



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

**FROM:** CINDY KAUFFMAN, DEPUTY DIRECTOR  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

**DATE:** FEBRUARY 1, 2023

**SUBJECT:** GRANT MODIFICATION: **SELF-HELP FOR THE ELDERLY**  
(NON-PROFIT) FOR THE PROVISION OF ADULT DAY  
PROGRAM SERVICES FOR OLDER ADULTS AND ADULTS  
WITH DISABILITIES

DS  
*EE*



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	07/01/21- 06/30/24	02/01/23- 6/30/24	07/01/21- 06/30/24		
<b>GRANT AMOUNT:</b>	\$800,977	\$218,692	\$1,019,669	\$101,967	\$1,121,636
<b>ANNUAL AMOUNT:</b>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		
	\$333,659	\$343,005	\$343,005		
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$1,019,669			\$101,967	\$1,121,636
<b>PERCENTAGE:</b>	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreement with Self-Help for the Elderly for the time period of February 1, 2023 through June 30, 2024, in the additional amount of \$218,692 plus a 10% contingency for a total amount not to exceed of \$1,121,636. The purpose of this modification is to provide additional funding to Adult Day Services for older adults and adults with disabilities and respite services for caregivers and families.

## **Background**

First funded by the City in 1990, Adult Day Programs play an important role in the City's effort to support aging in place by preserving community living and allowing opportunities for individuals to socialize with others and be active in a safe environment. Adult Day Programs also support the wellbeing of caregivers through education, resources, and connection.

Adult day services are community-based programs that are operated within a licensed Adult Day Program (ADP) or Adult Day Health Care (ADHC) program. ADP services include socialization/recreational activities, health monitoring, meals and snacks, supportive counseling, and assistance with Activities of Daily Living (ADL). Additional services in Adult Day Health Care Programs (ADHC) may include nursing care and other medical supports for individuals with chronic medical, cognitive, or mental health conditions and/or disabilities for individuals at risk of institutionalization. These licensed programs may include Alzheimer's Day Care Resource Centers (ADCRC) which support individuals living with Alzheimer's and other dementias by providing enhanced care and meaningful social, physical, and emotional engagement.

## **Services to be Provided**

Grantee's services include an Adult Day Program, Adult Day Health Care, and Alzheimer's Day Care Resource Center. The facility has appropriate licensure to provide services by trained and competent staff to meet the needs of the participants. Services include an individual plan of care in a structured comprehensive program that will provide a variety of social, emotional, and related support services in a protective setting at the center. In circumstances when in-person engagement is not feasible due to public health orders, Grantee will deliver services through virtual, telephonic, and other safe methods of engagement.

## **Modification**

This modification will restore the funding that supports the salaries of the physical therapist and occupational therapist at the center. These clinicians provide maintenance therapy services, home safety training, and fall prevention training to participants and their caregivers. The services provided by the clinicians are part of the grantee's structured comprehensive program and are captured in the grantee's program service objective.

## **Selection**

Grantee was selected through RFP #872 issued on April 2, 2021.

**Funding**

Funding for this grant is provided by County General Funds.

**ATTACHMENTS**

Appendix A2, Services to be Provided

Appendix B2, Budget

Appendix F1, Site Chart

## APPENDIX A2 – SERVICES TO BE PROVIDED BY GRANTEE

Self-Help for the Elderly Adult Day Services

July 1, 2021 – June 30, 2024

Adult Day Program (ADP)

**Modification: February 1, 2023****I. Purpose**

The purpose of this grant is to assist licensed Adult Day Programs (ADPs) with the operating costs of providing services to eligible older adults and adults with disabilities, to help encourage independence and keep them in the community by providing opportunities for social, physical, and emotional engagement. ADPs also help to provide needed respite for caregivers.

**II. Definitions**

ADCRC	Alzheimer's Day Care Resource Center; A community-based program that serves persons with Alzheimer's Disease or other dementia related disorders, particularly those in the middle to late stages, whose care needs and behavior make it difficult for them to participate in other day programs. The operation of an ADCRC takes place within the framework of a licensed Adult Day Program or Adult Day Health Care.
ADHC	Adult Day Health Care; A licensed community-based day health program that provides services to older adults and adults with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.
ADP	An ADP program is a community-based program providing non-medical care to persons 18 years of age or older in need of personal care services, supervision or the assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. The State Department of Social Services (DSS) licenses these centers as community care facilities. This program is not eligible for Medi-Cal reimbursement.
ADL	Activities of Daily Living; Essential and routine aspects of self-care including eating, dressing, transferring, bathing, toileting, and grooming.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or

