

Appendix A. SPR Dataset-Level Documentation

The Administration for Community Living (ACL) administers formula grants to states/territories under Title III of the Older Americans Act (OAA). These grants fund nutrition and supportive services to elders and informal caregivers. Each year, all OAA Title III grantees submit an annual State Performance Report (SPR) for their grant program to ACL. The SPR includes data about provider organizations and staffing, expenditures, services, and persons served. These data comprise the SPR dataset, one of many administrative and survey data collections on aging and disability programs overseen and managed by ACL.

The purpose of this appendix is to provide SPR dataset-level documentation as a resource and reference during the development of the data structure that connects ACL datasets and the future platform through which end users will access ACL data. The SPR dataset-level documentation includes an overview of the SPR data collection and methodology, changes to the data collection over time, information management systems, data review and processing, key variables, and additional notes and resources. Additionally, SPR variable-level documentation is provided in the Excel Workbook entitled ACL DR II – Variable Level Documentation.xlsx, which includes information on all variables from all datasets considered in the ACL DR II project.

Overview of SPR Data Collection and Methodology

The purpose of the SPR data collection is to help track and evaluate program performance. These data are used, in part, to measure program outputs (e.g., total number of home-delivered meals served) and assess performance on annual outcome and efficiency measures.

The SPR to be used for federal fiscal year 2022 consists of 1,766 items¹ and is organized into six major sections: Aging Network Profile, Older Adults, Caregivers of Older Adults, Older Relative Caregivers, Expenditures Overview, and Nutrition Services Incentive Program (NSIP) Qualified Meals. Table 1 below provides further details on each section.

Table 1: Data Collected Under SPR

Section of SPR	Number of Items	Type(s) of Data Collected
Aging Network Profile ²	52	Numeric, Text
Older Adults	1,399	Numeric, Text
Caregivers of Older Adults	157	Numeric
Older Relative Caregivers	147	Numeric
Expenditures Overview ³	7	Numeric
NSIP Qualified Meals	4	Numeric

The SPR is an annual administrative data collection. All grantees are required to submit data covering an annual reporting period of October 1 to September 30. OAA Title III grantees have until January 31 of

¹ This is the minimum number of items, including optional items. A grantee may add other services information in the Older Adults section, Caregivers of Older Adults section, and Older Relative Caregivers section.

² Section includes one optional item for text response on other federal funds.

³ The total number of items in this section (N=7) includes only items for Title VII expenditures. Items for Title III service expenditures are counted in the Older Adults, Caregivers of Older Adults, and Older Relative Caregivers sections.

the following calendar year to prepare and submit the data to ACL. Then, ACL staff conduct reviews, request any corrections, and typically certify the complete grantee SPR by March 31.

Additional resources that provide detailed explanation of the SPR are listed and described in Table 2 below. Older Americans Act Performance System (OAAPS) files can be downloaded from the following website: <https://oaaps.acl.gov/app/Resources/refMaterials>. File names and versions may change.

Table 2: Additional Resources – SPR

File Name	Description	Location
State_Program_Performance_Report_OMB_0985-0008-Version2.2.docx	Summarizes the reporting requirements for the SPR as approved by the U.S. Office of Management and Budget, Control Number 0985-0008 (document provided in lieu of an actual SPR form, which is no longer produced)	OAAPS
State_Program_Performance_Report_Appendix_A_Definitions-Version_1.2.docx	Provides explanations and some examples for reporting terms in the SPR	OAAPS

Major Changes in SPR Data Collection and Availability, 2010–2020

Annual SPR data are available for public access from the AGing, Independence, and Disability (AGID) Program Data Portal (<https://agid.acl.gov/>) for the years 2005 to 2019.⁴ The SPR data collection form was essentially the same during this time period but will transition from the so-called legacy SPR to a new form, the current SPR, as of the 2022 data release. Beginning with the reporting period of October 1, 2021, to September 31, 2022, all grantees will record OAA Title III service information using the current SPR form. ACL data restructuring efforts will use the SPR data formatted according to the current SPR.

