

Oregon State Program Performance Report Data Element Definitions

Updated February 2, 2022

Based on the Administration for Community Living's
STATE PROGRAM PERFORMANCE REPORT
For STATE UNITS ON AGING
(Older Americans Act Title III and VII, Chapter 3 and 4)
Appendix A: Data Element Definitions
Version 1.2 – 7/2/20 – OMB Control No. 0985-0008

Overview

This document, The State Program Performance Report Appendix A: Data Element Definitions, is associated with the State Program Performance Report for State Units on Aging (Older Americans Act Titles III and VII (Chapters 3 and 4), OMB Control Number 0985-0008. It provides the full definitions for all data elements, code values, services, and related terms along with links to additional resources. Definitions are grouped into three tables:

- 1.) Demographics and Consumer Characteristics;
- 2.) Services and Service Units; and
- 3.) Additional Definitions.

The terms within a table are presented in alphabetical order.

Table 1. Demographics and Consumer Characteristics

Data Element or Term	Value	Definition
ADL Limitations (Older Adult) ¹		Indicates the person’s total score on the Katz Index of Independence in Activities of Daily Living (ADL). Activities include bathing, dressing, toileting, transferring, continence, and feeding. Permissible values are 0-6. A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision). (Source: NAMRS ² /OAA)
	0-1	Indicates a person has no or 1 ADL limitation.
	2	Indicates a person has between 2 ADL limitations.
	3+	Indicates a person have 3 or more ADL limitations.
Adult with disabilities receiving care		An individual with a disability, as defined in section 3 of the Americans with Disabilities Act of 1990 (42. U.S.C 12012), who is not less than age 18 and not more than age 59; and receives informal care from an eligible “older relative caregiver”. (Source: OAA)
Age		A person’s age as of the last day of the federal fiscal year reported.
	Age: 18-49 (Caregiver) ³	A person’s age is between 18 and 49 years of age as of the last day of the federal fiscal year reported.
	Age: 50-59 (Caregiver)	A person’s age is between 50 and 59 years of age as of the last day of the federal fiscal year reported.
	Age: 55 -59 (Caregiver)	A person’s age is between 55 and 59 years of age as of the last day of the federal fiscal year reported.

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

² NAMRS is the National Adult Maltreatment Reporting System.

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

Data Element or Term	Value	Definition
	Age: <60 (Older Adult)	A person's age is under 60 years of age as of the last day of the federal fiscal year reported.
	Age: 60 -64	A person's age is between 60 and 64 years of age as of the last day of the federal fiscal year reported.
	Age: 65-74	A person's age is between 65 and 74 years of age as of the last day of the federal fiscal year reported.
	Age: 75 - 84	A person's age is between 75 and 84 years of age as of the last day of the federal fiscal year reported.
	Age: 85+	A person's age is age 85 years of age or older as of the last day of the federal fiscal year reported.
Children receiving care		An individual who is not more than 18 years of age who lives with and receives informal care from an eligible "older relative caregiver". (Source: OAA)
Ethnicity		Self-identification of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. (Source: OMB)
	Hispanic or Latino	Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	Not Hispanic or Latino	Not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Gender		One's inner sense of one's own gender.
	Female	One's inner sense of one's own gender is female.
	Male	One's inner sense of one's own gender is male.
	Other	One's inner sense of one's own gender is neither female nor male.
Geographic Distribution ⁴		Type of developed environment in which the consumer lives as defined by the rural-urban commuting area (RUCA) codes defined at the zip code level. (Source: USDA/HRSA)
	Rural	RUCA code: 4.0, 4.2, 5.0, 5.2, 6.0, 6.1, 7.0, 7.2, 7.3, 7.4, 8.0, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2, 10.0, 10.2, 10.3, 10.4, 10.5, and 10.6.
	Non-Rural	RUCA code: 1.0, 1.1, 2.0, 2.1, 3.0, 4.1, 5.1, 7.1, 8.1, and 10.1.

