



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: MULTIPLE GRANTEES (see table below)
FOR THE PROVISION OF ALZHEIMER'S DAY CARE RESOURCE
CENTERS (ADCRC) FOR SENIORS AND ADULTS WITH
DISABILITIES**

TERM(S): JULY 1, 2016 TO JUNE 30, 2019

AMOUNTS: See table below

FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$805,053			\$80,505	\$885,558
PERCENTAGE:	100%				100%

The Department of Aging and Adult Services (DAAS) requests authorization to enter into new grants with multiple non-profit agencies for the period of July 1, 2016 to June 30, 2019, in an amount of \$805,053, plus a 10% contingency for a total amount not to exceed \$885,558. These grants support community based Alzheimer's Day Care Resource Centers (ADCRC) that provide daycare services for individuals, and respite for caregivers. ADCRCs provide information, assistance and training to caregivers, families, professionals, and volunteers regarding Alzheimer's disease and related disorders.

<u>Grantee</u>	<u>Annual Amount</u>	<u>Grant Amount (07/01/16-6/30/19)</u>	<u>Contingency</u>	<u>Total Grant Amount</u>
Catholic Charities CYO	\$89,451	\$268,353	\$26,835	\$295,188
Institute on Aging	\$89,450	\$268,350	\$26,835	\$295,185
Self-Help for the Elderly	\$89,450	\$268,350	\$26,835	\$295,185
TOTAL	\$268,351	\$805,053	\$80,505	\$885,558

Background

Alzheimer Day Care Resource Centers were initially funded by the state of California until the 2009 financial crisis. At that time funding was pulled and providers advocated with the City to backfill and continue funding these programs. Alzheimer's Day Care Resource Centers (ADCRC) are community-based programs that serve persons with Alzheimer's Disease or a related dementia, particularly those in the moderate to severe stages, whose care needs and behavioral problems make it difficult for them to participate in other day care programs. The operation of an ADCRC shall take place within the framework of a licensed Adult Day Health Care Center or Adult Day Care Center.

Services to be Provided

Grantees selected to operate an ADCRC will provide services necessary to meet physical and psychological needs of participants. Grantees will develop a program and maintain a physical environment suitable to caring for participants with conditions associated with dementia and provide respite for the participant's primary caregivers. Grantees will develop, organize and provide training for professionals and other persons caring for these individuals; disseminate information to the public regarding Alzheimer's disease and related disorders; be a resource to caregivers and to the community; and provide family support groups.

Each ADCRC will provide in-service training a minimum of six (6) times per year to staff and volunteers working at the site. Training for professionals will be conducted at least four (4) times a year through student intern programs, presentations to specific professional groups and professional service providers in the community. At least one annual presentation will be conducted alone or jointly with other community providers, to the community, the public, and caregivers. Support and training for caregivers will be conducted no less than twelve (12) times a year, through caregiver support groups or through other caregiver activities, by staff associated with the ADCRC, or by arrangement with other support group providers in the local community.

Grantee Selections

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

Funding

The funding is 100 percent County General Funds.

Attachment

Appendix A- Services to be Provided by Grantee – Catholic Charities CYO

Appendix B- Calculation of Charges - Catholic Charities CYO

Appendix F- Site Chart - Catholic Charities CYO

Appendix A- Services to be Provided by Grantee – Institute on Aging

Appendix B- Calculation of Charges - Institute on Aging

Appendix F- Site Chart - Institute on Aging

Appendix A- Services to be Provided by Grantee – Self-Help for the Elderly

Appendix B- Calculation of Charges – Self-Help for the Elderly

Appendix F- Site Chart – Self-Help for the Elderly

**APPENDIX A – SERVICES TO BE PROVIDED BY GRANTEE
CATHOLIC CHARITIES CYO
July 1, 2016 – June 30, 2019
ALZHEIMER’S DAY CARE RESOURCE CENTER (ADCRC)**

I. Purpose

The purpose of this grant is to assist individuals with Alzheimer’s and related dementia to function at the highest possible level; to provide respite care for families and caregivers; to assist caregivers by providing information, counseling, and care planning; to establish and/or assist support groups; to train students, professionals, and caregivers; and to disseminate information to families, caregivers, professionals, and the public about Alzheimer’s disease and related disorders.

