City and County of San Francisco

London Breed, Mayor

Human Services Agency

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

Trent Rhorer, Executive Director

MEMORANDUM

TO:	AGING & A	DULT SERVIC	CES COMMISS	SION	
THROUGH:	SHIREEN M	ICSPADDEN, E	EXECUTIVE I	DIRECTOR	
FROM:		JFFMAN, DEP `AKAWA, DIR`		OR DNTRACTS ک	î)
DATE:	MAY 1, 201	9			
SUBJECT:	below) FOR	THE PROVISI FOR OLDER P	ON OF ADUL	GRANTEES (se T DAY PROGRA ADULTS WITH	
GRANT TERM:	<u>Current</u> 7/1/16- 6/30/19	<u>Modification</u> 7/1/19- 6/30/20	<u>Revised</u> 7/1/16- 6/30/20	<u>Contingency</u>	<u>Total</u> <u>7/1/16-</u> <u>6/30/20</u>
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>	State	Federal	Contingency	<u>Total</u>
MODIFICATION	\$435,276			\$43,527	\$478,803
FUNDING: 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.



GRANTEE	<u>FY 16/19</u>	<u>FY 19/20</u>	<u>Total</u>	Contingency	Total Grant
		<u>Annual</u>	<u>FY 16-20</u>		Amount
		Amount	. <u>.</u> .		FY 16-20
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	\$440,181	\$102,541	\$542,722	\$54,272	\$596,994
Elderly					
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

Frail

Disability

Department of Aging and Adult Services

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) Selfcare: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and selfdirection; c) Cognitive functioning, and emotional adjustment

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.

1

Grantee

Catholic Charities of San Francisco

HSA

Human Services Agency of City and County of San Francisco

Minority

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.

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

Agency

OCM

Senior

SOGI

Person who is 60 years or older, used interchangeably with older adult.

Office of Contract Management, San Francisco Human Services

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.

Appendix A1 – ADP Catholic Charities FY 2019-2020

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 <u>50</u> unduplicated consumers.
- Grantee will provide 18,500 Adult Day Program hours to consumers.

Appendix A1 – ADP Catholic Charities FY 2019-2020

• Grantee will coordinate at least <u>12</u> 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	Linda Murley
Contracts Manager/HSA	DAAS, Office on the Aging
P.O. Box 7988	P.O. Box 7988
San Francisco, CA 94120	San Francisco, CA 94120
Esperanza.zapien@sfgov.org	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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

APPENDI	
IX F1 - SI	
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Page <u>1</u> of <u>1</u>

AGENCY: Catholic Charities

HSA/DAAS/OFFICE ON THE AGING

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

Handicapped Accessible	Days closed	Total number of service days in FY	Average number of meals per day	Annual number of meals at site	Hours of meal service	Hours of <u>scheduled</u> programming	Hours Open	Days Open		Programs Offered	Neighborhood Person in Charge Site Manager	Phone Number Fax Number	Address and Zip	Name of Site	SITES: (includes congregate nutrition, community/social services, home-delivered meal, food	DIRECTOR: Patty Clement	CONTRACT MAILING ADDRESS 990 Eddy Street, San Francisco, CA 94109
X Yes No	All Holidays listed to the right	247	NA	N/A	12:00 Noon – 1:00 PM	9:30 AM – 3:00 PM	8:00 AM - 4:30 PM	XMon_XTues XWed_XThur XSunSat		ADS Scheduled activities	City of San Francisco Patty Clement Alison Reeves	415-452-3500 415-452-3505	50 Broad Street San Francisco, CA 94112	Catholic Chartles Adult Day Services – San Francisco			Eddy Street, San Francisco, C/
Yes No	All Holidays listed to the right.							MonTues WedThur FriSat			•						A 94109
Yes No	New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day,							MonTues WedThur FriSat	· · · · · ·	•							
Yes No	Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, 1-2 Training Days							MonTues WedThur FriSat Sun								PHONE NO.: 415-452-3504	
Yes No								WedThur FriSat									

