

Definitions and Resource Eligibility Guide

Overview:

This document, The State Performance Report Appendix A: Data Element Definitions, is associated with the **State Performance Report for State Units on Aging (Older Americans Act Titles III and VII (Chapters 3 and 4), OMB Control Number 0985-0072**. 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.

*The New Mexico Aging and Long-Term Services Department has slightly modified “Appendix A” to incorporate specific definitions that ALTSD is using for ADLs, IADLs and [Older Americans Act Regulations](#) defined eligibility criteria. In the below tables, modifications/additions made by ALTSD are highlighted in **yellow**.*

Eligibility Criteria for Older Americans Act Programs:

§ 1321.81 of the 2024 Older Americans Act Regulations defines client eligibility for participation as the following:

(a) An individual must be age 60 or older at the time of service to be eligible to participate in services under the Act, unless the Act otherwise provides an explicit exception. Exceptions are limited to the following specific services:

(1) Nutrition services:

(i) Services shall be available to spouses of any age of older individuals;

(ii) Services may be available to:

(A) A person with a disability who lives with an adult age 60 or older or who resides in a housing facility that is primarily occupied by older adults at which congregate meals are served; and

(B) A volunteer during meal hours.

(2) Family caregiver support services for:

(i) Adults caring for older adults and adults caring for individuals of any age with Alzheimer’s or a related disorder;

(ii) Older relative caregivers who are caring for children and are not the biological or adoptive parent of the child, where older relative caregivers shall no longer be eligible for services under this part when the child reaches 18 years of age; or

(iii) Older relative caregivers who are caring for individuals age 18 to 59 with disabilities and who may be of any relationship, including the biological or adoptive parent.

(3) Services such as information and assistance and public education, where recipients of information may not be age 60 or older, but the information is targeted to those who are age 60 or older and/or benefits those who are age 60 or older.

Table 1. Demographics and Consumer Characteristics:

Data Element or Term	Value	Definition
ADL Limitations (Older Adult)		<p>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.</p> <p>A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision).</p>

Data Element or Term	Value	Definition
	0-3	Indicates a person has 3 or more ADL limitations.
	4	Indicates a person has 2 ADL limitations and may require assistance
	5+	Indicates a person has 1 or less ADL limitations.
	Age: 50-59 (Caregiver)	A person's age is between 50 and 59 years of age as of the last day of the federal fiscal year reported.
	Age: 55 -59 (Caregiver)	A person's age is between 55 and 59 years of age as of the last day of the federal fiscal year reported.
	Age: <60 (Older Adult)	A person's age is under 60 years of age as of the last day of the federal fiscal year reported.
	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 Latinos	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 ¹		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)

¹ Please refer to the [USDA Economic Research Service \(ERS\)](#). RUCA Codes, SPR RUCA Guidance, and Applying RUCA Codes documents can be found on [OAAAPS, Resources, Technical Documents](#) section.

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)

Data Element or Term	Value	Definition
ADL 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).</p> <p>The IADL scale measures the functional impact of emotional, cognitive, and physical impairments. Only four (4) IADLs are used when determining if an individual is eligible to receive in-home/Cluster 1 services. If an individual is eligible for in-home/Cluster 1 services, he/she may receive assistance with IADLs that are not considered when determining the eligibility for personal care services but have been scored a 1 or 2. IADLs are scored based on what an individual can do rather than what he/she is doing. IADLs should be scored based on how an individual usually performs a task.</p> <p>A score ranges from 0 (low function or dependent) to 8 (high function or independent).</p>
	0 - 3	Indicates a person is dependent and requires services.
	4 - 7	Indicates a person has a IADL limitations and may require services based on the needs of the consumer.
	8	Indicates a person is independent.
Nutrition Risk Score ² (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 ³		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.

² 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 Resources page](#).

