



### **Adequate Proportion**

Each Area Agency on Aging, through their Area Plan, shall provide assurances that an adequate proportion, as required under Sec 307 of the OAA of the amount allotted for Title III, Part B to the planning and service area will be expended for the delivery of priority services. [Older Americans Act §306]

### **Administrative Capacity**

Persons who in the administration of the project, sub-project or training site agency have responsibility for or authority over those responsible for the selection of participants from among eligible participants. [20 Code of Federal Regulations Part 641].

### **Adult Day Care/Adult Day Health**

A service that provides supervised planned care and health-related services to adults in a group setting during a portion of a 24-hour day. [Arizona Taxonomy 2003]

### **Adult Protective Services**

A program of identifiable and specialized social services that may offer social services appropriate to resolve problems of abuse, exploitation or neglect of an incapacitated or vulnerable adult. [Arizona Revised Statutes §46-451]

### **Advisory Council**

The Council shall carry out advisory functions which further the area agencies mission of developing and coordinating community based systems of services for all older persons in the planning and service area. [45 Code of Federal Regulations §1321.57]

### **Advocacy**

Services that take action to protect the rights of individuals and ensure they receive appropriate services and benefits or to seek needed changes in the law and/or administrative rules to protect the rights of individuals and ensure adequate service levels. [Arizona Taxonomy 2003]

### **Aging and Adult Administration**

Arizona's designated State Unit on Aging. [Older Americans Act §305.A.1]

### **Allowable Cost**

To be allowable under an award, cost must be necessary and reasonable for the performance of the contract services. [Office of Management and Budget Circular A-110 Revised 11-19-93, Amended 9-30-99]

### **Alteration/Renovation**

With respect to multipurpose senior centers, means making modifications to or in connection with an existing facility that are necessary for its effective use as a center. These may include renovation, repair, or expansion that is not in excess of double the square footage of the original facility and all physical improvements. [Older Americans Act §307]

### **Amount Received for Trade-In**

Of an item of equipment traded in for replacement equipment means the amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice.

### **Applicant**

An individual who applies for services.

### **Area Agency on Aging (AAA)**

An agency designated by the Aging and Adult Administration who is responsible for developing and administering an approved Area Plan which offers a comprehensive and coordinated system of aging services within their Planning and Service Area. [Older Americans Act §307]

### **Area Plan on Aging**

A document submitted by an Area Agency on Aging to the Aging and Adult Administration in order to receive sub-grants or contracts from the Aging and Adult Administration grant provided under the Older Americans Act. [Older Americans Act §306(a)]

### **Arizona Standardized Client Assessment Plan (ASCAP)**

An assessment instrument designed to identify ADLs and IADLs for which an individual has some dependence on assistance and the degree of need for assistance. The ASCAP captures demographic, social, mental and other health related information on the individual and becomes the primary planning document for the client and the case manager. [Arizona Standard Client Assessment Plan Manual 2002]

### **Assisted Living Facility**

A residential care institution, including adult foster care, that is licensed by the Department of Health Services, Bureau of Residential Facilities Licensing, that provides or contracts to provide supervisory care services, personal care services, or directed care services on a continuing basis. [Arizona Revised Statute 36-401]

### **Attendant Care**

A service that provides a qualified individual to supply needed services in order for an individual to remain in his/her home and/or participate in work/community activities. [Arizona Taxonomy 2003]

### **Authorized Position Level**

The number of SCSEP enrollment opportunities that can be supported for a 12-month period based on the average national unit cost. The authorized position level is derived by dividing the total amount of funds appropriated for a Program Year by the national average unit cost per participant for that Program Year as determined by the Department of Labor. The national average unit cost includes all costs of administration, other participant costs, and participant wage and fringe benefit costs. A grantee's total award is divided by the national unit cost to determine the authorized position level for each grant agreement. [20 Code of Federal Regulations Part 641.140].

### **Award**

Financial assistance, and Federal cost type contracts used to buy services or goods for the use of the Federal Governments. [Office of Management and Budget Circular A-110 Revised 11-19-93, Amended 9-30-99]

### **Capitol Equipment**

Purchased equipment with a total acquisition cost of \$5,000 or more and a useful life of more than one year. The acquisition cost for an item is the total price paid for the item including taxes, charges for installation, transportation and/or modifications necessary to make the item usable for the purpose for which it was acquired. [Department of Economic Security Contractor Equipment Policy, March 2001]

### **Carryover**

The process of moving an estimated or actual unobligated balance of funds from the previous budget period to the current or next period. (An unobligated balance from a prior period does not authorize the obligation of funds in excess of the total approved budget reflected on the budget award notice for the current budget period.) [Administration on Aging Discretionary Grants Administration Manual]

### **Case Management**

A service that determines the needs and eligibility of an individual applying for/receiving services to enhance effectiveness. For those individuals eligible, the appropriate services and/or benefits are identified, planned, obtained, provided, recorded, monitored, modified when necessary and/or terminated. This includes assistance in finding necessary resources in addition to covered services to meet basic needs; communication and coordination of care, engagement, and follow-up of crisis contacts or missed appointments. [Arizona Taxonomy 2003]

### **Cause**

May include, but is not limited to: refusal to cooperate in recertifying eligibility; inability and/or unwillingness to perform assigned duties; unreasonable refusal to accept a different community service assignment; unreasonable refusal to accept job referrals or cooperate with the IEP; frequent tardiness; falsification by the participant of time sheets or other official records; insubordination; obscene/abusive language or behavior; non-compliance with substance abuse policy; and failure to cooperate with grantee and/or host agency staff. [SCSEP Data Collection Handbook Rev.3 (6/23/05) [www.charteroakgroup.com](http://www.charteroakgroup.com)]

