

Title III-E

# Data Elements and Definitions

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**Version 1.1**

May 2025

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# Caregiver Services

Title III-E Caregiver Services in the State Performance Report (SPR) include counseling, training, respite, supplemental services, case management, support groups, information and assistance, and information services. Data on these services are collected for both Caregivers of Older Adults and Older Relative Caregivers.

A **caregiver** is as an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. (Source: OAA §302(3))

An **older relative caregiver** is a caregiver who is age 55 or older; and lives with, is the informal provider of in-home and community care to, and is the primary caregiver for, a child or an individual with a disability. In the case of a caregiver for a child, is the grandparent, step grandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child; is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers of the child; and has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally. In the case of a caregiver for an individual with a disability, is the parent, grandparent, or other relative by blood, marriage, or adoption, of the individual with a disability. (Source: OAA §372(a)(4))

Service	Unit	Definition
<b>Counseling</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	A service designed to support caregivers and assist them in their decision-making and problem solving. Counselors are service providers that are degreed and/or credentialed as required by State/Territory policy, trained to work with older adults and families and specifically to understand and address the complex physical, behavioral, and emotional problems related to their caregiver roles. This includes counseling to individuals or group sessions. Counseling is a separate function apart from support group activities or training (see definitions for these services).
<b>Training</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	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.

<b>Service</b>	<b>Unit</b>	<b>Definition</b>
<b>Respite</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	Service which offers temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers.
<b>Respite (In-Home)</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	A respite service provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities. During such respite, other activities can occur which may offer additional support to either the caregiver or care receiver, including homemaker or personal care services.
<b>Respite (Out-of-Home, Day)</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	A respite service provided in settings other than the caregiver/care receiver's home, including adult day care, senior center, or other non-residential setting (in the case of older relatives raising children, day camps), where an overnight stay does not occur that allows the caregiver time away to do other activities.
<b>Respite (Out-of-Home, Overnight)</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	A respite service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of older relatives raising children, summer camps), in which the care receiver resides in the facility (on a temporary basis) for a full 24-hour period of time. The service provides the caregiver with time away to do other activities.
<b>Respite (Other)</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	A respite service provided using OAA funds in whole or in part, which does not fall into the previously defined respite service categories.
<b>Support Groups</b>	Session (a session is typically 30 minutes to 1 hour)	A service that is led by a trained individual, moderator, or professional, as required by State/Territory policy, 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. For the purposes of Title III-E funding, caregiver support groups would not include "caregiver education groups," "peer-to-peer support groups," or other groups primarily aimed at teaching skills or meeting on an informal basis without a facilitator that possesses training and/or credentials as required by State/Territory policy. (See also definitions for training and counseling).

Service	Unit	Definition
<b>Information and Assistance</b>	Contact	<p>A service that:</p> <ul style="list-style-type: none"> <li>• provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology;</li> <li>• assesses the problems and capacities of the individuals;</li> <li>• links the individuals to the opportunities and services that are available;</li> <li>• to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and</li> <li>• serves the entire community of older individuals, particularly— <ul style="list-style-type: none"> <li>○ older individuals with greatest social need;</li> <li>○ older individuals with greatest economic need; and</li> <li>○ older individuals at risk for institutional placement.</li> </ul> </li> </ul> <p>(Source: OAA §102(28))</p>
<b>Information Services (Public)</b>	Activity	<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 conducted; a booth/exhibit at a fair, conference, or other public event; and a radio, TV, or website event. Unlike Information and Assistance, this service is not tailored to the needs of the individual.</p>

Service	Unit	Definition
<b>Supplemental Services</b>	N/A	<p data-bbox="667 216 1414 310">Goods and services provided on a limited basis to complement the care provided by caregivers. (Source: OAA §373(b)(5))</p> <p data-bbox="667 327 1414 422">Supplemental services are intended to help reduce the stress of the caregiver. Supplemental Services are reported by Service Domain. Service Domains and examples include:</p> <ul data-bbox="667 443 1414 1167" style="list-style-type: none"> <li data-bbox="667 443 1414 663">• Assistive Technology/Durable Equipment/Emergency Response: products, equipment, and systems that enhance daily living such as weighted utensils or medication dispensing reminder devices; supplies such as walkers, canes, and items that can be lent out or given from a “lending closet”; and personal emergency response devices</li> <li data-bbox="667 684 1414 810">• Consumable Supplies: incontinence products, cleaning supplies, or other personal hygiene products; purchase of school or sports uniforms/supplies to support older relative caregivers</li> <li data-bbox="667 831 1414 894">• Home Modifications/Repairs: installation of grab bars or ramps</li> <li data-bbox="667 915 1414 978">• Legal and/or Financial Consultation: legal services for kinship caregivers; financial management assistance</li> <li data-bbox="667 999 1122 1026">• Homemaker/chore/personal care</li> <li data-bbox="667 1047 894 1075">• Transportation</li> <li data-bbox="667 1096 935 1123">• Nutrition services</li> <li data-bbox="667 1144 781 1171">• Other</li> </ul> <p data-bbox="667 1188 1414 1245">As a note, summer camp expenses would go under Respite (Out-of-Home).</p>

