSC
Title VII – EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CAREGIVER INFORMATION SERVICES

The dissemination of accurate, timely and relevant information for informal caregivers, grandparents or relatives caring for children 18 years of age and under; and the public through publications, large group presentations, seminars, health fairs and mass media. Developing a resource library and other informational resources for use in the dissemination of caregiver information is a component of this service. If Title III-B funds are expended for this service the caregiver must be 60 or older. *(Con't on next page)*

Unit of Service: One activity. Count one activity for each event.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly or subcontracted.

Reimbursement Methodology by AAA: Fixed Unit Rate, plus expenses, or
Cost Reimbursement

NAPIS: **“Information Services”**
Estimated Audience
Units – One Activity

QPR: **Units**
Estimated Audience

ALLOWABLE FUNDS: **Title III-B**
Title III-D
Title III-E
Title III-E GOECSC
Title VII – EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CAREGIVER RESPITE CARE – IN-HOME

Temporary relief for caregivers including an array of services provided to dependent older individuals who need supervision. Services are provided in the older individual’s home environment on a short-term, temporary basis while the primary caregiver is unavailable or needs relief. In addition to supervision, services may include meal preparation, housekeeping, assistance with personal care and/or social and recreational activities. If Title III-B funds are expended for this service the caregiver must be 60 or older.

If the service is funded with NFCSP/Title III-E dollars, the care recipient:

- Must be unable to perform a minimum of two activities of daily living identified through the functional assessment process, and/or
- Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to themselves or to another individual.

Unit of Service: One Hour.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

NAPIS: **“Respite Care”**
Unduplicated – Client Intake Required
Units – 1 Hour of Service
Relationship to Care Recipient

OAA: **ADL/IADL – Consumer Needs Evaluation Required**

QPR: **Units**
Unduplicated Persons Count

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC

(Con’t on next page)

**Title VII – EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other**

CAREGIVER RESPITE CARE – INSTITUTIONAL

Temporary relief for caregivers includes an array of services provided in a congregate or residential setting (e.g., hospital, nursing home, and adult day center) to dependent older individuals who are in need of supervision. Services are offered on a short-term, temporary basis while the primary caregiver is unavailable or needs relief. Where appropriate, services may include meals, social and recreational activities, personal care, monitoring of health status, medical procedures and/or transportation. If Title III-B funds are expended for this service the caregiver must be 60 or older.

If the service is funded with NFCSP/Title III-E dollars, the care recipient:

- Must be unable to perform a minimum of two activities of daily living identified through the Consumer Needs Evaluation, and/or
- Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to themselves or to another individual.

Unit of Service: One Hour.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

NAPIS: “Respite Care”
Unduplicated – Client Intake Required
Units – 1 Hour of Service
Relationship to Care Recipient

OAA: **ADL/IADL – Consumer Needs Evaluation Required**

QPR: **Units**
Unduplicated Persons Count

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Title VII – EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CAREGIVER RESPITE CARE – NON-RESIDENTIAL

Temporary relief for caregivers is provided by supervised care at senior centers or other non-residential program locations that are not licensed as adult day care facilities. Activities include lunch and supervised recreational and/or social activities for dependent older individuals who require supervision. Services are provided on an intermittent or temporary basis while the primary caregiver is unavailable or needs relief. If Title III-B funds are expended for this service the caregiver must be 60 or older.

If the service is funded with NFCSP/Title III-E dollars, the care recipient: *(Con’t on next page)*

- Must be unable to perform a minimum of two activities of daily living identified through the Consumer Needs Evaluation, and/or
- Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to themselves or to another individual.

Unit of Service: One Hour. A unit is defined as one hour of non-residential respite service provided in a facility.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

NAPIS: “Respite Care”
Unduplicated – Client Intake Required
Units – 1 Hour of Service
Relationship to Care Recipient

OAA: **ADL/IADL – Consumer Needs Evaluation Required**

QPR: **Units**
Unduplicated Persons Count

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Title VII – EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CAREGIVER SUPPORT COORDINATION

An ongoing process to include assessing the needs of a caregiver and care recipient, effectively planning, arranging, coordinating and following-up on services which most appropriately meet the identified needs as mutually defined by the caregiver, the care recipient, and the access and assistance staff. If Title III-B funds are expended for this service the caregiver must be 60 or older.

Unit of Service: One Hour. A unit is defined as the time, which is spent by the caregiver specialist, or qualified designee, engaged in working on an eligible caregiver’s case. A unit does not include travel time, staff training, program publicity or direct services other than caregiver support coordination. If Title III-B funds are expended for this service, counting “contacts” is not required.

and

Unit of Service: One Contact. A unit is defined as providing an eligible caregiver with information or linking the caregiver to the services and resources available through a one-on-one contact via face-to-face contact, email contact, written/fax contact or telephone contact. Activities such as records maintenance is not counted as a contact. If Title III-E funds are expended for this service, the number of “contacts” must be reported in SAMS.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly or subcontracted.

