

# Community-based and Long-term Care Glossary

Updated April 2022

**Activities of Daily Living (ADLs)** – Basic tasks of everyday life that include dressing, bathing, eating, transferring (for example, from bed to chair) and toileting.

**Adult Day Services** - Structured, comprehensive programs provided at locations in the community for adults who need some supervision or support. Programming may include a variety of health, social and related support services during any part of the day, but for less than 24 hours.

**Adult Foster Care (AFC) homes** – Licensed residential settings that provide 24-hour room and board as well as supervision and minimal personal care to adults who are aged and/or have developmental delays, mental illness, physical disabilities, and those living with Alzheimer's Disease or other Dementia Related Disorders who cannot reside alone, but who do not need continuous nursing care. Care may include assistance with bathing, grooming, dressing, eating, walking, toileting, or the administration of medication. AFC Homes are restricted to providing care to no more than 20 adults in one home. Homes for more than 20 adults can be licensed as Homes for the Aged (HFA).

**Adult Protective Services (APS)** - A public agency that investigates reports of abuse and neglect of vulnerable adults. APS usually works with law enforcement, but immediate dangerous situations should be directed to 911 or local police.

**Advanced Directive** – A legal document that states a person's wishes regarding what type of medical care they want, or who they want to make decisions for them, should the person be unable to communicate them. There are different types of advanced directives, such as a living will, do not resuscitate order, power of attorney and more.

**Area Agency on Aging (AAA)** - An agency designated by the state with the responsibility for planning and coordinating services for older adults within a specific geographical area. AAAs provide information, resources, assistance, and links to community services.

**Assisted Living Residences** - Housing for those who may need help living independently, but do not need skilled nursing care. The level of assistance varies among residences and may include help with bathing, dressing, meals, and housekeeping. May or may not be licensed.

**Care Manager/Supports Coordinator/Case Coordinator** - A professional who performs an assessment of a person's mental, physical, environmental, and financial conditions to create a care plan to assist in arranging housing, medical, social, and other services. Some Care Managers may have special certifications to be a Geriatric Care Manager.

**Congregate Dining Sites (also called Senior Dining Sites)** - Balanced, nutritious meals served at community locations for those ages 60 and over and their spouses (spouse may be under 60). Nutrition education and other program options are frequently available.

**Conservator** - A person appointed by a court to handle someone's affairs when that person cannot handle it themselves. A conservator usually handles only financial affairs.

**Continuing Care Retirement Communities (CCRC)** - Also known as Life Plan Communities. Housing that offers a variety of living options and services, including independent living, assisted living and skilled care, often all on the same campus, and designed to meet a person's changing needs.

**Creating Confident Caregivers®/SAVVY Caregivers** is a six-week educational series for caregivers of persons living with dementia. Designed to improve confidence of those people taking care of someone at home living with dementia or Alzheimer's, content focuses on understanding the disease, caregiver self-care and providing structure and support for the person living with dementia. Respite care is provided.

**Developing Dementia Dexterity-** An educational webinar series designed to support a positive caregiving environment for persons living with dementia. Content also includes strategies on how to redirect challenging behavior.

**Discharge Planner** - A professional who assists patients and their families in developing a plan of care for a patient following a hospital or nursing home stay.

**Do Not Resuscitate (DNR) order** – This is a type of advance directive (see above). It is an order written by a doctor to fulfill a patient's expressed medical care wishes to not do CPR or other life saving measures only if the patient stops breathing or their heart stops beating.

**Durable Power of Attorney for Finances (DPOA – finances)** - This is a type of advance directive (see above). A legal document that allows a person to give authority to someone else to make financial decisions on his or her behalf. The designation "durable" means that it will activate if the person becomes unable to manage their own financial affairs. General power of attorney (see definition below) is active until a person becomes unable to manage their own financial affairs. A DPOA's responsibilities end at the time of the death of an individual while an executor's responsibilities begin after the death of the individual.

