



**MEMORANDUM**

**TO:** AGING & ADULT SERVICES COMMISSION

**THROUGH:** SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

**DATE:** MARCH 1, 2017

**SUBJECT:** GRANT MODIFICATION: **INSTITUTE ON AGING (NON-PROFIT)**  
TO PROVIDE LEVEL OF CARE ASSESSMENTS AND  
TRANSITIONAL CASE MANAGEMENT FOR RESIDENTS OF  
RESIDENTIAL FACILITIES FOR THE CHRONICALLY ILL (RCFCI)  
AND PLUS HOUSING (+HOUSING) INDIVIDUALS

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	7/1/14- 6/30/19	3/1/17- 2/28/18	7/1/14 – 6/30/19		
<b>GRANT AMOUNT:</b>	\$21,716,275	\$50,000	\$21,766,275	\$2,176,628	\$23,942,903
<b>ANNUAL AMOUNT:</b>	\$3,760,693 (FY 14/15)	\$4,316,517 (FY 15/16)	\$4,695,156 (FY 16/17)	\$4,646,351 (FY 17/18)	\$4,347,558 (FY 18/19)

MODIFICATION  
FUNDING SOURCE

**FUNDING:**  
**PERCENTAGE:**

<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
\$50,000			\$5,000	\$55,000
100%				100%

The Department Aging and Adult Services (DAAS) requests authorization to modify the existing grant with the Institute on Aging for the period of July 1, 2014 to June 30, 2019 in an additional amount of \$50,000 plus a 10% contingency for a revised total grant amount not to exceed \$23,942,903. The purpose of this grant modification is to provide level of care assessments and transitional support to Residents of Residential Facilities for the Chronically Ill (RCFCI) and Plus Housing individuals served by the Community Living Fund (CLF) model. DAAS and MOHCD anticipate that this additional funding will support 26 clients over a 1 year period.

## **Background**

In July 2006, the City of San Francisco launched the Community Living Fund (CLF) so that older adults and younger adults with disabilities could access the services necessary to allow them to continue living independently in their homes. The Institute of Aging was selected to administer part of the Community Living Fund.

The mission of the Community Living Fund is to reduce unnecessary institutionalization by providing seniors and adults with disabilities with options for how they receive assistance, care, or support, as well as various resources and services not available through any other mechanisms.

In July 2015, San Francisco's Mayor's Office of Housing and Community Development (MOHCD) collaborated with the Department of Aging and Adult Services (DAAS) and the Grantee to provide health and medical consultations in order to survey the real-time licensed care needs of residents at the five RCFCI sites. The Grantee used its expertise with the Community Living Fund model and its focus on level of care assessments and community transitions to determine residents' required level of care as well as appropriate potential support systems. The resulting RCFCI Report summarized the assessments and pinpointed a subset of tenants who were willing to live at an appropriately lower level of care. Continuation of these assessments will support individual housing choices and ultimately help optimize RCFCI resources.

## **Services to be Provided**

In collaboration with MOHCD and DAAS, the Grantee will assess appropriate level of care for RCFCI residents whom have been identified by RCFCI facility managers as potential candidates for a lower level of care. Grantee will also provide recommendations regarding housing place, wrap-around services, and transitional case management to reduce individuals' risk of being institutionalized post-placement.

In addition, Grantee will also provide baseline assessments for individuals who have been prioritized on MOHCD's new +Housing waitlist to inform and facilitate successful placement.

For additional detail of the services to be provided, please refer to the attached Appendix A-3.

## **Grantee Selection**

Grantee was selected through Request for Proposals #578 (Community Living Fund) which was competitively bid in January 2014. The Grantee was the only respondent.

## **Funding**

Funding for this modification will be through County General Funds (100%).

## **ATTACHMENTS**

Appendix A-3, Services to be Provided

Appendix B, Budget Summary

Appendix B-3, Calculation of Charges

**Appendix A-3 – Services to be Provided  
Institute on Aging  
Community Living Fund: Level of Care Assessments and Recommendations  
March 1, 2017 to February 28, 2018**

**I. Purpose of Grant**

The purpose of this grant is to provide continuing support to the Mayor’s Office of Housing and Community Development (MOHCD) for two initiatives related to the San Francisco HIV Housing Five-Year Plan, which was launched in December 2014.