Reimbursement Methodology by AAA: Fixed Unit Rate, plus other expenses or
 Fixed Unit Rate.

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NAPIS – Title III-E: “Access Assistance”
Estimated Unduplicated Caregivers
Relationship to Care Recipient
Units – 1 Contact

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CHORE MAINTENANCE

Performing household chores an older individual is not able to handle on their own, such as heavy cleaning (e.g., scrubbing floors, washing walls and windows [inside and outside]), moving heavy furniture, and maintenance such as yard/sidewalk maintenance.

Unit of Service: One Hour.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Variable Unit Rate per Hour.

NAPIS: “Chore”
Unduplicated – Client Intake Required
Units – 1 Hour of Service
ADL/IADL – Consumer Needs Evaluation Required

QPR: **Units**
Unduplicated Persons Count

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Title VII – EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

CONGREGATE MEAL

A hot or other appropriate meal served to an eligible older individual which meets 33 $\frac{1}{3}$ percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the most recent Dietary Guidelines for Americans, published by the Secretary of Agriculture, and which is served in a congregate setting. The objective is to reduce food insecurity and promote socialization of older individuals. There are two types of congregate meals:

- Standard meal - A regular meal from the standard menu that is served to the majority or all of the participants.
- Therapeutic meal or liquid supplement - A special meal or liquid supplement that has been prescribed by a physician and is planned specifically for the participant by a dietitian (e.g., diabetic diet, renal diet, pureed diet, tube feeding). “Liquid supplement” meals are included in the allowable category of

therapeutic meals, such as diabetic, renal or heart safe meals. The AoA defines "liquid supplement" meals as those meals provided through a feeding tube, to meet the needs of a specific individual. These meals require a doctor's prescription and close monitoring. Dietary supplements, such as vitamins or Ensure, can be authorized by a doctor, dietitian/nutritionist or the need may be identified through the nutritional risk assessment. These items do not require a prescription, nor do they necessarily require oversight. As items such as these are not considered meals (stand-alone), they must be purchased under Health Maintenance. If a AAA is providing these services through Health Maintenance as a result of a doctor's prescription, some monitoring should be conducted, whether through a home health nurse or follow-up nutritional risk and functional assessment (form 2060). The circumstance would dictate the follow-up.

Unit of Service: One Meal.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor. If requirements are met, this service may also be authorized through Data Management.

Reimbursement Methodology by AAA: Fixed Unit Rate per Meal Served.

NAPIS: Requires number of unduplicated at high nutritional risk;
Nutrition Risk Required
"Congregate Meal"
Unduplicated – Client Intake Required
Units – 1 Meal

QPR: Units
Unduplicated Persons Count

LBB: Key Performance Measure – Number of Units & Cost per Unit
ALLOWABLE FUNDS: Title III-C1
NSIP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

DATA MANAGEMENT

Activities directly related to data entry and reporting for non-direct services, purchase and maintenance of required tracking and reporting software. Included are activities directly related to direct purchase of service, service authorization and document verification to support the provision, tracking and reporting of vendored Congregate Meals, Home Delivered Meals and Transportation services.

Unit of Service: None.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly or subcontracted. The AAA must submit a narrative supporting the provision of Data Management when the service is budgeted by the AAA.

Reimbursement Methodology by AAA: Cost Reimbursement.

ALLOWABLE FUNDS: Title III-B
Title III-C1
Title III-C2
Title III-E Title
III-E GOECSC
State General Revenue
State General Revenue Additional Other

EMERGENCY RESPONSE

Services provided to the homebound, frail older individuals who use an automatic monitoring system to link them to emergency medical services when their life or safety are in jeopardy. ERS services include the installation of the individual monitoring unit, training associated with the use of the system, periodic checking to ensure that the unit is functioning properly, equipment maintenance calls, response to an emergency call by a medical professional, para-professional or volunteer, and follow-up with the older individual.

Unit of Service: One Month of ERS Service. Report one unit for each month of service if an older individual received services at any time during the month. If an installation fee is charged, a separate unit rate may be established for this charge.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate and Other Expenses.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Title VII – EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

EMPLOYMENT PLACEMENT

Assisting an older individual obtain suitable employment utilizing opportunities in the general labor market or through special employment programs.

Unit of Service: One unduplicated older person placed in gainful employment.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Placement.

QPR: **Unduplicated Persons Count – Client Intake Required**

ALLOWABLE FUNDS: **Title III-B**
State General Revenue
State General Revenue Additional Other

ESCORT

Someone who accompanies and personally assists an older individual obtain a service. Note: A person cannot provide Homemaker or Personal Assistance at the same time they are providing and receiving reimbursement for Escort.

