

Department for Aging and Independent Living Taxonomy

TITLE IIIB

Adult Day/Adult Day Health/Alzheimer's/ADC Respite (1 Hour)

Personal care for dependent elders in a supervised, protective and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance, and home health aide services for adult day health.

OAAPS Definitions: (cluster 1)

Service or activities provided to adults who require care and supervision in a protective setting for 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.

Authority: Title IIIB, Administration on Community Living, Older Americans Act Reporting System (OAAPS) definition, not Kentucky Administrative Regulation for Adult Day.

Requirements: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Advocacy (1 Hour)

Documentation should be reported and available for review in the state approved data system.

Action taken on behalf of an older person to secure his or her rights or benefits. Advocacy includes receiving, investigating, and working to resolve disputes or complaints; assistance with housing issues; and how to write letters and talk to people about their issues. This does not include services provided by an attorney, or person(s) under the supervision of an attorney. This does not include AAAIL staff meeting with state political appointed individuals.

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool (A-B). Back-up documentation must be available upon request in a format that can be electronically viewed.
Back up documentation in state approved data system should document advocacy services taken on behalf of the older person

Assessment (Access) (1 Hour)

The collection and evaluation of information about a person's situation and functioning to determine the applicant's or recipient's service level and development of a plan of care utilizing a holistic, person-centered approach by a qualified Independent Care Coordinator (ICC).

Authority: 910 KAR 1:170. Title IIIB, Administration on Community Living
Requirements: DAIL Approved Assessment Tool

All documentation should be available for review in the state approved data system including documentation of leveling.

The information will need to be updated annually.

Case Management (Access) (1 Hour)

All contact documentation and client contact should be available for review in the client electronic files.

A process, coordinated by a case manager, for linking a client to appropriate, comprehensive, and timely home or community-based services as identified in the Plan of Care by:

Planning;
Referring;
Monitoring;
Advocating; and
Following the timeline of the assessment agency to obtain:
Service Level; and
Development of the Plan of Care

OAAPS Definitions (cluster 1)

A service provided to an older individual, at the direction of the older individual or a family member of the individual:

- 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:

- 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 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.
- 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

Authority: 910 KAR 1:170. Title IIIB, Administration on Community Living, Older Americans Act Reporting System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool, Leveling, Plan of Care, Case Management.

Clients on the waitlist shall not receive case management services.

All documentation should be available for review in the state approved data system.

Cash & Counseling (In-Home Services) (1 Activity)

This covers the range of services provided or paid for through allowance, vouchers, or cash which are provided to the client so the client can obtain supportive services needed. Services purchased by vouchers are to be counted under Cash and Counseling.

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Requirements: Prior approval from DAIL with justification for need, funding source and DAIL Approved Assessment (A-D) Tool. Back-up documentation must be available upon request and in a format that can be electronically viewed.

All Cash & Counseling services should meet the definitions above.

Chore (In-Home Services) (1 Hour)

The performance of heavy housecleaning, yard tasks, and other activities needed to assist in the maintenance of a functionally impaired elderly person in his or her own home.

Documentation of leveling or priority rating and all supporting documentation must be available in the state approved data system. Bids for services if provided outside of the traditional agency, may be requested for Emergency Chore service Authority: KRS 205.455(1). Title IIIB, Administration on Community Living, Older Americans Act Reporting System (OAAPS) definition.

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

OAAPS Definitions (cluster 1)

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.

Requirements: DAIL Approved Assessment (A-D) Tool, Leveling, Plan of Care, and Case Management.

Emergency chore would require DAIL approved assessment tool sections (A-B) and justification of need documented in the state approved data system.

Counseling (1 Hour)

Conducted by a certified or licensed professional, or someone who has approved training, but is not board certified (via interview, discussion-to advise and enable the older person and/or his/her family to resolve problems (concrete or emotional), or to relieve temporary stresses they encounter.

Authority: Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool (A-B). Back-up documentation must be available

upon request in a format that can be electronically viewed.

Education (Senior Center Services) (1 Hour)

Documentation should be reported and available for review in the state approved data system.

Providing formal or informal opportunities for individuals to acquire knowledge, experience, or skills. Includes individual or group events designed to increase awareness in such areas as nutrition, crime, scams or accident prevention; promote personal enrichment, for example, through continuing education; to increase or gain skills in a specific craft, trade, job, or occupation. Includes computer classes, for example, but does not include wages or stipends. (For nutrition, see Nutrition Education Title III-C).

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool (A-B). Back-up documentation must be available upon request in a format that can be electronically viewed.

Employment Services (Senior Center Services) (1 Hour)

Documentation should be reported and available for review in the state approved data system.

Services to encourage the employment of older workers, including job and second career counseling and, where appropriate, job development, referral, and placement. May also include résumé writing, interview skills, workplace etiquette, job postings, and use of job websites.

Back up documentation must be available upon request in a format that can be electronically viewed.

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool (A-B). Back-up documentation must be available in a format that can be electronically viewed.

Escort (Assisted Transportation) (1 One-Way Trip)

Documentation should be reported and available for review in the state approved data system.

If only Escort service is only needed for six months or less, a justifiable reason is required, and the services do not need a full assessment or to be case managed; however, the service does need to be documented and a level one screening with necessary OAAPS information is required and documentation should be available for review in the state approved data system.

OAAPS Definition (Cluster 2)

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. This service does not include any other activity.

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Requirements:

Short-Term (six months or less) Clients require documented justification and DAIL Approved Assessment Tool (A-B)

Long-Term Clients require DAIL Approved Assessment Tool (A-D), Leveling, Plan of Care, and Case Management

Friendly Visiting (In-Home Services) (1 Contact)

Documentation should be reported and available for review in the state approved data system.