II. Definitions

Alzheimer’s Day Care Resource Center (ADCRC) Alzheimer's Day Care Resource Centers (ADCRC) are community-based programs that serve persons with Alzheimer’s Disease or a related dementia, particularly those in the moderate to severe stages, whose care needs and behavioral problems make it difficult for them to participate in other day care programs. The operation of an ADCRC shall take place within the framework of a licensed Adult Day Health Care Center or Adult Day Care Center

DAAS Department of Aging and Adult Services

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.

Frail An older individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, 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 older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

Grantee Catholic Charities CYO

HSA Human Services Agency of City and County of San Francisco

OCM Office of Contract Management, San Francisco Human Services Agency

OOA Office on the Aging

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living with disabilities. According to the federal mandates of the Older Americans Act, services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for ADCRC Services

1. A resident of San Francisco
2. An individual aged 18 and older with Alzheimer’s disease and related dementia disorders, particularly in the moderate to severe stages, whose care needs and behavioral problems may make it difficult to participate in existing care programs.

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 ADCRC will provide services necessary to meet physical and psychological needs of participants; develop a program and maintain a physical environment suitable to caring for participants with conditions associated with dementia and provide respite for the participant’s primary caregivers; develop, organize and provide training for professionals and other persons caring for these individuals; disseminate information to the public regarding Alzheimer’s disease and related disorders; be a resource to caregivers and to the community; and provide family support groups.

The ADCRC will also provide in-service training a minimum of six (6) times per year to staff and volunteers working at the site. Training for professionals will be conducted at least four (4) times a year through student intern programs, presentations to specific professional groups and professional service providers in the community. At least one annual presentation will be conducted alone or jointly with other community providers, to the community, lay public, and caregivers. Support and training for caregivers will be conducted no less than twelve (12) times a year, through caregiver support groups or through other caregiver activities, by staff associated with the ADCRC, or by arrangement with other support group providers in the local community.

VII. Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to the indicated number of consumers with the indicated number of units of service.

of unduplicated consumers to be served: 20

Day Care:

To provide specialized dementia-specific services by trained staff and volunteers in an environment designed to accommodate participants with moderate to severe stages of Alzheimer’s Disease or related dementia.

UNIT: One Participant Day

UNIT: 1200

Support Group:

To provide training and support (minimum twelve [12] times per year) for caregivers of persons with Alzheimer's Disease or related dementia.

UNIT: One Session

UNIT: 12

Counseling (Families of Consumers):

To provide counseling to families of consumers with Alzheimer's Disease or related dementia by referring caregivers to specific resources that address in depth dementia-related issues.

UNIT: One Hour

UNIT: 300

Community Education:

To educate the community, lay public, and caregivers alone or jointly with other community providers (minimum one [1] time per year) about Alzheimer's disease or related dementia.

UNIT: One Session

UNIT: 2

Volunteers:

To provide trained unpaid ADCRC staff to help with the provision of services.

UNIT: One Volunteer

UNIT: 35

Volunteers Time:

To provide opportunities for trained volunteers to perform staff related duties at the ADCRC site by trained volunteers.

UNIT: One Hour

UNIT: 650

In-Service Training Sessions:

To provide in-service training sessions (minimum six per year) to staff and the program and the participants; training by experienced staff or outside trainers and professionals regarding Alzheimer's disease and related dementias, behavior management; etc; or training devoted to team building and problem solving.

UNIT: One Session

UNIT: 6

Training for Professionals/Interns:

On-site training (minimum four per year) for professionals through student intern programs, or presentations by professional staff at workshops, conferences etc on issues pertaining to hands-on care, behavior management, communication methods etc.

UNIT: One Session

UNIT: 4

The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. Specific compliance requirements will be included in Appendices G & H to the certified grant agreement.

VIII. Service Objectives

On an annual basis:

Grantee will provide ADCRC service to 20 Unduplicated clients

Grantee will provide 1200 participant days

Grantee will provide 12 support groups

Grantee will provide 300 counseling hours

Grantee will provide 2 community education sessions

Grantee will provide 35 number of volunteers

Grantee will provide 650 volunteer hours

Grantee will provide 6 in-service sessions

Grantee will provide 4 training sessions for professionals/interns

IX. Outcome Objectives

All participants should receive a consumer satisfaction survey.

