Department for Aging and Independent Living
Taxonomy

TITLE IIIB

Adult Day/Adult Day Health/Alzheimer’s/ADC Respite (1 Hour)
Personal care for dependent elders in a supervised, protective and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance, and home health aide services for adult day health.

- Authority: Title IIIB, Administration on Community Living, National Aging Program Information System (NAPIS) definition, not Kentucky Administrative Regulation for Adult Day.

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

Assessment (Access) (1 Hour)
The collection and evaluation of information about a person's situation and functioning to determine the applicant’s or recipient’s service level and development of a plan of care utilizing a holistic, person centered approach by a qualified Independent Care Coordinator (ICC).

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

- Requirements: DAIL Approved Assessment Tool

Case Management (Access) (1 Hour)
A process, coordinated by a case manager, for linking a client to appropriate, comprehensive, and timely home or community based services as identified in the Plan of Care by:
(a) Planning;
(b) Referring;
(c) Monitoring;
(d) Advocating; and
(e) Following the timeline of the assessment agency to obtain:
   1. Service Level; and
   2. Development of the Plan of Care

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

- Requirements: DAIL Approved Assessment Tool, Leveling, Plan of Care, Case Management.
**Chore (In-Home Services) (1 Hour)**
The performance of heavy housecleaning, minor household repairs, yard tasks, and other activities needed to assist in the maintenance of a functionally impaired elderly person in his or her own home.

- **Authority:** KRS 205.455(1). Title IIIB, Administration on Community Living, National Aging Program Information System (NAPIS) definition
- **Requirements:** DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management

**Homemaker/Home Management (In-Home Services) (1 Hour)**
General household activities, including but not limited to non-medical personal care, shopping, meal preparation, and routine household care, provided by a trained homemaker when the person regularly responsible for these activities is temporarily absent or unable to manage the home and care for himself or others in the home.

- **Authority:** KRS 205.455(10) Title IIIB, Administration on Community Living National Aging Program Information System (NAPIS) definition
- **Requirements:** DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management.

**Personal Care (In-Home Services) (1 Hour)**
Providing personal assistance with Activities of Daily Living (ADLs). For example: eating, dressing, bathing, toileting, transferring in and out of bed/chair and walking.

- **Authority:** 910 KAR 1:170 Title IIIB, Administration on Community Living National Aging Program Information System (NAPIS) definition
- **Requirements:** DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management.

**Escort (Assisted Transportation) (1 One-Way Trip)**
The accompaniment of a person who requires such assistance for reasons of safety or protection to or from his physician, dentist, or other necessary services. If short term only, a justifiable reason is required, and the services do not need to be assessed and case managed; however, the service does need to be documented. Homecare Escort must be case managed.

- **Authority:** KRS 205.455(5) Title IIIB, Administration on Community Living National Aging Program Information System (NAPIS) definition
- **Requirements:**
  - Short-Term Clients require documented justification and KY Basic NAPIS
  - Long-Term Clients require DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management
Advocacy (1 Hour)
Action taken on behalf of an older person to secure his or her rights or benefits. Advocacy includes receiving, investigating, and working to resolve disputes or complaints; assistance with housing issues; and how to write letters and talk to people about their issues. This does not include services provided by an attorney, or person(s) under the supervision of an attorney. This does not include AAAIL staff meeting with state political appointed individuals.

- Authority: KRS 205.455(5) Title IIB, Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: KY Basic NAPIS

Cash & Counseling (In-Home Services) (1 Activity)
This covers the range of services provided or paid for through allowance, vouchers, or cash which are provided to the client so the client can obtain supportive services needed. Services purchased by vouchers are to be counted under Cash and Counseling.

- Authority: KRS 205.455(5) Title IIB, Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: DAIL Approved Assessment Tool

Counseling (1 Hour)
Conducted by a certified or licensed professional, or someone who has approved training, but is not board certified (via interview, discussion, or lending a sympathetic ear), to advise and enable the older person and/or his/her family to resolve problems (concrete or emotional), or to relieve temporary stresses they encounter.

