



London Breed, Mayor

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS (24)

DATE: MAY 1, 2019

SUBJECT: GRANT MODIFICATION: **MULTIPLE GRANTEES (see table below)** FOR THE PROVISION OF ADULT DAY PROGRAM SERVICES FOR OLDER PEOPLE AND ADULTS WITH DISABILITIES

GRANT TERM:	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	7/1/16- 6/30/19	7/1/19- 6/30/20	7/1/16- 6/30/20		7/1/16- 6/30/20
GRANT AMOUNT:	\$1,467,285	\$435,276	\$1,902,561	\$190,256	\$2,092,817
ANNUAL AMOUNT:	<u>FY 19/20</u>				
	\$435,276				
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION FUNDING:	\$435,276			\$43,527	\$478,803
PERCENTAGE:	100%				100%

The Department of Aging & Adult Services (DAAS) requests authorization to modify the current grant agreements with multiple non-profit agencies as listed below for the period of July 1, 2019 to June 30, 2020, in an amount of \$435,276 plus a 10% contingency for a total amount not to exceed \$2,092,817. The purpose of these grant modifications is to provide adult day program services for older adults, and younger adults with disabilities as well as to provide respite services for caregivers and families.

<u>GRANTEE</u>	<u>FY 16/19</u>	<u>FY 19/20</u> <u>Annual</u> <u>Amount</u>	<u>Total</u> <u>FY 16-20</u>	<u>Contingency</u>	<u>Total Grant</u> <u>Amount</u> <u>FY 16-20</u>
Catholic Charities	\$522,334	\$168,180	\$690,514	\$69,051	\$759,565
Institute on Aging	\$312,852	\$103,454	\$416,306	\$41,631	\$457,937
Kimochi, Inc	\$191,918	\$61,101	\$253,019	\$25,302	\$278,321
Self-Help for the Elderly	\$440,181	\$102,541	\$542,722	\$54,272	\$596,994
TOTAL	\$1,467,285	\$435,276	\$1,902,561	\$190,256	\$2,092,817

Background

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

Services to be Provided

These grant modifications will help support operations of Adult Day Program’s (ADP) that are licensed by the California Department of Social Services. ADPs include a variety of social, psychological and related support services in a protective setting. ADPs provide congregate nutrition and socialization opportunities and assist with transportation to and from the program. Trained program staff lead and assist clients in activities aimed to engage them mentally, physically and emotionally: music and singing, gentle exercises, and board games are some examples. Services are provided according to an individual plan of care in a structured program. Programs generally operate 5 days a week, and client services are generally available from 9am to 3pm. Administrative hours are usually 9am to 5pm. ADPs help encourage independence and keep older adults and adults living with disabilities in the community longer. Programs can also provide needed respite to family and caregivers.

Adult Day Services Collaboration

Catholic Charities of San Francisco oversees the Adult Day Services Collaboration and works to coordinate and host the monthly meeting. The Adult Day Services Collaboration is a monthly meeting for Adult Day Program and Adult Day Health Care providers. It offers an opportunity to share best practices, provide technical assistance, and foster collaboration among the participant programs. Further, the group identifies common service barriers in their programs and works to relay these concerns to policy makers.

Selection

Grantees were selected through RFP # 706, issued in May 16, 2016.

Performance

Program Monitoring 2018-19

Catholic Charities ADP was monitored March 8, 2019 and deemed compliant.

Institute on Aging ADP was monitored March 15, 2019 and deemed compliant.
Kimochi ADP was monitored March 13, 2019 and deemed compliant.
Self-Help for the Elderly ADP was monitored April 16, 2019 and deemed compliant.

Fiscal Monitoring

Catholic Charities ADP received a waiver for FY 18-19 because they are fully compliant.
Institute on Aging ADP was monitored January 17, 2019 and deemed compliant.
Kimochi ADP was monitored February 6, 2019 and deemed compliant.
Self-Help for the Elderly ADP was monitored March 22, 2019 and deemed compliant.

Funding

The funding is 100% County General Fund.

