

ADMINISTRATION FOR COMMUNITY LIVING
 ADMINISTRATION ON AGING
 TITLE VI PROGRAM PERFORMANCE REPORT

Report Period April 1, [year] – March 31, [year]

Title VI, Parts A/B and C _____

Title VI, Part A/B only _____

Grantee Name _____

Telephone _____ Email address _____

Part A/B Grant No. _____ Part C Grant No. _____

TITLE VI, PART A/B REPORT

A. STAFFING INFORMATION

Enter the number of staff paid wholly or partly by Title VI, Part A/B funds.

Full-time staff

Full-time staff		Person(s)
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Part-time staff

Part-time staff		Person(s)
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B. NUTRITION SERVICES

Congregate Meals

Unduplicated number of eligible persons who received one or more Congregate Meal(s) .		Person(s)
Total number of Congregate Meals served.		Meal(s)

Home-Delivered Meals

Unduplicated number of eligible persons who received one or more Home-delivered Meal(s) .		Person(s)
Total number of Home-delivered Meals provided.		Meal(s)

Other Nutrition Services

Total number of sessions of Nutrition Education.		Session(s)
Total number of persons who received Nutrition Counseling.		Person(s)
Total number of hours of Nutrition Counseling.		Hour(s)

C. SUPPORTIVE SERVICES

Access Services

Total number of contacts of Information and Assistance.		Contact(s)
Total number of Outreach activities.		Activities
Unduplicated number of persons receiving Case Management.		Person(s)
Total number of hours of Case Management.		Hour(s)
Unduplicated number of persons receiving Transportation.		Person(s)
Total one-way trips of Transportation.		One-way trip(s)

In-home Services

Unduplicated number of persons receiving Homemaker Services.		Person(s)
Total number of hours of Homemaker Services.		Hour(s)
Unduplicated number of persons receiving Personal Care/Home Health Aid Services.		Person(s)
Total number of hours of Personal Care/Home Health Aid Service.		Hour(s)
Unduplicated number of persons receiving Chore Services.		Person(s)
Total number of hours spent on Chore Services.		Hour(s)
Total number of contacts of Visiting.		Contact(s)
Total number of contacts of Telephoning.		Contact(s)

Other Supportive Services

Total number of Social Events held.		Event(s)
Total number of persons receiving Health Promotion and Wellness activities.		Person(s)
Total number of visits to persons in nursing facilities/homes or residential care communities.		Visit(s)

Optional space for other supportive services offered that are not listed above (1500 words or less):

D. FINANCE

Part A/B Spending

Total amount of funds spent on Congregate and Home-delivered Meals.		Dollars
Total amount of funds spent on Supportive Services Programming.		Dollars

Optional explanation of elements included in total amount of funds (1500 words or less):

What other sources of funds help you support your Title VI services:

Tribal funds	Yes or No
State funds	Yes or No
Title III funds	Yes or No
Other grants	Yes or No
Donations	Yes or No

This finance section will be an addendum to the 425. This will NOT be used for audits.

E. STORYTELLING

Please share an example of how your Title VI program has helped an individual or your community (1500 words or less):

****OFFICIAL SIGNATURE**** - If only completing Title VI, Part A/B of this report go to page [insert page] to sign and date.

TITLE VI, PART C REPORT

A. STAFFING INFORMATION

Enter the number of staff paid wholly or partly by Title VI, Part C funds.

Full-time staff

Full-time staff		Person(s)
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Part-time staff

Part-time staff		Person(s)
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B. TOTAL CAREGIVERS SERVED

Caregivers served by the Title VI program are informal, unpaid providers of in-home and community care. Caregivers may be family members, neighbors, friends, or others.

