



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: MELISSA MCGEE, INTERIM DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *MS*

DATE: AUGUST 3, 2016

SUBJECT: **NEW GRANT: ALZHEIMER’S DISEASE AND RELATED DISORDERS ASSOCIATION, INC. (NON-PROFIT) FOR PROVISION OF A DEMENTIA CARE PROJECT IN SERVICE TO LESBIAN, GAY, BISEXUAL, AND TRANSGENDER (LGBT) SENIORS AND ADULTS WITH DISABILITIES**

GRANT TERM:	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	7/1/16- 6/30/18				
GRANT AMOUNT:	\$400,000	\$40,000	\$440,000		
ANNUAL AMOUNT:	<u>FY 16/17</u>	<u>FY 17/18</u>			
	\$200,000	\$200,000			
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$400,000	\$0	\$0	\$40,000	\$440,000
FUNDING PERCENTAGE:	100%	0%	0%		100%

The Department of Aging and Adult Services requests authorization to enter into a new grant agreement with Alzheimer’s Disease and Related Disorders Association, Inc. (ALZ) for the time period beginning July 1, 2016 and ending June 30, 2018, in the amount of \$400,000 plus a 10% contingency of \$40,000 for a total not to exceed amount of \$440,000. The purpose of the grant is to develop and implement a Dementia Care Project in service to Lesbian, Gay, Bisexual, and Transgender (LGBT) Seniors and Adults with Disabilities (AWD).

Background

The San Francisco LGBT Aging Policy Task Force was convened in 2012 by the Board of Supervisors to evaluate the needs of LGBT seniors, to assess the capacity of the current support

system to meet those needs, and to make recommendations to address any unmet needs. One of the LGBT Task Force's recommendations was the creation of an LGBT-targeted Alzheimer's and Dementia Care education and awareness campaign that could help overcome barriers to information and service access. These barriers—which include a history of discrimination, fear of discrimination, and discrimination itself—cause LGBT seniors, AWD, and caregivers to feel unsafe disclosing their sexual orientation when seeking services or to choose to not access services at all.

Services to be Provided

Grantee will develop and implement a Dementia Care Project that will address the needs of LGBT seniors and adults with disabilities in San Francisco who are living with dementia and dementia-related conditions. The project will consist of training to mainstream agencies that focuses on:

- 1) improving awareness of current issues faced by LGBT seniors and adults with disabilities, through an educational component; and
- 2) facilitating agencies' efforts to assist their LGBT clients with dementia and connect them to needed services and/or supports.

In addition, the Grantee will also develop a marketing and outreach strategy for trainings to be offered to the community regarding dementia care and support resources.

For more specific information regarding the services to be provided, please refer to the attached Appendix A.

Selection

Grantee was selected through RFP (Request for Proposals) #707, which was issued in May 2016.

Funding

This grant will be funded entirely through City and County funds.

Attachments

Appendix A – Services to be Provided

Appendix B – Budget

APPENDIX A – SERVICES TO BE PROVIDED
Alzheimer’s Disease and Related Disorders Association, Inc.
Dementia Care Project in Service to LGBT Seniors and Adults With Disabilities
July 1, 2016 – June 30, 2018

I. Purpose of Grant

The purpose of the grant is to address the needs of Lesbian, Gay, Bisexual, and Transgender (LGBT) Seniors and Adults with Disabilities (AWD) in San Francisco living with Alzheimer’s Disease and related dementias. The Dementia Care Network will design a curriculum specifically for this project, which combines the many aspects of dementia and the specific needs of LGBT seniors and AWD. It will be used to educate and train staff and volunteers from community-based organizations, professional organizations, and hospitals who provide services for LGBT seniors and AWD; to improve their awareness of current issues faced by this population; and to facilitate the agencies’ efforts to assist their LGBT and AWD clients with dementia. The grantee will also develop and implement a marketing and outreach strategy for specialized training and education to be offered to the community regarding LGBT dementia care and support resources.

II. Definitions

City	City and County of San Francisco
DAAS	Department of Aging and Adult Services
OOA	Office on the Aging
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
HSA (or SFHSA)	San Francisco Human Services Agency
LGBT	Lesbian, Gay, Bisexual, Transgender
Community-based organizations (CBOs)	San Francisco public or private nonprofit (including a church or religious entity) that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.
Hospitals	San Francisco institutions in which sick or injured persons are given medical or surgical treatment and their related healthcare entities.
Professional Organizations	San Francisco organizations seeking to further a particular profession and the interests of individuals engaged in that profession and/or the public interest.
Senior	Individual 60 years of age or older

III. Target Population

The target population of this program will be professionals, including community-based service providers, health providers, and care managers, in service to LGBT seniors and adults with disabilities. The target population for marketing and outreach efforts will be LGBT seniors and adults with disabilities. According to the federal mandates of the Older Americans Act, services must also 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

IV. Location and Time of Services

The location of services will be in the community-based organizations, professional organizations, hospitals, and related healthcare facilities at generally between 8 a.m. and 5:00 p.m. Monday through Friday.