Attachments

- Appendix A1- Services to be Provided by Grantee – Catholic Charities
- Appendix B1– Calculation of Charges - Catholic Charities
- Appendix F1 – Site Chart - Catholic Charities
- Appendix A1- Services to be Provided by Grantee – Institute on Aging
- Appendix B1 – Calculation of Charges - Institute on Aging
- Appendix H – Site Chart - Institute on Aging
- Appendix A1- Services to be Provided by Grantee – Kimochi, Inc
- Appendix B1 – Calculation of Charges - Kimochi, Inc
- Appendix F1 – Site Chart - Kimochi, Inc
- Appendix A3- Services to be Provided by Grantee – Self Help for the Elderly
- Appendix B5 – Calculation of Charges - Self Help for the Elderly
- Appendix F2 – Site Chart – Self Help for the Elderly

APPENDIX A1 –SERVICES TO BE PROVIDED BY GRANTEE
CATHOLIC CHARITIES of SAN FRANCISCO
JULY 1, 2019 – JUNE 30, 2020
ADULT DAY PROGRAM SERVICES
ADULT DAY SERVICES COLLABORATION

I. Purpose

The purpose of this grant is to assist licensed Adult Day Programs (ADP) with the operating costs of providing services to eligible older adults and adults with disabilities, to help encourage independence and keep older adults and adults living with disabilities in the community by providing opportunities for social, physical and emotional engagement. ADP's also help to provide needed respite for caregivers.

II. Definitions

Adult Day Program
(ADP)

Adult Day Programs are community-based centers that provide care and supervision to consumers who need supervision, social support, or assistance with daily activities and who attend the facility during daytime but are not residents of the facility.

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

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

Catholic Charities of San Francisco

HSA

Human Services Agency of 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, genderqueer, and gender non-binary.
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.
Older Adult	Person who is 60 years or older, used interchangeably with senior.
OOA	Office on the Aging
OCM	Office of Contract Management, San Francisco Human Services Agency
Senior	Person who is 60 years or older, used interchangeably with older adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

Services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest social need. In particular:

- Non or limited –English speaking
- Minority
- Frail
- LGBTQ+

IV. Eligibility for ADP Services

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

V. Location and Time of Services

The details of the sites and operation hours will be attached in the Site Chart (Appendix F) of the certified grant.

VI. Description of Services

The Grantee will operate an ADP that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day program services to meet the needs of functionally impaired adults. Grantee will ensure services are provided by trained, competent staff. Services will include an individual plan of care in a structured comprehensive program that will provide a variety of social, psychological and related support services in a protective setting on less than a 24-hour basis. Services offered by adult day programs will typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL (Activities of Daily Living) and supportive counseling.

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

VII. UNITS OF SERVICE AND DEFINITIONS

During the term of the grant, the Grantee will provide the units of service below:

Unduplicated Consumers

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

UNIT: One (1) unduplicated consumer

Adult Day Program Hours

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

UNIT: One (1) Hour

Adult Day Services Collaboration:

Provide technical assistance to the Adult Day Services Collaboration (CASE Sub-Committee).

Coordinate services between Collaboration members. Assist Collaboration in advocating for expanded adult day services. Coordinate one meeting per month for the Collaboration.

Unit: One (1) meeting

VIII. Service Objectives

On an annual basis:

- Grantee will provide Adult Day Program services to 50 unduplicated consumers.
- Grantee will provide 18,500 Adult Day Program hours to consumers.

- **Grantee will coordinate at least 12 meetings for the Adult Day Services Collaboration.**

IX. Outcome Objectives

At least 65% of responsible party and/or caregivers will complete the annual consumer satisfaction survey.

- At least 85% of surveyed responsible party and/or caregivers will indicate the Adult Day Program has helped their consumer remain safely in their current living/housing situation.
- At least 70% of consumers enrolled in the Adult Day Program will avoid institutionalization as evidenced by participating in the Adult Day Program for at least 6 months from their date of enrollment.

X. Reporting and Other Requirements

Grantee will provide various reports during the term of the grant agreement:

- A. The Grantee will enter consumers' data into the CA GetCare - Community Services module.
- B. The Grantee will enter into the CA GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from Annual Consumer Satisfaction survey to Office on the Aging staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAAS/OOA.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as required by state and local law. The due date for submitting the annual summary report is July 10th.

- I. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- J. Grantee shall 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.
- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

Esperanza Zapien
 Contracts Manager/HSA
 P.O. Box 7988
 San Francisco, CA 94120
 Esperanza.zapien@sfgov.org

Linda Murley
 DAAS, Office on the Aging
 P.O. Box 7988
 San Francisco, CA 94120
 linda.murley@sfgov.org

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- 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.

