



# NEW MEXICO POLICIES & PROCEDURES

---

## RESOURCE SECTION CONTENTS

1. ACRONYMS AND DEFINITIONS
2. NEW MEXICO UNITS OF SERVICE  
(DATA ELEMENTS)
3. UNIVERSAL CONSUMER  
INFORMATION TOOL (UCIT)

THE DOCUMENT CONTAINED HEREIN IS SUBJECT TO CHANGE.

VERSION: 8.2025

---

## New Mexico Aging and Long-Term Services Department—List of Acronyms

**Purpose:** To provide a list of Acronyms that align with federal and state policies and procedures.

Acronym	Definition or Meaning
AAA	Area Agency on Aging
AD	Advance Directive
ADL	Activities of Daily Living
ADRC	Aging and Disability Resource Center
ALF	Assisted Living Facility
AND	Aging Network Division (New Mexico)
AoA	Administration on Aging
APS	Adult Protective Services (New Mexico)
ASA	American Society on Aging
CAP	Corrective Action Plan
CBA	Cost Benefit Analysis
CCP	Care Companion Program
CERD	Consumer and Elder Rights Division (New Mexico)
CoA	Conference on Aging
CFO	Chief Financial Officer
COO	Chief Operating Officer
CTVP	Community Transition Volunteer Program
DDPC	Developmental Disabilities Planning Council (NM)
DFA	Department of Finance and Administration (NM)
DHHS	Department of Health and Human Services (NM)
DOB	Date of Birth
DPOA	Durable Power of Attorney
EMS	Emergency Medical Services
EPA	Employee Assistance Program (NM)
FDA	U.S. Food and Drug Administration
FGP	Foster Grandparent Program
FY	Fiscal Year (State—NM)
FFY	Federal Fiscal Year
FOIA	Freedom of Information Act
FPL	Federal Poverty Level
GAAP	Generally Accepted Accounting Principles
GCD	Governor's Commission on Disability (NM)
GSD	General Services Department
HA	Host Agency
HIPAA	Health Insurance Portability and Accountability Act
IADL	Instrumental Activities of Daily Living
IFF	Intrastate Funding Formula
ISD	Individual Service Plan
LA	Legal Assistance
LAD	Legal Assistance Developer
L&C	Licensing & Certification Bureau of the Department of Health
LEAP	Low-Income Energy Assistance Program
LOA	Letter of Agreement

<b>Acronym</b>	<b>Definition or Meaning</b>
LTC	Long-Term Care Division (NM)
LTCOP	Long-Term Care Ombudsman Program (NM)
MCO	Managed Care Organizations
MOU	Memorandum of Understanding
NASUA	National Association of State Units of Aging
NCOA	National Council on Aging
NICOA	National Indian Council on Aging
NIMH	National Institute of Mental Health
NMC	NewMexi Care
NMSO	New Mexico Senior Olympics
NSIP	Nutrition Services Incentive Program
OA	Ombudsman Advocacy (New Mexico)
OAA	Older Americans Act
OAAPS	Older Americans Act Performance System
OGC	Office of General Counsel (OGC)
OIEA	Office of Indian Elder Affairs (OIEA)
OMB	Ombudsman Program
PBP	Plan Benefit Package
PII	Personally Identifiable information
PM	Performance Measure
POA	Power of Attorney
PSA	Planning and Service Area
PSDA	Patient Self Determination Act
RCF	Residential Care Facility
RFP	Request for Proposal
ROI	Return on Investment
RSVP	Retired Senior Volunteer Program
SCLO	Senior Citizens Law Office (NM)
SCP	Senior Companion Program
SCSEP	Senior Community Service Employment Program
SFY	State Fiscal Year
SHIP	State Health Insurance Assistance Program (NM)
SLTCO	State Long-Term Care Ombudsman
SNAP	Supplemental Nutrition Assistance Program
SPO	State Personnel Office (NM)
SSB	Senior Services Bureau
SUA	State Unit on Aging
USDA	United States Department of Agriculture
VA	Veteran's Administration
VTP	Volunteer Transportation Program

## Aging and Long-Term Services Department—List of Definitions

**Purpose:** To provide a list of Definitions that align with federal and state policies and procedures.

### Federal New Rule § 1321.3. Definitions

**AAAs and Services:** Area Agencies on Aging are regional or local agencies that address the needs of older adults. They often administer programs funded by the Older Americans Act, including meal programs, transportation, and case management.

**Access to services or access services,** as used in this part and sections 306 and 307 of the Act (42 U.S.C. 3026 and 3027), means services which may facilitate connection to or receipt of other direct services, including transportation, outreach, information and assistance, options counseling, and case management services.

**Acquiring, as used in the Act,** means obtaining ownership of an existing facility.

**Act,** means the Older Americans Act of 1965, as amended.

**Altering or renovating,** as used in this part, means making modifications to or in connection with an existing facility which are necessary for its effective use. Such modifications may include alterations, improvements, replacements, rearrangements, installations, renovations, repairs, expansions, upgrades, or additions, which are not in excess of double the square footage of the original facility and all physical improvements.

**Area agency on aging,** as used in this part, means a single agency designated by the State agency to perform the functions specified in the Act for a planning and service area.

**Area plan administration,** as used in this part, means funds used to carry out activities as set forth in section 306 of the Act (42 U.S.C. 3026) and other activities to fulfill the mission of the area agency as set forth in § 1321.55, including development of private pay programs or other contracts and commercial relationships.

**Best available data,** as used in section 305(a)(2)(C) of the Act (42 U.S.C. 3025(a)(2)(C)), with respect to the development of the intrastate funding formula, means the most current reliable data or population estimates available from the U.S. Decennial Census, American Community Survey, or other high-quality, representative data available to the State agency.

**Constructing,** as used in this part, means building a new facility, including the costs of land acquisition and architectural and engineering fees, or making modifications to or in connection with an existing facility which are in excess of double the square footage of the original facility and all physical improvements.

**Conflicts of interest,** as used in this part, means:

- (1) One or more conflicts between the private interests and the official responsibilities of a person in a position of trust;
- (2) One or more conflicts between competing duties of an individual, or between the competing duties, services, or programs of an organization, and/or portion of an organization; and
- (3) Other conflicts of interest identified in guidance issued by the Assistant Secretary for Aging and/or by State agency policies.

**Cost sharing,** as used in section 315(a) of the Act (42 U.S.C. 3030c–2(a)), means requesting payment using a sliding scale, based only on an individual's income and the cost of delivering the service, in a manner consistent with the exceptions, prohibitions, and other conditions laid out in the Act.

**Cost Sharing Intent:** The Older Americans Act prioritizes serving those most in need, so cost sharing should not be implemented in a way that hinders access for targeted populations.

**Community Input:** Before implementing cost sharing, AAAs must solicit feedback from older adults, providers, and other stakeholders in their service area.

**Department,** means the U.S. Department of Health and Human Services.

**Direct services,** as used in this part, means any activity performed to provide services directly to an older person or family caregiver, groups of older persons or family caregivers, or to the general public by the staff or volunteers of a service provider, an Area Agency on Aging, or a State agency whether provided in-person or virtually. Direct services exclude State or area plan administration and program development and coordination activities.

**Domestically produced foods,** as used in this part, means Agricultural foods, beverages and other food ingredients which are a product of the United States, its Territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as “the United States”), except as may otherwise, be required by law, and shall be considered to be such a product if it is grown, processed, and otherwise prepared for sale or distribution exclusively in the United States except with respect to minor ingredients. Ingredients from nondomestic sources will be allowed to be utilized as a United States product if such ingredients are not otherwise:

- (1) Produced in the United States; and
- (2) Commercially available in the United States at fair and reasonable prices from domestic sources.

**Family caregiver,** as used in this part, means an adult family member, or another individual, who is an informal provider of in- home and community care to an older individual; an adult family member, or another individual, who is an informal provider of in- home and community care to an individual of any age with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction; or an older relative caregiver. For purposes of this part, family caregiver does not include individuals whose primary relationship with the older adult is based on a financial or professional agreement.

**Fee Definition:** A fee is a charge allowed by law for a specific service. Fees are to be based on the actual cost of providing a service (as determined by a program, submitted to a AAA and approved by the department). Regarding any fees charged for Older Americans Act services, determination of a client’s fee for a service shall be based on a client’s confidential self-declaration of income, and spouse’s income (if applicable), without verification. Older Americans Act services may not be denied due to the income of an individual or an individual’s failure to make a cost sharing payment.

**Fiscal year,** as used in this part, means the Federal fiscal year.

**Fundraising Activities:** Fundraising activities are generally unallowable without prior written approval but proceeds from fundraising activities can be used to meet the match requirement as long as no Federal funds were used in the fundraising activity.

**Governor,** as used in this part, means the chief elected officer of each State and the mayor of the District of Columbia.

**Greatest economic need,** as used in this part, means the need resulting from an income level at or below the Federal poverty level and as further defined by State and area plans based on local and individual factors, including geography and expenses.

**Greatest social need,** as used in this part, means the need caused by noneconomic factors, which include:

- (1) Physical and mental disabilities;
- (2) Language barriers;
- (3) Cultural, social, or geographical isolation, including due to:
  - (i) Racial or ethnic status;
  - (ii) Native American identity;
  - (iii) Religious affiliation;
  - (iv) Sexual orientation, gender identity, or sex characteristics;
  - (v) HIV status;

- (vi) Chronic conditions;
- (vii) Housing instability, food insecurity, lack of access to reliable and clean water supply, lack of transportation, or utility assistance needs;
- (viii) Interpersonal safety concerns;
- (ix) Rural location; or
- (x) Any other status that:
  - (A) Restricts the ability of an individual to perform normal or routine daily tasks; or
  - (B) Threatens the capacity of the individual to live independently; or

(4) Other needs as further defined by State and area plans based on local and individual factors.

**Immediate family**, as used in this part pertaining to conflicts of interest, means a member of the household or a relative with whom there is a close personal or significant financial relationship.

**In-home supportive services**, as used in this part, references those supportive services provided in the home as set forth in the Act, to include:

- (1) Homemaker, personal care, home care, home health, and other aides;
- (2) Visiting and telephone or virtual reassurance;
- (3) Chore maintenance;
- (4) Respite care for families, including adult day care; and
- (5) Minor modification of homes that is necessary to facilitate the independence and health of older individuals and that is not readily available under another program.

**Local sources**, as used in the Act and local public sources, as used in section 309(b)(1) of the Act (42 U.S.C. 3029(b)(1)), means tax-levy money or any other non-Federal resource, such as State or local public funding, funds from fundraising activities, reserve funds, bequests, or cash or third-party in-kind contributions from non-client community members or organizations.

