

**DIVISION of AGING SERVICES**  
**Taxonomy of Services Definitions**  
**AAA Administration**

<b>AAA ADMINISTRATION</b>	<b>Service Name</b>	<b>Unit of Measure</b>	<b>Individual or Group</b>	<b>Method of Reimbursement</b>	<b>Definition</b>
<b>AAA ADMINISTRATIVE RESPONSIBILITIES FROM TITLE 3 (B, C &amp; E)</b>	Administration	N/A	N/A	Line Item	Activities associated with overall area agency operations. Includes, but is not limited to: analyzing data, planning, procurement, contracting, contract management, quality assurance, compliance monitoring, financial management, technology management, personnel management, training, technical assistance, professional development, contractor relations, program operations/management, resource identification and development.
<b>AAA ADMINISTRATIVE RESPONSIBILITIES FROM TITLE III B</b>	Program Development	N/A	N/A	Line Item	Those activities directly related to either the establishment of a new service; or the improvement, expansion, or integration of an existing service. Activities must be intended to achieve a specific service goal or objective; must occur during a specifically defined period of time, rather than being cyclical or ongoing in nature.
<b>AAA ADMINISTRATIVE RESPONSIBILITIES FROM TITLE III B</b>	Advocacy	N/A	N/A	Line Item	Activities related to monitoring, evaluating and commenting on all policies, programs, hearings, levies, and community actions which affect older persons; conducting public hearings on the needs of older people; carrying out activities in support of the state administered long term care ombudsman program; coordinating planning with other agencies and organizations to promote new or expended benefits and opportunities for older persons.
<b>AAA ADMINISTRATIVE RESPONSIBILITIES FROM TITLE III B</b>	Coordination	N/A	N/A	Line Item	Engaging in cooperative arrangements with other service planners and providers to facilitate access to and use of all existing services and developing home and community based services to effectively and efficiently meet the needs of older persons.

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**AAA Services**

<b>AAA SERVICE</b>	<b>Service Name</b>	<b>Unit of Measure</b>	<b>Individual or Group</b>	<b>Method of Reimbursement</b>	<b>Definition</b>
<b>AAA SERVICE</b>	Volunteer Recruitment, Development, Retention	1 Volunteer, 1 activity	Group	Line Item	Activities related to the recruitment, training, placement, and retention/recognition of volunteers (DAS).
<b>AAA SERVICE</b>	Volunteer Service	1 Volunteer, 1 hour	Group	Line Item	Activities related to the provision of volunteer service hours by volunteers.

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**Access to Care**

<i>Program</i>	<i>Service Name</i>	<i>Unit of Measure</i>	<i>Individual or Group</i>	<i>Method of Reimbursement</i>	<i>Definition</i>
ADRC	Information & Assistance	1 contact	Individual or Group	Line Item	"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." (NAPIS_5_2010) A service that: (D) assesses the individual's circumstances, as appropriate, for the purpose of determining their need (s) and referring them to the most appropriate resource. ADRCs target services to the elderly and individuals with physical disabilities, serious mental illness, and/or developmental intellectual disabilities. The ultimate goal of the ADRCs is to serve all individuals with long-term care needs regardless of their age or disability by providing easier access to public and private resources.
ADRC	Outreach	1 contact	Group	Line Item	"Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits." (NAPIS_5_2010)
ADRC, MFP	MDSQ Options Counseling Options Counseling	1 Person	Individual	Line Item	Long- term support options counseling is an interactive decision support process whereby consumers, family members, and/or significant others are supported in their deliberations to determine appropriate long-term care choices in the context of the consumers needs, preferences, values and individual circumstances. (AoA definition 2010)

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<b>HCBS SERVICES</b>	Assistive Technology	1 Person	Individual	Varies per item	Any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals. Items can range from low to high tech.
<b>HCBS SERVICES</b>	Care Consultation	1 Hour	Individual	Line Item	An evidence-based information and coaching service delivered by telephone which empowers people to understand options, manage care, and make decisions more effectively. Participants must complete 2 contacts within months 1-3; 1 contact during months 4-6, and one contact, every 3 months after the six month interval, up to one year.
<b>HCBS SERVICES</b>	Case Management	1/4 hour	Individual	Unit Cost	"Assistance either in the form of access or care coordination in circumstances where the older person or caregiver is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by a formal service provider and/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_5_2010) <i>Case Management can be provided to older adults, persons with disabilities, caregivers, or relative caregivers raising children.</i>
<b>HCBS SERVICES</b>	Community Education	1 Session	Staff Activity Log for Group	Line Item	Contacts with several current or potential clients/caregivers, or the general public, to inform them of service availability or provide general program information. Examples include but are not limited to health fairs, and caregiver conferences.