³ 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
	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 maintaining 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.
	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. Services and Service Units:

Data Element	Definition	Service Unit
Adult Day Care/Health	<p>Services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Includes out of home supervision, health care, recreation, and/or independent living skills training offered in centers most commonly known as Adult Day, Adult Day Health, Senior Centers, and Disability Day Programs. (Source: NAMRS)</p>	<p>Day. One (1) day is equal to eight (8) hours. Partial days may be reported using two decimal places.</p>
Assistance: Case Management (Caregiver)	<p>Means a service provided to a caregiver, at the direction of the caregiver:</p> <ul style="list-style-type: none"> • by an individual who is trained or experienced in the case management skills that are required to deliver the services and coordination described in subparagraph; and • to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the caregiver; and <p>Includes services and coordination such as—</p> <ul style="list-style-type: none"> • comprehensive assessment of the caregiver (including the physical, psychological, and social needs of the individual); • development and implementation of a service plan with the caregiver to mobilize the formal and informal resources and services identified in the assessment to meet the needs of the caregiver, including coordination of the resources and services— <ul style="list-style-type: none"> ○ with any other plans that exist for various formal services; and ○ with the information and assistance services provided under the Older Americans Act; ○ coordination and monitoring of formal and informal service delivery, including coordination and monitoring to ensure that services specified in the plan are being provided; ○ periodic reassessment and revision of the status of the caregiver; and ○ in accordance with the wishes of the caregiver, advocacy on behalf of the caregiver for needed services or resources. <p>(Source: OAA)</p>	<p>Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)</p>

Data Element	Definition	Service Unit
<p>Assistance: Information and Assistance (Caregiver)</p>	<p>A service that:</p> <ul style="list-style-type: none"> • provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; • assesses the problems and capacities of the individuals; • links the individuals to the opportunities and services that are available; • to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and • serves the entire community of older individuals, particularly— <ul style="list-style-type: none"> ○ caregivers who are older individuals with greatest social need; ○ older individuals with greatest economic need; ○ older relative caregivers of children with severe disabilities, or individuals with disabilities who have severe disabilities; ○ family caregivers who provide care for individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction; and ○ caregivers of “frail” individuals defined as: unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; and/or cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual. (Source: OAA) 	<p>Contact</p>
<p>Assisted Transportation</p>	<p>Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. This service includes escort or other appropriate assistance for a person who has difficulties (physical or cognitive) using regular vehicular transportation. Does not include any other activity. (Source: NAMRS/HCBS Taxonomy)</p>	<p>One-way trip</p>

Data Element	Definition	Service Unit
Case Management	<p>Means a service provided to an older individual, at the direction of the older individual or a family member of the individual:</p> <ul style="list-style-type: none"> • by an individual who is trained or experienced in the case management skills that are required to deliver the services and coordination described in subparagraph; and • to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the older individual; and <p>Includes services and coordination such as—</p> <ul style="list-style-type: none"> • comprehensive assessment of the older individual (including the physical, psychological, and social needs of the individual); • development and implementation of a service plan with the older individual to mobilize the formal and informal resources and services identified in the assessment to meet the needs of the older individual, including coordination of the resources and services— <ul style="list-style-type: none"> ○ with any other plans that exist for various formal services, such as hospital discharge plans; and ○ with the information and assistance services provided under the Older Americans Act; • coordination and monitoring of formal and informal service delivery, including coordination and monitoring to ensure that services specified in the plan are being provided; <ul style="list-style-type: none"> ○ periodic reassessment and revision of the status of the older individual with— <ul style="list-style-type: none"> ○ the older individual; or ○ if necessary, a primary caregiver or family member of the older individual; and ○ in accordance with the wishes of the older individual, advocacy on behalf of the older individual for needed services or resources. <p>(Source: OAA)</p>	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Chore	Performance of heavy household tasks provided in a person’s home and possibly other community settings. Tasks may include yard work or sidewalk maintenance in addition to heavy housework. (Source: HCBS Taxonomy)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Congregate Nutrition	A meal provided by a qualified nutrition project provider to a qualified individual in a congregate or group setting. The meal is served in a program that is administered by SUAs and/or AAAs and meets all the requirements of the Older Americans Act and State/Local laws. Meals provided to individual through means-tested programs may be included. (Source: OAA)	Meal