**Durable Power of Attorney for Medical (Medical POA or sometimes referred to as Health POA)-** This is a type of advance directive (see above). A legal document that allows a person to give authority, once activated, to someone else (Patient Advocate or Agent) to make medical decisions on their behalf. The designation "durable" means that it will activate if the person becomes unable to manage their own medical affairs. General power of attorney (see definition below) is active until a person becomes unable to manage their own financial affairs. A durable

power of attorney's responsibilities end at the time of the death of an individual while an executor's responsibilities begin after the death of the individual.

**Executor** – A person designated to carry out instructions to manage the affairs and wishes of a deceased person's estate. An executor's responsibilities begin after the death of the individual. A general power of attorney's responsibilities end when the individual is unable to make their own decisions. A durable power of attorney's responsibilities end at the time of the death of an individual.

**Extra Help** - An assistance program for people with limited income who need help paying premiums, deductibles, and co-insurance of Medicare Part D prescription drug coverage.

**Family and Medical Leave Act (FMLA)** - A law that requires qualifying employers to allow eligible employees up to 12-weeks of unpaid time off for illness, having or adopting a baby, or caring for an ill family member. Eligible employees are guaranteed their job, or an equivalent, upon return.

**Family/Informal Caregiver** - Anyone who provides unpaid assistance to another person who is ill, disabled or needs help with daily activities.

**General Power of Attorney (Financial or Medical)** - A legal document that allows a person to give authority to someone else (Patient Advocate or Agent) to make medical or financial decisions on their behalf. General power of attorney is active until a person becomes unable to manage their own affairs. A durable power of attorney's responsibilities end at the time of the death of an individual while an executor's responsibilities begin after the death of the individual.

**Guardian** - A person appointed by the court who is responsible for the care and management of another person who has been determined to be incapable of making decisions for themselves.

**Health Care Directive** – See Advanced Directive definition.

**Health Insurance Portability and Accountability Act (HIPAA)** - A federal law that gives individuals rights over their health information and sets rules and limits on who can look at and receive their health information. It also permits the release of personal health information needed for patient care.

**Home-Delivered Meals** - Regular delivery of nutritious meals to seniors and adults with disabilities in their homes who are unable to prepare food for themselves. The volunteer delivery also serves as a well-check to the client or brief social interaction. Meals on Wheels (MOW) is an example of Home Delivered Meals.

**Home for the Aged (HFA)** - Licensed residential setting that provides 24-hour personal care and supervision for individuals 55 years of age or older who are developmentally disabled, mentally ill, physically handicapped, aged and those with Alzheimer's Disease or other Dementia Related Disorders who cannot live alone but who do not need continuous nursing care. Care may include assistance with bathing, grooming, dressing, eating, walking, toileting, or the administration of medication. HFAs are restricted to providing care to 21 or more unrelated, non-transient individuals 60 years of age or older. Homes for 20 or less adults are licensed as Adult Foster Care (AFC) homes.

**Home Health Agency (HHA)** - An agency often certified by Medicare to provide health-related services in the home, such as nursing, occupational, speech or physical therapy, social work, or personal care.

**Home Health Care** - A wide range of health care services provided in the home. Home care services are either non-medical or skilled.

**Non-Medical Care** - includes services such as companionship, housekeeping, meal preparation, transportation, shopping, as well as assistance with activities of daily living (ADL) – bathing, eating, toileting, dressing and other personal care tasks. Non-medical care is typically provided by either a homemaker or a home health aide. Home health aides may or may not be Certified Nurse Aides (CNAs). Non-medical care is not covered by Medicare.

**Medical Care/Skilled Care** – Nursing and rehabilitative care that can be performed only by, or under the supervision of, licensed medical personnel. This care must be ordered by a physician and must follow a plan of care. Dispensing medication, wound care, and physical or speech therapy all fall under the umbrella of medical home care services and require a prescription from a doctor.