- Authority: Authority: KRS 205.455(5) Title IIB, Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: KY Basic NAPIS

Education (Senior Center Services) (1 Hour)
Providing formal or informal opportunities for individuals to acquire knowledge, experience, or skills. Includes individual or group events designed to increase awareness in such areas as nutrition, crime, scams or accident prevention; promote personal enrichment, for example, through continuing education; to increase or gain skills in a specific craft, trade, job, or occupation. Includes computer classes, for example, but does not include wages or stipends. (For nutrition, see Nutrition Education Title III- C).

- Authority: KRS 205.455(5) Title IIB, Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: KY Basic NAPIS
Employment Services (Senior Center Services) (1 Hour)
Services to encourage the employment of older workers, including job and second career counseling and, where appropriate, job development, referral, and placement. May also include résumé writing, interview skills, work place etiquette, job postings, and use of job websites.

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

- Requirements: KY Basic NAPIS

Friendly Visiting (In-Home Services) (1 Contact)
Interacting with a client to offer comfort or assistance, or visiting a client in order to comfort or help. [Requires schedule of events / service schedule]. Assessment not required, but documentation of need and service provided is required. Statement regarding status of clients’ health, safety and welfare should be documented in the clients’ files.

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

- Requirements: Level 1 Screening and documentation of need in SAMS, and a contact note in the case file.

Health Promotion (Senior Center Services) (1 Session)
Services which include health screenings and assessments; organized physical fitness activities; evidence-based health promotion programs; medication management; home injury control services; and/or information, education, and prevention strategies for chronic disease and other health conditions that would reduce the length or quality of life of the person age sixty (60) or older.

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

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

- Requirement: KY Basic NAPIS

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

- Authority: KRS 205.455(11) Title IIIB, Administration on Community Living
• Requirements: KY Basic NAPIS

Home Health Aide (In-Home Services) (1 Hour)
Providing assistance to persons and/or families whose routines have been disrupted by long or short term illness, disability, or other circumstance through paraprofessional aides who provide personal health care services, including assisting in administering medications, teaching the client and/or caregiver in self-care techniques, observing, recording, and reporting on the client's status and any observed changes. Paraprofessionals shall be Certified Nursing Assistants or state registered nurse aids.

• Authority: KRS 205.455 (9), Title IIIB, Administration on Community Living
• Requirements: DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management.

Home Modification (1 Activity)
Performance of tasks for minor home adaptations including additions to, or modifications of the home environment to enable the elderly to maintain independent living in the home or to ensure health, safety, or facilitate mobility. Maximum is not set, but amount spent must be justified and documented.

• Authority: 910 KAR 1:170, Title IIIB, Administration on Community Living
• Requirements: KY Basic NAPIS

Information and Assistance (Access) (Information and Referral/Information and Assistance) (1 Contact)
Providing a service for individuals to provide current information about services available within the community. It can link individuals to the services and opportunities that are available to the maximum extent and establish adequate follow-up procedures. Internet website “hits” are to be counted only if information is requested and supplied.

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

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

• Authority: 910 KAR 1:170, Title IIIB, Administration on Community Living, National Aging Program Information System (NAPIS) definition
• Requirements: KY Basic NAPIS
Legal Assistance (1 Hour) - Providing legal advice and representation by an attorney or counseling from a paralegal or law student under the supervision of an attorney.

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

- Requirements: KY Basic NAPIS

Public Information (1 Activity)
Provision of information, assistance or outreach to a group of individuals. Involves contact with several current or potential client/caregivers. Public information includes newspaper articles, radio programs, health fairs, and television.

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

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

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

- Authority: Authority: KRS 205.455(5) Title IIIIB, Administration on Community Living National Aging Program Information System (NAPIS) definition

- Requirements: Refer to descriptions above.