### **Case**

For the purpose of the Long-Term Care Ombudsman Program, a case includes one or more complaints brought to, or initiated by, the ombudsman which the ombudsman actively investigates and works to resolve. The number of cases is equivalent to the number of complainants. (One or more people jointly filing a complaint count as one complainant.) [National Ombudsman Reporting System]

### **Client**

A person who applies for or receives services from the Department or from a service provider under the Older Americans Act, 42 U.S.C. 3001 et seq. or the Arizona Older Americans Act–non-medical Home and Community Based Care Services. [Arizona Administration Code R6-8-101]

### **Client-Centered Approach**

Where the individual and case manager focus on the individual's needs and draw from the various social, nutritional, medical and non- medical resources available within the community.

### **Client-Supported Data**

Service data that is collected in the Aging Information Management System (AIMS) connected to a particular client.

### **Code of Federal Regulations**

The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. [[www.gpoaccess.gov](http://www.gpoaccess.gov)]

### **Co-Enrollment**

Applies to any individual who meets the qualifications for SCSEP participation as well as the qualifications for any other relevant program as defined in the Individual Employment Plan. [20 Code of Federal Regulations Part 641.140].

### **Combined Allotment**

Total Title III funds allocated to the Area Agencies on Aging for the administration of the Area Plan on Aging. This is in reference to Program Development. [45 Code of Federal Regulations §1321.17 (14)]

### **Complainant**

For the purpose of the Long-Term Care Ombudsman Program: An individual or a party (i.e., husband and wife, siblings) who files one or more complaints made by, or on behalf of, residents with the ombudsman program. [Instructions for Completing the State Long Term Care Ombudsman Program Reporting Form for the National Ombudsman Reporting System]

### **Complaint**

For the purpose of the Long-Term Care Ombudsman Program, a concern brought to, or initiated by, the ombudsman for investigation and action a) on behalf of one or more residents and b) relating to the health, safety, welfare or rights of a resident. One or more complaints constitute a case. You cannot have a case without a complaint. [National Ombudsman Reporting System]

### **Comprehensive and Coordinated Service System**

A system for providing all necessary supportive services, including nutrition services within a Planning and Service Area. [Older Americans Act §302]

### **Community Service**

Includes, but is not limited to, social, health, welfare, and educational services (including literacy tutoring); legal assistance, and other counseling services, including tax counseling and assistance and financial counseling; library, recreational, and other similar services; conservation, maintenance, or restoration of natural resources; community betterment or beautification; anti-pollution and environmental quality efforts; weatherization activities; and economic development.[20 Code of Federal Regulations Part 641.140]

### **Conflict of Interest**

Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in 1) any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase; and 2) any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision. C. Notwithstanding the provisions of subsections A and B of this section, no public officer or employee of a public agency shall supply to such public agency any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding, except that: 1. A school district governing board may purchase, as provided in sections §15-213 and §15-323, supplies, materials and equipment from a school board member. 2. Political subdivisions other than school districts may purchase through their governing bodies, without using public competitive bidding procedures, supplies, materials and equipment not exceeding three hundred dollars in cost in any single transaction, not to exceed a total of one thousand dollars annually, from a member of the governing body if the policy for such purchases is approved annually. [Arizona Revised Statutes §38-503]

### **Congregate Meals**

A service that provides for a nutritious meal containing at least 1/3 of the Recommended Dietary Allowance for an individual in a congregate setting. [Arizona Taxonomy 2003]

### **Contract Modification**

Any written alteration in the terms and conditions of any contract accomplished by mutual action of the parties to the contract. [Department of Economic Security Special Terms and Conditions 2003]

### **Contractor**

Any person or agency who has a contract with the State of Arizona and/or Department or Agency of the State. [State of Arizona Uniform Terms and Conditions 2003]

### **Consultation**

For the purposes of the Ombudsman Program: a consultation is providing information and assistance to an individual or a facility. It does not involve investigating and working to resolve complaints (i.e. a consultation is not a case) If the ombudsman refers someone with a concern to another agency and is not actively involved in investigating and working to resolve the problem, it is not an ombudsman case or complaint. However, it can be counted as a consultation. [National Ombudsman Reporting System]

### **Coordination**

A service that promotes efficiency through the cooperation and collaboration of multiple entities co Cost Allocation Plan Refers to a document that identifies, accumulates and distributes allowable costs to grants and contracts and identifies the procedures used in making such distribution. [Office of Management and Budget Circular A-87]

### **Cost**

Cost is determined on a cash, accrual, or other basis acceptable to the Federal government as an amount paid or required in payment for a purchase. [Office of Management and Budget Circular A-87]

### **Cost Principles**

Principles for determining the allowable costs of programs administered by the state and for establishing a uniform approach to determining costs. [Office of Management and Budget Circular A-87]

### **Cost Sharing**

A portion of the cost for services rendered is provided by the service recipient. [Older Americans Act §315]

### **Department of Labor**

The United States Department of Labor, including its agencies and organizational units [20 Code of Federal Regulations Part 641.140].

### **Direct Cost**

Costs that can be identified specifically with a particular cost or award objective. However, a cost may not be assigned to a contract as a direct cost if it has been allocated or will be treated as an indirect cost. [Office of Management and Budget Circular A-87]

### **Disabled Individual**

Any individual who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of such an impairment, and is regarded as having such an impairment. [20 Code of Federal Regulations Part 641.140].