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6 Catholic Charities					
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8 If modification, Effective Date of Mod.	. No. of Mod.				
9 Program: Adult Day Program				· · · · · · · · · · · · · · · · · · ·	
10 Budget Beference 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
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18 Capital Expenditure		0\$	\$0		\$0
19 Total Expenditures	\$160,075	\$184,078	\$178,180	\$168,180	\$690,514
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30 Other Revenues				24 19 19	
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351					
36 Total Revenues	\$430,401	\$454,404	\$448,506	\$438,506	\$1,771,818
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÷	R A	Catholic Charities Adult Day Program		Expenditure Category	Rental of Property	14 Utilities(Elec, Water, Gas, Phone, Scavenger)	 Unice Supplies, Postage Building Maintenance Supplies and Repair 	Printing and Reproduction	Insurance	19 Staff Training 20 Staff Travel-(Local & Out of Town)	21 Rental of Equipment	22 CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE 23 Transportation				OTHER					35 TOTAL OPERATING EXPENSE	36 37 HSA #3	• •		
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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

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.

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) Selfcare: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-

DAAS

Department of Aging and Adult Services

Disability

Frail

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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 nonheterosexual 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

Senior

Office of Contract Management, San Francisco Human Services Agency

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 <u>65</u> 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.
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- 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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

Page 1 of

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Program: Adult Day Program Services (ADP) FY 2019 - 20 PHONE NO.: (415) 600-2691 HSA/DAAS/OFFICE ON THE AGING 3575 GEARY Blvd., San Francisco, CA 94118 Thanksgiving-Friday after Christmas 12/25 INSTITUE ON AGING ADULT DAY PROGRAM SERVICES New Year's Day Jan 1 MLK Birthday Jan 20 Presidents Day Feb 17 Memorial Day <u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>x</u> Sat 386 Arguello Blvd SAN FRANCISCO, CA ĝ ADP Scheduled activities, 9:00 AM - 3:00 PM Aaron McPherson 415-750-4111 415-750-5341 PRESIDIO Alison Moritz Main Office _abor Day <u>x</u> Yes 1512 /year Sun 94129 July 4 ANA ANA ANA 300 00 SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.) CONTRACT MAILING ADDRESS: Total number of service days in FY Annual number of meals at site Annual # nutrition education units Average number of meals per day Hours of scheduled programming AGENCY: Institute on Aging DIRECTOR: Alison Moritz Handicapped Accessible Hours of meal service Programs Offered Person in Charge Address and Zip Phone Number Fax Number Neighborhood Name of Site: Site Manager Days closed Hours Open Days Open

Page I

	CONTRACT BI	S AGENCY CONTRACT BUDGET SUMMARY RY PROGRAM	~	Documei	Document Date: 07/18/2016
Contractor's Name				Contract Term	
Institute on Aging			Ţ	07/01/2016 - 06/30/2020	
(Check One) New Renewal Modification	cation _X		-		
If modification, Effective Date of Mod. No. of Mod. 2					
Budget Reference Page No.(s)					
	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
Expenditures	851 A16	\$51 416	\$64 576	363 495	\$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%
Indirect Cost (Line 16 X Line 17)	\$12,844	\$13,165	\$14,798	\$13,4	\$54,301
Capital Expenditure	\$0	\$0	0\$	\$0	\$0
Total Expenditures	\$98,468	\$100,930	\$113,454	\$103,454	\$416,306
HSA Revenues	600 100	6100 030	6103 AEA	\$103 AEA	SADE 306
	00+020	000010	\$10,000		\$10,000
	001 000			27 CO 7 S	200 216
IUIAL RAA KEVENUES	420,400	nce'nni e	+0+'00	4100-0	000,01 +9
Project Income					
In-Kind					
Fund-Raising					
Contribution is/origins IOA Subsidy					
Total Revenues	\$98,468	\$100,930	\$113,454	\$103,454	\$416,306
Full Time Equivalent (FTE)	0.80	0.80	0.80		
Prepared by: Michael Thompson		Telephone No.: (415) 750-4155	50-4155		
iew Sign					
HSA #1					