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

Data Element or Term	Value	Definition
Household Status (Older Adult)		<p>A household includes all the people who occupy a housing unit (such as a house or apartment) as their usual place of residence.</p> <p>A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household. (Source: U.S. Census Bureau)</p>
	Lives Alone	A one-person household. An individual who occupies a housing unit as their usual place of residence and no other person occupies the housing unit as a usual place of residence.
	Lives with Others	A multi-person household. An individual who occupies a housing unit as their usual place of residence with other persons (related and unrelated) who occupy the housing unit as their usual place of residence.
	Lives in Long Term Care (LTC) Facility	Any skilled nursing facility, as defined in section 1819(a) of the Social Security Act (42 U.S.C. 1395i-3(a)); any nursing facility, as defined in section 1919(a) of the Social Security Act (42 U.S.C. 1396r(a)); a board and care facility; and any other adult care home, including an assisted living facility, similar to a facility or institution described above as a skilled nursing facility or nursing facility. (Source: OAA)
IADL Limitations (Older Adult)		<p>Indicates the person's total score on the Lawton Instrumental Activities of Daily Living (IADL). Activities include ability to use telephone, shopping, food preparation, housekeeping, laundry, mode of transportation, medication management, and ability to manage finances. Permissible values are 0-8.</p> <p>A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision). (Source: NAMRS/OAA)</p>
	0-1	Indicates a person has no or 1 IADL limitation.
	2	Indicates a person has between 2 IADL limitations.
	3+	Indicates a person have 3 or more IADL limitations.
Minority Status		Racial and ethnic minority populations are defined as: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Pacific Islander, American Indian and Alaska Native.

Data Element or Term	Value	Definition
	Minority	A person's self-reported racial and ethnic identity includes one or more of the following: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Pacific Islander, American Indian and Alaska Native.
	Not Minority	A person's self-reported racial and ethnic identity does not include any of the following: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Pacific Islander, American Indian and Alaska Native.
Nutrition Risk Score ⁵ (Older Adult)		Indicates the person's total score on the DETERMINE your Nutritional Risk checklist published by the Nutrition Screening Initiative. (Source: current SPR)
	0-5	Indicates a person's Nutrition Risk Score is between 0 and 5.
	6+	Indicates a person's Nutrition Risk Score is 6 or more.
Poverty Status ⁶		An individual's household income as it relates to the U.S. Department of Health and Human Services (HHS) poverty guidelines as published each year in the Federal Register. (Source: HHS)
	At or Below Poverty	Persons considered to be at or below poverty are those whose household income is at or below the official poverty guidelines as provided by HHS.
	Above Poverty	Persons considered to be above poverty are those whose household income is above the official poverty guidelines as provided by HHS.
Race		Self-identification with a national origin or sociocultural group. (Source: U.S. Census Bureau/OMB)
	American Indian or Alaska Native	Having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
	Asian	Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	Black or African American	Having origins in any of the black racial groups of Africa.
	Native Hawaiian or Pacific Islander	Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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

⁶ As there is no single definition of household income, if an agency is already required to calculate household income for other federal programs (e.g. SNAP benefits, Medicaid, LIHEAP) please continue to use that definition for SPR purposes. If an agency has not already defined household income for other federal programs, use the income and household definitions associated with the Affordable Care Act ([Affordable Care Act income and household definitions](#)).

Data Element or Term	Value	Definition
	White	Having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Relationship (Caregiver)		The familial relationship of the caregiver to the care recipient. (Source: NAMRS)
	Husband	Partner in a marriage (male).
	Wife	Partner in a marriage (female).
	Domestic Partner, including civil union	Adults in a committed relationship with another adult, including both same sex and opposite-sex relationships.
	Son/Son-in-Law	Biological child (male), adoptive child, or stepchild and spouse of biological, adoptive or stepdaughter.
	Daughter/Daughter-in-law	Biological child (female), adoptive child, or stepchild and spouse of biological, adoptive or stepson.
	Sister	Female child or offspring have one or both parents in common; a female sibling (by blood, adoption, marriage).
	Brother	Male child or offspring have one or both parents in common; a male sibling (by blood, adoption, marriage).
	Grandparent	Parent of one's mother or father (by blood, adoption, marriage).
	Parent	A person who brings up and cares for the care recipient by blood, adoption, or marriage.
	Other Relative	Another family member not captured by the defined relationships, including in-laws.
	Non-Relative	No kinship relationship.

Table 2. ACL Services and Service Units

* Indicates a Service Name added by Oregon to support state reporting needs.

Service Name	Definition	NAPIS Reporting Type	Service Unit
Adult Day Care	Services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Includes out of home supervision, health care, recreation, and/or independent living skills training offered in centers most known as Adult Day, Adult Day Health, Senior Centers, and Disability Day Programs. (Source: NAMRS)	Registered Cluster 1	Day. One day is equal to eight (8) hours. Partial days may be reported using two decimal places.
Assisted Transportation	Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. This service includes escort or other appropriate assistance for a person who has difficulties (physical or cognitive) using regular vehicular transportation. Does not include any other activity. (Source: NAMRS/HCBS Taxonomy)	Registered Cluster 2	One-way trip
Caregiver Case Management <i>(also Caregiver (Older Relative Caregiver) Case Management)</i>	A service provided to a caregiver, at the direction of the caregiver by an individual who is trained or experienced in the case management skills that are required to deliver services and coordination, and to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs of the caregiver.	Registered	Hours
Caregiver Counseling <i>(also Caregiver (Older Relative) Counseling)</i>	A service designed to support caregivers and assist them in their decision-making and problem solving. Counselors are service providers that are degreed and/or credentialed as required by state policy, trained to work with older adults and families and specifically to understand and address the complex physical, behavioral and emotional problems related to their caregiver roles. This includes counseling to individuals or group sessions. Counseling is a separate function apart from support group activities or training (see definitions for these services). (Source: ACT committee)	Registered (Group 1)	Hours
Caregiver Information and Assistance	A service that provides the individuals with current information on opportunities and services available to the individuals within their communities; assesses the problems and capacities of the individual; links the individual to services; ensures that the individual receives	Non-Registered (Group 2)	Contact