### **Disability**

A disability attributable to mental or physical impairment or a combination of mental and physical impairments, that results in substantial functional limitations in one or more areas of the following major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for

independent living, economic self-sufficiency, cognitive functioning and emotional adjustment. [Older Americans Act §102]

### **Disclosure**

The availability or release of information to anyone other than the subject individual.

### **Disposition**

For the purposes of the Long-Term Care Ombudsman Program, the outcome of a complaint.

### **Equipment**

Tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. [Office of Management and Budget Circular A-110] concerned with the same issue or need. [Arizona Taxonomy 2003]

### **Equitable Distribution Report**

A report based on the latest available U.S. Census data, which lists the optimum number of participant positions in each designated area in the State, and the number of authorized participant positions each grantee serves in that area, taking the needs of underserved counties into account. This report provides a basis for improving the distribution of SCSEP positions. [20 Code of Federal Regulations Part 641.140].

### **Exploitation**

The illegal or improper act of an individual, including a caregiver, who uses the resources of an older individual for monetary or personal benefit, profit or gain. [Older Americans Act §102]

### **Family**

One or more persons living in a single residence who are related by blood, marriage or adoption. A step-child, or a step-parent shall be considered related by marriage. Anyone claimed as a dependent on the applicant's or participant's Federal Income Tax return for the previous year or any member who receives more than 50% of his/her support shall be presumed, unless otherwise demonstrated, to be part of the family for the current year. An individual 18 years or older (except as provided above) who receives less than 50% of his/her support from the family and who is not the principal earner of the spouse of the principal earner shall NOT be considered a member of the family. Such individual shall be considered a family of one living in group quarters. [U.S. Department of Labor Employment and Training Administration Training and Guidance Letter No.13-04 (Attachment II)].

### **Family Caregiver Support Program**

A Federal program enacted through the Older Americans Act Amendments of 2000, that provides supportive services to families, including older persons raising children, such as: information, assistance,

individual counseling, organization of support groups, caregiver training, respite care, and supplementary services. [Older Americans Act § 371-374]

### **Federal Financial Assistance**

Assistance provided by a Federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations, but does not include direct Federal cash assistance to individuals. It includes awards received directly from agencies, or indirectly through other units of state or local governments. [Office of Management and Budget Circular A-133 Revised 6-24-97]

### **Financial Status Reports (269Form)**

A document used to report the status of Federal funds for all non- construction projects or programs by a grantee to the Federal government.

### **Firm-Fixed Unit Rate Contract**

An agreement whereby a fixed rate will be paid for a specified unit of service. The rate is fixed regardless of the provider's actual cost experience in the provision of service unit.

### **Focal Point**

A facility established to encourage the maximum co-allocation and coordination of services for older individuals. [Older Americans Act §102]

### **Frail**

With respect to an older individual in a State, that the older individual is determined to be functionally impaired because the individual (A) (i) is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or (ii) at the option of the State, is unable to perform at least three such activities without such assistance; or (B) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual. [Older Americans Act §102]

### **Fraud**

An intentional act of deception or misrepresentation in order to gain something of value.

### **Functionally Disabled**

An individual who has a functional impairment that substantially limits one or more major life activities and who has a diagnosis of such impairment. [Older Americans Act §102]

## **Grant**

The furnishing by the state of assistance, whether financial or otherwise, to any person to support a program authorized by the law. Grant does not include an agreement whose primary purpose is to procure a specific end product, whether in the form of materials, services or construction. A contract resulting from such an agreement is not a grant but a procurement contract. [20 Code of Federal Regulations Part 64.140].

## **Grantee**

See State Grantee and/or National Grantee.

## **Greatest Economic Need**

The need resulting from an income level at or below poverty levels. [Older Americans Act §102]

## **Greatest Social Need**

The need caused by non-economic factors, which include-- (A) physical and mental disabilities; (B) language barriers; (C) cultural, social or geographical isolation, including isolation caused by racial or ethnic status, that—(i) restricts the ability of an individual to perform normal daily tasks; or (ii) threatens the capacity of the individual to live independently. [Older Americans Act §102]

## **Health Care Practitioner**

A Physician, a Physician's Assistant, Nurse Practitioner, or other individual licensed and authorized by law to use and prescribe medications and devices, as defined in A.R.S. §32-1901. [Arizona Administrative Code R9-22-112]

## **Hearing Officer**

Person designated by the agency to conduct the hearing and set forth a subsequent decision. The impartial decision-maker appointed by the State Agency.

## **Hearing**

A session for listening to arguments or testimony.

## **Homebound**

Someone who is chronically disabled, not necessarily bedridden but generally confined to their home. A Physician must certify that the patient could not leave their home without considerable and taxing effort. This usually means they would need supportive devices and/or other people to help. This includes

psychiatric problems. The clinician must look at the disability over time. [Medicare Coverage of Services Manual (July 2000) Section 204.1]

### **Home Delivered Meal**

A service that provides for a nutritious meal containing at least 1/3 of the Recommended Dietary Allowance for an individual, delivered to his/her place of residence. [Arizona Taxonomy 2003]

### **Home Health Aid**

A service that provides intermittent health maintenance, continued treatment or monitoring of a health condition and supportive care for activities of daily living within the individual's place of residence. [Arizona Taxonomy 2003]

### **Home Nursing**

See definition for "Nursing".

