Caregiver Reporting Procedures

Caregiver Reporting Distinctives

There are several distinctives of caregiver reporting that make it different from reporting non-caregiver consumers:

1. The caregiver is the primary recipient of the service, and as such, is considered the consumer. Even though the care recipient benefits from the service, care recipients are not considered the consumer.

2. Caregiver and care recipient records are linked in SAMS to document the relationship between the caregiver and care recipient.

3. Caregiver service delivery is entered in the caregiver record, and not in the care recipient's record.

4. For caregiver services that require consumer registry (meaning each caregiver and care recipient has their own individual consumer records), consumer characteristics like age, gender, etc., are collected for both the caregiver and the care recipient.

5. Caregiver services are reported in two service programs in SAMS: the National Family Caregiver Support Program (FCSP) and the Alzheimer's Respite service program. As such, caregiver services have a prefix of FCSP or Alzheimer's (Alz).

6. Caregiver services that mirror traditional services have the same definition as the traditional service. For example, FCSP Personal Care has the same definition as traditional Personal Care. The only difference is the consumer of the service. The consumer of FCSP Personal Care is the caregiver; the consumer of traditional Personal Care is a care recipient.

7. There are three reporting elements that are specific to caregiver reporting. These elements are necessary for accurate reporting to our federal funder, the Administration for Community Living:

    - The association of the caregiver and care recipient record (for select services);
    - The selection of the "Care Recipient" in the caregiver service delivery record.
    - The selection of the Family Caregiver Program Type (Federal or State) in the caregiver service delivery record.

    Step-by-step instructions are included below on how to incorporate these required data elements into your reporting.

Caregiver Reporting Procedures

Overview of Caregiver Reporting Requirements

The table below shows what is required based on the service(s) that the caregiver receives.