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HCBS SERVICES	Counseling	1 Session	Individual	Line Item	"Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups and caregiver training (of individual caregivers and families)." NAPIS_5_2010 Providing individual guidance and assistance with problem resolution by professionally qualified paid or volunteer staff to older persons or grandparents raising grandchildren. Primary reasons for counseling include, but are not limited to, depression, grief, family problems and lifestyle changes. (DAS) This service can be provided to relative caregivers of children.
HCBS SERVICES	Interpretation/ Translation	1 Hour	Group	Line Item	To explain the meaning of oral and/or written communications to non-English speaking and/or persons with disabilities who are unable to perform the functions due to linguistic, visual, hearing or cognitive impairments or limitations. (DAS)
HCBS SERVICES	Transition Coordination	1 Person	Individual	Line Item	Transition Coordination is the assistance of eligible participants, through HCBS services, to transition from an institutional setting (i.e. Skilled Nursing Facility, Hospital) back into the community. Transition Coordinators leverage HCBS services, community-based services, and expanded circles of support to achieve transition from these institutions based on an Individualized Transition Plan (ITP) and maintains support up to thirty days after day of transition. (Not MFP Eligible Clients)
OPTIONS COUNSELING	MDS-Q Options Counseling	1 Person	Individual	Line Item	Provided to individuals in long-term care facilities where counseling is an interactive decision support process whereby consumers, family members, and/or significant others are supported in their deliberations to determine appropriate long-term care choices in the context of the consumers needs, preferences, values and individual circumstances for individuals currently residing in nursing facilities and is provided face-to-face. (AoA definition 2010)

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OPTIONS COUNSELING	Community Options Counseling	1 Person	Individual	Line Item	Provided to individuals in the community where counseling is an interactive decision support process whereby consumers, family members, and/or significant others are supported in their deliberations to determine appropriate long-term care choices in the context of the consumers needs, preferences, values and individual circumstances for individuals currently residing in nursing facilities and is provided face-to-face. (AoA definition 2010)
COMMUNITY TRANSITIONS	NHT Coordination	1 Person	Individual	Line Item	Transition Coordination is the assistance of eligible participants (non-MFP), through HCBS services, to transition from an institutional setting (i.e. Skilled Nursing Facility, Hospital) back into the community. Transition Coordinators leverage NHT Transition Services, community-based services, and expanded circles of support to achieve transition from these institutions based on a proscribed Care Plan and maintains support for 365 days after day of transition.
COMMUNITY TRANSITIONS	MFP Transition Coordination	1 Person	Individual	Line Item	Transition Coordination is the assistance of eligible Money Follows the Person (MFP) participants, through HCBS services, to transition from an institutional setting (i.e. Skilled Nursing Facility, Hospital) back into the community. Transition Coordinators leverage MFP services, community-based services, and expanded circles of support to achieve transition from these institutions based on an Individualized Transition Plan (ITP) and maintains MFP Support for one year after day of transition.

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**GeorgiaCares**

<i>GeorgiaCares</i>	<i>Service Name</i>	<i>Unit of Measure</i>	<i>Individual or Group</i>	<i>Method of Reimbursement</i>	<i>Definition</i>
<b>GEORGIACARES PROGRAM</b>	GeorgiaCares	1 Hour 1 Contact	Individual	Line Item	Provision of information to individuals regarding their eligibility for benefits and providing one-on-one assistance with pursuing claims or benefits and advocacy on behalf of the beneficiary.
<b>GEORGIACARES PROGRAM</b>	GeorgiaCares Outreach and Training	1 Hour	Staff Activity logs	Line Item	Provision of information and outreach to groups regarding benefits and Medicare fraud. This includes presentations, booths/exhibits. Provided by a GeorgiaCares Counselor (staff or volunteer).

