

# **California Department of Aging (CDA)**

**CDA Service Categories and Data Dictionary**

*Revised July 2018*

## AAA Activities and CARS Reporting

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Personal Care</b>	1 Hour	Personal assistance, stand-by assistance, supervision or cues. (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming).	Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.	NAPIS 1	NAPIS Div 4000 Unit 20	Title III B	Yes	Registered
<b>Homemaker</b>	1 Hour	Assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework.	Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.	NAPIS 2	NAPIS Div 4000 Unit 50, Unit 27	Title III B	Yes	Registered
<b>Chore</b>	1 Hour	Assistance such as heavy housework, yard work or sidewalk and other home maintenance for a person.	Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.	NAPIS 3	NAPIS Div 4000 Unit 5	Title III B	Yes	Registered
<b>Home-Delivered Meals</b>	1 Meal	A meal provided to an eligible individual in his or her place of residence, that meets all of the requirements of the Older Americans Act and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans.	Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.	NAPIS 4	NAPIS Div 4000 Unit 51	Title III C-2	No	Registered
<b>Adult Day Care / Adult Day Health</b>	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.	Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.	NAPIS 5	NAPIS Div 4000 Pr 5, Pr 11, Pr 17	Title III B	Yes	Registered

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<b>Case Management</b>	1 Hour	Assistance either in the form of access 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.	Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.	NAPIS 6	NAPIS Div 4000 Pr 3	Title III B	Yes	Registered
<b>Assisted Transportation</b>	1 One Way Trip	Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.	Cluster 2 services: Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only	NAPIS 7	NAPIS Div 4000 Unit 10	Title III B	No	Registered
<b>Congregate Meals</b>	1 Meal	A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act and State/Local laws, and assures a minimum one-third of the Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans.	Cluster 2 services: Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only	NAPIS 8	NAPIS Div 4000 Pr 20	Title III C-1	No	Registered
<b>Nutrition Counseling</b>	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 dietitian, and addresses the options and methods for improving nutrition status. Nutrition counseling may be made either in person or by any other means deemed appropriate (e.g., telephone, emails, etc.)	Cluster 2 services: Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only	NAPIS 9	NAPIS Div 4000 Unit 53	Title III C-1 Title III C-2	No	Registered

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Transportation	1 One Way Trip	Transportation from one location to another. Does not include any other activity. May include travel vouchers and transit passes.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 10	NAPIS Div 4000 Pr 12	Title III B	Yes	Non-Registered
Legal Assistance	1 Hour	Legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 11	NAPIS Div 4000 Pr 14	Title III B	Yes	Non-Registered
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 in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout materials may be used, but not limited to, as the sole education component for home-delivered meal program participants.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 12	NAPIS Div 4000 Unit 52	Title III C-1 Title III C-2	No	Non-Registered
Information and Assistance	1 Contact	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, and (C) is satisfied. Maximum extent practicable includes offering a follow-up call to all individuals who were linked to a service. Individuals can remain anonymous and refuse a follow-up call.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 13	NAPIS Div 4000 Pr 1	Title III B	Yes	Non-Registered
Outreach	1 Contact	Interventions (one-on-one contacts) with individuals initiated by an agency or provider for the purpose of identifying potential clients (or their age 60+ caregivers) and encouraging their use of existing services and benefits.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 14	NAPIS Div 4000 Unit 19	Title III B	Yes	Non-Registered

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<b>Health Promotion</b>	1 Contact	An evidence-based health promotion program, including programs related to the prevention and mitigation of the effects of chronic disease (including, but not limited to, osteoporosis, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. For a list of ACL approved Evidence-Based programs, please visit the National Council on Aging website at <a href="https://www.ncoa.org/resources/ebpchart">https://www.ncoa.org/resources/ebpchart</a> .	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 16 - Health Promotion	Older Americans Act Sec 102 (14)	Title III D <sup>3</sup>	No	Non-Registered
<b>Alzheimer's Day Care Services</b>	1 Day of Attendance	Day of attendance (four hours minimum) at a licensed Adult Day Care or Adult Day Health Care Center that provides Alzheimer's or dementia services.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 6	Title III B	Yes	Non-Registered
<b>Cash / Material Aid</b>	1 Assistance	Arrange for and provide assistance to participants in the form of commodities, surplus food distribution, emergency cash assistance, and vouchers.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 15	Title III B	No	Non-Registered
<b>Community Education</b>	1 Activity	Educating groups of older persons, their families, friends, and community organizations/facility staff on rights, benefits, entitlements, and health and wellness information for older persons either residing at home or in an institutional setting.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 9	Title III B	No	Non-Registered
<b>Comprehensive Assessment</b>	1 Hour	Evaluating a person's physical, psychological, and social needs, financial resources, and the strengths and weaknesses of their informal support system and the immediate environment as a basis for determining current functional ability and potential improvement in order to develop the appropriate services needed to maximize functional independence.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 32 CCR 7112	Title III B	Yes	Non-Registered
<b>Disaster Preparedness Materials</b>	1 Product	Assemble and distribute disaster preparedness materials such as File of Life or preparedness kits that will assist seniors in the event of an emergency.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	No reference	Title III B	No	Non-Registered