Interacting with a client to offer comfort or assistance or visiting a client in order to comfort or help. [Requires schedule of events in electronic file/service schedule]. Level One Screening required, but the documentation of need and service provided is required. Statement regarding status of clients' health, safety and welfare should be documented in the clients' electronic file and summary of visit and documentation of any additional ongoing resources needed and provided.

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool (A-B) and documentation of need must be available in a format that can be electronically viewed.

Health Promotion (Senior Center Services) (1 Session)

Documentation should be reported and available for review in the state approved data system.

Services which include health screenings and assessments; organized physical fitness activities; evidence-based health promotion programs; medication management; home injury control services; and/or information, education, and prevention strategies for chronic disease and other health conditions that would reduce the length or quality of life of the person age sixty (60) or older.

Back up documentation must be available upon request in a format that can be electronically viewed.

Example: Health Promotion includes programs relating to chronic disabling conditions (including osteoporosis, diabetes and cardiovascular disease) prevention and reduction of effects, alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, physical fitness programs such as walking programs, exercise programs, and music, art, and dance-movement therapy, and assisting participants in understanding the prevention benefits in health insurance policies.

All Health promotions information should be made available in formats to be accessible to all interested individuals.

Authority: KRS 205.455(5) Title IIIB, Administration on Community Living National Aging Program Information System (OAAPS) definition.

DAIL Approved Assessment Tool (A-B). documentation of need must be available in a format that can be electronically viewed.

Homemaker/Home Management (In-Home Services) (1 Hour)

General household activities, including but not limited to non-medical personal care, shopping, meal preparation, and routine household care, provided by a trained homemaker when the person regularly responsible for these activities is temporarily absent or unable to manage the home and care for themselves or others in the home. All documentation of units provided required in the state approved data system. Clients may not be eligible for same or similar service through Medicaid funded services. Services may not replace an existing support system.

OAAPS Definitions (cluster 1)

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.

Authority: KRS 205.455(10) Title IIIB, Administration on Community Living National Aging Program Information System (OAAPS) definition

Requirements: DAIL Approved Assessment Tool (A-D), Leveling, Plan of Care, and Case Management.

Home Repair/Home Modification Services (1 contact)

Documentation should be reported and available for review in the state approved data system.

The provision of minor home adaptations, additions, or modifications to enable the elderly to live independently or safely or to facilitate mobility including, where appropriate, emergency summons systems.

A waiver from DAIL must be requested prior to expenditures of \$150 or greater. All items must be built to ADA requirements. Documentation of additional resources requested should be reviewed upon request. Requires section (A-B) of DAIL required assessment tool.

Three bids must be submitted documenting cost of labor and repair and payment of last resort should be documented in the client file; appliances and furniture will not be accepted as home repair/home modification request.

Authority: KRS 205.455(11) Title IIIB, Administration on Community Living

Requirements: Kentucky assessment tool sections (A-B) documentation of need in the state approved data system.

Home Health Aide (In-Home Services) (1 Hour)

Documentation should be reported and available for review in the state approved data system.

Providing assistance to persons and/or families whose routines have been disrupted by long or short-term illness, disability, or other circumstance through paraprofessional aides who provide personal health care services, including assisting in administering medications, teaching the client and/or caregiver in self-care techniques, observing, recording, and reporting on the client's status and any observed changes. Paraprofessionals shall be Certified Nursing Assistants or state registered nurse aids.

Authority: KRS 205.455 (9), Title IIIB, Administration on Community Living

Requirements: DAIL Approved Assessment Tool (A-D), Leveling, Plan of Care, and Case Management.

Information and Assistance (Access) (Information and Referral/Information and Assistance) (1 Contact) OAAPS Definitions (non-registered service)

A service that:

- 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—
- older individuals with greatest social need;
- older individuals with greatest economic need; and
- older individuals at risk for institutional placement

Documentation should be reported and available for review in the state approved data system.

Back up documentation must be available upon request in a format that can be electronically viewed.

Providing a service for individuals to provide current information about services available within the community. It can link individuals to the services and opportunities that are available to the maximum extent and establish adequate follow-up procedures. Internet website “hits” are to be counted only if information is requested and supplied.

Note: The service units for information and assistance and for outreach are individual, one-on-one contacts, between a service provider and an elderly client or caregiver. An activity that involves contact with multiple current or potential clients or caregivers (e.g., publications, publicity campaigns, and other mass media activities) should not be counted as a unit of service. Such services might be termed public information and reported on the public information category.

Examples: “Where is the senior center?”, “Who do I call for a home delivered meal?” “Where do I sign up for a class?”

Authority: 910 KAR 1:170, Title IIIB, Administration on Community Living, National Aging Program Information System (OAAPS) definition

Requirements: DAIL Approved Assessment Tool section A

Legal Assistance (1 Hour) - Providing legal advice and representation by an attorney or counseling from a paralegal or law student under the supervision of an attorney.

Back up documentation must be available upon request in a format that can be electronically viewed.

Authority: 910 KAR 1:170 Title IIIB, Administration on Community Living, National Aging Program Information System (OAAPS) definition

Requirements: DAIL Approved Assessment Tool section A-B.

Personal Care (In-Home Services) (1 Hour)

Providing personal assistance with Activities of Daily Living (ADLs). For example: eating, dressing, bathing, toileting, transferring in and out of bed/chair and walking. All documentation of units provided required in the state approved data system. Clients may not be eligible for same or similar service through Medicaid funded services. Services may not replace an existing support system.

OAAPS Definition (Cluster 1)

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).

Authority: 910 KAR 1:170 Title IIB, Administration on Community Living National Aging Program Information System (OAAPS) definition

Requirements: DAIL Approved Assessment Tool (A-D), Leveling, Plan of Care, and Case Management.

