



London Breed, Mayor

Department of Human Services
 Department of Aging and Adult Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *J^{ca}*

DATE: NOVEMBER 14, 2018

SUBJECT: GRANT MODIFICATION: **SELF-HELP FOR THE ELDERLY FOR THE PROVISION OF ADULT DAY CARE FOR OLDER ADULTS AND ADULTS WITH DISABILITIES**

GRANT TERM:	<u>Current</u> 7/1/16- 6/30/19	<u>Modification</u> 7/1/18- 6/30/19	<u>Revised</u> 7/1/16- 6/30/19	<u>Contingency</u>	<u>Total</u> 7/1/16- 6/30/19
TOTAL GRANT AMOUNT:	\$300,181	\$140,000	\$440,181	\$44,018	\$484,199
ANNUAL AMOUNT:	<u>FY 16/17</u>	<u>FY17/18</u>	<u>FY 18/19</u>		
	\$97,600	\$100,040	\$242,541		
FUNDING SOURCE MODIFICATION FUNDING: PERCENTAGE:	<u>County</u> \$440,181 100%	<u>State</u>	<u>Federal</u>	<u>Contingency</u> \$44,018	<u>Total</u> \$484,199

The Department of Aging and Adult Services requests authorization to modify the existing grant agreement with Self-Help for the Elderly for the time period of July 1, 2016 through June 30, 2019, in the additional amount of \$140,000 plus a 10% contingency for a total amount not to exceed of \$484,199. The purpose of the grant is to provide Adult Day Care Services for Older Adults and Adults with Disabilities and provide respite to caregivers and families.

Background

Adult Day Care (ADC) was first funded by the City in 1990. ADC programs are called 'social' models to distinguish them Adult Day Health Care (ADHC) which is a medical model of service for people at risk of needing institutional care. ADC centers offer a non-medical model of care through day-time programming with a focus on protective supervision, structured activities, meals, out-of-home respite and support for the caregiver.

Services to be Provided

The Board of Supervisors addback funding, which is the basis of this grant modification, will support and enhance current services offered by Self-Help's Adult Day Care program. The uses of these funds are as follows:

1) \$120,000 on a one-time-only basis for use in the current fiscal year (18/19) has been provided by the Board of Supervisors for District 1 as part of the annual budgeting cycle. These funds will be used to provide therapeutic services available to program participants, including Physical Therapy and Occupational Therapy services.

2) \$20,000 on a one-time-only basis for use in the current fiscal year (18/19) has been provided by the Board of Supervisors as part of the annual budget cycle and is part of a larger citywide addback focused on transportation related costs at Adult Day programs. The funds will be used to cover transportation costs incurred by Self-Help for Elderly's Adult Day Care program. Transportation is to and from Self-Help's site at 400 22nd Avenue in San Francisco, CA 94122, in District 1.

Performance

Self-Help for the Elderly received program monitoring on June 27, 2018. The Grantee was determined to be in compliance with fiscal and programmatic requirements for FY 17/18.

Selection

Grantee was selected through RFP #706 issued in May 16, 2016.

Funding

The funding is 100% County General Fund.

ATTACHMENTS

Appendix A1-Services to be Provided

Appendix B1- Program Budget

APPENDIX A1 –SERVICES TO BE PROVIDED BY GRANTEE

SELF HELP FOR THE ELDERLY JULY 1, 2018 – JUNE 30, 2019 ADULT DAY CARE SERVICES

I. Purpose

To assist licensed Self-Help for the Elderly Adult Day Care (ADC) serving older adults and adults with disabilities, in order to maintain optimal capacity for self-care and the ability to live in the community rather than being placed in a long-term care institution.

II. Definitions

Activities of Daily Living (ADLs) Activities of daily living are activities related to personal care. They include bathing or showering, dressing, getting in and out of bed or a chair, walking, using the toilet, and eating. If a sample person has difficulty performing an activity by himself/herself and without special equipment, or does not perform the activity at all because of health problems, the person is deemed to have a limitation in that activity. The limitation may be temporary or chronic.

Adult Day Care (ADC) ADC is a community-base program that provides non-medical care to persons 18 years of age or older in need of personal care services, supervision or 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.

Adult with a Disability Person 18 years of age or older living with a disability.

DAAS Department of Aging and Adult Services

Disability A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

Frail An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.

Grantee Self Help For the Elderly

HSA	Human Services Agency of City and County of San Francisco
Instrumental Activities of Daily Living	Instrumental Activities of Daily Living are activities related to independent living. They include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone. If a sample person has any difficulty performing an activity by himself/herself, or does not perform the activity at all, because of health problems, the person is deemed to have a limitation in that activity. The limitation may be temporary or chronic.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the 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, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
OOA	Office on the Aging
OCM	Office of Contract Management, San Francisco Human Services Agency
Older Adults	Person who is 60 years or older, used interchangeably with Senior.
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 clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living with a disability. Services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for ADC Services

Participants who are currently enrolled in the licensed ADC program of the Grantee.

V. Location and Time of Services

The Self-Help for the Elderly Adult Day Care program is located at 400 22nd Avenue in San Francisco, 94122, in District 1. The program operates Monday through Fridays, 8:30am to 2:30pm.