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**HCBS Services**

<b>Program</b>	<b>Service Name</b>	<b>Unit of Measure</b>	<b>Individual or Group</b>	<b>Method of Reimbursement</b>	<b>Definition</b>
<b>ELDERLY LEGAL ASSISTANCE PROGRAM (ELAP)</b>	Elderly Legal Assistance Program	1 Hour 1 Case 1 Session	Staff Activity Logs	Line Item	Legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney" (NAPIS_2010)
<b>Elder Abuse Prevention Program (optional)</b>	Elder Abuse Prevention	1 Session	Staff Activity Logs		Provision of information and outreach to individuals and groups to prevent elder abuse and consumer fraud. May be included with Community Education and program awareness/events and training
<b>Home and Community Based Services (HCBS)</b>	Adult Day Care	1 Hour	Individual	Unit Cost	"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 typically include social and recreational activities, training, and counseling..." (NAPIS_5_2010) Mobile Daycare services may be provided by staff who travel from a central location on a daily basis, to various sites, primarily, but not limited to, rural areas. (DAS)
<b>HCBS</b>	Adult Day Care - Mobile	1 Hour	Individual	Unit Cost	"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 typically include social and recreational activities, training, and counseling..." (NAPIS_5_2010) Mobile Daycare services may be provided by staff who travel from a central location on a daily basis, to various sites, primarily, but not limited to, rural areas. (DAS)
<b>HCBS</b>	Adult Day Health	1 Hour	Individual	Unit Cost	"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 health typically include social and recreational activities, training, and counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health." (NAPIS_5_2010)



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HCBS	Chore	1 Hour	Individual	Unit Cost	Non-continuous household maintenance and assistance in heavy housework, yard work, or sidewalk maintenance for an individual to improve and maintain the safety of the individual. Assistance such as heavy housework, yard work or sidewalk maintenance for a person. (NAPIS_5_2010)
HCBS	CLP	1 Unit of Service Received (varies)	Individual	Line Item	The Community Living Program is a program that helps individuals who are not eligible for Medicaid, but at imminent risk of nursing home placement and spend-down to Medicaid, to remain at home and in the community and have access to flexible, consumer-directed services.
HCBS	Community Living Program: Monitored Living Solution Installation	1 Installation	Individual	Line Item	Installation of technology designed to provide in-home or off-site monitoring with the intention of managing the health and safety of at-risk older adults and those with disabilities. Some examples include remote video monitoring, door sensors, telemedicine, health monitors, sensor mats, fall detectors, movement detectors, etc. Monitoring can be done privately or by agencies who offer professional telecaregiving services. In addition to managing and monitoring health and safety, this type of technology may also provide respite for the in-home caregiver.
HCBS	Community Living Program: Monitored	1 Month	Individual	Line Item	Monitoring of technology designed to provide in-home or off-site monitoring
HCBS	Congregate Meals	1 Meal	Individual	Unit Cost	"A meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and State/Local laws." (NAPIS_5_2010)
HCBS	Emergency Response - Monitoring	1 Month	Individual	Unit Cost	Monitoring of an in-home electronic support system which provides 2-way communication to geographically and socially isolated individuals, enabling them to remain in their own homes. The electronic system provides 24-hour-a-day access to a medical control center on a daily basis. (DAS)
HCBS	Emergency Response Installation	1 Installation	Individual	Unit Cost	Installation of an in-home electronic support system which provides 2-way communication to geographically and socially isolated individuals, enabling them to remain in their own homes. (DAS)
HCBS	Exercise/ Physical Fitness	1 Session	Individual/Group	Line Item	Provision of activities which promote health, wellness, mobility, and flexibility, including specialized exercises/workouts for persons with disabilities or mobility limitations. (DAS)

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<b>HCBS</b>	Financial Management Services	1 month	Individual	Line Item	Financial Management Services are participant directed supports that make financial transactions on behalf of self directing individuals in accordance with spending plans, authorization and program rules. These services can include managing funds; processing payroll, vendor and consumer reimbursements; filing and paying state and federal taxes; and purchasing worker's compensation insurance.
<b>HCBS</b>	Friendly Visiting	1 Visit	Individual	Line Item	Visiting an individual in their place of residence in order to reduce social isolation; may include letter writing, reading, interpreting and/or translating business and personal correspondence. (DAS)
<b>HCBS</b>	HCBS Services as appropriate	Varies with specific service selected	Individual	Varies with specific service selected	NOTE: Select the HCBS service to be authorized to the HCBS Caregiver Category based on the Caregiver Program Standards. If IIIIE funds are utilized, the caregiver is the client and a care receiver must be documented in the client file prior to any units added to HCBS service logs.
<b>HCBS</b>	Health Promotion and Disease Prevention - Group	1 Session	Staff Activity Logs document Group Services including Lifestyle Management, Nutrition Education, Physical Activity, & Public Awareness/Prevention	Line Item	<p>The provision of evidence-based program activities promoting wellness, nutrition, and physical activity, disease prevention and risk management, healthy lifestyle and safety in a group setting.</p> <p>Staff activities will include:  Disease Management  Medications Management  Physical Activity  Health Promotion  Health Indicators, Outcomes, Evaluation  Health Literacy  Preventative Action  Self-Care/Self-Management</p>
<b>HCB SERVICES</b>	Health Risk Assessments and Screenings	1 Contact	Individual	Line Item	Administering standard examinations, procedures, or tests for the purpose of gathering information about a client to determine need for appropriate