Public Information (1 Activity)

Provision of information, assistance, or outreach to a group of individuals. May involve contact with several current or potential client/caregivers. Public information includes newspaper articles, radio programs, health fairs, and television.

Back up documentation must be available upon request in a format that can be electronically viewed.

All public information must be ADA complaint and ESL complaint.

Example:

If the agency were to provide Public Information Services through mass media by one (1) radio public service announcement, one (1) newspaper article and one (1) television interview, this would be counted as three (3) activities.

"Estimated Audience Size" is usually obtained from the media source. For example, radio stations should provide the estimated number of listeners, 60 years of age or older, during that particular time period and newspapers rely on circulation size. This would be aggregated for the number of media sessions conducted. In the example above, the three (3) media sessions would be counted and reported. The Audience Size can be counted for the first session, and each subsequent session should be report as one (1) since the state approved data system requires a number be reported.

Please note: When aggregating these estimates from multiple media sources, there are typically duplicated counts. If multiple informational events are conducted over the course of a year, the agency, in aggregating the numbers for the "Estimated Audience Size", should bear in mind: (1) Repeated messages through the same source (3) messages one week apart through the same newspaper) will likely be reaching the same audience; (2) With minor/rare exceptions, "Estimated Audience Size" should not exceed the total number of residents in the that region.

Authority: Authority: KRS 205.455(5) Title IIB, Administration on Community Living Older Americans Act Performance System(OAAPS) definition

Requirements: Refer to descriptions above.

Ombudsman (1 Activity)

Activities include: 1. Identifying, investigating, and resolving complaints that are made by, or on behalf of, residents; 2. Relate to action, inaction, or decisions that may adversely affect the health, safety, welfare, or rights of the residents; 3. Monitoring the development and implementation of federal and state policies and regulations related to long-term care facilities; and 4. Providing information related to residents care and quality of life.

Authority: Older Americans Act, Section 712; 910 KAR 1:210

Requirements: NORS Report

Presentations (1 Activity)

Unduplicated would be the number of presentations held.

Authority: Section 712; 910 KAR 1:210

Requirements: NORS Report

Outreach (Access) (1 Contact)

Documentation should be reported and available for review in state approved data system.

Interventions with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.

Note: The service units for information and assistance and for outreach are individual, one-on-one contacts, between a service provider and an elderly client or caregiver. An activity that involves contact with multiple current or potential clients or caregivers (e.g., publications, publicity campaigns, and other mass media activities) should not be counted as a unit of service. Such services might be termed public information and reported on the public information category.

Back up documentation must be available upon request in a format that can be electronically.

Authority: 910 KAR 1:170 Title IIIB, Administration on Community Living National Older Americans Act Performance System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool section A-B

Recreation (Senior Center Services) (1 Contact)

Documentation should be reported and available for review in the state approved date system.

Provision of activities which foster the health or social well being of individuals through social interaction and the satisfying use of leisure time. Back up documentation must be available upon request in a format that can be electronically viewed. Activities should not exclude ADA or ESL individuals.

Authority: DAIL Contract Title IIIB, Administration on Community Living

Requirements: KY Assessment Tool section A-B

Respite (In-home Services) (1 Hour)

Documentation should be reported and available for review in the state approved data system.

Care provided by an approved caregiver or agency for a designated time period because of absence

or need for relief of a primary caregiver.

Authority: KRS 205.455(12) Title IIIB, Administration on Community Living Older Americans Act Performance System (OAAPS) definition

Requires: DAIL Approved Assessment Tool (A-D), Leveling, Plan of Care, and Case Management.

Telephone Reassurance (In-home Services) (1 Contact)

1 contact = 1 call-each call should be reported in the state reported data system. Documentation should be reported and available for review in the state approved data system.

Phoning a client in order to provide comfort or help. An electronic file should be maintained for each client recording the information below.

Back up documentation must be available upon request in a format that can be submitted electronically.

All documentation must be in the state approved data system including but not limited to contact and documentation of need of client and contact recorded in the journal entries including client's preference of schedule.

AAAIL should have policy for data entry, all journal entries must be in state approved data system when the invoice is submitted to DAIL for payment.

Telephone reassurance is not a service to be used to notify a client of an interruption in service delivery, nor is to supplement case management services. Justifications must be documented in client file if a client is receiving telephone reassurance and case management services.

Telephone reassurance services should not be confused with the contact being made by contact in case of a disaster.

This is a requested service, from a client or caregiver to an isolated individual.

Volunteers may be used to make these calls.

In accordance with KAR 1:170 all telephone reassurance shall:

If the client is also receiving CM service a justification for TR should be documented in the state approved data system as a journal entry.

- Provide regular telephone contact to or from isolated individuals;
- Be provided by staff, who is knowledgeable and skilled in the services provided,
- Including a volunteer under the supervision of the Senior Center Director;
- Include a prearranged schedule for contacting the participant;
- Maintain a log of calls documenting:
 - Date of the contact;
 - Length of the call;
 - Summary of the contact;
 - Demographics of the participant;
 - Determination of safety and well-being; and
 - Determination of special assistance needed;
- Establish a procedure to be implemented in the event of a non-answered call; and
- Include the participant's preference regarding frequency of calls.

Authority: 910 KAR 1:170 Title IIIB, Administration on Community Living

Requirements: DAIL Approved Assessment Tool A-B and documentation of need in the state approved data system

Transportation (Access) (1 One-Way Trip)

Documentation should be reported and available for review in the state approved data system.

Transportation from one location to another (curb to curb). Transportation does not include any other activity. Documentation must be maintained by the service provider. The following applies for transportation:

Transportation services shall:

- Be provided by a trained individual;
- Transport older persons to or from community resources to access or receive needed services;
- Comply with federal, state, and local regulations; and
- Use vehicles safe and accessible to older persons and properly insured to protect the participants in accordance with state regulation.