APPENDIX F1 - SITE CHART

AGENCY: Catholic Charities

HSADDAAS/OFFICE ON THE AGING

Program: Adult Day Services (ADS) FY 2019 - 20

CONTRACT MAILING ADDRESS 990 Eddy Street, San Francisco, CA 94109

DIRECTOR: Patty Clement

PHONE NO.: 415-452-3504

<p>SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)</p>	<p>Catholic Charities Adult Day Services – San Francisco</p>							
<p>Name of Site</p>								
<p>Address and Zip</p>	<p>50 Broad Street San Francisco, CA 94112</p>							
<p>Phone Number</p>	<p>415-452-3500</p>							
<p>Fax Number</p>	<p>415-452-3505</p>							
<p>Neighborhood Person in Charge Site Manager</p>	<p>City of San Francisco Patty Clement Alison Reeves</p>							
<p>Programs Offered</p>	<p>ADS Scheduled activities</p>							
<p>Days Open</p>	<p>X Mon X Tues X Wed X Thur X Fri X Sat Sun</p>	<p>Mon Wed Fri Sun</p>	<p>Tues Thur Sat</p>	<p>Mon Wed Fri Sun</p>	<p>Tues Thur Sat</p>			
<p>Hours Open</p>	<p>8:00 AM – 4:30 PM</p>							
<p>Hours of scheduled programming</p>	<p>9:30 AM – 3:00 PM</p>							
<p>Hours of meal service</p>	<p>12:00 Noon – 1:00 PM</p>							
<p>Annual number of meals at site</p>	<p>N/A</p>							
<p>Average number of meals per day</p>	<p>N/A</p>							
<p>Total number of service days in FY</p>	<p>247</p>							
<p>Days closed</p>	<p>All Holidays listed to the right</p>				<p>All Holidays listed to the right</p>	<p>New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day,</p>	<p>Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, 1-2 Training Days</p>	
<p>Handicapped Accessible</p>	<p>X Yes No</p>	<p>Yes No</p>	<p>Yes No</p>	<p>Yes No</p>	<p>Yes No</p>			

	A	B	G	L	M	N
1	Appendix B1, Page 1					
2	Document Date: 4/17/19					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Adult Day Program					
6	Catholic Charities					
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.		
9	Program: Adult Day Program					
10	Budget Reference Page No.(s)				Modification	Total
11	Program Term	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/16-6/30/20
12	Expenditures					
13	Salaries & Benefits	\$114,940	\$114,940	\$121,166	\$112,470	\$463,516
14	Operating Expense	\$26,972	\$47,832	\$33,774	\$33,774	\$142,352
15	Subtotal	\$141,912	\$162,772	\$154,940	\$146,244	\$605,868
16	Indirect Percentage (%)	12.80%	13.09%	15.00%	15.00%	
17	Indirect Cost (Line 16 X Line 15)	\$18,164	\$21,306	\$23,240	\$21,936	\$84,646
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$160,075	\$184,078	\$178,180	\$168,180	\$690,514
20	HSA Revenues					
21	General Fund	\$160,075	\$184,078	\$178,180	\$168,180	\$690,514
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$160,075	\$184,078	\$178,180	\$168,180	\$690,514
30	Other Revenues					
31						
32	Foundations, Grants, Fees, & Donations	\$270,326	\$270,326	\$270,326	\$270,326	\$1,081,304
33						
34						
35						
36	Total Revenues	\$430,401	\$454,404	\$448,506	\$438,506	\$1,771,818
37	Full Time Equivalent (FTE)					
39	Prepared by: Colleen McCarthy					
40	HSA-CO Review Signature: _____					
41	Date 4/9/19					
	11/15/2007					

**APPENDIX A1 –SERVICES TO BE PROVIDED BY GRANTEE
INSTITUTE ON AGING
JULY 1, 2019 – JUNE 30, 2020
ADULT DAY PROGRAM SERVICES**

I. Purpose

The purpose of this grant is to assist licensed Adult Day Programs (ADP) with the operating costs of providing services to eligible older adults and adults with disabilities, to help encourage independence and keep older adults and adults living with disabilities in the community by providing opportunities for social, physical and emotional engagement. ADPs also help to provide needed respite for caregivers.

II. Definitions

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(ADP)

Adult Day Programs are community-based centers that provide care and supervision to consumers who need supervision, social support, or assistance with daily activities and who attend the facility during daytime hours, but are not residents of the facility.

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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

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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

Institute on Aging

HSA

Human Services Agency of 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, genderqueer, and gender non-binary.
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.
Older Adult	Person who is 60 years or older, used interchangeably with senior.
OOA	Office on the Aging
OCM	Office of Contract Management, San Francisco Human Services Agency
Senior	Person who is 60 years or older, used interchangeably with older adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

Services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest social need. In particular:

- Non or limited –English speaking
- Minority
- Frail
- LGBTQ+

IV. Eligibility for ADP Services

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

V. Location and Time of Services

The details of the sites and operation hours will be attached in the Site Chart (Appendix H) of the certified grant.