Unit of Service: One, One-way Trip. Escort is a separate activity from the service of Transportation, Homemaker and Personal Assistance. *(Con't on next page)*

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed or Variable Unit Rate per One-Way Trip.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

Evidence Based Intervention

Providing an intervention to an older individual based upon the principles of Evidence-Based Disease Prevention programming. See PI-600 for the Federal criteria.

Activities and expenditures directly related to an evidence-based intervention include:

- Procurement of training services or materials,
- Training of AAA staff or volunteers to effectively conduct programs/interventions for evidence-based disease prevention ,
- Publicity related to specific evidence-based intervention events,
- AAA staff time, travel and materials related to conducting evidence-based intervention events to older individuals,
- Procurement or printing/copying disease-specific preventive and educational materials for distribution to older individuals participating in events, and
- Other specific expenses which are required to ensure program fidelity.

Unit of Service: One Contact. Record one contact each time an older individual participates in an activity that is a component of an Evidence-Based Disease Program.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly, subcontracted, or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor. The AAA must submit a narrative supporting the provision of Evidence Based Intervention when the service is budgeted by the AAA.

Reimbursement Methodology: Fixed Unit rate per Contact or Cost Reimbursement.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-D
Title III-D Medication Management
Title III-E
Title III-E GOECSC
State General Revenue
State General Revenue Additional Other

HEALTH MAINTENANCE

Services that include one or more of the following activities:

- Medical treatment by a health professional
- Health education and counseling services for individuals or groups about lifestyles and daily activities. Activities may include, but are not limited to:
 - Art and dance –movement therapy
 - Programs in prevention or reduction of the effects of chronic disabling conditions
 - Alcohol and substance abuse
 - Smoking cessation
 - Weight loss and control
 - Stress management
- Home health services including, but not limited to, nursing, physical therapy, speech or occupational therapy
- Provision of medications, nutritional supplements, glasses, dentures, hearing aids or other devices necessary to promote or maintain the health and/or safety of the older individual. Note: this also includes the provision of medication management dosage alert systems and the purchase of software, technical support, and materials that connects eligible older individuals to free or reduced cost prescription medication services and meets the Title III-D Medication Management requirements.

Unit of Service: One Contact. Record one contact each time an older individual receives a health service as described above.

Direct Service Waiver Required: Waiver not available, with the exception of approved Medication Management activities.

Method of Service Provision: This service may be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Variable Rate.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-D
Title III-D Medication Management
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

HEALTH SCREENING/MONITORING

Activities identified as Health Screening/Monitoring are intended to assess the level of health and wellness of persons 60 years of age and older and should ensure participants are made aware of health services available to them in their community for appropriate follow-up care. Services may be provided in senior centers, nutrition sites, health fairs, other community settings or in an individual's home. Health Screening/Monitoring activities may include, but are not limited to, the following:

- Blood pressure
- Hearing
- Vision
- Dental

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- Podiatry
- Nutritional status
- Blood tests
- Urinalysis
- Medication management (Title III-D Medication Management, Screening & Education funds may be used to support this activity)
- Home injury control safety
- Depression

Unit of Service: One Contact. Record one contact each time an older individual receives a separate health screening or monitoring service.

Direct Service Waiver Required: Waiver not available, with the exception of approved Medication Management activities.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Variable Unit Rate.

QPR: **Units**
Estimated Persons Count
ALLOWABLE FUNDS: **Title III-B**
Title III-D
Title III-D Medication Management
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

HOME DELIVERED MEALS

Hot, cold, frozen, dried, canned, fresh, or supplemental food (with a satisfactory storage life) which provides a minimum of 33⅓ percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the most recent Dietary Guidelines for Americans, published by the Secretary of Agriculture, and is delivered to an eligible participant in their place of residence. The objective is to reduce food insecurity, help the recipient sustain independent living in a safe and healthful environment. There are two types of home delivered meals:

- Standard meal - A regular meal from the standard menu that is served to the majority or all of the participants.
- Therapeutic meal or liquid supplement - A special meal or liquid supplement that has been prescribed by a physician and is planned specifically for the participant by a dietitian (e.g., diabetic diet, renal diet, pureed diet, tube feeding). “Liquid supplement” meals are included in the allowable category of therapeutic meals, such as diabetic, renal or heart safe meals. The AoA defines "liquid supplement" meals as those meals provided through a feeding tube, to meet the needs of a specific individual. These meals require a doctor’s prescription and close monitoring. Dietary supplements, such as vitamins or Ensure, can be authorized by a doctor, dietitian/nutritionist or the need may be identified through the nutritional risk assessment. These items do not require a prescription, nor do they necessarily require oversight. As items such as these are not considered meals (stand-alone), they must be purchased under Health Maintenance. If a AAA is providing these services through Health Maintenance as a result of a doctor’s prescription, some monitoring should be conducted, whether

through a home health nurse or follow-up nutritional risk and functional assessment (Consumer Needs Evaluation). The circumstance would dictate the follow-up.