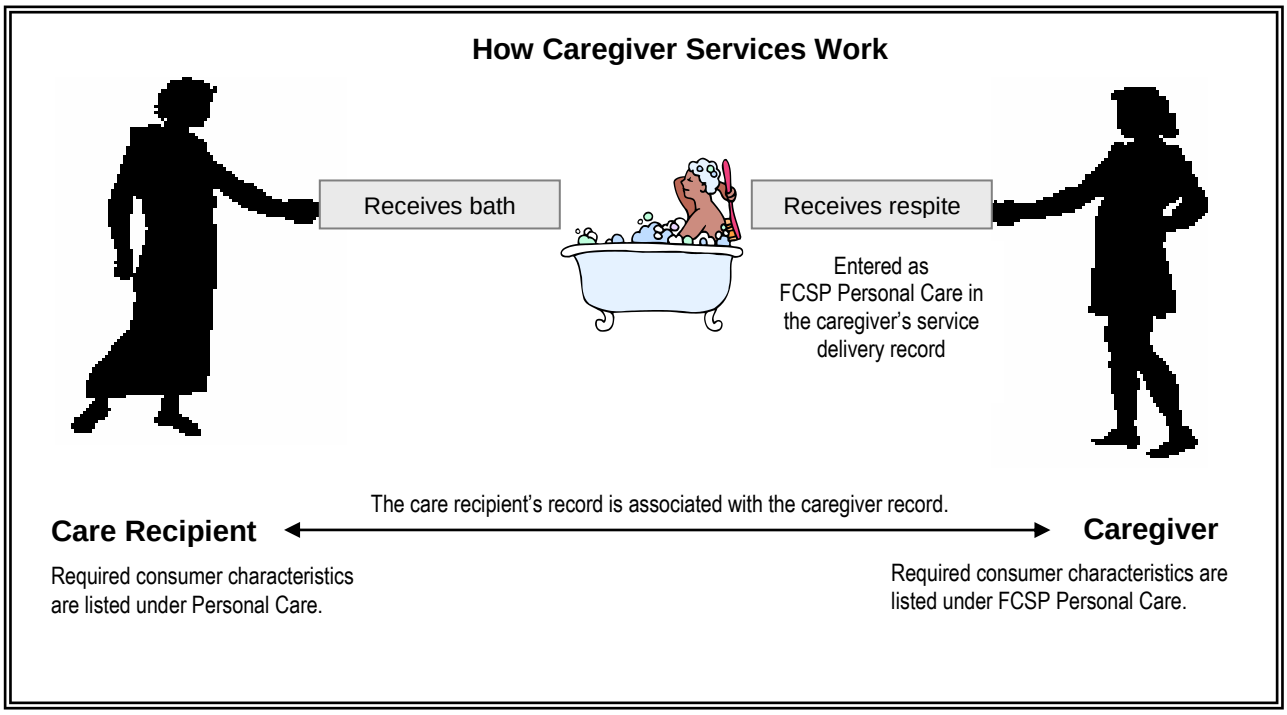
Individual Consumer Registry		Consumer Group
Step 1. Individual registry is required for the caregiver and the care recipient. This means both the caregiver and the care recipient have their own consumer record. Caregiver characteristics are based on the FCSP or Alzheimer's service; care recipient characteristics are based on the traditional service which best matches the FCSP/Alz service provided to the caregiver. For the services with an asterisk (below) only the name and birth date is required for the care recipient, instead of full registry. **Step 2. The caregiver record is associated with the care recipient record.** **Step 3. Service delivery is reported in the caregiver record only.** You must select the "Care Recipient" in the caregiver service delivery record. Do not report service delivery in the care recipient record. This will result in duplicate units.		
FCSP Personal Care	FCSP Caregiver Support Group*	FCSP Information, Referral and Assistance
FCSP Homemaker	FCSP Caregiver Training*	FCSP Outreach
FCSP Adult Day Services - Basic	FCSP Counseling*	FCSP Mass Outreach
FCSP Adult Day Services - Enhanced	FCSP Case Management*	Alz. Core: Telephone Helpline
FCSP Adult Day Services - Intensive	FCSP Institutional Care*	Alz. Core: Public Education
FCSP Chore	FCSP Visiting*	Alzheimer's Education
FCSP Home-Delivered Meals	FCSP Legal Assistance*	
FCSP Congregate Meals	FCSP Emergency Response Systems*	
FCSP Escort – Assisted Transportation	FCSP Home Maintenance*	
FCSP Transportation	FCSP Home Medical Equipment (HME)*	
FCSP Respite Voucher	FCSP Supplemental: Other*	
Alzheimer's Personal Care	Alzheimer's Case Management*	
Alzheimer's Homemaker	Alzheimer's Institutional Care*	
Alzheimer's Adult Day Services - Basic	Alzheimer's Visiting*	
Alzheimer's Adult Day Services - Enhanced	Alz. Core: Care Consultation 1*	
Alzheimer's Adult Day Services - Intensive	Alz. Core: Care Consultation 2*	
Alzheimer's Voucher	Alz. Core: Care Consultation BRI*	
	Alz. Core: Family Education*	
	Alz. Core: Safe Return*	
	Alz. Core: Support Groups*	

Caregiver Reporting Procedures

Step 1. Individual consumer registry is required for the caregiver and the care recipient for select services (see the above table).

For FCSP (Family Caregiver Support Program) services and Alzheimer's services the caregiver is the consumer. Services preceded by "FCSP" and "Alzheimer's" are services that provide respite or assistance to the caregiver and, at the same time, benefit the care recipient. Because the care recipient benefits from the service to the caregiver, a care recipient record is created in addition to the caregiver record.

Consumer characteristics are recorded for both the caregiver and the care recipient in their respective records. (See below and in Section 1: page 5 of Ohio's Reporting Guide for the required consumer characteristics by service). The care recipient characteristics are based on the traditional service which best matches the form of respite being offered. In the example below, the caregiver received respite under the service FCSP Personal Care, so the caregiver's characteristics that are to be reported are found under FCSP Personal Care. The traditional service which best matches the form of respite the caregiver received is Personal Care, so the care recipient's characteristics that are to be reported are found under Personal Care.