Data Element	Definition	Service Unit
Counseling (Caregiver)	A service designed to support caregivers and assist them in their decision-making and problem solving. Counselors are service providers that are degreed and/or credentialed as required by state/territory policy, trained to work with older adults and families and specifically to understand and address the complex physical, behavioral, and emotional problems related to their caregiver roles. This includes counseling to individuals or group sessions. Counseling is a separate function apart from support group activities or training (see definitions for these services). (Source: ACT committee)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Health Promotion: Evidence-Based	Activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition). Activities must meet ACL/AoA's definition for an evidence-based program, as presented on the ACL website . (Source: OAA)	N/A
Health Promotion: Non-Evidence Based	Health promotion and disease prevention activities that do not meet ACL/AoA's definition for an evidence-based program as defined at the ACL website . Activities may include those defined in the OAA (Section 102(14)) for example: (A) health risk assessments; (B) routine health screening; (C) nutritional counseling and educational services for individuals and their primary caregivers ⁴ ; ⁵ (D) programs regarding physical fitness, group exercise, and music therapy, art therapy, and dance-movement therapy; (E) home injury control services; (F) 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; (G) 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.); (H) medication management screening and education; (I) information concerning diagnosis, prevention, treatment, and rehabilitation concerning age-related diseases and chronic disabling conditions; (J) gerontological counseling; and (K) counseling regarding social services and follow-up health services based on any of the services described in subparagraphs (A) through (K). The term shall not include services for which payment may be made under titles XVIII and XIX of the Social Security Act (42 U.S.C. 1395 et seq., 1396 et seq.). (Source: OAA)	N/A
Home Delivered Nutrition	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program that is administered by SUAs and/or AAAs and meets all the requirements of the Older Americans Act and State/Local laws. Meals provided to individual through means-tested programs may be included. (Source: OAA)	Meal

⁴ For State Performance Report (SPR) purposes, nutrition counseling and education shall be captured under those specific service categories rather than under health promotion and disease prevention services.

⁵ OAA Section 102(14)(D) has been deleted from this definition as it refers to the evidence-based programs that are reported elsewhere.

Data Element	Definition	Service Unit
Homemaker	Performance of light housekeeping tasks provided in a person's home and possibly other community settings. Task may include preparing meals, shopping for personal items, managing money, or using the telephone in addition to light housework. (Source: HCBS Taxonomy)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Information and Assistance	<p>A service that:</p> <ul style="list-style-type: none"> • provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; • assesses the problems and capacities of the individuals; • links the individuals to the opportunities and services that are available; • to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and • serves the entire community of older individuals, particularly— <ul style="list-style-type: none"> ○ older individuals with greatest social need; ○ older individuals with greatest economic need; and ○ older individuals at risk for institutional placement. <p>(Source: OAA)</p>	Contact
Information Services (public) (Caregiver)	<p>A public and media activity that conveys information to caregivers about available services, which can include an in-person interactive presentation to the public conducted; a booth/exhibit at a fair, conference, or other public event; and a radio, TV, or Web site event. (Source: SHIP)</p> <p>Unlike Information and Assistance, this service is not tailored to the needs of the individual.</p>	Activity
Legal Assistance	Legal advice and representation provided by an attorney to older individuals with economic or social needs as defined in the Older Americans Act, Sections 102(a)(23 and (24), and in the implementing regulation at 45 CFR Section 1321.71, and includes to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of a lawyer and counseling or representation by a non-lawyer where permitted by law. (Source: OAA)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Nutrition Counseling	A standardized service as defined by the Academy of Nutrition & Dietetics (AND) that provides individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illness, or medication use, or to caregivers. Counseling is provided one-on-one by a registered dietitian and addresses the options and methods for improving nutrition status with a measurable goal. (Source: Input Committee)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)