**Major disaster declaration**, as used in this part and section 310 of the Act (42 U.S.C. 3030), means a Presidentially declared disaster under the Robert T. Stafford Relief and Emergency Assistance Act (42 U.S.C. 5121–5207).

**Means test, as used in the Act**, means the use of the income, assets, or other resources of an older person, family caregiver, or the households thereof to deny or limit that person's eligibility to receive services under this part.

**Multipurpose senior center**, as used in the Act, means 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, as practicable, including as provided via virtual facilities; as used in §1321.85, facilitation of services in such a facility.

**Native American**, as used in the Act, means a person who is a member of any Indian Tribe, band, nation, or other organized group or community of Indians (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.) who:

- (1) Is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; or
- (2) Is located on, or in proximity to, a Federal or State reservation or rancheria; or is a person who is a Native Hawaiian, who is any individual any of whose ancestors were natives of the area which consists of the Hawaiian Islands prior to 1778.

**Non-Federal Share (Match)**: Federal funding for OAA programs, with the exception of National Family Caregiver Support Program (NSIP) funds, may not exceed 85% of the total expended, requiring a 15% match. This match can be from State or local public sources and can include cash or third-party in-kind contributions that meet specified criteria.

**Nutrition Services Incentive Program**, as used in the Act, means grant funding to State agencies, eligible Tribal organizations, and Native Hawaiian grantees to support congregate and home-delivered nutrition programs by providing an incentive to serve more meals.

**Official duties**, as used in section 712 of the Act (42 U.S.C. 3058g) with respect to representatives of the Long-Term Care Ombudsman Program, means work pursuant to the Long-Term Care Ombudsman Program authorized by the Act, 45 CFR part 1324, subpart A, and/ or State law and carried out under the auspices and general direction of, or by direct delegation from, the State Long-Term Care Ombudsman.

**Older relative caregiver**, as used in section 372(a)(4) of the Act (42 U.S.C. 3030s(a)(4)), means a caregiver who is age 55 or older and lives with, is the informal provider of inhome and community care to, and is the primary caregiver for, a child or an individual with a disability;

(1) In the case of a caregiver for a child is:

(i) The grandparent, step-grandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child;

(ii) 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

(iii) Has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally; and

(2) In the case of a caregiver for an individual with a disability, is the parent, grandparent, step-grandparent, or other relative by blood, marriage, or adoption of the individual with a disability.

**Periodic**, as used in this part to refer to the frequency of client assessment and data collection, means, at a minimum, once each fiscal year, and as used in section 307(a)(4) of the Act (42 U.S.C. 3027(a)(4)) to refer to the frequency of evaluations of, and public hearings on, activities and projects carried out under State and area plans, means, at a minimum once each State or area plan cycle.

**Planning and service area**, as used in section 305 of the Act (42 U.S.C. 3025), means an area designated by a State agency under section 305(a)(1)(E) (42 U.S.C. 3025(a)(1)(E)), for the purposes of local planning and coordination and awarding of funds under Title III of the Act, including a single planning and service area.

**Private pay programs**, as used in section 306(g) of the Act (42 U.S.C. 3026(g)), are a type of contract or commercial relationship and are programs, separate and apart from programs funded under the Act, for which the individual consumer agrees to pay to receive services under the programs. The regulations encourage the establishment of requirements for private pay programs to allow Area Agencies on Aging (AAAs) and providers to leverage OAA funding to serve more older adults.

**Program development and coordination activities**, as used in this part, means those actions to plan, develop, provide training, and coordinate at a systemic level those programs and activities which primarily benefit and target older adult and family caregiver populations who have the greatest social needs and greatest economic needs, including development of contracts, commercial relationships, or private pay programs.

**Program income**, means 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 otherwise provided under Federal grantmaking authorities. 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 35 U.S.C. 200–212 (which applies to inventions made under Federal awards).

**Reservation**, as used in section 305(b)(2) of the Act (42 U.S.C. 3025(b)(2)) with respect to the designation of planning and service areas, means any Federally or State recognized American Indian Tribe's reservation, pueblo, or colony, including former reservations in Oklahoma, Alaska Native regions established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.), and Indian allotments.

**Service provider**, means an entity that is awarded funds, including via a grant, subgrant, contract, or subcontract, to provide direct services under the State or area plan. Severe disability, as used to carry out the provisions of the Act, means a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that:

- (1) Is likely to continue indefinitely; and
- (2) Results in substantial functional limitation in three or more of the following major life activities: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

**Severe disability**, as used to carry out the provisions of the Act, means a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that:

- (1) Is likely to continue indefinitely; and
- (2) Results in substantial functional limitation in three or more of the following major life activities: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

**Single planning and service area State** means a State which was approved on or before October 1, 1980, as such and continues to operate as a single planning and service area.

**Sliding Fee Scale:** If cost sharing is implemented, it can involve a sliding fee scale, where fees are adjusted based on income.

**State**, as used in this part, means one or more of the 50 States, the District of Columbia, and the Territories of Guam, Puerto Rico, the United States Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands, unless otherwise specified.

**State agency**, as used in this part, means the designated State unit on aging for each of the 50 States, the District of Columbia, and the Territories of Guam, Puerto Rico, the United States Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands, unless otherwise specified.

**State plan administration**, as used in this part, means funds used to carry out activities as set forth in section 307 of the Act (42 U.S.C. 3027) and other activities to fulfill the mission of the State agency as set forth in § 1321.5.

**Supplemental foods**, as used in this part, means foods that assist with maintaining health, but do not alone constitute a meal. Supplemental foods include liquid nutrition supplements or enhancements to a meal, such as additional beverage or food items, and may be specified by State agency policies and procedures. Supplemental foods may be provided with a meal, or separately, to older adults who participate in either congregate or home delivered meal services.

**Transparency and Privacy:** When using a sliding fee scale, the agency must ensure confidentiality and inform individuals that services are provided on a fee-for-service basis.

**Voluntary contributions**, as used in section 315(b) of the Act (42 U.S.C. 3030c-2(b)), means donations of money or other personal resources given freely, without pressure or coercion, by individuals receiving services under the Act.



**Purpose:** To provide a list of Definitions that align with federal and state policies and procedures.

## **New Mexico New Mexico Administrative Code (NMAC) Definitions**

**A. “Administration on aging”** is the federal agency, which is a part of the United States department of health and human services, charged with the responsibility of implementing the Older Americans Act.

**B. “Advocacy”** is defined as non-lobbying activities designed to create change in legislation and policies which benefit both individuals and groups of individuals.

**C. “Area plan”** is a document submitted by an Area Agency on Aging to the department which provides for the provision of services and centers to meet the needs of older individuals in the planning and service area(s) administered.

**D. “Conflicts of interest”** means:

- (1) one or more conflicts between the private interests and the official responsibilities of a person in a position of trust;
- (2) one or more conflicts between competing duties of an individual, or between the competing duties, services, or programs of an organization, or portion of an organization; and
- (3) other conflicts of interest identified in guidance issued by the assistant secretary.

**E. “Corporation for national and community service”** (CNCS) is the federal agency that administers federal domestic volunteer programs.

**F. “Cost sharing”** means requesting payment using a sliding scale, based on an individual’s income and the cost of delivering the service, in a manner consistent with the exceptions, prohibitions, and other conditions laid out in the Act.

**G. “DAB”** means the departmental grant appeals board of the United States department of health and human services as described and defined in 45 C.F.R. Sections 1 and 2.

**H. “Department”** as used in these rules means the New Mexico Aging and Long-Term Services Department.

**I. “Domestically produced foods”** means agricultural foods, beverages and other food ingredients which are a product of the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as “the United States”), except as may otherwise be required by law, and shall be considered to be such a product if it is grown, processed, and otherwise prepared for sale or distribution exclusively in the United States except with respect to minor ingredients. Ingredients from nondomestic sources will be allowed to be utilized as a United States product if such ingredients are not otherwise:

- (1) produced in the United States; and
- (2) commercially available in the United States at fair and reasonable prices from domestic sources.

**J. “Family caregiver”** means an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual; an adult family member, or another individual, who is an informal provider of in-home and community care to an individual of any age with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction; or an older relative caregiver. For purposes of this part, family caregiver does not include individuals whose primary relationship with the older adult is based on a financial or professional agreement.

**K. “Indian tribal organization”** is the recognized governing body of any Indian tribe or any legally established organization of Indians which is controlled, sanctioned, or chartered by the governing body.

**L. “Long-term care ombudsman”** (LTCO) means an individual trained and certified to act as a representative of the office of the state long-term care ombudsman.

**M. “Low income”** is defined as having an annual family income at or below one hundred twenty five percent of the federal poverty level.

**N. “Major disaster declaration”** means a presidentially declared disaster under the Robert T. Stafford Relief and Emergency Assistance Act (42 U.S.C. Sections 5121 through 5207).

**O. “Means test”** means the use of the income, assets, or other resources of an older person, family caregiver, or the households thereof to deny or limit that person’s eligibility to receive services under this part. Means tests shall be prohibited in determining eligibility for any services administered by the department or its designees.

**P. “Minorities”** are individuals who are of Hispanic, Native American Indian (including Hawaiian and Eskimo), African American, or Asian heritage.

**Q. “Native American”** means a person who is a member of any Indian Tribe, band, nation, or other organized group or community of Indians (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Section 1601 et seq.) who:

- (1) is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; or
- (2) is located on, or in proximity to, a federal or state reservation or rancheria; or is a person who is Native Hawaiian, who is any individual any of whose ancestors were natives of the area which consists of the Hawaiian Islands prior to 1778.

**R. “Older Americans Act”** means the Older Americans Act of 1965, 42 U.S.C. Sections 3001-3058.

**S. “Older relative caregiver”** means 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, and

- (1) in the case of a caregiver for a child, is:
  - (a) the grandparent, step-grandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child;
  - (b) 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; or
  - (c) has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally; and
- (2) in the case of a caregiver for an individual with a disability, is the parent, grandparent, step-grandparent, or other relative by blood, marriage, or adoption of the individual with a disability.

**T. “Nutrition Services Incentive Program”** means grant funding to state agencies, eligible tribal organizations, and Native Hawaiian grantees to support congregate and home-delivered nutrition programs by providing an incentive to serve more meals.

**U. “Participants”** are individuals who are eligible to receive services or to participate in particular programs administered by the department or its designees.

**V. “Policies and procedures”** is the aging and long-term services department’s policies and procedures guide. The policies and procedures provide detailed information for the successful administration of the department’s mission and the requirements and procedures necessary for the management of its programs, services, partnerships, and the systems it has established for the benefit of older individuals. The policies and procedures also detail the federal requirements mandated by the Older Americans Act of 1965 and its implementing regulations.

