

NAPIS Unit of Service Reporting Instructions & Definitions

OSA Service Name	NAPIS Reporting - Service Name & Service Cluster (Per AoA Reporting Requirements)	OSA Unit of Service (Per OSA Service Standards)	NAPIS Reporting - Unit of Service Definition (Per AoA Reporting Requirements)
Access Services			
Care Management (CM)	Case Management (Cluster I Service)	Assessment & ongoing CM of an individual	No AoA NAPIS CM definition Use OSA reporting definition - (Each month participant is active in CM program)
Case Coordination & Support (CCS)	Case Management (Cluster I Service)	One hour of component CCS functions ⁱ	One hour of allowable activities
Disaster Advocacy & Outreach (DAO)	Reported under Cluster III Other service in OSA's NAPIS Application	Each hour of community education activities	No AoA NAPIS DAO definition Use OSA reporting definition - (Each hour of allowable activities)
Information & Assistance (I&A)	Information & Assistance (Cluster III Service)	One hour of component I&A functions	One Contact
Outreach	Outreach (Cluster III Service)	One hour of outreach service	One Contact
Transportationⁱⁱ	Transportation (Cluster III Service) Assisted Transportation (Cluster II Service)	Transportation & Assisted Transportation: One, one-way trip per person	<u>Transportation</u> : One, one-way trip (no other activities) <u>Assisted Transportation</u> : One-one way trip to a person who has physical or cognitive difficulties (may include escort)
In Home Services			
Chore	Chore (Cluster I Service)	One hour of allowable chore tasks	One hour of allowable activities
Home Care Assistance (HCA)ⁱⁱⁱ	Personal Care or Homemaker (Cluster I Services)	One hour of allowable HCA activities	One hour of allowable personal care or homemaker activities
Home Injury Control	Reported under Cluster III Home Injury Control service in OSA's NAPIS Application	Installation/maintenance of one safety device in older adult's residence	NAPIS Cluster III Service Use OSA Definition - (Installation/maintenance of one safety device in residence)
Homemaking	Homemaker (Cluster I Service)	One hour of allowable homemaking activities	One hour of allowable activities
Home Health Aide (HHA)	Reported under Cluster I Home Health Aide in OSA's NAPIS Application	One hour spent performing HHA activities	NAPIS Cluster III Service Use OSA Definition - (One hour of allowable HHA activities)
Medication Management	Reported under Cluster III Medication Management service in OSA's NAPIS Application	Each 15 minutes (.25 hours) of allowable activities	NAPIS Cluster III Service Use OSA Definition - (15 minutes of allowable activities)
Personal Care	Personal Care (Cluster I Service)	One hour spent performing personal care activities	One hour of allowable activities
Personal Emergency Response (PERS)	Reported under Cluster III PERS service in OSA's NAPIS Application	One month of monitoring client & each occurrence of equipment installation	NAPIS Cluster III Service Use OSA Definition - (One month/occurrence of allowable activities)
Friendly Reassurance	Reported under Cluster III Friendly Reassurance service in OSA's NAPIS Application	Each contact w/ homebound older person	NAPIS Cluster III Service Use OSA Definition - (One contact w/ older person)

