



## Ohio Administrative Code

### Rule 5101:2-25-01 Uniform definitions of Title XX services and other definitions of terms used in Chapter 5101:2-25 of the Administrative Code.

Effective: February 7, 2022

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The definitions contained in this rule are to be used by the county department of job and family services (CDJFS) when developing and implementing its Title XX program and preparing the "Title XX County Profile."

(A) "Adoption services" means:

- (1) Services or activities provided to assist in bringing about the adoption of a child.
- (2) Component services and activities which may include but are not limited to counseling the biological parent(s), recruitment of adoptive homes, and pre and post placement training and/or counseling.

(B) "Agreement" means a written document for either a contract or subgrant as defined by this rule.

(C) "Arrangement only" means the time spent by CDJFS staff making collateral contacts (face to face, telephone, or written) necessary to enable an eligible individual to receive services as contained in the current county profile. These services may be provided or purchased by a service provider or another agency through a compact.

(D) "Case management services" means:

- (1) Services or activities for the arrangement, coordination, and monitoring of services to meet the needs of individuals and families.
- (2) Component services and activities which may include individual service plan development, counseling, monitoring, developing, procuring, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.



(E) "Child care services for children (including infants, pre-schoolers, school age children and individuals under age eighteen with special needs or in need of protective child care)" means:

(1) Services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a twenty-four hour day.

(2) Component services or activities which may include a comprehensive and coordinated set of appropriate developmental activities for children, recreation, meals, and snacks, transportation, health support services, social services counseling for a parent(s), plan development, and licensing and monitoring of child care homes and facilities.

(F) "Collateral contact" means the contact (direct, telephone, or written) with agencies, friends, relatives and others directly related to arranging for a service. (G) "Compact services" are services that are formal or informal arrangements between the CDJFS and a community agency(s). The services are provided to individuals on a referral basis without a charge to the county. This agreement may be written or unwritten.

(H) "Congregate meals" are:

(1) Services or activities designed to prepare and serve one or more meals a day to individuals in central dining areas in order to prevent institutionalization, malnutrition, and feeling of isolation.

(2) Component services or activities which may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.

(I) "Consultation" means the provision of treatment by a psychiatrist or psychologist in day and residential treatment for children or a medical consultation provided by a health professional other than a physician, provided that the provider is certified as a Title XIX (medicaid program) provider.

(J) "Contract" means a legal document by which a recipient or subrecipient purchases services needed to carry out Title XX services, determined in accordance with 2 CFR 200.331 (2020-11-12) and rule 5101:9-4-88 of the Administrative Code.



(K) "Counseling services" means services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances; and problem areas which may include family and marital relationships, parent-child problems, or drug abuse.

(L) "Course" means the provision of an educational course of instruction or classroom program.

(M) "Day care services for adults" means:

(1) Services or activities provided to adults who require care and supervision in a protective setting for a portion of a twenty-four hour day. A full day of services is considered five or more hours of care. All costs, exclusive of transportation, related to the actual provision of care should be built into the unit of service.

(2) Component services or activities which may include opportunity for social interaction; companionship and self-education; health support or assistance in obtaining health services; counseling; recreation and general leisure time activities; meals; personal care services; plan development; and transportation.

(N) "Day treatment services for children" means:

(1) Services designed for the basic purpose of providing treatment for five or more hours of the day for children who manifest primarily emotional, psychological, behavioral, or social problems which cannot be resolved in a nonspecialized education or developmental setting, or in specialized settings such as learning behavioral disabilities classes. While these children may be able to live at home or in substitute care, their needs are such that their daily activities shall be a part of a treatment environment.

(2) Services for children which involve specialized clinical services required for diagnosis, treatment, and consultation in providing help for pathological conditions; personality services, as distinguished from other parts of the programs; and provided by staff with professional or technical training for helping the child and parents (or caretakers with whom the child is living) directly



through such activities as the prescribing of drugs for individuals and families, art and music therapy.

(3) Service components which include special educational activities, training activities, social and recreational activities, health services, personal and social interaction skill development, activity therapies, community participation activities, and transportation. These services are integral but subordinate to treatment. These services are to be offered as an integrated program; however, the various components may be delivered through different sources.

(4) Daily activities which include individual and group program components and treatment services prescribed for the individual child. These shall be coordinated and integrated into an individual goal directed treatment plan for the child. The plan shall delineate a predictable, measurable impact on the child's problem. Assessment of the progress of this plan (a formal staffing for all necessary parties to review goal attainment and to arrive at a decision of continuing the plan, revising the plan, or terminating the placement) shall be completed every six months for the total period of treatment.

(5) Day treatment services for children are not available for federal financial participation and therefore unallowable for:

(a) Educational services which residents of Ohio usually receive free from a public agency unless they are provided as integral but subordinate to the provision of this service.

(b) Any activities related to the provision of Ohio works first (OWF). (O) "Direct service " means services provided by staff of the CDJFS.