Unit of Service: One Meal.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor. If requirements are met, this service may also be authorized through Data Management.

Reimbursement Methodology by AAA: Fixed Unit Rate per Meal Served.

NAPIS: Requires number of unduplicated at high nutritional risk;
Nutrition Risk Assessment Required
“Home-Delivered Meal”
Unduplicated – Client Intake Required
Units – 1 Meal
ADL/IADL – Consumer Needs Evaluation Required
with score 20 or greater, regardless of age

QPR: Units

Unduplicated Persons Count

LBB: Key Performance Measure – Number of Units & Cost per Unit

ALLOWABLE FUNDS:

Title III-C2

Title III-E

Title III-E GOECSC

NSIP

Disaster Relief as approved by DADS

State General Revenue

State General Revenue Additional Other

HOMEMAKER

A service provided by trained and supervised homemakers involving the performance of housekeeping and home management, meal preparation, or escort tasks and shopping assistance provided to older individuals who require assistance with these activities in their place of residence. The objective is to help the recipient sustain independent living in a safe and healthful home environment.

Unit of Service: One Hour.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

NAPIS: “Homemaker”
Unduplicated – Client Intake Required
Units – 1 Hour

ADL/IADL – Consumer Needs Evaluation Required

QPR: Units

Unduplicated Persons Count

LBB: Key Performance Measure – No. of Persons & Cost/Person

ALLOWABLE FUNDS: Title III-B

Title III-E

Title III-E GOECSC

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**Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other**

HOSPICE

An array of services provided either in the home or in a residential setting to older individuals with a terminal illness. Services include medical care under the supervision of a physician, counseling for the program participant and the family members, and other supportive services.

Unit of Service: One Hour.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

INCOME SUPPORT

Assistance in the form of a payment to a third party provider for services or goods that support the basic needs of the individual, on behalf of an older individual or their caregiver.

Unit of Service: One Contact. The definition of the contact is a single payment to a provider on behalf of the older individual or their caregiver.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual.

Reimbursement Methodology by AAA: Variable Rate.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

INFORMATION, REFERRAL AND ASSISTANCE

Consists of activities such as assessing the needs of the inquirer, evaluating appropriate resources, assessing appropriate response modes, indicating organizations capable of meeting those needs, providing enough information about each organization to help inquirers make an informed choice, helping inquirers

for whom services are unavailable by locating alternative resources, when necessary, actively participating in linking the inquirer to needed services, and following up on referrals to ensure the service was provided.

Unit of Service: One Contact. Count one contact for every communication with or on the behalf of an eligible individual, regardless of the type of contact (initial, follow-up, accessing services).

and

Estimated Persons Count: Count only the initial inquiry during a reporting month from an older individual, caregiver or a person calling on behalf of an older individual or caregiver.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly or subcontracted.

Reimbursement Methodology by AAA: Fixed Unit Rate or
Cost Reimbursement

NAPIS: “Information and Assistance”
Units – 1 Contact
If funded by Title 3-E, must have “Estimated Unduplicated Caregivers”
If funded by Title 3-E must have “Estimated Undup. Grandparents/Other
Older Relatives”

QPR: Units
Estimated Persons Count (Initial Inquiry)

ALLOWABLE FUNDS: Title III-B
Title III-E
Title III-E GOECSC
Title VII-EAP
CMS
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

INSTRUCTION AND TRAINING

Provide experience or knowledge to individuals or professionals working with older individuals to acquire skills in a formal, informal, or in individual or group settings. This service may include specific instruction/training designed to comply with the Title III-D Medication Management, Screening & Education requirements.

Unit of Service: One Contact. Each participant in a training session receives a service; therefore, each participant is counted as one contact.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly, subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Cost Reimbursement.

QPR: Units
Estimated Persons Count

ALLOWABLE FUNDS: Title III-B
Title III-D
Title III-D Medication Management
Title VII-EAP
State General Revenue
State General Revenue Additional Other

LEGAL ASSISTANCE – 60 years and older

Advice or representation by an attorney, including assistance by a paralegal or law student under the supervision of an attorney, or counseling or representation by a non-lawyer **such as a certified Benefits Counselor**, where permitted by law, to older individuals with economic and social needs. Legal assistance activities include the following:

- Advice/Counseling - a recommendation made to an older individual regarding a course of conduct, or how to proceed in a matter, given either on a brief or one-time basis, or on an ongoing basis. May be given by telephone or in person.
- Document Preparation - personal assistance given to an older individual which helps the preparation of necessary documents relating to public entitlements, health care/long term care, individual rights, planning/protection options, and housing and consumer needs.
- Representation - advocacy on behalf of an older individual in protesting or complaining about a procedure, or seeking special considerations by appealing an administrative decision, or representation by an attorney of an older individual or class of older individuals in either the state or federal court systems.

