



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 GRANTS: MULTIPLE GRANTEES (see table below)
FOR THE PROVISION OF ADULT DAY CARE SERVICES
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:	\$1,242,903			\$124,290	\$1,367,193
PERCENTAGE:	100%				100%

The Department of Aging and Adult Services (DAAS) requests authorization to enter into new grants with multiple non-profit agencies as listed below for the period of July 1, 2016 to June 30, 2019, in an amount of \$1,242,903, plus a 10% contingency for a total amount not to exceed \$1,367,193. The purpose of the grants is to provide adult day care services for seniors and younger adults with disabilities and respite to caregivers and families.

<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>
<u>Catholic Charities CYO</u>	\$160,076	\$480,228	\$48,023	\$528,251
Institute on Aging	\$98,468	\$295,404	\$29,540	\$324,944
Kimochi, Inc	\$58,157	\$174,471	\$17,447	\$191,918
Self-Help for the Elderly	\$97,600	\$292,800	\$29,280	\$322,080
TOTAL	\$414,301	\$1,242,903	\$124,290	\$1,367,193

Background

Adult Day Centers (ADC) were first funded by the City in 1990. ADC programs are called a 'social' daycare model to distinguish them Adult Day Health Care (ADHC) programs which are medical funded and offer nursing care and other medical supports. ADC programs offer non-medical programming to participants and respite to caregivers and can help prevent premature institutionalization. The Adult Day Care (ADC) program is a community-based program that provides non-medical care to persons 18 years of age or older in need of personal care services. Care includes the supervision or assistance deemed necessary for sustaining the activities of daily living, or for the protection of the individual on a less than 24-hour basis.

Services to be Provided

The Grantees will operate an ADC program that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day care services to meet the needs of functionally impaired adults. Services are provided according to an individual plan of care in a structured program. ADC programs include a variety of social, psychological and related support services in a protective setting on a less than 24-hour basis.

Catholic Charities, CYO

Catholic Charities is a community-based, non-profit organization that provides Case Management, Community Services, Congregate Nutrition and Adult Social Day Care services. The Adult Day Care program serves a multi-ethnic population, with the majority of the participants living in the southern part of San Francisco. Catholic Charities CYO also oversees the Adult Day Services Collaboration, advocating for and coordinating services with collaboration members.

Institute on Aging

Institute on Aging (IOA) is a community-based, non-profit organization that provides Case Management and Adult Social Day Care services. IOA has a diverse staff with fluency in ten languages and knowledge of cultural competencies.

Kimochi

Kimochi, Inc. is a community-based, non-profit organization that provides culturally sensitive care to the Japanese American community. Kimochi, Inc. offers a wide array of services that include Congregate Nutrition, Community Services, Home-Delivered Meals, Family Caregiver support services, and Case Management services with Japanese, Korean and English language capacities, as well as Adult Day Social Daycare.

Self-Help for the Elderly

Self-Help for the Elderly (SHE) is a non-profit, community-based organization that promotes the independence, dignity and self-worth of older adults through a comprehensive range of multicultural and multilingual services. SHE provides Case Management, Congregate Nutrition, Community Services, Home Delivered Meals and Naturalization classes among other services, as well as Adult Day Social Daycare.

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 – Kimochi, Inc

Appendix B- Calculation of Charges - Kimochi, Inc

Appendix F- Site Chart - Kimochi, Inc

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
ADULT DAY CARE SERVICES and
ADULT DAY SERVICES COLLABORATION**

I. Purpose

To assist licensed Adult Day Care Centers (ADC) with operating costs of serving seniors and adults with disabilities, in order to maintain optimal capacity for self-care and the ability to live in the community rather than being placed in a long-term care institution.

II. Definitions

Adult Day Care (ADC)	ADC program is a community-base program that provides non-medical care to persons 18 years of age or older in need of personal care services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. The State Department of Social Services (DSS) licenses these centers as community care facilities. This program is not eligible for Medi-Cal reimbursement.
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
OOA	Office on the Aging
OCM	Office of Contract Management, San Francisco Human Services Agency

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living with disabilities. 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 ADC Services

Participants who are currently enrolled in the licensed ADC program of the Grantee.