Service Name	Definition	NAPIS Reporting Type	Service Unit
<i>(also Caregiver (Older Relative) Information and Assistance)</i>	services they are in need of; and services the entire community of older adults.		
Caregiver Information Services <i>(also Caregiver (Older Relative) Information Services)</i>	A public and media activity that conveys information to caregivers about available services, including in-person interactive presentations, booth/exhibits, or radio, TV, or Web site events. This service is not tailored to the needs of the individual. (Source: Current SPR)	Non-Registered (Group 2)	Activity
Caregiver Respite Care <i>(also Caregiver (Older Relative) Respite)</i>	<p>A service which offers temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. (Source: Current SPR)</p> <p><u>In-Home Respite</u> – A respite service provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities.</p> <p><u>Out-of-Home Respite (Day)</u> – A respite service provided in settings other than the caregiver/care receiver’s home, including adult day care, senior center or other non-residential setting (in the case of older relatives raising children, day camps), where an overnight stay does not occur.</p> <p><u>Out-of-Home Respite (Overnight)</u> – A respite service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of older relatives raising children, summer camps), in which the care receiver resides in the facility (on a temporary basis) for a full 24 hour period of time.</p> <p><u>Other Respite</u> – A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories. (Source: Current SPR)</p>	Registered (Group 1)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
* Caregiver Self-Directed Care <i>(also Caregiver (Older Relative) Self-Directed Care)</i>	Services provided or paid for through allowance, vouchers, or cash which is provided to the caregiver so the caregiver can obtain needed supportive services. (Definition developed by 2011 AAA/SUA workgroup)	Registered (Group 1)	1 client served

Service Name	Definition	NAPIS Reporting Type	Service Unit
Caregiver Supplemental Services <i>(also Caregiver (Older Relative) Supplemental Services)</i>	Goods and services provided on a limited basis to complement the care provided by caregivers. (Source: OAA)	Registered (Group 1)	Payment
Caregiver Support Groups <i>(also Caregiver (Older Relative) Support Groups)</i>	A service that is led by a trained individual, moderator, or professional, as required by state policy, to facilitate caregivers to discuss their common experiences and concerns and develop a mutual support system. Support groups are typically held on a regularly scheduled basis and may be conducted in person, over the telephone, or online. For the purposes of Title III-E funding, caregiver support groups would not include “caregiver education groups,” “peer-to-peer support groups,” or other groups primarily aimed at teaching skills or meeting on an informal basis without a facilitator that possesses training and/or credentials as required by state policy. (Source: Current SPR)	Non-Registered	Sessions
Caregiver Training <i>(also Caregiver (Older Relative) Training)</i>	A service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management; providing personal care; and communicating with health care providers and other family members. Training may include use of evidence-based programs; be conducted in-person or on-line and be provided in individual or group settings. (Source: Current SPR)	Registered	Hours
Case Management	Means a service provided to an older individual, at the direction of the older individual or a family member of the individual: <ul style="list-style-type: none"> • by an individual who is trained or experienced in the case management skills that are required to deliver the services and coordination described in subparagraph; and • to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the older individual; and Includes services and coordination such as— <ul style="list-style-type: none"> • comprehensive assessment of the older individual (including the physical, psychological, and social needs of the individual); 	Registered Cluster 1	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)