Appendix B1, Page 2 Document Date: 07/18/2016		07/01/18-06/30/19 07/01/19-06/30/20	alary Budgeted Salary 07/0	\$30,004 \$28,000 \$112,609	\$0 \$11,456	\$0 \$16,205	\$21,657 \$22,797 \$44,454					\$51,661 \$50,797 \$184,724	25% 25% 25%	\$12,915 \$12,698 \$46,179	\$64,576 \$63,495 \$230,903
		07/01/17-06/30/18 07/01/ DAAS 1	ałary	\$35,405	\$5,728	\$0	\$0					\$41,133	25%	\$10,283	\$51,416
	=	07/01/16-06/30/17	Budgeted Salary	\$19,200	\$5,728	\$16,205	\$0					\$41,133	25%	\$10,283	\$51,416
	Benefits Detail	Ear Lico Dramm	Adjusted	40%	%0	%0	40%					0.80	×		
	Salaries & Be	- Cortio		6 40%	%0 %	6 0%	6 40%				 	1 0.80			
	Salar	Totala	Total %	100%	81%	100%	100%					3.81			
		Anones Totale	Annual Full TimeSalary for FTE	70,000	35,360	47,507	56,992	- - -				\$209,859	25%	\$52,463	\$262,323
Program: Adult Day Program (ADP) (Same as Line 9 on HSA #1)			POSITION TITLE	Program Director	Universal Worker	Activity Director	Site Manager					TOTALS	FRINGE BENEFIT RATE	EMPLOYEE FRINGE BENEFITS	TOTAL SALARIES & BENEFITS

					Appendix B1, Page 3 Document Date: 07/18/2016
Program: Adult Day Program (ADP) (Same as Line 9 on HSA #1)					
	Operating Expense Detail	stail			
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 07/01/2016 - 06/30/2020
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)	r)				
Office Supplies, Postage				1	
Building Maintenance Supplies and Repair				******	
Printing and Reproduction					
Insurance					
Staff Training		·			
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE	LE				
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
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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

Disability

Frail

Department of Aging and Adult Services

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) Selfcare: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and selfdirection; c) Cognitive functioning, and emotional adjustment

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.

Kimochi, Inc.

HSA

Grantee

Human Services Agency of City and County of San Francisco

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Appendix A1 – ADP Kimochi, FY 2019-2020 LGBTQ+

Minority

Older Adult

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.

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.

Person who is 60 years or older, used interchangeably with senior.

OOA Office on the Aging

Office of Contract Management, San Francisco Human Services Agency

Person who is 60 years or older, used interchangeably with older adult.

SOGI

Senior

OCM

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.

Appendix A1 – ADP Kimochi, FY 2019-2020

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 <u>40</u> unduplicated consumers.
- Grantee will provide <u>20,000</u> 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.

Appendix A1 – ADP Kimochi, FY 2019-2020

- 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.

Appendix A1 – ADP Kimochi, FY 2019-2020

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

К.

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. <u>Fiscal Compliance and Contract Monitoring</u>: 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 F1

Page 1 of 1

AGENCY: Kimochi, Inc.	HSA/DAAS/OF	HSA/DAAS/OFFICE ON THE AGING	Program: Adult Day Program Services (ADP)	am Services (ADP) FY 2019 - 20	- 20
CONTRACT MAILING ADDRESS: 17	1715 Buchanan St. San Francisco, CA 94115	o, CA 94115			
DIRECTOR: Shawne O'Connell				PHONE NO.: (415) 931-2294	4
<u>SITES</u> : (includes congregate 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 Fax Number	415-922-9972 415-922-6821				
Neighborhood Person in Charge Site Manager	Western Addition Debbie Hsieh Debbie Hsieh				
Programs Offered	Adult Day Programming Congregate lunch				
Days Open	x Mon x Tues x Wed x Thurs x Fri x Sat x Sun Sat	- - 	• •		
. Hours Open	9:00 a.m. – 5:00 p.m.				
Hours of <u>scheduled</u> 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			· · · ·	
Handicapped Accessible	x Yes No				

