

ATTACHMENT B - CODING STRUCTURE

April 2014

FOR USE BY AAAs IN CODING ELECTRONIC CLIENT FILES

A. COUNTY CODES

Albany	01	Onondaga	31
Allegany	02	Ontario	32
Broome	03	Orange	33
Cattaraugus	04	Orleans	34
Cayuga	05	Oswego	35
Chautauqua	06	Otsego	36
Chemung	07	Putnam	37
Chenango	08	Rensselaer	38
Clinton	09	Rockland	39
Columbia	10	St. Lawrence	40
Cortland	11	Saratoga	41
Delaware	12	Schenectady	42
Dutchess	13	Schoharie	43
Erie	14	Schuyler	44
Essex	15	Seneca	45
Franklin	16	Steuben	46
Fulton	17	Suffolk	47
Genesee	18	Sullivan	48
Greene	19	Tioga	49
Herkimer	21	Tompkins	50
Jefferson	22	Ulster	51
Lewis	23	Warren/Hamilton	52
Livingston	24	Washington	53
Madison	25	Wayne	54
Monroe	26	Westchester	55
Montgomery	27	Wyoming	56
Nassau	28	Yates	57
Niagara	29	NYC	60
Oneida	30	Seneca Nation of Indians	62
		St. Regis-Mohawk	63

B. STATUS / SUB-STATUS

Status: 1- Active
2- Inactive or Terminated

Sub-status:

if Status =1, use Sub-status Code 20 or 35

20 = Case Managed

35= Non Case Managed

if Status =2, use the following Sub-status Codes

For clients changing status from active to terminated/inactive.*

Use the following sub-status codes to record primary reason for terminating services or becoming inactive.

01 - None (Reason Unknown)

02 - Nursing Facility

08 - Assisting Living

05 - Moved

06 - Died

07 - Other (Reason not listed)

14 - Client refused service, assessment or reassessment (Includes 15 - Refused assessment and 16 - Refused reassessment).

17 - Medicaid Home Care eligible

23 - Unable to serve due to appropriateness issue (client changes in behavior, mental, cognitive, or physical status - no longer appropriate for receiving aging network services, but still live in community).

24 - Unable to serve due to accessibility issue - Note: accessibility issues include for example, workers or services are not able to reach the client or the client is not able to access the services, e.g., no transportation. (This category includes: 12 - No response, 18 - Not in service area, 19 - No contact, 21-worker safety, and 22-transportation unavailable).

25 - Unable to serve due to eligibility issue (This category includes: 11 - age, and 34 - other eligibility issues).

33 - Client no longer needs service - Client improved and or goals have been met.

36 - Services are substituted by other helping resources (formal/informal) in the community and not due to appropriate, accessibility, or eligibility issue.

Following codes have been eliminated; 03 - Non-Payment, 04 - Service Complete, 31 - Requested by Client, 32 – Refused to apply for Medicaid.

* Terminated/Inactive: clients have not used any aging network services for more than 12 consecutive months.

C. RELATIONSHIP

53 - Agency	24 - Mother-in-law
52 - Agent	41 - Neighbor
05 - Aunt	49 - Nephew
03 - Brother	48 - Niece
60 - Brother-in-law	72 - None Exists
62 - CHHA	55 - Officials
14 - Cousin	13 - Other
50 - Daughter-in-law	54 - Owner
08 - Daughter	56 - Relative
45 - Doctor	67 - Religious Org.
69 - Domestic Partner	40 - Self
71 - Family	04 - Sister
02 - Father	61 - Sister-in-law
23 - Father-in-law	68 - Social Service Agency
43 - Friend	47 - Social Worker
19 - Granddaughter	07 - Son
09 - Grandfather	16 - Stepdaughter
10 - Grandmother	17 - Stepfather
20 - Grandson	18 - Stepmother
65 - Hospital	15 - Stepson
12 - Husband	44 - Super
51 - Son-in-law	06 - Uncle
42 - Landlord	46 - Visiting Nurse
66 - Medicaid	11 - Wife
01 - Mother	

