



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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San Francisco, CA
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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS
JG

DATE: NOVEMBER 3, 2021

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

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	07/01/21- 06/30/24	07/01/21- 6/30/24	07/01/21- 06/30/24		
GRANT AMOUNT:	\$357,000	\$425,973	\$782,973	\$78,297	\$861,270
ANNUAL AMOUNT:	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		
	\$330,659	\$226,157	\$226,157		
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$782,973			\$78,297	\$861,270
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 July 1, 2021 through June 30, 2024, in the additional amount of \$425,973 plus a 10% contingency for a total amount not to exceed of \$861,270. The purpose of this grant modification is to help provide Adult Day Services for older adults, and adults with disabilities as well as to provide respite services for caregivers and families in District 1.

Background

First funded by the City in 1990, Adult Day Programs (ADPs) 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. ADPs also support the wellbeing of caregivers through education, resources, and connection.

An Adult Day Program is a community-based program that provides non-medical care to persons 18 years of age or older in need of personal care services, supervision, or assistance necessary for sustaining Activities of Daily Living (ADL). It is called a "social day model" to distinguish it from an Adult Day Health Care (ADHC) which provides similar services but with the additional offering of nursing care and other medical supports to individuals with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care. Both ADP and ADHC can also include an Alzheimer's Day Care Resource Center (ADCRC) to support individuals with Alzheimer's disease and other dementia related disorders remain in the community by providing them with opportunities for enhanced care and meaningful social, physical, and emotional engagement.

Services to be Provided

Grantee's Adult Day Services include an Adult Day Program, Adult Day Health Care, and Alzheimer's Day Care Resource Center. The Adult Day facility is licensed by the California Department of Public Health to provide services by trained and competent staff to meet the needs of functionally impaired adults. Services will 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. Grantee will provide 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.

Individuals eligible for Adult Day Services must be San Francisco residents, 18 years and older, and living with a disability, or have functional needs or difficulties sustaining ADL and will benefit from assistance or supervision in maintaining independence.

Modification

The additional funding will support and enhance current services offered by Self-Help for the Elderly's Adult Day Services located at 408 22nd Avenue. The funding will be used to hire an additional social worker and rehabilitation aide, increase therapy hours for Speech Therapist, and support therapy hours for the center's Physical Therapist and Occupational Therapist. With this modification, Self-Help for the Elderly's Adult Day Services will be able to provide an additional 1,500 hours of ADP services annually to program participants.

Selection

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

Funding

Funding for this grant is provided by County General Funds.

ATTACHMENTS

Appendix A1, Scope of Services

Appendix B1, Budget

APPENDIX A1 – 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: November 3, 2021

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	Adult Day Program; A community-based program that provides non-medical care to persons 18 years of age or older in need of personal care services, supervision, assistance with sustaining the activities of daily living, or the protection of the individual on less than 24-hour basis. The State Department of Social Services (DSS) licenses the ADP center as a community care facility.
ADL	Activities of Daily Living; Essential and routine aspects of self-care including eating, bathing, getting dressed, toileting, transferring, and continence.
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.

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.
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 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.
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.
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, 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

OCM	Office of Contract Management
Older Adult	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 consumers they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

Services must target those older adults (60+) and adults with disabilities (aged 18-59) 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
- Member of LGBTQ+ community

IV. Eligibility for ADP Services

A resident of San Francisco who is 18 years and older, and living with a disability, or has functional needs or difficulties sustaining Activities of Daily Living (ADLs), and who will benefit from assistance or supervision in maintaining independence.

V. Location and Time of Services

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

VI. Description of Services

Grantee's Adult Day Program is operated within an Adult Day Service that includes an Adult Day Health Care (ADHC) and Alzheimer's Day Care Resource Center (ADCRC). The Adult Day facility is licensed by the California Department of Public Health to provide services by trained and competent staff to meet the needs of functionally impaired adults. Services will 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 5th 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 15th 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 15th each year for the preceding grant year.
- D. Grantee must submit a Fiscal Closeout Report in the CARBON system by July 31st 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 10th (for data collected between July 1st and December 31st) and July 10th (for data collected between January 1st and June 30th) 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
P.O. Box 7988
San Francisco, CA 94120

Fanny Lapitan
Program Manager
Fanny.Lapitan@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.