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<b>Elder Abuse Prevention, Education and Training</b>	1 Session	Public education and training of professionals to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation). This includes training for Title III E caregivers.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 22	Title VII B	No	Non-Registered
<b>Elder Abuse Prevention Educational Materials</b>	1 Product	Educational materials and guidance kits distributed for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 22	Title VII B	No	Non-Registered
<b>Employment</b>	1 Activity	Activities designed to maintain or obtain part-time/full-time employment for older persons or to assist them in selecting and entering into a second career. This can be accomplished through activities including but not limited to career counseling, recruitment, assessment, training, job club, and job development.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 15	Title III B	No	Non-Registered
<b>Health</b>	1 Hour	Activities such as, non-evidence-based medication management, health screening, physical fitness, therapy, and hospice to assist older individuals to improve or maintain physical health and secure necessary medical, preventive health, or health maintenance services. Health screening, therapy, and hospice must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance. Medication management means activities that facilitate safe and effective use of prescription and over-the-counter drugs. These activities may include medication screening and education to an individual and/or the caregiver to prevent incorrect medication administration and adverse drug reaction. Primary activities are normally on a one-to-one basis; if done as a group activity, each participant shall be counted as one contact unit.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 9, Unit 13, Unit 21, Unit 29, Unit 37	Title III B	Yes	Non-Registered
<b>Housing</b>	1 Hour	Assistance in locating adequate housing through referral or placement.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 4	Title III B	No	Non-Registered

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<b>Interpretation / Translation</b>	1 Contact	Provide interpretation/translation services for older individuals and their caregivers.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 4	Title III B	No	Non-Registered
<b>Mobility Management Activities</b>	1 Hour	Activities related to increasing transportation and mobility options for older adults by providing assistance, information, travel training, trip planning, coordination of service public or private transit operators, scheduling, access to transit information, creation of new models of service such as volunteer driver programs and shuttles.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other		Title III B	No	Non-Registered
<b>Mental Health</b>	1 Hour	Provide services such as screening, assessment, therapy, counseling, follow-up, and referral to maintain or improve the mental health of older individuals. Mental Health services must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 10, Unit 11, Unit 23, Unit 29	Title III B	Yes	Non-Registered
<b>Peer Counseling</b>	1 Hour	Use the skills and/or life experiences of trained volunteers, under qualified supervision, to provide advice, guidance, and support in a self-help approach in order to enhance well-being and enable clients to make informed choices.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 7	Title III B	No	Non-Registered
<b>Personal Affairs Assistance</b>	1 Contact	Provide assistance in writing letters and with the completion of financial forms, including tax forms, and other written or electronic documents.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 12, Pr 16	Title III B	No	Non-Registered
<b>Personal /Home Security</b>	1 Product	Services for the security and safety of their home environment, by providing safety features such as: medical alert, alarms, assistive devices (including provision of assistive technology services and assistive technology devices).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 7	Title III B	No	Non-Registered
<b>Public Information</b>	1 Activity	Contact with multiple current or potential clients or caregivers through publications, publicity campaigns, and other mass media campaigns including Internet websites.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	NAPIS	Title III B	Yes	Non-Registered

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Registry	1 Hour	Recruit workers, maintain a current list of qualified workers, refer workers to clients or clients to workers, and follow-up to assure that service was received.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 41	Title III B	No	Non-Registered
Residential Repairs / Modifications	1 Modification	Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. Includes minor repairs/renovations in order to meet safety, health issues, and code standards.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 1, Unit 48	Title III B	Yes	Non-Registered
Respite Care	1 Hour	Arrange for relief of the relatives or other caregivers of the frail elderly living at home by the coordination or direct provision of supportive services to the older person(s) while the primary caregiver is temporarily absent (includes Adult Day Care as a respite service for families).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 18, Unit 45	Title III B	Yes	Non-Registered
Senior Center Activities	1 Hour	Services designed to enable older individuals to attain and/or maintain physical and mental well-being such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services. Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities, are not allowable.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Pr 13 OMB A-87	Title III B	No	Non-Registered
Telephone Reassurance	1 Contact	Telephone a client to provide contact and safety checks to reassure and support older individuals.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 28	Title III B	Yes	Non-Registered
Visiting	1 Hour	Visit a client to provide contact and safety checks to reassure and support older individuals.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS 15 - Other	Div 4000 Unit 31	Title III B	Yes	Non-Registered



## FCSP - Caregiver Caring for Elderly Support Services

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Caregiver Assessment (Caring for Elderly)</b>	1 Hour	An FCSP Support Service conducted by persons trained and experienced in the skills required to deliver the service that should result in a plan that includes emergency back-up provisions and is periodically updated; and will explore options and courses of action for caregivers by identifying their: (A) willingness to provide care; (B) duration and care frequency preferences; (C) caregiving abilities; (D) physical health, psychological, social support, and training needs; (E) financial resources relative for caregiving; and (F) strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Counseling (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Peer Counseling (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

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<b>Caregiver Support Group (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Training (Caring for Elderly)</b>	1 Hour	An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Case Management (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPISFCSP 1Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