		Consumer Characteristics												
Services (Traditional services are in bold)	**Unit**	**Client Name**	**Sex**	**SS#**	**Birth date**	**Address**	**In Poverty**	**Lives Alone**	**Nutr Risk**	**Rural**	**ADL/ IADL**	**Ethnic Group & Race**	**Dis-abled**	**Caregvrs by Relationship**
FCSP Personal Care (caregiver)	1 Hour (counted once)	S	S	S	S	S				S		S		S
Personal Care (care recipient)		S	S	S	S	S	S	S		S	S	S	S	

Caregiver Reporting Procedures

Caregiver and Care Recipient Consumer Characteristics

The services below are grouped by the Administration for Community Living (ACL) reporting clusters. The consumer characteristics in each cluster are required by ACL.

Cluster 1 **S = SAMS2000**

Services (Traditional services are in bold; Subservices are italicized)	Caregiver and Care Recipient Consumer Characteristics											
	Consumer Name	Sex	Birth date	Address	In Poverty	Lives Alone	Nutr Risk	Rural	ADL/ IADL	Ethnicity & Ethnic Race	Disabled	Caregvrs by Relation-ship
Personal Care	S	S	S	S	S	S		S	S	S	S	
Alz or FCSP Personal Care	S	S	S	S				S		S		S
Homemaker	S	S	S	S	S	S		S	S	S	S	
Alz or FCSP Homemaker	S	S	S	S				S		S		S
Chore	S	S	S	S	S	S		S	S	S	S	
FCSP Chore	S	S	S	S				S		S		S
Home-Delivered Meals	S	S	S	S	S	S	S	S	S	S	S	
Restaurant/Grocery Meals	S	S	S	S	S	S	S	S	S	S	S	
FCSP Home-Delivered Meals	S	S	S	S				S		S		S
FCSP Restaurant/Grocery Meals	S	S	S	S				S		S		S
Adult Day Services - Basic	S	S	S	S	S	S		S	S	S	S	
Alzheimer's or FCSP Adult Day Services - Basic	S	S	S	S				S		S		S
Adult Day Services - Enhanced	S	S	S	S	S	S		S	S	S	S	
Alz or FCSP Adult Day Services - Enhanced	S	S	S	S				S		S		S
Adult Day Services - Intensive	S	S	S	S	S	S		S	S	S	S	
Alz or FCSP Adult Day Services - Intensive	S	S	S	S				S		S		S
Case Management	S	S	S	S	S	S	S	S	S	S	S	
Alz or FCSP Case Management	S	S	S	S				S		S		S
Alz or FCSP Voucher (caregiver)	S	S	S	S				S		S		S
Alz or FCSP Voucher (care recipient)	Care recipient characteristics are based on the traditional services that best matches the service they received. For example, if the care recipient received personal care services paid for through a voucher, then the characteristics listed for traditional personal care should be used.											

Cluster 2

Congregate Meals	S	S	S	S	S	S	S	S		S	S	
Restaurant/Grocery Meals	S	S	S	S	S	S	S	S		S	S	
FCSP Congregate Meals	S	S	S	S				S		S		S
FCSP Restaurant/Grocery Meals	S	S	S	S				S		S		S
Escort - Assisted Transportation	S	S	S	S	S	S		S		S	S	
FCSP Escort - Assisted Transportation	S	S	S	S				S		S		S
Transportation (for Ohio only)	S	S	S	S	S	S		S		S	S	
FCSP Transportation	S	S	S	S				S		S		S

Cluster 3

Legal Assistance												
FCSP Legal Assistance (is consumer registered because it's a Title IIIE supplemental service)		S	S	S				S				S