VI. Description of Services

The Grantee will operate an ADP that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day program services to meet the needs of functionally impaired adults. Grantee will ensure services are provided by trained, competent staff. Services will include an individual plan of care in a structured comprehensive program that will provide a variety of social, psychological and related support services in a protective setting on less than a 24-hour basis. Services offered by adult day programs will typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL (Activities of Daily Living) and supportive counseling.

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

VII. UNITS OF SERVICE AND DEFINITIONS

During the term of the grant, the Grantee will provide the units of service below:

Unduplicated Consumers

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

UNIT: One (1) unduplicated consumer

Adult Day Program Hours

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

UNIT: One (1) Hour

VIII. Service Objectives

On an annual basis:

- Grantee will provide Adult Day Program services to 65 unduplicated consumers.
- Grantee will provide 24,700 Adult Day Program hours to consumers.

IX. Outcome Objectives

At least 65% of responsible party and/or caregivers will complete the annual consumer satisfaction survey.

- At least 85% of surveyed responsible party and/or caregivers will indicate the Adult Day Program has helped their consumer remain safely in their current living/housing situation.

- At least 70% of consumers enrolled in the Adult Day Program will avoid institutionalization as evidenced by participating in the Adult Day Program for at least 6 months from their date of enrollment.

X. Reporting and Other Requirements

Grantee will provide various reports during the term of the grant agreement:

- A. The Grantee will enter consumers' data into the CA GetCare - Community Services module.
- B. The Grantee will enter into the CA GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from Annual Consumer Satisfaction survey to Office on the Aging staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAAS/OOA.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as required by state and local law. The due date for submitting the annual summary report is July 10th.
- I. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- J. Grantee shall 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.
- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

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

Monte Cimino
DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
monte.cimino@sfgov.org

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- 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.

SITE CHART - APPENDIX H

AGENCY: Institute on Aging HSA/DAAS/OFFICE ON THE AGING Program: Adult Day Program Services (ADP) FY 2019 - 20

CONTRACT MAILING ADDRESS: 3575 GEARY Blvd., San Francisco, CA 94118

DIRECTOR: Alison Moritz PHONE NO.: (415) 600-2691

<p>Name of Site:</p>	<p>Main Office</p>	<p>INSTITUTE ON AGING ADULT DAY PROGRAM SERVICES</p>				
<p>Address and Zip</p>	<p>386 Arguello Blvd SAN FRANCISCO, CA 94129</p>	<p>415-750-4111 415-750-6341 PRESIDIO Alison Moritz Aaron McPherson</p>				
<p>Phone Number</p>						
<p>Fax Number</p>						
<p>Neighborhood</p>						
<p>Person in Charge</p>						
<p>Site Manager</p>						
<p>Programs Offered</p>	<p>ADP Scheduled activities,</p>					
<p>Days Open</p>	<p>x Mon x Tues x Wed x Thurs x Fri x Sat Sun</p>					
<p>Hours Open</p>	<p>9:00 AM - 3:00 PM</p>					
<p>Hours of scheduled programming</p>	<p>1512 /year</p>					
<p>Hours of meal service</p>	<p>N/A</p>					
<p>Annual number of meals at site</p>	<p>N/A</p>					
<p>Annual # nutrition education units</p>	<p>N/A</p>					
<p>Average number of meals per day</p>	<p>60</p>					
<p>Total number of service days in FY</p>	<p>300</p>					
<p>Days closed</p>	<p>New Year's Day Jan 1 MLK Birthday Jan 20 Presidents Day Feb 17 Memorial Day July 4 Labor Day Thanksgiving-Friday after Christmas 12/25</p>					
<p>Handicapped Accessible</p>	<p>x Yes No</p>					

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY
BY PROGRAM**

Contractor's Name		Contract Term			
Institute on Aging		07/01/2016 - 06/30/2020			
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
If modification, Effective Date of Mod. _____ No. of Mod. 2					
Program: Adult Day Program (ADP)	07/01/16-06/30/17	07/01/17-06/30/18	07/01/18-06/30/19	07/01/19-06/30/20	Total
Budget Reference Page No. (s)					
Expenditures					
Salaries & Benefits	\$51,416	\$51,416	\$64,576	\$63,495	\$230,903
Operating Expense	\$34,208	\$36,349	\$34,080	\$26,465	\$131,102
Subtotal	\$85,624	\$87,765	\$98,656	\$89,960	\$362,005
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 17)	\$12,844	\$13,165	\$14,798	\$13,494	\$54,301
Capital Expenditure	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$98,468	\$100,930	\$113,454	\$103,454	\$416,306
HSA Revenues					
General Fund	\$98,468	\$100,930	\$103,454	\$103,454	\$406,306
OTO			\$10,000		\$10,000
TOTAL HSA REVENUES	\$98,468	\$100,930	\$113,454	\$103,454	\$416,306
Other Revenues					
Project Income					
In-Kind					
Fund-Raising					
Contributions/Grants					
IOA Subsidy					
Total Revenues	\$98,468	\$100,930	\$113,454	\$103,454	\$416,306
Full Time Equivalent (FTE)	0.80	0.80	0.80	0.80	
Prepared by: Michael Thompson		Telephone No.: (415) 750-4155			
HSA-CO Review Signature: _____					
HSA #1					