Services identified as “Legal Assistance Services” are: Benefits Counseling, Money Management, Representative Payee, and Guardianship.

Unit of Service: One Hour. Record units (hours) of service for *all* individuals who are 60 or older in the consumer’s case narrative, regardless of funding source.

and

Unit of Service: One Contact. When the AAA receives Centers for Medicare and Medicaid Services (CMS) funds, Contacts must be reported through the Individual Client Contact (ICC) form for allowable CMS services. Record one Contact per person per day. Record Contacts only when the individual is 65+ *and* is a Medicare beneficiary; *or* a new to Medicare enrollee; *or* a Dual Eligible Medicare beneficiary; *or* a beneficiary who is disabled as determined by SSA criteria and the individual receives legal assistance related to a CMS issue. *The ICC form also requires reporting of total time spent.*

or

Unit of Service: One Contact. When the AAA receives Medicare Improvements for Patients and Providers Act (MIPPA) funds through CMS, Contacts must be reported through the Individual Client Contact (ICC) form. Record one Contact per person per day. Record Contacts only when the individual is 65+ *and* is a Medicare beneficiary; *or* a new to Medicare enrollee; *or* a beneficiary who is disabled as determined by SSA criteria; *and* the individual receives legal assistance related to Low Income Subsidy (LIS) or Medicare Savings Program (MSP) issues. *The ICC form also requires reporting of total time spent.*

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly, subcontracted or authorized by a certified benefits counselor on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

NAPIS: “Legal Assistance”
Units – 1 Hour

QPR: Units
Unduplicated Persons Count – Client Intake Required

LBB: Non-Key Performance Measure

ALLOWABLE FUNDS: Title III-B
Title III-E
Title III-E GOECSC

(Con’t on next page)

**Title VII-EAP
CMS
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other**

LEGAL ASSISTANCE – less than 60 years of age

Legal Assistance provided to Medicare enrollees and eligible disabled (as determined by the Social Security Administration) Medicare pre-enrollees who are under age 60. This service may be provided by the AAA only if it receives funding through the Centers for Medicare and Medicaid Services (CMS).

Unit of Service: One Hour. Record units of service for all individuals who are less than 60 years of age served through CMS funds in the consumer's case narrative. Title III funds may not be expended for this service.

and

Unit of Service: One Contact. Contacts must be reported through the Individual Client Contact (ICC) form for allowable CMS services. Record one Contact per person per day. Record Contacts only when the individual under age 65 *and* is a Medicare beneficiary; *or* a new to Medicare enrollee; *or* a Dual Eligible Medicare beneficiary; *or* a beneficiary who is disabled as determined by SSA criteria and the individual receives legal assistance related to a CMS issue. *The ICC form also requires reporting of total time spent.*

or

Unit of Service: One Contact. When the AAA receives Medicare Improvements for Patients and Providers Act (MIPPA) funds through CMS, Contacts must be reported through the Individual Client Contact (ICC) form. Record one Contact per person per day. Record Contacts only when the individual is under age 65 *and* is a Medicare beneficiary; *or* a new to Medicare enrollee; *or* a beneficiary who is disabled as determined by SSA criteria; *and* the individual receives legal assistance related to Low Income Subsidy (LIS) or Medicare Savings Program (MSP) issues. *The ICC form also requires reporting of total time spent.*

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly, subcontracted or authorized by a certified benefits counselor on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

QPR: **Unduplicated Persons Count – Client Intake Required**
ALLOWABLE FUNDS: **CMS**
Disaster Relief as approved by DADS

LEGAL AWARENESS

The dissemination of accurate, timely, and relevant information, eligibility criteria, requirements, and procedures to older individuals about public entitlements, health/long-term care services, individual rights, planning/protection options, and housing and consumer needs. While education and outreach initiatives that include the dissemination of information through mass media may be budgeted as associated costs under legal awareness, the activities may not be reported as units of service for Older Americans Act reporting. When a AAA receives CMS funding, units generated under these activities may be reported using the Public and Media Events (PAM) form.

Unit of Service: One Contact. If provided in a group meeting or an event such as a health fair, each participant receives a service; therefore, each participant is counted as one contact. *(Con't on next page)*

Direct Service Waiver Required: No.
Method of Service Provision: This service may be provided directly or subcontracted.
Reimbursement Methodology by AAA: Cost Reimbursement.