**W. “Private pay programs”** are a type of contract or commercial relationship and are programs, separate and apart from programs funded under the Act, for which the individual consumer agrees to pay to receive services under the

programs.

**X. “Program income”** means 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 otherwise provided under federal grantmaking authorities. 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 35 U.S.C. Sections 200 to 212 (which applies to inventions made under federal awards).

**Y. “Provider”** means an entity that is awarded funds, including via a grant, subgrant, contract, or subcontract, to provide direct services under the state or area plan.

**Z. “Reservation”** means any federally or state recognized American Indian tribe’s reservation, pueblo, or colony, including former reservations in Oklahoma, Alaska Native regions established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Section 1601 et seq.), and Indian allotments.

**AA. “Right of first refusal”** is a provision in the Older Americans Act which requires the department to give priority to public agencies or units of general purpose local government when designating area agencies on aging.

**BB. “State ombudsman”** means the individual who heads the office and is responsible to personally, or through representatives of the office, fulfill the functions, responsibilities, and duties set forth in 45 C.F.R. Sections 1324.13 and 1324.19.

**CC. “State plan on aging” or “state plan”** is a document submitted by the state in order to receive grants from its allotments under the Older Americans Act.

**DD. “Supplemental foods”** means foods that assist with maintaining health but do not alone constitute a meal. Supplemental foods include liquid nutrition supplements or enhancements to a meal, such as additional beverage or food items, and may be specified by state agency policies and procedures. Supplemental foods may be provided with a meal, or separately, to older adults who participate in either congregate or home delivered meal services.

**EE. “Unit of general purpose local government”** means a political subdivision of the state whose authority is general and not limited to one function or combination of related functions, or an Indian tribal organization.

**FF. “Voluntary contributions”** means donations of money or other personal resources given freely, without pressure or coercion, by individuals receiving services under the Older Americans Act and its implementing regulations. [9.2.1.7 NMAC - Rp, SAA Rule No. 95-1.7, 06/30/2015; Rp, 9.2.1.7, xx/xx/2025]

## New Mexico SUA Definitions

**“Area Agency on Aging (AAA)”** An Area Agency on Aging (AAA) is a public or private nonprofit agency designated by a state to address the needs and concerns of all older persons at the regional and local levels. AAA is a general term — names of local AAAs may vary.

- AAAs are primarily responsible for a geographic area, also known as a planning and service area (PSA), that is either a city, a single county, or a multi-county district. AAAs may be categorized as a county, city, regional planning council or council of governments, private, or nonprofit.
- AAAs coordinate and offer services that help older adults remain in their homes, if that is their preference, aided by services such as home-delivered meals, homemaker assistance, and whatever else it may take to make independent living a viable option. By making a range of supports available, AAAs make it possible for older individuals to choose the services and living arrangements that suit them best.

[Area Agencies on Aging | ACL Administration for Community Living](#)

**“AAAs and Services”** Area Agencies on Aging are regional or local agencies that address the needs of older adults. They often administer programs funded by the Older Americans Act, including meal programs, transportation, and case management.

- Use and reporting of program income (§1321.9(c)(2)(xii))
- Private pay arrangements (§1321.9(c)(2)(xiii)): 1321.9(c)(2)(xiii) programs funded under the Older Americans Act in New Mexico also offer services for individuals who are not eligible for or choose not to use the grant-funded services, those private pay programs must adhere to specific requirements and have established policies and procedures as overseen by the New Mexico State Unit on Aging.

In other words, while the main focus of this regulation is on the administration of grant funds for older adults, it also acknowledges that some organizations receiving these funds may have private pay options for services. The State Unit on Aging is tasked with setting and enforcing rules for those private pay programs to ensure their integrity and appropriate operation.

**“Allowable and non-allowable costs”** (§1321.9(c)(2)(xiv–xv)) address allowable and non-allowable costs related to aging and long-term care programs, particularly focusing on financial requirements and the use of funds. These provisions detail what costs are permissible for state agencies and area agencies on aging to incur when administering programs funded under the OAA, including those related to nutrition services

**“Cost sharing (if applied) (§1321.9(c)(2)(xi))”** Area Agency on Aging (AAAs) can implement cost sharing, or sliding fee scales, for services like meals, transportation, and case management, but only if it doesn't prevent access for low-income, minority, rural, or socially isolated individuals. Cost sharing allows clients to contribute financially to the cost of services, and the AAA or provider must inform individuals that fees may apply and of the sliding fee scale.

**“Cost Sharing Intent”** The Older Americans Act prioritizes serving those most in need, so cost sharing should not be implemented in a way that hinders access for targeted populations.

**“Sliding Fee Scale”** If cost sharing is implemented, it can involve a sliding fee scale, where fees are adjusted based on income.

**“Community Input”** Before implementing cost sharing, AAAs must solicit feedback from older adults, providers, and other stakeholders in their service area

**“Fee Definition”** A fee is a charge allowed by law for a specific service. Fees are to be based on the actual cost of providing a service (as determined by a program, submitted to an AAA and approved by the department). Regarding any fees charged for Older Americans Act services, determination of a client's fee for a service shall be based on a client's confidential self-declaration of income, and spouse's income (if applicable), without verification. Older Americans Act services may not be denied due to the income of an individual or an individual's failure to make a cost sharing payment.

**“Key Aspects of Allowable and Non-Allowable Costs”**

- Non-Federal Share (Match):
- Federal funding for OAA programs, with the exception of [National Family Caregiver Support Program \(NSIP\)](#) funds, may not exceed 85% of the total expended, requiring a 15% match. This match can be from State or local public sources, and can include cash or third-party in-kind contributions that meet specified criteria.
- Private Pay Programs:
  - The regulations encourage the establishment of requirements for private pay programs to allow area agencies on aging (AAAs) and providers to leverage OAA funding to serve more older adults.
- Voluntary Contributions:
- Policies and procedures related to voluntary contributions must include suggested contribution levels based on the actual cost of services and encourage contributions from individuals with incomes at or above 185% of the Federal poverty level.
- Fundraising Activities:
  - Fundraising activities are generally unallowable without prior written approval, but proceeds from fundraising activities can be used to meet the match requirement as long as no Federal funds were used in the fundraising activity.

**“Monitor Nutrition Providers”** A Monitoring Template is provided for evaluating whether nutrition activities meet OAA requirements. [Policies and Procedures | ACL Administration for Community Living](#)

**“Nutrition Services”** The nutrition program delivers more than just meals to older Americans — it nourishes communities by providing vital socialization, education, and access to supportive services. Local program services are available to those 60+, their spouses of any age, and individuals with disabilities who live in facilities occupied primarily by older adults receiving congregate meals. Local agencies may also offer meals to volunteers serving during meal-hours and to people with disabilities who live at home with eligible older adults.

[Nutrition Services | ACL Administration for Community Living](#)

**“Nutrition Services Incentive Program”** The Nutrition Services Incentive Program (NSIP) of the Older Americans Act (OAA) provides grants to states, territories, and eligible tribal organizations to support the OAA congregate and home-delivered nutrition programs by providing an incentive (cash, commodities, or combination of cash and commodities) to serve more meals. The NSIP is authorized by Section 311 of the [OAA](#).  
[Nutrition Services Incentive Program \(NSIP\) | ACL Administration for Community Living](#)

**“State Legal Assistance Developer”** Model Approaches to Statewide Legal Assistance Systems grants helped states develop and implement effective approaches for integrating low-cost legal mechanisms into statewide legal/aging service delivery networks to enhance overall service delivery capacity. State Legal Assistance Developers (LADs) led Model Approaches projects, which incorporated Senior Legal Helplines (SLHs) and other low-cost options for providing legal assistance into statewide grant-related initiatives. Key project partners in some grantee states included Older Americans Act Title III-B-funded legal assistance providers, private bar practitioners serving in a pro-bono capacity, law school clinics, and pop-up clinics and other means of providing self-help materials to older persons so they could solve their legal problems. Life-threatening legal issues addressed by legal assistance providers included income security, health care financing, consumer fraud, housing preservation and homelessness prevention, foreclosure prevention, and elder abuse.

**"State Unit on Aging (SUA)"** means are designated state-level agencies that are responsible for developing and administering multi-year state plans that advocate for and provide assistance to older residents, their families, and, for adults with physical disabilities.

Funding is allocated to each SUA based on the number of persons over the age of 60 in the state.

[State Units on Aging | ACL Administration for Community Living](#)

**"Title III"** Older Americans Act Title III services account for the largest portion of the Act's funding, supporting a comprehensive national network of federal, state, and local agencies. These are the agencies that plan and provide services to help older adults live independently in their homes and communities. This support includes case management, community services, in-home services, transportation, and information and referral; nutrition programs; family caregiver support; and health promotion and disease prevention services.

[Overview of Older Americans Act Title III Programs: 2018 Summary of Highlights and Accomplishments](#)

**"Title VI"** ACL funds programs that support American Indians, Alaska Natives and Native Hawaiians in the areas of nutrition, supportive services for older adults, and caregiver services under Title VI of the Older Americans Act.

The nutrition and supportive services grants include congregate and home-delivered meals, information and referral, transportation, personal care, chores, health promotion and disease prevention, and other supportive services. The caregiver services grants include assisting families in caring for older relatives with chronic illness or disability, and grandparents caring for grandchildren. There are other necessary services provided by ACL grants so the people we serve have meaningful support to help them live independently in their communities.

[Services for Native Americans \(OAA Title VI\) | ACL Administration for Community Living](#)

**"Title VII Chapter 3 Funds"** The Long-Term Care Ombudsman Program (LTCOP) is designed to protect and promote the health, safety, welfare, and rights of long-term care residents in all 50 states, as well as the District of Columbia, Puerto Rico, and Guam. Long-term care facilities include nursing homes, board and care and assisted living facilities, and other residential care communities. To achieve their mission, state and local long-term care ombudsman (LTCO) programs, with the help of paid staff and thousands of volunteers, engage in a range of activities at the individual, system, and community level.

[OAA Report Module 3 Title VII LTCOP](#)

**"Transparency and Privacy"** When using a sliding fee scale, the agency must ensure confidentiality and inform individuals that services are provided on a fee-for-service basis.

# New Mexico Aging and Long-Term Services Department Units of Service Definitions

Version: 4.0

Date Created: 11/08/2018

Last Revised Date: 06/16/2025

The document contained herein is subject to change.

