

National Aging Program Information System (NAPIS) Report Aging Policy Manual

I. Introduction

This chapter outlines the requirements for compliance with the National Aging Program Information System (NAPIS) report as required by the federal Administration on Aging (AoA).

The Bureau of Aging and Disability Resources (BADR) is required by the federal Older Americans Act to comply with the reporting requirements of the Administration on Aging (AoA). AoA requires that we submit an annual State Program Report (SPR). The SPR is part of the National Aging Program Information System (NAPIS).

The SPR requires that we supply AoA with information on the number and characteristics of people served, the nature and quantity of services provided, and the federal, state and local costs associated with the provision of services.

II. Report Period

AoA requires that this report be prepared on a federal fiscal year calendar (e.g. October 1 through September 30).

III. Report Deadline

Area agency on aging reports will be due to BADR by December 15 of each year.

IV. SAMS

Aging agencies in Wisconsin have been provided with the SAMS participant tracking and reporting software. This software enables agencies to track participants and services, and to generate the information required for the NAPIS report.

The NAPIS report in SAMS can be generated based on the participant data in the SAMS database.

All aging units and area agencies on aging are required to use SAMS to comply with their reporting obligations to BADR.

V. Overview of the NAPIS Report

A. NAPIS Report, Section I: Elderly Clients and Caregivers

- **Subsection A:** Elderly Client Counts
- **Subsection B:** General Characteristics of Elderly Clients Receiving Registered Services and Those Receiving Cluster 2 Registered Services
- **Subsection C:** Detailed ADL Characteristics Of Elderly Clients Receiving Cluster 1 Services
- **Subsection D:** Detailed IADL Characteristics of Elderly Clients Receiving Cluster 1 Services
- **Subsection E:** Summary Characteristics of Caregivers Serving Elderly Individuals (National Family Caregiver Support Program - Title III-E)
- **Subsection F:** Summary Characteristics of Grandparents and Other Elderly Caregivers Serving Children (National Family Caregiver Support Program - Title III-E)

B. NAPIS Report, Section II: Utilization and Expenditure Profiles

- **Subsection A:** Title III Utilization, Expenditure Profile (except Title III-E)
- **Subsection B:** Title III-E Utilization, Expenditure, and Program Income Received Profile for Caregivers Serving Elderly Individuals
- **Subsection C:** Title III-E Utilization, Expenditure, and Program Income Received for Grandparents and Other Elderly Caregivers Serving Children

C. NAPIS Report, Section III: Network Profiles

- **Subsection A:** State Unit on Aging Staffing Profile - to be completed by BADR
- **Subsection B:** Area Agency on Aging Staffing Profile - to be completed by AAA's
- **Subsection C:** Provider Profile (Excluding Area Agencies on Aging providing direct services)

- **Subsection D:** Profile of Community Focal Points and Senior Centers

VI. Definitions

The following definitions should be used when completing the NAPIS Report.

A. Characteristics of Elderly Clients

1. Race/Ethnicity

The following reflects the requirements of the Office of Management and Budget (OMB) for obtaining information from individuals regarding race and ethnicity. It constitutes what the OMB classifies as the "two-question format." When questions on race and ethnicity are administered, respondents should ideally be given the opportunity for self-identification, and are to be allowed to designate all categories that apply to them. Consistent with OMB requirements, the following are the racial and ethnic categories to be used for information collection purposes:

Race:

- American Indian or Native Alaskan
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America (including Central America), and who maintains tribal affiliation or community attachment

Asian: a person having origins in any of the original peoples of the FarEast, Southeast Asia or the Indian

subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

Black or African American: a person having origins in any of the black racial groups of Africa

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands

White: a person having origins in any of the peoples of Europe, the Middle East, or North Africa

2. Impairment Status

Impairment in Activities of Daily Living (ADL): the inability to perform one or more of the following six activities of daily living without personal assistance, stand-by assistance, supervision or cues: eating, dressing, bathing, toileting, transferring in and out of bed/chair, and walking

Impairment in Instrumental Activities of Daily Living (IADL): The inability to perform one or more of the following eight instrumental activities of daily living without personal assistance, or stand-by assistance, supervision or cues: preparing meals, shopping for personal items, medication management, managing money, using telephone, doing heavy housework, doing light housework, and transportation ability. (Transportation ability refers to the individual's ability to make use of available transportation without assistance.)

3. Poverty

Persons considered to be in poverty are those whose income is below the official poverty guideline (as defined each year by the Office of Management and Budget, and adjusted by the Secretary, HHS) in accordance with subsection 673 (2) of the Community Services Block Grant Act (42 U.S.C. 9902 (2)). The annual HHS poverty

guidelines provide dollar thresholds representing poverty levels for households of various sizes.

4. Living Alone

A one-person household (using the census definition of household) where the householder lives by himself or herself in an owned or rented place of residence in a non-institutional setting, including board and care facilities, assisted living units and group homes.