Unduplicated number of caregivers to Elders or individuals of any age with Alzheimer’s disease and related disorders.		Person(s)
Unduplicated number of Elder caregivers caring for children under the age of 18.		Person(s)
Unduplicated number of Elder caregivers providing care to adults 18-59 years old with disabilities.		Person(s)

C. CAREGIVER SUPPORT SERVICES

Services for Caregivers

Total number of activities of Information Services provided.		Activities
Total number of contacts of Information and Assistance provided.		Contact(s)
Unduplicated number of caregivers receiving Counseling (e.g. formal and/or informal counselors).		Person(s)
Total number of hours of Counseling .		Hour(s)
Total number of sessions of Support Group .		Session(s)
Unduplicated number of caregivers served in Caregiver Training .		Person(s)
Total number of hours of Caregiver Training .		Hour(s)

Supplemental Services: (report on units provided, unduplicated caregivers served, service category)

Service Category	Description of Service	Unduplicated Caregivers
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There will be a dropdown menu of service categories: **Home Modification/Repairs, Consumable Items, Lending Closet, Homemaker/Chore/Personal Care Service, Financial Support, Other.**

Respite Care for Caregivers

Respite care is a service for informal caregivers, not Elders or children. Respite care refers to allowing caregivers time away to do other activities by having an Elder, person with a disability, or child cared for by someone else.

Unduplicated number of caregivers of Elders provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of Elders.		Hour(s)
Unduplicated number of caregivers of children under the age of 18 provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of children under the age of 18.		Hour(s)
Unduplicated number of caregivers of adults 18-59 years old with disabilities provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of adults 18-59 years old with disabilities.		Hour(s)

D. FINANCE

Part C Spending

This finance section will be an addendum to the 425. This will NOT be used for audits.

Total amount of funds spent on the Caregiver Program.		Dollars
Total amount of funds spent on Respite Care.		Dollars

Report Certified By _____
(Tribal Official or other authorized personnel)

Report Prepared by: _____

Telephone: _____ Email address: _____

Date Submitted: _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (OMB 0985-0059). Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including time for gathering and maintaining the data needed and completing and reviewing the collection of information. The obligation to respond to this collection is required to retain the statutory authority for the Older Americans Act Amendments of 2006, P.L. 114-144. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Administration for Community Living, U.S. Department of Health and Human Services, 330 C Street, SW, Washington, DC 20201-0008, Attention Kristen Hudgins, or email Kristen.Hudgins@acl.hhs.gov.

Title VI Program Performance Report (PPR) Reporting Definitions for the grant year April 1, 2020-March 31, 2023.

REPORTING COMPONENTS

Title VI, PARTS A/B

- *Unduplicated refers to individual people counted only once a year for a service. For instance, an Elder comes to your congregate meal site five days a week to eat. She is counted as one unduplicated meal participant receiving 260 total meals over the course of a year. The count starts on April 1 and ends on March 31.*
- *Total number of persons refers to adding up the total number of people who took part in an activity. For instance, you hold a nutrition education event once a month. You would count the total number of people who attended every month, even if it is the same people attending every time.*
- *Title VI programs may count services offered through other departments/ programs as long as there is an agreement between the Title VI program and the other departments/programs. An agreement can be a verbal or written understanding between the Title VI Program staff and another office/program/department/agency to provide services for Elders (i.e. transportation, enrollment in the Community Health Representative (CHR) program, etc.)*
- *If your Title VI program does not offer one or more of the Supportive or Caregiver Services, you are not required to enter a number. Please do not be concerned if some fields do not apply to your program.*
- *If you have any questions about the Program Performance Report, please contact your Title VI Regional contact.*

A. STAFFING INFORMATION

Term	Definition and example
Full Time Staff (persons)	<p>People who work 35 hours or more per week in a paid position for the Title VI program (paid fully or partially with Title VI A/B funds). This refers to the number of full-time positions in your Part A/B program.</p> <p><i>For example: Title VI program staff, providing nutrition and supportive services, working five days a week (8 hours/day) and paid with any combination of funds that includes Title VI funds like: a) Title VI A/B funds and Tribal funds, or b) Title VI A/B funds, Title III funds and Tribal funds, or c) Title VI A/B funds and other grant funds, or any other combination as long as some funding comes from Title VI Part A/B.</i></p>
Part Time Staff (persons)	<p>People who work less than 35 hours per week in a paid position for the Title VI program (paid fully or partially with Title VI A/B funds). This refers to the number of part-time positions in your Part A/B program.</p>

Term	Definition and example
	<p><i>For example: Title VI program staff, providing nutrition and supportive services, working three or four days a week and paid with Title VI A/B funds and any other combination of funds.</i></p>

