

New and Updated Service Definitions for Older Americans Act Federal Reporting - ADSD Subawards

Effective 10/1/2021

Services Affected:

1. **Caregiver Services**
 - a. Respite, Grandparent Respite, Training, Support Groups, Counseling, Access Assistance, Activity
2. **Homemaker Services**
 - a. Chore
3. **Nutrition Services**
 - a. Nutrition education, updated HDM eligibility

Also affected is **Legal Assistance** Services, which ADSD will address directly with those programs.

In the future, ADSD will also be implementing a data collection process for the number of clients who choose a self-directed model of service and the expenditures associated with the associated service.

General Information Regarding the Need for this Update:

On October 1, 2021, Aging and Disability Services Division (ADSD) will implement new service delivery reporting requirements for Caregiver, Homemaker, Nutrition (Meal) and Legal Assistance Services, according to updated requirements from the U.S. Administration for Community Living (ACL) for annual performance reporting on services authorized under the Older Americans Act (OAA).

Regardless of the funding source used for an ADSD subaward, if the service provided falls under a Title of the OAA, the related service delivery and (aggregate and de-identified) client demographic information is reported to ACL annually in a State Program Report (SPR). ADSD will submit this information with expenditure amounts to ACL in a new system called the Older Americans Act Performance System, or OAAPS. ACL will analyze the information from OAAPS and upload it for the public at <https://agid.acl.gov/>.

WellSky A&D

Affected subrecipients enter new service deliveries into WellSky A&D (formerly SAMS). The following is a guide on changes made to federal reporting for these affected programs, and the changes they will implement in their service delivery tracking and reporting. ADSD Service Specifications will be updated with new service definitions.

Caregiver Services

Service Specifications (Links):

- [Caregiver Support Services: Respite and Supportive Services](#)
- [Caregiver Support Services: Respite Voucher Services](#)
- [Caregiver Support Services - Other](#)

All caregiver service providers must report the **relationship of the caregiver to the care recipient** in WellSky A&D.

- To do this, add either a caregiver to a care recipient's file, or a care recipient to a caregiver's file and choose their relationship accordingly as you link the two A&D files together. The option to add Caregiver or Care Recipient within an A&D client record is found in the "Add New" drop down menu.

The service definition for **Respite and Respite Voucher Services** has been expanded. This includes Grandparent Respite.

- Previous reporting: Respite was reported by hours with no additional breakdown.
- New reporting requirement: Respite is reported in four categories – In-Home; Out-of-Home (Day); Out-of-Home (Overnight); and Other.
- Respite expenditures are also reported according to this new format.
- ADSD has added new services to each current Respite and Respite Voucher subrecipient in WellSky A&D. These new services become active 10/1/2021:
 - NAPIS – Respite – In-Home
 - NAPIS – Respite – Other
 - NAPIS – Respite – Out-of-Home (Day)
 - NAPIS – Respite – Out-of-Home (Overnight)
 - RDO – Respite Voucher – In-Home
 - RDO – Respite Voucher – Other
 - RDO – Respite Voucher – Out-of-Home (Day)
 - RDO – Respite Voucher – Out-of-Home (Overnight)
- ADSD will discuss the collection of expenditure information with respite subrecipients.
- Additionally, for **Grandparent (Older Relative) Respite**, reporting elements have been added to collect the number of children aged 18 and younger who are receiving care, as well as the number of adults with disabilities age 18-59 who are receiving care. This information may be added in aggregate as group data, with children and adults with disabilities being counted separately using these new services:
 - NAPIS – Older Relative Caregiver – Adults w/Dis. Receiving Care
 - NAPIS – Older Relative Caregiver – Children Receiving Care

Caregiver **Access Assistance** has been updated to a new service, "NAPIS – Caregiver – Case Management," which is reported in hours.

- This service has been added to Nevada Care Connection programs and care managers, as well as Caregiver programs that provide an array of services. The new service becomes active 10/1/2021.

Caregiver **Training, Support Groups, and Counseling** have been broken out into separate reporting categories. Also, Family Caregiver Support **Activity** has been updated to Caregiver Information Services Activity for public and media activities.

- Previous reporting:
 - NAPIS – Family Caregiver Support – Session
 - NAPIS – Family Caregiver Support – Activity
- New reporting requirement:
 - NAPIS – Caregiver – Training – Hour
 - NAPIS – Caregiver – Counseling – Hour
 - NAPIS – Caregiver – Support Group – Session
 - NAPIS – Caregiver – Information Services – Activity

Homemaker Services

As per ADSD's [Homemaker Service Specifications](#), the provision of heavy cleaning prior to the start of homemaker services is an optional, allowable use of funds. Heavy cleaning is considered "chore" services and must now be reported separately. Please reference the service specification for additional guidance.

- Previous reporting: Chore service is reported as an hour of homemaking service
- New reporting requirement: Chore service hours are reported separately from homemaker service.
 - ADSD has added a new service of "RDO - Chore – Hour" to each current Homemaker subrecipient in WellSky A&D. This new service becomes active 10/1/2021.

Nutrition Services (Congregate and Home-Delivered Meal Programs)

As per ADSD's [Nutrition Service Specifications](#), Nutrition Education services are to be provided, no less than semi-annually, to congregate and home-delivered meal participants.

- Previous reporting: Nutrition education was only documented according to the service specifications for ADSD verification during site visits or program monitoring.
- New reporting: In addition to previous requirements, Nutrition subrecipients must also record nutrition education sessions in WellSky A&D.
 - ADSD has added a new service of "NAPIS – Nutrition Education – Session" to each current Nutrition subrecipient in WellSky A&D. This new service becomes active 10/1/2021.
 - Services may be reported as a group session rather than by individual client.
 - Individuals reached through nutrition education do not need to be regular meal program participants but must be actual or estimated numbers of individuals who would be eligible for the service.
 - Estimated audience sizes are allowable when an unduplicated count of participants is not feasible.
 - Examples of sessions:
 - Nutrition class held 3 times at a congregate site with 60 total participants = 1 session, 60 clients
 - Since the class scope was the same each time, it is counted as 1 session even though it was provided 3 times.
 - Distribution of facts about the effect of sodium on heart health was distributed on the back of a meal program's monthly menu to 200 clients = 1 session, 200 clients
 - Social media campaign on the importance of fruits and vegetables. It is estimated that 500 will be reached through the campaign = 1 session, 500 clients

Additionally, the definition for individuals who may be served a home-delivered meal has been updated in the [General Service Specifications](#). See item 1.3.