**Home Health Aide** - An individual who helps with bathing, dressing, grooming, meals, and light housekeeping. Home health aides may or may not be Certified Nurse Aides (CNAs).

**Home Help Services** - a Medicaid program that provides funding for eligible individuals to hire home health aide to assist them with their daily activities. It is designed to support individuals who wish to live independently in their home rather than live in an adult foster care home, home for the aged or nursing facility.

**Homemaker Services** - A service that aids with general household activities, such as meal preparation, cleaning, laundry, and shopping.

**Hospice Care** - Professionally coordinated support services, including pain and symptom management, social services, and emotional and spiritual support for terminally ill people and their families. The care is provided at home and in other settings.

**Instrumental Activities of Daily Living (IADL)** - Basic tasks of everyday life that include managing money, shopping, telephone use, travel in the community, housekeeping, preparing meals and taking medications correctly.

**Kinship Care/Respite Program** - Provides rest and relief for non-parent older adult (55+) who is raising a child 18 years or younger. The program can help pay for activities such as day care, sports camps, summer classes, and extracurricular activities.

**Living Will** - This is a type of advance directive (see above). A document that communicates a person's wishes about lifesaving medical treatments, should they be in a terminal condition and not able to communicate their health care wishes. A living will has no power after death. This not a legally binding document in Michigan.

**Long-Term Care** - A variety of supports and services provided over an extended period of time to people who need help to perform activities of daily living because of physical and/or cognitive needs. Care may include rehabilitative therapies, skilled nursing, and palliative care, as well as supervision and a wide range of supportive personal care and social services. It may also include training to help adjust to changes in health status or mobility. Long-Term Care can occur in the home (community) or in nursing facilities.

**Long-Term Care Insurance** - Insurance that can pay part of the cost of care received in the home, assisted living residences, nursing home care and other designated services, depending on the policy purchased.

**Long-Term Care Ombudsman** - A person who investigates and resolves complaints on behalf of residents of nursing homes and other long-term care facilities.

**Long-Term Supports and Services (LTSS)** – See Long-Term Care definition.

**Meals on Wheels (MOW)** – MOW offers several meal program options. Each of these options offers healthy, well balanced, flavorful meals that provide 1/3 of the daily nutritional needs of older adults.

**Medicaid** - The federal- and state-funded health and long-term care program for people with limited income and assets. It is administered by the states within federal guidelines so eligibility and coverage may differ from state to state. For long-term care services, states have additional eligibility rules.

**Medicaid Waiver Program (also known as Project Choices or MI Choice)** - an alternative to nursing home care. A nurse and social worker team assists eligible individuals, with their families and friends, to design a plan of care. Coordinating and providing key services, while respecting each individual's right to choose their own options, offers clients the opportunity to remain at home or live in the setting of their choice. Tri-County Office on Aging provides this program for Clinton, Eaton, and Ingham counties.

**Medicare** - The national health insurance program for people age 65 and older, and for some younger persons with disabilities. Medicare covers hospital stays, doctor visits, prescription drugs and other health care-related services.

**Medicare Savings Program** - An assistance program for people with Medicare who need help paying their Medicare expenses, such as premiums and possibly copayments and deductibles for Medicare Parts A and B.

**MI Choice** – See Medicaid Waiver Program.

**MI Choice and PACE Ombudsman Program (MICPOP)** – A person who investigates and resolves complaints on behalf of participants of community-based supports and services through the MI Choice Waiver and PACE programs.

**Michigan Medicare/Medicaid Assistance Program (MMAP) - nationally known as the State Health Insurance Assistance Program (SHIP)** - A program for Medicare beneficiaries and their families when they need help understanding Medicare and Medicaid eligibility, enrollment and coverage, medical bills, Medicare supplemental and long-term care insurance. MMAP counselors provide information about benefits and help people solve problems with health benefit programs and related insurance products. MMAP works through the Area Agencies on Aging to provide high quality and accessible health benefit information and counseling.