Page I

Appendix B-1, Page 1

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

		BY PROGRAM			
Name	······································			Term	
Kimochi, Inc.				7/1/16-6/30/20	
Check One) New 🗌 Modification					
f 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					
01 04 00.110					
•					
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	\$92,000
Mise. meene		i			
TOTAL NON-HSA REVENUES	\$56,499	\$56,499	\$56,499	\$56,499	\$225,996
		· · · · · · · · · · · · · · · · · · ·			
TOTAL REVENUES	\$114,656	\$116,110	\$130,649	\$117,600	\$479,01
Full Time Equivalent (FTE)					
Prepared by: Rod Valdepenas	Telephone No.: (41	5) 931-2294 x 116			Date: 4/12/2
HSA-CO Review Signature:					
I IOA-OO I Ceview Orginature,				-	10/25/201

Kimochi, Inc. Program: ADC								Ap	pendix B-1, Page 3
			Sala	ries & Benefi	ts Detail				
ſ	Agency	Totals	HSA P	nogram	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 POSITION TITLE	Annual Full TimeSalary 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. Coor.	\$ 43,680	100%	100%	1.00	\$43,680	\$43,680	\$43,680	\$43,680	\$174,720
	\$ 43,080 \$ 47,840	100%	10078		\$40,000	¥-10,000	\$5,000		\$5,000
TOTALS	\$91,520	2.00	100%	1.00	\$43,680	\$43,680	\$48,680	\$43,680	\$179,720
							10 500		
FRINGE BENEFIT RATE	22%	and a second second	COLORED IN INVESTIGATION		21.81%		19.57% \$9,528	21.81% \$9.528	21.25% \$38,112
EMPLOYEE FRINGE BENEFITS	\$19,963			<u> </u>	\$9,528	\$9,528	\$9,528	\$9,526	
TOTAL HSA SALARIES & BENEFITS	\$111,483				\$53,208	\$53,208	\$58,208	\$53,208	\$217,832
	Agency	/ Tolals	HSA F	rogram					
	Annual Full TimeSalary for		% FTE funded by HSA		Dudu du d Dalaas	Durdrested Delega	Budgeted Salary	Budgeted Salary	Total Salary
Non-HSA POSITION TITLE	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary \$15,392	Budgeted Salary \$15,392	\$15,392	\$15,392	\$61,568
KH/KSM Administrator ASDC Asst/Recep					\$15,392	\$18,720	\$18,720	\$18,720	\$74,880
					\$10,720	00,120			
					\$34,112	\$34,112	\$34,112	\$34,112	\$136,44
TOTALS		l	I		φοη, ΠΖ		φυη, 112	ψυτ,) (Z	\$100,44
FRINGE BENEFIT RATE				1					
EMPLOYEE FRINGE BENEFITS				and a state of the	a				l
TOTAL Non-HSA SALARIES & BENEFITS			State and a second		\$34,112	\$34,112	\$34,112	\$34,112	\$136,44

Kimochi, Inc. Program: ADC				Ap	pendix B-1, Page 3
logram. Abo					
	Operating	g 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					
Jtilities(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
	\$67	\$67	\$67	\$67	\$268
Data Plan 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
				£00.007	¢00 540
TOTAL Non-HSA OPERATING EXPENSE	\$22,387	\$22,387	\$22,387	\$22,387	\$89,548

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

Frail

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) Selfcare: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and selfdirection; c) Cognitive functioning, and emotional adjustment

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

LGBTQ+

An acronym/term used to refer to persons who self-identify as non heterosexual and/or whose gender identity does not correspond to

Human Services Agency of City and County of San Francisco

Minority

their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

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.

Office on the Aging

OCM

Senior

SOGI

OOA

Office of Contract Management, San Francisco Human Services Agency

Person who is 60 years or older, used interchangeably with older adult.