Data Element	Definition	Service Unit
Nutrition Education	An intervention targeting OAA participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the Dietary Guidelines for Americans; is accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and is overseen by a registered dietitian or individual of comparable expertise as defined in the OAA. (Source: National Nutrition Monitoring and Related Research Act of 1990 and Input Committee)	Sessions (which may be delivered in-person or via video, audio, online or the distribution of hardcopy materials)
Other Services	A service provided using OAA funds under Titles III-B or C in whole or in part, that do not fall into the previously defined service categories. (Source: Current SPR)	N/A
Personal Care	Assistance (Personal assistance, stand-by assistance, supervision, or cues) with Activities of Daily Living (ADLs) and/or health-related tasks provided in a person's home and possibly other community settings. Personal care may include assistance with Instrumental Activities of Daily Living (IADLs). (Source: HCBS taxonomy)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Respite (Caregiver)	Service which 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)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Respite (in-home)	A respite service provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities. During such respite, other activities can occur which may offer additional support to either the caregiver or care receiver, including homemaker or personal care services. (Source: ACT committee)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Respite (out-of-home, day)	A respite service provided in settings other than the caregiver/care receiver's home, including adult day care, senior center or other non-residential setting (in the case of older relatives raising children, day camps), where an overnight stay does not occur that allows the caregiver time away to do other activities. (Source: ACT committee)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Respite (out-of-home, overnight)	A respite service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of older relatives raising children, summer camps), in which the care receiver resides in the facility (on a temporary basis) for a full 24 hour period of time. The service provides the caregiver with time away to do other activities. (Source: ACT committee)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Respite (other)	A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories.	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)

Data Element	Definition	Service Unit
Supplemental Services (Caregiver)	Goods and services provided on a limited basis to complement the care provided by caregivers. (Source: OAA)	N/A
Support Groups (Caregiver)	A service that is led by a trained individual, moderator, or professional, as required by state/territory 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/territory policy. (See also definitions for training and counseling). (Source: ACT committee)	Session (a session is typically 30 minutes to 1 hour)
Training (Caregiver)	A service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management; providing personal care; and communicating with health care providers and other family members. Training may include use of evidence-based programs; be conducted in-person or on-line and be provided in individual or group settings. (Source: ACT committee)	Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)
Transportation	Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. Does not include any other activity. (Source: NAMRS/HCBS)	one way trip

Table 3. Additional Definitions:

Data Element or Term	Definition
Advice	A category of legal assistance case. An individualized evaluation of the facts of a client’s situation, with counseling and/or provision of information or guidance about the client’s legal circumstances, including presentation of options for responding to the circumstances presented by the client, or referral, such as from a legal hotline to a full-service program or to another low-cost alternative, such as a law school clinic or Bar referral service, or to another legal resource for further assistance.
Area Agency on Aging (AAA)	An entity designated under section 305(a)(2)(A) of the Older Americans Act or a State agency performing the functions of an area agency on aging under section 305(b)(5). (Source: OAA)
Caregiver	An adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. (Source: OAA)
Case	A legal assistance matter provided to an eligible client by a legal assistance provider. A case encompasses one legal matter. Accordingly, a client may have more than one case simultaneously and/or during a calendar year. When matters in litigation move from one forum to another, such as upon filing of an appeal by the client or by an adversary or another litigant, a new case is to be opened.

