



## Glossary of Terms and Definitions

### 1. **Adult Protective Services**

AgeOptions administers the Illinois Department on Aging Adult Protective Services Program in suburban Cook County. The program responds to reports of any physical, mental, sexual harm or neglect-- including the exploitation of financial resources--of persons over the age of 60 years, or persons between the ages of 18-59 who have a disability. Self-neglect refers to situations where an older person is unable to maintain their safety or may be endangering themselves or others.

### 2. **Adult Child with a Disability**

Means a child who

- a. is 18-59 years of age;
- b. is financially dependent on an older individual who is a parent of the child; and
- c. has a disability.

### 3. **Affirmative Action Plan**

Establishes guidelines for recruiting, hiring and promoting women and minorities in order to eliminate the present effects of past employment discrimination. An employer analyzes its current employment practices and the make-up of its workforce for any indications that women and minorities may be excluded or disadvantaged. If problems or inequities are identified, corrective actions are specified including goals by which progress can be measured.

### 4. **Aging and Disability Resource Network**

Provides a coordinated system for providing

- a. comprehensive information on the full range of available public and private long-term care programs, options, service providers, and resources within a community, including information on the availability of integrated long-term care;
- b. personal counseling to assist individuals in assessing their existing or anticipated long-term care needs, and developing and implementing a plan for long-term care designed to meet their specific needs and circumstances; and
- c. consumer access to the range of publicly-supported long-term care programs for which consumers may be eligible, by serving as a convenient point of entry for such programs.

### 5. **Allowable Costs**

Allowable costs must meet the following general criteria:

- a. Be necessary and reasonable for the performance of the award and be allocable thereto under those principles;

- b. Conform to any limitation or exclusions set forth in these principles or in the award as to the amounts of cost items;
- c. Be consistent with policies and procedures that apply uniformly to both Federal finance and other activities of the organization;
- d. Be accorded consistent treatment;
- e. Be determined in accordance with generally accepted accounting principles;
- f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or prior period;
- g. Be adequately documented.

**6. At Risk for Institutional Placement**

The term 'at risk for institutional placement' means, with respect to an older individual, that such individual is unable to perform at least 2 activities of daily living without substantial assistance (including verbal reminding, physical cuing, or supervision) and is determined by the State involved to be in need of placement in a long-term care facility.

**7. Caregiver**

Refers to an adult family member, or another individual, who is an informal provider of in-home and/or community care to an older individual (60+) or to an individual with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction of any age. For Title III-E programs, this definition also includes grandparents or other non-parent relatives (aged 55 and over) who are raising a child 18 or younger or raising a child 19-59 that has a disability.

**8. Care Coordination Unit (CCU)**

Refers to a community-based agency designated by the Illinois Department on Aging to provide intake to the Community Care Program and other aging services. Program activities include administration of Comprehensive Care Coordination instrument, client intake, eligibility information and linkage to appropriate services for all Community Care applicants. CCUs also provide nursing home pre-admission screening under the Choices for Care Program.

**9. Community Care Program**

The Community Care Program provides community-based case management, in-home assistance, adult day services in areas where available, money management to qualifying older adults who, without this type of help, would have difficulty remaining in their homes. The program was initiated with the passage of the House Bill 969 by the Illinois legislature in 1979 and is administered by the Illinois Department on Aging.

**10. Comprehensive Care Coordination**

The holistic approach to case management administered by the Illinois Department on Aging through the Case Coordination Units. This approach encompasses the assessment of the client's situation and circumstances related to all factors contributing to quality of life and ability to live independently in the community. It includes a review of the client's environmental, physical, cognitive, psychological and social well-being. It also includes identification of the following: existing support systems; services to help the

client maintain maximum possible independence; any need the client may have for further evaluation by other disciplines.

**11. Cost Allocation Plan**

The documentation identifying, accumulating and distributing allowable costs under grants, together with the methods used.

**12. Cultural and Linguistic Competence**

Cultural and linguistic competence is a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals and enable effective work in cross-cultural situations. A culturally competent organization includes an appropriate mix of the following:

- a. a culturally diverse staff and leadership at all levels, including the board, of the organization that reflects the community served
- b. providers or translators who speak the languages of the clients served
- c. training for providers about the culture and language of the clients served
- d. signage and instructional literature in the clients' languages and consistent with their culture
- e. culturally appropriate organizational settings

**13. Disability**

Refers to a mental and/or physical impairment of an individual that:

- a. is likely to continue indefinitely, and
- b. results in substantial functional limitation in 3 or more of the following major life activities:
  - i. self-care
  - ii. receptive and expressive language
  - iii. learning
  - iv. mobility
  - v. self-direction
  - vi. capacity for independent living
  - vii. economic self-sufficiency
  - viii. cognitive functioning
  - ix. emotional adjustment

**14. Earned Federal Share**

The Earned Federal Share is the grant amount "earned" only when the organization obtains and reports both local cash and in-kind match. The federal share, awarded by AgeOptions, is based on net expenses (expenses minus project income) and the extent the grantee has met the budgeted local match. For the purpose of determining the earned federal share, in-kind is allowable only up to the budgeted amount. However, local cash may exceed the budgeted amount and may also replace in-kind when in-kind is below the budgeted amount.

