



London Breed, Mayor

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JK JT*

DATE: JANUARY 10, 2019

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

GRANT TERM:	<u>Current</u> 7/1/16- 6/30/20	<u>Modification</u> 1/1/20- 6/30/20	<u>Revised</u> 7/1/16- 6/30/20	<u>Contingency</u>	<u>Total</u> 7/1/16- 6/30/20
GRANT AMOUNT:	\$545,798	\$135,931	\$681,729	\$68,172	\$749,901
ANNUAL AMOUNT:	<u>FY 19/20</u> \$241,548				
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION FUNDING:	\$135,931			\$13,593	\$149,524
PERCENTAGE:	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 January 1, 2020 through June 30, 2020, in the additional amount of \$135,931 plus a 10% contingency for a total amount not to exceed of \$749,901. The purpose of this grant modification is to provide Adult Day Program services for older adults, and adults with disabilities as well as to provide respite services for caregivers and families.

Background

The Adult Day Program (ADP) was first funded by the City in 1990. Adult Day Programs are called a 'social' day model to distinguish them from Adult Day Health Care (ADHC) programs which offer nursing care and other medical supports. The ADP's are community-based programs that provide non-medical care to persons 18 years of age or older in need of personal care services. Based in engaging community settings, ADP care includes the supervision or assistance necessary for sustaining the activities of daily living.

Services to be Provided

This one-time-only funding by the Dignity Fund, 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 (19/20) 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) \$15,931 on a one-time-only basis for use in the current fiscal year (19/20) as part of the annual budget cycle related to the Adult Day Program. The funds will be used to cover repair and maintenance costs for a vehicle used by Self-Help for Elderly's Adult Day Care program. This vehicle provides transportation to and from Self-Help's site at 400 22nd Avenue in San Francisco, CA 94122, in District 1.

PerformanceProgram Monitoring 2018-19

Self-Help for the Elderly ADP was monitored April 16, 2019 and deemed compliant.

Fiscal Monitoring

Self-Help for the Elderly ADP was monitored March 22, 2019 and deemed compliant.

Selection

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

Funding

The funding is 100% County General Fund.

Attachments

Appendix A4- Services to be Provided by Grantee – Self Help for the Elderly
Appendix B6 – Calculation of Charges - Self Help for the Elderly

APPENDIX A4 – SERVICES TO BE PROVIDED BY GRANTEE

SELF-HELP FOR THE ELDERLY JULY 1, 2019 – JUNE 30, 2020 ADULT DAY PROGRAM SERVICES Modification January 10, 2020

I. Purpose

The purpose of this grant is to assist Self-Help for the Elderly's Adult Day Program (ADP) with operating costs of providing services to eligible older adults and adults with disabilities, to help encourage consumer independence, and keep older adults and adults living with disabilities in the community. The ADP provides opportunities for social, physical and emotional engagement, and provides needed respite for caregivers.

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 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 Program	An Adult Day Program, or ADP, 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 Medical reimbursement.
Adult with a Disability	Person 18 to 59 years of age living with a disability.
DAS	Department of Disability and Aging Services (previously Department of Aging and Adult Services/DAAS)
Disability	A condition or combination of conditions that is 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.
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 individual or others.

Grantee	Self-Help for the Elderly (SHE)
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, managing medications, and using a telephone. If a 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.
OCP	Office of Community Partnerships (previously Office on the Aging/OOA)
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 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 ADP Services

Participants who are enrolled in the licensed Self-Help for the Elderly ADP 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

Self Help for the Elderly is operating an ADP 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 in accordance 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.

VII. Units of Service and Definitions

During the term of the contract, SHE will provide units of services as described below:

Unduplicated Consumers

A unique individual receiving services within the fiscal year. When initially served each year, the program intake process will be completed for each consumer.

UNIT: One (1) unduplicated consumer

Adult Day Program Hours

Provision of personal care for adults needing assistance in a supervised, protective, congregate setting during some portion of a twenty-four hour day. The units of service to be reported are the number of hours of service received by individual consumers.

UNIT: One (1) Hour

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 allow for 800 additional hours of services, focused on occupational and physical therapy.)

IX. Outcome Objectives

All the clients or their caregivers served by this OCP 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 will indicate excellent or good in rating the quality of services the participants received at the Adult Day Program.
- At least 85% of the consumers will report that activities offered at the Adult Day Program increased the participants' socialization opportunities and interaction with others.

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

X. 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 OCP 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 OCP.
- 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 into 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 DAS/HSA. The due date for submitting the annual summary report is July 10th.
- H. Grantee will provide an annual consumer satisfaction survey report to OCP by March 15 each grant year.
- I. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- J. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP'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
DAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
Rick.Appleby@sfgov.org

	A	B	C	D	E	F	G
1							
2							
3							
4	Program Name: ADP						
5	(Same as Line 9 on HSA #1)						
6							
7							
8							
9							
10	EQUIPMENT	TERM	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	TOTAL
11	No.	ITEM/DESCRIPTION					
12		Replacement of Broken HVAC			\$17,000		\$17,000
13		Vehicle Repair & Maintenance				\$15,931	\$15,931
14							
15							
16							
17							
18							
19							
20	TOTAL EQUIPMENT COST				\$17,000	\$15,931	\$32,931
21							
22	REMODELING						
23	Description:						
24							
25							
26							
27							
28							
29	TOTAL REMODELING COST						
30							
31	TOTAL CAPITAL EXPENDITURE				\$17,000	\$15,931	\$32,931
32	(Equipment and Remodeling Cost)						
33	HSA #4						

Capital Expenditure Detail
(Equipment and Remodeling Cost)

TOTAL

EQUIPMENT

TERM

7/1/16-6/30/17

7/1/17-6/30/18

7/1/18-6/30/19

7/1/19-6/30/20

7/1/16-6/30/20

No.

ITEM/DESCRIPTION

Replacement of Broken HVAC

\$17,000

\$17,000

Vehicle Repair & Maintenance

\$15,931

\$15,931

TOTAL EQUIPMENT COST

\$17,000

\$15,931

\$32,931

REMODELING

Description:

TOTAL REMODELING COST

TOTAL CAPITAL EXPENDITURE

\$17,000

\$15,931

\$32,931

(Equipment and Remodeling Cost)

HSA #4