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 is operating an ADC that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day care services to meet the needs of functionally impaired adults. Services are provided according to 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.

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

VII. Contractor Responsibilities/Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to **50 consumers** with the number of units of service indicated below.

A. Adult Day Care

Provision of personal care for dependent adults in a supervised, protective, congregate setting during some portion of a twenty-four hour day. Services offered by adult day care and adult day care support centers typically include social and recreational activities, health monitoring, supervision, meals and snacks, and assistance with ADL (Activities of Daily Living) training, counseling, and meals. Services offered by adult day health care centers typically include Nursing, Physical and Occupational Therapy, Nutrition services, Activities, Social Services, Transportation, and Assistance with ADL. **The units of service to be reported are the number of hours of service received by the consumers.**

UNIT: One Hour

UNIT: **18,500**

B. 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.

VIII. Service Objectives

On an annual basis:

- Grantee will provide adult day services to 50 unduplicated clients.
- Grantee will provide 18,500 hours of day care service to the clients
- **Grantee will coordinate at least one meeting per month for the Adult Day Services Collaboration**

IX. Outcome Objectives

All the clients served by this OOA funded program will 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 indicated excellent or good in rating the quality of services the participants received at the adult day program.
- At least 85% of the consumers reported that activities offered at the adult day program increased the participants' socialization opportunities and interaction with others.
- At least 80% of consumers who participated in one or more physical activities offered at the adult day program reported feeling healthier due to participation
- At least 70% of consumers enrolled in the adult day program will avoid institutionalization as evidence by being in the adult day program from their date of enrollment to the end of the fiscal year.

Adult Day Services Collaboration:

- At least 90% of the Adult Day Services Collaboration members report good or excellent work done by the Grantee in conducting all the work described in Section VII B.

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 CAGetCare, 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 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 elected 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: 7/16/2016
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: Adult Day Care				
10	Budget Reference Page No.(s)				Total
11	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
12	Expenditures				
13	Salaries & Benefits	\$114,940	\$114,940	\$114,940	\$344,820
14	Operating Expense	\$26,972	\$26,972	\$26,972	\$80,916
15	Subtotal	\$141,912	\$141,912	\$141,912	\$425,736
16	Indirect Percentage (%)	12.80%	12.80%	12.80%	12.80%
17	Indirect Cost (Line 16 X Line 15)	\$18,164	\$18,164	\$18,164	\$54,492
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$160,076	\$160,076	\$160,076	\$480,228
20	HSA Revenues				
21	General Fund	\$160,076	\$160,076	\$160,076	\$480,228
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$160,076	\$160,076	\$160,076	\$480,228
30	Other Revenues				
31					
32	Foundations, Grants, Fees, & Donations	\$270,326	\$270,326	\$270,326	\$810,978
33					
34					
35					
36	Total Revenues	\$430,402	\$430,402	\$430,402	\$1,291,206
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				

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2	Document Date: 7/18/16										
3											
4	Catholic Charities										
5	Adult Day Care										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	Expenditure Category		TERM	7/1/2016-6/30/2017	7/1/2017-6/30/2018		7/1/2018-6/30/2019				TOTAL 7/1/16-6/30/19
13	Rental of Property			\$20,745	\$20,745		\$20,745				\$62,235
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$1,607	\$1,607		\$1,607				\$4,821
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction										
18	Insurance			\$2,620	\$2,620		\$2,620				\$7,860
19	Staff Training										
20	Staff Travel-(Local & Out of Town)			\$1,000	\$1,000		\$1,000				\$3,000
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Client Transportation			\$1,000	\$1,000		\$1,000				\$3,000
24											
25											
26											
27											
28	OTHER										
29											
30											
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE			\$26,972	\$26,972		\$26,972				\$80,916
36											
37	HSA #3										