	3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
Adult with a Disability	A person 18-59 years of age living with a disability.
CA GetCare	A database system used by contracted agencies to perform consumer intake, assessment, enrollment, record service units, reports, etc.
CARBON	Contracts Administration, Reporting, and Billing Online; A database system used by contracted agencies to submit budgets, invoices, program reports, etc.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
DAS	Department of Disability and Aging Services
Disability	A condition or combination of conditions attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) capacity for independent living and self-direction; c) cognitive functioning, and emotional adjustment.
Grantee	Self-Help for the Elderly Adult Day Services
HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, gender queer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-income	Having income at or below 300% of the federal poverty line defined by the Federal Bureau of Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by

	consumers to self-identify their income status, and not to be used as a means test to qualify for the program.
OCP	Office of Community Partnerships
OCM	Office of Contract Management
Older Adult	Person who is 60 years or older, used interchangeably with senior.
Senior	Person who is 60 years or older, used interchangeably with older adult.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the consumers they serve (Chapter 104, Sections 104.1 through 104.9).

### III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

### IV. Eligibility for ADP Services

To be eligible for services, clients must be:

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Adult Day Program services or at risk of institutionalization

### V. Location and Time of Services

The sites and operation hours are detailed in the attached Site Chart (Appendix F1) of the certified grant.

## VI. Description of Services

Grantee's adult day services are operated within a licensed Adult Day Program (ADP) or Adult Day Health Care (ADHC) program and may include Alzheimer's Day Care Resource Center (ADCRC) programming. ADP services include an individual plan of care in a structured comprehensive program that will provide a variety of social, emotional, and related support services in a protective setting on less than 24-hour basis. Services offered by adult day programs typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL, and supportive counseling. In circumstances when in-person engagement is not feasible due to public health orders, grantee will deliver services through virtual, telephonic, and other safe methods of engagement.

## VII. Units of Service and Definitions

During the term of the grant, the Grantee will provide the following units of service:

**Unduplicated Consumers** – A unique individual enrolled and receiving ADP services within the fiscal year.

UNIT: One (1) unduplicated consumer

**Adult Day Program Hours** – Provision of ADP services that include personal care for participants in a supervised, protective, congregate setting during some portion of a 24-hour day. Services typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL, and supportive counseling. The total units of service to be reported is the cumulative number of hours of service received by individual consumers participating in the program.

UNIT: One (1) hour

## VIII. Service Objectives

On an annual basis:

	FY21/22	FY22/23	FY23/24
Unduplicated Consumers Served	30	30	30
Adult Day Program Hours Provided	15,000	16,500	16,500

## IX. Outcome Objectives

On an annual basis, Grantee will achieve the following outcome objectives. Data for these outcome objectives will be collected through an annual consumer survey administered by the Grantee and other data tracking systems utilized by the Grantee.

- Consumers who have been in the program for 6 months or more are able to live in the community instead of being institutionalized. Target: 85%
- Consumers are socially engaged as evidenced by their participation in social opportunities offered by the program. Target: 85%
- After participation in the program for 6 months or more, consumers or their caregivers rate the quality of services received at the Adult Day Program as good or excellent. Target: 85%

## **X. Reporting and Other Requirements**

- A. Grantee must enter consumer data and units of service into CA GetCare – Community Services module by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Monthly, quarterly, and/or annual program reports must be submitted in the CARBON system as required by HSA/DAS/OCP. All reports are due by the 15<sup>th</sup> of the month for the preceding reporting period.
- C. Grantee must submit response rates and aggregate data from annual consumer survey to HSA/DAS/OCP by July 15<sup>th</sup> each year for the preceding grant year.
- D. Grantee must submit a Fiscal Closeout Report in the CARBON system by July 31<sup>st</sup> each year for the preceding grant year.
- E. Grantee must submit ad hoc reports as requested by HSA/DAS/OCP.
- F. Grantee must submit a bi-annual summary report of SOGI data collected as required by state and local law. The report must be submitted in the CARBON system by January 10<sup>th</sup> (for data collected between July 1<sup>st</sup> and December 31<sup>st</sup>) and July 10<sup>th</sup> (for data collected between January 1<sup>st</sup> and June 30<sup>th</sup>) for each grant year.
- G. Grantee must be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- H. Apart from reports requested to be sent via email to the Program Analyst/Manager and/or Contract Manager, all other reports and communications should be sent to the following:

Tahir Shaikh  
Contracts Manager  
[Tahir.Shaikh@sfgov.org](mailto:Tahir.Shaikh@sfgov.org)  
P.O. Box 7988  
San Francisco, CA 94120

Sarah Chan  
Program Manager  
[Sarah.Chan@sfgov.org](mailto:Sarah.Chan@sfgov.org)  
P.O. Box 7988  
San Francisco, CA 94120



## **XI. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards and requirements, including client eligibility, back up documentation for units of service and all reporting, progress towards service and outcome objectives, handling and documentation of participant records, and reporting on CA GetCare. Review of agency and organization standards, including organizational chart, qualifications of program staff, and evidence of staff training for Elder Abuse Reporting and Security Awareness Training. Review of program operations, including policies and procedures for all aspects of the program, written project income policies if applicable, grievance procedures, and Quality Assurance plan.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts, and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, compliance with the Americans with Disabilities Act, subcontracts, MOUs, current board roster and selected board minutes for compliance with Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY**

Name

**SELF-HELP FOR THE ELDERLY**

(Check One) New  Renewal  Modification 2

If modification, Effective Date of Mod. No. of Mod. 1

**Program: ADULT DAY PROGRAM**

Budget Reference Page No.(s)	Budget	Budget	Modification/CODE	Revised Budget	Budget	Modification/CODE	Revised Budget	Total
Program Term	7/1/21-6/30/22	7/1/22-6/30/23	2/1/23-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1/22-6/30/24
<b>Expenditures</b>								
Salaries & Benefits	\$283,964	\$203,181	\$95,083	\$298,264	\$203,181	\$95,083	\$298,264	\$880,492
Operating Expenses	\$0	\$0		\$0	\$0		\$0	\$0
<b>Subtotal</b>	<b>\$283,964</b>	<b>\$203,181</b>	<b>\$95,083</b>	<b>\$298,264</b>	<b>\$203,181</b>	<b>\$95,083</b>	<b>\$298,264</b>	<b>\$880,492</b>
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$42,275	\$30,478	\$14,263	\$44,741	\$30,478	\$14,263	\$44,741	\$131,757
Subcontractor/Capital Expenditures	\$7,420			\$0	\$0			\$7,420
Total Expenditures	\$333,659	\$233,659	\$109,346	\$343,005	\$233,659	\$109,346	\$343,005	\$1,019,669
<b>HSA Revenues</b>								
General Fund	\$119,000	\$119,000		\$119,000	\$119,000		\$119,000	\$357,000
OTO - D1	\$95,000	\$0		\$0	\$0		\$0	\$95,000
OTO - DAS	\$5,000	\$0		\$0	\$0		\$0	\$5,000
MOHCD	\$100,000	\$100,000		\$100,000	\$100,000		\$100,000	\$300,000
CODB	\$10,157	\$14,659		\$14,659	\$14,659		\$14,659	\$39,475
MCO	\$4,502	\$0		\$0	\$0		\$0	\$4,502
Add-Back			\$100,000	\$100,000		\$100,000	\$100,000	\$200,000
CODB FY22/23			\$9,346	\$9,346		\$9,346	\$9,346	\$18,692
TOTAL HSA REVENUES	\$333,659	\$233,659	\$109,346	\$343,005	\$233,659	\$109,346	\$343,005	\$1,019,669
<b>Other Revenues</b>								
Total Revenues	\$333,659	\$233,659	\$109,346	\$343,005	\$233,659	\$109,346	\$343,005	\$1,019,669
Full Time Equivalent (FTE)								