D – SERVICES

Code	Service	Code	Service
905	Access Assistance ⁵	906	Information Services
510	Adult Day Services	301	Legal Services
504	Assisted Transport	502	Nutrition Counseling
527	Caregiver Services	501	Nutrition Education
505	Case Management	601	Other Services General
206	Consumer Directed In-Home Services	602	Other Services IIIE Respite
403	Congregate Ineligible Meals ⁶	603	Other Services IIIE Supplemental
402	Congregate Meals	604	Other Services IIIE Information
902	Counseling/Support Groups/Training ⁵	102	Outreach
512	Health Promotion Services	509	PERS
401	Home Delivered Meals	205	Personal Care Level I ³
404	Home Delivered Ineligible Meals ⁶	202	Personal Care Level II ⁴
201	Home Health Aide	903	Respite Care ⁵
526	In-Home Contact & Support ¹	519	Senior Center Rec. & Ed
103	Information & Assistance ²	904	Supplemental Services ⁵
		101	Transportation

- 1 Includes Friendly Visiting, Shopping Assistance, Supervision Level NIR, and Telephone Reassurance
- 2 Includes Case Assistance, Counseling, Health Insurance Counseling, and Housing Assistance
- 3 Personal Care Level I = Housekeeping/Chore
- 4 Personal Care Level II = Homemaking/Personal Care
- 5 Title III-E Caregiver Services (Caregivers serving the elderly/Grandparents serving children) only
- 6 Use to code meals that are ineligible and for consumers who are otherwise eligible

E. CLIENT TYPES/FUNDING SOURCES

05 - OTHER	13 - III-C-1	18 - Title V	23 - WRAP	32 - MIPPA
07 - WIN (SNAP)	14 - III-C-2	19 - TITLE III-B	24 - NYConnects*	33- Informal***
09 - EISEP	15 - III-D	20 - III-E Grandparent	29 - LTHHCP	
10 - CSE	16 - III-E Caregiver	21 - HIICAP	30 - Medicaid**	
12 - CSI	17 - HEAP	22 - LTCIEOP	31 - Veterans Program	

* Previously labeled PoE

** Medicaid-funded, non-LTHHCP “Medicaid Service Coordination” (MSC) program.

*** Informal is used when necessary, to record those services delivered as an informal support.

F. CHARACTERISTICS INFORMATION (*Where there is none please use 000*)

Assistive Devices (1)

965	Accessible vehicle	004	Hearing Aid
966	Bed rail	008	Other
001	Cane	002	Walker
003	Dentures	005	Wheelchair
006	Eyeglasses		

Chronic Illness (2)

159	Alcoholism	200	High Cholesterol
010	Alzheimer's	180	Hyperglycemia
160	Anemia	943	Hypoglycemia
174	Anorexia	406	Incontinence
096	Arthritis	958	Legally blind
098	Cancer	168	Liver disease
969	Cellulitis	181	Low blood pressure
161	Chronic constipation	169	Osteoporosis
175	Chronic diarrhea	402	Other
953	Chronic obstructive pulmonary disease (COPD)	959	Oxygen dependent
954	Chronic pain	960	Paralysis
162	Colitis	102	Parkinson's
176	Colostomy	961	Pernicious anemia
163	Congest heart failure	170	Recent fractures
955	Decubitus ulcers	182	Renal disease
956	Developmental Disabilities	103	Respiratory problems
101	Diabetes	962	Shingles
957	Dialysis	183	Smelling impairment
178	Diverticulitis	171	Speech problems
201	Frequent Falls	963	Traumatic brain injury
165	Gall bladder disease	104	Stroke
099	Hearing impairment	964	Tremors
166	Heart disease	173	Ulcer
179	Hiatal hernia	185	Urinary Tract infection
167	High blood pressure	097	Visual impairment

Cognitive Status (3)

020	Alert	026	Memory deficit
190	Appears lonely	271	Other
021	Cooperative	023	Physical aggression
270	Dementia	028	Problem behavior reported
199	Depressed	967	Self-neglect
030	Diagnosed mental health problem	187	Sleeping problems
024	Disruptive socially	968	Suicidal behavior
029	Evidence of substance abuse	189	Suicidal thoughts
025	Hallucinations	022	Verbal disruption
188	History of mental health treatment	186	Worried or Anxious
027	Impaired decision making	944	Hoarding