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<b>HCB SERVICES</b>	Home Delivered Meals	1 Meal	Individual	Unit Cost	"A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws." (NAPIS_5_2010) May include assistive technology for dining. (DAS)
<b>HCBS</b>	Home Management	1 Hour	Individual	Line Item	Training to functionally impaired individuals in self-help and self-care skills and/or training in daily living skills or instrumental activities of daily living (IADLs). (DAS)
<b>HCBS</b>	Home Modification/ Home Repair	1 Job Completed	Individual	Line Item	Provision of housing improvement services designed to promote the safety and well-being of adults in their residences, to improve internal and external accessibility, to reduce the risk of injury, and to facilitate in general the ability of older individuals to remain at home. May also include the purchase and installation of <i>assistive technology or devices</i> , such as locks, smoke detectors, tub rails, improved lighting, etc. <i>For Kinship Care, could include, but not limited to, safety electrical plugs, child safety gates, window and drawer safety latches.</i> (DAS)
<b>HCBS</b>	Home Sharing/ Roommate Match	1 Match	Individual	Line Item	Services that facilitate the matching of older individuals with suitable, appropriate individuals, who will live together in a residential setting, each person having private space and shared common areas such as the kitchen, living, and dining rooms. (DAS)
<b>HCBS</b>	Homemaker	1 hour	Individual	Unit Cost Voucher	Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework. (NAPIS_5_2010)
<b>HCBS</b>	Material Aid	1 Contact	Individual	Line Item Voucher	Payments to or on behalf of an older person, caregiver, or relative caregivers raising children for housing/shelter: transportation; utilities; food/meals or groceries; clothing; child safety; eyeglasses; dental care; <i>assistive technology</i> , etc. (DAS)
<b>HCB SERVICES</b>	Medications Management	1 Session	Individual	Unit Cost	Provision of one-on-one screening to prevent incorrect medication use and adverse drug reactions. <i>Provision of assistive technology to support proper medication usage.</i> (DAS)

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<b>HCBS SERVICES</b>	Nutrition Counseling	1/4 hour (database converts to 1 Hour for NAPIS)	Individual	Line Item	"Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietician, and addresses the options and methods for improving nutrition status." (NAPIS_5_2010)
<b>HCBS SERVICES</b>	Nutrition Education	1 Session	Individual/Group	Line Item	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 and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. (NAPIS_5_2010) (Note - Nutrition Education Group is documented on the Health Promotion and Disease Prevention Staff Activity Log)
<b>HCBS SERVICES</b>	Nutrition Risk Assessments	1 Session	Individual	Unit Cost	Administering standard examinations, procedures, or tests for the purpose of gathering information about a client to determine need for healthcare services. Information selected may include health status, nutrition status, and/or financial status.
<b>HCBS</b>	Personal Care	1 hour	Individual	Unit Cost	Providing personal assistance, stand-by assistance, supervision, or cues for individuals having difficulties with basic activities of daily living such as bathing, grooming, dressing, eating. Personal assistance, stand-by assistance, supervision or cues. (NAPIS_5_2010)
<b>HCBS</b>	Respite Care - In-Home	1 hour	Individual	Unit Cost Voucher	Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: 1) In-Home Respite (personal care, homemaker, and other in-home respite). (NAPIS_5_2010).