Caregiver Reporting Procedures

Other: Ohio Defined Services

Services & Subservices (Traditional services are in bold; subservices are italicized)	Consumer Name	Sex	Birth date	Address	In Poverty	Lives Alone	Nutr Risk	Rural	ADL/ IADL	Ethnicity & Ethnic Race	Disabled	Caregvrs by Relation-ship
FCSP Caregiver Support Group	S	S	S	S				S		S		S
FCSP Caregiver Training	S	S	S	S				S		S		S
FCSP Counseling	S	S	S	S				S		S		S
FCSP Emergency Response System	S	S	S	S				S		S		S
FCSP Emergency Response System - Installation	S	S	S	S				S		S		S
FCSP Home Maintenance	S	S	S	S				S		S		S
FCSP Home Medical Equipment	S	S	S	S				S		S		S
FCSP Institutional Care	S	S	S	S				S		S		S
FCSP Supplemental Services: Other	S	S	S	S				S		S		S
Alzheimer's Institutional Care	S	S	S	S				S		S		S
Alz or FCSP Visiting	S	S	S	S				S		S		S
Alz. Core: Care Consultation 1	S	S	S	S				S		S		S
Alz. Core: Care Consultation 2	S	S	S	S				S		S		S
Alz. Core: Care Consultation BRI	S	S	S	S				S		S		S
Alz. Core: Family Education	S	S	S	S				S		S		S
Alz. Core: Safe Return	S	S	S	S				S		S		S
Alz. Core: Support Groups	S	S	S	S				S		S		S

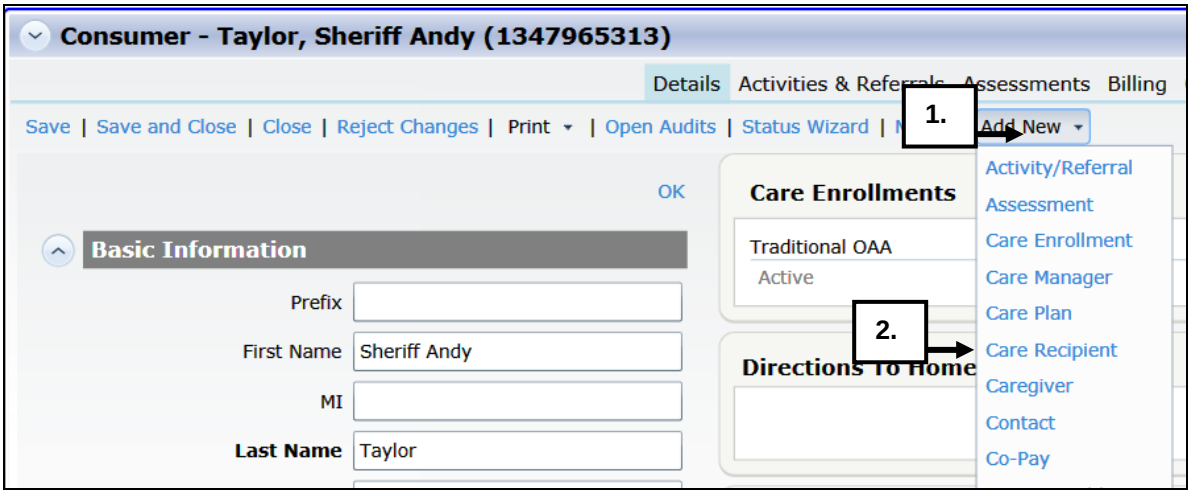
For care recipients of these services, only the name and birthdate are required.

Caregiver Reporting Procedures

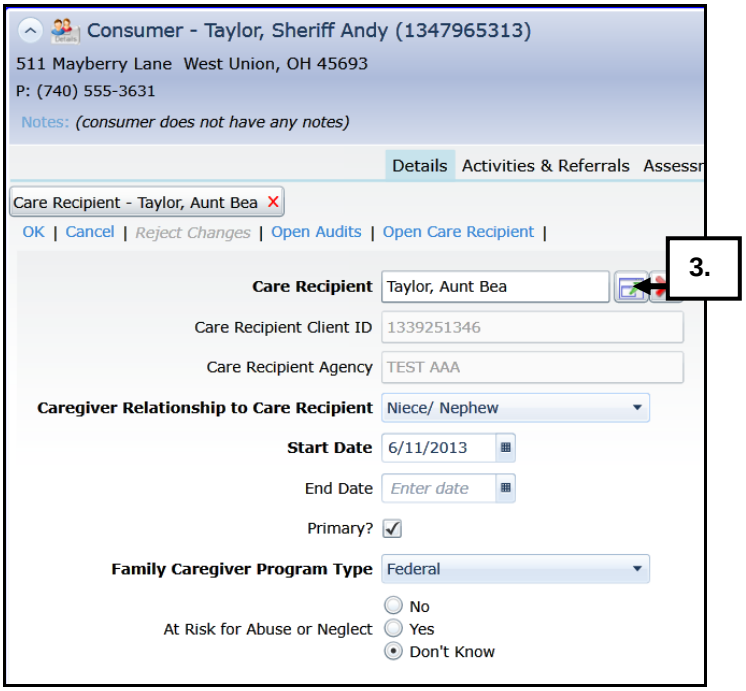
Step 2. The caregiver record is associated with the care recipient record.

