



## TITLE VI REPORTING GUIDANCE FOR COVID RESPONSE ACTIVITIES

May 4, 2020

### **Families First Coronavirus Response Act (FFCRA) and Coronavirus Aid, Relief and Economic Recovery Act (CARES) Reporting Overview**

ACL appreciates the national Title VI network's commitment to elders and responsiveness to the unprecedented COVID public health emergency. ACL is confident that the FFCRA and CARES grant funds awarded to the Title VI network assisted in supporting elders during this pandemic. ACL requires programmatic reporting on all grant awards, including the FFCRA and CARES grant funds. For ease of reporting, Title VI programs will use the existing Title VI Program Performance Report (PPR) (OMB 00985-0007) to report all FFCRA and CARES grant services.

ACL intends to use the data collected to show accountability for the supplemental funding received, as well as to demonstrate the scope and reach of the Title VI network's involvement in COVID response. ACL thanks the members of the national Title VI network for their efforts to report accurate, complete data regarding service to elders and caregivers.

Nearly all services provided in response to the COVID pandemic can be categorized using the existing PPR service definitions. Where greater flexibility was required, service definitions have been expanded and adapted. The following are Title VI services that can be provided in a stay-at-home environment with service definitions and examples updated to reflect the way the Title VI network has adapted to provide services in response to the COVID pandemic. **This is not an exhaustive list.** These are the categories ACL felt were most applicable given how services are being delivered in the time of COVID. If you have provided a service based on your community and response needs and it is not included on the list, please reach out to Title VI staff to report appropriately.

### **Programmatic Reporting for FFCRA and CARES Grants to Title VI Grantees**

FFCRA and CARES grant funds were awarded to Title VI grantees to provide Part A/B services in preventing, preparing for and responding to COVID-19. Although the project period is March 20, 2020 (for FFCRA) and April 1, 2020 (for CARES) until September 20, 2021, grantees may incur pre-award costs prior to the effective date of this award dating back to January 20, 2020.

An annual programmatic report is due June 30, 2021 using the [PPR form OMB 0985-0007](#) and submission will be done through the [Older Americans Act Performance System \(OAAPS\)](#). Services provided with FFCRA and CARES funds must be reported in the PPR section labeled "Optional space for other supportive services offered that are not listed above." For each service provided with CARES and FFCRA funds, grantees must report on:

- Type of service;
- Number of individuals served;
- Number of units provided;
- Amount of expenditure; and
- Whether funding source was FFCRA or CARES.

An example of this reporting would be:

- Home-delivered meals: 250 elders, 15,000 meals, \$150,000 in FFCRA expenditures.
- Homemaker – 100 elders, 120 units, \$2,000 expenditures in CARES expenditures. Tribe/Village provided weekly shopping and grocery delivery for 12 weeks to family caregivers.

## Service Definitions and Units as Applied to COVID Response

### Part A/B Services—Nutrition & Supportive Services

These categories are the existing PPR service categories that have been updated to reflect the stay-at-home nature of many Title VI services provided in response to COVID.

Service Description	Service Definition	Unit Name	Unit Definition	Example
Full Time Staff	People who work 35 hours or more per week in a paid position for the Title VI program.	Persons	All staff working over 35 hours a week on Part A/B	<ul style="list-style-type: none"> <li>• A Title VI director (a permanent position) who works full-time on the Title VI program.</li> <li>• A temporary employee hired in response to COVID and who works 35 hours per week delivering meals.</li> <li>• An elder services coordinator who works 40 hours per week providing information and assistance to elders.</li> </ul>

