COLORADO
Office of Adult, Aging &
Disability Services
Division of Aging & Adult Services

Frequently Asked Questions
Reporting, Assessment, & Unit Changes
Effective October 1, 2021
Version 10/19/2021

General Assessment FAQ's

1) **Where do I get the new assessment forms and when is it required to use the new assessment forms?**

All new assessment forms are required to be used beginning October 1st, 2021. All assessment forms can be obtained from your Area Agency on Aging.

2) **Does every service need to use the new assessment forms?**

Yes. Every service has a new assessment form.

3) **Do I need to go back and re-assess clients using the new forms?**

No. The new assessment forms are required beginning October 1st, 2021. You will use the new assessment form for all new clients beginning services October 1st or later. For clients receiving services that require reassessments (e.g. Home Delivered Meals), from October 1, 2021 onwards, the reassessments should be done using the new forms.

4) **What level of poverty does the new assessment form refer to?**

The new assessment forms are asking if the client is above or at/below 100% of the FPL (Federal Poverty Level). You can add additional questions for more detailed information about different levels of poverty, e.g. 150%, 185% FPL.

5) **The assessment forms don't include all the information my program needs for other funders. Can I include other questions?**

The assessment forms contain the minimum information the State Unit on Aging is required to collect to fulfill reporting requirements to the Administration for Community Living (ACL), our federal funder of Older Americans Act funds. You may add other questions to the assessment forms. No questions can be removed from the assessment forms.

You can collect more client information on your forms than the minimum required by the SUA Standard Intake/Assessment Forms. See the Optional Questions and Alternative Question wording options this form. You can also add questions that don't appear on the forms (either in the standard/required section or the optional questions/alternative wording) or in PeerPlace. Please let the SUA know if there are questions that are not in PeerPlace that you would to have as a consideration for adding to the data system in the future.

6) I noticed there are changes to demographics on the new assessments. Will these changes be in PeerPlace as well?

Yes, there have been some changes to the demographic questions. The main change that PeerPlace will make is to the Race field. It will become select all that apply to correspond with ACL's new reporting requirements.

7) Will PeerPlace be updated with write-ins where this has been added on the forms?

No. The "Other not indicated" write-in spaces for Gender, Race, and any other field that didn't previously have a write-in text box on PeerPlace will not be added to PeerPlace at this time. As general guidance, if clients do write-in responses, you can enter these in the "General Comments" screen on PeerPlace. Your AAA may have more specific guidance on collecting additional information or entering write-in information in PeerPlace, so please check with the AAA and follow any region-specific guidance in these cases.

8) Will questions still be required in PeerPlace when they're not required on the new assessment forms? (e.g. Visually Impaired, etc) Will the questions removed from the intake and assessment forms still be marked (with *) as required in PeerPlace?

We have requested that PeerPlace make all the adjustments to our assessments within their system to remove the requirement that the fields be filled in on PeerPlace. There may be a lag for PeerPlace to implement these changes. If PeerPlace has not updated the system in time, please note you may still see an asterisk (*) next to data fields that are no longer required by the SUA and if you try to move forward or save without entering the information, you may still see an error from PeerPlace like: * - Required Field. Below is some general guidance for those questions:

General Data Entry Questions if PeerPlace isn't Updated Yet

The AAA may have other preferences for dealing with these fields or may still require certain fields on the form, so please check with your AAA for region-specific guidance.

9) Are the new assessment forms available as fillable forms? Are they available in Spanish?

Yes. The assessment forms are available as Word fillable documents. Yes, the new assessment forms are available in both the Spanish and English language.

The SUA has not provided fillable PDF versions of the forms because AAAs and providers may need to add questions, logos, etc to the forms.

The standard SUA versions have been sent out as fillable Word Documents, since these can be edited more easily than a PDF. In Word, The checkboxes and fillable text fields were added using "Legacy Forms" controls on the Developer tab in the latest version of Microsoft Word (link to Microsoft Word help guide on form fields). The gray shading on the fillable fields will not appear when the form is printed. If you would like to send out fillable forms as Word Documents, here is Microsoft Word guidance for "protecting" or "locking" the document to make it so the form will be fillable but not editable in Word:
https://support.microsoft.com/en-us/office/create-forms-that-users-complete-or-print-in-word-040c5cc1-e309-445b-94ac-542f732c8c8b

Microsoft Word documents can be saved as PDFs from Word's Save Menu, but the PDF won't automatically be fillable. More information is provided here:
Save & print (microsoft.com)