RECEIVED by ALTSD on Wednesday, September 24, 2025

**Purpose:** To provide the Units of Service including Data Elements that are required by the federal Older Americans Act Performance System (OAAPS) to be submitted annually by January 31 and incorporated in New Mexico State Unit on Aging policies and procedures.

## UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR COMMUNITY LIVING (ACL) ADMINISTRATION ON AGING (AoA)

### STATE PERFORMANCE REPORT

For

### STATE UNITS ON AGING

(Older Americans Act Titles III and VII, Chapter 3 and 4)

### Appendix A: Data Element Definitions

**Note:** Data Collected for (Gender Other; Homemaker; and Information and Assistance) during FFY25 is reflected but not listed in the NEW ACL units of service. New Mexico has entered this data in WellSky and will determine how to report it in OAAPS after the initial OAAPS meeting at the end of October.



## 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, examples where applicable, and related terms along with links to additional resources. Definitions are grouped into three sections: 1.) Demographics and Consumer Characteristics; 2.) Services and Service Units; and 3.) Additional Definitions. The terms within a section are presented in alphabetical order. Most definitions can be found in the [OAA statutes](#) or the [OAA final regulations](#).

### Section 1. Demographics and Consumer Characteristics:

Data Element or Term	Value	Definition
Activities of Daily Living (ADL) Categories & Limitations (Older Adult). <sup>1</sup>		ADL activities: bathing, dressing, toileting, transferring, continence, and feeding. Permissible values are 0-6. ADL limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cueing, or supervision).
	0-1	Indicates a person has no or 1 ADL limitation.
	2	Indicates a person has 2 ADL limitations.
	3+	Indicates a person has 3 or more ADL limitations.
Adult with Disabilities Receiving Care		An individual with a disability, as defined in section 3 of the Americans with Disabilities Act of 1990 (42. U.S.C 12012), who is not less than age 18 and not more than age 59; and receives informal care from an eligible "older relative caregiver."
Age		A person's age as of the last day of the federal fiscal year reported. Only services to OAA-eligible individuals should be reported:
	Age: 18-49 (Caregivers of Older Adults) <sup>2</sup>	A person's age is between 18 and 49 years of age as of the last day of the federal fiscal year reported.
	Age: 50-59 (Caregivers of Older Adults)	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 (Older Relative Caregivers)	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. OAA eligibility is 60 or older at the time of service, unless the OAA explicitly provides exceptions for this. OAA 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:

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

<sup>2</sup> (Caregiver) denotes the data element applies to programs and services under Title III-E of the Older Americans Act (OAA). Data elements without the designation apply to both caregivers and older adults served under Title III of the OAA.



		<p>(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</p> <p>(B) A volunteer during meal hours.</p> <p>(2) Family caregiver support services for:</p> <p>(i) Adults caring for older adults and adults caring for individuals of any age with Alzheimer's or a related disorder;</p> <p>(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</p> <p>(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.</p> <p>(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.</p>
	<b>Age: 60-64</b>	A person's age is between 60 and 64 years of age as of the last day of the federal fiscal year reported.
	<b>Age: 65-74</b>	A person's age is between 65 and 74 years of age as of the last day of the federal fiscal year reported.
	<b>Age: 75-84</b>	A person's age is between 75 and 84 years of age as of the last day of the federal fiscal year reported.
	<b>Age: 85+</b>	A person's age is age 85 years of age or older as of the last day of the federal fiscal year reported.
<b>Children receiving care</b>		An individual who is not more than 18 years of age who lives with and receives informal care from an eligible "older relative caregiver".
<b>Ethnicity</b>		Self-identification of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
	<b>Hispanic or Latino</b>	Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	<b>Not Hispanic or Latinos</b>	Not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<b>Sex—Replaces Gender</b> <i>What happens to the Other data?</i>		Male, Female.
	<b>Female</b>	
	<b>Male</b>	

Data Element or Term	Value	Definition
<b>Geographic Distribution<sup>3</sup></b>		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.
<b>Household Status (Older Adult)</b>		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.
	<b>Lives Alone</b>	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.
	<b>Lives with Others</b>	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.
	<b>Lives in Long Term Care (LTC) Facility</b>	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.
<b>Instrumental Activities of Daily Living (IADL) Definition &amp; Limitations (Older Adult)</b>		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. A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision).
	<b>0-1</b>	Indicates a person has no or 1 IADL limitation.
	<b>2</b>	Indicates a person has 2 IADL limitations.
	<b>3+</b>	Indicates a person has 3 or more IADL limitations.
<b>Minority Status</b>		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.
	<b>Minority</b>	A person's self-reported racial and ethnic identity includes one or more of the following: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Pacific Islander, American Indian and Alaska Native.

<sup>3</sup> Please refer to the [USDA Economic Research Service \(ERS\)](#). RUCA Codes, SPR RUCA Guidance, and Applying RUCA Codes documents can be found on [OAAPS, Resources, Technical Documents](#) section.

	<b>Not Minority</b>	A person's self-reported racial and ethnic identity does not include any of the following: Asian American, Black or African American, Hispanic or Latino, Native Hawaiian and Pacific Islander, American Indian and Alaska Native.
<b>Nutrition Risk Score<sup>4</sup> (Older Adult)</b>		Indicates the person's total score on the DETERMINE your Nutritional Risk checklist published by the Nutrition Screening Initiative.
	<b>0-5</b>	Indicates a person's Nutrition Risk Score is between 0 and 5.
	<b>6+</b>	Indicates a person's Nutrition Risk Score is 6 or more.
<b>Poverty Status<sup>5</sup></b>		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.
	<b>At or Below Poverty</b>	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.
	<b>Above Poverty</b>	Persons considered to be above poverty are those whose household income is above the official poverty guidelines as provided by HHS.
<b>Race</b>		Self-identification with a national origin or sociocultural group.
	<b>American Indian or Alaska Native</b>	Having origins in any of the original peoples of North and South America (including Central America) and maintaining tribal affiliation or community attachment.
	<b>Asian</b>	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.
	<b>Black or African American</b>	Having origins in any of the black racial groups of Africa.
	<b>Native Hawaiian or Pacific Islander</b>	Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	<b>White</b>	Having origins in any of the original peoples of Europe, the Middle East, or North Africa.
	<b>Persons reporting some other race</b>	Includes all other responses not included in the race categories described above.
<b>Relationship (Caregiver)</b>		The familial relationship of the caregiver to the care recipient.
	<b>Husband</b>	Partner in a marriage (male).
	<b>Wife</b>	Partner in a marriage (female).
	<b>Domestic Partner, including civil union</b>	Adults in a committed relationship with another adult, including both same sex and opposite-sex relationships.
	<b>Son/Son-in-Law</b>	Biological child (male), adoptive child, or stepchild and spouse of biological, adoptive or stepdaughter.

<sup>4</sup> A copy of the DETERMINE Nutrition Risk Score can be found at [NSI Checklist](#).

<sup>5</sup> 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](#)).

	<b>Daughter/Daughter-in-law</b>	Biological child (female), adoptive child, or stepchild and spouse of biological, adoptive or stepson.
	<b>Sister</b>	Female child or offspring have one or both parents in common; a female sibling (by blood, adoption, marriage).
	<b>Brother</b>	Male child or offspring have one or both parents in common; a male sibling (by blood, adoption, marriage).
	<b>Grandparent</b>	Parent of one's mother or father (by blood, adoption, marriage).
	<b>Parent</b>	A person who brings up and cares for the care recipient by blood, adoption, or marriage.
	<b>Other Relative</b>	Another family member not captured by the defined relationships, including in-laws.
	<b>Non-Relative</b>	No kinship relationship.

## Section 2. Services and Service Units:

Data Element	Definition and Example if Applicable	Service Unit
<b>Adult Day Care/Health</b>	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.	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.
<b>Assistance: Case Management for Caregiver</b>	Means a service provided to a caregiver, at the direction of the caregiver: <ul style="list-style-type: none"> <li>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</li> <li>to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the caregiver and the individual or individuals for whom the caregiver is caring; and</li> </ul> Includes services and coordination such as— <ul style="list-style-type: none"> <li>comprehensive assessment of the caregiver and the individual or individuals for whom the caregiver is caring (including the physical, psychological, and social needs of the individual);</li> <li>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 and the individual or individuals for whom the caregiver is caring, including coordination of the resources and services— <ul style="list-style-type: none"> <li>with any other plans that exist for various formal services; and</li> <li>with the information and assistance services provided under the Older Americans Act;</li> <li>coordination and monitoring of formal and informal service delivery, including coordination</li> </ul> </li> </ul>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)

	<p>and monitoring to ensure that services specified in the plan are being provided;</p> <ul style="list-style-type: none"> <li>○ periodic reassessment and revision of the status of the caregiver and the individual or individuals for whom the caregiver is caring; and</li> <li>○ in accordance with the wishes of the caregiver, advocacy on behalf of the caregiver for needed services or resources.</li> </ul> <p>Example: Case management can include the following processes: intake, assessment of needs, service planning, service plan implementation, service coordination, monitoring and follow-up, reassessment, crisis intervention, and case closure.</p>	
<b>Assistance: Information and Assistance (Caregiver)</b>	<p>A service that:</p> <ul style="list-style-type: none"> <li>• provides the caregivers with current information on opportunities and services available to the caregivers within their communities, including information relating to assistive technology;</li> <li>• assesses the problems and capacities of the caregivers;</li> <li>• links the caregivers to the opportunities and services that are available;</li> <li>• to the maximum extent practicable, ensures that the caregivers receive the services needed by the caregivers, and are aware of the opportunities available to the caregivers, by establishing adequate follow-up procedures; and</li> <li>• serves the entire community of caregivers, particularly— <ul style="list-style-type: none"> <li>○ caregivers who are older individuals with greatest social need;</li> <li>○ older individuals with greatest economic need;</li> <li>○ older relative caregivers of children with severe disabilities, or individuals with disabilities who have severe disabilities;</li> <li>○ family caregivers who provide care for individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction; and</li> <li>○ 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.</li> </ul> </li> </ul>	Contact (in person, phone, email, or other communication in writing)
<b>Assisted Transportation</b>	<b>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.</b>	One-way trip