Service Description	Service Definition	Unit Name	Unit Definition	Example
Part Time Staff	People who work less than 35 hours per week in a paid position for the Title VI program.	Persons	All staff working less than 35 hours a week on Part A/B	<ul style="list-style-type: none"> <li>• A dietician (a permanent position) who works 20 hours per week reviewing Title VI home-delivered meal menus</li> <li>• A temporary employee hired in response to COVID and who works 10 hours per week providing telephone support to homebound elders.</li> <li>• A former volunteer who has been hired as a temporary employee and who provides grocery delivery to elders 20 hours per week.</li> </ul>
Home Delivered Meal	A meal provided to a qualified individual in his/her place of residence or via carry-out or drive-through.	Unduplicated persons  Meals	Individual people served  One meal which meets the requirements of the meal’s funding source	Meals provided via home delivery, carry-out or drive-through.
Nutrition Education	Providing targeted education in a group around issues of nutrition, physical fitness, or healthy habits for elders, and can include caregivers.	Sessions	A meeting of a group (2 or more individuals)	Sessions, including distribution of printed materials, provided in-person or virtually by conducting a group call or online meeting (via phone, text, email, webinar, video chat, or other means) around how to continue to eat healthy and stay physically active during COVID.
Nutrition Counseling	Providing individual advice and guidance to individuals at nutritional risk about how to improve their nutritional status.	Unduplicated persons  Hours	Individual people served  Total number of hours spent providing service	Sessions provided in-person or virtually to counsel older adults on an individual basis (via phone, text, email, webinar, video chat, or other means) about how to maintain healthy eating habits during COVID.

Service Description	Service Definition	Unit Name	Unit Definition	Example
Information and Assistance	Providing information to an individual about services and resources available.	Contact	One individualized contact	Taking a call from an elder or their family member and answering questions about services for elders that are available.
Outreach	Providing public information through posts in newsletters, radio announcements, flyers, organizational Facebook posts or other media about available services or resources.	Activity	Information put together and shared (one post of information would count as an activity)	Putting together a social media post, radio, or automated call announcement that is shared with the broader community how you are providing services during COVID.
Case Management	Doing an intake with an elder about their personalized needs and then arranging for services to be provided and following up with an elder about services provided.	Unduplicated persons  Hours	Individual people served  Total number of hours spent providing service	<ul style="list-style-type: none"> <li>• Getting a call from an elder or their caregiver and getting them signed up for services.</li> <li>• Conducting an intake and getting them signed up for services.</li> </ul>
Homemaker Service	Providing light housekeeping tasks including delivery of groceries, prescriptions, or other supplies to elder’s residence.	Unduplicated persons  Hours	Individual people served  Total number of hours spent providing service	<p>Hours of staff or volunteer time to provide assistance, including delivery of groceries, prescriptions, or other supplies to client’s residence.</p> <p>Note: Report here the amount of time spent in providing the assistance and/or delivery. If the program is purchasing groceries, supplies, or other items, please see the Other Services Supplies definition below for reporting on actual purchase of items.</p>

Service Description	Service Definition	Unit Name	Unit Definition	Example
Chore Service	Helping an elder maintain their residence doing work such as sidewalk clearing, walk maintenance, wood chopping, and/or hauling water.	Unduplicated persons  Hours	Individual people served  Total number of hours spent providing service	Going to an elder’s house and ensuring that their sidewalk is clear of debris or making sure that their entrance is clear.
Telephoning	Telephone services include phoning in order to provide comfort or check up on the Elder. The Elder should be reached and spoken to in order for the contact to be counted.	Contact	One individualized contact, regardless of length of contact	Calling and reaching an elder via phone, text, email, webinar, video chat, or other means to provide a well-being check, reassurance, and/or socialization.