If you would like to convert the Word Document to a fillable PDF, one way to do this is with the Pro version of Adobe Acrobat. Here is a link to Adobe's web page on creating fillable PDF forms:
https://www.adobe.com/acrobat/how-to/create-fillable-pdf-forms-creator.html

10) **Where can we find the information with the data entry help, the recordings of the Open Forums, and the powerpoint presentation used during the Open Forums?**

The additional resources for data entry help and the PowerPoint presentation can be found here:

Documents and Resources for Intake/Assessments, Reporting & Data Entry

You should be able to right click on the slideshow file in the folder and select "Download" to get the slides on your computer. Please note that these slides represent minimum state and federal requirements, and that AAAs may require additional information to be collected, so check with the AAA if there will be additional requirements.

Recordings of the Open Forums can be accessed through the links below.

September 8th Open Forum:
https://drive.google.com/file/d/1iawTszYftIG8W2t7F9hePPP67fFIAaw9/view

September 21st Open Forum:
https://drive.google.com/file/d/1Fyko8Z1IWCx7tq_RQHOkOz5aln9k7gIP/view

September 29th Open Forum:
https://drive.google.com/file/d/1AhkanPlW32P5XKOHUAYnE3OwOfgDxjtx/view

General Reporting & PeerPlace FAQs:

11) **Will units entered during the month of October, for services provided during the month of September have to use the new unit reporting requirements/definitions? (i.e. Adult Day, Nutrition Education, Nutrition Counseling, Legal Services)**

No. All units entered in October for services provided during September will use the old unit types for reporting. PeerPlace has notified us that the old unit types will be available to be used for services delivered prior to October 1st, 2021.

12) **Will these changes have report implications under 'My Views' in PeerPlace?**

Yes. There may be changes to your reports. Please contact Doug Davis doug.davis@state.co.us with any reporting questions.

13) **Will PeerPlace still have the "Inherit to New" button on the Intake/Assessment screens in PeerPlace? Will this still work with the forthcoming changes?**

The SUA has not been advised of any changes to this function in PeerPlace, and will follow-up with PeerPlace on this question.

14) Some of the assessment questions don't line up in PeerPlace, e.g. Nutrition Screen? Will these be getting fixed?

We've requested PeerPlace to make these adjustments. Some of these adjustments won't be fixed until after October 1st, 2021. In the meantime, you can refer to the google drive for general guidance on data entry.

General Data Entry Questions if PeerPlace isn't Updated Yet

15) Do I have to create a new event profile for service unit changes?

Yes. Any service that had a unit type change* will need a new event profile.

The services with a unit type change are: Adult Day; Nutrition Counseling; Legal; Caregiver Counseling; Caregiver Training; and, Caregiver Access Assistance Case Management. (Caregiver changes can be found here: Table of Caregiver Changes)

*A unit type change is when the service unit has changed. For example, nutrition counseling has gone from session to hour and Adult Day has gone from hour to day.

16) Can I enter client goals and notes for Nutrition Counseling into PeerPlace?

We are determining the best place for this information to be added into PeerPlace. As soon as we determine this, we will inform the network.

17) If my program does the same nutrition education presentation at 12 different congregate sites throughout the year, can we enter 1 session and then come back and adjust the estimated audience size in PeerPlace after each presentation?

Yes. Since the nutrition education presentation topic is the same, you're correct, the session would be 1 and then you would adjust the estimated audience size every time you give the presentation based on the number of people you estimate in attendance.

18) Where do we enter the estimated audience size in PeerPlace?

Estimated audience size should be entered in the 'Total Clients' field under aggregate events. The below screen shot gives a picture of where this should be entered.

19) Are there any resources for estimating audience size?

Yes. The below links were provided by ACL as resources for estimating audience size.

How to Find out Who Is Watching Your YouTube Videos *Livewire*

How to track post views on Facebook *Lee Media Group*

About your activity dashboard *Twitter Help Center*

20) Are there any data entry resources for PeerPlace?

Yes. You can find data entry resources on the google drive link below.

Documents and Resources for Intake/Assessments, Reporting & Data Entry

21) Are we standardizing the reporting of partial hours/days for units within PeerPlace? Is there a minimum increment that must be entered into PeerPlace for these services?

Yes. All services that have the unit of hour and/or day will now be required to enter increments as either .25, .5, or .75. The minimum increment that can be entered into PeerPlace is .25. No other increments will be allowed within PeerPlace. (e.g. .10, .33, .9, etc.)