<b>Case Management</b>	<p>Means a service provided to an older individual, at the direction of the older individual or a family member or other caregiver of the individual:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the older individual; and</li> </ul> <p>Includes services and coordination such as—</p> <ul style="list-style-type: none"> <li>• comprehensive assessment of the older individual (including the physical, psychological, and social needs of the individual);</li> <li>• 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"> <li>○ with any other plans that exist for various formal services, such as hospital discharge plans; and</li> <li>○ with the information and assistance services provided under the Older Americans Act;</li> </ul> </li> <li>• 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"> <li>○ periodic reassessment and revision of the status of the older individual with— <ul style="list-style-type: none"> <li>○ the older individual; or</li> <li>○ if necessary, a primary caregiver or family member of the older individual; and</li> </ul> </li> <li>○ in accordance with the wishes of the older individual, advocacy on behalf of the older individual for needed services or resources.</li> </ul> </li> </ul> <p>Example: Case management can include the following processes: intake, assessment of needs, service planning, service plan implementation, service coordination, monitoring and follow-up, reassessment, crisis intervention, and case closure.</p>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Chore</b>	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. Home modifications/repairs should be reported under that domain in Other Services.	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Congregate Nutrition</b>	A meal provided by a qualified nutrition project provider to an eligible individual in a congregate or group setting. The meal is served in a program that is administered by State Units on Aging (SUAs) and/or Area Agencies on Aging (AAAs) and meets all the requirements of the Older Americans Act and State/Local laws. Meals provided from non-OAA sources to individuals through means-tested programs may be included.	Meal

<b>Counseling (Caregiver)</b>	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).	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Health Promotion: Evidence-Based</b>	Community-based interventions as set forth in Title III, part D of the Act that have been proven to improve the health and well-being and/or reduce risk of injury, disease, or disability among older adults. Interventions may be 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. Interventions must meet ACL/AoA's definition for an evidence-based program. For more information, see the <a href="#">Health Promotion page on ACL's website</a> .	N/A
<b>Health Promotion: Non-Evidence Based</b>	Health promotion and disease prevention activities that do not meet ACL/AoA's definition for an evidence-based program. For more information, see the <a href="#">Health Promotion page on ACL's website</a> 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 <sup>6</sup> ; <sup>7</sup> (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	N/A

<sup>6</sup> 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.

<sup>7</sup> OAA Section 102(14)(D) has been deleted from this definition as it refers to the evidence-based programs that are reported elsewhere.



	may be made under titles XVIII and XIX of the Social Security Act (42 U.S.C. 1395 et seq., 1396 et seq.).	
<b>Home Delivered Nutrition</b>	<p>A meal provided by a qualified nutrition service provider to an eligible individual and consumed at their residence or otherwise outside of a congregate setting, as organized by as service provider under the OAA. Meals may be provided via home-delivery, pick-up, carry-out, drive-through, or similar meals.</p> <p>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 individuals from non-OAA sources through means-tested programs may be included.</p>	Meal
<b>Homemaker—omitted</b>	Performance of light housekeeping tasks provided in a person's home and possibly other community settings. Tasks 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.)
<b>Information and Assistance—omitted</b>	<p>A service that:</p> <ul style="list-style-type: none"> <li>• provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology;</li> <li>• assesses the problems and capacities of the individuals;</li> <li>• links the individuals to the opportunities and services that are available;</li> <li>• 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</li> <li>• serves the entire community of older individuals, particularly— <ul style="list-style-type: none"> <li>○ older individuals with greatest social need;</li> <li>○ older individuals with greatest economic need; and</li> <li>○ older individuals at risk for institutional placement.</li> </ul> </li> </ul> <p>(Source: OAA §102(28))</p>	Contact
<b>Information Services (Public) (Caregiver)</b>	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 website event. Unlike Information and Assistance, this service is not tailored to the needs of the individual.	Activity
<b>Legal Assistance</b>	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 1321.93, and includes to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)



	supervision of an attorney and counseling or representation by a non-lawyer where permitted by law.	
<b>Nutrition Counseling</b>	A standardized service that aligns with the Academy of Nutrition & Dietetics (AND). The service 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 based on the expertise of a registered dietitian and addresses the options and methods for improving nutrition status with a measurable goal.	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Nutrition Education</b>	An intervention, based on the needs of Congregate and Home-Delivered Meal participants, that uses information dissemination, instruction, or training with the intent to support food, beverage, nutrition, physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health, health literacy, address nutrition intake, and 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.	Sessions (which may be delivered in-person or via video, audio, online or the distribution of hardcopy materials)
<b>Other Services</b>	<p>: A service provided using OAA funds under Titles III-B or C in whole or in part, which do not fall into the previously defined service categories. Other Services are reported by Service Domain. Outlined below are service domains and common examples:</p> <ul style="list-style-type: none"> <li>• Assistive Technology/Durable Equipment/Emergency Response: products, equipment, and systems that enhance daily living such as weighted utensils or medication dispensing reminder devices; supplies such as walkers, canes, and items that can be lent out or given from a “lending closet”; and personal emergency response devices</li> <li>• Consumable Supplies: incontinence products, cleaning supplies, oral nutrition supplements, or other personal hygiene products</li> <li>• Health: services that do not fit into any previously defined service categories or service domains, such as health screenings or mental/behavioral health counseling.</li> <li>• Home Modifications/Repairs: installation of grab bars or ramps:</li> <li>• Elder Abuse Prevention/Elder Rights: scam prevention trainings, excluding Ombudsman program activities<sup>8</sup></li> <li>• Outreach: staffing a booth at an event to identify persons who may benefit from services</li> <li>• Public Education: giving a presentation; airing a public service announcement<sup>9</sup></li> </ul>	As reported under Service Unit Description

<sup>8</sup> Ombudsman program activities are to be reported only in the National Ombudsman Reporting System (NORS), regardless of funding source.

<sup>9</sup> Health promotion/disease prevention activities should be reported in the defined service categories.

	<ul style="list-style-type: none"> <li>• Socialization: group activities at senior centers; individual friendly visitor contacts; programs to decrease social isolation</li> <li>• Access not reported elsewhere: interpretation/translation services; screening</li> <li>• Other: services that do not fit into any previously defined service categories or service domains, such as program development and coordination activities provided as specified in 45 CFR § 1321.27(h) and included in an approved state or area plan on aging.</li> </ul>	
<b>Personal Care</b>	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).	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Respite (Caregiver)</b>	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	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Respite (In-Home)</b>	A respite service provided in the home of the caregiver or care receiver and allows the caregiver temporary relief from their caregiving responsibilities. 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.	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Respite (Out-of-Home, Day)</b>	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 temporary relief from their caregiving responsibilities to do other activities.	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Respite (Out-of-Home, Overnight)</b>	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 temporary relief from their caregiving responsibilities to do other activities.	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Respite (Other)</b>	A respite service provided using OAA funds in whole or in part, which 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.)
<b>Supplemental Services (Caregiver)</b>	Goods and services provided on a limited basis to complement the care provided by caregivers. Supplemental services are intended to help reduce the stress of the caregiver. Supplemental Services are reported by Service Domain. Outlined below are service domains and common examples:	N/A

	<ul style="list-style-type: none"> <li>• Assistive Technology/Durable Equipment/Emergency Response: products, equipment, and systems that enhance daily living such as weighted utensils or medication dispensing reminder devices; supplies such as walkers, canes, and items that can be lent out or given from a “lending closet”; and personal emergency response devices</li> <li>• Consumable Supplies: incontinence products, cleaning supplies, or other personal hygiene products; purchase of school or sports uniforms/supplies to support older relative caregivers</li> <li>• Home Modifications/Repairs: installation of grab bars or ramps</li> <li>• Legal and/or Financial Consultation: legal services for kinship caregivers; financial management assistance</li> <li>• Homemaker/chore/personal care: in-home services that do not meet the definition of respite</li> <li>• Transportation: trips to medical or other appointments</li> <li>• Nutrition services: home delivered meals</li> <li>• Other: services that do not fit into any previously defined service categories or service domains</li> </ul> <p>As a note, summer camp expenses would go under Respite (Out-of-Home) which we specify in that definition in Appendix A.</p>	
<b>Support Groups (Caregiver)</b>	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).	Session (a session is typically 30 minutes to 1 hour)
<b>Training (Caregiver)</b>	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; communicating with health care providers and other family members, and safe transfer and assisting with use of durable medical equipment. Training may include use of evidence-based programs; be conducted in-person or on-line and be provided in individual or group settings.	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours.)
<b>Transportation</b>	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.	One Way Trip

### Section 3. Additional Definitions:

Data Element or Term	Definition
<b>Advice</b>	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. Advice may include one or more of the following: presentation of options for responding to the circumstances presented by the client; or referral to a free or low-cost alternative legal resource for further assistance, such as a law school clinic or Bar Association referral service.
<b>Area Agency on Aging (AAA)</b>	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).
<b>Congregate Meal Program (C1) Expenditures</b>	Outlays or payments made with Title III C1 OAA federal funds to provide allowable direct services.
<b>Home Delivered Meal Program (C2) Expenditures</b>	Outlays or payments made with Title III C2 OAA federal funds to provide allowable direct services.
<b>Caregiver</b>	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.
<b>Case</b>	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.
<b>Case Type</b>	The type of legal case handled by a legal assistance provider is determined and reported for closed cases. Case types reflect the ten 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.
<b>Cases Closed – Abuse/Neglect</b>	<p>The abuse/neglect legal case is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• Orders of protection and associated matters.</li> <li>• Recovery of assets lost due to financial exploitation or abuse.</li> <li>• Actions to assert rights and remedies of elders against abuse, financial exploitation, or neglect.</li> <li>• Abuse/Neglect – Other.</li> </ul> <p>Legal Services Corporation legal problem categories and codes that best align are: "Family" code 37, Domestic Abuse.</p>
<b>Cases Closed — Age Discrimination</b>	<p>The age discrimination legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• Employment or other age-related discrimination.</li> <li>• Housing discrimination claims.</li> <li>• Other claims of discrimination based upon inclusion in a protected class.</li> </ul> <p>Legal Services Corporation legal problem categories and codes that best align are: "Individual Rights" codes 85 (Civil Rights) or 89 (Other Individual Rights), "Employment" codes 21 (Employment Discrimination) or 25 (Employee Rights), and "Housing" codes 66 (Housing Discrimination) or 69 (Other Housing).</p>