### **Host Agency**

A public agency or a private nonprofit Organization exempt from taxation under the provisions of section 501(c ) (3) of the Internal Revenue Code of 1986, other than a political party, which provides a work site and supervision for one or more participants. A host agency may be a religious organization as long as the projects do not involve the construction, operation, or maintenance of any facility used or to be used as a place for religious instruction or worship. [20 Code of Federal Regulations Part 641.140.]

### **Housekeeping/Homemaker**

A service that provides assistance in the performance of routine household activities at an individuals place of residence. [Arizona Taxonomy 2003]

### **Identification of Needs**

A process that enumerates and describes the needs of people living in the community.

### **Immediate Family**

A member of the household or a relative with whom there is a close personal or significant financial relationship [as used in section 712 of the Older Americans Act, pertaining to conflicts of interest].

### **Indian**

A person who is a member of an Indian Tribe. [Older Americans Act §101(5)].

### **Indian Tribe**

Any Tribe, band, nation, or other organized Group or community of Indians (including Alaska Native Village or Regional or Village Corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act) which: Is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; or Is located on, or in proximity to, a Federal or State reservation or ranch. [Older Americans Act §101(6)].

### **Indirect Cost**

Indirect costs are those incurred for a common or joining purpose benefiting more than one cost objective or activity and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Consequently, some allocation technique must be used to distribute these indirect costs to the several direct functions benefited. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools on indirect cost within the agency's accounting records. Indirect cost pools should be distributed to benefiting cost objectives on basis which will produce an equitable distribution in consideration of relative benefits derived. [Office of Management and Budget Circular A-87]

### **Individual Employment Plan**

A plan for a participant that includes an employment goal, achievement of objectives, and appropriate sequence of services for the participant based on an assessment conducted by the grantee or sub-grantee and jointly agreed upon by the participant. [20 Code of Federal Regulations Part 641.140].

### **In-Home Services**

Includes – (A) services of homemakers and home health aides; (B) visiting and telephone reassurance; (C) chore maintenance; (D) in-home respite care for families, and adult day care as a respite service for families; (E) minor modification of homes that is necessary to facilitate the ability of older individuals to remain at home and that is not available under another program (other than a program carried out under the OAA); (F) personal care services; and (G) other in-home services as defined – (i) by the Aging and Adult Administration in the State Plan submitted in accordance with the OAA; and (ii) by the Area Agency on Aging in the Area Plan submitted in accordance with the OAA. [Older Americans Act §102]

### **Instrumental Activities of Daily Living (IADL)**

Activities such as laundry, shopping, housework, telephone, financial management, transportation, and meal preparation. [Arizona Standardized Client Assessment Plan Manual 2002]

### **Jobs for Veterans Act**

Priority for veterans and the spouse of a veteran who died in a service-connected disability, the spouse of a member of the Armed forces on active duty who has been listed for a total of more than 90 days as missing in action, captured in the line of duty by a hostile force, or forcibly detained by a foreign government or power, the spouse of any veteran who has a total disability resulting from a service-connected disability, and the spouse of any veteran who died while a disability so evaluated was in existence, who meet program eligibility requirements to receive services in any Department of Labor-funded Workforce development program. [Public Law 107-288 §2].

### **Legal Assistance**

A service that provides consultation and representation of civil and legal matters. [Arizona Taxonomy2003]

### **Limited Basis**

For purposes of the Family Caregiver Support Program the following dollar thresholds apply: a \$1,500 cap per client/home for the Home Repair/Renovation and a \$1,000 cap per client for Adaptive Aids and Devices. For other supplemental services, limited basis means a maximum of \$2,000 per family per year.

### **Local Workforce Investment Area or Local Area**

An area established by the Governor of a State under section 116 of the Workforce Investment Act. [20 Code of Federal Regulations Part 641.140].

### **Local Workforce Investment Board**

A Local Workforce Board established under section 117 of the Workforce Investment Act. [20 Code of Federal Regulations Part 641.140].

### **Local Governments**

A local unit of government, including specifically a county, municipality, city, town, township, local public authority, school district, special district, intra-state district, council of governments, any other regional or interstate entity, or any agency or instrumentality of local government. [45 Code of Federal Regulations §74.2]

### **Long-term Care Facility**

Any nursing care institution or assisted living facility, as defined by ARS 36-401, or any other facility as

defined in section 102 of the Older Americans Act. [Older Americans Act § 102]

### **Long-Term Care Ombudsman Program**

A program that advocates for the resolution of complaints made by or on behalf of older individuals who are residents of long-term care facilities. [Older Americans Act §711]

### **Materials**

All property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property, or leasing space.

### **Means Test**

The use of an older person's income or resource to deny or limit that person's receipt of services under an approved area plan. [45 Code of Federal Regulations § 1321.3]

### **Medically Related Service**

See "Home Health Aid" and "Home Nursing" services.

### **Minorities**

- Black or African American – A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native – A person having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community attachment.
- Asian American/Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent.
- Native Hawaiian or other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.
- Alone – When appended to a racial category means that the individual only designated one race category. [Administration on Aging-National Aging Programs Information System]

### **Multipurpose Senior Center**

A community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals. [Older Americans Act §102]

### **National Grantee**

Federal public agencies and organizations, private nonprofit agencies and organizations, or tribal organizations that operate under Title V of the OAA that are capable of administering multi- State projects

under a national grant from the Department of Labor. [20 Code of Federal Regulations Part 641.140].

