

# Title III Data Elements and Definitions

## Consumer Demographics

- Consumer demographic information is used in the aggregate for Persons Receiving Registered Services (Clusters 1 & 2), Persons Receiving Registered Services (Cluster 1), and with Cluster 1 and Cluster 2 services.
- For Clusters 1 & 2, each demographic element is intersected by 'At or Below Poverty'. For Cluster 1 only, each demographic element is intersected by 'At or Below Poverty', 'ADL 3+', and 'IADL 3+'.
- For definitions of [Cluster 1](#) and [Cluster 2](#), please see their respective sections in this document. Consumer demographic information needs to be reported for each service, as well as for Older Adults as a whole.

Data Element	Terms	Definition
<b>Activities of Daily Living (ADL) Limitations</b>	<ul style="list-style-type: none"> <li>0-1</li> <li>2</li> <li>3+</li> <li>ADL Limitations Missing</li> <li>Total Persons Served</li> </ul>	<p>ADL activities: bathing, dressing, toileting, transferring, continence, and feeding. Permissible values are 0-6.</p> <p>A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision).</p>
<b>Age</b>	<ul style="list-style-type: none"> <li>Below 60</li> <li>60 – 64</li> <li>65 – 74</li> <li>75 – 84</li> <li>85 and above</li> <li>Age missing</li> </ul>	A person's age as of the last day of the federal fiscal year reported.
<b>Ethnicity</b>	<ul style="list-style-type: none"> <li>Hispanic or Latino</li> <li>Not Hispanic or Latino</li> <li>Ethnicity Missing</li> <li>Total Persons Served</li> </ul>	Self-identification of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
<b>Gender</b>	<ul style="list-style-type: none"> <li>Female</li> <li>Male</li> <li>Other</li> <li>Gender missing</li> </ul>	One's inner sense of one's own gender.
<b>Geographic Distribution</b>	<ul style="list-style-type: none"> <li>Rural</li> <li>Non-rural</li> <li>Geographic distribution missing</li> </ul>	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.

# Title III Data Elements and Definitions

## Consumer Demographics (Continued)

Data Element	Terms	Definition
<b>Household Status</b>	<ul style="list-style-type: none"> <li>• Lives alone</li> <li>• Lives with others</li> <li>• Lives in Long Term Care (LTC) Facility*</li> <li>• Household status missing</li> </ul> <p>* Applies only to legal assistance</p>	<p>A household includes all the people who occupy a housing unit (such as a house or apartment) as their usual place of residence.</p> <p>A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.</p>
<b>Instrumental Activities of Daily Living (IADL) Limitations</b>	<ul style="list-style-type: none"> <li>• 0-1</li> <li>• 2</li> <li>• 3+</li> <li>• IADL Limitations Missing</li> <li>• Total Persons Served</li> </ul>	<p>IADL activities: include ability to use telephone, shopping, food preparation, housekeeping, laundry, mode of transportation, medication management, and ability to manage finances. Permissible values are 0-8.</p> <p>A limitation is defined as unable to perform the activity without substantial assistance (including verbal reminding, physical cuing, or supervision).</p>
<b>Minority Status</b>	<ul style="list-style-type: none"> <li>• Minority</li> <li>• Not minority</li> <li>• Minority status missing</li> <li>• Total Persons Served</li> </ul>	<p>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.</p>
<b>Poverty</b>	<ul style="list-style-type: none"> <li>• At or Below Poverty</li> <li>• Above Poverty</li> <li>• Poverty Status Missing</li> <li>• Total Persons Served</li> </ul>	<p>Being at or below poverty is defined as an individual's household income as it relates to the U.S. Department of Health and Human Services (HHS) poverty guidelines published each year in the Federal Register.</p>

# Title III Data Elements and Definitions

## Consumer Demographics (Continued)

Data Element	Terms	Definition
<b>Race</b>	<ul style="list-style-type: none"> <li>American Indian or Alaska Native</li> <li>Asian or Asian American</li> <li>Black or African American</li> <li>Native Hawaiian or Pacific Islander</li> <li>White</li> <li>Race Missing</li> <li>Total Persons Served</li> </ul>	Self-identification with one or more national origin or sociocultural group.

## Title III-B Service Units and Expenditures

Expenditures data will need to be reported for each Title III-B service, as well as for Title III as a whole.