<b>Cases Closed — Defense of Guardianship or Protective Services</b>	<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"> <li>• Representation to oppose imposition of guardianship</li> <li>• Removal of Guardian or limiting the terms of a guardianship</li> <li>• Restoration of rights</li> <li>• Assisting with alternatives to guardianship</li> <li>• Preparation of legal documents that preserve self-determination and mitigate risk of guardianship, and/or to enable a supported decision-making arrangement, such as: <ul style="list-style-type: none"> <li>○ Powers of Attorney,</li> <li>○ Living Wills,</li> <li>○ Health Care Proxies,</li> <li>○ Supported Decision-Making Contracts.</li> </ul> </li> <li>• Defense of Guardianship and Protective Services – Other</li> </ul> <p>Legal Services Corporation legal problem categories and codes that best align are: “Miscellaneous” code 96 (Advance Directives/Powers of Attorney), and “Family” code 33 (Adult Guardian/Conservatorship) (*NOTE: if this problem code is used, the case must be to oppose the imposition of a guardianship, except in extremely limited circumstances. See 45 C.F.R. § 1321.93(d)(2); 89 Fed. Reg. 11,609 (Feb. 14, 2024)).</p>
<b>Cases Closed — Health Care</b>	<p>The health care legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• Medicaid, Medicare – eligibility, termination, and reduction,</li> <li>• Medicare Savings Programs (Qualified Medicare Beneficiary, Specified Low-Income Medicare beneficiary, Qualified Individual) eligibility, reduction, and termination,</li> <li>• Medicaid waiver home and community-based services eligibility and termination</li> <li>• Veterans Administration benefits disputes,</li> <li>• Medigap disputes,</li> <li>• Retiree health eligibility and/or benefits disputes,</li> <li>• Private insurance disputes,</li> <li>• Health-Other.</li> </ul> <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>
<b>Cases Closed — Housing</b>	<p>The housing legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• Landlord tenant – <ul style="list-style-type: none"> <li>○ eviction,</li> <li>○ warranty of habitability,</li> <li>○ mobile home tenant issues,</li> </ul> </li> <li>• Real property -- <ul style="list-style-type: none"> <li>○ foreclosure,</li> <li>○ real property-related predatory lending claims,</li> <li>○ mortgage issues</li> <li>○ title issues</li> </ul> </li> <li>• Housing -- Other</li> </ul>

	Legal Services Corporation legal problem categories and codes that best align are: "Housing" codes 61 through 69.
<b>Cases Closed — Income</b>	<p>The income legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• SSI and Social Security eligibility, termination, reduction, overpayments,</li> <li>• Pension disputes,</li> <li>• Unemployment insurance eligibility, termination, or reduction,</li> <li>• State and local income maintenance programs where available, including eligibility, terminations, and reductions, including state supplements to SSI and state-specific programs.</li> <li>• Income – Other</li> </ul> <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>
<b>Cases Closed — Long-Term Care</b>	<p>The long-term care legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• 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,</li> <li>• Support for transitions from a nursing home to a community setting, or diversion from a nursing home to a community setting,</li> <li>• 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).</li> <li>• Long Term Care — Other</li> </ul> <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> <p>Legal Services Corporation legal problem categories and codes that best align are: "Health" codes 54 (Home and Community Based Care), and 56 (Long Term Health Care Facilities).</p>
<b>Cases Closed — Nutrition</b>	<p>The nutrition legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• SNAP eligibility, benefits, reduction, or termination.</li> <li>• Nutrition -- Other</li> </ul> <p>Legal Services Corporation legal problem categories and codes that best align are "Income Maintenance" code 73 (Food Stamps).</p>
<b>Cases Closed — Other/Miscellaneous</b>	<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"> <li>• Medical and other debt collection, including repossession, bank account or wage garnishment, etc.,</li> <li>• Fair Debt Collection Practices Act claims,</li> <li>• Predatory lending (housing and non-housing-related),</li> <li>• Unfair and deceptive sales or marketing claims,</li> <li>• Disputes over loans,</li> <li>• Bankruptcy,</li> <li>• Asserting the rights and supporting the legal authority of grandparents raising grandchildren,</li> <li>• Disability rights (ex: 504 or ADA claims),</li> <li>• Other</li> </ul>

<b>Cases Closed — Utilities</b>	<p>The utilities legal case type is determined and reported for closed cases and includes:</p> <ul style="list-style-type: none"> <li>• Utilities shutoffs,</li> <li>• Utilities billing disputes,</li> <li>• Utilities deposit disputes,</li> <li>• Utility diversion disputes,</li> <li>• Utilities reasonable accommodation matters,</li> <li>• Utilities - Other</li> </ul> <p>Legal Services Corporation legal problem categories and codes that best align are: “Consumer/Finance” code 07 (Public Utilities) and code 09 (Other Consumer/Finance).</p>
<b>Closed Case</b>	A legal assistance case is closed when the legal assistance provider has completed work within the scope of representation, resolved the client’s legal issue, or determined they are unable to assist after conducting some work, and has, consistent with State/Territory rules, and legal assistance 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.
<b>Cluster 1 Service</b>	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.
<b>Cluster 2 Service</b>	Services provided for older adults under OAA Title III for which ADL limitations and IADL limitations characteristics are <b>not</b> reported. These services are congregate nutrition, nutrition counseling, and assisted transportation.
<b>Consumer</b>	An individual who receives a service funded in whole or in part with OAA funds (see Person Served).
<b>Focal Point</b>	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.
<b>Full-time Staff (Paid)</b>	Persons who work 35 hours or more per week in a compensated (paid) position as of September 30 <sup>th</sup> of the reporting year (federal fiscal year).
<b>Limited Representation</b>	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. Legal assistance program protocols and procedures may further assist in determinations of whether the services provided in a case constitute advice or limited representation.
<b>Non-registered Service</b>	
	A service provided using OAA funds in whole or in part for which demographic and consumer characteristics are not reported to ACL/AoA. The non-registered services for Older Adult consumers (Title III-B, C, D) include transportation (non-assisted), nutrition education, information and assistance, health promotion: evidence-based <sup>10</sup> , health promotion: non-evidence based, and other services. The

<sup>10</sup> 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.

	non-registered services for Caregiver of Older Adults and Older Relative Caregivers (Title III-E) include support groups, assistance: information and assistance, and information services (public).
<b>NSIP Expenditures</b>	Outlays or payments made with Title III Nutrition Services Incentive Program, OAA (Section 311) federal funds.
<b>NSIP Qualified Meal — Congregate</b>	<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 an eligible 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"> <li>• Served to an individual who is eligible to receive services under the OAA as defined in Title III; and</li> <li>• Served to an individual who has NOT been means-tested for participation; and</li> <li>• Compliant with the OAA nutrition requirements; and</li> <li>• Served by an agency that has a grant or contract with an SUA or AAA; and</li> <li>• Served to a person who has an opportunity to contribute toward the cost of the meal.</li> </ul> <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met.</p>
<b>NSIP Qualified Meal — Home-Delivered</b>	<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 an eligible individual in his/her place of residence (or outside of the congregate program) 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"> <li>• Served to an individual who is eligible to receive services under the OAA as defined in Title III; and</li> <li>• Served to an individual who has NOT been means-tested for participation; and</li> <li>• Compliant with the OAA nutrition requirements; and</li> <li>• Served by an agency that has a grant or contract with a SUA or AAA; and</li> <li>• Served to a person who has an opportunity to contribute toward the cost of the meal.</li> </ul> <p>Meals served under Title III-E supplemental services may be included if all the above criteria are met.</p>
<b>Older Adult</b>	A person aged 60 years or older.
<b>Older Relative Caregiver</b>	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.
<b>Open Case</b>	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 legal assistance 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



	acceptance by the provider and notification of acceptance to the client, regardless of the date data entry is completed. Cases are included if open at any time during the reporting period.
<b>Other Federal Funds</b>	<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"> <li>• SSBG is the Social Services Block Grant program administered by Administration for Children and Families (ACF)</li> <li>• CSBG is the Community Services Block Grant program administered by Administration for Children and Families (ACF)</li> <li>• USDA is the U.S. Department of Agriculture</li> <li>• DOT is the U.S. Department of Transportation</li> </ul>
<b>Other – Non-state Expenditures</b>	Outlays or payments made by the SUA and/or AAA 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.
<b>Other – State Expenditures</b>	Outlays or payments made by the SUA and/or AAA using state funds to provide an allowable service.
<b>Part B Expenditures</b>	Outlays or payments made by the SUA and/or AAA using Title III-B OAA federal funds to provide an allowable service or for program development and coordination activities, as specified in 45 CFR § 1321.27(h) and included in an approved state or area plan on aging.
<b>Part D Expenditures</b>	: Outlays or payments made by the SUA and/or AAA using Title III-D OAA federal funds to provide an allowable service.
<b>Part-time Staff (Paid)</b>	Persons who work less than 35 hours per week in a compensated (paid) position as of September 30 <sup>th</sup> of the reporting year (federal fiscal year).
<b>Person Served</b>	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.
<b>Planning and Service Area (PSA)</b>	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).
<b>Program Income</b>	<p>Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §75.307(f). (See <i>Period of Performance</i>.)</p> <p>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).</p> <p>Program income reported is that which has been expended during the reporting period.</p>

<b>Provider</b>	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.
<b>Providers (Congregate Meals — C1)</b>	A contracted nutrition project/provider plans for and administers the OAA Title IIIC-1 program within a specific geographic area. This nutrition project/provider does not plan nor administer the OAA Title IIIC-2 home-delivered projects.
<b>Providers (Home Delivered Meals — C2)</b>	A contracted nutrition project/provider plans and administers the OAA Title III C2 program within a specific geographic location. This nutrition project provider does not plan nor administer the OAA Title IIIC-1 congregate nutrition projects.
<b>Providers (Home-Delivered (C2) and Congregate Meals (C1))</b>	A contracted nutrition project/provider plans and administers both the OAA Title III C1 and C2 programs within a specific geographic area.
<b>Providers (Information and Assistance)</b>	An organization that provides information and assistance as defined in the service definitions section.
<b>Registered Service</b>	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.
<b>Reporting Period</b>	The timeframe for which an SUA 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 2025 begins on October 1, 2024 through September 30, 2025.
<b>Representation</b>	A category of legal assistance case. Representation cases involve full-service legal intervention, including representation in an administrative forum or in a court of law, negotiation to settle a dispute, and settlements with administrative agencies and in judicial fora.
<b>Respite Voucher</b>	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.
<b>Restricted Service</b>	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).
<b>SCSEP</b>	Senior Community Service Employment Program. The program is authorized under Title V of the Older Americans Act and administered by the U.S. Department of Labor.
<b>Former SCSEP Participants Hired</b> (SCSEP Beneficiaries Hired)	Number of staff working within the SUA or AAAs as unsubsidized employees who are former OAA Title V SCSEP participants. Do not include SCSEP staff managing or overseeing the SCSEP program unless they are former SCSEP participants who have been hired by the SUA or AAA. Do not include current SCSEP participants who are receiving subsidized job training while providing community service in placements at the SUA or AAAs. Note that SCSEP participants who are receiving subsidized job training while providing community service in placements at the

	SUA or AAAs should be included in counts of fulltime and part-time staff, if appropriate.
<b>Self-Direction</b>	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 AAA (or other agency designated by the AAA ) involved; (D) based on the assessment made under subparagraph (C), the area agency on aging (or other agency designated by the AAA ) 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 AAA 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.
<b>Senior Center</b>	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.
<b>Service Domain</b>	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. 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, homemaker/chore/personal care <sup>11</sup> , transportation <sup>12</sup> , nutrition services, and other.
<b>Service Name</b>	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.
<b>Service Unit</b>	A discrete amount of an allowable service under the Older Americans Act. Units are particular to the service; for example, a meal is the unit for the service of home-delivered nutrition. See service definitions for the corresponding unit.
<b>Service Unit Name</b>	Any discrete measurement used for billing or tracking purposes in provision of a service.