V. Services to be Provided

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

- Develop and implement a curriculum specifically designed to educate community-based organizations, professional organizations, hospitals, and related healthcare facilities about dementia and the specialized needs of LGBT seniors and AWD who have Alzheimer's and other forms of dementia living in San Francisco City and County.
- Develop and implement marketing materials and an outreach plan to promote the LGBT Dementia Care Network and to inform the target populations of available training, information, and services.
- At the end of FY17-18, hold an LGBT Dementia Care Network Summit to convene the Dementia Project oversight Committee and community providers to report on outcomes culminated in two years and to collectively assess and determine the next steps in continuing and expanding the LGBT dementia care network and support resources.
- Collaborate with Openhouse and Family Caregiver Alliance to outreach, develop, and deliver these services to the aforementioned target populations.
- Development and administration of consumer satisfaction survey to reflect achievement of listed outcome objectives stated below.

VI. Service Objectives

Grantee will provide the following on an annual basis:

- 25 training sessions
- 75 hours of training to community providers
- Recruitment and training of 250 staff and volunteers from community based organizations and other professional organizations
- Outreach 3 hospitals that serve the LGBT senior population
- Outreach 10 community-based organizations that serve the LGBT senior population
- Outreach 5 other professional organizations that serve LGBT senior population
- Outreach 100 unduplicated service providers and consumers

In addition:

- Grantee will hold an LGBT summit at the end of FY17-18 with the LGBT Dementia Project Oversight Committee and community providers who have been trained to explore the creation and/or expansion of dementia care and support resources for the benefit of LGBT older adults with cognitive impairment, Alzheimer's or related dementias

VII. Outcome Objectives

- At least 50% of training participants will respond to a consumer satisfaction survey administered according to HSA guidelines.
- At least 85% of training participants will indicate good or excellent in rating the quality of the training received.
- At least 85% of training participants will be able to identify at least 5 best practices for increasing safety and inclusion for LGBT seniors and adults with disabilities as recorded on training evaluations.
- At least 60% of the trainees will report that they have helped clients to use appropriate services for LGBT clients with dementia after the training.

VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form by the 5th working day of the month for the preceding month's services.
- B. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Monthly reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system for each unit of service

delivered during the reporting period for each service listed in Section V—Services to be Provided.

- D. 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.
- E. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- F. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- G. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- J. For assistance with reporting requirements or submission of reports, please contact:

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IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all 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.

- 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
 BY PROGRAM**

	A	B	C	D
1				
2				
3				
4				
5				
6	Name		Term	
7	Alzheimer's Disease and Related Disorders Association, Inc.		July 1, 2016 - June 30, 2018	
8	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
9	If modification, Effective Date of Mod.		No. of Mod.	
10	Program: Dementia Care Project in Service to LGBT Seniors/AWD			
11	Budget Reference Page No.(s)			
12	Program Term	07/01/16 - 06/30/17	07/01/17 - 06/30/18	Total
13	Expenditures			
14	Salaries & Benefits	\$78,824	\$80,400	\$159,224
15	Operating Expense	\$121,176	\$119,600	\$240,776
16	Subtotal	\$200,000	\$200,000	\$400,000
17	Indirect Percentage (%)	0%	0%	0%
18	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0
19	Capital Expenditure	\$0	\$0	\$0
20	Total Expenditures	\$200,000	\$200,000	\$400,000
21	HSA Revenues			
22	General Fund	\$200,000	\$200,000	\$400,000
23				
24				
25				
26				
27				
28				
29				
30	TOTAL HSA REVENUES	\$200,000	\$200,000	\$400,000
31	Other Revenues			
32				
33				
34				
35				
36				
37	Total Revenues	\$200,000	\$200,000	\$400,000
38	Full Time Equivalent (FTE)	0.79		
40	Prepared by: Angie Pratt	Telephone No.:		
41	HSA-CO Review Signature: _____			
42	HSA #1			

	A	B	C	D	E	F	G	H	I	
1										
2										
3										
4	Program: Dementia Care Project in Service to LGBT Seniors/AWD									
5	(Same as Line 9 on HSA #1)									
6										
7										
8										
9										
10										
11										
12	Operating Expense Detail									
12	Expenditure Category				TERM	07/01/16 - 06/30/17	07/01/17 - 06/30/18		TOTAL	
13	Rental of Property					\$6,645	\$6,645		\$13,290	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)					\$2,002	\$2,002		\$4,004	
15	Office Supplies, Postage					\$2,800	\$3,033		\$5,833	
16	Building Maintenance Supplies and Repair									
17	Printing and Reproduction					\$6,000	\$6,000		\$12,000	
18	Insurance					\$421	\$421		\$842	
19	Staff Training									
20	Staff Travel-(Local & Out of Town)					\$3,308	\$2,999		\$6,307	
21	Rental of Equipment					\$500	\$500		\$1,000	
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE									
23	Openhouse					\$49,500	\$40,000		\$89,500	
24	Family Caregiver Alliance					\$35,000	\$30,000		\$65,000	
25	Summit Event						\$10,000		\$10,000	
26	Facilitator for Summit						\$3,000		\$3,000	
27	OTHER									
28	Advertising (online, print, radio, and social media)					\$15,000	\$15,000		\$30,000	
29										
30										
31										
32										
33										
34	TOTAL OPERATING EXPENSE					\$121,176	\$119,600		\$240,776	
35										
36	HSA #3									