### **Neglect**

The failure to provide for one self the goods or services which are necessary to avoid physical harm, mental anguish, or mental illness or the failure of a caretaker to provide such goods or services. [Older Americans Act §102]

### **Networking Orientation**

The resources would be available to the community in a unified fashion, addressing the needs uniformly, instead of creating separate and competing situations

### **Non-Client Supported Data**

Service data that is not collected in the Aging Information Management System (AIMS) and is not connected to a particular client.

### **Non-Medical Home and Community Based Services (NMHCBS)**

Non-medical home and community based care including case management, assessment of functional impairment and needed community services, home care, housekeeping chore services, home health aid, personal care, visiting nurse services, adult day care or adult day health, respite care, attendant care and home delivered meals. [Arizona Revised Statutes. §46-192]

### **Non-Profit Agency**

A free standing entity with its own Board of Directors that operates as an incorporated not-for-profit entity. It can be a single purpose or multipurpose agency. [Office of Management and Budget Circular A-110 Revised 11-19-93, Amended 9-3-99]

### **Nursing**

A service that provides nursing intervention that may include patient care, coordination, facilitation and education. [Arizona Taxonomy 2003]

### **Nursing Care Institution**

A health care institution, that is licensed by the Department of Health Services, Bureau of Long Term Care Licensing, that provides inpatient beds or resident beds and nursing services to persons who need nursing services on a continuing basis but who do not require hospital care or direct daily care from a

physician. [Arizona Revised Statute 36-401]

### **Nutrition Project**

The recipient of a sub-grant or contract to provide nutrition services, other than the Area Agency on Aging, which meets applicable requirements. [Older Americans Act §321]

### **Nutrition Provider**

An agency or organization that provides nutrition services as defined by the Older Americans Act. [Older Americans Act §311]

### **Nutrition Screening**

The act of completing a nutrition screening checklist to determine if a nutrition program participant is at nutrition risk. [Older Americans Act § 339.2.J]

### **Obligations**

The amounts of orders placed, contracts and grants awarded, services received and similar transactions during a given period, which will require payments during the same or a future period. [45 Code of Federal Regulations § 74.2]

### **Office of the State Long-Term Care Ombudsman**

As used in section 712 of the Older Americans Act, the Office of the State Long-Term Care Ombudsman means The organizational unit in a State or territory which is headed by the a State Long-Term Care Ombudsman., including the representatives of the Office. [Older Americans Act § 711] [As used in sections 711 and 712 of the Older Americans Act]

### **Older Americans Act**

Federal legislation that is directed to improving the lives of America's elderly, particularly in relation to income, health, housing, employment, long-term care, and retirement and community services. The Act was most recently amended in 2000 and may also be referred to as Public Law 106-501.

### **One-Stop Center**

The One-Stop Center System in a WIA Local Area which must include a comprehensive One-Stop Center through which One-Stop partners provide applicable core services and which provides access to other programs and services carried out by the One-Stop partners. [20 Code of Federal Regulations Part 641.140].

### **One-Stop Delivery System**

A system under which employment, training programs, services, and activities are available through a

network of eligible One-Stop partners, which assures that information about and access to core services is available regardless of where the individuals initially enter the statewide workforce investment system. [20 Code of Federal Regulations Part 641.140].

### **One-Stop Partner**

An entity described in section 121 (b) (1) of the Workforce Investment Act; i.e. required partners: Programs under Title I of the W.I.A., Job Corps, Native American Programs, Job Service, Unemployment Insurance, Trade Adjustment Assistance, NAFTA Transitional Adjustment Assistance, Welfare to Work, Senior Community Service Employment Program, Veterans Employment and Training, Vocational Rehabilitation, Adult Education, Post- secondary Vocational Education, Community Services Block Grant Employment and Training, and Housing and Urban Development Employment and Training, and an entity described in section 121 (b) (2) of the Workforce Investment Act, i.e., additional partners. [20 Code of Federal Regulations Part 641.140].

### **One-Third (1/3) Recommended Dietary Allowance**

Meals which fall into this classification contain portions from the following food groups: a) meats or alternates, b) vegetables and fruits, c) enriched or whole grain bread or alternate, d) milk, e) butter/margarine, f) desserts. [Older Americans Act § 339]

### **Other Participant Cost**

The cost of participant training, including the payment of reasonable sts to instructors, classroom rental, training supplies, materials, equipment, and tuition, and which may be provided on the job or in conjunction with a community service assignment, in a classroom setting, or under other appropriate arrangements; job placement assistance, including job development and job search assistance; participant supportive services to assist a participant to successfully participate in a project, including the payment of reasonable costs of transportation, health care and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools), child and adult care, temporary shelter, and follow-up services; and outreach, recruitment and selection, intake orientation, and assessments. [20 Code of Federal Regulations Part 641.140].

### **Outlays**

Charges made to the grant project or program. Outlays may be reported on a cash or accrual basis.

### **Outreach**

A service that provides a systematic method to identify and directly contact persons in need of services. [Arizona Taxonomy 2003]

## **Participant**

An individual who is eligible for the SCSEP, has been enrolled and is receiving services. Participants shall have a Community Service Assignment before receiving services. [20 Code of Federal Regulations Part 641.140 and Part 641.540].

## **Periodic Review**

At a minimum, once each fiscal year.