.25 = 15 minutes if the unit type is hour OR 2 hours if the unit type is day

.5 = 30 minutes if the unit type is hour OR 4 hours if the unit type is day

.75 = 45 minutes if the unit type is hour OR 6 hours if the unit type is day

Additional information on these unit changes can be found on the google drive by clicking the link below.

Documents and Resources for Intake/Assessments, Reporting & Data Entry

22) Is grocery delivery still being captured as two units in PeerPlace, one unit for shopping (homemaker) and another for delivery (transportation)?

No. All grocery delivery will now be captured as 1 unit of Material Aid – Food. If grocery units are currently be captured under homemaker, work with your AAA to move to Material Aid – Food.

23) Does grocery delivery require and in-home assessment and the client to have 2 IADL limitations?

No. Grocery delivery is moving to Material Aid – Food. Material Aid – Food requires the Basic Intake Assessment to be completed and there are no IADL limitation requirements for the client.

24) My current contract reimburses me by unit. When the units change will this change my contract and reimbursement?

There may be implications to your contract that will require changes. Please contact your Area Agency on Aging to determine if any contractual and reimbursement changes need to be made.

25) I saw that the frail requirement for Caregiver Services isn't listed on the Services Definition information sent out by the State Unit on Aging. Is this requirement still required? Is 'functional impairment' still required?

No. Due to the Covid pandemic the State Unit on Aging has waived the requirement for care recipients to be 'frail' as determined by ADL/IADL limitations in order to receive caregiver services.

The State Unit on Aging has also waived the 'functional impairment' requirement for respite and supplemental services under Caregiver Services.

All other eligibility requirements will remain.

26) Do Chore services require a 6-month reassessment?

The SUA removed the reassessment requirement for chore services.

The SUA will work with APAC to develop a policy for how long initial intake/assessments are valid, particularly in the case where clients have a significant time gap since their last service. In the meantime, we encourage the network to update clients' information in PeerPlace when there has been a change in the information or status, no matter the service. If it has been a long time since the client last received services, it may be helpful to have the client review their information for accuracy or complete a new Intake/Assessment form.

General Nutrition FAQ's:

27) Do clients need to be homebound in order to be eligible to receive a home delivered meal? Is homebound a part of NSIP eligibility?

No. NSIP eligibility does not include homebound status for home delivered meals. The State Unit on Aging waived the homebound requirement for home delivered meals at the start of the Covid pandemic (March 2020). This requirement is still waived.

We are in the process of updating Volume 10 and have proposed the homebound requirement be struck from home delivered meal eligibility permanently.

28) Are all congregate and home delivered meals required to meet NSIP eligibility beginning October 1st, 2021?

Yes. All congregate and home delivered meals regardless of funding stream, must meet NSIP eligibility beginning October 1st, 2021.

29) Are all congregate and home delivered meals required to meet the DRIs and the most current Dietary Guidelines for Americans beginning October 1st, 2021?

Yes. All congregate and home delivered meals, regardless of funding stream, are required to meet the DRIs and Dietary Guidelines for Americans. This is a federal requirement and can not be waived by the State.

30) Do you have any reference information for the Dietary Reference Intakes (DRIs) and the most current version of the Dietary Guidelines for Americans (DGAs)? What are the nutrient requirements for congregate and home delivered meals?

Both links below are references for the DGAs and Tables for the DRIs. When looking at the DRI Tables, view the ones referencing the Recommended Dietary Allowances (Vitamins, Elements, Macronutrients), Acceptable Macronutrient Distribution Ranges, and Additional Macronutrient Recommendations.

The current Dietary Guidelines for Americans can be found through the below link.

https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf

DRI table information can be found through the below link.

DRI Tables - 2019

In Colorado, we assure meals served through OAA programs meet the DRIs and the most current version of the Dietary Guidelines for Americans by following 6 nutrients closely and keeping CHO, FAT, and PRO within the Acceptable Macronutrients Distribution Ranges (AMDR). We set the DRI value at male >70.

The following 6 nutrients are what we follow closely. *Values are for one meal only.*

- Calcium: >400mg
- Fiber: >9.5g
- Sodium: <1,200mg
- Vitamin C: >30mg
- Vitamin B6: >.56mg
- Vitamin B12: >.8ug

31) How do I record Grab-N-Go meals in PeerPlace?

If the Congregate Meal site is open, and offering in person dining with socialization (what was happening pre Covid), and diners are eating together, then all meals coming from that site should be recorded as Congregate meals. If the site is NOT open for in person dining, and instead is offering Grab-n-Go meals, the recorded units should remain as 'Home Meal.'

