

NAPIS REGISTRATION FORM – TERMS & DEFINITIONS

Caregiver - An adult family member or another individual, who is an “informal” provider of in-home and community care to an older individual. “Informal” means that the care is not provided as part of a public or private formal service program.

Care Recipient – In most cases, an elderly individual 60 years of age or older who receives Older Americans Act (OAA) services. In certain cases and under specific criteria, individuals under the age of 60 may be eligible for non-NFCSP Title III-E services. For services funded by Tobacco Respite Care (TSR) funds, individual 18 years of age or older are eligible for services.

Child - An Individual who is not more than 18 years of age. The term “Child” relates to a grandparent or other older relative who is a caregiver of a child. There is no requirement under the NFCSP that grandchildren have a mental or physical disability as a condition of service. NFCSP does not provide any distinctions other than the child must be no more than 18 years of age.

Client Refusals - If a prospective or active client refuses to provide requested client registration information, simply note that the client refused to provide the information. Refusal to provide the requested information should **not** be used as a basis for denying service to that client.

Client Registration – Collection and reporting of client characteristics and service information using the NAPIS Client Registration form. NAPIS registration form information is entered in OSA’s NAPIS application. An attempt to collect client registration information is required for NAPIS Cluster I and III services and NAPIS registered caregiver services (see pages 9 through 14 for more information on NAPIS registered services).

Cost Sharing – Current Older Americans Act and OSA policies and requirements allow for cost sharing for the delivery of certain caregiver services. Income levels and inclusions as defined by the cost sharing policy that is approved for local use by service provider(s) should be applied to the Care Recipient only. This includes Care Recipients under age 19, however, for this age group income is considered zero.

Escheat Respite Program (State Respite) – The State Escheat Respite program was created by Public Act 171 of 1990. A fund for the program is established at the Michigan Department to Treasury and credited with money that descends to the state as an escheat under section 403a of the nonprofit health care corporation reform act. The State Respite fund is administered by OSA and provides day care to older persons or other types of respite care to persons providing care to older persons.

Grandparent or other older relative caregiver of a child - A grandparent, step grandparent or other relative of a child by blood or marriage, who is 60 years of age or older and: 1) lives with the child; 2) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and 3) has a legal relationship to the child such as legal custody or guardianship, or is raising the child informally.

Impairment in Activities of Daily Living (ADL) - The inability to perform one or more of the following activities of daily living without personal assistance, stand-by assistance, supervision or cues: eating, dressing, bathing, toileting, transferring in and out of bed/chair, and walking.

Impairment in Instrumental Activities of Daily Living (IADL) - The inability to perform one or more of the following instrumental activities of daily living without personal assistance, or Stand-by assistance, supervision or cues: preparing meals, shopping for personal items, medication management, managing money, using telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation with assistance).

Income Status (Poverty) – Persons considered to be in poverty are those whose income is below the official poverty guideline (as defined each year by the Office of Management and Budget, and adjusted by the Secretary, DHHS) in accordance with subsection 673 (2) of the Community Services Block Grant Act (42 U.S.C. 9902 (2)). The annual HHS Poverty Guidelines provide dollar thresholds representing poverty levels for households of various sizes.

Kinship Care – Caregiver support services provided to a Grandparent or other older relative caregiver (as a guardian or informally) for a child under the age of 18 years.

Living Alone – A one-person household (Census definition of household) where the householder lives by his or herself in an owned or rented place of residence in a non-institutional setting, including board and care facilities, assisted living units and group homes.

The Census defines a household as: A household consists of all the people who occupy a housing unit. A house, an apartment or other group of rooms, or a single room, is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other persons in the structure and there is direct access from the outside or through a common hall. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household. The count of households excludes group quarters.

National Aging Program Information System (NAPIS) - The 1992 reauthorization of the Older Americans Act (OAA) directed the Administration on Aging to improve performance reporting on programs and services funded by the OAA. The NAPIS software application, utilized by the Michigan Office of Services to the Aging to meet federal reporting requirements, collects data associated with all parts of Title III (i.e., Title III-B, C1, C2, D, & E) of the OAA.

Three principal types of data are included in NAPIS: 1) performance data on programs and services funded in whole or in part by the OAA; 2) demographic/descriptive data on the elderly population; and 3) descriptive data on the infrastructure of home- and community-based services in place to assist older persons. Under NAPIS requirements, Title III B, C1, C2, and D programs/services are reported under registered and non-registered service clusters. Cluster I and II include registered services (see pages 9 through 11 for a list of registered Cluster I and II services). Cluster III includes non-registered services (see pages 10 and 11 for a list of non-registered services). NAPIS Title III-E are reported as registered and non-registered services (see pages 13 and 14 for a list of registered and non-registered Title III-E supported services).

