

**ATTACHMENT A
ADULT DAY CARE
PART TWO-PROGRAM DESIGN**

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**PROGRAM MODEL/SCOPE OF WORK
OLDER AMERICANS ACT
REQUEST FOR PROPOSAL 2015-17**

I. Program Overview

The Adult Day Care program provides day care services for seniors (Age 60+) who are functionally or cognitively impaired by providing the emotional, mental, and social stimulation that is necessary to help them remain independent in their efforts to age in place and stay healthy. The program provides professional, stimulating, and accessible programming in a safe and comfortable home-like setting appropriate to varying levels of individualized needs. A nutritious lunch and a light snack are also offered. The State Department of Social Services (DSS) licenses these centers as community care facilities.

II. Regional Distribution Guideline for Funding and Service Unit Requirements

Please Note The interest of the RFP is for provision of county-wide services

For the purposes of planning, the percentages shown below can be used as a guideline to estimate the amount of funding and the service unit levels to include for each region(s) you are proposing to serve. For example, if proposing for the Central Region only, the guideline amount of funding would be approximately 46% of the total funding available (Section III below) and 46% of the Units of Service, County-Wide Target expected (Section IV below).

If interested in requesting more than the guideline amounts shown, please explain the reason for the request.

Region	% of Total Seniors in Sonoma County 60 Years of Age and Above Living in Each Region (Total # of Seniors in Sonoma County = 101,208)
Central	46%
Coastal	4%
North	12%
Sonoma Valley	12%
South	15%
West	11%

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III. Estimated Funding

Estimated 2015-16 funding through Title IIIB of the Older Americans Act (OAA) to provide Adult Day Care services to all regions of Sonoma County is **\$117,000.**

IV. Units of Service Requirements for Adult Day Services

Units of service are to be reported in hour increments correlating to Adult Day participants' hourly attendance.

Service Unit	California Department of Aging Definition	County-Wide Target
1 Hour	Adult Day Care is personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, and counseling.	27,000 Hours

V. Program Requirements

Along with addressing each point listed in Part Four – Instructions for Proposal Preparation; Section III(D)-Proposal Narrative items 1-5 (page 9-11), proposal must demonstrate the proposer's ability to:

- A. Provide the number of hours your agency will be able to serve with this funding.
- B. Identify the service area(s) your agency will be serving.
- C. Serve frail isolated seniors who are in danger of declining in their overall health, becoming depressed and losing their independence because of diminished social and mental stimulation.
- D. Provide priority to low-income seniors 60 years of age or older, to those with greatest social need, and to eligible minorities.
- E. Verify the Adult Day Care is licensed by the Department of Social Services as a community care facility.
- F. Operate at least two days a week for a minimum of four (4) hours per day for each Adult Day site.
- G. Ensure a nutritious lunch meal and a light snack is made available.
- H. Complete a psycho-social and a physical/health assessment at intake by site staff to determine if senior is appropriate for the program. Refer to Attachment L – On-Line Resources, #7 CDA Title III Intake Form Guide for example.
- I. Obtain a consenting medical assessment from participant's physician to establish ability to participate in programs and activities.
- J. Develop a care plan for each participant with quarterly reassessment.
- K. Complete the Older Americans Act Nutritional Risk Assessment checklist and make appropriate referrals if participants score at a high nutritional risk which

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must be monitored and reassessed on a quarterly basis. Refer to Attachment L – On-Line Resources.

- L. Provide details of Adult Day site activities which could include, but not limited to activities such as:
 - 1. Socialization
 - 2. Therapeutic exercises
 - 3. Personal care
 - 4. Activities of Daily Living (ADL) training
 - 5. Sensory stimulation
 - 6. Memory exercises
 - 7. Fall prevention exercises
 - 8. Mental health counseling by a licensed therapist
- M. Provide respite services to caregivers.
- N. Report suspected abuse, neglect, or exploitation of program participants to Sonoma County Adult Protective Services and/or law enforcement.
- O. Prevent disclosure any information about the participant without written consent of the individual.
- P. Offer services free of charge.
- Q. Provide each senior with the opportunity to voluntarily contribute to the cost of the service by developing a suggested contribution schedule.
 - 1. Protect the privacy of each senior with respect to contribution made.
 - 2. Establish procedures to safeguard and account for all contributions.
- R. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
- S. Describe disaster preparedness plans and safeguards/communication systems established for clients in the event of a major disaster.

VI. Reporting Requirements

Proposals must show the proposer's ability to:

- A. Provide timely, complete, accurate, and verifiable reports.
- B. Report activities to the AAA on a monthly basis, utilizing the software or forms supplied by the AAA. Software includes using the SAMS/Harmony data collection application to comply with California Department of Aging (CDA) registered services requirements.
- C. Submit program performance reports in accordance with AAA requirements.