## FCSP - Caregiver Caring for Elderly Respite Care

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Caregiver Respite In-Home Supervision (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite Homemaker Assistance (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite In-Home Personal Care (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite Home Chore (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Caregiver Respite Out-of-Home Day Care (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite Out-of-Home Overnight Care (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

### FCSP - Caregiver Caring for Elderly Supplemental Services

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Assistive Devices for Caregiving (Caring for Elderly)</b>	1 Device is 1 Occurrence	An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

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<b>Home Adaptations for Caregiving (Caring for Elderly)</b>	1 Modification is 1 Occurrence	An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to fulfill caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiving Services Registry (Caring for Elderly)</b>	1 Hour is 1 Occurrence	An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiving Emergency Cash / Material Aid (Caring for Elderly)</b>	1 Assistance is 1 Occurrence	An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

## FCSP - Caregiver Caring for Elderly Access Assistance

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Caregiver Outreach (Caring for Elderly)</b>	1 Contact	An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Caregiving Information and Assistance (Caring for Elderly)</b>	1 Contact	An FCSP Access Assistances service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Caregiver Interpretation / Translation (Caring for Elderly)</b>	1 Contact	An FCSP Access Assistance Service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Caregiver Legal Resources (Caring for Elderly)</b>	1 Contact	An FCSP Access Assistance Service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered

## FCSP - Caregiver Caring for Elderly Information Services

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Public Information on Caregiving (Caring for Elderly)</b>	1 Activity	An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 5 Information Svcs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Community Education on Caregiving (Caring for Elderly)</b>	1 Activity	An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 5 Information Svcs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered

## FCSP - Grandparent Caring for Child Support Services

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Caregiver Assessment (Caring for Child)</b>	1 Hour	An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of counseling service, which may range from guidance with caregiving responsibilities to therapy for stress, depression, and loss; and (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Counseling (Caring for Child)</b>	1 Hour	An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
		consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities.						
<b>Caregiver Peer Counseling (Caring for Child)</b>	1 Hour	An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Support Group (Caring for Child)</b>	1 Hour	An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Training (Caring for Child)</b>	1 Hour	An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and shall address the areas of health, nutrition, and financial literacy.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Case Management (Caring for Child)</b>	1 Hour	An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered



## FCSP - Grandparent Caring for Child Respite Care

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Caregiver Respite In-Home Supervision (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite Homemaker Assistance (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite In-Home Personal Care (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite Home Chore (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite Out-of-Home Day Care (Caring for Child)</b>	1 Hour	An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiver Respite Out-of-Home Overnight Care (Caring for Child)</b>	1 Hour	An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

## FCSP - Grandparent Caring for Child Supplemental Services

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Assistive Devices for Caregiving (Caring for Child)</b>	1 Device is 1 Occurrence	An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill the caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Home Adaptations for Caregiving (Caring for Child)</b>	1 Modification is 1 Occurrence	An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to facilitate and fulfill caregiving responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiving Services Registry (Caring for Child)</b>	1 Hour is 1 Occurrence	An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered
<b>Caregiving Emergency Cash / Material Aid (Caring for Child)</b>	1 Assistance is 1 Occurrence	An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities.	FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered

## FCSP - Grandparent Caring for Child Access Assistance

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Caregiver Outreach (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Caregiving Information and Assistance (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Caregiver Interpretation / Translation (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Caregiver Legal Resources (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues.	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered

## FCSP - Grandparent Caring for Child Information Services

Service Category	Unit Measure <sup>1</sup>	Definitions	Reporting Requirements	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Public Information on Caregiving (Caring for Child)</b>	1 Activity	An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 5 Information Svs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered
<b>Community Education on Caregiving (Caring for Child)</b>	1 Activity	An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair).	Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units.	NAPIS FCSP 5 Information Svs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered

## Fiscally Allowable Administrative Activities

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Reporting Requirements	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
<b>Program Development</b>	N/A	Activities that either establish a new service or expand or integrate existing services.	Non-NAPIS	Fiscally allowable administrative activities	CDA Standard Agreement Exhibit A	Title III B	No	N/A
<b>Coordination</b>	N/A	Activities that involve the active participation of the AAA staff to include liaison with non-OAA funded agencies and organizations for the purpose of avoiding duplication, improving services, resolving problems related to service delivery, and addressing the service needs of the eligible service population.	Non-NAPIS	Fiscally allowable administrative activities	CDA Standard Agreement Exhibit A	Title III B	No	N/A
<b>CARS / Data Reporting Systems</b>	N/A	The purchase, development, and maintenance of software designed to meet the requirements of the California Aging Reporting System (CARS). Maintenance includes system patches and upgrades. Activities include training staff on data collection and systems.	Non-NAPIS	Fiscally allowable administrative activities		Title III B	No	N/A

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Reporting Requirements	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>
Emergency Preparedness	N/A	Develop long-term emergency plans.	Non-NAPIS	Fiscally allowable administrative activities		Title III B	No	N/A
Senior Center Staffing	N/A	Assist with the operation of the multipurpose senior center by meeting all or part of the costs of compensating professional and technical personnel required for the operation of the center.	Non-NAPIS	Fiscally allowable administrative activities	Div 4000 Unit 42	Title III B	No	N/A

<sup>1</sup> AAAs must track the actual time services provided in their local database (i.e. minutes, fractions). All service units that are measured in hours must be reported as whole numbers (no fractions/partial units can be reported). When exporting this data to the California Aging Reporting System (CARS) the AAA's software system must round total service units for each client by month and by service category to the nearest integer (i.e. can round up or down). This should not affect the actual data in the AAA database, only the service unit totals in the CARS export files. Due to rounding, CDA expects minor service unit discrepancies (not to exceed 10 percent) between the AAA database and CARS. Also see "CARS Overview and Guidance" document.