Program: Adult Day Program (ADP)
 (Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	TERM	07/01/16-06/30/17	07/01/17-06/30/18	07/01/18-06/30/19	07/01/19-06/30/20	TOTAL
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Scavenger)						
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
OTHER						
Food Supplies		\$26,732	\$28,232	\$22,908	\$17,664	\$95,536
Client Transportation		\$7,476	\$8,117	\$9,893	\$7,500	\$32,986
Licenses & Fees				\$926	\$926	\$1,852
Insurance Expense				\$353	\$375	\$728
TOTAL OPERATING EXPENSE		\$34,208	\$36,349	\$34,080	\$26,465	\$131,102

HSA #3

**APPENDIX A1 –SERVICES TO BE PROVIDED BY GRANTEE
KIMOCHI, INC.
JULY 1, 2019 – JUNE 30, 2020
ADULT DAY PROGRAM SERVICES**

I. Purpose

The purpose of this grant is to assist licensed Adult Day Programs (ADP) with the operating costs of providing services to eligible older adults and adults with disabilities, to help encourage independence and keep older adults and adults living with disabilities in the community by providing opportunities for social, physical and emotional engagement. ADPs also help to provide needed respite for caregivers.

II. Definitions

Adult Day Program
(ADP)

Adult Day Programs are community-based centers that provide care and supervision to consumers who need supervision, social support, or assistance with daily activities and who attend the facility during daytime hours, but are not residents of the facility.

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

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

Kimochi, Inc.

HSA

Human Services Agency of 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, genderqueer, and gender non-binary.
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.
Older Adult	Person who is 60 years or older, used interchangeably with senior.
OOA	Office on the Aging
OCM	Office of Contract Management, San Francisco Human Services Agency
Senior	Person who is 60 years or older, used interchangeably with older adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

Services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest social need. In particular:

- Non or limited –English speaking
- Minority
- Frail
- LGBTQ+

IV. Eligibility for ADP Services

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

V. Location and Time of Services

The details of the sites and operation hours will be attached in the Site Chart (Appendix F-1) of the certified grant.

VI. Description of Services

The Grantee will operate an ADP that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day program services to meet the needs of functionally impaired adults. Grantee will ensure services are provided by trained, competent staff. Services will include an individual plan of care in a structured comprehensive program that will provide a variety of social, psychological and related support services in a protective setting on less than a 24-hour basis. Services offered by adult day programs will typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL (Activities of Daily Living) and supportive counseling.

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

VII. UNITS OF SERVICE AND DEFINITIONS

During the term of the grant, the Grantee will provide the units of service below:

Unduplicated Consumers

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

UNIT: One (1) unduplicated consumer

Adult Day Program Hours

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

UNIT: One (1) Hour

VIII. Service Objectives

On an annual basis:

- Grantee will provide Adult Day Program services to 40 unduplicated consumers.
- Grantee will provide 20,000 Adult Day Program hours to consumers.

IX. Outcome Objectives

At least 65% of responsible party and/or caregivers will complete the annual consumer satisfaction survey.

- At least 85% of surveyed responsible party and/or caregivers will indicate the Adult Day Program has helped their consumer remain safely in their current living/housing situation.
- At least 70% of consumers enrolled in the Adult Day Program will avoid institutionalization as evidenced by participating in the Adult Day Program for at least 6 months from their date of enrollment.

X. Reporting and Other Requirements

Grantee will provide various reports during the term of the grant agreement:

- A. The Grantee will enter consumers' data into the CA GetCare - Community Services module.
- B. The Grantee will enter into the CA GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from Annual Consumer Satisfaction survey to Office on the Aging staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAAS/OOA.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as required by state and local law. The due date for submitting the annual summary report is July 10th.
- I. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- J. Grantee shall 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.

- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

Ella Lee
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
ella.lee@sfgov.org

Monte Cimino
DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
monte.cimino@sfgov.org

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- 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.