<sup>11</sup> 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.

<sup>12</sup> 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.

<b>Single PSA</b>	A State, which has designated on or before October 1, 1980, with the approval of the Assistant Secretary, a single planning and service area covering all of the older individuals in the State.
<b>State ID</b>	Standard two-letter code for the geographical location of the data submission by State, DC and/or U.S. Territory.
<b>State Unit on Aging (SUA)</b>	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.
<b>Title III Expenditures</b>	Outlays or payments made with Title III-B, C, D, or E OAA federal funds to provide an allowable service. Long-Term Care Ombudsman program expenditures, including Title III, must only be reported in the National Ombudsman Reporting System (NORS).
<b>Title VII Prevention of Elder Abuse, Neglect, and Exploitation (Chapter 3) Expenditures</b>	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. Ombudsman expenditures must be reported in the National Ombudsman Reporting System (NORS) and should not be reported in the SPR.
<b>Title VII Prevention of Elder Abuse, Neglect, and Exploitation (Chapter 3) Funds Expended by AAA</b>	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. Long-term Care Ombudsman expenditures must be reported in the National Ombudsman Reporting System (NORS) and should not be reported in the SPR.
<b>Title VII Prevention of Elder Abuse, Neglect, and Exploitation (Chapter 3) Funds Expended by APS</b>	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. Long-term Care Ombudsman expenditures must be reported in the National Ombudsman Reporting System (NORS) and should not be reported in the SPR.
<b>Title VII Prevention of Elder Abuse, Neglect, and Exploitation (Chapter 3) Funds Expended by Other Entities</b>	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. Long-term Care Ombudsman expenditures must be reported in the National Ombudsman Reporting System (NORS) and should not be reported in the SPR.
<b>Title VII Prevention of Elder Abuse, Neglect, and Exploitation (Chapter 3) Funds Expended by SUA</b>	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. Long-term Care Ombudsman expenditures must be reported in the National Ombudsman Reporting System (NORS) and should not be reported in the SPR.

<b>Title VII State Legal Assistance Development Program (Chapter 4) Total Expenditure</b>	Total outlays or payments made to implement Title VII, Chapter 4 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.
<b>Volunteer</b>	An uncompensated individual who provides services or support on behalf of older individuals. Only staff working under the SUA and/or AAA, not the SUA and/or AAA contractors, shall be included. Advisory council members, Commission on Aging members, and SUA and/or AAA volunteers may be included in OAAPS as volunteers in the Aging Network Profile section if they are unpaid and volunteering on behalf of the SUA and/or AAA. Ombudsman program volunteers must be reported in the National Ombudsman Reporting System and not in the SPR.
<b>Volunteer Hours</b>	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 SUA and/or AAA, not the SUA and/or AAA contractors, shall be included. Ombudsman volunteer hours must be reported in the National Ombudsman Reporting System and not in the SPR.

Version	Date published	Changes from previous version
1.0	11/8/2018	Original version.
1.1	1/25/2019	Added header/footer to check Version Control update information.
1.2	7/2/2020	Update Version Control note that document is no longer posted on AGID and now posted on OAAPS.
1.3	2/25/2021	Updated RUCA information.
1.4	3/15/2021	Updated nutrition definitions.
1.5	7/20/2021	Updated new OMB control number.
2.0	9/15/2021	Updated ADL and IADL definitions.
3.0	9/12/2024	Updated data elements and terms, definitions, and footnotes.
4.0	06/16/2025	Updated data elements and terms, definitions, and footnotes. Updated to comply with Executive Order 14168 (Defending Woman from Gender Ideology Extremism, and Restoring Biological Truth to the Federal Government)

## New Mexico Aging and Long-Term Services Department Universal Consumer Information Tool

**Purpose:** To align the UCIT with the federal Older Americans Act Performance System (OAAPS), the SUA and AAA requirements, so that appropriate services may be provided to older adult New Mexicans and incorporated within the SUA policies and procedures.

### Section 1—Consumer Demographics

#### A. Consumer Details

1. What is your first name?
2. What is your middle initial?

3. What is your last name?
4. What is your date of birth?
5. a. Eligible consumer who is under 60  
☐ Yes ☐ No

b. If yes, select reason for NSIP Meal Eligibility for under 60

<input type="checkbox"/>	Disabled in Elderly Housing
<input type="checkbox"/>	Disabled living with Elderly Person
<input type="checkbox"/>	Spouse of Elderly Person
<input type="checkbox"/>	Volunteer
<input type="checkbox"/>	Other

#### **B. Assessment Information (For Internal Use Only)**

1. ☐ Initial Assessment ☐ Reassessment
2. Initial Assessment: What service are you interested in?
3. a. Reassessment: Do you want to continue with your current service? ☐ Yes ☐ No  
 b. If yes, what service is the consumer currently receiving?
4. This form is being completed for a:
  - ☐ Consumer who is seeking or using Cluster 1, 2, or 3 services only
  - ☐ Care Recipient, who also has a caregiver where both parties need services
  - ☐ Caregiver of an Older Adult
  - ☐ Older Relative Caregiver (formerly Grandparents raising Grandchildren)
5. The assessor works for which agency?
  - ☐ Community Provider
  - ☐ ALTSD
  - ☐ ADRC
  - ☐ APS
  - ☐ Health Professional
  - ☐ Home Care Provider
  - ☐ IAAA Provider
  - ☐ Other

#### **C. Basic Information**

1. What is your primary phone number?
2. What is your cell phone number?
3. What is your email address?

4. a. What is your marital status?
  - ☐ Single
  - ☐ Married
  - ☐ Significant Other
  - ☐ Separated
  - ☐ Divorced
  - ☐ Widowed
- b. What is the name of your spouse/partner?
5. a. What is your primary language?
  - a. English
  - b. Spanish
  - c. American Sign Language
  - d. Other
- b. If your primary language is other, specify the language

6. What is your gender?

- ☐ Female
- ☐ Male
- ☐ Other

7. What is your ethnicity?
  - ☐ Hispanic or Latino
  - ☐ Not Hispanic or Latino

8. a. What is your race?

<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	Asian
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Native Hawaiian or Pacific Islander
<input type="checkbox"/>	White Non-Hispanic
<input type="checkbox"/>	White-Hispanic

b. If you are American Indian, Alaska Native or Native Hawaiian/Pacific Islander, specify Tribal affiliation.

9. Is your household income at or below 100% poverty threshold based on the Federal Poverty guidelines? (website reference below)

<https://aspe.hhs.gov/sites/default/files/documents/7240229f28375f54435c5b83a3764cd1/detailed-guidelines-2024.pdf>

☒ Yes ☐ No

10. What is your veteran status?

- ☐ Veteran
- ☐ Eligible spouse of veteran
- ☐ Not a veteran

11. a. Do you live alone?

☐ Yes ☐ No

b. If no, how many people live in the home?

12. Do you have permanent housing?

☐ Yes ☐ No

**D. Address**

1. a. What is your residential street address?
  - b. What is the city or town?
  - c. What is the county?
  - d. What is the state?
  - e. What is the zip code?
2. Do you live in a rural or non-rural area? (RUCA Code)
3. a. What is your mailing address or PO Box?

- b. What is the city or town?
- c. What is the state?
- d. What is the zip code?

**E. Consumer's Emergency Contact**

- 1.
  - a. Who is your primary contact?
  - b. What is their home phone number?
  - c. What is their work phone number?
  - d. What is their cell phone number?
- 2.
  - a. Who is your primary physician?
  - b. What is their work phone number?

**F. Physical Health**

- 1. How do you rate your overall health?
  - ☐ Excellent
  - ☐ Good
  - ☐ Fair
  - ☐ Poor
  - ☐ Information Unavailable
- 2. Have you seen your Primary Care Physician in the last year?
  - ☐ Yes ☐ No
- 3.
  - a. Have you fallen in the last six months?
    - ☐ Yes ☐ No
  - b. If yes, please indicate why you fell..
- 4. Have you been hospitalized in the last six months?
  - a. Yes ☐ No

**G. Benefits**

- 1. What benefits do you have?
  - a. SNAP (food benefits) ☐ Yes ☐ No
  - b. Social Security Disability ☐ Yes ☐ No
  - c. Supplemental Security Income ☐ Yes ☐ No
  - d. General Cash Assistance ☐ Yes ☐ No
  - e. Senior Farmers Market ☐ Yes ☐ No
  - f. Subsidized Housing ☐ Yes ☐ No
  - g. Section 8 Housing ☐ Yes ☐ No
  - h. Commodities ☐ Yes ☐ No
  - i. LIHEAP (energy assistance) ☐ Yes ☐ No

**H. Health Insurance**

- 1. Do you have health insurance? ☐ Yes ☐ No
- 2. Do you have any of the following types of insurance or benefits?
  - ☐ Medicare—Part A
  - ☐ Medicare—Part B
  - ☐ Medicaid
  - ☐ Employer-based Insurance
  - ☐ Private Insurance
- 3. a. Medicare number, if applicable (ONLY to be asked if necessary, depending on the service)
- 4. b. Medicaid number, if applicable (ONLY to be asked if necessary, depending on the service)



## I. Emergency Preparedness

1. Do you depend on electricity for medical needs, for example, for oxygen, etc.? ☐ Yes ☐ No
2. Do you use a wheelchair, scooter, walker or cane? ☐ Yes ☐ No
3. Can you get out of your home in case of an emergency? ☐ Yes ☐ No
4.
  - a. If there is an emergency/power outage, will your home be heated? ☐ Yes ☐ No
  - b. What main source of heat/energy does your home use? ☐ Yes ☐ No
  - c. If there is an emergency/power outage, will your home remain cooled? ☐ Yes ☐ No
  - d. If there is an emergency/power outage, will you have clean water in your home? ☐ Yes ☐ No

## Section 2—ADLs / IADLs / Nutritional Assessment

### A. Section Trigger

**This section shall be completed with the following services:** ☐ Yes, Complete Section ☐ No

- Adult Day Care/Health
- Assisted Transportation
- Case Management
- Chore
- Congregate Nutrition
- Home Delivered Nutrition
- Nutrition Counseling
- Personal Care

### B. Supports Overview

1.
  - a. Do you have family or other support you need? ☐ Yes ☐ No
  - b. If yes, How much support is given each week?
    - ☐ None
    - ☐ 24 hours or less
    - ☐ 25–40 hours
    - ☐ 41 + hours
  - c. Please describe the type of support(s)
2.
  - a. Do you receive services from another program / provider? ☐ Yes ☐ No
  - b. If yes please indicate the program / provider name and describe the type of service(s).