Service	Unit	Definition
<b>Case Management</b>	Hours (partial hour may be reported to two decimal places, e.g., 0.25 hours)	<p>Means a service provided to a caregiver, at the direction of the caregiver:</p> <ul style="list-style-type: none"> <li>• by an individual who is trained or experienced in the case management skills that are required to deliver the services and coordination described in subparagraph; and</li> <li>• to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs, of the caregiver; and</li> </ul> <p>Includes services and coordination such as—</p> <ul style="list-style-type: none"> <li>• comprehensive assessment of the caregiver (including the physical, psychological, and social needs of the individual);</li> <li>• development and implementation of a service plan with the caregiver to mobilize the formal and informal resources and services identified in the assessment to meet the needs of the caregiver, including coordination of the resources and services— <ul style="list-style-type: none"> <li>○ with any other plans that exist for various formal services; and</li> <li>○ with the information and assistance services provided under the Older Americans Act;</li> <li>○ coordination and monitoring of formal and informal service delivery, including coordination and monitoring to ensure that services specified in the plan are being provided;</li> <li>○ periodic reassessment and revision of the status of the caregiver; and</li> <li>○ in accordance with the wishes of the caregiver, advocacy on behalf of the caregiver for needed services or resources.</li> </ul> </li> </ul>

(Source: OAA)

# Consumer Demographics

Consumer demographic information is reported in the aggregate in the Consumer Summary section for Caregivers Receiving Registered Services and for Older Relative Caregivers.

Consumer demographics are reported only for registered services. For Title III-E, this includes counseling, training, respite (all types), supplemental services, and case management.

Each consumer demographic element is stratified by At or Below Poverty.

Data Element	Terms	Definition
<b>Age</b>	<ul style="list-style-type: none"> <li>• 18 - 49</li> <li>• 50 - 59</li> <li>• 60 - 64</li> <li>• 65 - 74</li> <li>• 75 - 84</li> <li>• 85 and above</li> <li>• Age missing</li> <li>• Total persons served</li> </ul>	A person's age as of the last day of the federal fiscal year reported.
<b>Ethnicity</b>	<ul style="list-style-type: none"> <li>• Hispanic or Latino</li> <li>• Not Hispanic or Latino</li> <li>• Ethnicity missing</li> <li>• Total persons served</li> </ul>	Self-identification of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. (Source: OMB)
<b>Geographic Distribution</b>	<ul style="list-style-type: none"> <li>• Rural</li> <li>• Non-rural</li> <li>• Geographic distribution missing</li> <li>• Total persons served</li> </ul>	Type of developed environment in which the consumer lives as defined by the rural-urban commuting area (RUCA) codes defined at the zip code level. (Source: USDA/HRSA)
<b>Minority Status</b>	<ul style="list-style-type: none"> <li>• Minority</li> <li>• Not minority</li> <li>• Minority status missing</li> <li>• Total persons served</li> </ul>	Racial and ethnic minority populations are defined as: Asian American, Black, or African American, Hispanic or Latino, Native Hawaiian and Pacific Islander, American Indian and Alaska Native.
<b>Poverty</b>	<ul style="list-style-type: none"> <li>• At or below poverty</li> <li>• Above poverty</li> <li>• Poverty status missing</li> <li>• Total persons served</li> </ul>	An individual's household income as it relates to the U.S. Department of Health and Human Services (HHS) poverty guidelines as published each year in the Federal Register. (Source: HHS)

Data Element	Terms	Definition
<b>Race</b>	<ul style="list-style-type: none"> <li>• American Indian or Alaska Native</li> <li>• Asian or Asian American</li> <li>• Black or African American</li> <li>• Native Hawaiian or Pacific Islander</li> <li>• White</li> <li>• Persons reporting some other race</li> <li>• Persons reporting 2 or more races (unduplicated count)</li> <li>• Race missing</li> </ul>	Self-identification with a national origin or sociocultural group. (Source: U.S. Census Bureau/OMB)
<b>Relationship</b>	<ul style="list-style-type: none"> <li>• Husband</li> <li>• Wife</li> <li>• Domestic Partner, including civil union</li> <li>• Son/Son-in-Law</li> <li>• Daughter/Daughter-in-Law</li> <li>• Sister</li> <li>• Brother</li> <li>• Other Relative</li> <li>• Non-Relative</li> <li>• Relationship Missing</li> <li>• Total persons served</li> </ul>	The familial relationship of the caregiver to the care recipient. (Source: NAMRS)
<b>Sex</b>	<ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> <li>• Sex missing</li> <li>• Total persons served</li> </ul>	Male, Female.

# Expenditures

Expenditures data will need to be reported for each Title III-E service, as well as for Title III as a whole.

Data Element	Definition
<b>Title III Expenditure</b>	Outlays or payments made with Title III-B, C, D, or E OAA federal funds to provide an allowable service. Long-Term Care Ombudsman program expenditures, including Title III, must only be reported in the National Ombudsman Reporting System (NORS).
<b>Other: State Expenditure</b>	Outlays or payments made by the SUA and/or AAA using state funds to provide an allowable service.
<b>Other: Non-State Expenditure</b>	Outlays or payments made by the SUA and/or AAA using non-state funds to provide an allowable service. This may include but is not limited to local funding (governmental and non-governmental), non-Title III federal funding (e.g., SSBG), and private funding.
<b>Program Income Expended</b>	<p>Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §75.307(f). Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §§75.307, 75.407 and 35 U.S.C. 200-212 (applies to inventions made under Federal awards).</p> <p>Program income reported is that which has been expended during the reporting period.</p>
<b>Total Service Expenditure</b>	Total expenditures for all services. This element is system-generated in OAAPS.
<b>Expenditure per Unit</b>	Total expenditures divided by total service units. This element is system-generated in OAAPS.

# Version Control

Version	Date published	Changes from previous version
1.0	03/17/2022	Original version of the document
1.1	05/01/2025	Updated terminology