Ombudsman (1 Activity)
Activities include: 1. Identifying, investigating, and resolving complaints that are made by, or on behalf of, residents; 2. Relate to action, inaction, or decisions that may adversely affect the health, safety, welfare, or rights of the residents; 3. Monitoring the development and implementation of federal and state policies and regulations related to long-term care facilities; and 4. Providing information related to residents care and quality of life.
• Authority: Older Americans Act, Section 712; 910 KAR 1:210

• Requirements: NORS Report

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

• Authority: Section 712; 910 KAR 1:210

• Requirements: NORS Report

Outreach (Access) (1 Contact)
Interventions with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.

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

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

• Requirements: KY Basic NAPIS

Recreation (Senior Center Services) (1 Contact)
Provision of activities which foster the health or social well being of individuals through social interaction and the satisfying use of leisure time.

• Authority: DAIL Contract Title IIIB, Administration on Community Living

• Requirements: KY Basic NAPIS

Respite (In-home Services) (1 Hour)
Care provided by an approved caregiver or agency for a designated time period because of absence or need for relief of a primary caregiver.

• Authority: KRS 205.455(12) Title IIIB, Administration on Community Living National Aging Program Information System (NAPIS) definition

• Requires: DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management.
Telephone Reassurance (In-home Services) (1 Contact)
Phoning a client in order to provide comfort or help. A file should be maintained for each client recording the information below.

Telephone reassurance services shall
(a) Provide regular telephone contact to or from isolated individuals;
(b) Be provided by staff, who is knowledgeable and skilled in the services provided,
   including a volunteer under the supervision of the Senior Center Director;
(c) Include a prearranged schedule for contacting the participant;
(d) Maintain a log of calls documenting:
   1. Date of the contact;
   2. Length of the call;
   3. Summary of the contact;
   4. Demographics of the participant;
   5. Determination of safety and well-being; and
   6. Determination of special assistance needed;
(e) Establish a procedure to be implemented in the event of a non-answered call; and
(f) Include the participant’s preference regarding frequency of calls.

• Authority: 910 KAR 1:170 Title IIB, Administration on Community Living
• Requirements: Level 1 Screening, documentation of need in SAMS, and contact note in the hard copy file.

Transportation (Access) (1 One-Way Trip)
Transportation from one location to another (curb to curb). Transportation does not include any other activity. Documentation must be maintained by the service provider. The following applies for transportation:

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

• Authority: 910 KAR 1:170 Title IIB, Administration on Community Living
National Aging Program Information System (NAPIS) definition
• Requirements: KY Basic NAPIS
TITLE III C-1 and C-2 MEALS

Title III-C1 Congregate Meals (1 Meal)
A meal provided to a qualified individual in a congregate or group setting. A qualified individual (over 60 years of age and their spouse, volunteers providing services during meal hours, individuals with disabilities who reside at home with older eligible individuals, individuals with disabilities who reside in housing facilities occupied primarily by older individuals at which congregate meals are served in his or her place of residence.) The meal shall provide one-third (1/3) of the Dietary Reference Intake (DRI), meet the requirements of the most recent Dietary Guidelines for Americans, and have been approved by a licensed dietitian or certified nutritionist. Congregate meals shall be provided by a nutrition service provider who, five (5) or more days a week, in each rural or urban community within the nutrition service provider’s service and planning area, provides at least one (1) hot or non-traditional meal per day and any additional meals which the nutrition service provider may elect to provide in a congregate setting.

- Authority: 910 KAR 1:190 Section 1(6); 910 KAR 1:190, Section 4. Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: KY Basic NAPIS

Title III-C2 Home Delivered Meals (1 Meal)
A meal provided to a qualified individual in his or her place of residence. A qualified individual shall be eligible for home-delivered nutrition services if the individual is a person aged sixty-(60) or over or the spouse of a person aged sixty-(60) or over. The individual must be unable to attend a congregate site because of illness or an incapacitating disability, and do not have an individual in the home who is able to prepare a nutritious meal on a regular basis. Others that qualify include those under age sixty-(60) who have a disability and resides with a homebound individual aged sixty-(60) or over. The meal shall provide one-third (1/3) of the dietary reference intakes (DRI), meet the requirements of the most recent Dietary Guidelines for Americans, and have been approved by a licensed dietitian or certified nutritionist. Home Delivered Meals shall be provided by a nutrition service provider who, five (5) or more days a week, in each rural or urban community within the nutrition service provider’s service and planning area, provide at least one (1) hot or non-traditional meal per day, and any additional meals which the nutrition service provider may elect to provide.