VI. Description of Services

The Grantee is operating an ADC that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day care services to meet the needs of functionally impaired adults. Services are provided according to an individual plan of care in a structured comprehensive program that will provide a variety of social, psychological and related support services in a protective setting on less than a 24-hour basis.

Definitions of services provided by the Grantee are included in Section VII below.

VII. Contractor Responsibilities/Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to **23 consumers** with the number of units of service indicated below.

Adult Day Care

Provision of personal care for adults in a supervised, protective, congregate setting during some portion of a twenty-four hour day. Services offered by adult day care typically include social and recreational activities, health monitoring, supervision, meals and snacks, and assistance with ADL (Activities of Daily Living) and IADL (Instrumental Activities of Daily Living), training, counseling, and meals. **The units of service to be reported are the number of hours of service received by the consumers.**

UNIT: One Hour

UNIT: **15320**

VIII. Service Objectives

On an annual basis:

- Grantee will provide adult day services to 23 unduplicated clients.
- Grantee will provide 15320 hours of day care service to the clients.
(The original contracted hours of day care for Fiscal Year 18/19 was 14520. The addback funds allows for 800 additional hours of services, focused on occupational and physical therapy.)

IX. Outcome Objectives

All the clients or their caregivers served by this OOA funded program will receive a consumer satisfaction survey.

- At least 65% of the consumers or caregivers will return the annual consumer satisfaction survey.
- At least 85% of the consumers indicated excellent or good in rating the quality of services the participants received at the adult day program.
- At least 85% of the consumers reported that activities offered at the adult day program increased the participants' socialization opportunities and interaction with others.

- At least 80% of consumers who participated in one or more physical activities offered at the adult day program reported feeling healthier due to participation
- At least 70% of consumers enrolled in the adult day program will avoid institutionalization as evidence by being in the adult day program from their date of enrollment to the end of the fiscal year.

XI. Monitoring Activities

A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII.

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, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

XI. Reporting Requirements

- Grantee will enter into CA-GetCare the consumer data including the Intake Form by the required due date as specified by the OOA.
- Grantee will enter into CA-GetCare all service unit data as aggregate service units by the 5th working day of the month for the preceding month.
- Grantee will provide a monthly report of number of unduplicated clients served and number of hours of day care services provided as described in Section VIII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices F & G to the Grant Agreement.

- F. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- G. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by DAAS/HSA. The due date for submitting the annual summary report is July 10th.
- H. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- I. Grantee shall develop and deliver ad hoc reports as requested by DAAS/HSA.
- J. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- K. Apart from reports with specific instructions above, all other reports and communications should be sent to the following addresses:

Tahir Shaikh
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Tahir.Shaikh@sfgov.org

Rick Appleby
DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
Rick.Appleby@sfgov.org

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name

Term

SELF-HELP FOR THE ELDER

7/1/16-6/30/19

(Check One) New Renewal Modification X

If modification, Effective Date of Mod. 7/1/2018 No. of Mod. 2

Program: ADC	BUDGET	BUDGET	BUDGET	Add-Back	REVISED BUDGET	Total
Budget Reference Page No (s)	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/18-6/30/19	7/1/18-6/30/19	7/1/16-6/30/19
Expenditures						
Salaries & Benefits	\$87,610	\$87,688	\$89,626	\$89,739	\$179,365	\$354,663
Operating Expense	\$1,118	\$1,040	\$1,118	\$18,911	\$20,029	\$22,187
Subtotal	\$88,728	\$88,728	\$90,744	\$108,650	\$199,394	\$376,850
Indirect Percentage (%)	10%	12.75%	13%	13.21%	13.11%	12.29%
Indirect Cost (Line 16 X Line 15)	\$8,872	\$11,312	\$11,797	\$14,350	\$26,147	\$46,331
Capital Expenditure	\$0	\$0	\$0	\$17,000	\$17,000	\$17,000
Total Expenditures	\$97,600	\$100,040	\$102,541	\$140,000	\$242,541	\$440,181
General Fund	\$97,600	\$100,040	\$102,541	\$140,000	\$242,541	\$440,181
Other Revenues						
TOTAL HSA REVENUES	\$97,600	\$100,040	\$102,541	\$140,000	\$242,541	\$440,181
Total Revenues						
Total Revenues	\$97,600	\$100,040	\$102,541	\$140,000	\$242,541	\$440,181
Full Time Equivalent (FTE)						
Prepared by: Leny Nair	Date: 10/19/2018					
HSA-CO Review Signature:						
HSA #1	11/16/2007					

	A	B	C	D	E	F	
1						Appendix B1, Page 4	
2						Document Date: 10/25/2018	
3							
4		Program Name: ADC					
5		(Same as Line 9 on HSA #1)					
6							
7							
8							
9							
10						TOTAL	
		EQUIPMENT	TERM	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	
11	No.	ITEM/DESCRIPTION					
12		Replacement of Broken HVAC				\$17,000	\$17,000
13							
14							
15							
16							
17							
18							
19							
20		TOTAL EQUIPMENT COST				\$17,000	\$17,000
21							
22		REMODELING					
23	Description:						
24							
25							
26							
27							
28							
29		TOTAL REMODELING COST					
30							
31		TOTAL CAPITAL EXPENDITURE		0	0	\$17,000	\$17,000
32		(Equipment and Remodeling Cost)					
33		HSA #4					11/15/2007