For all caregiver services, except consumer group services, you will need to associate the caregiver record and the care recipient record. This can be done from either the caregiver record or the care recipient record. When the caregiver/care recipient relationship information is entered into one record, it will automatically populate the same information in the associated record. ***Associating the caregiver and care recipient records is essential to proper reporting to the Administration for Community Living (ACL), the federal agency that administers the Older Americans Act. If the records are not associated, caregiver information will not transfer to Ohio's annual report to ACL.***

1. In the caregiver record, click on **Add New.**
2. Click on **Care Recipients** in the drop down menu.



3. Click on the icon to search for the **Care Recipient's** record.

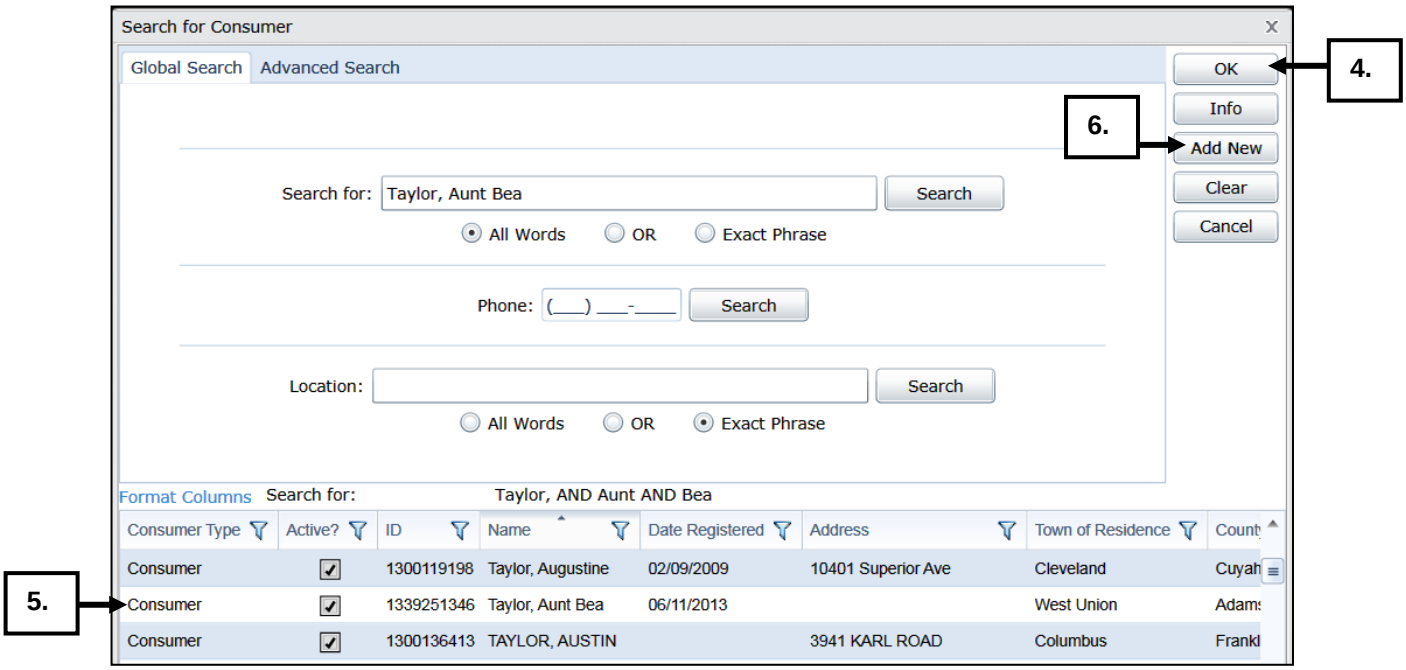


Caregiver Reporting Procedures

4. In the “Search for Consumer” box that appears, type in **key pieces of information** about the care recipient. Click **OK**.

5. **Select your care recipient** from the list of consumers that meet your search criteria.

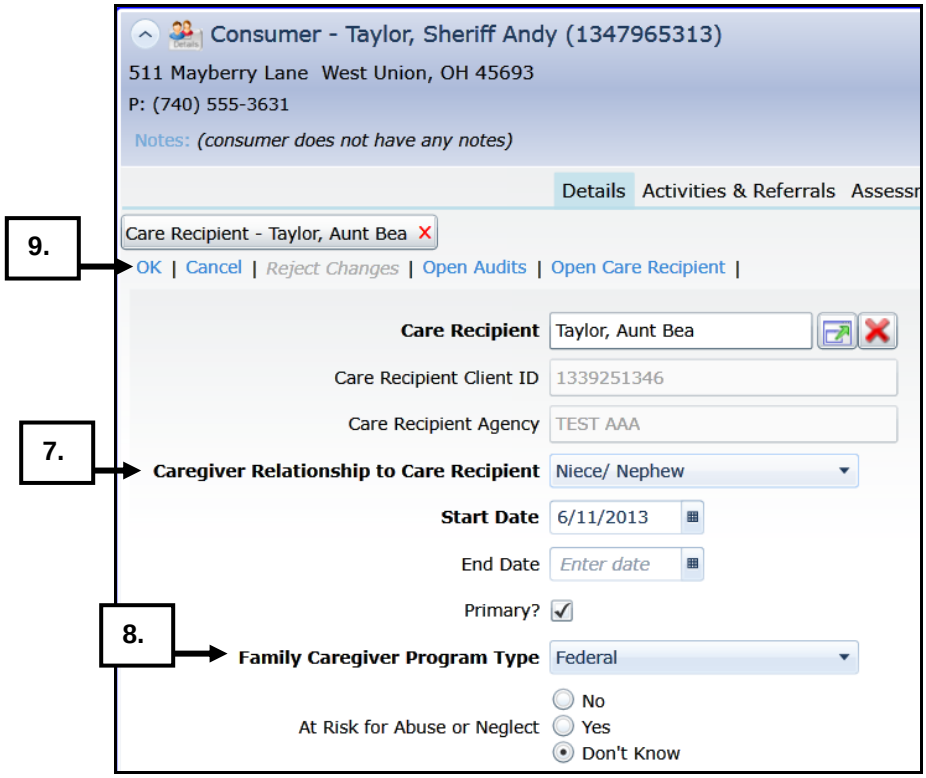
6. If a consumer record hasn’t been created yet for the care recipient, you can create a new record by clicking on **Add New**. Once the care recipient record is created you can then associate it with the caregiver record.



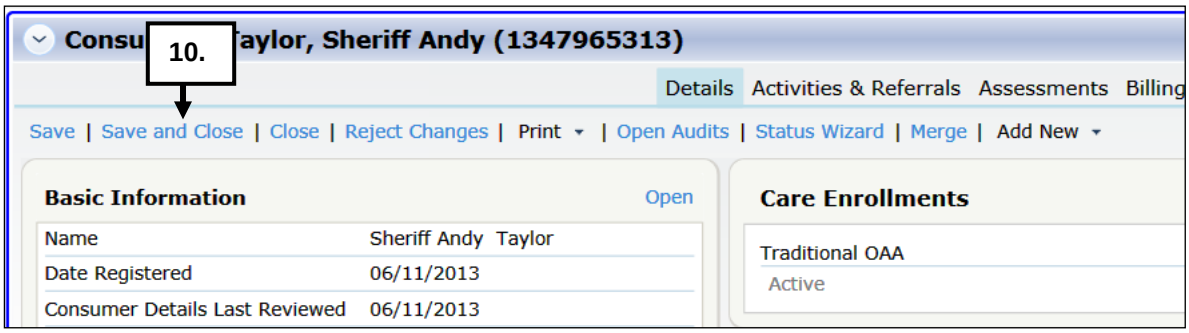
7. Click on **Caregiver Relationship to Care Recipient** and select the appropriate relationship.