B. NUTRITION SERVICES

Term	Definition and example
Congregate Meals	
<p>Congregate Meal Eligible Person (unduplicated persons)</p>	<p>An eligible person is: an Elder; a spouse of an Elder; an individual providing volunteer services for the Title VI Program during the meal hours; and a non-Elder person with a disability who resides at home with and accompanies an Elder to the meal, or who resides in a housing facility occupied primarily by older adults.</p> <p><i>For example: An Elder who comes in for a meal at the meal site can be counted. Their spouse may also be counted, even if they are not Native, as might a non-Elder person with a disability who resides with the Elder and accompanies the Elder to the meal. Other eligible meals would be if a non-Elder attends the congregate meal and helps serve or clean up after the meal, this would be considered a volunteer meal and should be counted.</i></p>
<p>Congregate Meal (total meals)</p>	<p>A meal provided to and consumed by an eligible person at a nutrition site, senior center, or other congregate/group setting. The meal meets all the requirements of the Older Americans Act and State/Local laws.</p> <p>Congregate clients may take the leftovers, but they are not counted as meals, as they are not consumed in the congregate setting. Programs should not regularly be preparing excess of what they will need in order to serve leftovers. However, if leftovers are given out, the program should determine policies and procedures on how that should be done (e.g., 1st come, 1st served and given in approved containers from the site). Exceptions may be made on a limited basis (e.g., a regular congregate participant is home sick for a day and a meal is taken to her)</p> <ul style="list-style-type: none"> • Title III-funded meals should NOT be reported in the PPR. • Meals provided to individuals through Medicaid Title XIX waiver meals or other programs such as state-funded means-tested programs should NOT be reported in the PPR. <p>Meals should comply with the USDA/HHS Dietary Guidelines for Americans which provide, if one meal is served, a minimum of 33.3% of the Dietary Reference Intakes (DRI) or 66.6% if two meals are served for one day, and 100% if three meals are served for one day*.</p>

Term	Definition and example
	<p><i>For example: A meal served at the senior center, community hall or similar setting.</i></p> <p>* https://health.gov/dietaryguidelines/2015/guidelines/</p>
Home-Delivered Meals	
Home-delivered Meal Eligible Person (unduplicated persons)	<p>An eligible person is: a qualified* Elder; a spouse of a qualified* Elder; volunteers providing services during the meal hours; and a non-Elder person with a disability who resides at home with a qualified* Elder, or a person with a disability who resides in a housing facility occupied primarily by older adults.</p> <p>*Qualified in that the person is frail, isolated, or homebound by reason of illness or incapacitating disability or other eligible condition as determined by your Title VI program’s policies and procedures.</p>
Home-Delivered Meal (total meals)	<p>A meal provided to a qualified* eligible person in their place of residence.</p> <ul style="list-style-type: none"> • Title III-funded meals should NOT be reported in the PPR. • Meals provided to individuals through Medicaid Title XIX waiver meals or other programs such as state-funded means-tested programs should NOT be reported in the PPR. <p>Meals should comply with the USDA/HHS Dietary Guidelines for Americans which provide, if one meal is served, a minimum of 33.3% of the Dietary Reference Intakes (DRI) or 66.6% if two meals are served for one day, and 100% if three meals are served for one day*.</p> <p><i>For example: Delivering a meal which may include hot, cold, frozen, dried, canned or fresh foods, on a regular basis to an Elder’s residence.</i></p>
Other Nutrition Services	
Nutrition Education (sessions)	<p>A targeted educational program provided by a dietitian or a similarly knowledgeable person. The program will 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 and caregivers in a group setting (two or more participants).</p> <p><i>For example: A 1-hour diabetes education presentation for two or more individuals, that may include information on traditional food recipes or a demonstration to promote physical activity, led by a nutritionist, community health representative (CHR) or other health professional in one session.</i></p>
Nutrition Counseling (total persons and total hours)	<p>Provision of individualized advice and guidance to individuals, who are at nutritional risk, because of their health or nutritional history, dietary intake, medication use, or chronic illnesses, about options and methods for improving their nutritional status. Counseling is performed by a</p>

Term	Definition and example
	<p>registered dietitian or other health professional and addresses the options and methods for improving nutrition status with a measurable goal.</p> <p><i>For example: Diet counseling, a counseling meeting for an Elder with high blood pressure, diabetes, heart disease, etc. led by a dietitian, nutritionist, or health professional to help the Elder to adopt healthier eating habits.</i></p>