Service Name	Definition	NAPIS Reporting Type	Service Unit
	<ul style="list-style-type: none"> • development and implementation of a service plan with the older individual to mobilize the formal and informal resources and services identified in the assessment to meet the needs of the older individual, including coordination of the resources and services— <ul style="list-style-type: none"> ○ with any other plans that exist for various formal services, such as hospital discharge plans; and ○ with the information and assistance services provided under the Older Americans Act; • coordination and monitoring of formal and informal service delivery, including coordination and monitoring to ensure that services specified in the plan are being provided; <ul style="list-style-type: none"> ○ periodic reassessment and revision of the status of the older individual with— ○ the older individual; or ○ if necessary, a primary caregiver or family member of the older individual; and ○ in accordance with the wishes of the older individual, advocacy on behalf of the older individual for needed services or resources. <p>(Source: OAA)</p>		
Chore	Performance of heavy household tasks provided in a person’s home and possibly other community settings. Tasks may include yard work or sidewalk maintenance in addition to heavy housework. (Source: HCBS Taxonomy)	Registered Cluster 1	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Congregate Meals	A meal provided by a qualified nutrition project provider to a qualified individual in a congregate or group setting. The meal is served in a program that is administered by SUAs and/or AAAs and meets all the requirements of the Older Americans Act and State/Local laws. Meals provided to individual through means-tested programs may be included. (Source: OAA)	Registered Cluster 2	Meal
* Consumable Services (previously Financial Assistance)	Limited 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. (Oregon definition)	Non-Registered	Payment
* Elderly Abuse Prevention	Public education and outreach for individuals, including caregivers, professionals, and paraprofessionals on the	Non-Registered	Activity

Service Name	Definition	NAPIS Reporting Type	Service Unit
	<p>identification, prevention, and treatment of elder abuse, neglect and exploitation of older individuals. Training for individuals in relevant fields on the identification, prevention, and treatment of elder abuse, neglect, and exploitation, with focus on prevention and enhancement of self-determination and autonomy. (Definition based on OAA 721(b) (1, 2, & 6))</p> <p>Note: Multi-Disciplinary Teams (MDT), Gatekeeper education programs, short-term emergency shelter or transportation funding are allowable activities under this service.)</p>		
Health Promotion: Evidence-Based	<p>Activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition). Activities must meet ACL's definition for an evidence-based program, as presented on ACL's website. (Source: OAA)</p>	Non-Registered	Session per participant or Loan/ payment
Health Promotion: Non Evidence-Based	<p>Health promotion and disease prevention activities that do not meet ACL's definition for an evidence-based program as defined at ACL's website. Activities may include those defined in the OAA (Section 102(14)) for example:</p> <p>(A) health risk assessments; (B) routine health screening; (C) nutritional counseling and educational services for individuals and their primary caregivers; (E) programs regarding physical fitness, group exercise, and music therapy, art therapy, and dance-movement therapy; (F) home injury control services; (G) screening for the prevention of depression, coordination of community mental and behavioral health services, provision of educational activities, and referral to psychiatric and psychological services; (H) educational programs on the availability, benefits, and appropriate use of preventive health services covered under title XVIII of the Social Security Act (42 U.S.C. 1395 et seq.); (I) medication management screening and education; (J) information concerning diagnosis, prevention, treatment, and rehabilitation concerning age-related diseases and chronic disabling conditions; (K) gerontological counseling; and (L) counseling regarding social services and follow-up health services based on any of the services described in subparagraphs (A) through (K). The term shall not include services for which payment may be made under titles</p>	<p>Non-Registered</p> <p>(except for HDM assessments which are a Registered service)</p>	Session per participant or Loan/ payment

Service Name	Definition	NAPIS Reporting Type	Service Unit
	<p>XVIII and XIX of the Social Security Act (42 U.S.C. 1395 et seq., 1396 et seq.). (Source: OAA)</p> <p>*Note: Initial and annual HDM nutrition assessments including nutrition risk screening should be reported under this service. The funding source for this should be reported as Title III-C2 Home Delivered Meals, 1 unit per session.</p>		
Home Delivered Meals	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program that is administered by SUAs and/or AAAs and meets all the requirements of the Older Americans Act and State/Local laws. Meals provided to individual through means-tested programs may be included. (Source: OAA)	Registered Cluster 1	Meal
* Home Repair/Modification	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)).	Non-Registered	Payment
Homemaker	Performance of light housekeeping tasks provided in a person's home and possibly other community settings. Task may include preparing meals, shopping for personal items, managing money, or using the telephone in addition to light housework. (Source: HCBS Taxonomy)	Registered Cluster 1	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Information and Assistance	<p>A service that:</p> <ul style="list-style-type: none"> • provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; • assesses the problems and capacities of the individuals; • links the individuals to the opportunities and services that are available; • to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and • serves the entire community of older individuals, particularly— 	Non-Registered	Contact