AGENCY: Kimochi, Inc. HS/DAAS/OFFICE ON THE AGING Program: Adult Day Program Services (ADP) FY 2019 - 20

CONTRACT MAILING ADDRESS: 1715 Buchanan St. San Francisco, CA 94115

DIRECTOR: Shawne O'Connell

PHONE NO.: (415) 931-2294

SITES: (includes congregational nutrition, community/social services, home-delivered meal, food distribution, etc.)	Main Office																			
Name of Site:	Kimochi Home																			
Address and Zip	1531 Sutter Street SAN FRANCISCO, CA 94115																			
Phone Number	415-922-9972																			
Fax Number	415-922-6821																			
Neighborhood	Western Addition																			
Person in Charge	Debbie Hsieh																			
Site Manager	Debbie Hsieh																			
Programs Offered	Adult Day Programming Congregate lunch																			
Days Open	<table border="0"> <tr><td><input checked="" type="checkbox"/></td><td>Mon</td><td><input checked="" type="checkbox"/></td><td>Tues</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Wed</td><td><input checked="" type="checkbox"/></td><td>Thurs</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Fri</td><td><input type="checkbox"/></td><td>Sat</td></tr> <tr><td><input type="checkbox"/></td><td>Sun</td><td><input type="checkbox"/></td><td></td></tr> </table>	<input checked="" type="checkbox"/>	Mon	<input checked="" type="checkbox"/>	Tues	<input checked="" type="checkbox"/>	Wed	<input checked="" type="checkbox"/>	Thurs	<input checked="" type="checkbox"/>	Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	Mon	<input checked="" type="checkbox"/>	Tues																	
<input checked="" type="checkbox"/>	Wed	<input checked="" type="checkbox"/>	Thurs																	
<input checked="" type="checkbox"/>	Fri	<input type="checkbox"/>	Sat																	
<input type="checkbox"/>	Sun	<input type="checkbox"/>																		
Hours Open	9:00 a.m. - 5:00 p.m.																			
Hours of scheduled programming	10:00 a.m. - 2:30 p.m.																			
Hours of meal service	11:30 a.m. - 12:30 p.m.																			
Annual number of meals at site	7100																			
Annual # nutrition education units	N/A																			
Average number of meals per day	27																			
Total number of service days in FY	249																			
Days closed	Weekends, New Years, MLK, President's Day, Memorial Day, Labor Day, 4 th of July, Veteran's Day, Thanksgiving Day and day after, Christmas Day.																			
Handicapped Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																			

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name	Term				
Kimochi, Inc.	7/1/16-6/30/20				
(Check One) New <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
If modification, Effective Date of Mod.		No. of Mod. 4			
Program: ADC					
Budget Reference Page No.(s)					
Program Term	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/16 - 6/30/20
	Budget	Budget	Budget	Budget	Total
HSA Expenditures					
Salaries & Benefits	\$53,208	\$53,208	\$58,208	\$53,208	\$217,832
Operating Expenses	\$4,949	\$6,403	\$10,942	\$2,893	\$25,187
Subtotal	\$58,157	\$59,611	\$69,150	\$56,101	\$243,019
Indirect Percentage (%)			7.23%	8.91%	4.04%
Indirect Cost (Line 16 X Line 15)			\$5,000	\$5,000	\$10,000
Capital/Subcontractor Expenditures					
TOTAL HSA EXPENDITURES	\$58,157	\$59,611	\$74,150	\$61,101	\$253,019
Non-HSA Expenditures					
Salaries & Benefits	\$34,112	\$34,112	\$34,112	\$34,112	\$136,448
Operating Expenses	\$22,387	\$22,387	\$22,387	\$22,387	\$89,548
Subtotal	\$56,499	\$56,499	\$56,499	\$56,499	\$225,996
Indirect Percentage (%)					
Indirect Cost (Line 16 X Line 15)					
Capital/Subcontractor Expenditures					
TOTAL NON-HSA EXPENDITURES	\$56,499	\$56,499	\$56,499	\$56,499	\$225,996
TOTAL EXPENDITURES	\$114,656	\$116,110	\$130,649	\$117,600	\$479,015
HSA Revenues					
General Fund	\$58,157	\$59,611	\$74,150	\$61,101	\$253,019
CFDA 93.778					
TOTAL HSA REVENUES	\$58,157	\$59,611	\$74,150	\$61,101	\$253,019
Other Revenues					
Other Revenues					
Fundraising	\$33,499	\$33,499	\$33,499	\$33,499	\$133,996
Misc. Income	\$23,000	\$23,000	\$23,000	\$23,000	\$92,000
TOTAL NON-HSA REVENUES	\$56,499	\$56,499	\$56,499	\$56,499	\$225,996
TOTAL REVENUES	\$114,656	\$116,110	\$130,649	\$117,600	\$479,015
Full Time Equivalent (FTE)					
Prepared by: Rod Valdepenas	Telephone No.: (415) 931-2294 x 116			Date: 4/12/20	
HSA-CO Review Signature:	_____				10/25/2016
HSA #1					

