



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: ADULT & AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: JUNE 5, 2019

SUBJECT: NEW GRANT: ON LOK DAY SERVICES (NON-PROFIT) HEALTH PROMOTION: Healthier Living, Physical Fitness and Fall Prevention Programs

GRANT TERM: 7/1/19-6/30/21

GRANT AMOUNT:

New	Contingency	Total
\$1,141,398	\$114,140	\$1,255,538

ANNUAL AMOUNT See Table

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$1,001,678		\$139,720	\$114,140	\$1,255,538
PERCENTAGE:	88%		12%		100%

The Department of Adult and Aging Services (DAAS) requests authorization to enter into a grant agreement with On Lok Day Services for the period of July 1, 2019 to June 30, 2021, in an amount of \$1,141,398 plus a 10% contingency for a total amount not to exceed \$1,255,538. The purpose of the grant is to promote physical health for older adults and adults with disabilities, as well as to train older adults to avoid slips and falls. In addition, the grant provides self-management education for seniors through the Chronic Disease Self- Management Education (CDSME) and Diabetes Empowerment Education Program (DEEP).

The funding amounts are detailed in the following table:

Program	FY 19/20	FY 20/21	Total FY 19-21	10% Contingency	Total Not to Exceed
Physical Fitness & Fall Prevention	\$378,150	\$378,150	\$756,300	\$75,630	\$831,930
Healthier Living-CDSME, DEEP	\$192,549	\$192,549	\$385,098	\$38,510	\$423,608
Total	\$570,699	\$570,699	\$1,141,398	\$114,140	\$1,255,538

Background

In order to address community needs for programs that improve and/or maintain the health and well-being of older adults and adults with disabilities, and to increase this population's ability to live independently, DAAS implemented two evidence-based Health Promotion Programs: 1) the Health Promotion – Physical Fitness & Fall Prevention Program and 2) Healthier Living Program for targeted consumers. The program's focus is on assisting the targeted population to manage chronic health conditions, and to reduce risks for diseases and falls.

Services to be Provided

Grantee will engage in planning activities to develop health promotion classes, training, marketing and outreach strategies in line with an established evidence-based health promotion program, and will collaborate with community partners to implement a citywide multidisciplinary health promotion program.

Through the Physical Fitness & Fall Prevention program, Grantee will collaborate with various community-based organizations to provide classes in twenty or more different locations throughout the city, and to provide personal consultation for consumers enrolled in health promotion classes. Consultations by trained staff members will be available to all consumers and will include exercise recommendations and a wellness program for the participant. Physical Fitness & Fall Prevention classes will include strength, balance and flexibility workouts, low impact aerobics, and fall prevention.

In the Healthier Living-Chronic Disease Self-Management Education (CDSME) and Diabetes Empowerment Education Program (DEEP), Grantee will maintain or improve the well-being of high risk older adults and adults with disabilities by implementing evidence-based health promotion programs to improve overall physical and mental health and to empower individuals to take control over personal health through lifestyle behavioral changes.

Location and Time of Services

The details of the sites and hours of operation are included in the site chart attached.

Selection

Grantee was selected through RFP 843 which was competitively bid in March 2019.

Funding

Funding for these services will be provided through County and Federal Funds.

ATTACHMENTS**On Lok Day Services****Physical Fitness & Fall Prevention**

Appendix A-Services to be Provided

Appendix B-Budget

Appendix F-Site Chart

Healthier Living-CDSME & DEEP

Appendix A-Services to be Provided

Appendix B-Budget

Appendix F-Site Chart

APPENDIX A
SERVICES TO BE PROVIDED BY GRANTEE

Health Promotion Program
Physical Fitness & Fall Prevention
July 1, 2019 to June 30, 2021

I. Purpose

The purpose of this grant is to maintain or improve the well being of high risk seniors by implementing evidence-based disease prevention and health promotion programs focusing on physical fitness and fall prevention. Such evidence based programs have proven effective in reducing risk of falls and injury, improving fitness levels, and empowering high-risk seniors to take control of personal health through lifestyle changes.

II. Definitions

ADL	Activities of Daily Living: The basic tasks of everyday life including eating, bathing, dressing, toileting and transferring (i.e., getting in and out of a bed or chair).
Adult with a Disability	Person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation
Controller	Controller of the City and County of San Francisco or designated agent
DAAS	Department of Aging and Adult Services
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.
Evidence-based Health Promotion Program: Physical Fitness & Fall Prevention Services	<p>A variety of activities to maintain or improve the service population's physical health using <i>recognized evidence-based</i> physical fitness and fall prevention programs. Evidence-based refers to a program that has both sufficient research and studies to support positive program outcomes and is endorsed by one or more reputable health, scientific and/or research institutions.</p> <p>See Administration for Community Living and California Department of Aging's web site for more information:</p> <p>https://acl.gov/programs/health-wellness/disease-prevention</p> <p>https://www.aging.ca.gov/programsproviders/aaa/Disease_Prevention_and_Health_Promotion/</p> <p>The program should be sustainable, easily replicated and implemented in a</p>

	community-based setting.
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	On Lok Day Services
HSA	Human Services Agency of the City and County of San Francisco
IADL	Instrumental Activities of Daily Living: activities related to independent living including preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone.
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, genderqueer, and gender non-binary.
Low-Income	Having an income at or below 100% of poverty level. 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 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.
SOGI	Sexual Orientation and Gender Identity, <i>Ordinance No. 159-16</i> 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 (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
SF12 Perception of Health Questionnaire	The SF-12® is a multipurpose short-form (SF) generic measure of health status and outcome from the participant’s point of view. The tool is developed by Quality Metric Incorporated and proven to provide valid outcome data.

III. Target Population

Individuals 60 years of age or above and adults 18 to 59 years of age 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
- LGBTQ+

IV. Eligibility for Health Promotion Services

Consumer who is age 60 and above, and adults 18-59 living with a disability.

V. Location and Time of Services

The details of the sites and operation hours are to be determined with the Grantee and will be included in Site Chart with OOA's approval.

VI. Description of Services and Program Requirements

Grantee will provide evidence-based health promotion programs which have been proven to be effective in reducing older adults' risk of falls, reduce older people's risk of disease, disability and injury, increase people's fitness level and empower people to take more control over their own health through lifestyle behavioral changes.