OAAPS definition (non-registered service)

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.

Authority: 910 KAR 1:170 Title IIIB, Administration on Community Living Older Americans Act Performance System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool (A-B)

All services require voter registration

All client information shall be updated annually

TITLE III C-1 and C-2 MEALS

Title III-C1 Congregate Meals (1 Meal)

A meal provided to a qualified individual in a congregate or group setting. A qualified individual (over 60 years of age and their spouse, volunteers providing services during meal hours, individuals with disabilities who reside at home with older eligible individuals, individuals with disabilities who reside in housing facilities occupied primarily by older individuals at which congregate meals are served in his or her place of residence.) The meal shall provide one-third (1/3) of the Dietary Reference Intake (DRI), meet the requirements of the most recent Dietary Guidelines for Americans, and have been approved by a Kentucky licensed dietitian or certified nutritionist. Congregate meals shall be provided by a nutrition service provider, five (5) or more days a week, in each rural or urban community within the nutrition service provider's service and planning area, provides at least one (1) hot or non-traditional meal per day and any additional meals which the nutrition service provider may elect to provide in a congregate setting.

Authority: 910 KAR 1:190 Section 1(6); 910 KAR 1:190, Section 4. Administration on Community Living Older Americans Act Performance System (OAAPS) definition.

Requirements: DAIL Approved Assessment Tool section A-C

All documentation must be placed in the state-preferred clients' electronic record system for review.

Title III-C2 Home Delivered Meals – (1 Meal)

A meal provided to a qualified individual in his or her place of residence. A qualified individual shall be eligible for home-delivered nutrition services if the individual is a person aged sixty-(60) or over or the spouse of a person aged sixty-(60) or over. The individual must not be able to attend a congregate site because of illness or an incapacitating disability, and do not have an individual in the home who is able to prepare a nutritious meal on a regular basis. These items must be documented within their assessments. Others that qualify include those under age sixty-(60) who have a disability and resides with a homebound individual aged sixty-(60) or over. The meal shall provide one-third (1/3) of the dietary reference intakes (DRI), meet the requirements of the most recent Dietary Guidelines for Americans, and have been approved by a Kentucky licensed dietitian or certified nutritionist. Home Delivered Meals shall be provided by a nutrition service provider who, five (5) or more days a week, in each rural or urban community within the nutrition service provider's service and planning area, provide at least one (1) hot or non-traditional meal per day, and any additional meals which the nutrition service provider may elect to provide.

Authority: 910 KAR 1:190, Section 1(14); 910 KAR 1:190, Section 5. Administration on Community Living Older Americans Act Performance System (OAAPS) definition.

Requirements: Kentucky Approved Assessment tool A-C (and include ADL/IADLs in section D, annually. Districts can choose to case manage if needed but must document in the state approved data system.

For Non-Traditional Meals, assessments completed annually with available storage and consumption questions asked every 6 months with documentation within the state approved data system. These questions may be asked during the required weekly contact.

All documentation must be placed in the state approved data system for review.

Nutrition Counseling (1 session per participant)

Individualized guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietitian and addresses the options and methods for improving nutrition status.

Authority: 910 KAR 1:190 Administration on Community Living Older Americans Act Performance System (OAAPS) definition.

Requirements: Units must be reported in the state-preferred electronic record system; however, they are not billable as they are already included as part of the meal service.

Nutrition Education (1 session per participant / month minimum)

A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. Nutrition Education units may be counted as individual or in consumer groups with the number of units equal to the number of participants provided education.

For example, if thirty (30) participants attend a nutrition session at a Senior Center that would be reported as thirty (30) unduplicated clients and thirty (30) units of nutrition education. Nutrition education must occur at least once per month and the units should accumulate throughout the year. The nutrition education program shall include a variety of teaching methods on the following topic:

Nutrition and its relevance to health promotion and disease prevention, consumer approaches to food safety and food purchasing, food fad and diets, physical activity, and activities to modify behavior and improve health literacy including providing information and optimal nutrients.

Authority: 910 KAR 1:190 Administration on Community Living Older Americans Act Performance System (OAAPS) definition.

Requirements: Units must be reported in the state-preferred electronic record system; however, they are not a billable as they are included as part of the meal service.

TITLE IIID HEALTH PROMOTION AND DISEASE PREVENTION

Title III-D Evidence-Based Health Promotion and Disease Prevention Services, as outline in section 361 of the OAA, is a program to provide evidence-based disease prevention and health promotion services and information which have been demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults.

Evidence-Based Health Promotion: Evidence-based services are considered **non-registered services** that are provided using OAA funds in whole or in part for which demographic and consumer characteristics are **not** reported in the Title III New SPR. Title III-D funds can only be used for evidence-based services.

Definition: Activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, 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 at: <https://acl.gov/programs/health-wellness/disease-prevention/>

Data Elements to be Reported:

Persons Served – An individual who receives a service funded in whole or in part with OAA funds.

Expenditures – Outlays or payments made by the SUA and/or AAAs using Title III-D OAA federal funds to provide an allowable service. This is reported for Health Promotion: Evidence-Based services only.

Other: State Expenditure – Outlays or payments made by the SUA and/or AAAs using state funds to provide an allowable service.

Other: Non-State Expenditure – Outlays or payments made by the SUA and/or AAAs using non-state funds to provide an allowable service. This may include but is not limited to: local funding, non-Title-III federal funding (e.g., SSBG), and private funding.