Nutrition Problems (4)

014	Appetite	015	Digestive Problems
016	Chewing/Swallowing	403	Other
177	Dehydration	184	Taste Impairment
017	Dental Problems		

Primary Language (5)

946	Chinese	951	Other
949	French/Haitian Creole	947	Russian
948	Italian	945	Spanish
950	Korean		

G. CODING FOR USE IN IDENTIFYING NON-REGISTERED PARTICIPANTS IN CLIENT AND SERVICE FILES

In the record number/key field which is 10 characters long:

• Elder Abuse	Each contact	9999999980 as the record number/key
• III-E Assistance	Each event/activity	9999999982 as the record number/key
• Other Services General (601)	Each event/activity	9999999983 as the record number/key
• Other Services III-E Information (604)	Each event/activity	9999999984 as the record number/key
• In-Home Contact & Support	Each contact	9999999985 as the record number/key
• Sr. Center Recreation/Education	One group session	9999999986 as the record number/key
• Health Promotion	Each Participant	9999999987 as the record number/key
• Personal Emergency Response (PERS)	One unit	9999999988 as the record number/key
• Caregiver Services	Each Participant	9999999989 as the record number/key
• USDA eligible seniors, spouses, disabled persons living in Senior Housing	Each meal	9999999990 as the record number/key
• Guests/staff under 60 & other ineligible	Each meal	9999999991 as the record number/key
• USDA eligible volunteers	Each meal	9999999992 as the record number/key
• Information & Assistance	One hour	9999999993 as the record number/key
• Food handlers	Each meal	9999999994 as the record number/key
• Transportation	One Way Trip	9999999995 as the record number/key
• Legal	One hour	9999999996 as the record number/key
• Outreach (Including III-E)	Each contact	9999999997 as the record number/key
• Nutrition Education	Each Participant	9999999998 as the record number/key

9999999999 code reserved for NY Connects data use.

*Use for Other Services: 601 and 604.

To illustrate the coding above, it may be helpful to look at an example of a July picnic funded by CSE in County 75 that included 16 senior guests. The **client record** would have the county code (75) and special record key (9999999990) and nothing else. The **service record** would show:

Service Record

County code	75
Record number/key	9999999990
Period of service	200207
Service code	402
Funding source	10
Number of units	0000016.00

Client Record

County code	75
Record number/key	9999999990

H. CODING FOR USE IN IDENTIFYING NATION OF ORIGIN

Add... A) General Client Information may be incorrect. Concerning the "Nation of Origin" section: the choices should include United States and Puerto Rico, because the choice "American" could mean, South America or North America, they are considered American also.

001	Afghan	034	Cameroonian	066	Gambian
002	Albanian	035	Canadian	067	Georgian
003	Algerian	036	Cape Verdean	068	German
004	American (USA)	037	Central African	069	Ghanaian
005	Andorran	038	Chadian	070	Greek
006	Angolan	039	Chilean	071	Grenadian
007	Antiguans	040	Chinese	072	Guatemalan
008	Argentinean	041	Colombian	073	Guinea-Bissauan
009	Armenian	042	Comoran	074	Guinean
010	Australian	043	Congolese	075	Guyanese
011	Austrian	044	Costa Rican	076	Haitian
012	Azerbaijani	045	Croatian	077	Herzegovinian
013	Bahamian	046	Cuban	078	Honduran
014	Bahraini	047	Cypriot	079	Hungarian
015	Bangladeshi	048	Czech	080	I-Kiribati
016	Barbadian	049	Danish	081	Icelander
017	Barbudans	050	Djibouti	082	Indian
018	Batswana	051	Dominican	083	Indonesian
019	Belarusian	052	Dutch	084	Iranian
20	Belgian	053	East Timorese	085	Iraqi
021	Belizean	054	Ecuadorean	086	Irish
022	Beninese	055	Egyptian	087	Israeli
023	Bhutanese	056	Emirian	088	Italian
024	Bolivian	057	Equatorial Guinean	089	Ivorian
025	Bosnian	058	Eritrean	090	Jamaican
026	Brazilian	059	Estonian	091	Japanese
027	British	060	Ethiopian	092	Jordanian
028	Bruneian	061	Fijian	093	Kazakhstani
029	Bulgarian	062	Filipino	094	Kenyan
030	Burkinabe	063	Finnish	095	Kittian and Nevisian
031	Burmese	064	French	096	Kuwaiti
032	Burundian	065	Gabonese	097	Kyrgyz
033	Cambodian	066	Gambian	098	Laotian