8. Click on **Family Caregiver Program Type**. Select **Federal** if the service(s) being provided are funded primarily with Title IIIE. Select **State** if the service(s) being provided are funded primarily with Alzheimer's dollars.

9. Although not required, you may want to complete other portions of this part of the record before clicking **OK.**



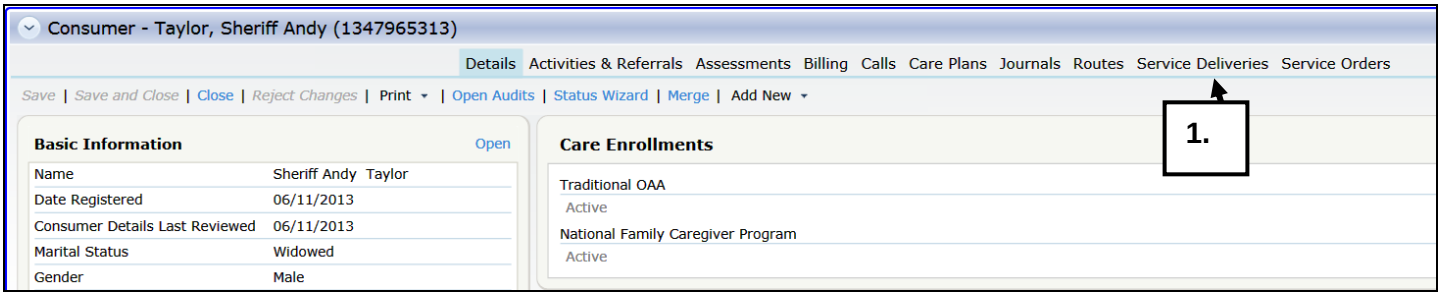
10. To save the information that you have just entered and close the record, click on **Save and Close**. (Clicking **Save** will save the information you just entered and keep the record open.)



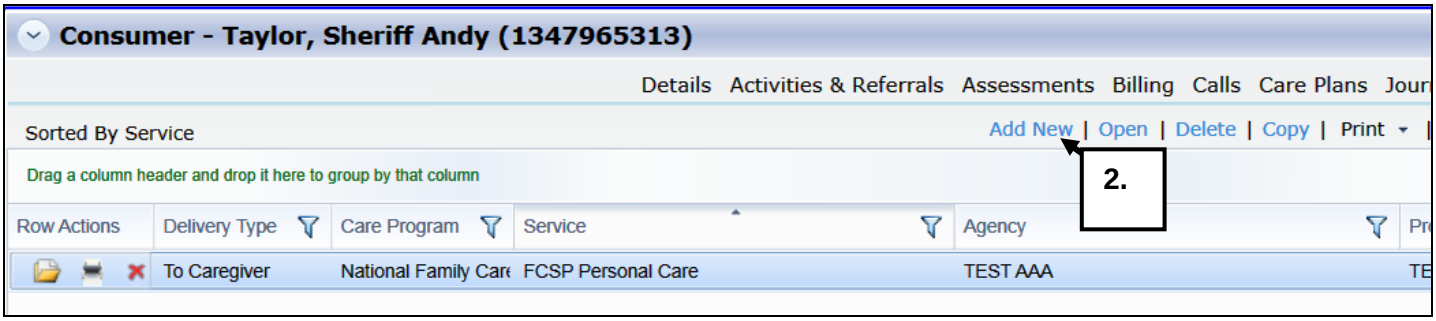
Caregiver Reporting Procedures

Step 3. Service delivery is reported in the caregiver record only.