The grantee will:

- 1) Engage in **planning activities** to develop health promotion classes, training, marketing and outreach strategies in line with an established evidence-based health promotion program. A marketing-outreach plan will be provided to DAAS for review approval within 45 days after grant begins and updated semi-annually.
- 2) **Establish signed MOUs** to collaborate with at least ten community partners to implement a citywide multidisciplinary health promotion program that is (a) community-based, (b) sustainable, and (c) culturally relevant to participants in the targeted communities in San Francisco.
- 3) **Provide workshops to train and certify or re-certify wellness trainers.** Wellness trainers are individuals who conduct strength, flexibility, low impact aerobics, balance and/or fall prevention health promotion classes..
- 4) **Offer health promotion classes**, which will be:
 - A. Focused to include strength and flexibility, low impact aerobics, balance, and fall prevention;
 - B. Conducted by certified wellness trainers;
 - C. Offered in group settings in at least 20 locations throughout the city such as congregate meal sites, community centers, senior housing, or senior centers;
 - D. Offered at least 2-3 times a week at each location, at 1-hour per session (or as per the program model dictates);
 - E. Enrolled a minimum class size of 10 and maximum of 30 per trainer.
- 5) Conduct **wellness program outreach** in order to achieve consumer enrollment service objectives within a diverse target population. Outreach strategies will be neighborhood-based and may include activities such as disseminating materials at community meetings, other group settings or special

events/fairs and announcements. Publicity for the Fall Prevention classes shall include outreach to public and private health clinics/hospitals in the community.

- 6) **Provide personal consultation for consumers enrolled in health promotion classes.**
Consultations will be available to all consumers, provided by a trained staff member, and will include information on exercise recommendations and designing a wellness program for the individual.
- 7) Conduct follow-up with participants to measure program outcomes.
- 8) Offer sufficient number of wellness trainer workshops to have sufficient number of certified wellness trainers to meet the number of health promotion classes offered.
- 9) The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

VII. Other Grantee Responsibilities:

- A. Grantee will administer the SF12 Perception of Health Questionnaire or use alternate valid and reliable fall risk assessment tool to collect baseline data for all participants enrolled in the Fall Prevention class, analyze the data and share survey results with DAAS annually at end of the fiscal year.
- B. Grantee will administer an annual consumer satisfaction survey to at least 25% of participants enrolled in the program using a survey tool approved by DAAS. The survey results will be shared with DAAS by March 15th.
- C. Grantee will develop and maintain current program policies and procedures with OOA approval to meet the program service standards set forth by the Office on the Aging.
- D. Grantee will collect and enter consumer and service unit data into the online CA-GetCare database in accordance to OOA program policies and procedures.
- E. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

VIII. Service Objectives

1. Provide the minimum annual service units indicated in Table A below.
2. Train and certify a minimum of 20 wellness trainers annually.
3. Offer two wellness trainer workshops at 4-hours per training.
4. Offer the program in at least 15 locations throughout the city, in particular to the target population. The actual locations will be listed in the Site Chart approved by DAAS.

Table A: Annual Service Units:
FY 2019-20 and FY 2020-21

	Service Unit
# Unduplicated consumers to be served	1,045
# Hours Health promotion classes (1)	2,352
# Hours Fall Prevention classes (2)	312
Total # Classes (1+2)	2,664
# Hours individual consultation	855

IX. Outcome Objectives

- A. Grantee will provide quality services that attain a high satisfaction level from participants. At least 85% of surveyed participants will be satisfied with the service delivery by staff and/or volunteers.

- B. Based on a significant survey sample size, at least 70% of the assessed participants who participate in the program will show maintenance or improvements in functional fitness levels and maintain a 70th percentile or better score on average for each of the three validated functional fitness assessments (Functional Reach Test, Timed Up and Go Test and 30 Second Chair Stance Test).
- C. All the surveyed participants who participate in the program will show that on the average, they maintain scores higher than the 50th percentile for Physical Composite Scale as measured through SF12 survey tool.
- D. Using the three validated functional fitness assessment tools, at least 70% of the assessed participants who completed the Fall Prevention class will show reduction in their risk for falls when compared to baseline data and the endpoint data at the end of the workshop.

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of 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; 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; 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, HIPAA compliance, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

XI. Reporting Requirement

- A. Grantee shall input all required data into CA-GetCare on a monthly basis into the Service Recording Tool by the 5th working day of the month for the preceding month.
- B. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st.
- C. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15th.
- D. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- E. Grantee shall develop and deliver ad hoc reports as requested by HSA and DAAS.

Lauren Muckley, OOA Nutritionist, email: Lauren.Muckley@sfgov.org
 Esperanza Zapien, Senior Contract Manager, email: Esperanza.Zapien@sfgov.org

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM				
4					
5	Name		Term		
6	On Lok Day Services		7/1/19-6/30/21		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Health Promotion-Physical Fitness & Fall Prevention				Total
10	Budget Reference Page No.(s)				
11	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	7/1/19-6/30/21	
12	DAAS Expenditures				
13	Salaries & Benefits	\$191,789	\$191,789	\$383,578	
14	Operating Expenses	\$55,340	\$55,340	\$110,680	
15	Subtotal	\$247,129	\$247,129	\$494,258	
16	Indirect Percentage (%) - CDA 10%	9%	9%		
17	CDA Indirect Cost (Line 16 X Line 15)	\$22,261	\$22,261	\$44,522	
18	Indirect Percentage (%) - GF %				
19	GF Indirect Cost (Line 18 X Line 15)				
20	Subcontractor/Capital Expenditures	\$108,760	\$108,760	\$217,520	
21	TOTAL DAAS EXPENDITURES	\$378,150	\$378,150	\$756,300	
22					
23	Non-DAAS Expenditures				
24	Salaries & Benefits	\$91,643	\$91,643	\$183,286	
25	Operating Expense	\$20,037	\$20,037	\$40,074	
26	Subtotal	\$111,680	\$111,680	\$223,360	
27	Indirect Percentage (%) -				
28	Indirect costs				
29	Subcontractor/ Capital Expenditures				
30	TOTAL Non-DAAS EXPENDITURES	\$111,680	\$111,680	\$223,360	
31					
32	TOTAL DAAS & Non-DAAS EXPENDITURES	\$489,830	\$489,830	\$979,660	
33					
34	HSA-DAAS Revenues				
35	General Fund	\$378,150	\$378,150	\$756,300	
36					
37					
38	TOTAL HSA-DAAS REVENUES	\$378,150	\$378,150	\$756,300	
39					
40	Non-DAAS Revenues				
41	Project Income	\$700	\$700	\$1,400	
42	Fundraising	\$49,540	\$49,540	\$99,080	
43	Community Living Campaign	\$61,440	\$61,440	\$122,880	
44					
45	TOTAL NON-DAAS REVENUES	\$111,680	\$111,680	\$223,360	
46	Total DAAS & Non-DAAS Revenues	\$489,830	\$489,830	\$979,660	
47	Full Time Equivalent (FTE)	2.57	2.57		
49	Prepared by: Valorie Villela	Telephone No.: (415) 550-2211		5/8/2019	
50	HSA-CO Review Signature:	_____			
51	HSA #1				