(P) "Direct service time" means the time spent actually providing the service either in direct or telephone contact with the individual and time spent making collateral contacts.

(Q) "Education and training services" means:

(1) Services provided to improve knowledge of daily living skills and to enhance cultural opportunities.

(2) Services which may include instruction or training in, but are not limited to, such issues as



consumer education, health education, community protection and safety education, literacy education, English as a second language, and general educational development (GED).

(3) Component services or activities which may include screening; assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; transportation; and referral to community resources.

(R) "Employment services" means:

(1) Services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities for employment.

(2) Component services or activities which may include employment screening, assessment, or testing; structured job skills and job seeking skills; specialized therapy (occupational, speech, physical); special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies, and instructional material; counseling; transportation; and referral to community resources.

(S) "Family planning services" means:

(1) Educational, comprehensive, medical, or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved.

(2) Services and activities which include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption services).

(3) Specific component services and activities which may include pre-conceptional counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability. Family planning services do not include pregnancy care (including obstetric or prenatal care).



(T) "Food assistance" means:

(1) The provision and distribution of supplemental food items to needy individuals and families to reduce hunger and to promote healthy nutrition and diet.

(2) A statewide service that is reserved exclusively for use by the Ohio department of job and family services, component services or activities of which may include the cost of personnel, insurance, equipment maintenance, food, transport, warehousing, and distributions; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and information and referral.

(U) "Foster care services for adults" means:

(1) Services or activities that assess the need and arrange for the substitute care and alternate living situation of adults in a setting suitable to the individual's needs. Individuals may need such services because of social, physical, or mental disabilities, or as a consequence of abuse or neglect.

(2) Care that may be provided in a community-based setting, or such services may arrange for institutionalization when necessary.

(3) Component services or activities that include assessment of the individual's needs; case planning and case management to assure that the individual receives proper care in the placement; counseling to help with personal problems and adjusting to new situations; assistance in obtaining other necessary supportive services; determining, through periodic reviews, the continued appropriateness of and need for placement; and recruitment and licensing of foster care homes and facilities.

(V) "Foster care services for children" means:

(1) Services or activities associated with the provision of an alternative family life experience for abused, neglected, or dependent children, between birth and the age of majority, on the basis of a court commitment or a voluntary placement agreement signed by the parent or guardian.

(2) Services that may be provided to children in foster homes including foster homes operated by a relative of the child, group homes, emergency shelters, residential facilities, child care institutions,



pre-adoptive homes, or supervised independent living situations.

(3) Component services or activities which may include assessment of the child's needs; case planning and case management to assure that the child receives proper care in the placement; medical care as an integral but subordinate part of the service; counseling of the child, the child's parents, kinship care providers and the foster caregivers; referral and assistance in obtaining other necessary supportive services; periodic reviews to determine the continued appropriateness and need for placement; and recruitment and licensing of foster homes and child care institutions.

(W) "Group hour" means the same as an hour except the individual is receiving the service in a group setting. The projected unit cost is based on the total hourly cost of providing the service divided by the average size of the group.

(X) "Half-hour" means thirty minutes of purchased services in the service unit.

(Y) "Health related and home health services" means:

(1) In-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health.

(2) Component services and activities which may include providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide, or secure, and utilize appropriate medical treatment, preventative medical care, and health maintenance services, including in-home health services and emergency medical services; and providing follow-up services as needed.

(Z) "Home based services" means:

(1) In-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being.

(2) Services that may be provided for reasons of illness, incapacity, frailty, absence of a caretaker



relative, or to prevent abuse and neglect of a child or adult.

(3) Major service components that include homemaker services, chore services, home maintenance services, and household management services.

(4) Component services or activities that may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.

(AA) "Home delivered meals" means:

(1) Services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feelings of isolation.

(2) Component services or activities that may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.

(BB) "Hour" means an hour of direct service as described in the service unit and time spent making collateral contacts directly related to the provision of the service. An hour may be shown in fractional parts rounded to the nearest quarter or tenth of an hour, at county option.

(CC) "Housing services" means:

(1) Services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing.

(2) Component services or activities that may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interest; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations.





(DD) "Independent and transitional living services" means:

(1) Services and activities designed to help older youth in foster care or homeless youth make transition to independent living, or to help adults make the transition from an institution or from homelessness, to independent living.

(2) Component services or activities that may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services.

(EE) "Indirect activities" means the supportive activities that are not billed or reported as time spent providing or arranging services. Such activities are important, but many of them cannot be easily linked to both a particular service and a particular individual. Indirect activities and their related costs are reimbursable, but should not be incorporated into the estimate of the maximum number of units in a purchase contract. Such activities include case recording, eligibility determination, general intake, home finding related to adoption and foster care, supervision, time spent in conference not related to specific individuals, nursing contacts, diagnostic evaluations and examinations necessary to identify service needs or to develop an individual plan of services and treatment.