- At least 65% of the consumers or caregivers will return the annual consumer satisfaction survey
- At least 85% of the consumers or caregivers indicated excellent or good in rating the quality of services the participants received at the ADCRC.
- At least 85% of caregivers indicated excellent or good in rating the quality respite services they received from the ADCRC.
- At least 85% of caregivers indicated excellent or good in rating the quality of information, and counseling services they received from the ADCRC
- At least 70% of consumers enrolled in the ADCRC will avoid institutionalization as evidence by being in the adult day program from their date of enrollment to the end of the fiscal year.

X. 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; 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 directors 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.

XI. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form by the required due date as specified by the OOA.
- B. Grantee will enter into CA-GetCare all service unit data as aggregate service units by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of unduplicated clients served and number of hours of day care services provided as described in Section VIII Service Objectives. Grantee will enter the monthly metrics in the Contracts Administration Reporting and Billing Online (CARBON) database by the 15th of the following month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII & IX – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- E. Grantee will develop and maintain with OOA’s approval, an updated Site Chart (using OOA’s format) with details about the adult day services program.
- F. Grantee will provide other reports as requested.
- G. Apart from the on-line reporting via CAGetCare, and reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, Monthly and Annual Reports will be entered into the CARBON system. For assistance with reporting requirements or submission of reports, contact:

Annyse Acevedo
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Annyse.Acevedo@sfgov.org

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

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 7/18/2016
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	Catholic Charities			7/1/2016 - 6/30/2019	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Alzheimers Day Care Resource Center				
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/16-6/30/19
12	Expenditures				
13	Salaries & Benefits	\$69,488	\$69,488	\$69,488	\$208,464
14	Operating Expense	\$9,813	\$9,813	\$9,813	\$29,439
15	Subtotal	\$79,301	\$79,301	\$79,301	\$237,903
16	Indirect Percentage (%)	12.80%	12.80%	12.80%	12.80%
17	Indirect Cost (Line 16 X Line 15)	\$10,150	\$10,150	\$10,150	\$30,450
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$89,451	\$89,451	\$89,451	\$268,353
20	HSA Revenues				
21	General Fund	\$89,451	\$89,451	\$89,451	\$268,353
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$89,451	\$89,451	\$89,451	\$268,353
30	Other Revenues				
31					
32	Foundations, Grants, Fees, & Donations	\$79,936	\$79,936	\$79,936	\$239,808
33					
34					
35					
36	Total Revenues	\$169,387	\$169,387	\$169,387	\$508,161
37	Full Time Equivalent (FTE)				
39	Prepared by: Delilah M. Perez / Patty Clement-Cihak		Telephone No.: 972-1208 / 452-3500 Date 4/25/2016		
40	HSA-CO Review Signature: _____				
41	HSA #1				

APPENDIX F - SITE CHART

AGENCY: Catholic Charities

HSADAAS/OFFICE ON THE AGING

Program: Alzheimer's Day Care Resource Center (ADCRC) FY 2016 - 17

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

DIRECTOR: Patty Clement-Cihak

PHONE NO.: 415-452-3504

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

**APPENDIX A — SERVICES TO BE PROVIDED
INSTITUTE ON AGING
ALZHEIMER’S DAY CARE RESOURCE CENTER (ADCRC)
July 1, 2016 – June 30, 2019**

I. Purpose

The purpose of this grant is to assist individuals with Alzheimer’s and related dementias to function at the highest possible level; to provide respite care for families and caregivers; to assist caregivers by providing information, counseling, and care planning; to establish and/or assist support groups; to train students, professionals, and caregivers; and to disseminate information to families, caregivers, professionals, and the public about Alzheimer’s disease and related disorders.

II. Definitions

Alzheimer’s Day Care Resource Center (ADCRC) Alzheimer’s Day Care Resource Centers (ADCRC) are community-based programs that serve persons with Alzheimer’s Disease or a related dementia, particularly those in the moderate to severe stages, whose care needs and behavioral problems make it difficult for them to participate in other day care programs. The operation of an ADCRC shall take place within the framework of a licensed Adult Day Health Care Center or Adult Day Care Center.