Salaries & Benefits Detail

HSA POSITION TITLE	Agency Totals		HSA Program		7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/16 - 6/30/20
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total Salary
Adult Day Care Asst. Coord.	\$ 43,680	100%	100%	1.00	\$43,680	\$43,680	\$43,680	\$43,680	\$174,720
Transportation Coordinator	\$ 47,840	100%		-			\$5,000		\$5,000
TOTALS	\$91,520	2.00	100%	1.00	\$43,680	\$43,680	\$48,680	\$43,680	\$179,720
FRINGE BENEFIT RATE	22%				21.81%	21.81%	19.57%	21.81%	21.25%
EMPLOYEE FRINGE BENEFITS	\$19,963				\$9,528	\$9,528	\$9,528	\$9,528	\$38,112
TOTAL HSA SALARIES & BENEFITS	\$111,483				\$53,208	\$53,208	\$58,208	\$53,208	\$217,832
Non-HSA POSITION TITLE	Agency Totals		HSA Program		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total Salary
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE					
KH/KSM Administrator					\$15,392	\$15,392	\$15,392	\$15,392	\$61,568
ASDC Asst/Recep					\$18,720	\$18,720	\$18,720	\$18,720	\$74,880
TOTALS				-	\$34,112	\$34,112	\$34,112	\$34,112	\$136,448
FRINGE BENEFIT RATE									
EMPLOYEE FRINGE BENEFITS									
TOTAL Non-HSA SALARIES & BENEFITS					\$34,112	\$34,112	\$34,112	\$34,112	\$136,448

HSA #2

10/25/2016

Operating Expense Detail

	TERM	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/16 - 6/30/20
HSA Expenditure Category		Budget	Budget	Budget	Budget	Total
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)		\$2,299	\$3,053	\$1,844	\$1,843	\$9,039
Telephone		\$2,650	\$3,350	\$1,050	\$1,050	\$8,100
Transportation						
OTO - Repairs				\$3,048		\$3,048
OTO - Fuel				\$5,000		\$5,000
Consultants						
Other						
TOTAL HSA OPERATING EXPENSE		\$4,949	\$6,403	\$10,942	\$2,893	\$25,187
Non-HSA Expenditure Category						
Computer/IT/Website		\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Data Plan		\$67	\$67	\$67	\$67	\$268
Dues/Subscriptions		\$50	\$50	\$50	\$50	\$200
Insurance - D&O/Other		\$400	\$400	\$400	\$400	\$1,600
Insurance - General		\$1,600	\$1,600	\$1,600	\$1,600	\$6,400
License		\$320	\$320	\$320	\$320	\$1,280
Maintenance Contracts		\$150	\$150	\$150	\$150	\$600
Outside Services		\$2,700	\$2,700	\$2,700	\$2,700	\$10,800
Postage		\$100	\$100	\$100	\$100	\$400
Printing		\$200	\$200	\$200	\$200	\$800
Prof Services - Acctg		\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Rent - Eqpt./Others		\$350	\$350	\$350	\$350	\$1,400
Repairs/Maintenance		\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Supplies/Materials		\$7,200	\$7,200	\$7,200	\$7,200	\$28,800
Telephone		\$350	\$350	\$350	\$350	\$1,400
Utilities		\$4,000	\$4,000	\$4,000	\$4,000	\$16,000
TOTAL Non-HSA OPERATING EXPENSE		\$22,387	\$22,387	\$22,387	\$22,387	\$89,548
HSA #3						10/25/2016

APPENDIX A3 –SERVICES TO BE PROVIDED BY GRANTEE
Self-Help for the Elderly
JULY 1, 2019 – JUNE 30, 2020
ADULT DAY PROGRAM SERVICES

I. Purpose

The purpose of this grant is to assist licensed Adult Day Programs (ADP) with the operating costs of providing services to eligible older adults and adults with disabilities, to help encourage independence and keep older adults and adults living with disabilities in the community by providing opportunities for social, physical and emotional engagement. ADPs also help to provide needed respite for caregivers.

II. Definitions

Adult Day Program (ADP)

Adult Day Programs are community-based centers that provide care and supervision to consumers who need supervision, social support, or assistance with daily activities and who attend the facility during daytime but are not residents of the facility.