On Lok Day Services
 Program: Health Promotion-Physical Fitness & Fall Prevention

Salaries & Benefits Detail

7/1/19-6/30/20 7/1/20-6/30/21 7/1/19-6/30/21

H.S.A-DAAS		Agency Totals		HSA Program		DAAS	DAAS	DAAS	TOTAL
POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Director	\$158,452	1.00	7%	0.07	\$11,092	\$11,092		\$22,184	
Associate Director	\$87,560	1.00	10%	0.10	\$8,756	\$8,756		\$17,512	
Admin Assistant	\$58,916	1.00	5%	0.05	\$2,946	\$2,946		\$5,892	
Hospitality Coordinator	\$47,133	1.00	4%	0.04	\$1,885	\$1,885		\$3,770	
Health Promotion Prog Manager	\$70,056	1.00	51%	0.51	\$35,729	\$35,729		\$71,458	
Always Active Prog Specialist	\$55,124	1.00	60%	0.60	\$33,074	\$33,074		\$66,148	
Health Promotion Prog Assistant #1	\$53,040	0.60	100%	0.60	\$31,824	\$31,824		\$63,648	
Health Promotion Prog Assistant #2	\$42,848	1.00	60%	0.60	\$25,709	\$25,709		\$51,418	
TOTAL H.S.A-DAAS	\$573,129	7.60	297%	2.57	\$151,015	\$151,015	\$0	\$302,030	
FRINGE BENEFIT RATE	27%								
EMPLOYEE FRINGE BENEFITS					\$40,774	\$40,774	\$0	\$81,548	
TOTAL DAAS SALARIES & BENEFITS	\$727,874				\$191,789	\$191,789	\$0	\$383,578	
Non - DAAS		Agency Totals		HSA Program		NON-DAAS	NON-DAAS	NON-DAAS	TOTAL
POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Director	\$158,452	1.00	13%	0.13	\$20,599	\$20,599		\$41,198	
Associate Director	\$87,560	1.00	5%	0.05	\$4,378	\$4,378		\$8,756	
Admin Assistant	\$58,916	1.00	10%	0.10	\$5,892	\$5,892		\$11,784	
Hospitality Coordinator	\$47,133	1.00	0%	-	\$0	\$0		\$0	
Health Promotion Prog Manager	\$70,056	1.00	3%	0.03	\$2,102	\$2,102		\$4,204	
Always Active Prog Specialist	\$55,124	1.00	40%	0.40	\$22,050	\$22,050		\$44,100	
Health Promotion Prog Assistant #1	\$53,040	0.60	0%	-	\$0	\$0		\$0	
Health Promotion Prog Assistant #2	\$42,848	1.00	40%	0.40	\$17,139	\$17,139		\$34,278	
TOTAL NON-DAAS	\$573,129	7.60	111%	1.11	\$72,160	\$72,160	\$0	\$144,320	
FRINGE BENEFIT RATE	27%								
EMPLOYEE FRINGE BENEFITS					\$19,483	\$19,483	\$0	\$38,966	
TOTAL Non-DAAS SALARIES & BENEFITS	\$727,874				\$91,643	\$91,643	\$0	\$183,286	
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$727,874				\$283,432	\$283,432	\$0	\$566,864	
HSA #2								1/0/1900	

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4		Program: Health Promotion-Physical Fitness & Fall Prevention				
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8		Subcontractor/Capital Expenditures				
9		H.S.A-DAAS				
10		SUBCONTRACTORS	7/1/19-6/30/20	7/1/20-6/30/21		7/1/19-6/30/21
11		Sequoia Living (San Francisco Senior Center)	\$64,326	\$64,326		\$128,652
12		University of San Francisco	\$44,434	\$44,434		\$88,868
13						
14						
15						
16		TOTAL SUBCONTRACTOR COST	\$108,760	\$108,760	\$0	\$217,520
17						
18						
19		EQUIPMENT	TERM	7/1/19-6/30/20	7/1/20-6/30/21	7/1/19-6/30/21
20	Units	ITEM/DESCRIPTION				
21		Equipment A				
22						
23						
24						
25		TOTAL EQUIPMENT COST	\$0	\$0	\$0	\$0
26						
27		REMODELING	7/1/19-6/30/20	7/1/20-6/30/21		7/1/19-6/30/21
28		Description:				
29		Remodel A				
30						
31						
32		TOTAL REMODELING COST	\$0	\$0	\$0	\$0
33						
34		TOTAL H. S. A DAAS SUBCONTRACTOR/CAPITAL EXPENDITURE	\$108,760	\$108,760	\$0	\$217,520
35						
36		Non-DAAS				
37		SUBCONTRACTORS	7/1/19-6/30/20	7/1/20-6/30/21		7/1/19-6/30/21

30th St. Senior Center
 225 30th St. 3rd Floor, San Francisco, CA 94131
 Valorie Villela
 Phone No: 415-550-2210
 Director: Valorie Villela

CONTRACT AGENCY: 30th St. Senior Center
 CONTRACT MAKING ADDRESS: 225 30th St. 3rd Floor, San Francisco, CA 94131
 DIRECTOR: Valorie Villela

DAAS-OFFICE ON THE AGING
 Date submitted: 5/6/2019
 FY 2019-20

SITE CHART
 Program: Health Promotion-Physical Fitness & Fall Prevention

Site Name	Contract Total (All Sites)	30th St. Senior Center	Bethany Center	Castro Senior Center	ESC - St. James	Mantlewood Senior Center	Offl Senior Center	South Sunset Senior Center	SFSC - Aquatic Park	SFSC - Downtown Branch	USF	Behel Center	Western Addition Senior Center
Person in Charge		Valorie Villela	Jessica McCracken	Patrick Larkin	Amy Brokering	Alex Tan	Patty Clement-Chia	Alex Tan	Sue Horst	Sue Horst	Dr. Christian Throm	Patti Spaniak	Linda Mack-Burke
Health Promotion Program Schedule (Days Open)		Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs	Mon-Thurs
Health Promotion Program Schedule (Class Time)		8:50-9:50 a.m.	11:00 a.m.-12:00	10:00-11:00 a.m.	10:00-11:00 a.m.	1:00-2:00 p.m.	10:30-11:30 a.m.	1:30-2:30p.m.	10:30-11:30/11:00	10:30-11:30 a.m./1:30-2:30p.m.	10:00-11:00 a.m.	10:00-11:00 a.m.	10:00-11:00 a.m.
Annual # Service Days in FY		240	96	144	96	96	144	96	240	96	312	144	96
Days Closed (list holidays closed)													
ADA Accessible													
Total Unduplicated Consumers Served (Enrolled = D/E)	1,045	305	15	50	35	35	45	35	125	25	70	30	15
ANNUAL #Consumers Attending Classes	38,610	3840	480	2736	1824	960	3744	960	3600	480	3120	3744	864
Average #Consumers attending classes each MONTH	311	16	5	19	19	10	26	10	15	5	10	26	9
Health Promotion Classes **	2,664	240	96	144	96	96	144	96	240	96	312	144	96
Individual Enrollment and Consultation (by hour)	855	215	25	45	45	40	35	25	70	15	70	20	20
Individual Enrollment and Consultation (by participant)	865	230	15	50	45	40	40	25	60	15	60	30	20
Wellness Trainer (1-3 per site) = 4 hours	20												
Wellness Trainer Workshop (1 unit = 4 hours)	2												