DAAS Department of Aging and Adult Services

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.

Frail An older individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, 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 older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

Grantee Institute on Aging-Ruth Ann Rosenberg Adult Day Services

HSA Human Services Agency of City and County of San Francisco

OCM Office of Contract Management, San Francisco Human Services Agency

OOA Office on the Aging

III. Target Population

Individuals 60 years of age or older (seniors) and individuals between 18 and 59 years of age that are living with disabilities (AWD). According to the federal mandates of the Older Americans Act, services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need; in particular:

- Low-income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for ADCRC Services

- 1) A resident of San Francisco
- 2) An individual aged 18 and older with Alzheimer’s disease and related dementia disorders, particularly in the moderate to severe stages, whose care needs and behavioral problems may make it difficult to participate in existing care programs.

V. Location and Time of Services

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

VI. Description of Services

The ADCRC will provide services necessary to meet physical and psychological needs of participants; develop a program and maintain a physical environment suitable to caring for participants with conditions associated with dementia and provide respite for the participant’s primary caregivers; develop, organize and provide training for professionals and other persons caring for these individuals; disseminate information to the public regarding Alzheimer’s disease and related disorders; be a resource to caregivers and to the community; and provide family support groups.

The ADCRC will also provide in-service training a minimum of six (6) times per year to staff and volunteers working at the site. Training for professionals will be conducted at least four (4) times a year through student intern programs, presentations to specific professional groups and professional service providers in the community. At least one annual presentation will be conducted alone or jointly with other community providers, to the community, lay public, and caregivers. Support and training for caregivers will be conducted no less than twelve (12) times a year, through caregiver support groups or through other caregiver activities, by staff associated with the ADCRC, or by arrangement with other support group providers in the local community.

VII. Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to the indicated number of consumers with the indicated number of units of service.

Unduplicated consumers to be served annually: **53**

Day Care:

To provide specialized dementia-specific services by trained staff and volunteers in an environment designed to accommodate participants with moderate to severe stages of Alzheimer’s Disease or related dementias.

UNIT: One Participant Day

UNIT: **3670**

Support Group:

To provide training and support, at a minimum twelve (12) times per year, for caregivers of persons with Alzheimer's Disease or related dementia.

UNIT: One Session

UNIT: **12**

Counseling (Families of Consumers):

To provide one-on-one counseling by trained ADCRC staff by phone or in person to address concerns of families or caregivers of consumers with Alzheimer's Disease or related dementias.

UNIT: One Hour

UNIT: **185**

Community Education:

To educate the community, lay public, and caregivers alone or jointly with other community providers about Alzheimer's disease and related dementias.

UNIT: One Session

UNIT: **3**

Volunteers:

To provide trained unpaid ADCRC staff to help with the provision of services.

UNIT: One Volunteer

UNIT: **100**

Volunteer Time:

To provide opportunities for trained volunteers to perform staff related duties at the ADCRC site by trained volunteers.

UNIT: One Hour

UNIT: **1400**

In-Service Training Sessions:

To provide in-service training and continuing education sessions to program staff and participants; training by experienced staff or outside trainers and professionals regarding Alzheimer's disease and related dementias, behavior management, team building, and problem solving.

UNIT: One Session

UNIT: **6**

Training for Professionals/Interns:

On-site training (minimum four per year) for professionals through student intern programs, or presentations by professional staff at workshops, conferences etc on issues pertaining to hands-on care, behavior management, communication methods etc.

UNIT: One Session

UNIT: **6**

The Grantee must be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. Specific compliance requirements will be included in the certified grant agreement.

VIII. Service Objectives

On an annual basis:

- Grantee will provide ADCRC service to **53** unduplicated clients.
- Grantee will provide **3,670** participant days.
- Grantee will provide **12** support groups.
- Grantee will provide **185** counseling hours.
- Grantee will provide **3** community education sessions.
- Grantee will provide **100** number of volunteers.
- Grantee will provide **1,400** volunteer hours.
- Grantee will provide **6** in-service sessions.
- Grantee will provide **6** training sessions for professionals/interns.

IX. Outcome Objectives

All participants should receive a consumer satisfaction survey.