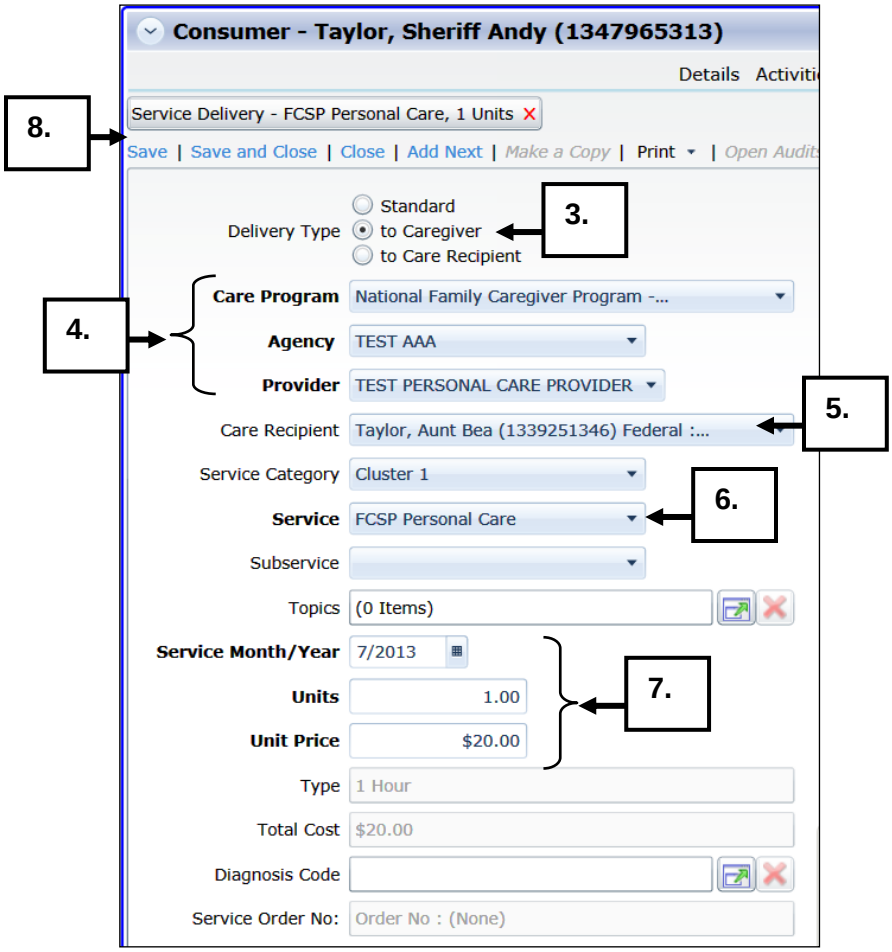
1. In the caregiver's record, click on **Service Deliveries**.



2. Click on **Add New.**



3. Specify that the service delivery is for a caregiver by selecting **to Caregiver.**
4. Select the **Care Program** (which should be the National Family Caregiver Program or Alzheimer's Respite), **Agency,** and **Provider** of the service.
5. Select a **Care Recipient**. ***This field must be selected to ensure that the service delivery is properly reported to our federal funder, the Administration for Community Living.***
   - If the caregiver only has one care recipient, then that care recipient will automatically show in the "Care Recipient" field.
   - If the caregiver has more than one care recipient, use the drop down menu to select the care recipient that shares the service being delivered.
   - If no care recipient names appear in this field, you will need to associate the care recipient record with this caregiver record in order for the care recipient field to populate.
6. Select the **Service**. It should be a service with an "FCSP" or "Alzheimer's" prefix. The Service Category will automatically show.
7. Enter the **Service Month/Year**, **Units** delivered, and the **Unit Price** (if not already populated).
8. Click **Save** (to save your changes and stay in the record) or **Save and Close** (to save and close the record).



Important: Do not report service delivery in the care recipient's consumer record. It will result in duplicate unit counts.