Service Name	Definition	NAPIS Reporting Type	Service Unit
	<ul style="list-style-type: none"> ○ older individuals with greatest social need; ○ older individuals with greatest economic need; and ○ older individuals at risk for institutional placement. (Source: OAA)		
* Interpreting/ Translation	Interpretation is the conversion of verbal or signed communication from one language to another. Translation is the conversion of written communication from one language to another	Non-Registered	Activity
Legal Assistance	Legal advice and representation provided by an attorney to older individuals with economic or social needs as defined in the Older Americans Act, Sections 102(a)(23 and (24), and in the implementing regulation at 45 CFR Section 1321.71, and includes to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of a lawyer and counseling or representation by a non-lawyer where permitted by law (Source: OAA)	Restricted Registered Cluster 2	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Nutrition Counseling	A standardized service as defined by the Academy of Nutrition & Dietetics (AND) that provides individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illness, or medication use, or to caregivers. Counseling is provided one-on-one by a registered dietitian and addresses the options and methods for improving nutrition status with a measurable goal. (Source: Input Committee)	Registered Cluster 2	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Nutrition Education	A targeted program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information that is consistent with the current Dietary Guidelines for Americans and instruction to participants, caregivers, or participants and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. (Source: National Nutrition Monitoring and Related Research Act of 1990 and Input Committee)	Non-Registered	Sessions (a session is typically 15 minutes to 1 hour)
Other Services	A service provided using OAA funds under Titles III-B or C in whole or in part, that do not fall into the previously defined service categories. (Source: Current SPR)		Hour or activity
* Outreach	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. (Contact) Services or activities targeted to provide information to groups of current or potential clients and/or to aging	Non-Registered Cluster 2	Contact Activity

Service Name	Definition	NAPIS Reporting Type	Service Unit
	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 2011 AAA/SUA workgroup) (Activity)		
Personal Care	Assistance (Personal assistance, stand-by assistance, supervision or cues) with Activities of Daily Living (ADLs) and/or health-related tasks provided in a person's home and possibly other community settings. Personal care may include assistance with Instrumental Activities of Daily Living (IADLs). (Source: HCBS taxonomy)	Registered Cluster 1	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
* Reassurance	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 2011 AAA/SUA workgroup)	Non-Registered	Contact
Respite Care - Other	A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories. (Source: Current SPR)	Registered Cluster 1	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
* Senior Center Assistance	Financial support for use in the general operation costs of a senior center. (Definition developed by 2011 AAA/SUA workgroup)	Non-registered	Center served
Transportation	Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. Does not include any other activity. (Source: NAMRS/HCBS)	Non-Registered	One-way trip
* Volunteer Services	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. (hour) One placement means one volunteer identified, trained and assigned to a volunteer position 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	Non-Registered	Hour or Placement

Service Name	Definition	NAPIS Reporting Type	Service Unit
	of service and value of volunteer time is reported as In-Kind Match. (Definition developed by 2011 AAA/SUA workgroup)		

Table 3. Additional Definitions

For other definitions, see ACL’s State Program Performance Report for State Units on Aging Appendix A: Data Element Definitions (7/2/20)

Data Element or Term	Definition
Advice	A category of legal assistance case. An individualized evaluation of the facts of a client’s situation, with counseling and/or provision of information or guidance about the client’s legal circumstances, including presentation of options for responding to the circumstances presented by the client, or referral, such as from a legal hotline to a full service program or to another low-cost alternative, such as a law school clinic or Bar referral service, or to another legal resource for further assistance.
Area Agency on Aging (AAA)	An entity designated under section 305(a)(2)(A) of the Older Americans Act or a State agency performing the functions of an area agency on aging under section 305(b)(5). (Source: OAA)
Caregiver	An adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. (Source: OAA)
Case	A legal assistance matter provided to an eligible client by a legal assistance provider. A case encompasses one legal matter. Accordingly, a client may have more than one case simultaneously and/or during a calendar year. When matters in litigation move from one forum to another, such as upon filing of an appeal by the client or by an adversary or another litigant, a new case is to be opened. For other Case-related legal definitions, see ACL’s State Program Performance Report for State Units on Aging Appendix A: Data Element Definitions (7/2/20)
Case Type	The type of legal case handled by a legal assistance provider is determined and reported for closed cases. Case types reflect legal matters that are to be given priority by Title III-B legal assistance providers pursuant to the Older Americans Act. These are: maintenance of income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination.
Cluster 1 Registered Service	A service provided for older adults under OAA Title III for which ADL limitations and IADL limitations characteristics are reported in addition to the other consumer demographics and characteristics: gender, rural, federal poverty level, # in household, race, ethnicity, and if applicable, # of person with high nutrition risk.
Cluster 2 Registered Service	Services provided for older adults under OAA Title III for which ADL limitations and IADL limitations characteristics are not reported. Requires unduplicated consumer and unit counts; reporting age, gender, rural, federal poverty level, # in household, race and ethnicity and if applicable, # of persons with high nutrition risk.
Consumer	An individual who receives a service funded in whole or in part with OAA funds (see Person Served).