<sup>2</sup> All references to Division 4000 and CDA FCSP Service Matrix are for historical reference only.

<sup>3</sup> In addition to reporting service units, AAAs must also report unduplicated client enrollments/estimated audience size (see the color key above for further information).

# **Service Categories and Data Dictionary:**

**Glossary of Terms and Acronyms**

**AAA:** Area Agency on Aging

**ADL:** Activities of Daily Living

**IADL:** Instrumental Activities of Daily Living

**AoA:** United States Administration on Aging <http://www.aoa.gov/>

**CARS:** A multi-phased, multi-year project started in June 2007 which will transform the existing Older Americans Act (OAA) and Older Californians Act (OCA) aggregate reporting system into a new web-based system capable of providing the State with client-level data from the Aging Services network.

The complete project envisions web-based access to one common database (standardized data specification across programs) on OAA and OCA fiscal, program performance (utilization), and client-level demographic profile data (Registered services only; a number of Non-Registered services remaining are aggregated data).

It will allow the California Department of Aging (CDA) to compare data across all programs, as opposed to having silos of data that are not comparable to one another.

**CCR:** California Code of Regulations <http://www.oal.ca.gov/ccr.htm>

**CDA:** California Department of Aging <http://www.aging.ca.gov/>

**DIV:** Division (as in a section of law)

**Division 4000:** Division 4000 is used to specify the Other Title III B and Title III D services not defined in NAPIS, as well as elder abuse prevention activities related to Title VII. With the implementation of the Service Category and Data Dictionary Matrix, definitions from this source will no longer be used.

**Estimated Unduplicated Client Count:** The Administration on Aging has not provided a method to estimate an Unduplicated Count of Clients. Each AAA must supply its own methodology.

**FCSP:** Family Caregiver Support Program -- same as Title III E. FCSP provides support to (1) unpaid family caregivers of older adults and (2) grandparents or other older relatives with primary caregiving responsibilities for a child through five broad categories of services (see FCSP 1-5)

**FCSP 1:** Support Services means the provision of caregiver assessment, caregiver counseling, caregiver peer counseling, caregiver support groups, caregiver training, and (if necessary) caregiver case management.

**FCSP 2:** Respite Care means a brief period of relief or rest from caregiving responsibilities, and is provided to caregivers on an intermittent, occasional, or emergency basis in a manner that responds to the individual needs and preferences of the caregivers and their care receivers, rather than a pre-established set amount offered on a "first come, first served" waiting list basis.

**FCSP 3:** Supplemental Services means caregiver-centered assistance offered on a limited basis to support and strengthen the caregiving efforts.

**FCSP 4:** Access Assistance means the provision of caregiving information and assistance, caregiver outreach, caregiver interpretation/translation, and caregiver legal resources; and links caregivers to the opportunities and services that are available.

**FCSP 5:** Information Services means the provision of public information on caregiving and/or community education on caregiving, including information about available services.

**InfoVan:** A specialized vehicle used by Area Agencies on Aging and their providers for outreach and education on services and information via oral communication and written information such as flyers, brochures, etc. [http://www.cda.ca.gov/aaa/reporting\\_instructions/info\\_van.asp](http://www.cda.ca.gov/aaa/reporting_instructions/info_van.asp)

**NAPIS:** The National Aging Program Information System (NAPIS) through which the State Program Report (SPR) is reported annually. The report contains statistical compilation of performance data and expenditures for programs administered by CDA with OAA Title III and Title VII funds. The data is collected and reported by service providers, AAAs, and State Units on Aging (for California, CDA) (for State on quarterly basis) on an annual basis in CARS. Statistical data is reported to AoA per federal guidelines by January 31 of each year by CDA.

**Non Registered Services:** Non-registered services are those services where it is not practical to collect client specific information or where requiring the client to register may serve as a barrier to receiving a service (see Service Categories and Data Dictionary document).

**OAA:** The Federal Older Americans Act: Congress enacted in 1965 to promote and provide assistance in the development of programs of benefit to the elderly and to provide funding for such programs through State Units and Area Agencies on Aging. [http://www.aoa.gov/AoARoot/AoA\\_Programs/OAA/index.aspx](http://www.aoa.gov/AoARoot/AoA_Programs/OAA/index.aspx)

**OCA:** In 1974, the Burton Act established the California Department of Aging (CDA) as a department within the Health and Welfare Agency. Initially the CDA was known as the Office on Aging. The Burton Act also established the California Commission on Aging (CCoA) as an advisory body to the Governor, Legislature, Department of Aging and other state departments, as well as provided funding and staffing.