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

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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

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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. <u>Fiscal Compliance and Contract Monitoring</u>: 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	
F2	

Page 1 of 1

HSA/DAAS/OFFICE ON THE AGING

AGENCY: Self Help for the Elderly Adult Day Program

CONTRACT MAILING ADDRESS: 408 22nd Ave. San Francisco

CONTRACT MAILING AUURESS: 408 22 - Ave: San Handisco					1
DIRECTOR: Sandra Perumal (acting)				PHONE NO.: 415-677/565	
<u>SITES</u> : (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 Fax Number	415-677-7556 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	x Mon <u>x</u> Tues <u>x Wed x</u> Thurs <u>x Fri</u> Sat Sun			1	
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				
Autilual # Hutrivoll education dims	N/A				
Total number of service days in FY					
Days closed	Jan. 1 Chinese New year President day				
	Memorial Day July 4 Labor Day				
	Columbus Day Veterans Day Thanksgiving-Friday Christmas Day				
Handicapped Accessible	X Yes No				

FY 2019-2020

HSA-CO Review Signature:	Prepared by:	Full Time Equivalent (FTE)	Total Revenues		Q	TOTAL HSA REVENUES	*The large inc			General Fund	Total Expenditures	Capital Expend	Indirect Cost (L	Indirect Percentage (%)	Subtotal	Salaries & Ben	- -	Program Term	Program: ADP Budget Reference	If modification,	(Check One)	SELF-HELP FO		H	
w Signature:	Leny Nair	valent (FTE)	Ø		Other Revenues	EVENUES	*The large increase is due to addback funding from the Board of Sueprvisors.			HSA Revenues	Ires	Capital Expenditure	ine 16 X Line 15)	tage (%)	2005	ents	Expenditures		Program: ADP Budget Reference Page No.(s)	If modification, Effective Date of Mod.	New 🔲 Renewal	SELF-HELP FOR THE ELDERLY	Name	HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM	
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\$89,254	\$18,903	\$35,935	\$14,198	\$20,218				\$96,892	EMPLOYEE FRINGE BENEFITS
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\$354,325	\$70,013	\$143,430	\$73,490	\$67,392	3.25	4.31	6.00	\$384,800	TOTALS
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\$18,330		\$18,330			%61	19%	100%	\$97.760	Occupational Therapist
\$19,500		\$19,500			19%	19%	100%	\$104,000	Physical Therapist
\$31,200		\$31,200	-		75%	75%	100%	\$41,600	Intake Coordinator
\$8,994	-	\$4,200	\$4,794		14%	18%	75%	\$35,360	Program Aide 4
\$91,290	\$23,338	\$23,400	\$22,088	\$22,464	66%	100%	75%	\$35,360	Program Aide 3
\$93,606	\$23,338	\$23,400	\$24,404	\$22,464	66%	100%	75%	\$35,360	Program Aide 2
\$91,406	\$23,338	\$23,400	\$22,204	\$22,464	66%	100%	75%	\$35,360	Program Aide 1
Budgeted Salary	Budgeted Salary	Revised Budgeted Salary	Budgeted Salary	Budgeted Salary	Adjusted FTE	% FTE	Total % FTE	Annual Full TimeSalary for FTE	POSITION TITLE
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Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$200	\$122	\$200 \$886	\$1,086	\$1,408
Office Supplies, Postage	-			\$0	0\$
Building Maintenance Supplies and Repair	\$168	\$168	\$168 \$525	\$693	\$1,029
Printing and Reproduction				\$0	\$0
Insurance	\$750	\$750	\$750	\$750 \$250	\$2,500
Staff Training					
Staff Travel-(Local & Out of Town)	- - -		·		
Rental of Equipment					
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
San Francisco Paratransıt- Transportation services to ADC					
Clients			\$17,500	\$17,500	\$17,500
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TOTAL OPERATING EXPENSE	\$1,118	\$1,040	\$1,118 \$18,911	\$20,029 \$250	\$22,437
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