QPR: **Units**
Estimated Persons Count
ALLOWABLE FUNDS: **Title III-B**
Title VII-EAP
CMS
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

MENTAL HEALTH SERVICES

Analysis by a mental health professional to determine a need for mental health service(s) (diagnosis/screening) or the provision of services to support and improve the emotional well-being of an individual. Mental health services shall be provided to individuals who have mental illness, emotional or social disabilities, or who may require support and treatment. Such support may include education, prevention, screening, referral and/or intervention.

Unit of Service: One Contact.

Direct Service Waiver Required: Waiver not available.
Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.
Reimbursement Methodology by AAA: Variable.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required
ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

NUTRITION CONSULTATION

Providing information or services related to nutrition by a licensed dietician or other qualified person to a AAA or nutrition provider. Such services do not include the AAA responsibilities for monitoring.

Unit of Service: None.

Direct Service Waiver Required: Waiver not available.
Method of Service Provision: Service must be provided to the AAA or a AAA service provider.
Reimbursement Methodology by AAA: Cost Reimbursement.

ALLOWABLE FUNDS: **Title III-C1**
Title III-C2
Title III-D
State General Revenue
State General Revenue Additional Other

NUTRITION COUNSELING

Providing individualized advice or guidance about options and methods for improving their nutritional status, and performed by a registered dietitian (NAPIS) to older individuals at nutritional risk due to health or nutritional history, dietary intake, medications, or chronic illness. This service may include specific counseling designed to comply with the Title III-D Medication Management, Screening & Education requirements.

Unit of Service: One Session per Participant. A session is counted for each individual attending a nutrition counseling session which may be conducted in a group or one-on-one.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Session.

NAPIS: Requires number of unduplicated at high nutritional risk;
Nutrition Risk Assessment Required
“Nutrition Counseling”
Unduplicated – Client Intake Required
Units – 1 Session per Participant

QPR: Units
Unduplicated Persons Count

ALLOWABLE FUNDS: Title III-C1
Title III-C2
Title III-D
Title III-D Medication Management
Title VII-EAP
State General Revenue
State General Revenue Additional Other

NUTRITION EDUCATION

The provision of information to older individuals to promote nutritional well-being and to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior. This service may include specific nutrition education designed to comply with the Title III-D Medication Management, Screening and Education requirements.

Unit of Service: One Session per Participant. A session is counted for each individual attending a nutrition education session which may be conducted in a group or one-on-one.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly, subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Session.

NAPIS: “Nutrition Education”
Units – 1 Session per Participant

QPR: Units
Estimated Persons Count

ALLOWABLE FUNDS: Title III-C1
Title III-C2
Title III-D

(Con't on next page)

Title III-D Medication Management
State General Revenue
State General Revenue Additional Other

OMBUDSMAN

Services that identify, investigate, and resolve complaints made by, or on behalf of, residents of nursing facilities and assisted living facilities, and which relate to action, inaction, or decisions, that may adversely affect the health, safety, welfare, or rights of the residents, providers, or representatives of providers, of long-term care services, public agencies, or health and social service agencies. Further detail is provided in the Older Americans Act, as amended, in Section 712.

Unit of Service: None.

Direct Service Waiver Required: No.

Method of Service Provision: This service may be provided directly or subcontracted.

Reimbursement Methodology by AAA: Cost Reimbursement.

LBB Key measure: **Number of active certified Ombudsmen**
ALLOWABLE FUNDS: **Title III-B**
Title VII-EAP
Title VII-OAG
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

PARTICIPANT ASSESSMENT – ACCESS & ASSISTANCE

Activities directly related to the initial assessment and required reassessment of program participants for supportive services provided directly by a AAA.

Unit of Service: One Contact. One complete assessment or one complete re-assessment is one contact.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator or caregiver support coordinator on behalf of an eligible individual through a vendor agreement.

Reimbursement Methodology by AAA: Fixed Unit Rate, plus Other Expenses or Fixed Unit Rate per Contact

QPR: **Units**
Unduplicated Persons Count – Client Intake Required
ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

PARTICIPANT ASSESSMENT – NUTRITION SERVICES

Activities directly related to the initial assessment and required reassessment of program participants for congregate and home-delivered meals.

Unit of Service: One Contact. One complete assessment or one complete re-assessment is one contact.

(Con't on next page)

Direct Service Waiver Required: Waiver not available.
Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual through a vendor agreement. If requirements are met, this service may also be authorized through Data Management.

Reimbursement Methodology by AAA: Fixed Unit Rate per Contact

QPR: Units
ALLOWABLE FUNDS: Unduplicated Persons Count – Client Intake Required
Title III-C1
Title III-C2
Title III-E (Home Delivered Meals only)
Title III-E GOECSC (Home Delivered Meals only)
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

PERSONAL ASSISTANCE

Assisting an older individual having difficulty in performing a minimum of two activities of daily living identified in the assessment process, with tasks an individual would typically perform if they were able. This covers assistance in all activities of daily living.

