

GLOSSARY OF TERMS

Access services – those services and activities designed to enhance and facilitate the awareness of and participation in programs available to elders. Examples are information and referral, outreach and transportation.

Administration on Aging – the federal government agency responsible, within the Department of Health and Human Services, for administering the provisions of the Older Americans Act. AOA advocates at the federal level for the needs, concerns and interests of older Americans.

Adult congregate living facility (ACLF) – a residential facility which provides food service and one or more personal services for four or more adults who require such services or provides extended congregate care, limited nursing services or limited mental health services when specifically licensed to do so by Health Facilities Regulation, Agency for Health Care Administration.

Adult day care – provides social, recreational and rehabilitation services to frail elders in a central location (center). Centers operate at least five days a week with various programs and activities designed to stimulate, educate and support elders in maintaining and/or improving their level of functioning.

Adult day health care – an organized program of therapeutic, social and health activities and services provided to functionally impaired adults for the purpose of restoring or maintaining optional capacity for self care.

Adult foster home – a full-time, family type living arrangement, licensed by the Florida Department of Children and Family Services in which a person or persons provide room, board, and one or more personal services, as appropriate for the level of functional impairment for three or fewer non-relatives who are elders or disabled adults places in the home by the Department of Children and Family Services

Advisory Council – a voluntary group of citizens who provide information, guidance, advice and support to the Area Agency on Aging to develop, coordinate and administer services to elders, The Florida Department of Elder Affairs also has an advisory council as do some service providers.

Aging network – the agencies and organizations at the local, state and national level involved in development, advocacy, planning, research, coordination, policy development, training and education, administration and/or direct service supervision.

Area Agency on Aging (AAA) – agency designated by the state unit on aging in a planning service area to develop and administer an area plan for a comprehensive and coordinated service delivery system for elders. Activities include planning, advocacy, coordination and administering of resources for services.

Area Plan – document submitted by the Area Agency on Aging to the state unit on aging which identifies and prioritizes elderly service needs and specifies how needs will be met through service provision and other activities for the period of the plan (three years in Florida).

Board of Directors – a group of individuals which serves as the legally recognized body of an Area Agency or a service provider. A board of directors has policy making responsibility and is required to operate according to a charter and set of by-laws.

Caregiver – an individual who has the responsibility for the care of an older individual, either voluntarily, by contract, through receipt of payment for care, as a result of a family relationship, friendship, or by order of a court of competent jurisdiction.

Care plan – a plan which describes the service needs of a case management client and shows selected service providers the probable or projected duration and the desired frequency and scope of the services to be provided.

Case management – client centered series of activities for an eligible client which includes assessment of need planning, arrangement for, and coordination of appropriate community based services and follow-up to ensure receipt of services.

Chore services – assistance with heavy household and/or yard tasks such as seasonal cleaning, yard work, lifting and moving furniture and simple household repairs.

Community focal point – a central place in the community which is designated by the AAA for hiring together a full range of services for elders, usually a senior service center.

Congregate meals – hot, nutritionally balanced meal provided in a group setting at community sites, e.g. senior center churches, synagogues, etc.

Disease information – provision of information to individuals, families, caregivers and the general public about chronic conditions and diseases, available prevention measure, treatment, rehabilitation and coping strategies for those factors which cannot change.

Emergency alert/responses – an electronic monitoring system which can transmit a coded signal through electronic digital equipment to a central station when emergency assistance is needed by an elder.

Gerontological counseling – counseling by a licensed practitioner who provides emotional support, information and guidance through a variety of modalities, including mutual support groups for elders who are having mental, emotional or social adjustment problems that have arisen as a result of the process of aging.

Greatest economic need – an income level at or below the poverty level established by the Bureau of the Census.

Health Promotion programs – programs that offer individual and/or group sessions which assist participants in understanding how their lifestyle impacts their physical and mental health and enables participants to develop personal practices that enhance their total well-being.

Health risk assessment – an assessment utilizing one or a combination of diagnostic tools to test large groups of people for certain risk factors that are known to be associated with a disease or condition.

Health screening – service which utilize diagnostic tools to test large groups of people for the presence of a particular disease or condition.

Home-delivered meals – hot, nutritionally balance meals that are delivered at home to individuals who are unable to prepare their own meals.

Home health aide – provides health or medically oriented care in an elder's home under the supervision of a health professional.

Home injury control services – services which are aimed at preventing or reducing the extent of damage due to falls or other preventable injuries of elders.

Homemaker – a service that provides housekeeping, grocery shopping, meal planning and preparation and laundry assistance.

