



COMMONWEALTH of VIRGINIA
Department for the Aging

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July 29, 2008

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(Deb Loving)

08-146

Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Deb Loving

DATE: July 29, 2008

SUBJECT: "AIM Reference Guide" becomes "Information System Service Guide"

The **AIM Reference Guide** also known as **AIM Services to NAPIS** has morphed.

To better coincide with our current state of data technology, the guide is now called the **Information System Service Guide**.

Pages have been rearranged so that the two pages of federally (AoA) funded services are together instead of being separated by the page of VDA funded services, and those funding sources are noted at the top left of each page.

For those who now participate in S.O.S., those services have been added to the VDA funded services on page 3.

Minor adjustments were made in the formatting of the tables and the notes.

We hope you'll find the new **Information System Service Guide** to be a valuable and user-friendly resource that you'll reference often.

Please see the attached or download the new document from the VDA web site via the following link: [InformationSystemServiceGuide](#) (pdf).

If you have questions or need further guidance, please contact me at deb.loving@vda.virginia.gov or 804-662-9323.

Virginia Department for the Aging Information System Service Guide

AoA Funding - **Except Title III-E**

Service to Client	Unit to Track	NAPIS Group Mapping	Client Minimum Required Assessment	Client Nutritional Screening	Client In Federal Poverty?
Adult Day Care	Individual Hours	05 – Adult Day Care/ Health	Full		Required ²
Assisted Transportation	One-way Trips	09 – Assisted Transportation	Part A		Required ²
Care Coordination	Individual Hours	06 – Case Management	Full	Required	Required ²
Checking	Contacts	D – Checking	Quick Form		Required ²
Chore	Individual Hours	03 – Chore	Part A		Required ²
Congregate Nutrition	Eligible Meals	07 – Congregate Meals	Page 1-3 ¹	Required	Required ²
Disease Prevention/Health Promotion	Individual Hours	B – Disease Prevention/Health Promotion	Quick Form		Required ²
Elder Abuse	Contacts	Protect Elder Rights	Quick Form		Required ²
Emergency	Contacts	F – Emergency	Quick Form		Required ²
Employment Title III	Individual Hours	F – Employment Title III	Quick Form		Required ²
Health Education/Screening	Individual Hours	B – Health Education/Screening	Quick Form		Required ²
Home Delivered Nutrition	Meals	04 – Home Delivered Meals	Part A	Required	Required ²
Home Delivered Meals – Fee for Service	Non NSIP Meals	Fee for Service – Home Delivered Meals	Part A	Required	Required ²
Home Health	Individual Hours	B – Home Health	Full		Required ²
Homemaker	Individual Hours	02 – Homemaker	Part A		Required ²
Identification/Discount	Cards Issued	F – Identification/Discount	Quick Form		Required ²
Information and Referral/Assistance	Contacts	13 – Information and Assistance	Quick Form		Required ²
Legal Assistance	Individual Hours	11 – Legal Assistance	Quick Form		Required ²
Medication Management	Individual Hours	B – Medication Management	Quick Form		Required ²
Money Management	Individual Hours	F – Money Management	Quick Form		Required ²
Personal Care	Individual Hours	01 – Personal Care	Full		Required ²
Residential Repair and Renovation	Homes Repaired	A – Residential Repair and Renovation	Quick Form		Required ²
Socialization/Recreation	Individual Hours	D – Socialization/Recreation	Quick Form		Required ²
Transportation	One-way Trips	10 – Transportation	Quick Form		Required ²
Volunteer Programs	Volunteer Hours	D – Volunteer Programs	Quick Form		Required ²

¹ Volunteers during meal time of Congregate Nutrition are an exception to the required assessment. The only information to be tracked for Congregate Nutrition volunteers is full name and units of service.

² The answer to the question “In Federal Poverty?” is a required data field captured either on the “Virginia Service – Quick Form” or “Federal Poverty / VDA Sliding Fee Scale” for the appropriate year.

Note: Reassessments should be performed annually or when the person’s condition has changed significantly. The exception to this rule is Care Coordination (CCEVP) / Case Management, which is performed every six months or when the person’s condition has changed significantly.