Data Element or Term	Definition
Case Type	<p>The type of legal case handled by a legal assistance provider is determined and reported for closed cases. Case types reflect the eight types of legal matters that are to be given priority by Title III-B legal assistance providers pursuant to the Older Americans Act. These are: income, health care, long term care, nutrition, housing, utilities, abuse/neglect, defense of guardianship or protective services, age discrimination, and other/miscellaneous.</p>
Cases Closed – Abuse/Neglect	<p>The abuse/neglect legal case is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Orders of protection and associated matters • Recovery of assets lost due to financial exploitation or abuse. • Actions to assert rights and remedies of elders against abuse, financial exploitation or neglect. • Abuse/Neglect – Other <p>Legal Services Corporation legal problem categories and codes that best align are “Family” code 37, Domestic Abuse.</p>
Cases Closed – Age Discrimination	<p>The age discrimination legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Employment or other age-related discrimination, • Housing discrimination claims • Other claims of discrimination based upon inclusion in a protected class. <p>No Legal Services Corporation legal problem categories and codes align to this case type.</p>
Cases Closed - Defense of Guardianship or Protective Services	<p>The defense of guardianship or protective services legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Representation to oppose imposition of guardianship • Removal of Guardian or limiting the terms of a guardianship • Restoration of rights • Assisting with alternatives to guardianship • Preparation of legal documents that preserve self-determination and mitigate risk of guardianship, and/or to enable a supported decision-making arrangement <ul style="list-style-type: none"> ○ Powers of Attorney, ○ Living Wills, ○ Health Care Proxies. • Defense of Guardianship and Protective Services - Other <p>If Legal Services Corporation legal problem category “Family” code 33, “Adult Guardian/Conservatorship” is used to identify cases, these must be in defense.</p>

Data Element or Term	Definition
Cases Closed – Health Care	<p>The health care legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Medicaid, Medicare – eligibility, termination, reduction, • Medicare Savings Programs (Qualified Medicare Beneficiary, Specified Medicare beneficiary, Qualified Individual) eligibility, reduction, termination, • Veterans Administration benefits disputes, • Medigap disputes, • retiree health eligibility and/or benefits disputes, • private insurance disputes • Health-Other <p>Legal Services Corporation legal problem categories and codes that best align are “Health” codes 51 through 53; 55, 57 and 59 (exclude 54 Home and Community Based Care and 56 Long Term Health Care Facilities).</p>
Cases Closed – Housing	<p>The housing legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Landlord tenant – <ul style="list-style-type: none"> ○ eviction, ○ warranty of habitability, ○ mobile home tenant issues, • real property- <ul style="list-style-type: none"> ○ foreclosure, ○ real property-related predatory lending claims, ○ mortgage issues • Housing - Other <p>Legal Services Corporation legal problem categories and codes that best align are “Housing” codes 61 through 69.</p>
Cases Closed - Income	<p>The income legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • SSI and Social Security eligibility, termination, reduction, overpayments, • pension disputes, • unemployment insurance eligibility, termination or reduction, • State and local income maintenance programs where available, including eligibility, terminations, and reductions, including state supplements to SSI and state-specific programs. • Income – Other <p>Legal Services Corporation legal problem categories and codes that best align are “Income Maintenance” codes 71 through 79 (exclude code 73 Food Stamps).</p>

Data Element or Term	Definition
Cases Closed – Long Term Care	<p>The long-term care legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Nursing home admission, discharge, room change, visitor access, refusal of facility to re-admit a resident after a hospitalization or other leave of absence, other residents’ rights, • Support for transitions from a nursing home to a community setting, or diversion from a nursing home to a community setting, • Home and Community Based Services - level of care eligibility disputes, and/or amount, category and/or duration of benefits, reductions and terminations of such benefits. (Note Medicaid eligibility for home and community-based services should be recorded as a health care case). • Long Term Care – Other <p>These categories are intended to describe the type of legal case presented by a client and do not refer to the setting in which the client resides.</p>
Cases Closed – Nutrition	<p>The nutrition legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • SNAP eligibility, benefits, reduction, or termination. • Nutrition - Other <p>Legal Services Corporation legal problem categories and codes that best align are “Income Maintenance” code 73, Food Stamps.</p>
Cases Closed – Other/Miscellaneous	<p>The other/miscellaneous legal case type is determined and reported for closed cases that do not fall into any other type and includes but is not limited to:</p> <ul style="list-style-type: none"> • Medical and other debt collection, including repossession, bank account or wage garnishment, etc., • Fair Debt Collection Practices Act claims, • Predatory lending (housing and non-housing-related), • Unfair and deceptive sales or marketing claims, • Disputes over loans, • Asserting the rights and supporting the legal authority of grandparents raising grandchildren, • Disability rights (ex: 504 or ADA claims), • Other
Cases Closed – Utilities	<p>The utilities legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> • Utilities shutoffs, • Utilities billing disputes, • Utilities deposit disputes, • Utility diversion disputes, • Utilities reasonable accommodation matters, • Utilities - Other <p>Legal Services Corporation legal problem categories and codes that best align are “Consumer/Finance” code 07, Public Utilities.</p>