Additional resources that provide detailed explanation of the legacy to current SPR revisions are listed and described in Table 3 below.

Table 3: Additional SPR Resources – Legacy to Current SPR Revisions

File Name	Description	Location
ACL_Title_III_OAAPS_Crosswalk-Version_3.2.xlsx	Crosswalk of OAA Title III legacy SPR to current SPR	OAAPS
Annotated_State_Program_Report-SPR-Version_2.1.xlsx	Lists and annotates the legacy SPR variables to show differences compared to the current SPR (i.e., new, same, changed, removed, or system generated variables)	OAAPS

⁴ The ACL DR II project will be conducted from September 25, 2019, to September 24, 2021. The project incorporates SPR data for 2010 to 2018; 2019 data were released on February 12, 2021; 2020 data will be available in summer 2021.

File Name	Description	Location
ACL DR II – Crosswalk Review.xlsx	Review and comment on crosswalk and revisions from legacy Program Performance Report (PPR) to current PPR for OAA Title III, VI, and VII	ACL DR II Project Files

Note: OAAPS files can be downloaded from the following website:

<https://oaaps.acl.gov/app/Resources/refMaterials>. File names and versions may change.

Description of SPR Data Submission, Information Management System, and Final Datafiles

Historically, grantees have submitted SPR data to ACL using the web-based State Reporting Tool. As the SPR shifts from the legacy to the current version, the information management system for SPR data is also changing. The replacement system, called the OAAPS, is the new data submission portal for OAA Title III, Title VI, and Title VII grantees to report annual performance data. Additionally, OAAPS offers a range of tools and features that support data processes, including validating data submissions, checking and explaining year-to-year variances, reviewing and approving data submissions, exporting data, and producing analysis reports.

Although the current SPR for OAA Title III goes into effect for the reporting period from October 1, 2021, to September 30, 2022, the OAAPS system is open to users from December 2019 to September 2021 for an exploratory phase. Users are encouraged to activate their accounts, explore the system and features, access downloadable materials, and provide feedback to the OAAPS development team to improve the system before it launches. Once the system is officially released, grantees will be able to manually enter their SPR data directly into OAAPS or upload their SPR using datafiles that match the prescribed OAAPS templates in a valid file format (CSV, XLSX, or XML).

All legacy SPR data for OAA Title III since 2009 have been formatted according to the current SPR and loaded into OAAPS. Single-year and multiyear SPR datafiles can be exported from OAAPS into Microsoft Excel. These OAAPS formatted datafiles contain 11 variables. Each variable is listed and described in Table 4 below, which also includes an indication of which variables can be used together to uniquely identify records or serve as keys for relating SPR data with other datasets.

Table 4: SPR Datafile Variable List

Variable Name	Unique ID/Key	Description
Year ⁵	Yes	Fiscal year of the SPR, used to determine the time period represented in the variable
GeoID ⁶	Yes	Geographic identifier, used to determine the geographic area represented in the variable (Grantee Entity, State, Census Division, ACL Region, Census Region, or National)
Component	No	Short title for section of the SPR containing the variable

⁵ This variable is named FiscalYear in the original OAAPS datafile. It is renamed to Year for consistency with other datasets included in the ACL DR II project, since Year is a key for cross-dataset analysis.

⁶ Not available from OAAPS formatted datafiles. Constructed in the ACL DR II project to test technical and conceptual linkages within and across datasets. Based on GeoID variable in constructed files uploaded to AGID. Replaces the Org variable produced by OAAPS.

Variable Name	Unique ID/Key	Description
ACLRefNumber	Yes	Combination letter and numeric code to uniquely identify the SPR item corresponding to the variable
SectionName	No	Long title for section of the SPR containing the variable
Field	No	Short title for variable
FieldLabel	No	Long title for variable
Type	No	Format type for variable (numeric, currency, or text)
NumericValue	No	Value of variable, if numeric formatted
CurrencyValue	No	Value of variable, if currency formatted
NonNumericValue	No	Value of variable, if text formatted

Additional resources that provide detailed explanation of OAAPS, including tools, features, and OAAPS formatted SPR data, are listed and described in Table 5 below.