## **Personal Care**

A service that provides assistance with personal physical needs. [Arizona Taxonomy 2003]

## **Personal Property**

Property of any kind except real property. It may be tangible; having physical existence, or intangible; having no physical existence, such as patents, inventions, and copyrights. [45 Code of Federal Regulations §74.2]

## **Placement into Public or Private Unsubsidized Employment**

Full- or part-time paid employment in the public or private sector by a participant for 30 days within a 90-day period without the use of funds under Title V or any other Federal or State employment subsidy program, or the equivalent of such employment as measured by the earnings of a participant through the use of wage records or other appropriate methods. [20 Code of Federal Regulations Part 641.140].

## **Planning and Service Area (PSA)**

A geographical area in the state or state jurisdiction that is designated by the Aging and Adult Administration for the purposes of planning, development, and overall administration of services under an approved Area Plan on Aging. [Older Americans Act §102]

## **Poor Employment Prospects**

The likelihood that an individual will not obtain employment without the assistance of the SCESP or any other workforce development program. Persons with poor employment prospects include, but are not limited to, those without a substantial employment history, basic skills, and/or English-Language proficiency; displaced homemakers, school dropouts, persons with disabilities, including disabled veterans, homeless individuals, and individuals residing in socially and economically isolated rural or urban areas where employment opportunities are limited. [20 Code Federal Regulations Part 641.140].

## **Poverty**

Income at or below the official poverty guideline (as defined each year by the Office of Management and Budget, and adjusted by the Secretary of the Department of Health and Human Services. [Federal Register/Volume 69 Number 30]

## **Priority Services**

Services designated by the Older Americans Act “to better the most crucial needs of the elderly”. Categories include a) access, b) in-home and c) legal assistance. [Older Americans Act §306]

## **Problem Solving Orientation**

Using a holistic assessment of the client’s situation, and a mechanism for addressing the problems contributing to the client’s situation.

## **Procurement**

The buying, purchasing, renting, leasing or otherwise acquiring any materials, services or construction. Procurement also includes all functions that pertain to the obtaining of any material, service or construction, including description of requirements, selection and solicitation, preparation and award of contract, and all phases of contract administration. [State of Arizona Uniform Terms and Conditions 2003]

## **Program Development**

A service that researches and/or establishes a new service(s), improves, expands or integrates an existing service(s). [Arizona Taxonomy 2003]

## **Program Income**

Gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award. 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 Federally-funded projects, the sale of commodities or items fabricated under and award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in the terms and conditions of the award, program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them. Furthermore, program income does not include taxes, special assessments, levies, and fines raised by governmental recipients. [45 Code of Federal Regulation §74.2]

## **Program Reports**

Reporting documents developed by the Aging and Adult Administration for the purpose of reporting program activities i.e., unduplicated count of people, demographic data, and units of services for social services and nutrition services.

### **Program Year**

The one-year period beginning July 1 and ending on June 30. [Older Americans Act §515(b)].

### **Provisional Approval**

The status given to an Area Plan on Aging for a limited period of time during which the Area Agency on Aging must correct the sections of the plan that do not meet Federal or state requirements, or the criteria for approval. This status is given for a period not to exceed 9 months.

### **Public Agency**

An entity located within county governments, towns, tribes, reservations, Native American communities, or city governments for the purpose of servicing its populace (interchangeable with unit of general purpose government).

### **Public Hearing**

A process whereby input is given by the public relative to issues, concerns, and courses of action that should be undertaken by an Area Agency on Aging regarding programs for Older Arizonans. [Older Americans Act §306]

### **Qualifiers**

Eligibility measurement on the ASCAP form, which may increase the level of assistance provided to a client. Qualifiers are not required for each area of an ADL or IDAL, but are used only when appropriate. Qualifier areas of eligibility measurement include: Safety, Cognitive, and Isolation. [Arizona Standardized Client Assessment Plan Manual 2002]

### **Record**

Any time, collection or grouping of information about an individual that is maintained by the agency including, but not limited to the individual's education, financial transactions, medical, social and psychological histories, criminal or employment history that contains his/her name, or any number, symbol and other identifying particular used and assigned in the past to the individual such as finger or voice print or a photograph..

### **Regional Ombudsman Program Coordinator**

A person who has met designation standards established by the Office of the State Long-Term Care

Ombudsman and is hired to manage the Regional Long-Term Care Ombudsman Program, recruit, train, supervise, and coordinate the activities of Certified Volunteer Ombudsmen. [Older Americans Act §711]

### **Replacement Equipment**

Property acquired to take the place of other equipment. To qualify as replacement equipment, it must serve the same function as the equipment replaced and must be of the same nature or character, although not necessarily the same model, grade, or quality

### **Representative of the Office of the State-Long Term Care Ombudsman**

As used in section 711 of the Older Americans Act, means The employees or volunteers designated by the State Long-Term Care Ombudsman to fulfill the duties set forth in § 1327.1719(a) [Older Americans Act § 711] [as used in sections 711 and 712 of the Older Americans Act].

### **Residence**

An individual's declared dwelling place or address as demonstrated by appropriate documentation.

### **Resident**

An older individual who resides in a long-term care facility. [Older Americans Act §711]

### **Resident Representative**

(1) A person chosen by the resident to act on behalf of the resident in order to support the resident in decision-making; access medical, social or other personal information of the resident; manage financial matters; or receive notifications;

(2) A person authorized by State or Federal law (including but not limited to agents under power of attorney, representative payees, and other fiduciaries) to act on behalf of the resident in order to support the resident in decision-making; access medical, social or other personal information of the resident; manage financial matters; or receive notifications;

(3) Legal representative, as used in section 712 of the Older Americans Act; or

(4) The court-appointed guardian or conservator of a resident.