C. SUPPORTIVE SERVICES

Term	Definition and example
Access Services	
Information and Assistance (total contacts)	<p>A service that:</p> <ul style="list-style-type: none"> • provides the individual with current information on opportunities and services available within their communities, including information relating to assistive technology; • assesses the problems and capacities of the individual; • links the individual to the opportunities and services that are available; • ensures that the individual receives the services needed and are aware of the opportunities available to them, by establishing adequate follow-up procedures; and • serves the entire community of older individuals. <p><i>For example: Taking a call from an Elder or their caregiver and providing that person with information or a referral for services that they are eligible for through the tribe, state, or other organization. Another example is sitting down with an Elder and helping him/her fill out important forms.</i></p>
Outreach (total activities)	<p>Conducting public outreach activities and providing information directed at individuals and groups to encourage potential Elders (or their caregivers) to use existing services and benefits.</p> <p><i>For example: Outreach activities may include but are not limited to a health fair booth, public announcements, public presentations, posts in newsletters, or other media sharing details about services and benefits available to Elders. Another example is a group presentation about services available to Elders by the tribe, state or other organization. The presentation may include informational handouts with names and phone numbers for services. A grantee may have a booth (counts as an outreach activity) and then help 20 Elders complete forms (counts as 20 contacts of Information and Assistance)</i></p>
Case Management (unduplicated persons and total hours)	<p>A service provided to an Elder, at the direction of the Elder or a family member or caregiver.</p>

Term	Definition and example
	<ul style="list-style-type: none"> • The service should be provided by a trained or experienced person with case or care management skills. • The service includes individual needs assessment, developing a service plan for, arranging, coordinating, and monitoring services to meet the needs of the Elder. The service should include periodic reassessment and revision based on the needs of the Elder. <p><i>For example: Program staff sit down with an Elder to complete a client intake form to gather information about health and housing status, dietary needs. The completed client intake form is used to arrange services for the Elder.</i></p>
Transportation (unduplicated persons)	<p>Services or activities that provide or arrange for travel of an Elder, including travel costs of individuals from one location to another. This service may include escort or other appropriate assistance for a person who has difficulties using regular transportation.</p> <p><i>For example: A van picking up Elder(s) at their residence(s) and driving them to the grocery store and post office.</i></p>
One-way Trips (total one-way trips)	<p>When transporting an Elder, every stop that is made is considered a one-way trip.</p> <p><i>For example: Driving an Elder from their place of residence to the store then to the pharmacy and returning home is a total of three one-way trips. If three Elders are on a van and the van makes two stops, that would count as six one-way trips.</i></p>
In-home Services	
Homemaker Service (unduplicated persons and total hours)	<p>Providing light housekeeping tasks in an Elder's place of residence. Tasks may include but are not limited to preparing meals, shopping for personal items, laundry, managing money, or using the telephone in addition to other light housework.</p> <p><i>For example: An individual/homemaker going to the Elder's residence to provide medication reminders, organize closets/cabinets to make items within easy reach, pet care or taking out the garbage.</i></p>
Personal Care/Home Health Aid Service (unduplicated persons and total hours)	<p>Providing an Elder assistance with Activities of Daily Living (ADLs) such as eating, dressing, and bathing, toileting, transferring in and out of bed/chair or walking. Assistance may also include with an Elder's health related tasks such as checking blood pressure and blood glucose and assistance with personal care. Personal care may include assistance with Instrumental Activities of Daily Living (IADLs) such as cleaning and maintaining the house, managing money, preparing meals.</p> <p><i>For example: A trained individual/home health aide going to an Elder's residence and assisting with a shower, changing clothes and brushing teeth.</i></p>