Data Element or Term	Definition
Focal Point	A facility established to encourage the maximum collocation and coordination of services for older individuals that has been designated in Area Plans for comprehensive service delivery. (Source: OAA)
Full-time staff (paid)	Persons who work 35 hours or more per week in a compensated (paid) position as of September 30 th of the reporting year (federal fiscal year). (Source: U.S. Census Bureau, Current Population Survey)
Limited Representation	A category of legal assistance case. Brief service in addition to or more extensive than advice, such as document preparation or detailed direction as to how to take legal action pro se, including preparation of legal documents for use by a pro se litigant. Services delivered at self-help clinics or court-based advice programs could fall under advice or limited representation, depending upon the intensity and time expended on the service delivered. Program protocols and procedures may further assist in determinations of whether the services provided in a case constitute advice or limited representation.
Non-registered Service	A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are not reported to ACL. The services for older adult consumers (Title III-B, C, and D) include transportation (non-assisted), nutrition education for group nutrition education, information and assistance, options counseling, health promotion: evidence-based ⁷ , health promotion: non evidence-based, reassurance, legal services, outreach, consumable services, home repair/modification, outreach, interpreting/translation, elderly abuse prevention, and other services. Title III-E Caregiver service that are non-registered (Group 2) are caregiver information services and caregiver access services.
NSIP Expenditures	Outlays or payments made by the SUA and/or AAA's using Title III-A OAA (section 311) federal funds to purchase domestically produced or processed foods for use within a qualified meal. (Source: OAA)
NSIP qualified meal - Congregate	<p>Meal count used to determine a states allotment under the OAA Title III, Part A (Section 311).</p> <p>A meal provided to a qualified individual in a congregate or group setting. through a program that meets all the criteria for payment using OAA funds (see OAA Title III-C):</p> <ul style="list-style-type: none"> • Served to an eligible individual, i.e. a person who is qualified to receive services under the OAA as defined in Title III; and • Served to an eligible person who has NOT been means-tested for participation; and • Compliant with the nutrition requirements; and • Served by an eligible agency, i.e. has a grant or contract with a SUA or AAA; and • Served to a person who has an opportunity to contribute toward the cost of the meal. <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met. (Source: OAA)</p>
NSIP qualified meal - Home-Delivered	<p>Meal count used to determine a states allotment under the OAA Title III, Part A (Section 311).</p> <p>A meal provided to a qualified individual in his/her place of residence through a program that meets all the criteria for payment using OAA funds (see OAA Title III-C):</p>

⁷ Health promotion: evidence-based and non-evidence-based service do report on the unduplicated number of people served but not report demographic or consumer characteristics.

Data Element or Term	Definition
	<ul style="list-style-type: none"> • Served to an eligible individual, i.e. a person who is qualified to receive services under the OAA as defined in Title III; and • Served to an eligible person who has NOT been means-tested for participation; and • Compliant with the nutrition requirements; and • Served by an eligible agency, i.e. has a grant or contract with a SUA or AAA; and • Served to a person who has an opportunity to contribute toward the cost of the meal. <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met. (Source: OAA)</p>
Older Adult	A person aged 60 years or older. (Source: OAA)
Older Relative Caregiver	A caregiver who is age 55 or older; and lives with, is the informal provider of in-home and community care to, and is the primary caregiver for, a child or an individual with a disability. In the case of a caregiver for a child, is the grandparent, step grandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child; is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers of the child; and has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally. In the case of a caregiver for an individual with a disability, is the parent, grandparent, or other relative by blood, marriage, or adoption, of the individual with a disability. (Source: OAA)
Open Case	<p>A case is open upon acceptance by a legal assistance provider and notification of the acceptance to the client. Notification of acceptance should be done in a manner appropriate to the case and in accordance with state practice rules and program procedures. For example, a Hotline or call center case would likely be accepted verbally before advice or limited representation is provided. A case is deemed to be open as of the date of the client's initial contact with the Title III-B legal assistance provider, regardless of the date data entry is completed.</p> <p>Cases are included if open at any time during the reporting period.</p>
Other Federal Funds	<p>Indication of non-OAA federal funds used by the SUA/AAAs to support services funded in whole or in part with OAA funds. The multiple-choice option responses identify common federal sources of funding for home and community-based support services.</p> <ul style="list-style-type: none"> • SSBG is the Social Services Block Grant program administered by Administration for Children and Families (ACF) • CSBG is the Community Services Block Grant program administered by Administration for Children and Families (ACF) • USDA is the U.S. Department of Agriculture • DOT is the U.S. Department of Transportation
Other – Non-state Expenditures	Outlays or payments made by the SUA and/or AAA's using non-state funds to provide an allowable service. This may include but is not limited to local funding (governmental and non-governmental), non-Title III federal funding (e.g. SSBG), and private funding.
Other – State Expenditures	Outlays or payments made by the SUA and/or AAA's using state funds to provide an allowable service.
Part B Expenditures	Outlays or payments made by the SUA and/or AAA's using Title III-B OAA federal funds to provide an allowable service.