NOTES: *Yellow highlighted cells have math formulas. PLEASE DON'T UNPROTECT & CHANGE formula unless approved by DAAS.

CONTRACT AGENCY: 30th St. Senior Center
 CONTRACT MAILING ADDRESS: 225 30th St, 3rd Floor, San Francisco, CA 94114
 DIRECTOR: Valerie Villella

DAAS-OFFICE ON: FY 2019-20
 THE AGING
 Health Promotion-Physical Fitness & Fall Prevention

Site Name	Contract Total (All Sites)	Dr. George Davis Senior Center	JT Bookman	West Portal Clubhouse	Richmond Senior Center	Midtown Terrace	Inner Sunset	Mira Loma	METCC Center	Sunnyside	Current Contract	Change
Health Promotion Program Schedule (Days Open)		1706 Yosemite Ave, SF, CA, 94124 415-822-1444 Linda Mack-Burke Mon-Tues Wed-Thurs Fri-Sat-Sun	466 Randolph Street, SF, CA, 94132 415-586-5020 Felisia Thibodeaux Mon-Thurs Wed-Thurs Fri-Sat-Sun	131 Lenox Way, SF, CA, 94127 415-425-9982 Alex Tan Mon-Thurs Wed-Thurs Fri-Sat-Sun	6221 Geary Blvd #3, SF, CA 94121 415-752-6444 Kaleda Walling Mon-Tues Wed-Thurs Fri-Sat-Sun	230 Laguna Honda Blvd, SF, CA 94116 845-409-7775 Pratt Spiniak Mon-Thurs Wed-Thurs Fri-Sat-Sun	1371 Funston Avenue, San Francisco, CA 94122 845-409-7775 Pratt Spiniak Mon-Tues Wed-Thurs Fri-Sat-Sun	714-423-8844 Daphne Ramiose Mon-Thurs Wed-Thurs Fri-Sat-Sun	201 Head St, SF, CA 94132 845-409-7775 Pratt Spiniak Mon-Thurs Wed-Thurs Fri-Sat-Sun	415 Edna St, San Francisco, CA 94112 845-409-7775 Pratt Spiniak Mon-Thurs Wed-Thurs Fri-Sat-Sun	Canon Kip 705 Natoma St, San Francisco, CA 94103 (415) 487-3300 Lib Tarzon Mon-Thurs Wed-Thurs Fri-Sat-Sun	
Health Promotion Program Schedule (Class Time)		10:00-11:00 a.m.	Mon-9:30-10:30 Thu	1:00 - 2:00 p.m.	8:50-9:50 a.m.	1:30-2:30 pm	1:00-2:00 pm	9:30-10:30 am	10:00-11:00 am	9:30 am to 10:30	9:30 to 10:30	
Annual # Service Days in FY		96	96	96	96	96	76	96	96	18	96	
Days Closed (list holidays closed)												
ADA Accessible												
Contract Total (All Sites)												
Total Unduplicated Consumers Served (Enrolled + D/E)	1,045	30	15	20	15	15	60	60	15	15	15	15
ANNUAL #Consumers Attending Classes	38,610	960	768	2016	1440	768	2496	2112	672	162	864	864
Average #Consumers attending Classes each MONTH	311	10	8	21	15	8	32	22	7	9	9	9
Health Promotion Classes **	2,564	96	96	96	96	96	76	86	96	18	96	96
Individual Enrollment and Consultation (by hour)	855	20	20	20	15	15	30	50	30	15	15	15
Individual Enrollment and Consultation (by participant)	865	30	20	20	15	15	30	50	25	15	15	15
Wellness Trainer (1-3 per site) = 4 hours	20				0	0						
Wellness Trainer Workshop (1 unit = 4 hours)	2											

NOTES:
 * Yellow highlighted cells have math formulas. PLEASE DON
 ** Certified exercise leaders are not assigned to one site.

SITE CHART

30th St. Senior Center
225 30th St. 3rd Floor, San Francisco, CA, 94131
Valerie Villela

Phone No: 415-550-2210

Program: Health Promotion-Physical Fitness & Fall Prevention

Site Name	Contract Total (All Sites)	30th St. Senior Center	Bethany Center	Castro Senior Center	ESC - St. James	Mantolow Senior Center	OMI Senior Center	South Sunset Senior Center	SFSC - Aquatic Park	SFSC - Downtown Branch	USF	Bethel Center	Western Addition Senior Center
Person in Charge		Valerie Villela	Jessica McCracker	Patrick Larkin	Amy Brokering	Alex Tan	Patty Clement-Chih	Alex Tan	Sue Horst	Sue Horst	Dr. Christian Thom	Patti Spasiak	Linda Mack-Burke
Health Promotion Program Schedule (Days Open)		Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun	Mon, Tues, Wed, Thurs, Fri, Sat, Sun
Health Promotion Program Schedule (Class Time)		8:50-9:50 a.m.	11:00 a.m.-12:00	10:00-11:00 a.m.	10:00-11:00 a.m.	1:00-2:00 p.m.	10:30-11:30 a.m.	1:30-2:30 p.m.	10:30-11:30/11:00-10:30-2:30 p.m.	10:30-11:30 a.m./10:30-2:30 p.m.	10:00-11:00 a.m.	10:00-11:00 a.m.	10:00-11:00 a.m.
Annual # Service Days in FY		240	96	144	96	96	144	96	240	96	312	144	96
Days Closed (list holidays closed)													
ADA Accessible													
Contract Total (All Sites)													
Total Unduplicated Consumers Served (Enrolled + D/E)	1,045	305	15	50	35	35	45	35	125	25	70	30	15
ANNUAL #Consumers Attending Classes	38,610	3840	480	2736	1824	960	3744	960	3600	480	3120	3744	864
Average #Consumers attending classes each MONTH	311	16	5	19	19	10	26	10	15	5	10	26	9
Health Promotion Classes **	2,664	240	96	144	96	96	144	96	240	96	312	144	96
Individual Enrollment and Consultation (by hour)	855	215	25	45	45	40	35	25	70	15	70	20	20
Individual Enrollment and Consultation (by participant)	865	230	15	50	45	40	40	25	60	15	60	30	20
Wellness Trainer (1-3 per site)	20	0											
Wellness Trainer Workshop (1 unit = 4 hours)	2												

NOTES: Yellow highlighted cells have math formulas. PLEASE DON'T UNPROTECT & CHANGE formulas unless approved by DAAS.