<p>Other Supportive Service, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Consumable Items;</li> <li>• Lending Closet.</li> </ul> <p>ALSO list here any services provided using FFCRA &amp; CARES funds in the following format:</p> <ol style="list-style-type: none"> <li>1. Describe the services provided (number of individuals, number of units);</li> <li>2. Identify the source of funding for the service (FFCRA, and/or CARES Act); and</li> <li>3. Include the amount of funding you spent for the service.</li> </ol>	<p>Use this section to collect information beyond what is captured in the other PPR categories. Report any services or units of service provided that do not fit into the other PPR services listed.</p> <p><b>Consumable items</b> are items that are intended for one-time use by an elder in their home and are not returnable to the Title VI program. Examples include (but are not limited to): groceries, cleaning supplies, incontinence supplies, cell phone or internet access, or other items purchased for use by an older adult.</p> <p><i>Note:</i> This is to report purchasing groceries, supplies, cell phone or internet access or other items with program funds. For reporting the amount of time spent in providing the delivery, please see Homemaker definition above.</p> <p><b>Lending closet items</b> are not single-use items, are lent to elders on a short-term basis and are returnable to the Title VI program when the</p>	<p>Name of Service Provided</p> <p>Unduplicated persons</p>	<p>State the name of the service you provide</p> <p>Individual elders served</p>	<ul style="list-style-type: none"> <li>• Consumable items: weekly grocery deliveries for 50 elders for 10 weeks. We used \$80,000 of CARES funding for this service.</li> <li>• Consumable Items: purchasing cleaning kits and supplies for 75 elders. We used \$5,000 of FFCRA funding for this.</li> <li>• Lending Closet: provided 5 elders a cell phone. We used \$800 of FFCRA funding for this.</li> <li>• Lending closet: Provided 10 elders a tablet computer. We used \$3,000 of CARES funding for this.</li> </ul>
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Service Description	Service Definition	Unit Name	Unit Definition	Example
	elder no longer is using them. Examples include (but are not limited to): clothing given in a clothing exchange; Durable Medical Equipment such as chair lifts, wheelchairs, walkers, emergency response systems, technology or equipment provided for use by an elder in their home to maintain safety, allow for socialization, and/or promote participation in activities from the elder’s home.			
Social Events	An event to promote social interactions and decrease social isolation.	Event	A planned occasion	Contact among more than two people via phone, text, email, webinar, video chat, or other means to provide reassurance and/or socialization to older adults.
Storytelling	A story about what your program is doing in the community and the effect on an individual or the community at large (please do not share names of individuals).			Please provide information on how your program is making a difference in your community, including how your program responded to the COVID pandemic.

### Part C Services—Caregiver

Part C Services are intended for informal caregivers. Informal caregivers are unpaid providers of in-home and community care. Caregivers may be family members, neighbors, friends and others. Title VI Part C services can serve several types of caregivers such as caregivers to elders or individuals of any age with Alzheimer’s disease and related disorders, Elder caregivers caring for children (grandparents caring for grandchildren), and Elder caregivers providing care to adults with disabilities.

Service Description	Service Definition	Unit Name	Unit Definition	Example
Full Time Staff	People who work 35 hours or more per week in a paid position for the Title VI program.	Persons	All staff working over 35 hours a week on Part C	<ul style="list-style-type: none"> <li>• A Title VI caregiver services coordinator (a permanent position) who works full-time overseeing the Title VI Part C program.</li> <li>• A temporary employee hired in response to COVID and who works 35 hours per week providing counseling to caregivers experiencing increased stress as a result of COVID.</li> <li>• A caregiver specialist who works 40 hours per week providing caregiver information services.</li> </ul>
Part Time Staff	People who work less than 35 hours per week in a paid position for the Title VI program.	Persons	All staff working less than 35 hours a week on Part C	<ul style="list-style-type: none"> <li>• A temporary employee hired in response to COVID and who works 20 hours per week developing emergency preparedness training for caregivers.</li> <li>• A former volunteer who has been hired as a permanent employee and who provides virtual support group services to caregivers 20 hours per week.</li> </ul>



Service Description	Service Definition	Unit Name	Unit Definition	Example
Information Services	Providing public information through posts in newsletters, radio announcements, flyers, organizational Facebook posts or other media about available services or resources.	Activity	Information put together and shared (one post of information would count as one activity)	Putting together a social media post or a radio announcement that is shared with the broader community how you are providing caregiver services during COVID.
Counseling	Counseling (led by a formal or informal counselor) to individuals or groups to address physical, behavioral, and emotional stresses related to caregiver roles. This service is a separate service from caregiver training or support group.	Unduplicated persons  Total hours	Individual people served  Total number of hours spent providing service	Providing counseling (via phone, text, email, webinar, video chat, or other means) with an individual or a group to help participants navigate physical, behavioral, and emotional issues related to caregiving.
Support Group	A service that helps facilitate caregivers to discuss their common experiences and concerns and develop a mutual support system.	Sessions	A meeting of a group (2 or more individuals)	Contact among more than two people via phone, text, email, webinar, video chat, or other means to provide support to caregivers so that they share their experiences with each other.
Caregiver Training	A service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Training may be conducted on-line and may be presented to individuals or groups in person or by dissemination of training materials, including handouts.	Unduplicated persons  Hours	Individual people served  Total number of hours spent providing service	Caregiver training may involve helping caregivers prepare for how to care for their loved ones in the time of COVID. Trainings may be virtual and may be related to health, nutrition, stress management, and many other topics.