- Authority: 910 KAR 1:190, Section 1(14); 910 KAR 1:190, Section 5. Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: Level 1 Screening and KY Basic NAPIS. Districts can choose to case manage if needed, but must document in SAMS. If not, assessment should be reviewed by AAAIL staff during monitoring
Nutrition Counseling (1 session per participant)
Individualized guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses the options and methods for improving nutrition status.

- Authority: 910 KAR 1:190 Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: Units must be reported; however, they are not billable as they are already included as part of the meal service.

Nutrition Education (1 session per participant / month minimum)
A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. Nutrition Education units may be counted as individual or in consumer groups with the number of units equal to the number of participants provided education.

For example, if thirty (30) participants attend a nutrition session at a Senior Center that would be reported as thirty (30) unduplicated clients and thirty (30) units of nutrition education. Nutrition education must occur at least once per month and the units should accumulate throughout the year. The nutrition education program shall include a variety of teaching methods on the following topic: Nutrition and its relevance to health promotion and disease prevention, consumer approaches to food safety and food purchasing, food fad and diets, physical activity, and activities to modify behavior and improve health literacy including providing information and optimal nutrients.

- Authority: 910 KAR 1:190 Administration on Community Living National Aging Program Information System (NAPIS) definition
- Requirements: Units must be reported; however, they are not a billable as they are included as part of the meal service.
TITLE III DISEASE PREVENTION AND HEALTH PROMOTION

AOA ACL Program Title III-D Preventative Health Disease Prevention and Health Promotion is a program to provide, as outlined in section 361 of the OAA, disease prevention and health promotion programs and activities which have been demonstrated through rigorous evaluation to be evidence-based and effective. Each AAAIL shall:

Provide only evidence-based health promotion programs that meet the following criteria in accordance with the ACL requirements.

1. Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; and
2. Proven effective with older adult population, using Experimental or Quasi-Experimental Design; and
3. Research results published in a peer-review journal; and
4. Fully translated in one or more community site(s); and
5. Includes developed dissemination products that are available to the public; OR
6. The program is considered to be an evidence-based program by any operating division of the U.S. Department of Health and Human Services (HHS) and appropriate for older adults. Examples of approved interventions may be found at:
   - www.aoa.acl.gov/AoA_Programs/HPW/index.aspx
   - www.samhsa.gov

1 unit = 1 participant

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

Requirements: Course Paperwork for CDSMP, WWE Group-Led Program, and AFEP shall be sent into DAIL within two (2) weeks of course completion. All other program course documents shall be maintained on file.

Funds are to be used on the implementation of Evidence-Based Programs (EBP), training cost for EBPs for trainers/leaders, travel cost for EBP trainings, and required materials for class participants. Title III-D funds may be used to cover program outreach/information on III-D opportunities and III-D services available within the community.
TITLE III NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM
Authority: Older American’s Act (42 U.S.C. 3030s)

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

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

Grandparent/older relative caregiver of a child:
A grandparent, step-grandparent or other relative of a child by blood or marriage who is 55 years of age or older and: 1) Lives with the child; 2) Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and 3) Has a legal relationship to the child, such as legal custody or guardianship, or is raising the child informally.

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

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

- Authority: Older Americans Act (42 U.S.C. 3030s) Administration on Community Living National Aging Program Information System (NAPIS) definition,
- Caregiver Requirements:
  o Group 1 Services - Each client must be registered.
  o Group 2 Services - Do not require a client to be registered; should be used for consumer group such as for a Health Fair, or Public Education.