Unit of Service: One Hour. Does not include travel time, unless it is directly related to the older individual's care plan.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.

Reimbursement Methodology by AAA: Fixed Unit Rate per Hour.

NAPIS: “Personal Care”
Unduplicated – Client Intake Required
Units – 1 Hour
ADL/IADL – Consumer Needs Assessment Required

QPR: Units
LBB: Unduplicated Persons Count
ALLOWABLE FUNDS: Non-Key Performance Measure

Title III-B
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

PHYSICAL FITNESS

Physical activities that sustain and/or improve physical and mental health. This may include exercise to increase endurance (e.g., cardiovascular and muscular), strength, flexibility, balance, and/or coordination/agility.

Unit of Service: One Contact. Each participant in a physical fitness session receives a service; therefore, each participant is counted as one contact.

(Con't on next page)

Direct Service Waiver Required: Yes.
Method of Service Provision: This service may be subcontracted.
Reimbursement Methodology by AAA: Cost Reimbursement.

QPR: **Units**
Estimated Persons Count
ALLOWABLE FUNDS: **Title III-B**
Title III-D
Title III-E
Title III-E GOECSC
State General Revenue
State General Revenue Additional Other

RECREATION

Activities, such as sports, performing arts, games, and crafts, where an older individual participates as a spectator or performer, and which are facilitated by a provider.

Unit of Service: One Contact. Each participant in a recreation activity receives a service; therefore, each participant is counted as one contact.

Direct Service Waiver Required: Yes.
Method of Service Provision: This service may be subcontracted.
Reimbursement Methodology by AAA: Cost Reimbursement.

QPR: **Units**
Estimated Persons Count
ALLOWABLE FUNDS: **Title III-B**
Title III-D
Title III-E
Title III-E GOECSC
State General Revenue
State General Revenue Additional Other

RESIDENTIAL REPAIR

Services consist of repairs or modifications of dwellings occupied by older individuals that are essential for the health and safety of the occupant(s).

Unit of Service: One unduplicated dwelling unit occupied by older individuals and may include all the services committed to repairing/modifying one unit in one program year. Note: Caregivers may serve more than one care recipient, resulting in more units of service than the number of unduplicated persons.

Direct Service Waiver Required: Waiver not available.
Method of Service Provision: This service may be authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor.
Reimbursement Methodology by AAA: Variable Rate.

QPR: **Units**
Unduplicated Persons Count – Client Intake Required
LBB: **Non-Key Performance Measure**
ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC

(Con't on next page)

**Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other**

SENIOR CENTER OPERATIONS

The operation of community facilities where older individuals meet together to pursue mutual interests, receive services and/or take part in activities which will enhance their quality of life, support their independence, and encourage their continued involvement in and with the community.

Unit of Service: None.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted.

Reimbursement Methodology by AAA: Cost Reimbursement.

ALLOWABLE FUNDS: **Title III-B
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other**

TELEPHONE REASSURANCE

Telephoning an older individual providing regular contact and companionship or initiating necessary actions in the event the older individual cannot be reached by telephone.

Unit of Service: One Contact.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted.

Reimbursement Methodology by AAA: Cost Reimbursement.

QPR: **Units
Unduplicated Persons Count – Client Intake Required**

ALLOWABLE FUNDS: **Title III-B
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other**

TRANSPORTATION

Taking an older individual from one location to another but does not include any other activity. There are two types of transportation services:

- Demand/Response - transportation designed to carry older individuals from specific origin to specific destination upon request. Older individuals request the transportation service in advance of their need, usually twenty-four to forty-eight hours prior to the trip.
- Fixed Route - transportation service that operates in a predetermined route that has permanent transit stops, which are clearly marked with route numbers and departure schedules. The fixed-route does not vary and the provider strives to reach each transit stop at the scheduled time. The older individual does not reserve a ride as in a demand-response system; the individual simply goes to the designated location and at the designated time to gain access to the transit system.

Unit of Service: One, One-way Trip

(Con't on next page)

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted or authorized by a care coordinator on behalf of an eligible individual for purchase through an enrolled vendor. If requirements are met, this service may also be authorized through Data Management.

Reimbursement Methodology by AAA: Fixed Unit Rate per One-Way Trip.

NAPIS: “Transportation”
Units – One, One-way Trip

QPR: Units
Unduplicated Persons Count – Client Intake Required

LBB: Key Performance Measure – Number of Units
Limited to Transportation Demand/Response Only

ALLOWABLE FUNDS: Title III-B
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

VISITING

Meeting with an older individual to provide regular contact and companionship and should the older individual not respond, to initiate appropriate action.