**A. RCFCI Transitions**

Grantee will provide level of care assessments and recommendations for residents in Residential Care Facilities for the Chronically Ill (RCFCI) sites whom are identified by facility managers as no longer needing RCFCI level of care. At RCFCI Case Management meetings convened by MOHCD, Grantee will, using the Community Living Fund model, provide recommendations regarding placement, as well as wrap-around services and transitional case management assistance.

**B. +Housing (“Plus Housing”) Waitlist Launch**

Grantee will provide baseline assessments for individuals prioritized on the new +Housing waitlist to inform and facilitate successful placement. MOHCD is responsible for beds/units and rental subsidies funded by Housing Opportunities for Persons with AIDS (HOPWA) and the new +Housing Waitlist which prioritizes HIV+ applicants based on financial need. +Housing has replaced the former HIV Housing Referral List (HHRL), which has been closed to new applicants for a number of years.

**II. Definitions**

CLF	Community Living Fund (CLF) is a city-wide fund with the goal to prevent premature and unnecessary institutionalization by supporting services such as intensive case management and purchases of tangible goods and services.
DAAS	Department of Aging and Adult Services (DAAS), a division of the Human Services Agency
Grantee	Institute on Aging (IOA), the main grantee for CLF
HOPWA	Housing Opportunities for Persons with AIDS (HOPWA) is the only federal program dedicated to the housing needs of people living with HIV, under which HUD makes grants to local communities, states, and nonprofit organizations for projects that benefit low-income persons living with HIV, and their families.
MOHCD	The Mayor’s Office of Housing and Community Development (MOHCD), which manages the distribution of HOPWA and selects General Fund proceeds for the benefit of persons with HIV in San Francisco.

RCFCI	Residential Care Facility for the Chronically III (RCFCI) is a California Title 22 licensed facility that provides care and supervision to adults who need skilled nursing related to advanced complications from HIV.
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### III. Target Population

There are two (2) target populations:

1. Residents in RCFCIs identified as no longer needing RCFCI level of care; and
2. Low-income HIV+ individuals who have been prioritized for housing support through the newly launched +Housing List.

### IV. Description of Services

#### A. RCFCI Transitions

Grantee shall provide the following services during the term of this grant:

- In collaboration with RCFCI staff, identify residents willing and able to live at an appropriately lower level of care in independent housing.
- Conduct biopsychosocial assessments and document findings in the CLF electronic health record.
- Develop written housing recommendations leveraging housing resources that include both supportive housing units and housing vouchers.
- In partnership with RCFCI staff, facilitate the move to independent living through transitional case management and care coordination.
- Meet reporting requirements as set forth by MOHCD and DAAS.
- Participate in collaborative meetings with key partners throughout the duration of the grant, including but not limited to MOHCD, DAAS, and RCFCI staff.

#### B. +Housing (“Plus Housing”) Waitlist Relaunch

Grantee shall provide the following services during the term of this grant:

- Conduct standardized, baseline, face-to-face assessments for individuals prioritized by MOHCD for placement from the +Housing Waitlist with attention to four domains (housing, medical, mental health, and substance use patterns).
- Conduct enhanced assessment for individuals identified as unstable in any of the four domains of the baseline assessment.
- Develop written Clinical Profile stemming from the assessment for MOHCD to optimize matching of unique client needs to voucher/unit availability.
- Conduct subsequent re-assessments with each prioritized +Housing Waitlisted individual until placement occurs. Frequency of re-assessment will be dependent upon client in/stability at time of initial assessment, where typical intervals are six (6) or twelve (12) months.
- Meet reporting requirements as set forth by MOHCD and DAAS.