Data Element or Term	Definition
Part D Expenditures	Outlays or payments made by the SUA and/or AAA's using Title III-D OAA federal funds to provide an allowable service.
Part-time staff (paid)	Persons who work less than 35 hours per week in a compensated (paid) position as of September 30 th of the reporting year (federal fiscal year). (Source: U.S. Census Bureau, Current Population Survey)
Person Served	An individual who receives a service funded in whole or in part with OAA funds (see Consumer). For non-registered service for which an "estimated audience size" is to be reported (nutrition education, and information and assistance) an unduplicated count of participants may not be feasible and therefore audience size is acceptable.
Planning and Service Area (PSA)	An area designated by a State agency under the OAA section 305(a)(1)(E), including a single planning and service area described in section 305(b)(5)(A). (Source: OAA)
Program Income	<p>Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §75.307(f). (See <i>Period of Performance</i>.) Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §§75.307, 75.407 and 35 U.S.C. 200-212 (applies to inventions made under Federal awards). (Source: OAA)</p> <p>Program income reported is that which has been expended during the reporting period.</p>
Provider	An organization or person, which provides services to individuals under a formal contractual or grant arrangement with an AAA or SUA. When the mechanism of service delivery is direct cash payment or vouchers are made to an older adult or caregiver and the ultimate provider is unknown, the number of providers may be omitted. (Source: current SPR)
Providers (Congregate Meals)	<p>A contracted nutrition project/provider plans for and administers the Title IIIC-1 program within a specific geographic area.</p> <p>This nutrition project/provider does not plan nor administer the home-delivered project (OAA Title IIIC-2 projects).</p>
Providers (Home Delivered Meals)	<p>A contracted nutrition project/provider plans and administers the Older Americans Act Title IIIC-2 program to home bound participants residing within a specific geographic location.</p> <p>This nutrition project provider does not plan nor administer the congregate nutrition projects (OAA Title IIIC-1 projects).</p>
Providers (Home-Delivered and Congregate Meals)	A contracted nutrition project/provider plans and administers both the Title IIIC-1 program and the Title IIIC-2 program within a specific geographic area.

Data Element or Term	Definition
Providers (Information and Assistance)	An organization that provides information and assistance as defined in the service definitions section.
Registered Service	A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are reported in aggregate to ACL. The services for older adult consumers (Title III-B, C, and D) include adult day care/health, assisted transportation, case management, chore, congregate meals, home delivered meals, homemaker, nutrition counseling, outreach, and personal care. Registered Title III-E services for caregivers (Group 1) include caregiver counseling, caregiver respite, caregiver supplemental services, caregiver support groups, and caregiver training.
Reporting Period	The timeframe for which a State Unit on Aging submits data. The State Performance Report timeframe is the federal fiscal year, which is the accounting period for the federal government, which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2013 begins on October 1, 2012 and ends on September 30, 2013. (Source: United States Senate glossary)
Representation	A category of legal assistance case. Full service legal intervention including but not limited to negotiation to settle a dispute, including settlements with administrative agencies, representation in an administrative forum or in a court of law.
Respite Voucher	A payment mechanism for caregiver respite services. A voucher is a document that shows respite services have been bought or respite services have been rendered and authorizes payment.
Restricted Service	A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are reported in aggregate and consumer, personal identifying information (PII) is not shared or recorded at other than the provider level, (e.g. legal assistance).
SCSEP	Senior Community Service Employment Program. The program is authorized under Part V of the Older Americans Act.
SCSEP Beneficiaries Hired	Number of staff working within the Aging Network (SUA, AAA...) from the OAA Title V SCSEP (Senior Community Service Employment Program). SCSEP staff are not staff managing or overseeing the SCSEP program but SCSEP beneficiaries hired by the SUA or AAA. Note that SCSEP beneficiaries should be included in counts of full-time and part-time staff.
Self-Direction	An approach to providing services (including programs, benefits, supports, and technology) under the OAA intended to assist an individual with activities of daily living, in which— (A) such services (including the amount, duration, scope, provider, and location of such services) are planned, budgeted, and purchased under the direction and control of such individual; (B) such individual is provided with such information and assistance as are necessary and appropriate to enable such individual to make informed decisions about the individual’s care options; (C) the needs, capabilities, and preferences of such individual with respect to such services, and such individual’s ability to direct and control the individual’s receipt of such services, are assessed by the area agency on aging (or other agency designated by the area agency on aging) involved; (D) based on the assessment made under subparagraph (C), the area agency on aging (or other agency designated by the area agency on aging) develops together with such individual and the