Program Income Expended - Gross income earned and expended 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 OAA §75.307(f): <https://www.govinfo.gov/content/pkg/CFR-2016-title45-vol1/xml/CFR-2016-title45-vol1-chapA.xml3seqnum75.307>

Total Service Expenditure – Total expenditures for a service. This element is system-generated in OAAPS.

Expenditure Per Unit – Total expenditures divided by total service units. This element is system-generated in OAAPS.

Examples of approved interventions may be found at:

<https://www.ncoa.org/evidence-based-programs>

<https://acl.gov/programs/strengthening-aging-and-disability-networks/aging-and-disability-evidence-based-programs>

1 unit = 1 participant

Authority: Older Americans Act, Section 361 Administration on Community Living

Requirements:

Course paperwork for evidence-based programs (EBP) shall be electronically sent to DAIL within two (2) weeks of course completion. Up-to-date instructor certificates shall be electronically sent to DAIL upon completion of certification/re-certification, as well as kept on file at AAA.

Funds are to be used on the implementation of EBP, including training cost for trainers/instructors, travel costs associated with trainings, program outreach/information on IID opportunities and services available within the community, and required participant materials such as text/workbooks. Prior approval to purchase equipment/technology/etc. to be obtained from DAIL.

Title IID funds may **not** be used for administrative costs including but not limited to utilities, costs associated with building (rent, constructions, repairs, etc.) or items not directly related to Title IID intervention.

TITLE IIIE NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM

Authority: Older American's Act (42 U.S.C. 3030s)

Child:

An individual who is not more than 18 years of age or an individual 19-59 years of age who has a severe disability. The term relates to a grandparent or other older relative who is a caregiver of a child.

Caregiver:

An adult family member or another individual, who is an "informal" provider of in-home and community care to an older individual. "Informal" means that the care is not provided as part of a public or private formal service program.

Grandparent/older relative caregiver of a child:

A caregiver who is age 55 or older and related to the individual they provide care for and lives with, provides informal care, and is the primary caregiver for a child or an individual with a disability.

In providing services, the state shall give priority to caregivers who are older individuals with greatest social need, and older individuals with greatest economic need (with particular attention to low-income older individuals); and to older individuals providing care to individuals with severe disabilities, including children with severe disabilities.

For family caregivers who provide care for individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction, the state shall give priority to caregivers who provide care for older individuals with such disease or disorder; and for grandparents or older individuals who are relative caregivers, the State shall give priority to caregivers who provide care for children with severe disabilities.

Authority: Older Americans Act (42 U.S.C. 3030s) Administration on Community Living Older Americans Act Reporting System (OAAPS) definition.

Caregiver Requirements:

Group 1 Services - Each client must be registered.

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

Group 2 Services - Do not require a client to be registered; should be used for consumer group such as for a Health Fair, or Public Education.

Descriptions for Group 1 Services

OAAPS Definitions

FCSP Case Management (Billed by the hour (partial hour may be reported to decimal places, e.g. 0.25 hours.)

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.

FCSP Individual Counseling Caregiver (- The unit is billed by the hour. Hours (partial hours may be reported to two decimal places, e.g. 0.25 hours). per participant)

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.

FCSP Caregiver Training Caregiver (Billed by the hour) (partial hour may be reported to decimal places, e.g. 0.25 hours.)

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.

Assists the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

Authority: OAA, (42 U.S.C 3030s-1)

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

FCSP Support Groups Caregiver (Billed per session (a session is typically 30 minutes to 1 hour).

Services to assist the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

A service led by an individual who meets state policy requirements to facilitate caregiver discussion of their experiences and concerns and develop a mutual support system. 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.

Authority: OAA, (42 U.S.C 3030s-1)

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

FCSP Respite Caregiver (Billed by the hour) (partial hour may be reported to decimal places, e.g. 0.25 hours.) The recipient must be frail.

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.

FCSP In-Home Respite- A respite service provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities.

FCSP Out-Of-Home Respite- 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.

Out-of-Home Respite (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.

Other respite- A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories.

FCSP Supplemental Services Caregiver (1 Activity) (Reported by Data submitter) (Recipient must be frail)

Services provided on a limited basis to complement the care provided by caregivers. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies. Examples of supplemental services include clothing expenses per grandchild shall include children’s apparel such as diapers, shirts, pants, dresses, suits, footwear, belts, and clothing services such as repair and alterations. Other examples are personal care expenses, furniture to be used by the grandchild including bed or dresser.

Authority: OAA, (42 U.S.C. 3030s-1)

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review. For respite and supplemental services, the care recipient must meet the definition of frail: be functionally impaired in the performance of two activities of daily living; or three instrumental activities of daily living; or a combination of one activity of daily living and two instrumental activities of daily living.

Descriptions for Group 2 Services

OAAPS Definitions

FCSP Information and Assistance- (Billed per contact)

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 services they are in need of; and services the entire community of older adults.

Authority: OAA, (42 U.S.C. 3030s-1)

Demographic and consumer characteristics are not reported.

FCSP Information Services Caregiver (Billed per Activity)

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.

Authority: OAA, (42 U.S.C. 3030s-1)

Demographic and consumer characteristics are not reported.

GRANDPARENTS:

Descriptions for Group 1 Services

OAAPS Definitions

FCSP Individual Counseling Grandparents The unit is billed by the hour. Hours (partial hours may be reported to two decimal places, e.g. 0.25 hours).

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.

Authority: OAA, (42 U.S.C. 3030s-1)

Group 1 Services - Each client must be registered.

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

FCSP Caregiver Training Grandparents (Training is billed by the hour) Hours (partial hour may be reported to two decimal places, e.g. 0.25 hours.)

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.

Authority: OAA, (42 U.S.C. 3030s-1)

Group 1 Services - Each client must be registered.