APPENDIX F - SITE CHART

AGENCY: Catholic Charities

HSA/DAA/S/OFFICE ON THE AGING

Program: Adult Day Services

FY 2016-2017

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

DIRECTOR: Patty Clement-Cihak

PHONE NO.: 415-452-3504

<p><u>SITES:</u> (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)</p>							
Name of Site	Catholic Charities Adult Day Services – San Francisco						
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	Adult Social Day Care						
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	8:00 AM – 4:30 PM						
Hours of <u>scheduled</u> 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.	Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, 1-2 Training Days		
Handicapped Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**APPENDIX A –SERVICES TO BE PROVIDED
INSTITUTE ON AGING
ADULT DAY CARE SERVICES
July 1, 2016 – June 30, 2019**

I. Purpose

The purpose of this grant is to assist licensed Adult Day Care Centers (ADC) with operating costs of serving seniors and adults with disabilities, in order to maintain optimal capacity for self-care and the ability to live in the community rather than being placed in a long-term care institution.

II. Definitions

Adult Day Care The Adult Day Care (ADC) program is a community-based program that provides non-medical care to persons 18 years of age or older who are in need of personal care services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. The State Department of Social Services (DSS) licenses these centers as community care facilities. This program is not eligible for Medi-Cal reimbursement.

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; or (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

OOA Office on the Aging

OCM Office of Contract Management, San Francisco Human Services Agency

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). 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 ADC Services

Participants who are currently enrolled in the licensed ADC program of the Grantee.

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 Grantee is operating an ADC that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day care services to meet the needs of functionally impaired adults. Services are provided according to 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.

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

VII. Contractor Responsibilities/Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to **65 consumers annually** with the number of units of service indicated below.

Adult Day Care

- Grantee will provide Adult Day Care Services, including social and recreational activities, supervision, health monitoring, medication management, meals and snacks, transportation, caregiver respite and referral, and assistance with ADL (Activities of Daily Living). Grantee will also provide support services to families of program participants, including respite, training, and counseling.

The units of service to be reported are the number of hours of service received by the consumers.

UNIT: One (1) Hour

UNITS: **24,700**

VIII. Service Objectives

On an **annual** basis, Grantee will provide:

- Adult Day Services to **65** unduplicated clients
- **24,700** hours of day care services to the clients
- A minimum staff-to-client ratio of 1:8
- 100% of clients with access to door-through-door transportation services
- An individualized Client Needs and Services Plan for each client upon enrollment

IX. Outcome Objectives

All the clients served by this OOA funded program will 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 will indicate excellent or good in rating the quality of services the participants received at the adult day program.
- At least 85% of the consumers will indicate excellent or good in rating the quality of respite services they received at the adult day program.
- At least 85% of consumers will indicate excellent or good in rating the quality of information and counseling services they received at the adult day program.
- At least 70% of consumers enrolled in the adult day program 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. 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 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 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.

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

Contractor's Name		Contract Term		
Institute on Aging		07/01/2016 - 06/30/2019		
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod.		No. of Mod. 1		
Program: Adult Day Care (ADC)				
Budget Reference Page No.(s)				
Program Term	07/01/16-06/30/17	07/01/17-06/30/18	07/01/18-06/30/19	Total
Expenditures				
Salaries & Benefits	\$51,416	\$51,416	\$51,416	\$154,248
Operating Expense	\$34,208	\$34,208	\$34,208	\$102,624
Subtotal	\$85,624	\$85,624	\$85,624	\$256,872
Indirect Percentage (%)	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 17)	\$12,844	\$12,844	\$12,844	\$38,532
Capital Expenditure	\$0	\$0	\$0	\$0
Total Expenditures	\$98,468	\$98,468	\$98,468	\$295,404
HSA Revenues				
General Fund	\$98,468	\$98,468	\$98,468	\$295,404
TOTAL HSA REVENUES	\$98,468	\$98,468	\$98,468	\$295,404
Other Revenues				
Project Income				
In-Kind				
Fund-Raising				
Contributions/Grants				
IOA Subsidy				
Total Revenues	\$98,468	\$98,468	\$98,468	\$295,404
Full Time Equivalent (FTE)	0.80	0.80	0.80	
Prepared by: Michael Thompson	Telephone No.: (415) 750-4155			
HSA-CO Review Signature:	_____			
HSA #1				