Descriptions for Group 1 Services

FCSP Individual Counseling Caregiver (1 session per participant)
Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families). [Note: Subservices must be mapped to main service]

1) FCSP Caregiver Training Caregiver (1 session per participant)
Assists the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

- Authority: OAA, (42 U.S.C 3030s-1)
- Requirement: Caregiver Intake Assessment/Enrollment Tool Assessment and Annual reassessment with Case Management.

2) FCSP Support Groups Caregiver (1 session per participant)
Services to assist the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

- Authority: OAA, (42 U.S.C 3030s-1)
- Requirement: Caregiver Intake Assessment/Enrollment Tool Assessment and Annual reassessment with Case Management.

FCSP Respite Caregiver (1 Hour)
Services which offer temporary, substitute supports, or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite Care includes: (1) In-home respite (personal care, homemaker and other in-home respite); (2) Respite provided by attendance of the care recipient at a senior center or other non-residential program; (3) Institutional respite provided in an institutional setting, such as a nursing home, for a short period of time as a service to the caregiver; and (for grandparents caring for children) summer camps. If the specific service units purchased via a direct payment (cash or voucher) can be tracked or estimated, report those service unit hours. If not, a unit of service in a direct payment is one payment.

FCSP Supplemental Services Caregiver (1 Activity)
Services provided on a limited basis to complement the care provided by caregivers. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies. (Services purchased by vouchers are to be counted under Cash and Counseling)

FCSP Cash & Counseling Caregiver (1 Activity)
This covers the range of services provided or paid for through allowance, vouchers, or cash which are provided to the client so that the client can obtain the supportive services which are needed. (Services purchased by vouchers are to be counted under Cash and Counseling)

- Individual Counseling (1 session per participant)
Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families). [Note: Subservices must be mapped to main service]

- Respite (1 Hour)
Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite Care includes: (1) In-home respite (personal care, homemaker and other in-home respite);
(2) Respite provided by attendance of the care recipient at a senior center or other nonresidential program; (3) Institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver; and (for grandparents caring for children) summer camps. If the specific service units purchased via a direct payment (cash or voucher) can be tracked or estimated, report those service unit hours. If not, a unit of service in a direct payment is one payment.

- **Supplemental Services** (1 Activity)
  Services provided on a limited basis to complement the care provided by caregivers. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies.

  - **Authority:** OAA, (42 U.S.C. 3030s-1)
  - **Requirement:** Caregiver Intake Assessment/Enrollment Tool Assessment and Annual reassessment with Case Management. For respite and supplemental services, the care recipient must meet the definition of frail: be functionally impaired in the performance of two activities of daily living; or three instrumental activities of daily living; or a combination of one activity of daily living and two instrumental activities of daily living.

**Descriptions for Group 2 Services**

- **FCSP Access Assistance Caregiver** (1 Contact)
  A service that assists caregivers in obtaining access to the services and resources that are available within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures. [Note: Information and assistance to caregivers is an access service, i.e., a service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site “hits” are to be counted only if information is requested and supplied.]

- **FCSP Information Services Caregiver** (1 Activity)
  A service for caregivers that provides the public and individuals with information on resources and services available to the individuals within their communities. [Note: service units for information services are for activities directed to large audiences of current or potential caregivers such as disseminating publication, conducting media campaigns, and other similar activities.]

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

Descriptions for Group 1 Services

FCSP Individual Counseling Grandparents (1 session per participant)
Counseling to grandparents to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual grandparents and families).