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

FCSP Support Groups Grandparents (Billed 1 session per participant) Session (a session is typically 30 minutes to 1 hour)

Services that assist the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

A service led by an individual who meets state policy requirements to facilitate caregiver discussion of their experiences and concerns and develop a mutual support system. 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.

Authority: OAA, (42 U.S.C. 3030s-1)

Group 1 Services - Each client must be registered.

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

OAAPS Definitions

FCSP Respite Grandparents (1 Hour) (Billed by the hour (partial hour may be reported to decimal places, e.g. 0.25 hours.)

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.

FCSP In-Home Respite- A respite service provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities.

FCSP Out-Of-Home Respite- 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.

Out-of-Home Respite (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.

Other respite- A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories.

Authority: OAA, (42 U.S.C. 3030s-1)

Group 1 Services - Each client must be registered.

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

FCSP Supplemental Service Grandparents (1 Activity) (Reported by Data submitter)

Services provided on a limited basis to complement the care provided by grandparents. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies.

Authority: OAA, (42 U.S.C. 3030s-1)

Group 1 Services - Each client must be registered.

Requirement: Caregiver Intake Assessment and Enrollment Tool Assessment and Annual reassessment with Case Management. Documentation should be recorded in the state approved data system for review.

Descriptions for Group 2 Services

OAAPS Definitions

FCSP Information and Assistance- (Billed per contact)

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 services they are in need of; and services the entire community of older adults.

Authority: OAA, (42 U.S.C. 3030s-1)

FCSP Information Services Grandparents (Billed per activity) 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.

Authority: OAA, (42 U.S.C. 3030s-1)

TITLE VII ELDER ABUSE AND OMBUDSMAN PROGRAMS
(Ombudsman for Title III will be under Part B Supportive Services)

Elder Abuse Prevention (1 Activity)

Prevention of Elder Abuse, Neglect, and Exploitation. Activities include: (1) Development and strengthen community activities to prevent and treat elder abuse, neglect, and exploitations; Use a comprehensive approach to identify and assist older individuals subject to abuse, neglect and exploitation; (3) Coordinate with other state and local programs and services to protect vulnerable adults, particularly older individuals.

Authority: Older Americans Act, Title VII, Chapter 2, Sections 711 and 712

Requirements: NORS Report Ombudsman (1 Activity)

Activities includes the following categories that are listed on the monthly backups and each activity performed in these categories is a unit.

Complaints Closed
Consultations to Facilities

Consultations/Information to Individuals
Participation in Facility Surveys
Work with Resident Councils
Work with Family Councils
Facility Visits
Work with Media

Authority: Older Americans Act, Title VII, Chapter 2, Sections 711 and 712

Requirements: NORS Report

Presentations (1 Activity)

Unduplicated would be the number of presentations held.

Community Education
Training for Volunteer Ombudsmen
Training for Friendly Visitors
Training for Ombudsman Staff
Training for Facility Staff

Authority: Older Americans Act, Title VII, Chapter 2, Sections 711 and 712

Requirements: NORS Report

ADRC SERVICES

Benefits Counseling (1 Contact)

The provision of information and assistance designed to help people learn about and, if desired, apply for public and private benefits to which they are entitled, including but not limited to, private insurance (such as Medigap policies), Supplemental Security Income (SSI), Food Stamps, Medicare, Medicaid and private pension benefits. For purposes of this program, Benefits Counseling funded under the Older Americans Act (and SHIP) that is provided to individuals who need help in order to remain in the community, is included in this definition.

Care Coordination and Transition Assistance (1 Contact)

A client-centered assessment-based interdisciplinary approach to creating formal linkages between and among the major pathways that people travel while transitioning from one setting of care to another or from one public program payer to another. These pathways include preadmission screening programs for nursing home services and hospital discharge planning programs, and they represent critical junctures where decisions are made – usually in a time of crisis – that often determine whether a person ends up in a nursing home or is transitioned back to their home. Individual and families are provided with information they need to make informed decisions about their service and support options, and to help them to quickly arrange for the care and services they choose.

Information Referral and Awareness (1 Contact)

The information, referral and awareness function of an ADRC is defined by the ADRCs ability to serve as a highly visible and trusted place where people of all ages, disabilities and income levels know they can turn to for objective information on the full range of long-term service and support options. It is also defined by its ability to promote awareness of the various options that are available in the community, especially among underserved, hard-to-reach and private paying populations, as well as options individuals can use to “plan ahead” for their long-term care. ADRCs should also have the capacity to help individuals be aware of their Medicare benefits and other state and federal programs by partnering with State Health Insurance Assistance Programs (SHIPs) and Benefit Outreach and Enrollment Centers where they exist. Finally, ADRCs should have the capacity to link consumers with needed services and supports
– both public and private – through appropriate referrals to other agencies and organizations.

Intake/Assessment (1 Contact)

Assistance either in the form of access or care coordination in circumstance where the older person or persons with disabilities and/or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers. Activities of Case Management include gathering personal information, assessing needs, developing Plan of Cares, authorizing services, arranging services, coordinating the provision of services among providers, follow-up and reassessment, as required.

Long-Term Care Futures Planning (1 Contact)

Provide assistance to individuals who anticipate having long-term care needs to develop a plan for the more distant future. Future planning takes into consideration age, individual preferences, values, health and other circumstances, including the availability of informal supports.

Options Counseling and Assistance (1 Contact)

The options counseling and assistance function is defined by the ADRCs ability to provide counseling and decision support, including one-on-one assistance, to consumers and their family members and/or caregivers. The main purpose of options counseling and assistance is to help consumers assess and understand their needs, and to assist them in making informed decisions about appropriate long-term service and support choices – as well as their Medicare options – in the context of their personal needs, preferences, values and individual circumstances. Options counseling and assistance also entails helping consumers to develop service plans and arranging for the delivery of services and supports, including helping individuals to hire and supervise their direct care workers. Individuals and families who receive options counseling should be in better position to make service and support choices that optimally meet their needs and preferences and be able to make better use their own personal and financial resources in the short term and over time.