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<b>Program</b>	<b>Service Name</b>	<b>Unit of Measure</b>	<b>Individual or Group</b>	<b>Method of Reimbursement</b>	<b>Definition</b>
HCBS	Respite Care-Out of Home	1 Hour	Individual	Unit Cost Voucher	Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: 1) Respite, In-home (see above), 2) respite provided by attendance of the care recipient at a senior center or other nonresidential program, 3) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver. Respite Care for Kinship Care (grandparents and other relative caregivers caring for children includes summer camps, child care or after school care. (DAS) (NAPIS_5_2010).
HCBS	Senior Recreation	1 Session	Individual	Line Item	Nutrition related activities; activities that promote socialization, physical and mental enrichment; clubs; education sessions and programming for other leisure activities (i.e., sports, performing arts, games, crafts, travel, volunteering; community gardening; environmental activities; and intergenerational activities, etc.) offered to eligible persons sponsored by and/or at an approved senior center facility which are facilitated by an instructor or provider. These activities are those which do not fall under funded nutrition and/or wellness programs.
HCBS	Support Group	1 Session	Individual	Line Item	Individual clients documented. Support groups are a gathering of people who share a common health concern or interest. Support groups meet on a regular, defined basis to discuss or focus on a specific situation or condition, such as Alzheimer's Disease, or diabetes, for example. Support groups can be led by a lay person, a health care professional, or both.
HCBS	Telephone Reassurance	1 Contact	Individual	Line Item	Interaction with individuals by telephone to reduce social isolation, provides support and ensures health and safety. (DAS)
HCBS	Transportation	1 One-Way Trip	Individual	Unit Cost Voucher	"Transportation from one location to another. Does not include any other activity." (NAPIS_5_2110)
HCBS	Transportation	1 One-Way Trip	Group	Unit Cost Voucher	"Transportation of an established group of consumers from one location to another, for example a senior center outing. Does not include any other activity." (NAPIS_5_2110)

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HCBS	Transportation (DHS Unified)	1 One-Way Trip	Individual	Unit Cost	Provision of DHS Unified transportation as a means of transporting clients from one location to another. Does not include any other activity. (DAS)
HCBS	Transportation (DHS Unified)	1 One-Way Trip	Group	Unit Cost Voucher	"Transportation of an established group of consumers from one location to another, for example a senior center outing. Does not include any other activity." (NAPIS_5_2110)
HCBS	Transportation (Assisted)	1 One-Way Trip	Individual	Unit Cost	"Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation." (NAPIS_5_2010)
Caregiver	Adult Day Care	1 Hour	Individual	Unit Cost	"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 typically include social and recreational activities, training, and counseling..." (NAPIS_5_2010)
Caregiver	Adult Day Care - Mobile	1 Hour	Individual	Unit Cost	"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 typically include social and recreational activities, training, and counseling..." (NAPIS_5_2010) Mobile Daycare services may be provided by staff who travel from a central location on a daily basis, to various sites, primarily, but not limited to, rural areas. (DAS)
Caregiver	Adult Day Health	1 Hour	Individual	Unit Cost	"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 health typically include social and recreational activities, training, and counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health." (NAPIS_5_2010)
Caregiver	Care Consultation	1 Contact	Individual	Line Item	An evidence-based information and coaching service delivered by telephone which empowers people to understand options, manage care, and make decisions more effectively. Participants must complete 2 contacts within months 1-3; 1 contact during months 4-6, and one contact, every 3 months after the six month interval, up to one year.

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<b>Caregiver</b>	Case Management	1/4 hour (database converts to 1 Hour for NAPIS)	Individual	Unit Cost	"Assistance either in the form of access or care coordination in circumstances where the older person or caregiver is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by a formal service provider and/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_5_2010) Case Management can be provided to older adults, persons with disabilities, caregivers, or relative caregivers raising children.
<b>Caregiver</b>	Community Education - Public Event	1 Session	Group	Line Item	Contacts with several current or potential clients/caregivers, or the general public, to inform them of service availability or provide general program information. Examples include but are not limited to health fairs, and caregiver conferences.
<b>Caregiver</b>	Community Education - Chronic Disease Self-Management Program	1 Session	Individual	Line Item	Powerful Tools for Caregivers is an evidence based six week education program designed to provide family caregivers with tools necessary to increase their self care and confidence. The program improves self-care behaviors, management of emotions, self-efficacy, and use of community resources. Completers are participants who attend 2/3 of the sessions (4 of 6 sessions).
<b>Caregiver</b>	Congregate Meals	1 Meal	Individual	Unit Cost	"A meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and State/Local laws." (NAPIS_5_2010)
<b>Caregiver</b>	Counseling	1 Session	Individual	Line Item	"Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups and caregiver training (of individual caregivers and families)." NAPIS_5_2010 Providing individual guidance and assistance with problem resolution by professionally qualified paid or volunteer staff to older persons or grandparents raising grandchildren. Primary reasons for counseling include, but are not limited to, depression, grief, family problems and lifestyle changes. (DAS) This service can be provided to relative caregivers of children.