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B1, Page 1										
2	Date: 10/7/2021										
3	HUMAN SERVICES AGENCY BUDGET SUMMARY										
4	BY PROGRAM										
5	Name					Term					
6	SELF-HELP FOR THE ELDERLY					7/1/21-6/30/24					
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>										
8	If modification, Effective Date of Mod. No. of Mod. 1										
9	Program: ADULT DAY PROGRAM										
10	Budget Reference Page No.(s)	Original Budget	Modification	Revised Budget	Original Budget	Modification	Revised Budget	Original Budget	Modification	Revised Budget	7/1/21-6/30/24
11	Program Term	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	Total
12	Expenditures										
13	Salaries & Benefits	\$103,478	\$184,051	\$287,529	\$103,478	\$93,180	\$196,658	\$103,478	\$93,180	\$196,658	\$680,846
14	Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Subtotal	\$103,478	\$184,051	\$287,529	\$103,478	\$93,180	\$196,658	\$103,478	\$93,180	\$196,658	\$680,846
16	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$15,522	\$27,608	\$43,130	\$15,522	\$13,977	\$29,499	\$15,522	\$13,977	\$29,499	\$102,127
18	Subcontractor/Capital Expenditures	\$0			\$0			\$0		\$0	\$0
19	Total Expenditures	\$119,000	\$211,659	\$330,659	\$119,000	\$107,157	\$226,157	\$119,000	\$107,157	\$226,157	\$782,973
20	HSA Revenues										
21	General Fund	\$119,000		\$119,000	\$119,000		\$119,000	\$119,000		\$119,000	\$357,000
22	OTO - D1		\$95,000	\$95,000							\$95,000
23	OTO - DAS		\$5,000	\$5,000							\$5,000
24	MOHCD		\$100,000	\$100,000		\$100,000	\$100,000		\$100,000	\$100,000	\$300,000
25	CODB		\$7,157	\$7,157		\$7,157	\$7,157		\$7,157	\$7,157	\$21,471
26	MCO		\$4,502	\$4,502							\$4,502
27											
28											
29	TOTAL HSA REVENUES	\$119,000	\$211,659	\$330,659	\$119,000	\$107,157	\$226,157	\$119,000	\$107,157	\$226,157	\$782,973
30	Other Revenues										
31											
32											
33											
34											
35											
36	Total Revenues	\$119,000	\$211,659	\$330,659	\$119,000	\$107,157	\$226,157	\$119,000	\$107,157	\$226,157	\$782,973
37	Full Time Equivalent (FTE)										
39	Prepared by: Leny Nair	Telephone No.: 415-677-7682				10/7/2021					
40	HSA-CO Review Signature: _____										
41	HSA #1 6/20/2018										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Appendix B1, Page 2														
2	Date: 10/7/2021														
3	SELF-HELP FOR THE ELDERLY														
4	Program: ADULT DAY PROGRAM														
5															
6	Salaries & Benefits Detail														
7															
8															
9															
10															
11						7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1/21-6/30/24
12		Agency Totals		HSA Program		DAS	DAS	DAS	DAS	DAS	DAS	DAS	DAS	DAS	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary
13	Program Aide 1	\$36,067	0.75	100%	0.75	\$26,598	\$453	\$27,051	\$26,598	\$453	\$27,051	\$26,598	\$453	\$27,051	\$81,153
14	Program Aide 1	\$36,067	0.75	100%	0.75	\$26,598	\$453	\$27,051	\$26,598	\$453	\$27,051	\$26,598	\$453	\$27,051	\$81,153
15	Activity Coordinator	\$43,472	1.00	80%	0.80	\$27,646	\$7,000	\$34,646	\$27,646		\$27,646	\$27,646		\$27,646	\$89,938
16	Program Aide 1	\$36,067	0.75	100%	0.75		\$20,288	\$20,288		\$27,051	\$27,051		\$27,051	\$27,051	\$74,390
17	Social Worker	\$49,920	1.00	100%	1.00		\$37,440	\$37,440		\$38,936	\$38,936		\$38,936	\$38,936	\$115,312
18	Speech Therapist	\$170,560	0.03	100%	0.03		\$4,428	\$4,428		\$5,904	\$5,904		\$5,904	\$5,904	\$16,236
19	Physical Therapist	\$109,200	0.60	70%	0.42		\$45,566	\$45,566							\$45,566
20	Occupational Therapist	\$100,256	0.60	47%	0.28		\$28,162	\$28,162							\$28,162
21															
22															
23															
24															
25															
26															
27															
28															
29															
30	TOTALS	\$581,610	5.48	697%	4.78	\$80,842	\$143,790	\$224,632	\$80,842	\$72,797	\$153,639	\$80,842	\$72,797	\$153,639	\$531,910
31															
32	FRINGE BENEFIT RATE	28%													
33	EMPLOYEE FRINGE BENEFITS	\$162,851				\$22,636	\$40,261	\$62,897	\$22,636	\$20,383	\$43,019	\$22,636	\$20,383	\$43,019	\$148,936
34															
35															
36	TOTAL SALARIES & BENEFITS	\$744,460				\$103,478	\$184,051	\$287,529	\$103,478	\$93,180	\$196,658	\$103,478	\$93,180	\$196,658	\$680,846
37	HSA #2	6/20/2018													