1) FCSP Caregiver Training Grandparents (1 session per participant)
Assists caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

2) FCSP Support Groups Grandparents (1 session per participant)
Services that assist the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

FCSP Respite Grandparents (1 Hour)
Services which offer temporary, substitute supports or living arrangements for grandparents in order to provide a brief period of relief or rest for the grandparents. Respite Care includes: (1) In-home respite (personal care, homemaker and other in-home respite); (2) Respite provided by attendance of the care recipient at a senior center or other nonresidential program; (3) Institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver; and (for grandparents caring for children) summer camps. If the specific service units purchased via a direct payment (cash or voucher) can be tracked or estimated, report those service unit hours. If not, a unit of service in a direct payment is one payment.

FCSP Supplemental Service Grandparents (1 Activity)
Services provided on a limited basis to complement the care provided by grandparents. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies. (Services purchased by vouchers are to be counted under Cash and Counseling)

FCSP Cash & Counseling Grandparents (1 Activity)
This covers the range of services provided or paid for through allowance, vouchers, or cash which are provided to the client so that the client can obtain the supportive services which are needed. (Services purchased by vouchers are to be counted under Cash and Counseling)

- **Individual Counseling** (1 session per participant)
Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families). [Note: Subservices must be mapped to main service]

- **Respite** (1 Hour)
Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite Care includes: (1) In-home respite (personal care, homemaker and other in-home respite);
(2) Respite provided by attendance of the care recipient at a senior center or other nonresidential program; (3) Institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver; and (for grandparents caring for children) summer camps. If the specific service units purchased via a direct payment (cash or voucher) can be tracked or estimated, report those service unit hours. If not, a unit of service in a direct payment is one payment.

- **Supplemental Services** (1 Activity)
  Services provided on a limited basis to complement the care provided by caregivers. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies.

  - **Authority:** OAA, (42 U.S.C. 3030s-1)
  - **Requirement:** Caregiver Intake Assessment/Enrollment Tool Assessment and Annual reassessment with Case Management. For respite and supplemental services, the care recipient must meet the definition of frail: be functionally impaired in the performance of two activities of daily living; or three instrumental activities of daily living; or a combination of one activity of daily living and two instrumental activities of daily living.

**Descriptions for Group 2 Services**

**FCSP Access Assistance Grandparents** (1 Contact)
A service that assists grandparents in obtaining access to the services and resources that are available within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures. [Note: Information and assistance to grandparents is an access service, i.e., a service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site “hits” are to be counted only if information is requested and supplied.]

**FCSP Information Services Grandparents** (1 Activity)
A service for grandparents that provides the public and individuals with information on resources and services available to the individuals within their communities. [Note: service units for information services are for activities directed to large audiences of current or potential grandparents such as disseminating publication, conducting media campaigns, and other similar activities.]

  - **Authority:** OAA, (42 U.S.C. 3030s-1)
Elder Abuse Prevention (1 Activity)
Prevention of Elder Abuse, Neglect, and Exploitation. Activities include: (1) Development and strengthen community activities to prevent and treat elder abuse, neglect, and exploitations; (2) Use a comprehensive approach to identify and assist older individuals subject to abuse, neglect and exploitation; (3) Coordinate with other state and local programs and services to protect vulnerable adults, particularly older individuals.

- **Authority:** Older Americans Act, Title VII, Chapter 2, Sections 711 and 712
- **Requirements:** NORS Report

Ombudsman (1 Activity)
Activities includes the following categories that are listed on the monthly backups and each activity performed in these categories is a unit.

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

- **Authority:** Older Americans Act, Title VII, Chapter 2, Sections 711 and 712
- **Requirements:** NORS Report

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

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

- **Authority:** Older Americans Act, Title VII, Chapter 2, Sections 711 and 712
- **Requirements:** NORS Report
ADRC SERVICES

Benefits Counseling (1 Contact)
The provision of information and assistance designed to help people learn about and, if desired, apply for public and private benefits to which they are entitled, including but not limited to, private insurance (such as Medigap policies), Supplemental Security Income (SSI), Food Stamps, Medicare, Medicaid and private pension benefits. For purposes of this program, Benefits Counseling funded under the Older Americans Act (and SHIP) that is provided to individuals who need help in order to remain in the community, is included in this definition.