Term	Definition and example
Chore Service (unduplicated persons and total hours)	<p>Performance of heavy household tasks provided in an Elder’s home. Tasks may include yard work or sidewalk maintenance in addition to heavy housework; such as heavy cleaning, yard work, walk maintenance, minor home repair, wood chopping, hauling water, and other heavy-duty activities which the Elder(s) is unable to handle on their own and which do not require the services of a trained homemaker or other specialist.</p> <p><i>For example: An individual/chore server going to an Elder’s residence to complete heavy yard work, shoveling snow, chopping wood or moving large furniture.</i></p>
Visiting (total contacts)	<p>Visiting services include going to see an Elder to reduce social isolation, and/or perform a wellness check (a visual check of an Elder to see if they need anything), etc. This would include visiting in a personal home. Visiting* may include a minimum of 15 minutes talking with an Elder or an adequate amount of time to make an informed decision about the Elder’s well-being.</p> <p><i>For example: A Title VI staff member or volunteer going to an Elder’s residence to visually check-in and ensure they are well and in good spirits.</i></p> <p>*A visit may only be counted once, either here or under Visits to Persons in Nursing Facilities/ Homes or Residential Care Communities.</p>
Telephoning (total contacts)	<p>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.</p> <p><i>For example: Title VI staff calling an Elder, from the program phone or a cell phone, to provide a verbal check-in. Staff might also send a text message to an Elder to check on them. If the Elder responds to the phone call or the text message it is a contact.</i></p>
Optional space for other supportive services offered that are not listed above	This area should be used to explain any additional supportive services the Titel VI program offers that were not asked listed above.
Other Supportive Services	
Social Events (total events)	<p>Involving a public performance or entertainment or function to promote social interactions and decrease isolation.</p> <p><i>For example: traditional festival, intergenerational social function, cultural function, holiday meal or Elder Appreciation Day, etc.</i></p>
Health Promotion and Wellness (total persons)	Activities conducted to improve the mental and physical health of persons, including walking groups, exercise classes, presentations on health and wellness topics.

Term	Definition and example
	<p><i>For example: A presentation on brain health or a n exercise program like Silver Sneakers, Tai Chi Moving for Better Balance, Yoga, Personal Action Toward Health (PATH), etc...*</i></p> <p><i>*Note that Title VI-funded health promotion and wellness services do not necessarily need to meet the evidence-based requirements in the 2016 reauthorization of the Older Americans Act.</i></p>
Visits to Persons in Nursing Facilities/Homes or Residential Care Communities (total visits)	<p>Visits* conducted to persons living in skilled nursing homes or facilities; or living in a long-term care facility that provides at a minimum, room and board, around-the-clock on-site supervision, and help with personal care such as bathing and dressing or health-related services such as medication management. Facility types include but are not limited to: assisted living; board and care home; congregate care; enriched housing programs; homes for the aged; personal care homes; adult foster/ family homes and shared housing establishments that are licensed, registered, listed, certified, or otherwise regulated by a state.</p> <p><i>For example: Title VI staff going to visit an Elder in a nursing home or in an assisted living facility to see how they are doing. If a Title VI staff visits 3 Elders in one facility that would count as 3 visits.</i></p> <p><i>*These visits should not be counted as part of the Long-Term Care Ombudsman program, which report their visits to the state. A visit may only be counted once, either here or under Visits to Persons in Nursing Facilities/ Homes or Residential Care Communities.</i></p>

D. FINANCE

Term	Definition and example
Part A/B Spending	
Funds Spent on Congregate and Home-delivered Meals (dollars)	<p>The total amount of funds* from all funding sources for the grant year spent on congregate and home-delivered meals. The total amount should include the total cost of providing meals.</p> <p>-Should not include Part C funds.-</p> <p><i>For example: The dollar amount will include spending related to congregate and home-delivered meals (not supportive services) including money spent on food, delivery, indirect costs, rent, and other applicable spending to providing congregate and home-delivered meals.</i></p> <p><i>*Total amount of funds should include in-kind contributions, which means the fair market value of any donations of items or time – for example donated food at \$1,000 value and volunteer time at the hourly wage it would be if you had to hire someone to do the work the volunteer did.</i></p>