**Virginia Department for the Aging
Information System Service Guide**

AoA Funding - Title III-E Only Services

Note: The “Virginia Caregiver – Service Form” should be collected from each caregiver for all Title III-E services except “Caregiver Public Information/Education”

Title III-E Service	Unit to Track	NAPIS Group Mapping	Client Min. Required Assessment	Program Group Mapping	Client Nutritional Screening	Client In Federal Poverty?
Caregiver Adult Day Care Respite	Individual Hours	Caregiver Respite Care	Full	III-E Adult Day Care - Respite		Required ²
Caregiver Assisted Transportation	One-way Trips	Caregiver Access Assistance	Part A	III-E Assisted Transportation – AA		Required ²
Caregiver Care Coordination	Individual Hours	Caregiver Access Assistance	Full	III-E Care Coordination – AA	Required	Required ²
Caregiver Caregiver Training	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Caregiver Training - Counseling		Required ²
Caregiver Chore	Individual Hours	Caregiver Supplemental Programs	Part A	III-E Chore - SS		Required ²
Caregiver Congregate Nutrition	Eligible Meals	Caregiver Supplemental Programs	Page 1-3 ³	III-E Congregate Nutrition - SS	Required	Required ²
Caregiver Direct Payment - Respite	One Payment	Caregiver Respite Care	Part A	III-E Direct Payment - Respite		Required ²
Caregiver Direct Payment - Supplemental Services	One Payment	Caregiver Supplemental Programs	Part A	III-E Direct Payment - SS		Required ²
Caregiver Home Delivered Nutrition	Meals	Caregiver Supplemental Programs	Part A	III-E HD Nutrition - SS	Required	Required ²
Caregiver Homemaker Respite	Individual Hours	Caregiver Respite Care	Part A	III-E Homemaker - Respite		Required ²
Caregiver Individual Counseling	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Individual - Counseling		Required ²
Caregiver Information & Referral/Assistance	Individual Contacts	Caregiver Access Assistance	Quick Form	III-E Info & Referral/Assistance – AA		Required ²
Caregiver Institutional Respite	Individual Hours	Caregiver Respite Care	Part A	III-E Institutional - Respite		Required ²
Caregiver Other Respite	To Be Defined	Caregiver Respite Care	Part A	III-E Other - Respite		Required ²
Caregiver Other – Supplemental Services	To Be Defined	Caregiver Supplemental Programs	Part A	III-E Other - SS		Required ²
Caregiver Personal Care Respite	Individual Hours	Caregiver Respite Care	Full	III-E Personal Care - Respite		Required ²
Caregiver Public Information / Education	Estimated Audience	Caregiver Information Services	None	III-E Public Information / Education		Required ²
Caregiver Support Groups	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Support Groups - Counseling		Required ²
Caregiver Transportation	One-way Trips	Caregiver Access Assistance	Quick Form	III-E Transportation – AA		Required ²

³ To be eligible for Title III-E Congregate Nutrition, the client must be receiving an additional service that collects Part A of the UAI or Page 4 must be collected as well.

Notes: Reassessments should be performed annually or when the person's condition has changed significantly. The exception to this rule is Care Coordination (CCEVP) / Case Management, which is performed every six months or when the person's condition has changed significantly.

For services mapped to Caregiver Respite Care or Caregiver Supplemental Services, the client must have two or more ADLs.

The only group service tracked is Caregiver Public Information / Education.

Virginia Department for the Aging Information System Service Guide

VDA Funding

Service to Client	Unit to Track	NAPIS Group Mapping	Client Minimum Required Assessment	Client Nutritional Screening	Client In Federal Poverty?
Adult Day Care License	Individual Hours	Respite Adult Day Care License	Full		Required ²
Companion	Individual Hours	Respite Companion	Full		Required ²
Home Health	Individual Hours	Respite Home Health	Full		Required ²
Homemaker	Individual Hours	Respite Homemaker	Full		Required ²
Hospice	Individual Hours	Respite Hospice	Full		Required ²
Personal Care	Individual Hours	Respite Personal Care	Full		Required ²
Other	Individual Hours	Respite Other	Full		Required ²
Care Coordination for Elderly Virginians ⁴	Individual Level B Hours	CCEVP	Full	Required	Required ²
Guardianship	Not Required	Guardianship	Full		Required ²
S.O.S. Referrals	Referral	S.O.S. Referrals	Quick Form and page 4 or Page 1 and page 4 ⁵		Required ²
S.O.S. Service Implementations	Implementation	S.O.S. Service Implementations	Quick Form and page 4 or Page 1 and page 4 ⁵		Required ²

⁴ Care Coordination / Case Management and CCEVP require the "Care Coordination Outcome" form information to be collected. However, this information is not required to be input into VDA automated systems.

⁵ For S.O.S. Referrals and S.O.S. Service Implementations: In a congregate setting, the Quick Form and appropriate portions of page 4 of UAI are required. In all other settings, entire page 4 and page 1 are required.

Notes: Reassessments should be performed annually or when the person's condition has changed significantly. The exception to this rule is Care Coordination (CCEVP) / Case Management, which is performed every six months or when the person's condition has changed significantly.

Further information can be found on tracked services by referring to individual service standards or "The National Family Caregiver Support Program Guidance".

= Virginia General Fund Respite Care Initiative.