(5) Nothing in the Long-Term Care Ombudsman rule is intended to expand the scope of authority of any resident representative beyond that authority specifically authorized by the resident, State or Federal law, or a court of competent jurisdiction.

### **Respite Services**

Short-term care and supervision that may be required to be available on a twenty-four hour basis. [Arizona Taxonomy 2003]

### **Retention in Public or Private Unsubsidized Employment**

Full-or part-time paid employment in the public or private sector by a participant for 6 months after the starting date of placement into unsubsidized employment without the use of funds under Title V or any other Federal or State employment subsidy program. [20 Code of Federal Regulations Part 641.140].

### **Rural**

All territory, population, and housing units located outside of urbanized areas and urban clusters. [www.census.gov/geo.html]

### **SCSEP**

The Senior Community Service Employment Program is a program administered by the Department of Labor that serves persons who are 55 years of age or older and who have poor employment prospects by placing them in part-time community service positions and by assisting them to transition to unsubsidized employment. The SCSEP is authorized under Title V (Community Service Employment for Older Americans) of the Older Americans Act. [20 Code of Federal Regulations §641.110]

### **Service Area**

The geographic area served by a local SCSEP project. [20 Code of Federal Regulations Part 641.140.140].

### **Service Contribution**

See “Voluntarily Contribution” and “Cost Sharing”.

### **Service Provider**

A person or organization that is awarded a sub-grant or contract from an Area Agency on Aging to provide services under the Area Plan on Aging. [45 Code of Federal Regulations §1321.3]

### **Services**

The furnishing of labor, time or effort by a contractor that does not involve the delivery of a specific end product other than required reports and performance. Services do not include employment agreements or collective bargaining agreements.

### **Severe Disability**

A severe chronic disability attributable to mental and/or physical impairment of an individual. [Older Americans Act §102]

### **State Health Insurance Assistance Program (SHIP)**

Under a Congressional mandate, the Centers for Medicare & Medicaid Services (CMS) funds a program in each state to provide education, outreach, counseling and information to Medicare beneficiaries, their families and caregivers. In Arizona, the program is under the Aging and Adult Administration and services are provided at the local level through a partnership with the Area Agencies on Aging. [Omnibus Budget Reconciliation Act 90 §4360 and Omnibus Budget Reconciliation Act 99]

### **Short Form Intake Document (SFID)**

Formerly known as the Short Term Form, an assessment instrument designed as an intake document used to capture relevant information on individuals determined eligible and authorized to receive the following services: One-time case management, Short Term Home Delivered Meals, Short Term In-Home Respite and Group Respite. The SFID is used for clients requiring services for 90 days or less, for caregivers service authorizations and single service authorizations for the services cited above. The SFID may not be used to authorize services if the individual is already receiving another NMHCBS authorized service via the ASCAP. [Arizona Standardized Client Assessment Plan Manual 2002]

### **Single Audit Act**

The purposes of this Act are: (1) to promote sound financial management, including effective internal controls, with respect to Federal awards administered by non-Federal entities; (2) establish uniform requirements for audits of Federal awards administered by non-Federal entities; (3) promote the efficient and effective use of audit resources; (4) reduce burdens on State and local governments, Indian tribes, and non-profit organizations; and (5) ensure that Federal departments and agencies, to the maximum extent practicable, rely upon and use audit work done pursuant to chapter 75 of title 31, United States Code (as amended by this Act.). [Single Audit Act as Amended in 1996]

### **Single Point of Entry**

Entry into the NMHCBS system through the Area Agencies on Aging

### **Social Services Block Grant (SSBG)**

A Federal program that allocates funds to states for the support of social services programs for adults and children. SSBG funds must be directed at one or more of five broad statutory goals: achieving economic self-support or self-sufficiency, preventing or remedying economic exploitation of children and adults, preventing or reducing inappropriate institutionalization, and securing referral for institutional care, where appropriate. [Administration for Children and Families website [www.acf.hhs.gov](http://www.acf.hhs.gov)]

### **State Agency on Aging**

An agency in state government designated by the Governor and State Legislature as the focal point for all matters related to older persons. In Arizona, the state agency is located within the Department of Economic Security (DES) and is called the Aging and Adult Administration (A&AA).

### **State Workforce Board**

A State Workforce Investment Board established under section 111 of the Workforce Investment Act. [20 Code of Federal Regulations Part 641.140].

### **State Grantee**

The entity designated by the Governor to enter into a grant with the Department to administer a State or territory SCSEP project under the OAA. Except as applied to funding distributions under section 506 of the OAA, this definition applies to 50 States, Puerto Rico, the District of Columbia and the following territories: Guam, American Samoa, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. [Older Americans Act §506].

### **Sub-Grantee**

The legal entity to which a sub-award of financial assistance, which may include a subcontract, is made by the grantee (or by a higher tier sub-grantee or recipient), and that is accountable to the grantee for the use of the funds provided. As used here, "sub-grantee" includes "sub-grantees" as defined in 29 CFR 97.3 and "sub-recipients" as defined in 29 CFR 95.2 (KK). [20 Code of Federal Regulations Part 641.140].

### **State Long-Term Care Ombudsman**

The individual who heads the Office and is responsible to personally, or through representatives of the Office, fulfill the functions, responsibilities and duties of the Office set forth by the Older Americans Act.