## V. Location and Time of Services

### A. RCFCI Transitions

Assessments and follow-up transitional case management activities will be conducted at each site during regular business hours in coordination with site managers and residents. The following is the list of RCFCIs, their location and number of beds:

<b>Cohen Residence (Dolores Street Community Services)</b>	220 Dolores	10 beds
<b>Larkin Street</b>	129 Hyde	12 beds
<b>Maitri</b>	401 Duboce	14 beds
<b>Leland House (Catholic Charities)</b>	141 Leland	45 beds
<b>Peter Claver (Catholic Charities)</b>	1340 Golden Gate	32 beds

### B. +Housing (“Plus Housing”) Waitlist Relaunch

Assessments will be conducted at the residence of each prioritized +Housing applicant.

## VI. Deliverables

At minimum, Grantee shall provide the following units of service during the term of this grant:

- Twelve (12) level of care assessments, written placement recommendations, and transitional case management for residents in RCFCI, each within a month of request.
- Fourteen (14) level of care assessments\* for individuals on the +Housing waitlist, each within a month of request.

\*A Level of Care Assessment is understood to be a baseline assessment, which includes an evaluation of health, mental health, and functional issues to inform the level of care recommendations. If the baseline assessment indicates that further evaluation is warranted, Grantee will additionally conduct an enhanced assessment.

## VII. Reporting Requirements

- ### A.
- Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VI - Deliverables. Grantee will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.

On a **monthly** basis, the Institute on Aging will provide the following to MOHCD and DAAS:

- The total number of residents assessed, and type of assessments made, for each target population.
  - Placement recommendations for assessed residents.
- B. Grantee will provide a **final** report summarizing the contract activities, referencing the tasks as described in Section VI - Deliverables. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the MOHCD, DAAS, or HOPWA.
- D. For assistance with reporting requirements or submission of reports, contact:

Carrie Wong  
Director of Long-Term Care Operations, DAAS  
[carrie.wong@sfgov.org](mailto:carrie.wong@sfgov.org)

Victoria Chan  
Contract Manager, Human Services Agency  
[victoria.chan@sfgov.org](mailto:victoria.chan@sfgov.org)

### **VIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- 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.

### HUMAN SERVICES AGENCY GRANT BUDGET SUMMARY BY PROGRAM

A	B	C	D	E	F	G
	Name Institute on Aging					
	July 1, 2014 - June 30, 2019					
7	(Check One) New	Renewal	Modification <input checked="" type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: <b>Community Living Fund</b>					
10	Budget Reference Page No.(s)					
11	Program Term					
12	<b>Expenditures</b>					
13	Salaries & Benefits	\$1,406,298	\$1,704,500	\$1,773,107	\$1,790,838	\$8,430,295
14	Operating Expense	\$181,659	\$213,925	\$219,274	\$220,390	\$1,053,669
15	<b>Subtotal</b>	\$1,587,957	\$1,918,425	\$1,992,381	\$2,011,229	\$9,483,964
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$238,194	\$287,764	\$298,857	\$301,684	\$1,422,595
18	Capital Expenditure	\$9,000	\$2,000	\$0	\$0	\$11,000
19	Total Expenditures	\$1,835,150	\$2,208,189	\$2,291,238	\$2,312,913	\$10,917,558
20						
21	Other Operating Expense	\$614,952	\$598,000	\$405,650	\$405,650	\$2,429,902
22	Purchase of Services	\$1,270,091	\$1,510,328	\$1,949,463	\$1,628,995	\$8,328,315
23	MOHCD Assessments	\$40,500	\$50,000	\$0	\$0	\$90,500
24	<b>TOTAL EXPENDITURES</b>	\$3,760,693	\$4,316,517	\$4,646,351	\$4,347,558	\$21,766,275
25	<b>HSA-DAAS Revenues</b>					
26	General Fund					
27	DAAS Revenue	\$3,404,193	\$3,973,677	\$4,303,511	\$4,004,718	\$19,988,415
28	Non-DAAS Revenue Total	\$316,000	\$342,840	\$342,840	\$342,840	\$1,687,360
29	MOHCD	\$40,500	\$50,000	\$0	\$0	\$90,500
30	<b>TOTAL REVENUE (Includes all sources)</b>	\$3,760,693	\$4,316,517	\$4,646,351	\$4,347,558	\$21,766,275
31						
32						
33						
34	<b>Total Revenues</b>	\$3,760,693	\$4,316,517	\$4,646,351	\$4,347,558	\$21,766,275
35	Full Time Equivalent (FTE)					