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

Operating Expense Detail

Expenditure Category	TERM	TOTAL			
		07/01/16-06/30/17	07/01/17-06/30/18	07/01/18-06/30/19	7/1/2016-6/30/2019
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
OTHER					
Food Supplies		\$26,732	\$26,732	\$26,732	\$80,196
Client Transportation		\$7,476	\$7,476	\$7,476	\$22,428
TOTAL OPERATING EXPENSE		\$34,208	\$34,208	\$34,208	\$102,624

HSA #3

SITE CHART – APPENDIX F

AGENCY: Institute on Aging

HS/ADAAS/OFFICE ON THE AGING

Program: Adult Day Services

FY 2015 - 16

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

DIRECTOR: Maxine Silver

PHONE NO.: 415-750-4145

<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>415-750-4145</p> <p>415-750-5341</p> <p>RICHMOND DIST</p> <p>Maxine Silver</p> <p>Maxine Silver</p>				
<p>Programs Offered</p>	<p>Adult Day Services</p> <p>Scheduled activities,</p>				
<p>Days Open</p>	<p><input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues</p> <p><input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs</p> <p><input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat</p> <p><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</p> <p>MLK Birthday Jan 20</p> <p>Presidents Day Feb 17</p> <p>Memorial Day</p> <p>July 4</p> <p>Labor Day</p> <p>Thanksgiving-Friday after</p> <p>Christmas 12/25</p>				
<p>Days closed</p>					
<p>Handicapped Accessible</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>				

APPENDIX A –SERVICES TO BE PROVIDED BY GRANTEE

KIMOCHI INC. JULY 1, 2016 – JUNE 30, 2019 ADULT DAY CARE SERVICES

I. Purpose

To assist licensed Adult Day Care Centers (ADC) with operating costs of serving seniors and adults with disabilities, in order to maintain optimal capacity for self-care and the ability to live in the community rather than being placed in a long-term care institution.

II. Definitions

Adult Day Care
(ADC)

ADC program is a community-base program that provides non-medical care to persons 18 years of age or older in need of personal care services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. The State Department of Social Services (DSS) licenses these centers as community care facilities. This program is not eligible for Medi-Cal reimbursement.

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

Kimochi Inc.

HSA

Human Services Agency of City and County of San Francisco

OOA

Office on the Aging

OCM

Office of Contract Management, San Francisco Human Services Agency

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living with disabilities. 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 ADC Services

Participants who are currently enrolled in the licensed ADC program of the Grantee.

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 is operating an ADC that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day care services to meet the needs of functionally impaired adults. Services are provided according to 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.

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

VII. Contractor Responsibilities/Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to **40 consumers** with the number of units of service indicated below.

Adult Day Care

Provision of personal care for dependent adults in a supervised, protective, congregate setting during some portion of a twenty-four hour day. Services offered by adult day care and adult day care support centers typically include social and recreational activities, health monitoring, supervision, meals and snacks, and assistance with ADL (Activities of Daily Living) training, counseling, and meals. Services offered by adult day health care centers typically include Nursing, Physical and Occupational Therapy, Nutrition services, Activities, Social Services, Transportation, and Assistance with ADL. **The units of service to be reported are the number of hours of service received by the consumers.**

UNIT: One Hour

UNIT: **20,000**

VIII. Service Objectives

.On an annual basis:

- Grantee will provide adult day services to 40 unduplicated clients.
- Grantee will provide 20,000 hours of day care service to the clients

IX. Outcome Objectives

All the clients served by this OOA funded program will 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 indicated excellent or good in rating the quality of services the participants received at the adult day program.
- At least 85% of the consumers reported that activities offered at the adult day program increased the participants' socialization opportunities and interaction with others.
- At least 80% of consumers who participated in one or more physical activities offered at the adult day program reported feeling healthier due to participation
- At least 70% of consumers enrolled in the adult day program 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 Service 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:

Justin Chan
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Justin.Chan@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 Document Date: 4/10/2015				
2					
3					
4					
HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM					
5	Contractor's Name				
6	KIMOCHI, INC.				
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: DAAS - Adult Day Care				
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	\$55,997	\$55,997	\$55,997	\$167,991
14	Operating Expense	\$2,160	\$2,160	\$2,160	\$6,480
15	Subtotal	\$58,157	\$58,157	\$58,157	\$174,471
16	Indirect Percentage (%)	0.00%	0.00%	0.00%	0.00%
17	Indirect Cost (Line 16 X Line 17)	\$0	\$0	\$0	\$0
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$58,157	\$58,157	\$58,157	\$174,471
20	HSA Revenues				
21	General Fund	\$58,157	\$58,157	\$58,157	\$174,471
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$58,157	\$58,157	\$58,157	\$174,471
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$58,157	\$58,157	\$58,157	\$174,471
37	Full Time Equivalent (FTE)	1.00	1.00	1.00	
39	Prepared by: Rod Valdepenas				4/10/2015
40	HSA-CO Review Signature:				
41	HSA #1				

SITE CHART F

AGENCY: Kimochi, Inc.
 FY 2016-17

HSANDA/SO/FFICE ON THE AGING

Program: Adult Day Services

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

DIRECTOR: Steve Nakajo, Executive Director Anna Sawamura, Director of Programs

PHONE NO.: (415) 931-2294

SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)		Kimochi Home				
Name of Site:	Kimochi Home					
Address and Zip	1531 Sutter Street San Francisco, 94115					
Phone Number	(415) 922-9972					
Fax Number	(415) 922-6821					
Neighborhood Person in Charge Site Manager	Western Addition Debbie Hsieh Debbie Hsieh					
Programs Offered	Adult Social Day Care Congregate Lunch					
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
Hours Open	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	Sat., Sun., Agency Holidays: New Year, MILK Bday, President's Day, Memorial Day, Labor Day, 4 th of July, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Xmas					
Handicapped Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

APPENDIX A –SERVICES TO BE PROVIDED BY GRANTEE

SELF HELP FOR THE ELDERLY JULY 1, 2016 – JUNE 30, 2019 ADULT DAY CARE SERVICES

I. Purpose

To assist licensed Adult Day Care Centers (ADC) with operating costs of serving seniors and adults with disabilities, in order to maintain optimal capacity for self-care and the ability to live in the community rather than being placed in a long-term care institution.

II. Definitions

Adult Day Care
(ADC)

ADC program is a community-base program that provides non-medical care to persons 18 years of age or older in need of personal care services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. The State Department of Social Services (DSS) licenses these centers as community care facilities. This program is not eligible for Medi-Cal reimbursement.

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

OOA

Office on the Aging

OCM

Office of Contract Management, San Francisco Human Services Agency

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living with disabilities. 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 ADC Services

Participants who are currently enrolled in the licensed ADC program of the Grantee.

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 is operating an ADC that is currently licensed by the California Department of Social Services/Community Care Licensing, to provide non-medical day care services to meet the needs of functionally impaired adults. Services are provided according to 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.

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

VII. Contractor Responsibilities/Units of Service and Definitions (Annually)

During the term of the grant, the Grantee will provide service to **23 consumers** with the number of units of service indicated below.

Adult Day Care

Provision of personal care for dependent adults in a supervised, protective, congregate setting during some portion of a twenty-four hour day. Services offered by adult day care and adult day care support centers typically include social and recreational activities, health monitoring, supervision, meals and snacks, and assistance with ADL (Activities of Daily Living) training, counseling, and meals. Services offered by adult day health care centers typically include Nursing, Physical and Occupational Therapy, Nutrition services, Activities, Social Services, Transportation, and Assistance with ADL. **The units of service to be reported are the number of hours of service received by the consumers.**

UNIT: One Hour

UNIT: **14320**

VIII. Service Objectives

.On an annual basis:

- Grantee will provide adult day services to 23 unduplicated clients.
- Grantee will provide 14320 hours of day care service to the clients