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<b>Caregiver</b>	Financial Management Services	2 month	Individual	Line Item	Financial Management Services are participant directed supports that make financial transactions on behalf of self directing individuals in accordance with spending plans, authorization and program rules. These services can include managing funds; processing payroll, vendor and consumer reimbursements; filing and paying state and federal taxes; and purchasing worker's compensation insurance.
<b>Caregiver</b>	Health Risk Assessments and Screenings	1 Contact	Individual	Line Item	Administering standard examinations, procedures, or tests for the purpose of gathering information about a client to determine need for appropriate
<b>Caregiver</b>	Home Delivered Meals	1 Meal	Individual	Unit Cost	"A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws." (NAPIS_5_2010) May include assistive technology for dining. (DAS)
<b>Caregiver</b>	Home Modification/Home Repair	1 Job Completed	Individual	Line Item	Provision of housing improvement services designed to promote the safety and well-being of adults in their residences, to improve internal and external accessibility, to reduce the risk of injury, and to facilitate in general the ability of older individuals to remain at home. May also include the purchase and installation of assistive technology or devices, such as locks, smoke detectors, tub rails, improved lighting, etc. For Kinship Care, could include, but not limited to, safety electrical plugs, child safety gates, window and drawer safety latches. (DAS)
<b>Caregiver</b>	Homemaker	1 hour	Individual	Unit Cost Voucher	Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework. (NAPIS_5_2010
<b>Caregiver</b>	Material Aid	1 Contact	Individual Group	Line Item Voucher	Payments to or on behalf of an older person, caregiver, or relative caregivers raising children for housing/shelter: transportation; utilities; food/meals or groceries; clothing; child safety; eyeglasses; dental care; assistive technology , etc. (DAS)
<b>Caregiver</b>	Personal Care	1 hour	Individual	Unit Cost	Providing personal assistance, stand-by assistance, supervision, or cures for individuals having difficulties with basic activities of daily living such as bathing, grooming, dressing, eating. Personal assistance, stand-by assistance, supervision or cues. (NAPIS_5_2010)



**DIVISION of AGING SERVICES**  
**Taxonomy of Service Definitions**  
**HCBS Services**

<b>Program</b>	<b>Service Name</b>	<b>Unit of Measure</b>	<b>Individual or Group</b>	<b>Method of Reimbursement</b>	<b>Definition</b>
<b>Caregiver</b>	Respite Care - In-Home	1 hour	Individual	Unit Cost Voucher	Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: 1) In-Home Respite (personal care, homemaker, and other in-home respite). (NAPIS_5_2010).
<b>Caregiver</b>	Respite Care - Out-of-Home	1 Hour	Individual	Unit Cost Voucher	Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: 1) Respite, In-home (see above), 2) respite provided by attendance of the care recipient at a senior center or other nonresidential program, 3) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver. Respite Care for Kinship Care (grandparents and other relative caregivers caring for children includes summer camps, child care or after school care. (DAS) (NAPIS_5_2010).
<b>Caregiver</b>	Support Group	1 Session	Group	Line Item	Support groups are a gathering of people who share a common health concern or interest. Support groups meet on a regular, defined basis to discuss or focus on a specific situation or condition, such as Alzheimer's Disease, or diabetes, for example. Support groups can be led by a lay person, a health professional, or both.
<b>Caregiver</b>	Telephone Reassurance	1 Contact	Individual	Line Item	Interaction with individuals by telephone to reduce social isolation, provides support and ensures health and safety. (DAS)
<b>Kinship Care</b>	Care Receiver Supervision	1 Session	Group	Line Item	Watchful oversight for care receivers while Kinship Caregiver participate in other program activities
<b>Kinship Care</b>	Community and Public Education	1 Session	Group	Line Item	Contacts with several current or potential kinship caregivers, or the general public, to inform them of service availability or provide general Kinship Care program information
<b>Kinship Care</b>	Special Event	1 Session	Group	Line Item	Special events such as advocacy, arts & crafts, recognitions or celebrations, and sporting events, etc.
<b>Kinship Care</b>	Material Aid/Child Safety	1 Session	Group Individual	Line Item Voucher	Payments to or on behalf of kinship caregivers raising children for items such as groceries, clothing, back to school supplies, holiday resources, that are provided in a group setting.