CONTRACT AGENCY: 30th St. Senior Center
 CONTRACT MAILING ADDRESS: 225 30th St, 3rd Floor, San Francisco, CA 94112
 DIRECTOR: Valone Villalta

DAAS-OFFICE ON THE AGING
 FY 2020-21

Health Promotion-Physical Fitness & Fall Prevention

Program: Health Promotik

Site Name	Contract Total (All Sites)	Dr. George Davis Senior Center	IT Bookman	West Portal Clubhouse	Richmond Senior Center	Midtown Terrace	Inner Sunset	Mira Loma Corner/Stone Trinity Baptist Church	METCC Center	Sunnyside	Canon Kip	Current Contract Change
1706 Yosemite Ave, SF, CA, 94124		415-822-1444	415-586-5020	415-425-9992	415-752-6444	648-409-7775	648-409-7775	714-423-8844	201 Head St. SF, CA 94132	646-409-7775	(415) 487-3300	
Health Promotion Program Schedule (Days Open)		Linda Mack-Burke Mon-Tues Wed-Thurs Fri-Sat-Sun	Felisia Thibodeaux Mon-Tues Wed-Thurs Fri-Sat-Sun	Alex Tan Mon-Tues Wed-Thurs Fri-Sat-Sun	Kaleda Walling Mon-Tues Wed-Thurs Fri-Sat-Sun	Prati Spaniak Mon-Tues Wed-Thurs Fri-Sat-Sun	Prati Spaniak Mon-Tues Wed-Thurs Fri-Sat-Sun	Darlene Ramboise Mon-Tues Wed-Thurs Fri-Sat-Sun	Prati Spaniak Mon-Tues Wed-Thurs Fri-Sat-Sun	Prati Spaniak Mon-Tues Wed-Thurs Fri-Sat-Sun	Lib Tarzon Mon-Tues Wed-Thurs Fri-Sat-Sun	
Health Promotion Program Schedule (Class Time)		10:00-11:00 a.m.	Mon-9:30-10:30 Thu	1:00 - 2:00 p.m.	8:50 - 9:50 a.m.	1:30-2:30 pm	1:00-2:00 pm	9:30-10:30 am	10:00-11:00 am	9:30 am to 10:30	9:30 to 10:30	
Annual # Service Days in FY		96	96	96	96	96	78	96	96	18	96	
Days Closed (list holidays closed)												
ADA Accessible												
Contract Total (All Sites)												
Total Unduplicated Consumers Served (Enrolled + D/E)	1,045	30	15	20	15	15	60	60	15	15	15	
ANNUAL #Consumers Attending Classes	38,610	960	768	2016	1440	768	2496	2112	672	162	864	
Average #Consumers attending classes each MONTH	311	10	8	21	15	8	32	22	7	9	9	
Health Promotion Classes **	2,664	96	96	96	96	96	78	96	96	18	96	
Individual Enrollment and Consultation (by hour)	355	20	20	20	15	15	30	50	30	15	15	
Individual Enrollment and Consultation (by participant)	865	30	20	20	15	15	30	50	25	15	15	
Wellness Trainer (1-3 per site) = 4 hours	20				0	0						
Wellness Trainer Workshop (1 unit = 4 hours)	2											

NOTES: UOS for the new sites are only estimates.
 Certified exercise leaders are not assigned to one site.

Yellow highlighted cells have math formulas. PLEASE DON

APPENDIX A
SERVICES TO BE PROVIDED BY GRANTEE

Health Promotion Program
Healthier Living- Chronic Disease Self-Management Education (CDSME) and DEEP
July 1, 2019 to June 30, 2021

I. Purpose

The purpose of this grant is to maintain or improve the wellbeing of high-risk seniors and adults with disabilities by implementing evidence-based health promotion programs to improve overall physical and mental health and to empower individuals to take control over personal health through lifestyle changes. Grantee will accomplish these goals by coordinating the Healthier Living-Chronic Disease Self-Management Education (CDSME) and Diabetes Empowerment Education Program (DEEP), expanding and improving its operation, and administering the program to meet the federal and state grant requirements for health promotion programs.

II. Definitions

ADL	Activities of Daily Living: The basic tasks of everyday life including eating, bathing, dressing, toileting and transferring (i.e., getting in and out of a bed or chair).
Adult with a Disability	Person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-Line (CARBON) system
Certified Master Trainer	A qualified individual who has attended Stanford University's Master training for "Healthier Living" Program or the DEEP program and meets the requirements to be a certified Master Trainer.
Certified Lay Leader	A qualified individual who has successfully completed "Healthier Living" or DEEP Lay Leader training and completed one "Healthier Living" workshop within a year of the training.
City	City and County of San Francisco, a municipal corporation.
Controller	Controller of the City and County of San Francisco or designated agent
CDA	California Department of Aging
DAAS	Department of Aging and Adult Services

DEEP	Diabetes Empowerment Education Program is an evidence-based health promotion program developed by University of Chicago, Illinois. It is a 6-week program, at 2 hour per class. This program targets adults with diabetes or pre-diabetics.
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	On Lok Day Services
Healthier Living- Chronic Disease Self- Management Education (CDSME) Program	“Healthier Living-CDSME” is an evidence-based health promotion program developed and licensed by Stanford University. It includes a series of 2 ½ hour workshops presented over a 6-week period by two trained leaders. The curriculum includes workshops and appropriate behavior modifications and coping strategies to enable the participants to manage their chronic diseases and medications and increase physical activity levels. The program enables the participants to work on effective communication skills with family, friends, and health professionals. Additional CDSME workshops include those targeted for consumers with Diabetes, HIV/AIDS, Chronic Pain and Arthritis. Other CDSME programs include DEEP (Diabetes Empowerment Education Program)
Healthier Living Lay Leader Training Workshop	Planning, coordinating and providing hands-on training to train individuals to become Lay Leaders for implementing the Healthier Living Program based on Stanford University’s curriculum (4-days training) or the DEEP training (3-days training) based on University of Chicago’s curriculum and guidelines set for this program and activities to meet the criteria set by the Office on the Aging. 1 unit = one completed multi-day training in accordance to the program model.
Healthier Living	Person who works under the Grantee and who is responsible for