**Pr:** Refers to "Program" type under Division 4000

**Registered Services:** Means data collection and reporting requirements include unduplicated client counts by characteristic, units of service, including in some cases ADLs/IADLs (see Service Categories and Data Dictionary document). Registered Services are client specific data using participant identification numbers for each client.

**Service Categories and Data Dictionary:** See Service Categories and Data Dictionary section.

**Title III B:** Title III B of the Older Americans Act that provides funding for supportive services such as, but not limited to, Information and Referral Services, In-home Services, Legal Services, Outreach, Respite Care/Respite Care Registries, and Transportation.

**Title III C-1:** Title III C-1 of the Older Americans Act that provides funding for the provision of Congregate Meals.

**Title III C-2:** Title III C-2 of the Older Americans Act that provides funding for the provision of Home Delivered Meals.

**Title III D:** Title III D of the Older Americans Act that provides funding for the provision of Disease Prevention and Health Promotion Services.

**Title III E:** See FCSP

**Title VII B:** Elder Abuse Prevention



# **Service Categories and Data Dictionary:**

**Summary of Changes**

## AAA Activities and CARS Reporting

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
Personal Care	1 Hour	Personal assistance, stand-by assistance, supervision or cues. (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming).	NAPIS 1	NAPIS Div 4000 Unit 20	Title III B	Yes	Registered	No Changes
Homemaker	1 Hour	Assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework.	NAPIS 2	NAPIS Div 4000 Unit 50, Unit 27	Title III B	Yes	Registered	No Changes
Chore	1 Hour	Assistance such as heavy housework, yard work or sidewalk and other home maintenance for a person.	NAPIS 3	NAPIS Div 4000 Unit 5	Title III B	Yes	Registered	No Changes
Home-Delivered Meals	1 Meal	A meal provided to an eligible individual in his or her place of residence, that meets all of the requirements of the Older Americans Act and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans.	NAPIS 4	NAPIS Div 4000 Unit 51	Title III C-2	No	Registered	No Changes
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, medications assistance and home health aide services for adult day health.	NAPIS 5	NAPIS Div 4000 Pr 5, Pr 11, Pr 17	Title III B	Yes	Registered	No Changes
Case Management	1 Hour	Assistance either in the form of access 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.	NAPIS 6	NAPIS Div 4000 Pr 3	Title III B	Yes	Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
Assisted Transportation	1 One Way Trip	Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.	NAPIS 7	NAPIS Div 4000 Unit 10	Title III B	No	Registered	No Changes
Congregate Meals	1 Meal	A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act and State/Local laws, and assures a minimum one-third of the Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans.	NAPIS 8	NAPIS Div 4000 Pr 20	Title III C-1	No	Registered	No Changes
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 dietitian, and addresses the options and methods for improving nutrition status. Nutrition counseling may be made either in person or by any other means deemed appropriate (e.g., telephone, emails, etc.)	NAPIS 9	NAPIS Div 4000 Unit 53	Title III C-1 Title III C-2	No	Registered	No Changes
Transportation	1 One Way Trip	Transportation from one location to another. Does not include any other activity. May include travel vouchers and transit passes.	NAPIS 10	NAPIS Div 4000 Pr 12	Title III B	Yes	Non-Registered	No Changes
Legal Assistance	1 Hour	Legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney.	NAPIS 11	NAPIS Div 4000 Pr 14	Title III B	Yes	Non-Registered	No Changes
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 in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout materials may be used, but not limited to, as the sole education component for home-delivered meal program participants.	NAPIS 12	NAPIS Div 4000 Unit 52	Title III C-1 Title III C-2 Title III D <sup>4</sup>	No	Non-Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
Information and Assistance	1 Contact	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, and (C) is satisfied. Maximum extent practicable includes offering a follow-up call to all individuals who were linked to a service. Individuals can remain anonymous and refuse a follow-up call.	NAPIS 13	NAPIS Div 4000 Pr 1	Title III B	Yes	Non-Registered	No Changes
Outreach	1 Contact	Interventions (one-on-one contacts) with individuals initiated by an agency or provider for the purpose of identifying potential clients (or their age 60+ caregivers) and encouraging their use of existing services and benefits.	NAPIS 14	NAPIS Div 4000 Unit 19	Title III B	Yes	Non-Registered	No Changes
Health Promotion	1 Contact	An evidence-based health promotion program, including programs related to the prevention and mitigation of the effects of chronic disease (including, but not limited to, osteoporosis, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. For a list of ACL approved Evidence-Based programs, please visit the National Council on Aging website at <a href="https://www.ncoa.org/resources/ebpchart">https://www.ncoa.org/resources/ebpchart</a> .	NAPIS 16 - Heath Promotion	Older Americans Act Sec 102 (14)	Title III D <sup>3</sup>	No	Non-Registered	No Changes
Alzheimer's Day Care Services	1 Day of Attendance	Day of attendance (four hours minimum) at a licensed Adult Day Care or Adult Day Health Care Center that provides Alzheimer's or dementia services.	NAPIS 15 - Other	Div 4000 Pr 6	Title III B	Yes	Non-Registered	No Changes
Cash / Material Aid	1 Assistance	Arrange for and provide assistance to participants in the form of commodities, surplus food distribution, emergency cash assistance, and vouchers.	NAPIS 15 - Other	Div 4000 Unit 15	Title III B	No	Non-Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Community Education</b>	1 Activity	Educating groups of older persons, their families, friends, and community organizations/facility staff on rights, benefits, entitlements, and health and wellness information for older persons either residing at home or in an institutional setting.	NAPIS 15 - Other	Div 4000 Unit 9	Title III B	No	Non-Registered	No Changes