**DIVISION of AGING SERVICES**  
**Taxonomy of Service Definitions**  
**HCBS Services**

<b>Program</b>	<b>Service Name</b>	<b>Unit of Measure</b>	<b>Individual or Group</b>	<b>Method of Reimbursement</b>	<b>Definition</b>
<b>Kinship Care</b>	Training	1 Session	Group	Line Item	Provision of skill building through instruction for family caregivers and/or professional caregivers conducted in a group setting.
<b>Kinship Care</b>	Tutoring	1 Session	Group	Line Item	Giving instruction to small groups (or to individuals), to help participants help themselves, or to assist or guide them to the point at which they become independent learners in academic subjects, including languages. (DAS)
<b>Kinship Care</b>	Caregiver Conferences and Workshops	1 Session	Group	Line Item	Targeted information and/or interactive sessions for kinship caregivers that have a formal theme and agenda, at least one primary speaker or session, and are of at least four hours duration, inclusive of all activities.
<b>Kinship Care</b>	Support Group	1 Session	Individual	Line Item	Individual clients documented. Support groups are a gathering of people who share a common health concern or interest. Support groups meet on a regular, defined basis to discuss or focus on a specific situation or condition, such as Alzheimer's Disease, or diabetes, for example. Support groups can be led by a lay person, a health care professional, or both.
<b>SCSEP</b>	SCSEP	1 Enrollment or 1 Placement	Individual	Line Item	Provision of services to assist older persons with subsidized employment training opportunities and to obtain unsubsidized employment. May include assessment of skills and abilities, upgrading of job-seeking skills, employability training, development of individual development plans, job placement into unsubsidized employment and follow-up activities. (DAS)

**DIVISION of AGING SERVICES**  
**Taxonomy of Service Definitions**  
**Adult Protective Services**

<i>Program</i>	<i>Service Name</i>	<i>Unit of Measure</i>	<i>Individual or Group</i>	<i>Method of Reimbursement</i>	<i>Definition</i>
<b>ADULT PROTECTIVE SERVICES</b>	Intake	1 contact	Individual	N/A	A service to receive reports of alleged abuse, neglect, exploitation and/or self neglect of a disabled adults (18-64) or elder persons (65+). Reports may be accepted for investigation; provided intervention (limited telephone case management) or for information and referral.
<b>ADULT PROTECTIVE SERVICES</b>	Investigation	1 contact	Individual	N/A	For reports that meet criteria, investigation is a service to determine if alleged abuse, neglect, exploitation and/or self neglect has occurred, report substantiated cases to law enforcement and to prevent further maltreatment of the adult at risk.
<b>ADULT PROTECTIVE SERVICES</b>	Case Management	1 contact	Individual	N/A	A service provided as a result of the justification that a disabled adult and/or elder person is at risk for further abuse, neglect or exploitation (is in need of protective services) <u>and</u> that the adult has consented to on-going APS case management services. Case management services include, but are not limited to, assessment, case plan development, identification and coordination of essential services, follow up and reassessment.

Note: This program is administered by DAS

DIVISION of AGING SERVICES  
 Taxonomy of Service Definitions  
 Public Guardianship Office

<i>Program</i>	<i>Service Name</i>	<i>Unit of Measure</i>	<i>Individual or Group</i>	<i>Method of Reimbursement</i>	<i>Definition</i>
PUBLIC GUARDIANSHIP OFFICE	Guardianship	N/A	Individual	N/A	Guardianship case management services are provided to adult persons under guardianship, also referred to as “wards,” whom a probate court has determined lack sufficient capacity to make or communicate decisions concerning health or safety. When no other guardian is appropriate or available, a probate court may appoint the Department of Human Services as guardian. The Division of Aging Services’ Public Guardianship Office carries out guardianship duties when DHS has been appointed to serve as guardian. Case managers acting as guardians make and express decisions for persons under guardianship that the person would have made if the person had the capacity to do so. This substituted decision-making process is informed by the preferences and needs of the person under guardianship. Case managers respect the privacy and dignity of the person under guardianship and choose options for the person that are the least-restrictive, allowing for the greatest exercise of self-determination, self-reliance, and individual rights.