Prepared by: Leny Nair

12/12/2022

HSA-CO Review Signature: \_\_\_\_\_

HSA #1

6/20/2018

	A	B	C	D	E	J	M	N	O	R	S	T	U	
1													Appendix B2, Page 2	
2													Document Date: 12/12/2022	
3	SELF-HELP FOR THE ELDERLY													
4	Program: ADULT DAY PROGRAM													
5														
6														
7	<b>Salaries &amp; Benefits Detail</b>													
8														
9														
10														
11		Agency Totals			HSA Program		7/1/21-6/30/22	7/1/22-6/30/23	2/1/23-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/21-6/30/24	7/1/21-6/30/24
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS	DAS	DAS	DAS	DAS	DAS	DAS	TOTAL	
13	Program Aide 1	\$38,230	0.67	100%	0.67	\$26,063	\$27,051	(\$1,386)	\$25,665	\$27,051	\$1,621	\$28,672	\$80,400	
14	Program Aide 1	\$38,230	0.71	100%	0.71	\$27,051	\$27,051		\$27,051	\$27,051	\$1,621	\$28,672	\$82,774	
15	Activity Coordinator	\$47,840	1.00	68%	0.68	\$43,389	\$32,742		\$32,742	\$32,742		\$32,742	\$108,873	
16	Program Aide 1	\$38,230	0.70	100%	0.70	\$16,572	\$27,051		\$27,051	\$27,051	\$1,621	\$28,672	\$72,295	
17	Social Worker	\$54,080	1.00	72%	0.72	\$36,915	\$38,936		\$38,936	\$38,936		\$38,936	\$114,787	
18	Speech Therapist	\$175,677	0.03	100%	0.03	\$3,936	\$5,904		\$5,904	\$5,904		\$5,904	\$15,744	
19	Physical Therapist	\$112,486	0.60	60%	0.36	\$43,811	\$0	\$40,236	\$40,236	\$0	\$36,986	\$36,986	\$121,033	
20	Occupational Therapist	\$103,272	0.60	60%	0.36	\$35,283	\$0	\$36,940	\$36,940	\$0	\$33,940	\$33,940	\$106,163	
21														
22														
23														
24														
25														
26														
27														
28														
29														
30	TOTALS	\$608,046	5.31	660%	4.23	\$233,020	\$158,735	\$75,789	\$234,524	\$158,735	\$75,789	\$234,524	\$702,068	
31	FRINGE BENEFIT RATE	27%				22%			27%			27%		
33	EMPLOYEE FRINGE BENEFITS	\$164,172				\$50,944	\$44,446	\$19,294	\$63,740	\$44,446	\$19,294	\$63,740	\$178,424	
34														
35														
36	TOTAL SALARIES & BENEFITS	\$772,218				\$283,964	\$203,181	\$95,083	\$298,264	\$203,181	\$95,083	\$298,264	\$880,492	
37	HSA #2												6/20/2018	

	A	B	C	D	E	F	G
1							Appendix B2, Page 3
2							Document Date: 12/12/2022
3		<b>SELF-HELP FOR THE ELDERLY</b>					
4		<b>Program: ADULT DAY PROGRAM</b>					
5							
6							
7							
8		<b>Subcontractor/Capital Expenditures</b>					
9							
10		<b>SUBCONTRACTORS</b>	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/21-6/30/24
11		Subcontractor 1					
12		Subcontractor 2					
13							
14							
15							
16		<b>TOTAL SUBCONTRACTOR COST</b>	\$0	\$0	\$0	\$0	\$0
17							
18							
19		<b>EQUIPMENT</b>					
		<b>TERM</b>	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/21-6/30/24
20	Units	ITEM/DESCRIPTION					
21	5	Desktops + Monitors	\$7,420				\$7,420
22							
23							
24							
25		<b>TOTAL EQUIPMENT COST</b>	\$7,420	\$0	\$0	\$0	\$7,420
26							
27		<b>REMODELING</b>	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/21-6/30/24
28		Description:					
29		Remodel A					
30							
31							
32		<b>TOTAL REMODELING COST</b>	\$0	\$0	\$0	\$0	\$0
33							
34		<b>TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE</b>	<b>\$7,420</b>	<b>\$0</b>		<b>\$0</b>	<b>\$7,420</b>
35							
36		<b>HSA #4</b>					<b>6/20/2018</b>

APPENDIX F1 - SITE CHART

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships

AGENCY: Self Help for the Elderly

FISCAL YEAR: 2021-2022

CONTRACT: Adult Day Program

DIRECTOR: Ziyang Kelvin Yu

PHONE NO.: 415-677-7556

<b>SITES:</b>	Self Help for the Elderly Adult Day Services				
<b>Name of Site</b>					
Address and Zip	408 22 <sup>nd</sup> Avenue San Francisco, CA 94121				
Phone Number	415-677-7556				
Fax Number	415-666-1899				
Neighborhood	Richmond District				
Muni Line #s	38; 38R; 1; 2				
Person in Charge	Ziyang Kelvin Yu				
Site Manager					
Programs Offered at Site	ADHC, ADP, ADCRC				
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	8:30AM – 5:00PM				
Hours of <u>scheduled</u> programming	9:15AM – 3:00PM				
Total number of service days in FY	249				
Days closed	11 Days				
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No