<b>Comprehensive Assessment</b>	1 Hour	Evaluating a person's physical, psychological, and social needs, financial resources, and the strengths and weaknesses of their informal support system and the immediate environment as a basis for determining current functional ability and potential improvement in order to develop the appropriate services needed to maximize functional independence.	NAPIS 15 - Other	Div 4000 Unit 32 CCR 7112	Title III B	Yes	Non-Registered	No Changes
<b>Disaster Preparedness Materials</b>	1 Product	Assemble and distribute disaster preparedness materials such as File of Life or preparedness kits that will assist seniors in the event of an emergency.	NAPIS 15 - Other	No reference	Title III B	No	Non-Registered	No Changes
<b>Elder Abuse Prevention, Education and Training</b>	1 Session	Public education and training of professionals to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation).This includes training for Title III E caregivers.	NAPIS 15 - Other	Div 4000 Pr 22	Title VII B	No	Non-Registered	No Changes
<b>Elder Abuse Prevention Educational Materials</b>	1 Product	Educational materials and guidance kits distributed for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation).	NAPIS 15 - Other	Div 4000 Pr 22	Title VII B	No	Non-Registered	No Changes
<b>Employment</b>	1 Activity	Activities designed to maintain or obtain part-time/full-time employment for older persons or to assist them in selecting and entering into a second career. This can be accomplished through activities including but not limited to career counseling, recruitment, assessment, training, job club, and job development.	NAPIS 15 - Other	Div 4000 Pr 15	Title III B	No	Non-Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Health</b>	1 Hour	Activities such as non-evidence-based medication management, health screening, physical fitness, therapy, and hospice to assist older individuals to improve or maintain physical health and secure necessary medical, preventive health, or health maintenance services. Health screening, therapy, and hospice must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance. Medication management means activities that facilitate safe and effective use of prescription and over-the-counter drugs. These activities may include medication screening and education to an individual and/or the caregiver to prevent incorrect medication administration and adverse drug reaction. Primary activities are normally on a one-to-one basis; if done as a group activity, each participant shall be counted as one contact unit.	NAPIS 15 - Other	Div 4000 Pr 9, Unit 13, Unit 21, Unit 29, Unit 37	Title III B	Yes	Non-Registered	No Changes
<b>Housing</b>	1 Hour	Assistance in locating adequate housing through referral or placement.	NAPIS 15 - Other	Div 4000 Pr 4	Title III B	No	Non-Registered	No Changes
<b>Interpretation / Translation</b>	1 Contact	Provide interpretation/translation services for older individuals and their caregivers.	NAPIS 15 - Other	Div 4000 Unit 4	Title III B	No	Non-Registered	No Changes
<b>Mobility Management Activities</b>	1 Hour	Activities related to increasing transportation and mobility options for older adults by providing assistance, information, travel training, trip planning, coordination of service public or private transit operators, scheduling, access to transit information, creation of new models of service such as volunteer driver programs and shuttles.	NAPIS 15 - Other		Title III B	No	Non-Registered	No Changes
<b>Mental Health</b>	1 Hour	Provide services such as screening, assessment, therapy, counseling, follow-up, and referral to maintain or improve the mental health of older individuals. Mental Health services must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance.	NAPIS 15 - Other	Div 4000 Pr 10, Unit 11, Unit 23, Unit 29	Title III B	Yes	Non-Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
Peer Counseling	1 Hour	Use the skills and/or life experiences of trained volunteers, under qualified supervision, to provide advice, guidance, and support in a self-help approach in order to enhance well-being and enable clients to make informed choices.	NAPIS 15 - Other	Div 4000 Unit 7	Title III B	No	Non-Registered	No Changes
Personal Affairs Assistance	1 Contact	Provide assistance in writing letters and with the completion of financial forms, including tax forms, and other written or electronic documents.	NAPIS 15 - Other	Div 4000 Unit 12, Pr 16	Title III B	No	Non-Registered	No Changes
Personal / Home Security	1 Product	Services for the security and safety of their home environment, by providing safety features such as: medical alert, alarms, assistive devices (including provision of assistive technology services and assistive technology devices).	NAPIS 15 - Other	Div 4000 Pr 7	Title III B	No	Non-Registered	No Changes
Public Information	1 Activity	Contact with multiple current or potential clients or caregivers through publications, publicity campaigns, and other mass media campaigns including Internet websites.	NAPIS 15 - Other	NAPIS	Title III B	Yes	Non-Registered	No Changes
Registry	1 Hour	Recruit workers, maintain a current list of qualified workers, refer workers to clients or clients to workers, and follow-up to assure that service was received.	NAPIS 15 - Other	Div 4000 Unit 41	Title III B	No	Non-Registered	No Changes
Residential Repairs / Modifications	1 Modification	Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. Includes minor repairs/renovations in order to meet safety, health issues, and code standards.	NAPIS 15 - Other	Div 4000 Unit 1, Unit 48	Title III B	Yes	Non-Registered	No Changes
Respite Care	1 Hour	Arrange for relief of the relatives or other caregivers of the frail elderly living at home by the coordination or direct provision of supportive services to the older person(s) while the primary caregiver is temporarily absent (includes Adult Day Care as a respite service for families).	NAPIS 15 - Other	Div 4000 Pr 18, Unit 45	Title III B	Yes	Non-Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Senior Center Activities</b>	1 Hour	Services designed to enable older individuals to attain and/or maintain physical and mental well-being such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services. Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities, are not allowable.	NAPIS 15 - Other	Div 4000 Pr 13 OMB A-87	Title III B	No	Non-Registered	No Changes
<b>Telephone Reassurance</b>	1 Contact	Telephone a client to provide contact and safety checks to reassure and support older individuals.	NAPIS 15 - Other	Div 4000 Unit 28	Title III B	Yes	Non-Registered	No Changes
<b>Visiting</b>	1 Hour	Visit a client to provide contact and safety checks to reassure and support older individuals.	NAPIS 15 - Other	Div 4000 Unit 31	Title III B	Yes	Non-Registered	No Changes