Note: This program is administered by DAS

**Taxonomy of Service Definitions  
Forensics Special Investigation Unit**

<i>Program</i>	<i>Service Name</i>	<i>Unit of Measure</i>	<i>Individual or Group</i>	<i>Method of Reimbursement</i>	<i>Definition</i>
FSIU	Case Consultation, Technical Assistance	1 Person	N/A	N/A	Case reviews/consultations for DAS, first responders and mandated reporters regarding issues related to Abuse, Neglect and Exploitation. Forensics is point of contact for agencies engaged in criminal & death investigations to determine if victim and/or decedent is or was receiving services through Adult Protective Services. Persons will refer to the individuals contacting FSIU for assistance, not the number of people involved in the case.
FSIU (EAP)	Information and Outreach	1 Session	N/A	N/A	Provision of services to include information and outreach to mandated reporters and first responders to increase awareness of and response to abuse, neglect & exploitation of older adults and adults with disabilities.

Note: This program is administered by DAS

**DIVISION of AGING SERVICES**  
**Taxonomy of Service Definitions**  
**Evidence Based Programs**

<i>Program</i>	<i>Service Name</i>	<i>Unit of Measure</i>	<i>Individual or Group</i>	<i>Method of Reimbursement</i>	<i>Definition</i>
<b>HCBS SERVICES</b>	Community Education - CDSMP	1 Session	Individual	Line Item	A Stanford University evidence-based, train the trainer program held for two and a half hours, once a week, for six consecutive weeks. Workshops and Lay Leader Trainings are facilitated by either non-health care professionals or health care professionals able to adhere to the fidelity of the program, and giving preference to individuals with chronic conditions themselves. The objective is to empower workshop participants to problem solve, and set weekly goals to improve skills needed to manage symptoms experienced by participants with chronic conditions as well as caregivers of persons with chronic conditions. Curriculum includes: medications management, developing goals around establishing/enhancing exercise programs, healthier nutrition habits, and other personal weekly action items, learning better communication techniques, managing of pain and fatigue, working with healthcare professionals and the healthcare system, and much more. (DAS)
<b>HCBS SERVICES</b>	Community Education - DSMP	1 Session	Individual	Line Item	A Stanford University evidence-based, train the trainer program held for two and a half hours, once a week for six consecutive weeks. Workshops and Lay Leader trainings are facilitated by two trained individuals, one or both of whom have diabetes. Participants have diabetes or are diagnosed as being pre-diabetic. Completers will attend at least four of the six sessions.

**DIVISION of AGING SERVICES**  
**Taxonomy of Service Definitions**  
**Evidence Based Programs**

<b>HCBS SERVICES</b>	Community Education - Matter of Balance	1 Session	Individual	Line Item	Developed by researchers in Maine, this is an 8 week evidence based program designed to address the fear individuals have of falling. It combines education about falls prevention as well as an introduction to physical activities that can help improve balance and stability. A completer is a participant who attends at least five of the eight sessions.
<b>HCBS SERVICES</b>	Community Education - Powerful Tools for Caregivers (PTC)	1 Session	Individual	Line Item	Powerful Tools for Caregivers is an evidence based six week education program designed to provide family caregivers with tools necessary to increase their self care and confidence. The program improves self-care behaviors, management of emotions, self-efficacy, and use of community resources. Completers are participants who attend 2/3 of the sessions (4 of 6 sessions).
<b>HCBS SERVICES</b>	Community Education - Tai Chi for Health	1 Session	Individual	Line Item	Developed by Dr. Paul Lam in Australia, TCH is 12 forms of Tai Chi taught by trained instructors over 8 (1 hour) or 12 (1 hour) week sessions. The program improves balance and especially helps persons with Arthritis. Completers are participants who attend 2/3 of the sessions (5 of 8 or 8 of 12) in a workshop.
<b>HCBS SERVICES</b>	TCARE	1 Session	Individual	Line Item	An evidence-based protocol designed to enable care managers to more effectively support family caregives by efficiently targeting services to their needs and strengths. TCARE guides care managers through an assessment and care planning process that helps them examine the sources and types of stress that the caregiver is experiencing. Follow-up session (re-assessment) required at six months after initial assesment.