Data Element or Term	Definition
Closed Case	A legal assistance case is closed when the legal assistance provider has completed work within the scope of representation, has otherwise reached a resolution of the client's legal issue and has, consistent with state/territory rules, and program requirements, informed the client that the case is closed. Cases may also be closed after a reasonable period of time during which the client has not been in touch with the Title III-B legal provider, notwithstanding appropriate efforts to reach the client.
Cluster 1 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. These services are personal care, homemaker, chore, home-delivered nutrition, adult day care/health, and case management.
Cluster 2 Service	Services provided for older adults under OAA Title III for which ADL limitations and IADL limitations characteristics are not reported. These services are congregate nutrition, nutrition counseling, and assisted transportation.
Consumer	An individual who receives a service funded in whole or in part with OAA funds (see Person Served).
Focal Point	A facility established to encourage the maximum collocation and coordination of services for older individuals that has been designated in Area Plans for comprehensive service delivery. (Source: OAA)
Full-time staff (paid)	Persons who work 35 hours or more per week in a compensated (paid) position as of September 30 th of the reporting year (federal fiscal year). (Source: U.S. Census Bureau, Current Population Survey)
Limited Representation	A category of legal assistance case. Brief service in addition to or more extensive than advice, such as document preparation or detailed direction as to how to take legal action pro se, including preparation of legal documents for use by a pro se litigant. Services delivered at self-help clinics or court-based advice programs could fall under advice or limited representation, depending upon the intensity and time expended on the service delivered. Program protocols and procedures may further assist in determinations of whether the services provided in a case constitute advice or limited representation.
Non-registered Service	A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are not reported to ACL/AoA. The services for Older Adult consumers (Title III-B, C, and D) include transportation (non-assisted), nutrition education, information and assistance, health promotion: evidence-based ⁶ , health promotion: non-evidence based and other services ⁷ .
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)

⁶ 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.

⁷ Other

Data Element or Term	Definition
NSIP qualified meal - Congregate	<p>Meal count used to determine a state’s allotment under the OAA Title III, Part A (Section 311).</p> <p>A meal provided to a qualified individual in a congregate or group setting through a program that meets all of the criteria for payment using OAA funds (see OAA Title III-C):</p> <ul style="list-style-type: none"> • Served to an eligible individual, i.e. a person who is qualified to receive services under the OAA as defined in Title III; and • Served to an eligible person who has NOT been means-tested for participation; and • Compliant with the nutrition requirements; and • Served by an eligible agency, i.e. has a grant or contract with a SUA or AAA; and • Served to a person who has an opportunity to contribute toward the cost of the meal. <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met. (Source: OAA)</p>
NSIP qualified meal - Home-Delivered	<p>Meal count used to determine a state’s allotment under the OAA Title III, Part A (Section 311).</p> <p>A meal provided to a qualified individual in his/her place of residence through a program that meets all of the criteria for payment using OAA funds (see OAA Title III-C):</p> <ul style="list-style-type: none"> • Served to an eligible individual, i.e. a person who is qualified to receive services under the OAA as defined in Title III; and • Served to an eligible person who has NOT been means-tested for participation; and • Compliant with the nutrition requirements; and • Served by an eligible agency, i.e. has a grant or contract with a SUA or AAA; and • Served to a person who has an opportunity to contribute toward the cost of the meal. <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met. (Source: OAA)</p>
Older Adult	A person aged 60 years or older. (Source: OAA)
Older Relative Caregiver	<p>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)</p>