All meals being recorded as 'home meal'/'home delivered meal' must have clients complete an in-home assessment.

32) Are Grab-N-Go clients required to complete assessments? Which one?

Yes. All Grab-N-Go clients are required to complete assessments.

Based on the below definition, if you are recording the meals as 'home meal'/'home delivered meal' in PeerPlace then all clients must complete an in-home assessment. If you are recording meals as 'congregate' in PeerPlace then all clients must complete a congregate assessment.

If the Congregate Meal site is open, and offering in person dining with socialization (what was happening pre Covid), and diners are eating together, then all meals coming from that site should be recorded as Congregate meals. If the site is NOT open for in person dining, and instead is offering Grab-n-Go meals, the recorded units should remain as 'Home Meal.'

33) How do I count nutrition education sessions? What are some examples of different nutrition education styles and how to record them in PeerPlace?

Currently, nutrition education is recorded as 1 Session per participant. *Beginning October 1, 2021 a unit of nutrition education will be recorded as a Session.* Examples of how this will be counted are below.

- 1 presentation = 1 session (Even if offered more than 1 time, by more than 1 presenter, and/or in multiple formats)
- 1 social media message = 1 session (Includes text messages)
- The same message communicated more than 1 way (e.g., menu notes + social media) = 1 session
- 1 newsletter (For Home Delivered Meals only) = 1 session (Even if containing more than 1 article)
- 1 set of hardcopy materials (For Home Delivered Meals only) = 1 session (Each set covering a different topic/message = separate session)

ACL is also requiring nutrition education sessions to report an Estimated Audience Size* per session. Examples of Audience Size* and session reporting can be found below.

Gut Health Workshop
- Delivered across congregate program
- 5 different congregate sites & 1 Zoom Session
- 50 attendees at each site & 10 Zoom participants
Session count: 1
Estimated audience: 260

<u>Social Media Campaign</u>
•Message on importance of eating fruits/vegetables sent via text message and posted on Facebook
•1,000 followers on Facebook and 100 Text subscribers
Session count: 1
Estimated audience: 1,100

<u>Nutrition Education Newsletters to Home Delivered Meal Clients</u>

- 4 page Nutrition education newsletter on Mediterranean Diet distributed to clients
- 50 clients received the newsletter

Session count: 1
Estimated audience: 50

(*Additional information on reporting Estimated Audience Size in PeerPlace can be found at question numbers 18 and 19 above)

34) How can a social media message or text message count as nutrition education when it doesn't have outcomes or an evaluation component?

Home delivered meal programs providing nutrition education to home delivered meal clients are not required to provide nutrition education with an outcome and evaluation component. Nutrition education sent to home delivered meal clients via a social media campaign can be counted towards nutrition education.

The Text2LiveHealthy social media nutrition education program is evidence-informed and <u>DOES</u> include evaluation and outcomes. Nutrition Programs participating in the Text2LiveHealthy social media campaign can count these text messages as nutrition education in <u>both</u> congregate and home delivered programs.

Congregate Nutrition programs providing nutrition education are required to provide nutrition education that is either evidence-based or evidence-informed with outcome and evaluation components.

35) What is the new definition of nutrition counseling?

<u>Effective October 1ˢᵗ, 2021 the definition of nutrition counseling is:</u> *A standardized service as defined by the Academy of Nutrition & Dietetics (AND) that provides individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illness, or medication use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses the options and methods for improving nutrition status with a measurable goal.*

The new definition requires the service to be standardized and defined by the Academy of Nutrition & Dietetics (Academy). The Academy defines Nutrition Counseling as:

Nutrition Counseling: A supportive process, characterized by a collaborative counselor-client relationship, to establish food, nutrition and physical activity priorities, goals, and action plans that acknowledge and foster responsibility for self-care to treat an existing condition and promote health.

36) Will RDNs providing nutrition counseling be required to use the Nutrition Care Process (NCM)?

No. The State Unit on Aging will not require RDNs providing nutrition counseling to use the Nutrition Care Process. Each RDN will have the option to use the NCM if they choose.

37) Can nutrition counseling client goals and notes be entered into PeerPlace?

See question number 16 above.

38) How do I track and record a unit of nutrition counseling?

All units of Nutrition Counseling will be tracked by the hour, with the allowance of partial hours (increments), e.g. .25. Nothing below .25 will be accepted as a unit. Please round up if needed to the minimum of a .25 partial hour (increment). Only .25, .5, and .75 increments will be accepted. No other increments will be allowed in PeerPlace (e.g. .10, .33, .66, etc)

See question number 21 above for additional information.