37 Prepared by: Dustin Harper Telephone No.: 415.750.8750 2/14/2017

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

39 HSA #1 11/15/2007



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
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SALARIES & BENEFITS DETAIL

Program: Community Living Fund  
 (Same as Line B on HSA #1)

TOTAL SALARIES & BENEFITS \$1,406,298

EMPLOYEE FRINGE BENEFITS \$517,395

FRINGE BENEFIT RATE 29.59%

TOTALS \$1,923,693

TOTALS \$1,923,693

FRINGE BENEFIT RATE 26.91%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,406,298

TOTALS \$1,406,298

FRINGE BENEFIT RATE 36.81%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,923,693

TOTALS \$1,923,693

FRINGE BENEFIT RATE 26.91%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,406,298

TOTALS \$1,406,298

FRINGE BENEFIT RATE 36.81%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,923,693

TOTALS \$1,923,693

FRINGE BENEFIT RATE 26.91%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,406,298

TOTALS \$1,406,298

FRINGE BENEFIT RATE 36.81%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,923,693

TOTALS \$1,923,693

FRINGE BENEFIT RATE 26.91%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,406,298

TOTALS \$1,406,298

FRINGE BENEFIT RATE 36.81%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,923,693

TOTALS \$1,923,693

FRINGE BENEFIT RATE 26.91%

EMPLOYEE FRINGE BENEFITS \$517,395

TOTALS \$1,406,298

TOTALS \$1,406,298



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12														TOTAL
13	Expenditure Category		TERM	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19						7/1/14-6/30/19
14	Rental of Property			\$108,600	\$112,299	\$113,983	\$115,123	\$116,275						\$ 566,280
15	Staff Travel			\$10,659	\$14,552	\$14,898	\$15,517	\$16,808						\$ 72,433
16	Office Supplies, Postage			\$5,400	\$7,500	\$7,654	\$7,731	\$7,808						\$ 36,092
17	Insurance			\$3,000	\$4,200	\$4,242	\$4,284	\$4,327						\$ 20,054
18	Storage			\$5,500	\$5,200	\$5,252	\$5,305	\$5,358						\$ 26,614
19	Web Hosting and User Fee			\$39,000	\$39,390	\$39,784	\$38,380	\$38,463						\$ 195,017
20	Technology Equipment			\$1,000	\$7,200	\$7,272	\$7,345	\$5,509						\$ 28,325
21	Wireless			\$8,500	\$8,985	\$9,375	\$9,469	\$9,563						\$ 45,892
22	Recruiting Fees				\$12,599	\$12,725	\$12,852	\$12,981						\$ 51,158
23	Professional Trainings				\$1,000	\$1,958	\$1,978	\$1,998						\$ 6,934
24	Translation Services				\$1,000	\$1,277	\$1,290	\$1,303						\$ 4,869
25	TOTAL OPERATING EXPENSE			\$181,659	\$213,925	\$218,420	\$219,274	\$220,390						\$ 1,053,669
26														
27	Other Operating Expense (excluded in Indirect Cost)													
28	Partner Agencies			\$272,600	\$338,000	\$395,650	\$395,650	\$395,650						\$ 1,797,550
29	Palliative Care One-Time Payment			\$11,500										
30	CBAS Transit Services			\$330,852	\$250,000									
31	Temporary Contract Employees				\$10,000	\$10,000	\$10,000	\$10,000						\$40,000
32	OTHER OPERATING EXPENSE TOTAL			\$614,952	\$598,000	\$405,650	\$405,650	\$405,650						\$2,429,902
33	HSA #3													11/15/2007

Operating Expense Detail

Program: Community Living Fund  
(Same as Line 9 on HSA #1)