Outreach (1 Contact)

Interventions initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.

Quick Call (1 Contact)

Call from a consumer that requires only brief information such as an address. Does not require a level 1 screening.

Authority: OAA, 42 U.S.C. 12102, FY 17 Contract

Requirement: Level One Screening

STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)

SHIP Counseling (1 Contact)

Counselor's time with or on behalf of a client.

Public Outreach and Education (1 Activity/Event)

A SHIP counselor/coordinator connects with an audience concerning any information. Can be an audience of their peers or for the purpose of outreach to beneficiaries.

Media Outreach and Education (1 Activity)

Connecting with Medicare beneficiaries through various media sources including but not limited to radio, newspaper, television and material/publications. Involves identifying the most appropriate ways to reach underserved populations with greatest need for education and information on Medicare issues.

Counselor Training (1 Hour)

Total number of counselor hours in initial trainings (18) and total number counselor hours in update trainings (12).

Authority: 42 U.S.C. 13956-4

Requirement: Provide information, counseling and assistance.

HEMOCARE PROGRAM

(In accordance with Kentucky Administrative Regulation 910 KAR 1:180)

Assessment (1/2 Hour)

Documentation should be reported and available for review in the state approved data system.

The collection and evaluation of in-depth information about a person's situation and functioning capacity including formal and informal resources (present and potential) for the purpose of identifying needs and developing a comprehensive plan of care.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool A-D

Case Management (1/2 Hour)

Documentation should be reported and available for review in the state approved data system.

The process of planning, referring, monitoring, and advocating to assure that appropriate, comprehensive, timely and cost-effective services are provided to meet the client's individual needs as identified in the assessment.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Chore (1/2 Hour)

Documentation should be reported and available for review in the state approved data system.

The performance of heavy housecleaning, minor household repairs, yard tasks, and other activities needed to assist in the maintenance of a functionally impaired elderly person in his own home.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Escort one way trip (1/2 Hour)

Documentation should be reported and available for review in the state approved data system.

The accompaniment of a person who requires such assistance for reasons of safety or protection to or from his physician, dentist, or other necessary services.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Homemaker (1/2 Hour)

Documentation should be reported and available for review in the state approved data system.

General household activities, including but not limited to nonmedical personal care, shopping, meal preparation, and routine household care, provided by a trained homemaker when the person regularly responsible for these activities is temporarily absent or unable to manage the home and care for himself or others in the home.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Home Health Aide (1/2 Hour) - The performance of simple procedures, including but not limited to personal care, ambulation, exercises, household services essential to health care at home, assistance with medications that are ordinarily self-administered, reporting changes in the patient's condition and needs, and completing appropriate records.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Home Repair (1 Activity)

The provision of minor home adaptations, additions, or modifications to enable the elderly to live independently or safely or to facilitate mobility including, where appropriate, emergency summons systems.

A waiver from DAIL must be requested prior to expenditures of \$700 or greater. All items must be built to ADA requirements. Documentation of additional resources requested should be reviewed upon request.

Three bids must be submitted documenting cost of labor and repair and payment of last resort should be documented in the client file. Appliances will not be accepted as home repair request.

Authority: 910 KAR 1:180

Requirement: Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management

Personal Care (1/2 Hour)

Services directed toward maintaining, strengthening or safeguarding the functioning of a person in the home; includes helping a person with the activities of daily living such as bathing, eating, dressing, grooming, transferring, and toileting.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management

Respite (1/2 Hour)

Care provided by an approved caregiver or agency for a designated time period because of absence or need for relief of a primary caregiver.

Authority: 910 KAR 1:180

Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case

Homecare Supplies (1 activity)

Information should be available for review in the state approved data system.

The purchase of supplies for eligible participants of the Homecare program shall be to assist individuals to remain safely in their own home.

No more than ten (10) percent of the total Home Care allocation can be designated for supplies. The maximum expenditure per participant per fiscal year is \$700.

Each purchase of supplies shall be considered one (1) activity recorded as one (1) contact.

Documentation shall be recorded in each participant's electronic file that receives supplies with assurance that all other resources have been considered and/or exhausted prior to providing Homecare funding for supplies.

Supplies shall be recorded in the state approved data system as a service of Homecare when home care funding is utilized; and

Supplies are provided only for the use and well-being of the individual Homecare participant; no other person(s) shall knowingly be provided supplies funded by the Homecare program.

Authority: DAIL contract

Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

KENTUCKY FAMILY CAREGIVER PROGRAM

(In accordance with Kentucky Administrative Regulation 910 KAR 1:260)

KY Grandparent Information (1 Contact)

A service for grandparents that provides the public and individuals with information on resources and services available to the individuals within their communities.

Authority: 910 KAR 1:260

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

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

KY Grandparent Assistance (1 Contact)

A service that assists grandparents in obtaining access to the services and resources that are available within their communities. To the maximum extent practicable, it ensures that the individuals receive

the services needed by establishing adequate follow-up procedures.

Authority: 910 KAR 1:260

Note: Information and assistance to grandparents is an access service, i.e., a service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied.

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

KY Grandparent Individual Counseling (1 Session)

Counseling to grandparents to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

KY Grandparent Support Group (1 Session)

Services to assist the grandparents in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

KY Grandparent Caregiver Training (1 Session)

Assist the grandparents in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

KY Grandparent Supplemental Services (1 Activity)

Services provided to meet identified needs of grandparents raising grandchildren including the following (when using vouchers, each voucher is counted as one unit):

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Kentucky Grandparent Supplemental Services are for vouchers up to \$500 per grandchild in any one fiscal year.