Term	Definition and example
Funds Spent on Supportive Services Programming (dollars)	<p>The total amount of funds* from all funding sources for the grant year spent on providing Supportive Services through your program.</p> <p>-Should not include Part C funds.-</p> <p><i>For example: The dollar amount may include Title VI funds used for staff that provide Information/Assistance, Homemaker, and Chore services; to host a Title VI social event like a craft activity (craft supplies, snacks/beverages offered during the activity, etc.); and/or for vehicles, gasoline, maintenance, and staffing to provide transportation to Elders.</i></p> <p><i>*Total amount of funds should include in-kind contributions, which means the fair market value of any donations of items or time – for example donated food at \$1,000 value and volunteer time at the hourly wage it would be if you had to hire someone to do the work the volunteer did.</i></p>
Tribal funds (yes or no)	<p>Receiving funds from a tribal government source.</p> <p><i>For example: A tribe provides the space for the congregate meal site for free.</i></p>
State funds (yes or no)	<p>Receiving funds from a state government source.</p> <p><i>For example: A state transportation grant or falls prevention grant awarded to the Title VI program.</i></p>
Title III funds (yes or no)	<p>Receiving funds from a Title III program source such as an Area Agency on Aging (AAA) or State Unit on Aging (SUA).</p> <p><i>For example: A State Unit on Aging or Area Agency on Aging provides funding for meals provided to elders over the age of 60 for either congregate or home-delivered meals.</i></p>
Other grants (yes or no)	<p>Receiving funds from another granting institution such as a foundation or another federal grant that you use that in part supports your elder program.</p> <p><i>For example: A private foundation has given you a grant to help your program purchase vehicles that you use to deliver meals.</i></p>
Donations (yes or no)	<p>Receiving donations of money or goods or services.</p> <p><i>For example: Community members donate a portion of what they have hunted or fished to the Elders' program.</i></p>

E. STORYTELLING

Term	Definition and example
Please share an example of how your Title VI program has helped an individual or your community (1500 words or less):	Please share a story about how the community as a whole, or an individual* have benefited from your Title VI program. This story can be related to Nutrition, Supportive, or Caregiver (if applicable) services. *Please do not include the names of individuals.

Title VI, PART C

A. STAFFING INFORMATION

Term	Definition and example
Full Time Staff (persons)	<p>People who work 35 hours or more per week in a paid position for the Title VI Part C program (paid fully or partially with Title VI Part C funds). This refers to the number of full-time positions in your Part C program.</p> <p><i>For example: Title VI program staff, providing caregiver services, working five days a week (8 hours/day) and paid with any combination of funds that includes Title VI funds like: a) Title VI C funds and Tribal funds, or b) Title VI C funds, Title III funds and Tribal funds, or c) Title VI C funds and other grant funds, or any other combination as long as some funding comes from Title VI Part C.</i></p>
Part Time Staff (persons)	<p>People who work less than 35 hours per week in a paid position for the Title VI program (paid fully or partially with Title VI C funds). This refers to the number of part-time positions in your Part C program.</p> <p><i>For example: Title VI program staff, providing caregiver services, working three or four days a week and paid with Title VI C funds and any other combination of funds.</i></p>

B. TOTAL CAREGIVERS SERVED

Term	Definition and example
Informal Caregiver	<p>An informal caregiver is an unpaid provider of in-home and community care. Caregivers may be family members, neighbors, friends, or others.</p>
Caregiver to Elders or Individuals of any age with Alzheimer’s Disease and Related Disorders (unduplicated persons)	<p>An eligible person is: an informal caregiver who—</p> <ul style="list-style-type: none"> • Is 18 years or older • Provides services or support to an Elder(s) (tribally determined age) or an individual(s) of any age with Alzheimer’s disease and related disorders (such as dementia). <p>An informal caregiver may be a family member of an Elder who is providing care to that Elder. This person might be a spouse, a son/daughter, niece/nephew, or other relation; they may also be a friend who provides care to the Elder.</p> <p><i>For example: A 40 year-old daughter cares for her mother who is 61 years old. The mother is receiving paid homemaker help during the day, but the daughter has been staying at the mother’s house overnight in order to help her get in and out of bed while the mother recovers from the stroke. The daughter is the Caregiver.</i></p>