Program Name: Community Living Fund  
 (Same as Line 9 on HSA #1)

**Purchase of Service Detail**

<u>Purchase of Service Category</u>	<u>TERM</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>TOTAL</u>
Global Purchase of Services		\$1,270,091	\$1,510,328	\$1,969,438	\$1,949,463	\$1,628,995	\$8,328,315
<b>TOTAL PURCHASE OF SERVICE EXPENSE</b>		<u>\$1,270,091</u>	<u>\$1,510,328</u>	<u>\$1,969,438</u>	<u>\$1,949,463</u>	<u>\$1,628,995</u>	<u>\$8,328,315</u>

HSA #4

5/23/2013

Program Name: Community Living Fund  
 (Same as Line 9 on HSA #1)

**Revenue Detail**

	TERM	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
<b>NON-DAAS REVENUE</b>							
CCT/IHO Waiver Reimbursement		\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$700,000
SF Health Plan Recovery		\$176,000	\$202,840	\$202,840	\$202,840	\$202,840	\$987,360
<b>TOTAL NON-DAAS REVENUE</b>		<b>\$316,000</b>	<b>\$342,840</b>	<b>\$342,840</b>	<b>\$342,840</b>	<b>\$342,840</b>	<b>\$1,687,360</b>
<b>DAAS REVENUE</b>							
CBAS Transit			\$250,000				\$250,000
CODB Increases			\$59,293	\$121,265	\$122,460	\$123,668	\$426,686
CLF Carryforward				\$516,667	\$516,667	\$216,666	\$1,250,000
CLF Base Contract		\$3,404,193	\$3,664,384	\$3,664,384	\$3,664,384	\$3,664,384	\$18,061,729
<b>TOTAL DAAS REVENUE</b>		<b>\$3,404,193</b>	<b>\$3,973,677</b>	<b>\$4,302,316</b>	<b>\$4,303,511</b>	<b>\$4,004,718</b>	<b>\$19,988,415</b>
<b>MOHCD REVENUE</b>		<b>\$40,500</b>		<b>\$50,000</b>			<b>\$90,500</b>
<b>TOTAL REVENUE</b>		<b>\$3,760,693</b>	<b>\$4,316,517</b>	<b>\$4,695,156</b>	<b>\$4,646,351</b>	<b>\$4,347,558</b>	<b>\$21,766,275</b>

A	B	C	D	E	F	G	H	
1								
2								
3								
4	Program: Community Living Fund							
5	(Same as Line 9 on HSA #1)							
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9								
10	EQUIPMENT	TERM	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL 7/1/14-6/30/19
11	No.	ITEM/DESCRIPTION						
12	12	Desktop keyboards	9,000					9,000
13	2	Printer/copier/fax		2,000				2,000
14								0
15								0
16								0
17								0
18								0
19								0
20	TOTAL EQUIPMENT COST		9,000	2,000	0			11,000
21								
22	REMODELING							
23	Description:							0
24								0
25								0
26								0
27								0
28								0
29	TOTAL REMODELING COST		0	0	0			0
30								
31	TOTAL CAPITAL EXPENDITURE		9,000	2,000	0			11,000
32	(Equipment and Remodeling Cost)							
33	HSA #4							11/15/2007

**Appendix B-3 - Calculation of Charges**  
**Institute on Aging**  
**Community Living Fund: Level of Care Assessments and Recommendations**  
**March 1, 2017 to February 28, 2018**

- I. The City and County will reimburse the grantee for services provided based on the following schedule of rates.

Services	Rate	Clients	Annual Total
<b>RCFCI Transitions</b> for residents currently living in Residential Care Facilities for the Chronically III (RCFCI). (1 Unit = 1 Assessment)	\$3750	12	\$45,000
<b>+Housing Waitlist Assessments</b>	\$357	14	\$5,000
<b>Total</b>			<b>\$50,000</b>

- II. **Total grant amount for this project is not to exceed \$50,000.**
- III. Grantee will invoice the City and County on a monthly basis for actual services provided.