IX. Outcome Objectives

All the clients served by this OOA funded program will 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 indicated excellent or good in rating the quality of services the participants received at the adult day program.
- At least 85% of the consumers reported that activities offered at the adult day program increased the participants' socialization opportunities and interaction with others.
- At least 80% of consumers who participated in one or more physical activities offered at the adult day program reported feeling healthier due to participation
- At least 70% of consumers enrolled in the adult day program 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 Service 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: ADC				
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	\$87,610	\$87,610	\$87,610	\$262,830
14	Operating Expense	\$1,118	\$1,118	\$1,118	\$3,354
15	Subtotal	\$88,728	\$88,728	\$88,728	\$266,184
16	Indirect Percentage (%)	10%	10%	10%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$8,872	\$8,872	\$8,872	\$26,616
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$97,600	\$97,600	\$97,600	\$292,800
20	HSA Revenues				
21	General Fund	\$97,600	\$97,600	\$97,600	\$292,800
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$97,600	\$97,600	\$97,600	\$292,800
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$97,600	\$97,600	\$97,600	\$292,800
37	Full Time Equivalent (FTE)				
39	Prepared by: Leny Nair	Telephone No.: 415-677-7682		Date: 7/18/2016	
40	HSA-CO Review Signature: _____				
41	HSA #1				

Program Name: ADC
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

	A	B	C	E	F	G	H	I
1								
2								
3								
4	Program Name: ADC							
5	(Same as Line 9 on HSA #1)							
6								
7	Salaries & Benefits Detail							
8								
9								
10								
11					7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	
		Agency Totals		HSA Progr	For DHS Program	For DHS Program	For DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
12	POSITION TITLE							
13	Program Aide 1	\$29,952	75%	75%	\$22,464	\$22,464	\$22,464	\$67,392
14	Program Aide 2	\$29,952	75%	75%	\$22,464	\$22,464	\$22,464	\$67,392
15	Program Aide 3	\$29,952	75%	75%	\$22,464	\$22,464	\$22,464	\$67,392
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30	TOTALS	\$89,856	2.25	2.25	\$67,392	\$67,392	\$67,392	\$202,176
31								
32	FRINGE BENEFIT RATE	30%						
33	EMPLOYEE FRINGE BENEFITS	\$26,957			\$20,218	\$20,218	\$20,218	\$60,654
34								
35								
36	TOTAL SALARIES & BENEFITS	\$116,813			\$87,610	\$87,610	\$87,610	\$262,830
37	HSA #2							

	A	B	C	D	E	F	G	H	I	J	K
1											Appendix B, Page 3
2											Document Date: 7/18/2016
3											
4	Program Name: ADC										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11											TOTAL
12	<u>Expenditure Category</u>			TERM	<u>7/1/16-6/30/17</u>		<u>7/1/17-6/30/18</u>		<u>7/1/18-6/30/19</u>		<u>7/1/16-6/30/19</u>
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$200		\$200		\$200		\$600
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair				\$168		\$168		\$168		\$504
17	Printing and Reproduction										
18	Insurance				\$750		\$750		\$750		\$2,250
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				\$1,118		\$1,118		\$1,118		\$3,354
36											
37	HSA #3										

SITE CHART F

AGENCY: Self Help for the Elderly
FY 2016-17

HSADDAAS/OFFICE ON THE AGING

Program: Adult Day Services

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.) Name of Site:	Main Office Self Help For the Elderly Adult Day Services				
Address and Zip Phone Number Fax Number Neighborhood Person in Charge Site Manager	408 22 nd Ave, CA 94121 415-6777556 415-6661899 Richmond District Jenny Tran; Program Director Elisa Ng; Office Manager				
Programs Offered	Adult Day Services Scheduled activities, nursing, PT, OT, social service, RD				
Days Open	Mon x Tues x Wed x Thurs x Fri Sat Sun				
Hours Open	8:00 AM – 5:00 PM				
Hours of scheduled programming	9:15 AM – 2:30 PM				
Hours of meal service	9:15 AM and 12:15 PM				
Annual number of meals at site	N/A				
Annual # nutrition education units	N/A				
Average number of meals per day	N/A				
Total number of service days in FY	N/A				
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				