Care Coordination and Transition Assistance (1 Contact)
A client-centered assessment-based interdisciplinary approach to creating formal linkages between and among the major pathways that people travel while transitioning from one setting of care to another or from one public program payer to another. These pathways include preadmission screening programs for nursing home services and hospital discharge planning programs, and they represent critical junctures where decisions are made – usually in a time of crisis – that often determine whether a person ends up in a nursing home or is transitioned back to their home. Individual and families are provided with information they need to make informed decisions about their service and support options, and to help them to quickly arrange for the care and services they choose.

Information Referral and Awareness (1 Contact)
The information, referral and awareness function of an ADRC is defined by the ADRCs ability to serve as a highly visible and trusted place where people of all ages, disabilities and income levels know they can turn to for objective information on the full range of long-term service and support options. It is also defined by its ability to promote awareness of the various options that are available in the community, especially among underserved, hard-to-reach and private paying populations, as well as options individuals can use to “plan ahead” for their long-term care. ADRCs should also have the capacity to help individuals be aware of their Medicare benefits and other state and federal programs by partnering with State Health Insurance Assistance Programs (SHIPs) and Benefit Outreach and Enrollment Centers where they exist. Finally, ADRCs should have the capacity to link consumers with needed services and supports – both public and private – through appropriate referrals to other agencies and organizations.

Intake/Assessment (1 Contact)
Assistance either in the form of access or care coordination in circumstance where the older person or persons with disabilities and/or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers. Activities of Case Management include gathering personal information, assessing needs, developing Plan of Cares, authorizing services, arranging services, coordinating the provision of services among providers, follow-up and reassessment, as required.
**Long-Term Care Futures Planning** (1 Contact)
Provide assistance to individuals who anticipate having long-term care needs to develop a plan for the more distant future. Future planning take into consideration age, individual preferences, values, health and other circumstances, including the availability of informal supports.

**Options Counseling and Assistance** (1 Contact)
The options counseling and assistance function is defined by the ADRCs ability to provide counseling and decision support, including one-on-one assistance, to consumers and their family members and/or caregivers. The main purpose of options counseling and assistance is to help consumers assess and understand their needs, and to assist them in making informed decisions about appropriate long-term service and support choices – as well as their Medicare options – in the context of their personal needs, preferences, values and individual circumstances. Options counseling and assistance also entails helping consumers to develop service plans and arranging for the delivery of services and supports, including helping individuals to hire and supervise their direct care workers. Individuals and families who receive options counseling should be in better position to make service and support choices that optimally meet their needs and preferences, and be able to make better use their own personal and financial resources in the short term and over time.

**Outreach** (1 Contact)
Interventions initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.

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

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

**Requirement: Level One Screening**
STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)

SHIP Counseling (1 Contact)
Counselor’s time with or on behalf of a client.

Presentations (1 Activity/Event)
A SHIP counselor/coordinator connects with an audience concerning any information. Can be an audience of their peers or for the purpose of outreach to beneficiaries.

Media Activity (1 Activity)
Connecting with Medicare beneficiaries through various media sources including but not limited to radio, newspaper, television and material/publications. Involves identifying the most appropriate ways to reach underserved populations with greatest need for education and information on Medicare issues.

Counselor Training (1 Hour)
Total number of counselor hours in initial training(s) and total number counselor hours in update trainings.