### **State Long-Term Care Ombudsman Program**

The program through which the functions and duties of the Office are carried out, consisting of the State Long-Term Care Ombudsman, the Office headed by the State Long-Term Care Ombudsman, and the representatives of the Office [as used in sections 711 and 712 of the Older Americans Act].

### **State Unit on Aging**

An agency of state government designated by the governor and state legislature as the focal point for all matters related to the needs of older persons within the state. The Arizona state unit on aging refers to the Department of Economic Security, Aging and Adult Administration. [Older Americans Act §305, Arizona Revised Statutes §41-1954]

### **State Plan on Aging**

A document submitted as required under Title III of the Older Americans Act, which encompasses all the specific programmatic and financial commitments that the Aging and Adult Administration will administer, coordinate or supervise over a multi-year period. [Older Americans Act §307]

### **Stewardship Equipment**

Purchased equipment with a total acquisition cost of \$1,000 or more, but less than \$5,000 and a useful life of more than one year. The acquisition cost for an item is the total price paid for the item including taxes, charges for installation, transportation and/or modifications necessary to make the item usable for the purpose for which it was acquired. [Department of Economic Security Contractor Equipment Policy, March 2001]

### **Sub-Recipient**

Any person or government department, agency, or establishment that receives Federal assistance to carry out a program through a state or local government, but does not include an individual that is a beneficiary of such a program. A sub-recipient may also be a direct recipient of Federal financial assistance. [Office of Management and Budget Circular A-133]

### **Supplemental Foods**

Food supplements that are less than a single meal. Each meal served by the nutrition services must contain one-third (1/3) of the current Recommended Dietary Allowances. [Older Americans Act §339(2) (A)]

### **Supplemental Payments Program**

A non-entitlement discretionary program that provides Housekeeping or monthly payments in lieu of housekeeping, visiting nurse and home health aid services to Aging and Adult Administration clients. [Arizona Revised Statutes §46-252 (Repealed 2005)]

### **Supplies**

All tangible personal property other than equipment.

### **Surplus**

The determination that an item of equipment exceeds the needs of the contractor and/or department program, making the item available for use by another department program. [Department of Economic Security Contractor Equipment Policy, March 2001]

### **Targeting**

The concentration of programs and the distribution of funds provided under the Older Americans Act should be directed to assisting older individuals who are in greatest economic or social need, including frail and disabled individuals, and older individuals living in rural areas. [Older Americans Act §306]

### **Temporarily**

Services provided for not more than an average of eight hours per week. For emergency respite services, temporarily means not more than three days. Case Management documentation must be provided to justify situations for services in excess of the aforementioned hour and/or day limitations.

### **Term Approval**

The status given to an Area Plan on Aging for the established full term (tenure). The Plan meets the criteria for approval and is in compliance with all Federal and state requirements. Plans are either two, three, or four years in duration.

### **Title III Funds**

The largest of the seven titles of the Older Americans Act which establish the authority to award grants to States, who in turn award funds to Area Agencies on Aging for community planning, advocacy, service development and coordination.

### **Title V of the OAA**

The Older Americans Community Service Employment Act of Public Law 106-501 authorizes the SCSEP. [42 U.S.C.3056 et seq].

### **Training Services**

SCSEP training consists of Community Service Assignments, General Training, and Specialized Training. Additional training may be obtained with the services authorized by section 123 (d) (4) of the Workforce

Investment Act. [20 Code of Federal Regulations Par 641].

### **Transportation (General)**

A service that provides or assists in obtaining various types of transportation for specific needs. [Arizona Taxonomy 2003]

### **Tribal Organization**

The recognized governing body of any Indian Tribe or any legally established organization of Indians that is controlled, sanctioned or chartered by such body. [Older Americans Act §102]

### **Unliquidated Obligations**

For reports prepared on a cash basis, are the amount of obligations incurred by the grantee that has not been paid. For the reports prepared on an accrued expenditure basis, these are the amounts of obligations incurred by the grantee for which an outlay has not been recorded. [Office of Management and Budget. Circular A-110 Revised 11-19-93, Amended 9-30-99]

### **Unobligated Balance**

Is the portion of the Federal funds authorized, which has not been obligated by the grantee and is determined by deducting the grantee's cumulative obligations from the cumulative Federal funds authorized. [Office of Management and Budget Circular A-110 Revised 11-19-93, Amended 9-30-99]

### **Unusual Incident**

An incident that involves death, severe personal injury, or property damage that will impact upon clients, their relatives, staff and Administration of contractors/subcontractor including volunteers, or the public in general, and may be considered newsworthy by the media and/or incur liability to the State of Arizona. [Department of Economic Security Policy 1-07-02- Unusual Incident Reporting]

### **Voluntary Contribution**

Monetary contributions made voluntarily by a service recipient for services rendered. [Older Americans Act §315]

### **Waiver**

The act of waiving requirements of the Area Plan on Aging. [Old Americans Act §306]

### **Willful Interference**

Actions or inactions taken by an individual in an attempt to intentionally prevent, interfere with, or attempt to impede the Ombudsman from performing any of the functions or responsibilities set forth in § 1327.13 of the Older Americans Act, or the Ombudsman or a Representative of the Office from performing any of the duties set forth in § 1327.19 of the Older Americans Act.

### **Workforce Investment Act (WIA) Regulations**

The Workforce Investment Act of 1998 (Public Law 105-220—Aug. 7, 1998; 112 Stat. 936); 29 U.S.C. 2801 et seq. Regulations at 20 CFR Part 652 and parts 660-671. [20 Code of Federal Regulations Part 641.141].