B. Standardized Names, Definitions and Service Units

Personal Care (1 hour): personal assistance, stand-by assistance, supervision or cues for a person with an ADL impairment

Homemaker (1 hour): assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework for a person with an IADL impairment

Chore (1 hour): assistance such as heavy housework, yard work or sidewalk maintenance for a person with an IADL impairment

Home-Delivered Meal (1 meal): a meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by CAU's/TAU's and/or AAA's and meets all of the requirements of the Older Americans Act as well as state and local laws. Meals provided to individuals through means-tested programs such as Medicaid Title XIX waiver meals or other programs such as state-funded, means-tested programs are excluded from the NSIP meals figure. They are included in the meal total reported on line 4 of Section IIA. Certain Title III-E-funded home-delivered meals may also be included; see the definition of NSIP meals below.

Adult Day Care/Adult Day Health (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, medication assistance and home health aide services for adult day health.

Case Management (1 hour): assistance either in the form of access or care coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required.

Congregate Meal (1 meal): a meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act as well as state and local laws. As noted in Section IIA, meals provided to individuals through means-tested programs such as Medicaid Title XIX waiver meals or other programs such as state-funded means-tested programs are excluded from the NSIP meals figure in line 8a; they are included in the meal total reported on line 8 of Section IIA.

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 both; in a group or individual setting overseen by a dietician or individual of comparable expertise

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

High Nutritional Risk (persons): an individual who scores higher than a six (6) on the nutritional risk checklist

NSIP Meals (1 meal): a meal served in compliance with all the requirements of the OAA, which means at a minimum all of the following:

- (1) that it has been served to a participant who is eligible under the OAA and has *not* been means-tested for participation
- (2) that it is compliant with the nutrition requirements
- (3) that it is served by an eligible agency

(4) That it is served to an individual who has an opportunity to contribute.

Meal counts in 4, 4a, 8, and 8a include all OAA eligible meals, including those served to persons under age 60 where authorized by the OAA. NSIP Meals also include home-delivered meals provided as supplemental services under the National Family Caregiver Support Program (Title III-E) to persons aged 60 and over who are either care recipients (as well as their spouses of any age) or caregivers.

Assisted Transportation (1 one-way trip): assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation

Transportation (1 one-way trip): transportation from one location to another. Does not include any other activity.

Legal Assistance (1 hour): legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney

Information and Assistance (1 contact): a service which does all of the following:

- (1) provides individuals with information on services available within the communities
- (2) links individuals to the services and opportunities that are available within the communities
- (3) 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.

Outreach (1 contact): intervention 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 I&A 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.

Other Services: any other service provided using OAA funds, which does not fall into the previously defined service categories

C. Other Terms and Definitions

Planning: includes such responsibilities as needs assessment, plan development, budgeting/resource analysis, inventory, standards development and policy analysis

Development: includes such responsibilities as public education, resource development, training and education, research and development and legislative activities

Administration: includes such responsibilities as bidding, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring, and quality assurance

Access/Care Coordination: includes such responsibilities as outreach, screening, assessment, case management, information and referral

Service Delivery: includes those activities associated with the direct provision of a service that meets the needs of an individual older person and/or caregiver

Clerical/Support Staff: all paid personnel who provide support to the management and professional staff

Provider: an organization or person which provides services to clients under a formal contractual arrangement with an aging unit. Under Title III-E, in cases where direct cash payment is made to a caregiver and the ultimate provider is unknown, the number of providers may be omitted.

Minority Provider: a provider of services to clients; which provider meets any one of the following criteria:

- (1) a not-for-profit organization with a controlling board comprised at least 51 percent of individuals in the racial and ethnic categories listed below
- (2) a private business concern that is at least 51 percent owned by individuals in the racial and ethnic categories listed below
- (3) A publicly owned business having at least 51 percent of its stock owned by one or more individuals and

having its management and daily business controlled by one or more individuals in the racial and ethnic categories listed below. The applicable racial and ethnic categories include the following:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Hispanic

Rural Provider: provider of services to clients who live in rural areas. Rural providers are not necessarily providers of services only to rural clients. They may also be providers of services to clients in urban areas. (See definition of rural.)

Total OAA Expenditures: outlays/payments made by the aging unit using OAA federal funds to provide an allowable service

Total Service Expenditure: OAA expenditures *plus all other funds* administered by the aging unit on behalf of elderly individuals and caregivers for services meeting the definition of OAA services, including services which are means-tested and those which are not

Program Income: gross income received by the aging unit and all providers, such as voluntary contributions or income earned only as a result of the grant project during the grant period

Rural: A rural area is any area that is not defined as urban. Urban areas include the following:

- (1) urbanized areas (a central place and its adjacent densely settled territories with a combined minimum population of 50,000)
- (2) an incorporated place or a census-designated place with 20,000 or more inhabitants