- At least 65% of the consumers or caregivers will return the annual consumer satisfaction survey.
- At least 85% of the consumers or caregivers indicated excellent or good in rating the quality of services the participants received at the ADCRC.
- At least 85% of caregivers indicated excellent or good in rating the quality respite services they received from the ADCRC.
- At least 85% of caregivers indicated excellent or good in rating the quality of information, and counseling services they received from the ADCRC.
- At least 70% of consumers enrolled in the ADCRC will avoid institutionalization as evidenced by being in the adult day program from their date of enrollment to the end of the fiscal year.

X. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form by the required due date as specified by the OOA.
- B. Grantee will enter into CA-GetCare all service unit data as aggregate service units by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of unduplicated clients served and number of hours of day care services provided as described in Section VIII Service Objectives. Grantee will enter the monthly metrics in the Contracts Administration, Reporting & Billing Online (CARBON) database by the 15th of the following month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII & IX – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- E. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the adult day services program.
- F. Grantee will provide other reports as requested.
- G. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, Monthly and Annual Reports will be

entered into the Contracts Administration Reporting and Billing On-line (CARBON) system. For assistance with reporting requirements or submission of reports, contact:

Victoria Chan
Contract Manager, HSA
P.O. Box 7988
San Francisco, CA 94120
victoria.chan@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; 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 directors 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.

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

Contractor's Name Institute on Aging	Contract Term 07/01/2016 - 06/30/2019
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(Check One) New Renewal Modification
 If modification, Effective Date of Mod. _____ No. of Mod. _____

Program: Alzheimer Day Care Resource Center (ADCRC)				
Budget Reference Page No.(s)				Total
Program Term	7/1/2016-6/30/2017	7/1/2017-6/30/2018	7/1/2018-6/30/2019	7/1/2016-6/30/2019
Expenditures				
Salaries & Benefits	\$77,783	\$77,783	\$77,783	\$233,349
Operating Expense	\$0	\$0	\$0	\$0
Subtotal	\$77,783	\$77,783	\$77,783	\$233,349
Indirect Percentage (%)	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 17)	\$11,667	\$11,667	\$11,667	\$35,001
Capital Expenditure	\$0	\$0	\$0	\$0
Total Expenditures	\$89,450	\$89,450	\$89,450	\$268,350
HSA Revenues				
General Fund	\$89,450	\$89,450	\$89,450	\$268,350
TOTAL HSA REVENUES	\$89,450	\$89,450	\$89,450	\$268,350
Other Revenues				
Project Income				
In-Kind				
Fund-Raising				
Contributions/Grants				
IOA Subsidy				
Total Revenues	\$89,450	\$89,450	\$89,450	\$268,350
Full Time Equivalent (FTE)	1.46			

Prepared by: Michael Thompson Telephone No.: (415) 750-4155

HSA-CO Review Signature: _____
 HSA #1

SITE CHART – APPENDIX F

AGENCY: Institute on Aging

HS/ADAAS/OFFICE ON THE AGING

Program: Alzheimer's Day Care Resource Center (ADCRC) FY 2015 - 16

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

DIRECTOR: Jessica McCracken

PHONE NO.: 415-750-4182

<p>SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)</p> <p>Name of Site:</p>	<p>Main Office</p> <p>RUTH ANN ROSENBERG ADULT DAY SERVICES</p>				
<p>Address and Zip</p> <p>Phone Number</p> <p>Fax Number</p> <p>Neighborhood</p> <p>Person in Charge</p> <p>Site Manager</p>	<p>3575 GEARY BLVD, SAN FRANCISCO, CA 94118</p> <p>415-750-4182</p> <p>415-750-5341</p> <p>RICHMOND DIST</p> <p>Jessica McCracken</p> <p>Jessica McCracken</p>				
<p>Programs Offered</p>	<p>ADCRC</p> <p>Scheduled activities,</p>				
<p>Days Open</p>	<p><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</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>N/A</p>				
<p>Total number of service days in FY</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><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>				

**APPENDIX A—SERVICES TO BE PROVIDED BY GRANTEE
 SELF-HELP FOR THE ELDERLY
 JULY 1, 2016 – JUNE 30, 2019
 ALZHEIMER’S DAY CARE RESOURCE CENTER (ADCRC)**

I. Purpose

The purpose of this grant is to assist individuals with Alzheimer’s and related dementia to function at the highest possible level; to provide respite care for families and caregivers; to assist caregivers by providing information, counseling, and care planning; to establish and/or assist support groups; to train students, professionals, and caregivers; and to disseminate information to families, caregivers, professionals, and the public about Alzheimer’s disease and related disorders.