Table 5: Additional SPR Resources – OAAPS

File Name	Description	Location
ACL_Title_III_Data_Dictionary-Version_1.2.xlsx	Provides comprehensive information on all SPR variables, including formatting, business, and variance rules	OAAPS
State_Performance_Report_SPR_Export_Format_with_ACLRef_Version_2.1.xlsx	Explains layout of OAAPS formatted, export file of SPR data	OAAPS
ACL_Title_III_SPR_Upload_Guide-Version_3.2.docx	Explains how to use an approved upload template to submit SPR data in OAAPS	OAAPS
Title III and Title VII (Ch. 3 and 4) SPR User Guide.pdf	Provides comprehensive information and instructions on OAAPS system, including user management, data reporting and submission, data review, and analysis reports	OAAPS

Note: OAAPS files can be downloaded from the following website:

<https://oaaps.acl.gov/app/Resources/refMaterials>. File names and versions may change.

Feasibility and Validity of Merging SPR Data

SPR data can be validly merged within each year, across years, and across some datasets.

Feasibility of Merging SPR Data Within Each Year

OAAPS formatting provides all SPR data within a single datafile. The data are not organized into separate datafiles that would require merging within each year.

Feasibility of Merging SPR Data Across Years

OAAPS formatting allows for all years of SPR data to be appended together. Single-year and multiyear datafiles can be downloaded from OAAPS into Microsoft Excel. The constructed GeoID variable includes all states/territories and can be used with the Year variable to validly link grantee data over time.

Feasibility of Merging SPR Data Across Datasets

The SPR dataset can technically link⁷ with other datasets at the state/territory geographic level. It is also valid to aggregate the data to technically link with other ACL and U.S. Census Bureau datasets at the following geographic levels: Census Division, ACL Region, Census Region, and National.

Additionally, the SPR dataset includes information that can be conceptually linked⁸ with Title VI, NORS, NSOAAP, ACS PUMS, CIL, and ILS data. For more detailed information on available conceptual linkages, please see the resources listed and described in Table 6 below.

Table 6: Additional Resources – SPR Conceptual Linkages

File Name	Description	Location
ACL DR II – Aligning Measures Spreadsheets.xlsx	The SPR-Title VI worksheet lists and describes conceptual linkages between SPR and Title VI.	ACL DR II Project Files
Title_VI_PPR_to_SPR_Crosswalk.xlsx	This worksheet presents a side-by-side comparison of all OAA SPR and Title VI PPR variable and definitions.	OAAAPS
ACL DR II – Aligning Measures Spreadsheets.xlsx	The SPR-NORS worksheet lists and describes conceptual linkages between SPR and NORS.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The SPR-NSOAAP worksheet lists and describes conceptual linkages between SPR and NSOAAP.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The SPR-ACS PUMS worksheet lists and describes conceptual linkages between SPR and ACS PUMS.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The SPR-CIL worksheet lists and describes conceptual linkages between SPR and CIL.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The SPR-ILS worksheet lists and describes conceptual linkages between SPR and ILS.	ACL DR II Project Files

Note: OAAAPS files can be downloaded from the following website:

<https://oaaaps.acl.gov/app/Resources/refMaterials>. File names and versions may change.

Schema for SPR Dataset

The SPR schema in **Error! Reference source not found.** 7 below shows the datafile structure for SPR datafiles exported from OAAAPS. The SPR schema shows the available variables for SPR. Key variables are bolded to signify that they are used to technically link SPR data to other datasets (i.e., on the basis of

⁷ Technical linkages exist between data that match across datasets on the basis of time and geography. A data user might be interested, for example, in using technical linkages to produce a report about all OAA programs and services in their state using the most recently available year of data.