Unit of Service: One Contact

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted.

Reimbursement Methodology by AAA: Cost Reimbursement.

QPR: Units
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: Title III-B
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

VOLUNTEER PLACEMENT

Assist an older individual to find an appropriate volunteer position in a non-profit community service agency.

Unit of Service: One unduplicated older person placed in a volunteer position.

Direct Service Waiver Required: Yes.

Method of Service Provision: This service may be subcontracted.

Reimbursement Methodology by AAA: Fixed Unit Rate per Placement.

QPR: Units
Unduplicated Persons Count

ALLOWABLE FUNDS: Title III-B

(Con't on next page)

**Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other**

VOUCHER – CAREGIVER RESPITE CARE

A service provided through the consumer directed services option whereby an individual provider is chosen by the caregiver. Services are provided on an intermittent or temporary basis while the primary caregiver is unavailable or needs relief. Temporary relief for caregivers by providing:

- In-Home – Services are provided in the older individual’s home environment on a short-term, temporary basis while the primary caregiver is unavailable or needs relief. In addition to supervision, services may include meal preparation, housekeeping, assistance with personal care and/or social and recreational activities.
- Institutional – Temporary relief for caregivers includes an array of services provided in a congregate or residential setting (e.g., hospital, nursing home, and adult day center) to dependent older individuals who are in need of supervision. Services may include, where appropriate, meals, social and recreational activities, personal care, monitoring of health status, medical procedures and/or transportation.
- Supervised care at senior centers or other non-residential program locations that are not licensed as adult day care facilities. Activities include lunch and supervised recreational and/or social activities for dependent older individuals who require supervision.

If the service is funded with NFCSP/Title III-E dollars, the care recipient:

- Must be unable to perform a minimum of two activities of daily living identified through the Consumer Needs Evaluation, and/or
- Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to themselves or to another individual.

Unit of Service: One Hour. A unit is defined as one hour of in-home, institutional or non-residential respite service provided.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual.

Reimbursement Methodology by AAA: Cost Reimbursement.

NAPIS (3-E): “Respite Care”
Unduplicated – Client Intake Required
Units – 1 Hour of Service

OAA: **ADL/IADL – Consumer Needs Evaluation Required**

QPR: **Units**
Unduplicated Persons Count

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

VOUCHER – HOMEMAKER

A service provided through the consumer directed services option whereby an individual provider is chosen by the older individual. Service activities include the performance of housekeeping/home management, meal preparation and/or escort tasks and shopping assistance, provided to individuals who require assistance with these activities in their place of residence. The objective is to help the older individual sustain independent living in a safe and healthful home environment.

Unit of Service: One Hour.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual.

Reimbursement Methodology by AAA: Cost Reimbursement.

NAPIS: “Homemaker”
Unduplicated – Client Intake Required
Units – 1 Hour
ADL/IADL – Consumer Needs Evaluation Required

QPR: **Units**
Unduplicated Persons Count

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Title VII-EAP
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

VOUCHER – TRANSPORTATION

A service providing consumer choice whereby an eligible consumer selects an individual or commercial private or non-profit transportation provider. The rate and transportation schedule are negotiated by the eligible consumer with the provider. Service activity includes taking an eligible consumer from one location to another, but does not include any other activity.

Unit of Service: One, One-way Trip.

Direct Service Waiver Required: Waiver not available.

Method of Service Provision: This service may only be authorized by a care coordinator on behalf of an eligible individual.

Reimbursement Methodology by AAA: Cost Reimbursement.

NAPIS: “Transportation”
Units – One, One-way Trip

QPR: **Units**
Unduplicated Persons Count – Client Intake Required

ALLOWABLE FUNDS: **Title III-B**
Title III-E
Title III-E GOECSC
Disaster Relief as approved by DADS
State General Revenue
State General Revenue Additional Other

Caregiver Eligibility per OAA as Amended 2006					
If Caregiver is:	and Recipient is:			With:	Are they eligible?
	Age 0 - 18	Age 19 - 59	60 +		
Age 18+			X	No special needs (for Respite Services - must have a deficit of 2 activities of daily living.) Priority - Greatest social need and economic need w/attention to low-income older individuals	Yes
Age 18+		X		No special needs	No
Age 18+	X	X	X	Individuals w/ Alzheimer's disease & related disorders w/ neurological & organic brain dysfunction	Yes
Age 55 + (Grandparent or older relative caregiver)	X	X (w/disability)		1. Lives w/child <u>and</u> 2. Primary caregiver because biological or adoptive parents are unable or unwilling <u>and</u> 3. Legal custody or guardianship or is raising informally Priority - Recipient age 19 - 59 w/severe disabilities	Yes
Age 60+	X	X		No special needs	No