II. Definitions

Alzheimer’s Day
 Care Resource
 Center (ADCRC)

Alzheimer's Day Care Resource Centers (ADCRC) are community-based programs that serve persons with Alzheimer’s Disease or a related dementia, particularly those in the moderate to severe stages, whose care needs and behavioral problems make it difficult for them to participate in other day care programs. The operation of an ADCRC shall take place within the framework of a licensed Adult Day Health Care Center or Adult Day Care Center

DAAS Department of Aging and Adult Services

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.

Frail An older individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, 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 older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

Grantee Self Help for the Elderly

HSA Human Services Agency of City and County of San Francisco

OCM Office of Contract Management, San Francisco Human Services Agency

OOA Office on the Aging

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living with disabilities. According to the federal mandates of the Older Americans Act, services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for ADCRC Services

- 1) A resident of San Francisco
- 2) An individual aged 18 and older with Alzheimer’s disease and related dementia disorders, particularly in the moderate to severe stages, whose care needs and behavioral problems may make it difficult to participate in existing care programs.

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 ADCRC will provide services necessary to meet physical and psychological needs of participants; develop a program and maintain a physical environment suitable to caring for participants with conditions associated with dementia and provide respite for the participant’s primary caregivers; develop, organize and provide training for professionals and other persons caring for these individuals; disseminate information to the public regarding Alzheimer’s disease and related disorders; be a resource to caregivers and to the community; and provide family support groups.

The ADCRC will also provide in-service training a minimum of six (6) times per year to staff and volunteers working at the site. Training for professionals will be conducted at least four (4) times a year through student intern programs, presentations to specific professional groups and professional service providers in the community. At least one annual presentation will be conducted alone or jointly with other community providers, to the community, lay public, and caregivers. Support and training for caregivers will be conducted no less than twelve (12) times a year, through caregiver support groups or through other caregiver activities, by staff associated with the ADCRC, or by arrangement with other support group providers in the local community.

VII. Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to the indicated number of consumers with the indicated number of units of service.

of unduplicated consumers to be served: 25

Day Care:

To provide specialized dementia-specific services by trained staff and volunteers in an environment designed to accommodate participants with moderate to severe stages of Alzheimer’s Disease or related dementia

UNIT: One Participant Day

UNIT: 3738

Support Group:

To provide training and support (minimum twelve [12] times per year) for caregivers of persons with Alzheimer's Disease or related dementia.

UNIT: One Session

UNIT: 12

Counseling (Families of Consumers):

To provide counseling to families of consumers with Alzheimer's Disease or related dementia by referring caregivers to specific resources that address in depth dementia-related issues.

UNIT: One Hour

UNIT 28

Community Education:

To educate the community, lay public, and caregivers alone or jointly with other community providers (minimum one [1] time per year) about Alzheimer's disease or related dementia.

UNIT: One Session

UNIT: 1

Volunteers:

To provide trained unpaid ADCRC staff to help with the provision of services.

UNIT: One Volunteer

UNIT: 100

Volunteers Time:

To provide opportunities for trained volunteers to perform staff related duties at the ADCRC site by trained volunteers.

UNIT: One Hour

UNIT: 1000

In-Service Training Sessions:

To provide in-service training sessions (minimum six per year) to staff and the program and the participants; training by experienced staff or outside trainers and professionals regarding Alzheimer's disease and related dementias, behavior management; etc; or training devoted to team building and problem solving.

UNIT: One Session

UNIT: 6

Training for Professionals/Interns:

On-site training (minimum four per year) for professionals through student intern programs, or presentations by professional staff at workshops, conferences etc on issues pertaining to hands-on care, behavior management, communication methods etc.

UNIT: One Session

UNIT: 4

The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. Specific compliance requirements will be included in Appendices G & H to the certified grant agreement.