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Nutrition Services			
Congregate Meals	Congregate Meals (Cluster II Service)	One meal to an eligible participant	One meal to an eligible participant
Home Delivered Meals	Home Delivered Meals (Cluster I Service)	One meal to an eligible participant	One meal to an eligible participant
Nutrition Counseling	Nutrition Counseling (Cluster II Service)	One hour of advice and guidance	One Hour
Nutrition Education	Nutrition Education (Cluster III Service)	One educational session	One education session
Community Services			
Disease Prevention/Health Promotion	Reported under Cluster III Disease Prevention/Health Promotion service in OSA's NAPIS Application	One activity session or hour of related service provision	NAPIS Cluster III Service Use OSA Definition - (One session/hour of allowable activities)
Health Screening	Reported under Cluster III Health Screening service in OSA's NAPIS Application	One complete health screening per client, per year (including referral & follow-up)	NAPIS Cluster III Service Use OSA Definition - (One complete screening per client, per year)
Assistance to the Hearing Impaired	Reported under Cluster III Services to Hearing Impaired service in OSA's NAPIS Application	One hour of allowable activities or each community session	NAPIS Cluster III Service Use OSA Definition - (One hour/community session of allowable activities)
Home Repair	Reported under Cluster III Home Repair service in OSA's NAPIS Application	One hour of allowable home repair activities	NAPIS Cluster III Service Use OSA Definition - (One hour of allowable activities)
Legal Assistance	Legal Assistance (Cluster III Service)	One hour of an allowable service component	One Hour
Long Term Care Ombudsman	Reported under Cluster III LTC Ombudsman service in OSA's NAPIS Application	One hour of family support, complaint investigation/resolution, community education or volunteer support activities	NAPIS Cluster III Service Use OSA Definition - (One hour of allowable activities)
Senior Center Operations	Reported under Cluster III Senior Center Operations service in OSA's NAPIS Application	One hour of senior center operation	NAPIS Cluster III Service Use OSA Definition - (One hour of senior center operation)
Senior Center Staffing	Reported under Cluster III Senior Center Staffing service in OSA's NAPIS Application	One hour of staff time worked	NAPIS Cluster III Service Use OSA Definition - (One hour of staff time)
Vision Services	Reported under Cluster III Vision Services in OSA's NAPIS Application	One hour of service provided or one group education session	NAPIS Cluster III Service Use OSA Definition - (One hour/session of allowable activities)
Programs for Prevention of Elder Abuse, Neglect, & Exploitation	Reported under Cluster III Elder Abuse Prevention service in OSA's NAPIS Application	One hour of contact with organizations to develop coordinated, comprehensive services	NAPIS Cluster III Service Use OSA Definition - (One contact for allowable activities)

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Counseling Services	Reported under Cluster III Counseling service in OSA's NAPIS Application	One hour of counseling services (including direct client contact & indirect client support)	NAPIS Cluster III Service Use OSA Definition - (One hour of allowable activities)
Caregiver Services			
Caregiver Education Support & Training	Caregiver Counseling: Individual, Support Group, Training, or Other	One hour of allowable service or one session	One hour of allowable service or one session
Respite Care, Adult Day Care, Dementia Adult Day Care, Specialized Respite Care, & Kinship Respite Care	Respite Care	One hour of care provided per client	One hour of care provided per client
Caregiver Supplemental Services	Caregiver Supplemental Services	One good or service purchased or each hour or related service provision	One good or service purchased or each hour or related service provision
Caregiver Education Support & Training OR Caregiver Supplemental Services	Non-Registered Caregiver Services: Caregiver Case Management, Health Education, Transportation, Nutrition Counseling/Education, Information & Assistance	One activity session or hour of education, support, and/or training service provision	One activity session or hour of education, support, and/or training service provision

ⁱ“Allowable activities” and “component [service] functions” are described in OSA Operating Standards for Service Programs.

ⁱⁱ AoA NAPIS definitions include both Transportation and Assisted Transportation as separate service definitions. NAPIS “Assisted Transportation” is a “registered” service in NAPIS (i.e., requires client NAPIS registration form). NAPIS “Transportation” is a non-registered service (i.e., no client registration form). All of the activities allowable under the federal service definitions for “Transportation” and “Assisted Transportation” are allowable under the OSA “Transportation” service definition. AAAs may report units and clients in NAPIS for one or both federal transportation services based upon the nature of the transportation activities provided.

ⁱⁱⁱ Home care assistance is not an AoA-recognized NAPIS service. Home care assistance client and service units are to be reported in NAPIS under the federal personal care and/or homemaker services as appropriate (i.e., per allowable service activities).