Program Coordinator	coordinating and managing the various aspects in implementation of the Healthier Living Program.
Healthier Living Coalition Partners	Organizations in the community who are interested in providing CDSMP and/or DEEP program to their consumers and have a signed memorandum of understanding with Grantee that specifies the responsibilities of each party.
HSA	Human Services Agency of the City and County of San Francisco
IADL	Instrumental Activities of Daily Living: activities related to independent living including preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
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, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of poverty level. 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 Adult	Person who is 60 years or older, used interchangeably with Senior
Partners in Care Foundation	A non-profit organization that the California Department of Aging has contracted to administer evidenced-based health promotion programs.
Senior	Person who is 60 years or older, used interchangeably with Older Adult
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i>

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.*)

SF12 Perception of Health Questionnaire The SF-12® is a multipurpose short-form (SF) generic measure of health status and outcome from the participant’s point of view. The tool is developed by Quality Metric Incorporated and proven to provide valid outcome data.

Service Unit: One contact = one person who attended a workshop session.
Contact

Service Unit: One graduate = one person who attended 5 out of 6 DEEP
Graduate workshops, or 4 out of 6 CDSME workshops.

Title III D of OAA The Healthier Living program is funded in part by Older Americans Act (OAA) Title III D funds, and will need to comply with OAA reporting and program requirements.

III. Target Population

Persons 60 years or older and persons between 18 and 59 years of age living with a disability, or caregiver of an adult with a disability. According to the federal mandates of the Older Americans Act and DAAS standards, 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
- LGBTQ+

IV. Eligibility for Healthier Living Services

Persons 60 years of age or older and persons between 18 and 59 years of age living with a disability or chronic health conditions, or caregiver of an adult with chronic health conditions.

V. Location and Time of Services

The workshops will be conducted in San Francisco and training dates and location are to be determined by the Grantee with OOAs approval.

VI. Description of Services and Program Requirements

The Healthier Living Program is an evidence-based health promotion program funded with state grant and federal funds under Title IIID of the Older Americans Act to improve the quality of life for older adults and adults with disabilities by: (1) providing them skills for appropriate behavior modifications; (2) providing them with coping strategies to manage their chronic diseases and medications; and (3) increasing their physical activity levels.

The Grantee will:

- A. Engage in **planning activities** to develop health promotion classes, training, marketing and outreach strategies in line with an established evidence-based health promotion program. A marketing-outreach plan will be provided to DAAS for review approval within 60 days after contract begins, and updated annually or as needed.
- B. **Establish signed MOUs** to collaborate with at least six community partners to implement a citywide multidisciplinary health promotion program that is (a) community-based, (b) sustainable, (c) implemented in different neighborhoods of the city and (d) culturally relevant to participants in the targeted communities in San Francisco.
- C. Establish a Wellness Coalition with the community partners; plan and coordinate with DAAS to conduct quarterly meeting with Wellness Coalition partners to provide technical assistance, plan and coordinate CDSME and DEEP workshops, etc.
- D. **Provide workshops to train and/or re-certify Lay Leaders or train Master Trainers.** Master Trainers or Lay Leaders are individuals who are qualified to facilitate Healthier Living-CDSMP or DEEP workshops. Facilitators shall be available in at least the following languages to lead workshops in: English, Chinese (Cantonese & Mandarin), and Spanish. To the extent possible, provide other bilingual facilitators to meet other language needs in the communities.
- E. **Offer Healthier Living-CDSMP and DEEP classes.** Classes will be:
 - Conducted by the number of qualified facilitators needed to implement the program in a manner to assure program fidelity and quality according to program model.
 - Offered in group settings in different accessible locations throughout the city such as congregate meal sites, community centers, senior housing, or senior centers.
 - Offered in at least three (3) different languages to meet needs in the community, including English, Chinese (Cantonese & Mandarin), and Spanish.
 - Enrolled at a minimum class size of 12 people and maximum of 25 for CDSMP, and maximum of 20 for DEEP.
 - Administered surveys/forms to collect the necessary data from program participants.
 - Provided opportunity for program participants to make voluntary contribution.
- F. **Conduct program outreach in order to achieve consumer enrollment service objectives within a diverse target population.** Outreach strategies will be neighborhood-based as well as citywide and may include activities such as disseminating materials at community meetings, other group settings or special events/fairs, announcements, electronic bulletins, and other mass media. As part of program outreach, Grantee will post workshops and maintain current information for DAAS sponsored workshops on the State's web site: www.CaHealthierLiving.org
- G. **Conduct and document program quality-fidelity monitoring visits** for the majority of the new Lay Leaders (i.e. who are facilitating a workshop for the first time) at one or more sessions of the workshop and provide support and technical assistance, as needed, to ensure that the workshops follow the curriculum and program model for program fidelity.

Program fidelity checks will be conducted for other leaders, as needed, to ensure that the curriculum and program model is followed. A minimum of six fidelity monitoring checks will be conducted and shared with DAAS on a quarterly basis in September, December, March and June.

- H. Provide information and/or referrals to targeted consumers to community CDSMP or online workshops.
- I. **Track and maintain a current list of Lay Leaders and Master Trainers** accessible to the Wellness Coalition and DAAS. Share updated list with DAAS twice a year, and as requested.
- J. Based on the program model's definition, graduate at least 65% of the enrolled participants and meet service objectives. For CDSME, graduate is defined as participant attending 4 or more out of 6 week sessions. For DEEP, graduate is defined as attending 5 out of 6 sessions.
- K. Will conduct one or more meetings a year, as needed, with Master Trainers and Lay Leaders to provide program updates and technical assistance.
- L. The Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- M. Grantee will help publicize and actively recruit Healthier Living program graduates to the DAAS-NCOA sponsored Healthier Living Alumni online community (<https://community.selfmanage.org>) so they will continue to have the support/resources to make positive lifestyle changes to maintain or improve their health. Grantee will inform and invite the program graduates to join the Healthier Living Graduate online community at the 5th and 6th workshop session.

VII. Other Grantee Responsibilities:

- A. Grantee will develop and maintain current program policies and procedures with OOA's approval to meet the Healthier Living program service standards set forth by Stanford University and Office on the Aging, including having a current list of Master Trainers/Lay Leaders, inventory list of program workbooks and incentives available.
- B. Grantee will have a representative to participate in the statewide CA Healthier Living Coalition.
- C. Grantee will be responsible for collecting the CDSME participant attendance log, participant surveys from the workshops, and sending them to Partners in Care as indicated in the written agreement, or another designated agency, and entering the service data into CaGetCare.
- D. Grantee will be responsible for collecting the DEEP participant attendance log, participant surveys from the workshops, and sending them to the designated agency as indicated in their written agreement.