Data Element or Term	Definition
	individual's family, caregiver or legal representative— (i) a plan of services for such individual that specifies which services such individual will be responsible for directing; (ii) a determination of the role of family members (and others whose participation is sought by such individual) in providing services under such plan; and (iii) a budget for such services; and (E) the area agency on aging or State agency provides for oversight of such individual's self-directed receipt of services, including steps to ensure the quality of services provided and the appropriate use of funds under the OAA. (Source: OAA)
Senior Center	A community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental and behavioral health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals. (Source: OAA)
Service Domain	<p>A category of service that describes the state defined service, which does not fall into the previously defined service categories. Domains for "other services" provided under Title III-B or C include assistive technology/durable equipment/emergency response, consumable services, home modifications/repairs, elder abuse prevention/elder rights, health, outreach, public education, socialization, access not reported elsewhere, and other.</p> <p>Domains for "supplemental services" provided under Title III-E include assistive technology/durable equipment/emergency response, consumable services, home modifications/repairs, legal and/or financial consultation, in-home services (e.g. homemaker/chore/personal care⁸), transportation⁹, nutrition services, and other.</p>
Service Name	A service provided using OAA funds in whole or in part that do not fall into the previously defined service categories. An identifying title for the service used by the SUA.
Service Unit	A discrete amount of an allowable service under the Older Americans Act. Units are particular to the service, such a meal is the unit for the service of home-delivered nutrition. See service definitions for the corresponding unit.
Service Unit Name	Any discrete measurement used for billing or tracking purposes in provision of a service.
Single PSA	A State, which has designated, with the approval of the Assistant Secretary, a single planning and service area covering all the older individuals in the State. (Source: OAA)
State ID	Standard two-letter code for the geographical location of the data submission by State, DC and/or U.S. Territory.
State Unit on Aging (SUA)	The agency designated under section 305(a)(1) of the Older Americans Act. State means any of the several States, the District of Columbia, the Virgin Islands of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. (Source: OAA)
Title III Expenditures	Outlays or payments made by the SUA and/or AAA's using Title III-B, C, D, or E OAA federal funds to provide an allowable service.

⁸ Homemaker, chore, and personal care services may be activities that can occur during the provision of respite care, which may offer additional support to either the caregiver or care receiver. If the service is integral to the respite care provided for SPR purposes the service should be reported as Respite.

⁹ Transportation may be provided as an integral part of out-of-home respite, such as transportation from the care receiver's residence to an adult day program and back to the residence. For SPR purpose, the transportation maybe included in the respite care.

Data Element or Term	Definition
Title VII-3 Expenditures	Total outlays or payments made using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation. (Source: OAA)
Title VII Ch 3 funds expended by AAA	Outlays or payments made by AAAs using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation.
Title VII Ch 3 funds expended by APS	Outlays or payments made by Adult Protective Services using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation.
Title VII Ch 3 funds expended by other Entities	Outlays or payments made by entities other than SUAs, AAA, or APS using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation.
Title VII Ch 3 Funds expended by SUA	Outlays or payments made by SUAs using Title VII, Chapter 3 OAA federal funds to carry out, through the programs described in subsection 721 (a), activities to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation.
Title VII-4 Total Expenditure	Total outlays or payments made using Title VII, Chapter 4 OAA federal funds to provide and carry out activities by the state “Legal Assistance Developer”. State Legal Assistance Development includes the coordination and enhancement of state and local legal services and elder rights programs. (Source: OAA)
Volunteer	An uncompensated individual who provides services or support on behalf of older individuals. Only staff working under the AAA, not the AAA contractors, shall be included. (Source: current SPR)
Volunteer hours	Hour of uncompensated work performed during the reporting year by an uncompensated individual who provides services or support on behalf of older individuals. Only hours worked under the AAA, not the AAA contractors, shall be included.

Additional Oregon Resources

Older Americans Act

<https://acl.gov/about-acl/authorizing-statutes/older-americans-act>

ACL OAAPS – Older Americans Act Performance System

<https://www.aaaps-pilot.acl.gov/app/Resources/refMaterials>

Oregon DHS Community Services and Supports Units

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/Pages/index.aspx>

Nutrition Program (Title IIIC)

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/Pages/Nutrition-Program.aspx>

Health Promotion/Healthy Aging (Title IIID)

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/Pages/Healthy-Aging.aspx>

Family Caregiver Program (Title IIIE)

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/Pages/Family-Caregiver-Program.aspx>

Legal Assistance for the Protection of Elder Rights (Title IIIB)

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/Pages/Rights-Legal.aspx>

Elderly and Vulnerable Adult Rights and Abuse Prevention

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/Pages/Adult-Abuse-Prevention.aspx>