## FCSP - Caregiver Caring for Elderly Support Services

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Assessment (Caring for Elderly)</b>	1 Hour	An FCSP Support Service conducted by persons trained and experienced in the skills required to deliver the service that should result in a plan that includes emergency back-up provisions and is periodically updated; and will explore options and courses of action for caregivers by identifying their: (A) willingness to provide care; (B) duration and care frequency preferences; (C) caregiving abilities; (D) physical health, psychological, social support, and training needs; (E) financial resources relative for caregiving; and (F) strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Counseling (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities.	NAPISFCSP 1Support Svcs	OAA 373(b)(3) NAPISCDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Peer Counseling (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Support Group (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Training (Caring for Elderly)</b>	1 Hour	An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Case Management (Caring for Elderly)</b>	1 Hour	An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes

## FCSP - Caregiver Caring for Elderly Respite Care

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Respite In-Home Supervision (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Homemaker Assistance (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite In-Home Personal Care (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Home Chore (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Out-of-Home Day Care (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Out-of-Home Overnight Care (Caring for Elderly)</b>	1 Hour	An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes

## FCSP - Caregiver Caring for Elderly Supplemental Services

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Assistive Devices for Caregiving (Caring for Elderly)</b>	1 Device is 1 Occurrence	An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill caregiving responsibilities.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Home Adaptations for Caregiving (Caring for Elderly)</b>	1 Modification is 1 Occurrence	An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to fulfill caregiving responsibilities.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiving Services Registry (Caring for Elderly)</b>	1 Hour is 1 Occurrence	An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiving Emergency Cash / Material Aid (Caring for Elderly)</b>	1 Assistance is 1 Occurrence	An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities.	NAPIS FCSP 3 Supplemental Svs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes

## FCSP - Caregiver Caring for Elderly Access Assistance

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Outreach (Caring for Elderly)</b>	1 Contact	An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market).	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Caregiving Information and Assistance (Caring for Elderly)</b>	1 Contact	An FCSP Access Assistances service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact).	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Caregiver Interpretation /Translation(Caring for Elderly)</b>	1 Contact	An FCSP Access Assistance Service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver).	NAPISFCSP 4Access Assistance	OAA 373(b)(2) NAPISCDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Caregiver Legal Resources (Caring for Elderly)</b>	1 Contact	An FCSP Access Assistance Service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes

## FCSP - Caregiver Caring for Elderly Information Services

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Public Information on Caregiving (Caring for Elderly)</b>	1 Activity	An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter).	NAPIS FCSP 5 Information Svcs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Community Education on Caregiving (Caring for Elderly)</b>	1 Activity	An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair).	NAPIS FCSP 5 Information Svcs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes

## FCSP - Grandparent Caring for Child Support Services

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Assessment (Caring for Child)</b>	1 Hour	An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of counseling service, which may range from guidance with caregiving responsibilities to therapy for stress, depression, and loss; and (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Counseling (Caring for Child)</b>	1 Hour	An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities.	NAPISFCSP 1Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Peer Counseling (Caring for Child)</b>	1 Hour	An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Support Group (Caring for Child)</b>	1 Hour	An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Training (Caring for Child)</b>	1 Hour	An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and shall address the areas of health, nutrition, and financial literacy.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Case Management (Caring for Child)</b>	1 Hour	An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression.	NAPIS FCSP 1 Support Svcs	OAA 373(b)(3) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes

## FCSP - Grandparent Caring for Child Respite Care

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Respite In-Home Supervision (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Homemaker Assistance (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer.	NAPISFCSP 2Respite Care	OAA 373(b)(4) NAPISCDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite In-Home Personal Care (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Home Chore (Caring for Child)</b>	1 Hour	An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Out-of-Home Day Care (Caring for Child)</b>	1 Hour	An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes assess to social and recreational activities.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiver Respite Out-of-Home Overnight Care (Caring for Child)</b>	1 Hour	An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care.	NAPIS FCSP 2 Respite Care	OAA 373(b)(4) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes



## FCSP - Grandparent Caring for Child Supplemental Services

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Assistive Devices for Caregiving (Caring for Child)</b>	1 Device is 1 Occurrence	An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill the caregiving responsibilities.	NAPIS FCSP 3 Supplemental Svcs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Home Adaptations for Caregiving (Caring for Child)</b>	1 Modification is 1 Occurrence	An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to facilitate and fulfill caregiving responsibilities.	NAPIS FCSP 3 Supplemental Svcs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiving Services Registry (Caring for Child)</b>	1 Hour is 1 Occurrence	An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively.	NAPISFCSP 3 Supplemental Svcs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes
<b>Caregiving Emergency Cash / Material Aid (Caring for Child)</b>	1 Assistance is 1 Occurrence	An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities.	NAPIS FCSP 3 Supplemental Svcs	OAA 373(b)(5) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Registered	No Changes

## FCSP - Grandparent Caring for Child Access Assistance

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Caregiver Outreach (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market).	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Caregiving Information and Assistance (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact).	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Caregiver Interpretation / Translation (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver).	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Caregiver Legal Resources (Caring for Child)</b>	1 Contact	An FCSP Access Assistance service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues.	NAPIS FCSP 4 Access Assistance	OAA 373(b)(2) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes

## FCSP - Grandparent Caring for Child Information Services

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Public Information on Caregiving (Caring for Child)</b>	1 Activity	An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter).	NAPIS FCSP 5 Information Svs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes
<b>Community Education on Caregiving (Caring for Child)</b>	1 Activity	An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair).	NAPIS FCSP 5 Information Svs	OAA 373(b)(1) NAPIS CDA FCSP Service Matrix	Title III E	N/A	Non-Registered	No Changes

## Fiscally Allowable Administrative Activities

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
<b>Program Development</b>	N/A	Activities that either establish a new service or expand or integrate existing services.	Non-NAPIS	CDA Standard Agreement Exhibit A	Title III B	No	N/A	No Changes
<b>Coordination</b>	N/A	Activities that involve the active participation of the AAA staff to include liaison with non-OAA funded agencies and organizations for the purpose of avoiding duplication, improving services, resolving problems related to service delivery, and addressing the service needs of the eligible service population.	Non-NAPIS	CDA Standard Agreement Exhibit A	Title III B	No	N/A	No Changes

Service Category	Unit Measure <sup>1</sup>	Definitions	NAPIS Reference	Definition / Historical Reference <sup>2</sup>	Primary Funding Source	Priority Service	Registered or Non-Registered <sup>3</sup>	Summary of Changes
CARS / Data Reporting Systems	N/A	The purchase, development, and maintenance of software designed to meet the requirements of the California Aging Reporting System (CARS). Maintenance includes system patches and upgrades. Activities include training staff on data collection and systems.	Non-NAPIS		Title III B	No	N/A	<b>New definition: the definition was revised to specify allowable activities for staff training on data collection and systems for AB 959 and other topics. The definition also clarifies that maintenance includes system patches and upgrades.</b>
Emergency Preparedness	N/A	Develop long-term emergency plans.	Non-NAPIS		Title III B	No	N/A	No Changes
Senior Center Staffing	N/A	Assist with the operation of the multipurpose senior center by meeting all or part of the costs of compensating professional and technical personnel required for the operation of the center.	Non-NAPIS	Div 4000 Unit 42	Title III B	No	N/A	No Changes

For ADA compliance, additional notes for reporting requirements have been moved into a column titled "Reporting Requirements" as needed for each service category, instead of the color coordinated sections as follows:

- Light Blue: Denotes Cluster 1 services. Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.
- Dark Blue: Denotes Cluster 2 services. Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.
- White: Denotes Non-Registered services. Reporting requirements include estimated unduplicated client counts and service units.
- Yellow: Denotes FCSP Registered services. Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.
- Green: Denotes fiscally allowable administrative activities.

<sup>1</sup> AAAs must track the actual time services provided in their local database (i.e. minutes, fractions). All service units that are measured in hours must be reported as whole numbers (no fractions/partial units can be reported). When exporting this data to the California Aging Reporting System (CARS) the AAA's software system must round total service units for each client by month and by service category to the nearest integer (i.e. can round up or down). This should not affect the actual data in the AAA database, only the service unit totals in the CARS export files. Due to rounding, CDA expects minor service unit discrepancies (not to exceed 10 percent) between the AAA database and CARS. Also see "CARS Overview and Guidance" document.

<sup>2</sup> All references to Division 4000 and CDA FCSP Service Matrix are for historical reference only.

<sup>3</sup> In addition to reporting service units, AAAs must also report unduplicated client enrollments/estimated audience size (see the color key above for further information).