When a grantee reports expenses, local cash, and/or in-kind less than the amounts budgeted, the federal award is adjusted downward. This adjustment may take place during the grant year or at fiscal year-end (close-out report). If recognized during the

fiscal year, monthly reimbursement amounts will be reduced. If recognized at the end of the fiscal year, a refund will be requested from the grantee.

**15. Fiscal Year**

All AgeOptions Title III grants and contracts function on the Federal fiscal year, October 1st through September 30th. Adult Protective Services Designations function on the State fiscal year, July 1st through June 30<sup>th</sup>.

**16. Frail**

An older individual who is unable to perform at least two activities of daily living due to a cognitive or other mental impairment which requires substantial human assistance because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual. Substantial human assistance can be in the form of verbal reminding, physical cueing or supervision.

**17. Greatest Economic Need**

People living in poverty are considered to be in the greatest economic need. (*See Poverty, below, for income level standards.*)

**18. Greatest Social Need**

According to the Older Americans Act, the term greatest social need refers to “the need caused by non-economic factors which include:

- a. physical and mental disabilities;
- b. language barriers; and
- c. cultural, social, or geographical isolation, including isolation caused by racial or ethnic status that (1) restricts the ability of an individual to perform normal daily tasks or (2) threatens the capacity of the individual to live independently.”

**19. Harmony for Aging and Adult Services, Information & Referral, and Provider Direct**

A software program designed specifically for staff to track clients and services for state, agency and local level reporting. Within the Harmony software family, there are three core integrated modules: Harmony for Aging and Adult Services, Harmony for Aging and Adult Service Information & Referral (Harmony I&R), and Provider Direct.

AgeOptions requires every provider of a Title III service to have a Harmony seat (log-in ID) and to enter data into Harmony either through direct entry or through an interface, unless prior written approval for an alternate data collection method is requested and granted. AgeOptions will fund one seat per provider during the FY 2016-2019 grant cycle.

**20. High Nutrition Risk**

Based on the assessment of a potential client by the Care Coordination Unit or the Managed Care Health Plan, individuals who score a six or higher on the NAPIS Nutrition Risk assessment are considered to be at high nutrition risk.

**21. Illinois Link**

The ATM-like card provided to eligible Illinois participants of the Supplemental Nutrition Assistance Program (SNAP) in order to access food and financial assistance.

When shopping for food, the card deducts the purchases from the card user's pre-established benefits.

22. **In-Kind Match**

The value of property or services contributed by a funded agency to benefit a grant-supported service. In-kind value is determined by establishing the monetary market value of the property or service at the time of the donation. Contributions are only considered as in-kind match if received from a non-federal third party without charge to the grantee, and must pertain to approved budget cost categories as specified by federal guidelines. Contributions of time by members of the Board of Directors and/or Advisory Council at a Board or Council meeting is not accepted as an in-kind contribution in that such costs are not allowable costs for federal reimbursement.

Funds, staff, or equipment purchased with Federal dollars for other services or programs may not be considered an in-kind match for Older Americans Act services. Additionally, grantees are advised to examine all funds received from the State of Illinois prior to making a match determination as many of the funds awarded are federal dollars and therefore, not eligible for match consideration.

23. **Limited English Proficient**

An individual who does not speak English as his/her primary language and who has a limited ability to speak, read and/or understand English.

24. **Local Cash**

Donations or cash payments made by non-federal sources, such as organizations, localities, townships, United Ways, etc., to provide direct support for partial or all costs of services included in the grant application. Cash payments made from client contributions as a result of their receiving services is not considered local cash, but is considered project income. (*See Project Income, below.*)

25. **Low-Income Minority**

Minority older adults with a household income below or within federally established poverty or income guidelines. (*See Minority and Poverty, below.*)

26. **Maintenance of Effort** (Older Americans Act Section 309 and Section 374)

Grantees may not replace funds from non-Federal sources with funds from Title III.

