

## Title IIIE CRC/CCC Reporting Quick Reference Guide

Service	Unit Definition	Service Activity Example	Units to Report/Where
<b>Access Assistance</b>	One Contact	5 phone calls to complete TCare Screen, set up TCare Appointment, Call to arrange Gap Filling Service with the utility company, Follow up to TCare Assessment, Phone Call to make referral to Food Pantry	5 units under Access Assistance
<b>Gap Filling</b>	One person=One Unit	Caregiver needs assistance with a utility company. Provider pays the utility bill.	1 unit under Gap Filling
	Gap persons and units should always be the same number	Caregiver makes 6 phone calls to arrange payment of utility bill	6 units under Access Assistance
<b>Respite Services</b>	Hour of Service (both by provider staff and respite provided)	Provider Staff make 10 phone calls, processes the respite contract, totally 3 hours to arrange for respite care.	3 units under Respite
		Nursing Home provides 96 hours of respite services.	96 units under Respite
<b>Counseling</b>	One session per participant	A caregiver receives 10 sessions of counseling, of 45 minutes each during the quarter.	10 units under Counseling
<b>Training and Education</b>	One session per participant	A caregiver attends a Stressbusters session, 9 weeks, 8 sessions during that 9 weeks	8 units under Training and Education
<b>Support Group</b>	One session per participant	Caregiver attends an ongoing support group 6 times during the quarter	6 units under Support Groups

### Other Helpful Information:

Persons should be reported as unduplicated by service, by year. If Jane Smith receives Access, Gap, and Counseling, she is reported once as a person in each service during the fiscal year. If Jane receives Access Services 10 time in one fiscal year, she is reported as 1 person for the whole fiscal year who received 10 units of service.