- E. Grantee will be responsible for documenting a list of the number of participants enrolled and completed the Healthier Living workshops and share with DAAS-OOA on a regular basis.
- F. Grantee will participate in other activities to help promote and support expansion of health promotion program.
- G. Grantee will be responsible for developing methods for program sustainability for program expansion and/or continuation after grant ends.

VIII. Service Objectives

- A. Graduate a total of workshop participants annually as indicated in the table below.
- B. Graduate a minimum average of 65% of participants enrolled per workshop in CDSME and DEEP workshops.
- C. Offer the following number of CDSMP workshops annually as indicated in Table A below. The types of workshops offered will be negotiated with DAAS based on identified needs in the community and available resources and as shown on the OOA approved Site Chart.
- D. Train the following number of Master Trainers as indicated in Table A below.
- E. Certify/re-certify the following number of Lay Leaders as indicated in the table below.
- F. Reach the following number of contacts in the workshops as indicated in the table below. One contact = one person who attended a workshop session.
- G. Have a memorandum of understanding (MOU) with at least six community partners.

**Table A: Annual Service Units:
FY 2019-21**

	CDSMP	DEEP	Total
Total # Workshops	15	36	51
Total # Enrollees (Consumers)	213	452	665
Total # Contacts	1,044	2,215	3,259
Total # Graduates	160	339	499
Master Trainers Trained Annually	1	0	1
Lay Leaders Trained Annually	18	15	33

IX. Outcome Objectives

- A. Based on pre and post surveys, at least 75% of the DEEP workshop participants will demonstrate greater understanding of diabetes and how to prevent and/or better manage it.
- B. Based on pre and post surveys, at least 75% of the Healthier Living (CDSME) workshop participants will increase their confidence in managing their chronic health conditions.

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of 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 service unit reports; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; 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 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 provide various reports during the term of the grant agreement.

- A. Grantee shall input all required data into CA-GetCare at least on a quarterly basis.
- B. Grantee shall provide DAAS a list of the "Healthier Living" workshop schedule at least on a quarterly basis, and more often as it is updated.
- C. Within 2-weeks of completing the "Healthier Living" workshop, Grantee will submit a copy of the workshop attendance log, Session 1 and Session 6 participant surveys to Partners in Care Foundation for data entry and processing. Grantee will work with Partners in Care Foundation or other designated agency to provide reports for each of the completed workshop to Grantee and DAAS at least on a quarterly basis. Grantee will submit a workshop summary report (including date of workshop, names of the facilitators, location of workshop, and number of participants enrolled and graduated) to OOA at least on a quarterly basis. The reports are due to OOA at end of the month in September, December, March and June.
- D. Grantee will shared with OOA a summary report of the number of fidelity checks completed (including the leader's name, visit date and who completed the check) on quarterly basis. The reports are due to OOA at end of the month in September, December, March and June.
- E. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
- F. Grantee shall submit a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st.

- G. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- H. Grantee will provide OOA with an updated list of the Lay Leaders trained and their certification status at least on a semi-annual basis. The report is due to OOA in end of December and June, or more frequent, as needed.
- I. Grantee will assure that services delivered are consistent with professional standards for this service.
- J. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- K. Grantee will develop a Grievance Policy consistent with Office on the Aging Program Memorandum #33 - Consumer Grievance Policy.
- L. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points		
Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509
SF Senior Center (SFSC)	481 O’Farrell St, San Francisco, 94102	415-202-2983
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

- M. Grantee shall develop and deliver ad hoc reports as requested by HSA and DAAS OOA. For assistance with reporting requirements or submission of reports, contact:

Lauren Muckley, OOA Nutritionist, email: Lauren.Muckley@sfgov.org
 Esperanza Zapien, Senior Contract Manager, email: Esperanza.Zapien@sfgov.org

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name		Term		
6	On Lok Day Services		7/1/19-6/30/21		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Health Promotion-Healthier Living				Total
10	Budget Reference Page No.(s)				
11	Program Term	7/1/19-6/30/20	7/1/20-6/30/21		7/1/19-6/30/21
12	DAAS Expenditures				
13	Salaries & Benefits	\$151,209	\$151,209		\$302,418
14	Operating Expenses	\$25,441	\$25,441		\$50,882
15	Subtotal	\$176,650	\$176,650		\$353,300
16	Indirect Percentage (%) - CDA 10%	9%	9%		
17	CDA Indirect Cost (Line 16 X Line 15)	\$15,899	\$15,899		\$31,798
18	Indirect Percentage (%) - GF %				
19	GF Indirect Cost (Line 18 X Line 15)				
20	Subcontractor/Capital Expenditures				
21	TOTAL DAAS EXPENDITURES	\$192,549	\$192,549		\$385,098
22					
23	Non-DAAS Expenditures				
24	Salaries & Benefits	\$27,939	\$27,939		\$55,878
25	Operating Expense	\$1,265	\$1,265		\$2,530
26	Subtotal	\$29,204	\$29,204		\$58,408
27	Indirect Percentage (%) -				
28	Indirect costs				
29	Subcontractor/ Capital Expenditures				
30	TOTAL Non-DAAS EXPENDITURES	\$29,204	\$29,204		\$58,408
31					
32	TOTAL DAAS & Non-DAAS EXPENDITURES	\$221,753	\$221,753		\$443,506
33					
34	HSA-DAAS Revenues				
35	General Fund	\$122,689	\$122,689		\$245,378
36	Federal Funds #93.043	\$69,860	\$69,860		\$139,720
37					
38	TOTAL HSA-DAAS REVENUES	\$192,549	\$192,549		\$385,098
39					
40	Non-DAAS Revenues				
41	Project Income	\$200	\$200		\$400
42	Fundraising	\$29,004	\$29,004		\$58,008
43					
44					
45	TOTAL NON-DAAS REVENUES	\$29,204	\$29,204		\$58,408
46	Total DAAS & Non-DAAS Revenues	\$221,753	\$221,753		\$443,506
47	Full Time Equivalent (FTE)	2.23	2.23		
49	Prepared by: Valorie Villela	Telephone No.: (415) 550-2211		5/8/2019	
50	HSA-CO Review Signature: _____				
51	HSA #1				

SITE CHART

Healthier Living-CDSME/Diabetes Empowerment Education Program (DEEP)

FY 19-20 annually

DAAS-OFFICE ON THE AGING

Program:
CONTRACT AGENCY:
CONTRACT MAILING ADDRESS:

30th Street Senior Center
225 30th St 3rd floor, San Francisco, CA
94131

DIRECTOR:
Program Manager:
Program Coordinator:

Valerie Villala
Genny Pinzon
Ken Wong / Marina Lazama

Phone No: 415-550-2211
Phone No: 415-550-2291
Phone No: 415-550-6002 / 415-550-2257

Email: valerie@onlok.org
Email: gpinzon@onlok.org
Email: kwong@onlok.org /
Email: miazgara@onlok.org

Date Submitted:

Annual Service Units:

Site/Partner Name:

CDSME Program	Total	Chinatown Public Health Center	Glide Memorial Church	Mercy Housing	NEMS	SFSC 481 O'Farrell	YMCA	TNDC	VA Medical Center
Workshop in:									
English	5			1		1	1	1	1
Chinese (Cantonese/Mandarin)	10	2	1	3	2			1	
Spanish									
Other									
Total # Workshops	15	2	1	4	2	1	1	2	1
Avg #Enrollees per workshop**	13	15	15	15	12	10	10	15	10
Total #Enrollees	213	30	15	60	36	12	10	30	10
Avg # Graduate per workshop	10	11	11	11	14	9	8	11	8
Total # CONTACTS	1,044	147	74	294	176	59	49	147	49
Total # Graduates	160	23	11	45	27	9	8	23	8
#Master Trainers Trained/Year:	1								
#Lay Leaders Trained/Year:	18								

Site/Partner Name:

DEEP Program	Total	Non-Regular Host Sites	Mission Neighborhood Center	Asian Pacific Family Center	NEMS	Chinatown Community Development Center	CLC-Cayuga Community Connectors	Curry Senior Center	Mercy Terrace
Workshop in:									
English	17	11	1	1			1		2
Chinese (Cantonese/Mandarin)	9	2		1	2	2		1	1
Spanish	9	8							
Other	1							1	
Total # Workshops	36	21	1	2	2	2	1	2	3
Avg #Enrollees per workshop**	13	12	18	10	18	12	15	10	15
Total #Enrollees	452	252	18	20	36	24	15	20	45
Avg # Graduate per workshop	10	9	14	8	14	9	11	8	11
Total # CONTACTS	2,215	1,235	88	98	176	118	74	98	221
Total # Graduates	339	189	14	15	27	18	11	15	34
#Master Trainers Trained Annually:	n/a								
#Lay Leaders Trained Annually:	15								
Grand Total #Enrollees (CDSME & DEEP)	665								
Grand Total #Graduates (CDSME & DEEP):	499								
Grand Total # CONTACTS	3,259								
Grand Total #Workshops	51								
		Total budget	Cost/person						
		\$ 192,549	\$ 289.55						
		\$ 386.06	\$ 59.03						

NOTES:

** DAAS guideline: Minimum 12 enrollees per workshop. Recommend use 12-20 for enrollees; use historical info to help set lower or higher figure.

DAAS standard for Average #Graduates per workshop is 65% of higher.

Cells in Yellow or Green Highlighted cells have formulas. They are locked to prevent accidental changes.

Calculations for #Graduates (row 19 & 33) and #Contacts (row 20 & 34) based on On Lok's FY 18-19 Actual data.

To unprotect: Go to "Review" then "Unprotect sheet". No password needed.

DEEP Program: DAAS recommend to consolidate the sporadic host sites (i.e. A Host site partner who is NOT committed to sponsoring workshop annually with written sign MOU with On Lok) in a generic column call "Non-Regular Host Sites"

SITE CHART

Healthier Living-CDSME/Diabetes Empowerment Education Program (DEEP)

FY 20-21 annually

DAAS-OFFICE ON THE AGING

Program:
 CONTRACT AGENCY:
 CONTRACT MAILING ADDRESS:

30th Street Senior Center
 225 30th St 3rd floor, San Francisco, CA
 94131

DIRECTOR:
 Program Manager:
 Program Coordinator:

Valerie Villela
 Genny Pinzon
 Ken Wong / Marina Lazara

Phone No:
 Phone No:
 Phone No:

415-550-2211
 415-550-2291
 415-550-6002 / 415-550-2257

Email:
 Email:
 Email:

valerie@ontlok.org
 gpinzon@ontlok.org
 kwong@ontlok.org /
 mlazzara@ontlok.org

Date Submitted:

Annual Service Units:

Site/Partner Name:

Workshop in:	Total	Chinatown Public Health Center	Glide Memorial Church	Mercy Housing	NEWS	SFSC 481 O'Farrell	YMCA	TNDC	VA Medical Center	Non-Regular Host Sites
English	5			1		1		1	1	1
Chinese (Cantonese/Mandarin)	10	2	1	3	2					
Spanish										
Other										
Total # Workshops	15	2	1	4	2	1	1	2	1	1
Avg #Enrollees per workshop**	13	15	15	15	18	12	10	15	10	10
Total #Enrollees	213	30	15	60	36	12	10	30	10	10
Avg # Graduate per workshop	10	11	11	11	14	9	8	11	8	8
Total # CONTACTS	1,044	147	74	294	176	59	49	147	49	49
Total # Graduates	160	23	11	45	27	9	8	23	8	8
#Master Trainers Trained/Year:	1									
#Lay Leaders Trained/Year:	18									

Site/Partner Name:

Workshop in:	Total	Non-Regular Host Sites	Mission Neighborhood Center	Asian Pacific Family Center	NEWS	Chinatown Community Development Center	CLC-Cayuga Community Connectors	Curry Senior Center	Mercy Terrace Center	30th St Sr Center
English	17	11	1	1						1
Chinese (Cantonese/Mandarin)	9	2		1	2	2		1		
Spanish	9	8								1
Other	1							1		
Total # Workshops	36	21	1	2	2	2	1	2	3	2
Avg #Enrollees per workshop**	13	12	18	10	18	12	15	10	15	11
Total #Enrollees	452	252	18	20	36	24	15	20	45	22
Avg # Graduate per workshop	10	9	14	8	14	9	11	8	11	8
Total # CONTACTS	2,215	1,235	88	98	176	118	74	98	221	108
Total # Graduates	339	189	14	15	27	18	11	15	34	17
#Master Trainers Trained Annually:	n/a									
#Lay Leaders Trained Annually:	15									
Total budget	\$ 192,549	\$ 289.55								
Grand Total #Enrollees (CDSME & DEEP)	665									
Grand Total #Graduates (CDSME & DEEP)	499									
Grand Total # CONTACTS	3,259									
Grand Total #Workshops	51									

NOTES:
 ** DAAS guideline: Minimum 12 enrollees per workshop. Recommend use 12-20 for enrollees; use historical info to help set lower or higher figure.
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