**National Family Caregiver Support Program** - A federally funded program available in local communities that provides a range of supports to assist family caregivers who care for their loved ones at home. Services may include caregiver education, training, information, counseling, links to community services and respite.

**Nursing Home** - A nursing facility that provides intermediate care (assistance with personal care and activities of daily living) or skilled care (24-hour medical, nursing, and rehabilitation care). Also called Skilled Nursing Facility (SNF).

**PACE (A Program of All-Inclusive Care for the Elderly)** - a Medicare and Medicaid program that provides a comprehensive health care choice for seniors age 55 and older who desire to live in the community instead of going to a nursing home. The PACE Health Center provides a day program that includes health care, nutritious meals, and an opportunity to participate in activities in order to remain active and socialize. Senior CommUnity Care of Michigan provides the PACE program for the tri-county area of Ingham, Eaton, and Clinton counties and bordering areas of adjacent counties.

**Palliative Care** - Professionally coordinated services that focus on physical, mental, social, and spiritual needs of those with life-threatening illness and their families. The goal is to maintain the highest level of comfort. Palliative Care may be utilized with or without the involvement of hospice.

**Personal Emergency Response System (PERS)** - A portable electronic device with a call button that a person can use to summon help in an emergency.

**Physician Orders for Life-Sustaining Treatment (POLST)** - A form that states what kind of medical treatment patients want toward the end of their lives. Printed on bright pink paper and signed by both doctor and patient, it is designed to improve the quality of life. Available in some states and communities.

**Powerful Tools for Caregivers**- This program teaches caregivers how to reduce stress, make tough decisions, and effectively communicate with family, providers, and care staff.

**Project Choices** – See Medicaid Waiver Program.

**Respite Care** - A break from providing care for a loved one. It can be provided by either family or friends, or through programs such as attending an adult day services center. Respite can also be provided by having a paid home care worker come to the home. See also, Kinship Care Respite Program.

**Senior Dining Sites** - See Congregate Dining Sites.

**Skilled Care** – Nursing and rehabilitative care that can be performed only by, or under the supervision of, skilled medical personnel. This care must be ordered by a physician and must follow a plan of care. Individuals may receive skilled care in a nursing home/rehab facility, therapy center or at their residence.

**Skilled Nursing Facility (SNF)** (also known as Skilled Nursing Home/Rehab Center) A state-licensed residential facility that provides a room, meals, help with activities of daily living, recreation, and general nursing care to people who are chronically ill or unable to take care of their daily living needs. It may also be called a Long-Term Care Facility. Often skilled nursing facilities provide both short term rehabilitation and long-term care.

**SNF short-term rehabilitation** - Services designed to improve/restore a person's functioning; includes physical therapy, occupational therapy, and/or speech therapy. Upon discharge from rehab, patients often need follow-up care in their homes. Prior to discharge, nursing home staff coordinate home- and community-based services delivered in the patient's home, such as home health care, home care, medical equipment, etc.

**SNF long-term care** - Health-related care and services needed regularly due to a mental or physical condition – also called basic care or custodial care. Long-term care patients may receive skilled care as well as basic care.

**Social Security** - A benefit earned by eligible workers that provides guaranteed inflation-adjusted monthly income for life. People with the required number of quarters in Social Security-covered work who are either disabled or age 62 or over, as well as certain family members, are eligible.

**Social Security Disability Insurance (SSDI)** - A monthly benefit to disabled or blind persons who are “insured” by workers’ contributions to the Social Security trust fund. These contributions are based on the individual’s earnings (or those of their spouse or parents) as required by the Federal Insurance Contributions Act (FICA). Dependents may also be eligible for benefits from the individual’s earnings record.

**Supplemental Security Income (SSI)** - A monthly benefit to people who are 65 and older, disabled or blind, and who have limited income and assets.

*This information is compiled by the Tri-County Office on Aging as a courtesy.*

*The list may not be exhaustive but will be reviewed periodically.*