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

- Requirement: Provide information, counseling and assistance
HOMECARE PROGRAM
(In accordance with Kentucky Administrative Regulation 910 KAR 1:180)

Assessment (1/2 Hour)
The collection and evaluation of in-depth information about a person’s situation and functioning capacity including formal and informal resources (present and potential) for the purpose of identifying needs and developing a comprehensive plan of care.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool

Case Management (1/2 Hour)
The process of planning, referring, monitoring and advocating to assure that appropriate, comprehensive, timely and cost-effective services are provided to meet the client’s individual needs as identified in the assessment.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Chore (1/2 Hour)
The performance of heavy housecleaning, minor household repairs, yard tasks, and other activities needed to assist in the maintenance of a functionally impaired elderly person in his own home.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Escort (1/2 Hour)
The accompaniment of a person who requires such assistance for reasons of safety or protection to or from his physician, dentist, or other necessary services.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Homemaker (1/2 Hour)
General household activities, including but not limited to nonmedical personal care, shopping, meal preparation, and routine household care, provided by a trained homemaker when the person regularly responsible for these activities is temporarily absent or unable to manage the home and care for himself or others in the home.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.
Management

Home Delivered Meals (1 Meal)
The provision of a nutritionally sound meal, that meets at least one-third (1/3) of the current daily recommended dietary allowance, to a functionally impaired elderly person who is homebound by reason of illness, incapacity, or disability.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management

Nutrition Counseling (1 session per participant) - Individualized guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses the options and methods for improving nutrition status.

- Authority: 910 KAR 1:180

Nutrition Education (1 session per participant) - A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise.

- Authority: 910 KAR 1:180

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

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management.

Home Repair (1 Activity)
The provision of minor home adaptations, additions, or modifications to enable the elderly to live independently or safely or to facilitate mobility including, where appropriate, emergency summons systems.

- Authority: 910 KAR 1:180
- Requirement: Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management
Personal Care (1/2 Hour)
Services directed toward maintaining, strengthening or safeguarding the functioning of a person in the home; includes helping a person with the activities of daily living such as bathing, eating, dressing, grooming, transferring, and toileting.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Leveling, Plan of Care, and Case Management

Respite (1/2 Hour)
Care provided by an approved caregiver or agency for a designated time period because of absence or need for relief of a primary caregiver.

- Authority: 910 KAR 1:180
- Requirement: DAIL Approved Assessment Tool, Plan of Care, and Case Management
KY Grandparent Information (1 Contact)
A service for grandparents that provides the public and individuals with information on resources and services available to the individuals within their communities.

- Authority: 910 KAR 1:260

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

KY Grandparent Assistance (1 Contact)
A service that assists grandparents in obtaining access to the services and resources that are available within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures.

- Authority: 910 KAR 1:260

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

KY Grandparent Individual Counseling (1 Session)
Counseling to grandparents to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals.

- Authority: 910 KAR 1:260

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

KY Grandparent Support Group (1 Session)
Services to assist the grandparents in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

- Authority: 910 KAR 1:260

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

KY Grandparent Caregiver Training (1 Session)
Assist the grandparents in the areas of health, nutrition, and financial literacy, and in making
decisions and solving problems relating to their caregiving roles.

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

**KY Grandparent Supplemental Services (1 Activity)**
Services provided to meet identified needs of grandparents raising grandchildren including the following (when using vouchers, each voucher is counted as one unit):

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

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

**Respite (1 Activity)**
Care provided by a caregiver or agency approved by a district for a designated time period; and to temporarily relieve a grandparent who serves as primary caregiver to a grandchild.

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

**Legal Assistance (1 Activity)**
Relates to the grandchild’s safety and stability and excludes unlawful activity.

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

**Child Clothing and Personal Care Needs (1 Activity)**

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.
Educational Supplies/Assistance (1 Activity)
Documented by the grandchild’s school of attendance.

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Medical and Dental (1 Activity)
Co-pays and premiums are prohibited.

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Furniture (1 Activity)
Bed or dresser to be used by the grandchild.

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Other (1 Activity)

- Authority: 910 KAR 1:260
- Requirement: Completed DAIL-KFC-1, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case. Supplemental Services shall not exceed $500 per child and must be based on need and actual cost.
STATE LTC OMBUDSMAN

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

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

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

- **Requirements:** NORS Report

---

**NOTE:**

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

(a) Review, update, or maintenance of resource or agency files.
(b) Travel time incurred in the delivery of services.
(c) Training, staff meeting.
(d) Project management.