VIII. Service Objectives

On an annual basis:

- Grantee will provide ADCRC service to 25 Unduplicated clients
- Grantee will provide 3738 participant days
- Grantee will provide 12 support groups
- Grantee will provide 28 counseling hours
- Grantee will provide 1 community education sessions
- Grantee will provide 100 number of volunteers
- Grantee will provide 1000 volunteer hours
- Grantee will provide 6 in-service sessions
- Grantee will provide 4 training sessions for professionals/interns

IX. Outcome Objectives

All participants should receive a consumer satisfaction survey.

- At least **65 %** of the consumers or caregivers will return the annual consumer satisfaction survey
- At least **85%** of the consumers or caregivers indicated excellent or good in rating the quality of services the participants received at the ADCRC.
- At least **85%** of caregivers indicated excellent or good in rating the quality respite services they received from the ADCRC.
- At least **85%** of caregivers indicated excellent or good in rating the quality of information, and counseling services they received from the ADCRC
- At least **70%** of consumers enrolled in the ADCRC will avoid institutionalization as evidence by being in the adult day program from their date of enrollment to the end of the fiscal year.

X. 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.

XI. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form by the required due date as specified by the OOA.
- B. Grantee will enter into CA-GetCare all service unit data as aggregate service units by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of unduplicated clients served and number of hours of day care services provided as described in Section VIII & IX - Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 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. For specific compliance requirements, please refer to Appendices F & G to the Grant Agreement.
- 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:

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

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

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 7/18/2016
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	SELF-HELP FOR THE ELDER			7/1/16-6/30/19	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: ADCRC				
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/16-6/30/19
12	Expenditures				
13	Salaries & Benefits	\$80,601	\$80,601	\$80,601	\$241,803
14	Operating Expense	\$717	\$717	\$717	\$2,151
15	Subtotal	\$81,318	\$81,318	\$81,318	\$243,954
16	Indirect Percentage (%)	10%	10%	10%	10%
17	Indirect Cost (Line 16 X Line 15)	\$8,132	\$8,132	\$8,132	\$24,396
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$89,450	\$89,450	\$89,450	\$268,350
20	HSA Revenues				
21	General Fund	\$89,450	\$89,450	\$89,450	\$268,350
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$89,450	\$89,450	\$89,450	\$268,350
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$89,450	\$89,450	\$89,450	\$268,350
37	Full Time Equivalent (FTE)				
39	Prepared by: Leny Nair	Telephone No.: 415-677-7682		Date 7/18/16	
40	HSA-CO Review Signature: _____				
41	HSA #1				

4 Program Name: ADCRC
 5 (Same as Line 9 on HSA #1)

Operating Expense Detail

11		TERM	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	TOTAL
12	Expenditure Category					7/1/16-6/30/19
13	Rental of Property					
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$67	\$67	\$67	\$201
15	Office Supplies, Postage					
16	Building Maintenance Supplies and Repair					
17	Printing and Reproduction					
18	Insurance		\$650	\$650	\$650	\$1,950
19	Staff Training					
20	Staff Travel-(Local & Out of Town)					
21	Rental of Equipment					
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
23						
24						
25						
26						
27						
28	OTHER					
29						
30						
31						
32						
33						
34						
35	TOTAL OPERATING EXPENSE		\$717	\$717	\$717	\$2,151
36						
37	HSA #3					

SITE CHART F

AGENCY: Self Help for the Elderly
FY 2016-17

HSADAAS/OFFICE ON THE AGING Program: Alzheimer's Day Care Resource Center

CONTRACT MAILING ADDRESS: 408 22nd Ave. San Francisco

DIRECTOR: Jenny Tran

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		415-6777556			
Fax Number		415-6661899			
Neighborhood		Richmond District			
Person in Charge		Jenny Tran; Program Director			
Site Manager		Elsa Ng; Office Manager			
Programs Offered		Alzheimer's Day Care and resource center: Scheduled Day care services, personal care, meals, Caregiver support group, counseling services, Professional training, community education			
Days Open		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Hours Open		8:00 AM – 5:00 PM			
Hours of <u>scheduled</u> 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			
Days closed		New Year Chinese New Year President day Memorial Day Independent Day Labor Day Columbus Day Veteran's Day Thanksgiving-Friday Christmas Day			
Handicapped Accessible		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			