In Michigan, virtually all client data for OAA and state-funded aging programs are collected and reported in NAPIS. This is because a mix of federal, state and local funds fund most aging programs/services in Michigan. NAPIS requirements indicate that NAPIS reporting is designed to provide information on all clients, service units and expenditures for services that are funded in whole or in part by Older Americans Act funding. Information on clients, providers, and units of service, etc. related to the service is reported as a "whole", even if the OAA funding is one of several funding sources used to support the service. This is based on the assumption that all units of service and clients are attributable to the presence of the OAA funding.

NOTE: OAA Title VI and Title VII data collected in support of Title IV (Training, Research, and Discretionary Projects and Programs) and Title V (the Senior Community Service Employment Program for older adults) remain outside the scope of NAPIS.

National Family Caregiver Support Program (Title III-E NFCSP) – The NFCSP is Part E of the federal OAA and was developed to meet the needs of caregiver’s caring for family members or other non-relatives through a variety of services.

Non-Registered Service - Collection and reporting of aggregate client counts and aggregate service unit information on services for which there is no requirement to collect client characteristics on a NAPIS Client Registration form (see pages 10 and 14 for more information on NAPIS non-registered services). Aggregate counts for non-registered clients and services are reported in OSA’s NAPIS application.

Nutritional Risk – Nutritional risk status is determined using The Determine Checklist, developed as part of the Nutrition Screening Initiative. The Determine Checklist assesses responses to 10 questions about nutritional risk. Anyone with a score of 6 and above using the questions on the Checklist is considered at high nutritional risk. Nutritional risk status is to be determined for all persons receiving home-delivered meals, congregate meals, nutrition counseling, case coordination and support, and/or case management.

NOTE: Nutritional risk determination is not required for caregivers for which home delivered meals are provided to care recipients as a form of respite care.

Nutrition Services Incentive Program (NSIP) – An NSIP Meal is a meal served in compliance with all requirements of the OAA, which means at a minimum that: 1) it has been served to a participant that is eligible under the OAA and has not been means-tested for participation; 2) it is compliant with the nutrition requirements; 3) it is served by an eligible agency; and 4) it is served to an individual who has an opportunity to contribute. NSIP meals are reportable for NAPIS meal count purposes. NSIP meals also include home delivered meals provided under the OAA Title III-E NFCSP to persons aged 60 and over who are either care recipients (as well as spouses of any age) or caregivers.

Older Americans Act (OAA) – The Older Americans Act was originally signed into law on July 14, 1965. The OAA was most recently reauthorized in 2000. The OAA authorizes grants to states for community planning and services programs, as well as for research, demonstration and training projects. Later amendments to the OAA added grants to area agencies on aging for local needs identification, planning, and funding of services, including nutrition programs; programs which serve Native American elders; services targeted at low-income minority elders; services to caregivers; health promotion and disease prevention activities; in-home services for frail elders, and services which protect the rights of older persons such as the long term care ombudsman program.

NAPIS-reportable services supported by OAA funds are authorized for the following Parts and Subparts of Title III:

Title III Part B. Supportive Services

Title III Part C. Nutrition Services

-Subpart C1 -congregate meals

-Subpart C2 -home delivered meals)

Title III Part D. Disease Prevention & Health Promotion Services)

Title III Part E. National Family Caregiver Support Program

Race / Ethnicity Status - NAPIS reporting reflects the requirements of the federal Office of Management and Budget (OMB) for obtaining information from individuals regarding race and ethnicity. It constitutes what OMB classifies as the “two-question format.” When questions on race & ethnicity are administered, respondents are to be asked about their ethnicity and race as two separate questions. Respondents should be given the opportunity for self-identification, and are to be allowed to designate categories that apply to them. Per OMB requirements, the following race and ethnicity categories to be used for information collection:

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

American Indian or Alaskan Native – A person having origins in any of the original peoples of North American (including Central America), and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.

Black or African American – a person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guan, 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 (e.g., “White (Alone)” means that the individual only designated one race category.

Registered Services – See Client Registration definition on page 5.

Rural – The standard definition for rural for purposes of SPR reporting is as follows: a rural area is any area that is not defined as “urban”. Urban areas comprise (1) urbanized areas (a central place and its adjacent densely settled territories with a combined minimum population of 50,000) and (2) an incorporated place or a census designated place with 20,000 or more inhabitants.

Service Cluster – NAPIS services targeted to Care Recipients (i.e., non-caregiver services) are organized into Clusters I, II, and III (see pages 9 through 12 for more information on Cluster I, II, and III services).

Tobacco Settlement Respite Program (TSR) – The TSR program was created in FY 2000 by the Michigan Long Term Care Reform Workgroup. TSR provides adult day and respite service, including respite-related transportation services, to older adults and eligible individuals 18 years of age and older. A minimum of 50% of total TSR funds must be contractually obligated to TSR program for the creation or ongoing support of adult day care centers.