Information and referral – provides responses to inquiries regarding resources and available services. Contact and follow-up with the resources and with clients are made as needed.

In-home services – services provided to elders in their homes to enable them to continue living at home for as long as possible.

Lead agency – an agency designated in each community care system which will have the authority and responsibility to provide for the intake of clients into the CCE service system.

Legal assistant/services – provides legal advise and counseling for elders, services are provided by lawyers and paralegal counselors in the home, community and/or in care-providing facilities.

Long term care – term used to represent a range of services that address the health, social and personal care needs of individuals delivered over a long period of time to persons who have never developed or have lost all or some capacity for self-care.

Long Term Care Ombudsman Program – a program funded by the state agency on aging which provides for the investigation and resolution of complaints made by or for older persons in long term care institutions. LTCO monitors laws, regulations and

policies relating to long term care institutions and carries out related protective activities and services.

Means test – the use, in the delivery of services, of an older person’s income or resources to deny or limit that person’s receipt of services.

Medicare evaluation – activities designed to inform elders on the availability, benefits and appropriate use of preventive service which are available under Medicare.

Medication management screening and education – identification and counseling regarding the medication regime and individual is using, including prescription and over-the-counter medications, vitamins and home remedies. This service also helps to identify any dietary factors which may interact with the medication regime.

Mental health screening – a diagnostic and treatment planning service for elders who are experiencing acute or chronic mental or emotional problems. Includes a continuum of assessment services ranging from a comprehensive psychiatric or psychological evaluation to the administration of one or a combination of psychological tests to examine a particular personality variable.

Multi-purpose senior center – a community facility which provides a wide range of supportive services including health, nutrition, social activity and education; and is a facility for recreation and group activities for elders.

Needs assessment – the collection, analysis and interpretation of data relative to problems which could be partially or completely resolved by provision of supportive services. Needs assessment data is used in planning, policy formation, program planning, service development and advocacy activities.

Nutrition counseling – the evaluation of an individual’s nutritional history and dietary intake and development of a plan which ensures that the person’s nutritional needs are met. The evaluation includes a review of the individual’s food habits and preferences, an assessment of his or her feeding skills and eating problems and an analysis of variables such as the person’s height and weight and the fat content of his or her body.

Nutrition education – instruction in the purchase and preparation of nutritionally balance meals and assistance in the development of special diets.

Older American’s Act – federal legislation first enacted in 1965. The act emphasizes the development of a comprehensive and coordinated delivery system of services to the elderly, the elimination of duplicating and overlapping functions and the integration of social and nutrition services for persons age 60 and over.

Outreach – the efforts to locate, inform and encourage elders to participate in programs and services.

Personal care – a service that provides assistance with bathing, dressing, grooming, feeding and other activities of daily living.

Physical fitness programs – programs that provide activities for people who want to improve their strength, flexibility, endurance, muscle tone, reflexes, cardiovascular health and/or other aspects of physical functioning.

Planning and service area – (PSA) a geographical area in the state that is designated for the purposes of planning, development, delivery and overall administration of services in an area plan under the jurisdiction of an Area Agency. In the state of Florida the Department of Elder Affairs has designated eleven PSA's.

Planning and service area (PSA4) – a geographical area including Baker, Clay, Duval, Flagler, Nassau, St. Johns, and Volusia counties, under the jurisdiction of the Northeast Florida Area Agency on Aging.

Request for Proposals (RFP) method used by Area Agencies to seek competitive bids from persons or groups wishing to provide services, specifies the conditions of the service provisions.

Respite care – supervision, companionship and/or personal care activity provided to a functionally impaired elder for the purpose of relieving a primary caregiver for a specified period of time.

Service provider – any entity which is awarded a grant or contract to provide services.

Social services counseling – a service that provides linkages to other services which might be beneficial to an individual; may include follow-up and referral.

State Plan on Aging – includes specific programmatic and fiscal commitments which the State Unit on Aging will administer over a multi-year (3 years in Florida) period.

State unit of Aging – an agency of the state government (in Florida, the Department of Elder Affairs) which serves as the state focal point for all matters affecting elders, monitors and regulates activities of Area Agencies on Aging.

Targeting – the direction of services and programs to a particular group of people, e.g. those in greatest economic or social need, with particular attention to low-income minority persons and Native American Indians.

Telephone reassurance – travel provided to and from congregate dining sites, senior centers, medical appointments and other community resources.

Transportation – travel provided to and from congregate dining sites, senior centers, medical appointments and other community resources.