(FF) "Individual service plan" means the document that is developed to provide services to the consumer.

(GG) "Information and referral services" means services or activities designed to provide information about services provided by public and private service providers and brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to community resources.

(HH) "Item of equipment" means the equipment purchased for blind individuals.

(II) "Legal services" means:



(1) Services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity and legal separation.

(2) Component services or activities which may include receiving and preparing cases for trial, provision of legal advice, representation at hearing, and counseling.

(JJ) "Meal" means the provision of a meal, including the cost of preparation, serving or delivery of the meal. The cost of raw food may be included provided the service does not provide three meals a day or a full nutritional regimen.

(KK) "Minor medical and remedial care components" means medical care directed towards the correction or amelioration of a medical condition, which has been diagnosed as such by an Ohio licensed medical practitioner operating within the scope of state law. Such medical services are allowable under Title XX only when they are not available to the individual under Title XVIII (medicare), Title XIX (medicaid program) or a private insurance plan. These components shall be separately costed, billed and reported.

(LL) "Mile" means one mile of transportation.

(MM) "Payment" means the payment of delivery cost, housing repairs or moving expenses.

(NN) "Pregnancy and parenting services for young parents" means:

(1) Services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future.

(2) Component services or activities which may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.

(OO) "Prescription" means the provision of a prescribed drug in a day treatment or residential



treatment setting for children.

(PP) "Prevention and intervention" means:

(1) Services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or domestic violence, or to assist in making arrangements for alternate placement or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home.

(2) Component services and activities which may include investigation, assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.

(QQ) "Procedure" means the provision of a complete specified procedure in family planning including but not limited to vasectomy, insertion of intrauterine device (IUD), materials and anesthetic.

(RR) "Protective services for adult" means:

(1) Services or activities designed to prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their own interest.

(2) Situations that may require protective services including injury due to maltreatment or domestic violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resources.

(3) Component services or activities that may include investigation; immediate intervention; arranging emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster care placement, if needed; and case management and referral to service providers.



(SS) "Protective services for children" means:

(1) Services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care.

(2) Component services or activities that may include immediate investigation and intervention; arranging emergency medical services; emergency shelter; developing case plan initiation of legal action (if needed); counseling for the child and the family; assessment/evaluation of family circumstances; arranging alternative living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.

(TT) "Purchase services" means services provided through written contract between: private or nonprofit agencies, individual and other public agencies. Public agencies meaning an agency under the administrative and budgetary control of the city, county or state government acting under the mandate of the general assembly.

(UU) "Recreation services" means services or activities designed to provide or assist individuals to take advantage of individual or group activities directed towards promoting physical, cultural, and/or social development.

(VV) "Residential treatment services" means:

(1) Short-term residential care and comprehensive treatment and services for children or adults whose problems are so severe or are such that they cannot be cared for at home or in foster care and need the specialized services provided by specialized facilities. Residential treatment services should always be reported as twenty-four hours in whole numbers counting the day of admission as day one and the day of release as the last day.

(2) Component services and activities which may include diagnosis and psychological evaluation; alcohol and drug detoxification services; individual, family, and group therapy and counseling; remedial education and general educational development (GED) preparation; vocational or pre-



vocational training; training in activities of daily living; supervised recreational and social activities; and case management.

(WW) "Round trip per person" means the provision of a round trip of transportation services.

(XX) "Special services for persons with developmental or physical disabilities or persons with visual or auditory impairments" means:

(1) Services or activities to maximize the potential of persons with disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable those persons to live in the least restrictive environment possible.

(2) Components services or activities which may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.

(YY) "Special services for youth involved in or at risk of involvement in criminal activity" means:

(1) Services or activities for youth who are, or who may become, involved with the juvenile justice system and their families.

(2) Component services or activities that are designed to enhance family functioning and/or modify the youth's behavior with the goal of developing socially appropriate behavior and may include counseling, intervention therapy and residential and medical services if included as an integral but subordinate part of the services.

(ZZ) "Subgrant" means subrecipient agreements between a private, non-profit or other government agency, determined in accordance with 2 CFR 200.331 and rule 5101:9-4-88 of the Administrative Code.

(AAA) "Substance abuse services" means:



(1) Services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependency. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service.

(2) Component substance abuse services or activities that may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers.

(3) Services that may be provided in alternative living arrangements such as institutional settings and community-based halfway houses. The day should always be reported as twenty-four hours in whole numbers counting the day of admission as day one and the day of release as the last day.

(BBB) "Supply" means the provision of supplies used in family planning.

(CCC) "Test" means the provision of one laboratory test in family planning.

(DDD) "Token" means a ticket used by the individual to ride a common carrier in transportation services.

(EEE) "Transaction" means an incident of information and referral.

(FFF) "Transportation services" means:

(1) Services or activities that provide or arrange for travel including travel costs of individuals in order to access services or obtain medical care or employment.

(2) Component services or activities that may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.