Respite (1 Activity)

Care provided by a caregiver or agency approved by a district for a designated time period; and to temporarily relieve a grandparent who serves as primary caregiver to a grandchild.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Legal Assistance (1 Activity)

Relates to the grandchild's safety and stability and excludes unlawful activity.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Child Clothing and Personal Care Needs (1 Activity)

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Educational Supplies/Assistance (1 Activity)

Documented by the grandchild's school of attendance.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Medical and Dental (1 Activity)

Co-pays and premiums are prohibited.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Furniture (1 Activity)

Bed or dresser to be used by the grandchild.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Other (1 Activity)

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case. Supplemental Services shall not exceed \$500 per child and must be based on need and actual cost.

STATE LTC OMBUDSMAN

Ombudsman (1 Activity) - Activities include: 1. Identifying, investigating, and resolving complaints that are made by, or on behalf of, residents; 2. Relate to action, inaction, or decisions that may adversely affect the health, safety, welfare, or rights of the residents; 3. Monitoring the development and implementation of federal and state policies and regulations related to long-term care facilities; and 4. Providing information.

Presentations (1 Activity) - Unduplicated would be the number of presentations held.

Authority: Kentucky Administrative Regulation 910 KAR 1:210 Older Americans Act Administration on Community Living

Requirements: NORS Report

NOTE:

The following activities facilitate the delivery of services, but shall not be reported as units of service except where required for a specific service:

Review, update, or maintenance of resource or agency files.

Travel time incurred in the delivery of services.

Training, staff meeting.

Project management.

Partial units This does not affect the required service taxonomy which sets the 1 hour federal unit or 30-minute state units, contacts or activity requirements.

When entering units of services into the state system, the AAAIL may report services provided in 15-minute increments. Therefore, the reporting will reflect actual time of service provision by .25 (15 to 29 minutes), .50 (30 to 44 minutes), .75 (49 to 59 minutes) or 1 (60 minutes). Each partial unit reported must be based on a full 15 minutes of services. Also, as a reminder, monthly and/or quarterly reports must reflect units as entered and reported by the approved data system.

The AAAIL is responsible for the monitoring of service time to ensure proper accounting of units reported. DAIL will also perform random monitoring of service units during our monitoring visits.

OAPPS definitions and information

Consumer Demographics

Consumer demographic information is used in the aggregate for Persons Receiving Registered Services (Clusters 1 & 2), Persons Receiving Registered Services (Cluster 1), and with Cluster 1 and Cluster 2 services.

For Clusters 1 & 2, each demographic element is intersected by 'At or Below Poverty'. For Cluster 1 only, each demographic element is intersected by 'At or Below Poverty', 'ADL 3+', and 'IADL 3+'.

For definitions of Cluster 1 and Cluster 2, please see their respective sections in this document. Consumer demographic information needs to be reported for each service, as well as for Older Adults as a whole

Data Elements	Terms	Definitions
Activities of Daily Living (ADL) Limitations	<ul style="list-style-type: none"> •0-1 •2 •3+ •ADL Limitations Missing •Total Persons Served 	ADL activities: 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).
Ethnicity	<ul style="list-style-type: none"> • Hispanic or Latino • •Not Hispanic or Latino • •Ethnicity Missing • •Total Persons Served 	Self-identification of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
Age	<ul style="list-style-type: none"> •Below 60 •60 –64 •65–74 •75 –84 •85 and above •Age missing 	A person's age as of the last day of the federal fiscal year reported.
Gender	<ul style="list-style-type: none"> •Female •Male •Other •Gender missing 	One's inner sense of one's own gender
Geographic Distribution	<ul style="list-style-type: none"> •Rural •Non-rural •Geographic distribution missing 	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.
Household Status	<ul style="list-style-type: none"> Lives alone •Lives with others •Lives in Long Term Care (LTC) Facility* •Household status missing * Applies only to legal assistance 	A household includes all the people who occupy a housing unit (such as a house or apartment) as their usual place of residence. 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.
Instrumental Activities of Daily Living (IADL) Limitations	<ul style="list-style-type: none"> •0-1 •2 •3+ •IADL Limitations Missing •Total Persons Served 	<p>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>
MinorityStatus	<ul style="list-style-type: none"> •Minority •Not minority •Minority statusmissing •Total Persons Served 	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.
Poverty	<ul style="list-style-type: none"> At or Below Poverty •Above Poverty •Poverty Status Missing •Total Persons Served 	Being at or below poverty is defined as an individual's household income as it relates to the U.S. Department of Health and Human Services (HHS) poverty guidelines published each year in the Federal Register.

Title III-B Services –Other Services

Other services include those services 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. For each other service, you will need to provide the information in the table below, as well as expenditure information for Title III, state expenditures, other non-state expenditures, and program income expended.

Term	Definition
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 and C include:</p> <ul style="list-style-type: none"> •Assistive technology/durable equipment/emergency response

	<ul style="list-style-type: none"> •Consumable supplies •Home modifications/repairs •Elder abuse prevention/elder rights •Health •Outreach •Public education •Socialization •Access not reported elsewhere •Other
Service Name	A service provided using OAA funds in whole or in part that does not fall into the previously defined service categories. The service name is an identifying title for the service used by the SUA
Service Unit Description	Any discrete measurement used for billing or tracking purposes in provision of a service
Total Estimated Service Units Provided	The total estimated number of units provided of the "other service".
Total Estimated Unduplicated Persons Served	The count of individuals who receive a service funded in whole or in part with OAA funds. For non-registered services for which an "estimated audience size" is to be reported (e.g., information and assistance) an unduplicated count of participants may not be feasible and therefore audience size is acceptable.