27. **Managed Care Organization (MCO)**

On February 22, 2013, the Illinois Department of Healthcare and Family Services (HFS) received approval from the federal Centers for Medicare and Medicaid Services (CMS) to jointly implement the Medicare-Medicaid Alignment Initiative (MMAI). The MMAI reforms the way care is delivered to clients eligible for both Medicare and Medicaid Services (called "dual eligibles"). The MMAI provides coordinated care to Medicare-Medicaid enrollees (called "dual eligibles") through a variety of managed care entities, including Coordinated Care Entities (CCEs), Managed Care Community Networks (MCCNs), Managed Care Organizations (MCOs) and Accountable Care Entities (ACEs).

Relevant to Title III services, Care Coordination Units (CCUs) continue to provide assessments, care planning and care coordination to people who are not eligible for Medicaid. However, Managed Care Organizations (MCOs) have taken on the responsibility of comprehensive assessments and care planning to Medicaid eligible persons—including any assessments and referrals necessary to initiate and continue AgeOptions-supported Home Delivered Meals.

**28. Match**

Local cash and in-kind contributions (measured by their monetary value) that support the expenses of a service (or a portion of a service) not borne by AgeOptions. A matching requirement is not allowed to be met by costs paid for by any other federal grant. Additionally, match may not be counted towards satisfying a cost-sharing or matching requirement of another federal grant, a federal procurement contract, or any other award of federal funds.

Certain Federal funds are allowable as match against other Federal funds:

- HUD Community Development Block Grant Funds
- Legal Services Corporation Funds
- Social Services Block Grant Funds

**29. Minority**

One of the following population groups as defined by the U.S. Census Bureau: Black or African American, American Indian, Alaskan Native, Asian, Native Hawaiian, Pacific Islander, Hispanic or Latino. (*See Racial and Ethnic Classification, below.*)

**30. Minority Ethnic/Religious Meals**

Refers to the preparation of meals that are sensitive to cultural backgrounds of older people, including religious, linguistic or ancestral traditions and requirements. The primary goal of providing such meals is to increase participation by minority older adults. Applicants must substantiate the need for such meals with demographic information.

AgeOptions reserves the right to determine whether a certain meal fulfills the goal of targeting minority older persons within the service area.

**31. Minority Operated**

The following definitions apply:

- a. A not-for-profit organization is considered minority operated when the membership of the Board of Directors, as dictated by the agency's By-Laws, consists of at least 51% minority persons, and requires the offices of President and Treasurer to be actively held by minority persons. Under federal legislation, minority operated corporations must receive preference in funding.
- b. A for-profit business is defined as minority when at least 51% of the business is owned by one or more minority persons, or one or more minority persons own at least 51% of the stock; and the management and daily business operations are controlled by one or more minority persons. Minority operated for-profit agencies must at a minimum submit a copy of the State of Illinois Bidder's application filed with the Department of Central Management. The application must be accepted prior to the issuance of a grant/contract. To obtain the application form call (312) 814 - 4190.

32. **Mobile Food Pantry**  
This is part of a potential demonstration program where a home delivered meal provider could deliver 21 meals that meet the DRI requirements for the week. The food can include a combination of fresh, frozen, packaged and pre-plated meals. Clients will be required to do simple preparation. The client would be determined eligible for this program through the Care Coordination Unit or Managed Care Organization assessment. More details will be worked out with the successful applicant.
33. **Mobility Limitation**  
Refers to an older person's inability to go outside of the home alone as a result of a health condition lasting six (6) or more months. The limitation-causing health condition may be the result of either physical or mental factors. A temporary health problem, such as a broken bone expected to heal normally, is not considered a mobility limitation.
34. **Monthly Menu**  
A planned list of food items selected to be served throughout an entire month.
35. **NAPIS (National Aging Program Information System)**  
The National Aging Program Information System is a uniform data collection system designed to collect detailed demographic information on clients served and the intensity of the service(s) provided. Each service is categorized into a specific "cluster" in NAPIS. The cluster category determines the demographic information that must be collected for each client who receives that service. Home Delivered Meals is a Cluster One service so agencies must collect demographics (age group, minority status, ethnic status, living alone status, low income/poverty status, limited English proficiency status, rural status, and gender), Activities of Daily Living, Instrumental Activities of Daily Living, and the Nutrition Risk Assessment. Congregate Meals is a Cluster Two service so agencies must collect the same demographics and the Nutrition Risk Assessment. Additional information on NAPIS is available upon request.
36. **Not-For-Profit Agency**  
Refers to an agency, institution or organization which is, or is owned and operated by, one or more corporations or associations no part of the net earnings of which inures, or may lawfully inure, to the benefit of any private shareholder or individual.
37. **Nutrition Services Incentive Program (formerly USDA Commodities)**  
Refers to an incentive program designed to encourage the use of surplus commodity foods (as designated by the United States Department of Agriculture) in congregate nutrition sites. As specified in the Older Americans Act, the use of surplus commodities may result in cash reimbursements for meals served under Title III-C of the Older Americans Act.
38. **Poverty**  
Refers to the economic status of a household whose income levels falls below the threshold established by the United States Department of Health and Human Services. Projections for grant applications and subsequent reporting should be based upon the

poverty levels issued in the Federal Register, August 3, 2010. The poverty income guidelines (for all states except Alaska and Hawaii) are as follows:

<b>Persons in Family or Household</b>	<b>Poverty Guideline</b>
1	\$10,830
2	\$14,570
3	\$18,310
4	\$22,050
5	\$25,790
6	\$29,530
7	\$33,270
8	\$37,010
For family units more than eight (8) members, add \$3,740 for each additional member.	

- 39. **Private For-Profit Agency**  
Refers to a privately owned and operated organization with the financial profits being distributed to private shareholders. AgeOptions must receive prior approval from the Illinois Department on Aging before awarding funds to a private-for-profit agency.
  
- 40. **Private Pay Program**  
A private pay program is one where services are paid by the individual, or subsidized in whole or part, by local sources.
  
- 41. **Project Income**  
Includes, but is not limited to, income received during the grant period from client donations or client contribution for services, proceeds from the sale of tangible personal or real property, interest, usage or rental fees, and patent or copyright royalties. In other cases not specifically defined here, AgeOptions will review the funds to determine if they can show to have been generated from some particular activity conducted by the grantee and was generated by an activity supported in whole or in part by Older Americans Act funds, other Federal funds administered by AgeOptions or by matching funds.  
  
Project income can be used to increase the number of meals served by the site, to facilitate access to the meals or to provide other supportive services directly related to nutrition services like transportation to congregate sites.
  
- 42. **Racial and Ethnic Classification**  
The definitions of the U.S. Census Bureau will apply. They are:

**A. White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes persons who indicate their race as “White” or report entries such as Irish, German, Italian, Arab, Moroccan or Caucasian.

**B. Black or African American:** A person having origins in any of the Black racial groups of Africa. It includes persons who indicate their race as “Black,” or “African American,” or report entries such as African American, Kenyan, Nigerian, or Haitian.

**C. American Indian and Alaska Native:** A person having origins in any of the original peoples of North, Central and South America and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as “American Indian” or “Alaskan Native” or report entries such as Navajo, Blackfeet, Inupiat, Yupik, Central American Indian groups, or South American Indian groups.

**D. Asian:** A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam. It includes people who indicate their race as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian” or provide other detailed Asian responses.

**E. Native Hawaiian and Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. It includes people who indicate their race as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” or “Other Islander” or provide other detailed Pacific Islander responses.

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

**G. Other:** A person not included in the above categories.

**43. Reimbursement**

AgeOptions reimburses funded partners for expenses incurred during the provision of Older Americans Act services. Reimbursements will be based on the reimbursement schedule submitted to AgeOptions. AgeOptions reserves the right to delay reimbursements to grantee agencies during the grant/contract period in the event payment to AgeOptions is delayed by its funding agencies.

**44. Seasonal Cycle Menu**

Refers to a set of planned menus that are rotated or repeated throughout a specific time of the year.

**45. Senior Center**

The Older Americans Act defines a multi-purpose senior center as "community facility with regular operating hours and staff that provide a broad spectrum of health, social, nutritional and educational services and recreational activities for older persons."

**46. Self Care Limitation**

Refers to a health condition lasting six (6) or more months, that makes it difficult for individuals to take care of their personal care needs.

**47. Supplemental Nutrition Assistance Program (SNAP)**

A federally funded program that provides benefits for the purchase of nutritious food to qualified low-income people and their families. In Illinois, an electronic transfer system

is used to access food and financial assistance. Participants receive a benefit card much like an ATM card. (See Illinois Link.)

Eligibility is based on financial and non-financial factors, and determined following the completion of an application and review of documentation.

**48. Take Charge of Your Health**

Take Charge of Your Health is a series of six 2-1/2 hour structured workshops that help participants build confidence in managing their ongoing health conditions on a daily basis. The program is taught in your community by a pair of certified instructors. Take Charge of Your Health is an evidence-based program developed by Stanford University.

**49. Therapeutic Meals**

A controlled selection of food, ordered for medical reasons, as part of a treatment for a disease or clinical condition, to eliminate or restrict certain nutrients or substances (e.g., sodium, cholesterol, gluten) or to increase certain nutrients or substances (e.g., potassium, calcium) in the diet.