Data Element	Definition	Cluster 1	Cluster 2	Non-Registered Services
<b>Expenditure Per Unit</b>	This element is system-generated in OAAPS and includes total expenditures divided by total service units.			
<b>Other: Non-State Expenditure</b>	Outlays or payments made by the SUA and/or AAAs using non-state funds to provide an allowable service. This may include but is not limited to: local funding (governmental and non-governmental), non-Title III federal funding (e.g., SSBG), and private funding.			
<b>Other: State Expenditure</b>	Outlays or payments made by the SUA and/or AAAs using state funds to provide an allowable service.			

# Title III Data Elements and Definitions

## Title III-B Service Units and Expenditures (Continued)

Data Element	Definition	Cluster 1	Cluster 2	Non-Registered Services
<b>Program Income Expended</b>	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 OAA §75.307(f).	●	●	●
<b>Service Units</b>	A discrete amount of an allowable service under the Older Americans Act. Units are particular to the service, such as a one-way trip for assisted transportation. See service definitions for the corresponding unit.	●	●	●
<b>Title III Expenditure (Excluding NSIP)</b>	Outlays or payments made by the SUA and/or AAAs using Title III-B OAA federal funds to provide an allowable service.	●	●	
<b>Title III-B Expenditure</b>	Outlays or payments made by the SUA and/or AAAs using Title III-B OAA federal funds to provide an allowable service.			●
<b>Total Service Expenditure</b>	This element is system-generated in OAAPS and includes the total expenditures for all services.	●	●	●
<b>Persons Served</b>	An individual who receives a service funded in whole or in part with OAA funds.	●	●	●

# Title III Data Elements and Definitions

## Title III-B Services – Cluster 1

**Cluster 1 Services** are services 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 Adult Day Care/Health, Case Management, Chore, Homemaker, Home-delivered Nutrition, and Personal Care. Adult Day Care/Health, Case Management, Chore, Homemaker, and Personal Care are Title III-B services.

Service	Unit	Definition
<b>Adult Day Care/Health</b>	Days	<p>Services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Includes out of home supervision, health care, recreation, and/or independent living skills training offered in centers most commonly known as Adult Day, Adult Day Health, Senior Centers, and Disability Day Programs.</p>
<b>Case Management</b>	Hours	<p>A service provided to an older individual, at the direction of the older individual or a family member of the individual:</p> <ul style="list-style-type: none"> <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—</li> <li>• the older individual; or</li> <li>• if necessary, a primary caregiver or family member of the older individual; and</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>

# Title III Data Elements and Definitions

## Title III-B Services – Cluster 1 (Cont.)

**Cluster 1 Services** are services 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 Adult Day Care/Health, Case Management, Chore, Homemaker, Home-delivered Nutrition, and Personal Care. Adult Day Care/Health, Case Management, Chore, Homemaker, and Personal Care are Title III-B services.

Service	Unit	Definition
<b>Chore</b>	Hours	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.
<b>Homemaker</b>	Hours	Performance of light housekeeping tasks provided in a person's home and possibly other community settings. Task may include preparing meals, shopping for personal items, managing money, or using the telephone in addition to light housework.
<b>Personal Care</b>	Hours	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).

## Title III-B Services – Cluster 2

**Cluster 2 Services** are services provided for older adults under OAA Title III for which ADL limitations and IADL limitations characteristics are not reported. These services include Assisted Transportation, Congregate Nutrition, and Nutrition Counseling. Assisted Transportation is a Title III-B service.

Service	Unit	Definition
<b>Assisted Transportation</b>	One-way trip	Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. This service includes escort or other appropriate assistance for a person who has difficulties (physical or cognitive) using regular vehicular transportation. This service does not include any other activity.

# Title III Data Elements and Definitions

## Title III-B Services – Other Services

**Other services** include those services provided using OAA funds under Titles III-B or C in whole or in part, that do not fall into the previously defined service categories. For each other service, you will need to provide the information in the table below, as well as expenditure information for Title III, state expenditures, other non-state expenditures, and program income expended.

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

# Title III Data Elements and Definitions

## Title III-B Services – Non-Registered

**Non-Registered service** are services provided using OAA funds in whole or in part for which demographic and consumer characteristics are not reported to ACL/AoA. The services for older adult consumers include Health Promotion: Evidence-Based, Health Promotion: Non-Evidence-Based, Information and Assistance, Nutrition Education, Other Services, and Transportation (non-assisted). Information and Assistance and Transportation (non-assisted) are Title III-B services.

Service	Unit	Definition
<b>Information and Assistance</b>	Contacts	<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>
<b>Transportation</b>	One-Way Trips	<p>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.</p>

### Need Assistance?

#### Title III New SPR/OAAPS Technical Assistance Need

Contact: OAAPS Help Desk  
[ACL-OAAPS-PILOT@icf.com](mailto:ACL-OAAPS-PILOT@icf.com)