Term	Definition and example
	<p><i>A 67 year-old husband cares for his 65 year-old wife who has dementia. The husband helps his wife get dressed each morning and makes sure that she is always in his sight so that she does not wander away from their home. The husband is the Caregiver.</i></p> <p><i>A 50 year-old neighbor named Sam helps their 80 year-old neighbor named Pat by taking out Pat’s garbage, helping Pat read their mail, and making sure the Pat’s lawn is mowed in the summer and snow cleared in the winter. Sam is the Caregiver.</i></p>
Elder Caregivers Caring for Children under the age of 18 (unduplicated persons)	<p>An eligible person is: an informal caregiver who –</p> <ul style="list-style-type: none"> • Is an Elder • Provides care for a child or children not their own by birth or adoption • Caring for a child or children under the age of 18. <p><i>For example: Grandparent caring for a grandchild.</i></p>
Elder Caregivers Providing Care to Adults 18-59 with disabilities (unduplicated persons)	<p>An eligible person is: an informal caregiver who –</p> <ul style="list-style-type: none"> • Is an Elder • Can be the parent of the adult with disabilities • Provides care to adults 18-59 years old with disabilities. • An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. • Introduction to the Americans with Disabilities Act Hyperlink <p><i>For example: An Elder who is caring for their adult child with disabilities.</i></p>

C. CAREGIVER SUPPORT SERVICES

Term	Definition and example
Services for Caregivers	
Information Services (total activities)	<p>A public and media activity that conveys information to caregivers about available services, which can include an in-person interactive presentation to the public.</p> <p><i>For example: a booth/exhibit at a fair, conference, or other public event; and a radio, TV, or Web site event. A radio announcement that airs three times a month is counted as one activity.</i></p>
Information and Assistance (total contacts)	A service that:

Term	Definition and example
	<ul style="list-style-type: none"> • provides the individual with current information on opportunities and services available within their communities, including information relating to assistive technology; • assesses the problems and capacities of the individual; • links the individual to the opportunities and services that are available; • ensures that the individual receives the services needed and are aware of the opportunities available to them, by establishing adequate follow-up procedures; and • serves the entire community of caregivers. <p><i>For example: Each person that staff or volunteers speak to about services for caregivers would be considered a contact. If a person speaks to staff at an event and receives caregiver information and then calls the program office the next day to ask additional questions this is counted as two contacts. Information and Assistance may also include following up with that caregiver and possibly helping them fill out paperwork for services they may be eligible for – this would count as another contact.</i></p> <p><i>*Case management for caregivers may be counted under Information and Assistance as well.</i></p>
Counseling (unduplicated persons and total hours)	<p>A service designed to support caregivers and assist them in their decision-making and problem solving. Counselors may be degreed service providers, trained to work with individuals, older adults and families and specifically understanding and addressing the complex physical, behavioral and emotional problems related to their caregiver roles. Informal counselors, like a peer who is or has been an informal caregiver, may also be used for this service. This includes counseling to individuals or group meetings. Counseling is a separate function apart from support group activities or training. The caregiver support services are eligible to those caring for older adults, persons with disabilities, or children not their own by birth or adoption.</p> <p><i>For example: A caregiver (spouse, adult child, aunt/uncle, neighbor) meeting with staff to discuss how to manage their caregiving responsibilities and their self-care.</i></p>
Support group (total sessions)	<p>A service that is led by an individual, moderator, or professional to facilitate caregivers to discuss their common experiences and concerns and develop a mutual support system. Support groups are typically held on a regularly scheduled basis and may be conducted in person, over the telephone, or online.</p>

Term	Definition and example
	<p>Caregiver support groups would not include caregiver education/training group or other groups primarily aimed at teaching skills or meeting on an informal basis without a facilitator.</p> <p><i>For example: A gathering of two or more caregivers meeting in a room/space to talk and share and the group may be led by Title VI staff or another health professional is one session.</i></p>
<p>Caregiver Training (unduplicated persons and total hours)</p>	<p>A service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management; providing personal care; and communicating with health care providers and other family members. Training may include use of evidence-based programs; be conducted in-person or on-line; and be provided in individual or group settings.</p> <p><i>For example: The training topics may include methods to provide personal care to someone with dementia or create a personal budget.</i></p>
<p>Supplemental Services (Service Category, Description of Service, Unduplicated Caregivers)</p>	<p>A service provided on a limited basis to informal caregivers, to complement the care provided by the informal caregivers.</p> <p>For an informal caregiver who provides services or support to an Elder or an individual(s) of any age with Alzheimer’s disease and related disorders (such as dementia), the Elder or individual of any age with Alzheimer’s disease or a related disorder must be frail.</p> <p>Frail means that the Elder or individual of any age with Alzheimer’s or a related disorder must be unable to perform at least two Activities of Daily Living without substantial assistance or require supervision due to serious health or safety hazards. Activities of Daily Living include eating, bathing, dressing, toileting, and transferring from bed/chair.</p> <p>Examples of supplemental services include but are not limited to a lending closet, chair lifts, emergency response systems, incontinence supplies, home modifications (such as putting in hand rails or ramps), school supplies, etc.</p> <p><i>For example: Title VI staff arranging for the installation of a wheelchair ramp to the entrance of an Elder’s front door to make it easier for the informal caregiver to take the Elder to doctor appointments. Other examples may be:</i></p> <ul style="list-style-type: none"> - <i>helping with chopping wood or snow clearing (so that the informal caregiver is able to provide personal care to the Elder),</i> - <i>providing consumable items such as incontinence supplies (so that the informal caregiver is able to maintain the Elder’s comfort and dignity), or</i>