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

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

HSA

Human Services Agency of 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, genderqueer, and gender non-binary.

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.
Older Adult	Person who is 60 years or older, used interchangeably with senior.
OOA	Office on the Aging
OCM	Office of Contract Management, San Francisco Human Services Agency
Senior	Person who is 60 years or older, used interchangeably with older adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

Services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest social need. In particular:

- Non or limited –English speaking
- Minority
- Frail
- LGBTQ+

IV. Eligibility for ADP Services

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

V. Location and Time of Services

The details of the sites and operation hours will be attached in the Site Chart (Appendix F1) of the certified grant.

VI. Description of Services

The Grantee will operate an ADP that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day program services to meet the needs of functionally impaired adults. Grantee will ensure services are provided by trained, competent staff. Services will include an individual plan of care in a structured comprehensive program that will provide a variety of social, psychological and related support services in a protective setting on less than a 24-hour basis. Services offered by adult day programs will typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL (Activities of Daily Living) and supportive counseling.

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

VII. UNITS OF SERVICE AND DEFINITIONS

During the term of the grant, the Grantee will provide the units of service below:

Unduplicated Consumers

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

UNIT: One (1) unduplicated consumer

Adult Day Program Hours

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

UNIT: One (1) Hour

VIII. Service Objectives

On an annual basis:

- Grantee will provide Adult Day Program services to 23 unduplicated consumers.
- Grantee will provide 14320 Adult Day Program hours to consumers.

IX. Outcome Objectives

At least 65% of responsible party and/or caregivers will complete the annual consumer satisfaction survey.

- At least 85% of surveyed responsible party and/or caregivers will indicate the Adult Day Program has helped their consumer remain safely in their current living/housing situation.

- At least 70% of consumers enrolled in the Adult Day Program will avoid institutionalization as evidenced by participating in the adult day program for at least 6 months from their date of enrollment.

X. Reporting and Other Requirements

Grantee will provide various reports during the term of the grant agreement:

- A. The Grantee will enter consumers' data into the CA GetCare - Community Services module.
- B. The Grantee will enter into the CA GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from Annual Consumer Satisfaction survey to Office on the Aging staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAAS/OOA.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as required by state and local law. The due date for submitting the annual summary report is July 10th.
- I. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- J. Grantee shall 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.
- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

Tahir Shaikh

Rick Appleby

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

DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
TBD

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- 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.

AGENCY: Self Help for the Elderly Adult Day Program

HSADAAS/OFFICE ON THE AGING

CONTRACT MAILING ADDRESS: 408 22nd Ave. San Francisco

DIRECTOR: Sandra Perumal (acting)

PHONE NO.: 415-6777565

SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)		Main Office				
Name of Site:		Self Help For the Elderly Adult Day Services				
Address and Zip		408 22 nd Ave, CA 94121				
Phone Number		415-677-7566				
Fax Number		415-66-1899				
Neighborhood Person in Charge Site Manager		Richmond District Sandra Perumal, Acting Director Sandra Perumal, Acting Director				
Programs Offered		Adult Day Program Scheduled activities, nursing, PT, OT, social service, RD				
Days Open		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
Hours Open		8:00 AM – 5:00 PM				
Hours of scheduled programming		9:15 AM – 2:30 PM				
Hours of meal service		9:15 AM and 12:15 PM				
Annual number of meals at site		N/A				
Annual # nutrition education units		N/A				
Average number of meals per day		N/A				
Total number of service days in FY		Jan. 1				
Days closed		Chinese New Year President day Memorial Day July 4 Labor Day Columbus Day Veterans Day Thanksgiving-Friday Christmas Day				
Handicapped Accessible		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

	A	B	C	D	E	F
1						Appendix B5, Page 4
2						Document Date: 10/25/18
3						
4	Program Name: ADP					
5	(Same as Line 9 on HSA #1)					
6						
7						
8	Capital Expenditure Detail					
9	(Equipment and Remodeling Cost)					
10	EQUIPMENT		TERM	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19
11	No.	ITEM/DESCRIPTION				TOTAL
12		Replacement of Broken HVAC			\$17,000	\$17,000
13						
14						
15						
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST				\$17,000	\$17,000
21						
22	REMODELING					
23	Description:					
24						
25						
26						
27						
28						
29	TOTAL REMODELING COST					
30						
31	TOTAL CAPITAL EXPENDITURE		0	0	\$17,000	\$17,000
32	(Equipment and Remodeling Cost)					
33	HSA #4					11/15/2007