⁸ Conceptual linkages exist between data that match on the basis of time and geography but also on the basis of subject area and measurement (e.g., variable definition, variable category, method of data collection). A data user might be interested, for example, in using conceptual linkages between common variables in SPR and Title VI to examine services utilization (e.g., unduplicated number of persons served, total number of meals).

geography, using 1.1 GeoID, and of time, using 1.2 Year). For convenience, the variables needed for technical linkages are listed first in the SPR schema, followed by other variables found in the dataset. Each dataset and each variable included in the ACL DR II project is assigned a number. The purpose of numbering each dataset and variable is to help to account for all the datasets and variables to be included in the database for cross-dataset analysis. The order and the magnitude of the numbering does not have any meaning. The numbering is used only to track all datasets and variables and can easily scale to include additional datasets and variables that may be added in the future. Table 6 above provides a description of each SPR variable.

Table 7 presents conceptual linkages between SPR and other datasets that match on the basis of geography and time as well as on the basis of subject area and measurement. Broad subject areas are listed in the Topic column, while datasets in which these conceptual linkages can be made with SPR are listed in the Dataset(s) column. Specific subtopics in SPR that conceptually link with other datasets are shown as bulleted lists under each main topic, when available. These subtopics provide an additional level of detail not shown in Exhibit 3: Overall Schema of the ACL DR II project final report entitled ACL DR II - Final Report 9-20-2021.docx.

Table 7 is designed to provide a quick view of the conceptual linkages between SPR and other datasets. For detailed information on conceptual linkages between SPR and other datasets, refer to the resources listed in Table 6: Additional Resources – SPR Conceptual Linkages **Table**.

Table 7: SPR Schema

1.0 SPR	Topic	Dataset(s)
1.1 GeoID	Staffing	Title VI
1.2 Year	Total Expenditures	NORS
1.3 Component	Nutrition Services Persons Served	
1.4 ACLRefNumber	- Congregate Meals	Title VI, NSOAAP
1.5 SectionName	- Home-Delivered Meals	Title VI, NSOAAP
1.6 Field	- Nutrition Counseling	Title VI
1.7 FieldLabel	Supportive Services Persons Served	
1.8 Type	- Total Served	Title VI
1.9 NumericValue	- Case Management	Title VI, NSOAAP
1.10 CurrencyValue	- Personal Care	Title VI
1.11 NonNumericValue	- Homemaker	Title VI, NSOAAP
	- Chore	Title VI
	- Transportation	NSOAAP
	Caregiver Services Persons Served	
	- Total Served	Title VI, NSOAAP
	- Counseling	Title VI
	- Caregiver Training	Title VI
	- Respite Care	Title VI
	- Supplemental Services	Title VI

Topic	Dataset(s)
Nutrition Services Units	
- Congregate Meals	Title VI
- Home-Delivered Meals	Title VI
- Nutrition Education	Title VI
- Nutrition Counseling	Title VI

Topic	Dataset(s)
Supportive Services Units	
- Case Management	Title VI
- Personal Care	Title VI
- Homemaker	Title VI
- Chore	Title VI
- Information/Assistance	Title VI
Caregiver Services Units	
- Counseling	Title VI
- Support Groups	Title VI
- Caregiver Training	Title VI
- Information Services	Title VI
- Supplemental Services	Title VI
Demographics	
- Gender	NSOAAP, ACS PUMS, CIL, ILS
- Urban/Rural	NSOAAP
- Income – Poverty	ACS PUMS
- Race/Ethnicity	NSOAAP, ACS PUMS, CIL, ILS
- Age	NSOAAP, ACS PUMS, CIL, ILS
Living Alone	ACS PUMS, NSOAAP
Total Clients Served	CIL, ILS
Functional Limitations	
- Instrumental Activities of Daily Living (IADL)	NSOAAP
- Activities of Daily Living (ADL)	NSOAAP

Additional Notes, Considerations, and Key Resources for SPR

For further information on the OAA Title III grant program and SPR data, refer to these resources:

- *Older Americans Act*: <https://acl.gov/about-acl/authorizing-statutes/older-americans-act>
- *Performance of Older Americans Act Programs*: <https://acl.gov/programs/performance-older-americans-act-programs>
- *AGing, Independence, and Disability (AGID) Program Data Portal*: <https://agid.acl.gov/>