Term	Definition and example
	<p>- <i>purchasing school uniforms (so that Elder who is the caregiver of grandchildren is relieved of a financial burden they were not able to meet).</i></p> <p>Service Categories for Supplemental Services are the following:</p> <ul style="list-style-type: none"> • Home Modification/Repairs: Putting in ramps or handrails into a home. • Consumable Items: Incontinence supplies, Ensure, school supplies, uniforms for school or sports, cleaning supplies, etc... • Lending Closet: Clothing exchange; Durable Medical Equipment (chair lifts, wheelchairs, walkers, emergency response systems), anything lent on a short-term basis. • Financial Support: limited (emergency) help with utility bills • Homemaker/Chore/Personal Care Service: chopping wood, mowing a lawn, snow clearing. • Other
Respite Care for Caregivers	
<p>Respite Care (unduplicated persons and total hours)</p> <p>Categories of Caregivers Covered:</p> <ul style="list-style-type: none"> • Caregivers to Elders • Elder Caregivers of Children under the age of 18 • Elder Caregivers of Adults 18-59 with disabilities 	<p>A service for caregivers which offers temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for the caregivers. Respite care is to assist the informal caregiver.</p> <p>For an informal caregiver who provides services or support to an Elder or an individual(s) of any age with Alzheimer’s disease and related disorders (such as dementia), the Elder or individual of any age with Alzheimer’s disease or a related disorder must be frail.</p> <p>Frail means that the Elder or individual of any age with Alzheimer’s or a related disorder must be unable to perform at least two Activities of Daily Living without substantial assistance or require supervision due to serious health or safety hazards. Activities of Daily Living include eating, bathing, dressing, toileting, and transferring from bed/chair.</p> <p><i>For example: Title VI staff coordinating respite care for a relative/family member who is an informal caregiver to allow two or three hours off to travel to a nearby town for groceries. Another example is Title VI staff coordinating respite care for a family friend who is an informal caregiver to allow for twenty-four or forty-eight hours away from the house to attend a conference or visit family out of town.</i></p>

D. FINANCE

Term	Definition and example
Part C Spending	
Funds Spent on Caregiver Program (dollars)	<p>The total amount of funds* from all funding sources for the grant year spent providing the Caregiver Program overall (including respite).</p> <p>-Should not include Part A/B funds.-</p> <p><i>For example: The dollar amount will include spending related to providing the caregiver program such as events, information and assistance, training, counseling, respite care, indirect costs, rent, and other applicable costs.</i></p> <p><i>*Total amount of funds should include in-kind contributions, which means the fair market value of any donations of items or time – for example donated food at \$1,000 value and volunteer time at the hourly wage it would be if you had to hire someone to do the work the volunteer did.</i></p>
Funds Spent on Respite Care (dollars)	<p>The total amount of funds* from all funding sources for the grant year spent on providing Respite Care (the amount should be equal to or less than what is reported for Funds Spent on Caregiver Program).</p> <p>-Should not include Part A/B funds.-</p> <p><i>For example: The dollar amount may include Title VI and other funds used to pay staff for their time and any incidentals (travel costs, supplies) to provide respite.</i></p> <p><i>*Total amount of funds should include in-kind contributions, which means the fair market value of any donations of items or time – for example donated food at \$1,000 value and volunteer time at the hourly wage it would be if you had to hire someone to do the work the volunteer did.</i></p>