Data Element or Term	Definition
Open Case	A case is open upon acceptance by a legal assistance provider and notification of the acceptance to the client. Notification of acceptance should be done in a manner appropriate to the case and in accordance with state/territory practice rules and program procedures. For example, a Hotline or call center case would likely be accepted verbally before advice or limited representation is provided. A case is deemed to be open as of the date of the client’s initial contact with the Title III-B legal assistance provider, regardless of the date data entry is completed.
Other Federal Funds	<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.
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 services (nutrition education and information and assistance) for which an “estimated audience size” is to be reported, an unduplicated count of participants may not be feasible and therefore audience size is acceptable. This figure is anticipated to be a duplicated count.
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)

Data Element or Term	Definition
Program Income	Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §75.307(f). (See <i>Period of Performance</i> .) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §§75.307, 75.407 and 35 U.S.C. 200-212 (applies to inventions made under Federal awards). (Source: OAA)
Provider	An organization or person, which provides services to individuals under a formal contractual or grant arrangement with an AAA or SUA. When the mechanism of service delivery is direct cash payment or vouchers are made to an older adult or caregiver and the ultimate provider is unknown, the number of providers may be omitted. (Source: current SPR)
Providers (Congregate Meals)	<p>A contracted nutrition project/provider plans for and administers the Title IIIC-1 program within a specific geographic area.</p> <p>This nutrition project/provider does not plan nor administer the home-delivered project (OAA Title IIIC-2 projects).</p>
Providers (Home Delivered Meals)	<p>A contracted nutrition project/provider plans and administers the Older Americans Act Title IIIC-2 program within a specific geographic location.</p> <p>This nutrition project provider does not plan nor administer the congregate nutrition projects (OAA Title IIIC-1 projects).</p>
Providers (Home-Delivered and Congregate Meals)	A contracted nutrition project/provider plans and administers both the Title IIIC-1 program and the Title IIIC-2 program within a specific geographic area.
Providers (Information and Assistance)	An organization that provides information and assistance as defined in the service definitions section.
Registered Service	A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are reported in aggregate to ACL/AoA. The services for older adult consumers (Title III-B, C, and D) include adult day care/health, assisted transportation, case management, chore, congregate meals, home delivered meals, homemaker, nutrition counseling, and personal care. The services for caregivers (Title III-E) include assistance: case management, counseling, respite, supplemental, and training.

Data Element or Term	Definition
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 federal fiscal year is designated by the calendar year in which it ends; for example, federal fiscal year 2022 begins on October 1, 2021 through September 30, 2022.
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 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)

Data Element or Term	Definition
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/territory defined service, which does not fall into the previously defined service categories. Domains for “other services” provided under Title III-B or C include assistive technology/durable equipment/emergency response, consumable supplies, home modifications/repairs, elder abuse prevention/elder rights, health, outreach, public education, socialization, access not reported elsewhere, and other.</p> <p>Domains for “supplemental services” provided under Title III-E include assistive technology/durable equipment/emergency response, consumable supplies, home modifications/repairs, legal and/or financial consultation, in-home services (e.g. homemaker/chore/personal 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 of the older individuals in the State. (Source: OAA)
State ID	Standard two-letter code for the geographical location of the data submission by State, DC and/or U.S. Territory.
State Unit on Aging (SUA)	The agency designated under section 305(a)(1) of the Older Americans Act. State means any of the several States, the District of Columbia, the Virgin Islands of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. (Source: OAA)
Title III Expenditures	Outlays or payments made by the SUA and/or AAA’s using Title III-B, C, D, or E OAA federal funds to provide an allowable service.

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.