C. **KATZ Index of Activities of Daily Living (ADLs)**—Total the number(s) of **Independence** responses

Consumer refuses to answer ADL questions ☐ Yes ☐ No

Question	Answer	Score
1. Do you need help bathing?	<input type="checkbox"/> Independence—No supervision, direction, or personal assistance <input type="checkbox"/> Dependence—With supervision, direct, personal assistance, or total care	
2. Do you need help dressing?	<input type="checkbox"/> Independence—No supervision, direction, or personal assistance <input type="checkbox"/> Dependence—With supervision, direct, personal assistance, or total care	
3. Do you need help using the toilet?	<input type="checkbox"/> Independence—No supervision, direction, or personal assistance <input type="checkbox"/> Dependence—With supervision, direct, personal assistance, or total care	
4. Do you need help transferring from one place to another?	<input type="checkbox"/> Independence—No supervision, direction, or personal assistance <input type="checkbox"/> Dependence—With supervision, direct, personal assistance, or total care	
5. Are you able to control you bladder and bowel movements?	<input type="checkbox"/> Independence—No supervision, direction, or personal assistance <input type="checkbox"/> Dependence—With supervision, direct, personal assistance, or total care	
6. Are you able to eat by yourself?	<input type="checkbox"/> Independence—No supervision, direction, or personal assistance <input type="checkbox"/> Dependence—With supervision, direct, personal assistance, or total care	
Total Score for KATZ Index (evidence-based) <b>6 = High (consumer independent) 0 = Low (consumer dependent)</b>		
<b>Number of ALDs for Administration for Community Living (ACL) Older Americans Act Performance System (OAAPS) Reporting (Internal reference only)</b>		

**D. LAWTON-BRODY Scale of Instrumental Activities of Daily Living (IADLs)—***Total the points selected*

Consumer refuses to answer IADL questions ☐ Yes ☐ No

Question	Answer	Score
1. Can you use the telephone?	<input type="checkbox"/> Operates telephone on own initiative - looks up and dials numbers, etc. (1 point) <input type="checkbox"/> Dials a few well-known numbers (1 point) <input type="checkbox"/> Answers telephone but does not dial (1 point) <input type="checkbox"/> Does not use telephone at all (0 points)	
2. Are you able to complete your own shopping?	<input type="checkbox"/> Takes care of all shopping needs independently (1 point) <input type="checkbox"/> Shops independently for small purchases (0 points) <input type="checkbox"/> Needs to be accompanied on any shopping trip (0 points) <input type="checkbox"/> Completely unable to shop (0 points)	
3. Are you able to prepare your own food?	<input type="checkbox"/> Plans, prepares and serves adequate meals independently (1 point) <input type="checkbox"/> Prepares adequate meals if supplied with ingredients (0 points) <input type="checkbox"/> Heats, serves and prepares meals, or does not maintain diet (0 points) <input type="checkbox"/> Needs to have meals prepared and served (0 points)	
4. Are you able to complete your own housekeeping tasks?	<input type="checkbox"/> Maintains house alone or with occasional assistance (1 point) <input type="checkbox"/> Performs light daily tasks such as dish washing, bed making (1 point) <input type="checkbox"/> Performs light daily tasks but cannot maintain acceptable cleanliness (1 point) <input type="checkbox"/> Needs help with all home maintenance tasks (1 point) <input type="checkbox"/> Does not participate in any housekeeping tasks (0 points)	
5. Do you take care of your own laundry?	<input type="checkbox"/> Does personal laundry completely (1 point) <input type="checkbox"/> Launders small items - rinses stockings, etc. (1 point) <input type="checkbox"/> All laundry must be done by others (0 points)	
6. Are you able to transport yourself where you need to go?	<input type="checkbox"/> Travels independently on public transportation or drives own car (1 point) <input type="checkbox"/> Arranges own travel via taxi but does not otherwise use transportation (1 point) <input type="checkbox"/> Travels on public transportation when accompanied by another (1 point) <input type="checkbox"/> Travel limited to taxi or automobile with assistance of another (0 points) <input type="checkbox"/> Does not travel at all (0 points)	
7. Do you take care of your medications?	<input type="checkbox"/> Is responsible in taking medication in correct dosages at correct time (1 point) <input type="checkbox"/> Takes responsibility if medication is prepared in advance in dosage (0 points) <input type="checkbox"/> Is not capable of dispensing own medication (0 points)	
8. Do you handle your financial matters?	<input type="checkbox"/> Manages financial matters independently, keeps track of income (1 point) <input type="checkbox"/> Manages day-to-day purchases, but needs help with banking, purchases (1 point) <input type="checkbox"/> Incapable of handling money (0 points)	
Total Score for LAWTON-BRODY SCALE (evidence-based) A summary score ranges from <b>0 (low function, dependent)</b> to <b>8 (high function, independent)</b>		
<b>Number of IALDs for Administration for Community Living (ACL) Older Americans Act Performance System (OAAPS) Reporting (Internal reference only)</b>		

E. **NUTRITIONAL HEALTH ASSESSMENT**—Total the points for **YES** responses Consumer refuses to answer

Nutrition Health questions ☐ Yes ☐ No

Question	Answer	Score
1. Do you have an illness or condition that makes you change the kind and /or amount of food you eat?	<input type="checkbox"/> Yes (2 points) <input type="checkbox"/> No	
2. Do you eat fewer than two meals per day?	<input type="checkbox"/> Yes (3 points) <input type="checkbox"/> No	
3. Do you eat fewer than 5 servings of fruits or vegetables per day?	<input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No	
4. Do you eat fewer than 2 servings of dairy per day?	<input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No	
5. Do you have three or more drinks of beer, liquor or wine almost every day ?	<input type="checkbox"/> Yes (2 points) <input type="checkbox"/> No	
6. Do you have tooth or mouth problems that make it hard for you to eat ?	<input type="checkbox"/> Yes (2 points) <input type="checkbox"/> No	
7. Answer this statement with a yes or no: "I don't always have enough money to buy the food I need."	<input type="checkbox"/> Yes (4 points) <input type="checkbox"/> No	
8. Do you eat alone most of the time?	<input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No	
9. Do you take three or more different prescribed or over -the-counter drugs a day?	<input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No	
10. Without wanting to, have you lost or gained 10 pounds in the last six months?	<input type="checkbox"/> Yes (2 points) <input type="checkbox"/> No	
11. Answer this statement with a yes or no: "I am not always physically able to shop, cook and /or feed myself."	<input type="checkbox"/> Yes (2 points) <input type="checkbox"/> No	
<b>Total Nutrition Score</b> <b>0–2 Good</b> <b>3–5 Moderate Nutritional Risk</b> <b>6 or more High Nutritional Risk</b>		
***Enter Total Nutritional Score Calculated above to link to the Consumer Details Page		

## Section 3—Caregiver Services

### A. Caregiver Information

1. Does the consumer have a primary caregiver?  
☐ Yes—Complete Caregiver Assessment on Caregiver  
☐ No
2. Is the person requesting this service a primary caregiver?  
☐ Yes—Complete Caregiver Assessment  
☐ No
3. What is the name of the primary caregiver?
4. What is the date of birth of the primary caregiver?
5. What is the date of birth for the care recipient?
6. What is the phone number for the primary caregiver?
7. What is the relationship of the caregiver to the care recipient?

Check	Relationship
<input type="checkbox"/>	Husband
<input type="checkbox"/>	Wife
<input type="checkbox"/>	Domestic partner, including civil union
<input type="checkbox"/>	Son / Son-in-law
<input type="checkbox"/>	Daughter / Daughter-in-law
<input type="checkbox"/>	Sister
<input type="checkbox"/>	Brother
<input type="checkbox"/>	Other Relative
<input type="checkbox"/>	Non-Relative
<input type="checkbox"/>	Grandparent
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Other Elderly Relative
<input type="checkbox"/>	Elderly Non-Relative

#### Section 4—Assessment Outcome

1. a. Did you have help from a family member or friend answering the questions on this form? ☐Yes ☐ No  
b. If yes, by whom

1. a. Assessor recommended services (Assessor, select which service(s) the consumer is eligible for based on the services available)

<input type="checkbox"/>	Cluster 1: Personal Care
<input type="checkbox"/>	Cluster 1: Homemaker
<input type="checkbox"/>	Cluster 1: Chore
<input type="checkbox"/>	Cluster 1: Home Delivered Nutrition
<input type="checkbox"/>	Cluster 1: Adult Day Care/Health
<input type="checkbox"/>	Cluster 1: Case Management
<input type="checkbox"/>	Cluster 2: Congregate Nutrition
<input type="checkbox"/>	Cluster 2: Nutrition Counseling
<input type="checkbox"/>	Cluster 2: Assisted Transportation
<input type="checkbox"/>	Cluster 3: Transportation
<input type="checkbox"/>	Cluster 3: Information and Assistance
<input type="checkbox"/>	Cluster 3: Evidence-based Health Promotion
<input type="checkbox"/>	Cluster 3: Non-Evidence-based Health Promotion
<input type="checkbox"/>	Cluster 3: Nutrition Education
<input type="checkbox"/>	Cluster 3: Legal Assistance
<input type="checkbox"/>	Cluster 3: Other Services
<input type="checkbox"/>	Caregiver Counseling
<input type="checkbox"/>	Caregiver Training
<input type="checkbox"/>	Caregiver Support Group
<input type="checkbox"/>	Caregiver Respite (In-Home)
<input type="checkbox"/>	Caregiver Respite (Out-of-Home, Day)
<input type="checkbox"/>	Caregiver Respite (Out-of-Home, Overnight)
<input type="checkbox"/>	Caregiver Respite (Other)
<input type="checkbox"/>	Caregiver Assistance: Case Management
<input type="checkbox"/>	Caregiver Assistance: Information and Assistance
<input type="checkbox"/>	Caregiver Information Services
<input type="checkbox"/>	Caregiver Supplemental Services

2. b. Follow through needed? ☐Yes ☐ No