<p>Supplemental Services, including:</p> <ul style="list-style-type: none"> <li>• Home Modification/Repairs</li> <li>• Consumable Items</li> <li>• Lending Closet</li> <li>• Homemaker/Chore/Personal Care Service</li> <li>• Financial Support</li> <li>• Other</li> </ul>	<p>Supplemental services are those provided on a limited basis to caregivers of an elder, elders caring for grandchildren, and elders caring for adult children with a disability.</p> <p><b>Consumable items</b> are items that are intended for one-time use by a caregiver in their home and are not returnable to the Title VI program. Examples include (but are not limited to): Provision of consumable supplies or material aid to benefit a family caregiver to meet basic necessities such as groceries, cleaning supplies, or continence items</p> <p><b>Lending closet items</b> are not single-use items, are lent to caregivers on a short-term basis and are returnable to the Title VI program when the elder no longer is using them. Examples include (but are not limited to): clothing given in a clothing exchange; Durable Medical Equipment such as chair lifts, wheelchairs, walkers, emergency response systems, technology or equipment provided for use by an elder in their home to maintain safety, allow for</p>	<p>Name of Service Provided</p> <p>Unduplicated persons</p>	<p>Provide the name of the service you provide</p> <p>Individual caregivers served</p>	<ul style="list-style-type: none"> <li>• Home modification: Arranging for the installation of a wheelchair ramp to the entrance of an Elder’s home to make it easier for the informal caregiver to take the Elder to doctor appointments.</li> <li>• Groceries, cleaning supplies, incontinence supplies, cell phone or internet access, or other items purchased to benefit a <i>family caregiver (whether used by the caregiver or by the care receiver)</i>.</li> <li>• Note: This is to report purchasing groceries, supplies, cell phone or internet access or other items with program funds. For reporting the amount of time spent in providing the delivery, please see Homemaker-Delivery definition above.</li> <li>• Consumable items: Providing the caregiver with incontinence supplies for the elder (or adult with disability if applicable).</li> <li>• Consumable items: Providing a grandparent with workbooks or other homeschool materials for their grandchildren.</li> <li>• Lending closet: Giving the caregiver a cell phone for short-term use.</li> <li>• Lending closet: Giving the caregiver a tablet</li> </ul>
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Service Description	Service Definition	Unit Name	Unit Definition	Example
	<p>socialization, and/or promote participation in activities from the caregiver’s home.</p> <p><b>Homemaker:</b> Providing light housekeeping tasks including delivery of groceries, prescriptions, or other supplies to support a caregiver.</p> <p><b>Chore:</b> Helping a caregiver maintain their residence, or doing work at an elder’s residence in order to help a caregiver.</p> <p><b>Other:</b> Any services provided that do not fit into the PPR services listed.</p>			<p>computer for short-term use.</p> <ul style="list-style-type: none"> <li>• Lending closet: Providing a caregiver a wheelchair for them to use for the elder they are caring for.</li> <li>• Homemaker: Buying and delivering groceries or other supplies for the care of the elder, or to help grandparents caring for grandchildren, or an elder caring for an adult child with a disability.</li> <li>• Chore: Chopping wood, or clearing snow so that the informal caregiver is able to provide personal care to the Elder.</li> <li>• Financial support: On an emergency basis, providing financial help to a caregiver to make sure they are able to continue providing care.</li> </ul>

**Resources:**

- For FAQs on Title VI and COVID-19 see <https://acl.gov/covid-19> and <https://olderindians.acl.gov/covid19>