099	Latvian	132	North Korean	165	South Korean
100	Lebanese	133	Northern Irish	166	Spanish
101	Liberian	134	Norwegian	167	Sri Lankan
102	Libyan	135	Omani	168	Sudanese
103	Liechtensteiner	136	Pakistani	169	Surinamer
104	Lithuanian	137	Palauan	170	Swazi
105	Luxembourger	138	Panamanian	171	Swedish
106	Macedonian	139	Papua New Guinean	172	Swiss
107	Malagasy	140	Paraguayan	173	Syrian
108	Malawian	141	Peruvian	174	Taiwanese
109	Malaysian	142	Polish	175	Tajik
110	Maldivan	143	Portuguese	176	Tanzanian
111	Malian	144	Qatari	177	Thai
112	Maltese	145	Romanian	178	Togolese
113	Marshallese	146	Russian	179	Tongan
114	Mauritanian	147	Rwandan	180	Trinidadian or Tobagonian
115	Mauritian	148	Saint Lucian	181	Tunisian
116	Mexican	149	Salvadoran	182	Turkish
117	Micronesian	150	Samoan	183	Tuvaluan
118	Moldovan	151	San Marinese	184	Ugandan
119	Monacan	152	Sao Tomean	185	Ukrainian
120	Mongolian	153	Saudi	186	Uruguayan
121	Moroccan	154	Scottish	187	Uzbekistani
122	Mosotho	155	Senegalese	188	Venezuelan
123	Motswana	156	Serbian	189	Vietnamese
124	Mozambican	157	Seychellois	190	Welsh
125	Namibian	158	Sierra Leonean	191	Yemenite
126	Nauruan	159	Singaporean	192	Zambian
127	Nepalese	160	Slovakian	193	Zimbabwean
128	New Zealander	161	Slovenian	200	Reported Multiple
129	Nicaraguan	162	Solomon Islander		
130	Nigerian	163	Somali		
131	Nigerien	164	South African		

NOTES:

For data elements, the following designations are used in the file specifications to note whether the information is required:

- R Required for either NAPIS reporting or NYSOFA management/advocacy.
 M Information is used for NYSOFA monitoring, management and advocacy activities.

Code	Program	Abbrev.
05	All Other Programs Administered by the AAA	OTHER
07	Wellness In Nutrition (SNAP)	WIN
09	Expanded In-home Services for the Elderly Program	EISEP
10	Community Services for the Elderly Program	CSE
12	Congregate Services Initiative	CSI
13	Title III-C-1 of the Older Americans Act of 1965 as Amended	III-C-1
14	Title III-C-2 of the Older Americans Act of 1965 as Amended	III-C-2
15	Title III-D of the Older Americans Act of 1965 as Amended	III-D
16	Title III-E of the Older Americans Act of 1965 as Amended	III-E Caregiver
17	Home Energy Assistance Program	HEAP
18	Title V of the Older Americans Act of 1965 as Amended	V
19	Title III-B of the Older Americans Act of 1965 as Amended	III-B
20	Title III-E of the Older Americans Act of 1965 as Amended	III-E Grandparent
21	Health Insurance Information Counseling Program	HIICAP
22	Long Term Care Insurance Education and Outreach Program	LTCIEOP
23	Weatherization Referral and Packaging	WRAP
24	NY Connects (Point of Entry)	POE
27	American Recovery and Reinvestment Act	ARRA
29	Long Term Home Health Care Program	LTHHCP
30	Provides financial assistance for medical expenses of individual needy citizens	Medicaid
31	Veterans Directed Services Program	Veterans
32	Medicare Improvements for Patients and Providers Act	MIPPA
33	Services delivered through an informal support process	Informal