

ATTACHMENT C
FAMILY CAREGIVER SUPPORT AND RESPITE SERVICES
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 National Family Caregiver Support Program (NFCSP), established in 2000, funds a range of supports that assist family and informal caregivers to care for their loved ones at home for as long as possible. Sonoma County’s Family Caregiver Support Program provides funding for assistance to caregivers in gaining access to services through the following three distinct services:

- 1) Caregiver assessment
- 2) Caregiver support groups
- 3) Respite care

Proposals may be submitted for one service, a combination of two services, or for all three services.

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%

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South	15%
West	11%

III. Estimated Funding

Estimated 2015-16 funding through Title III E of the Older Americans Act (OAA) for Family Caregiver Support and Respite services for all regions of Sonoma County is **\$190,000.**

Caregiver Support (Assessment and Support Groups): **\$60,000**
 Caregiver Respite: **\$130,000**

IV. Units of Service Requirements Family Caregiver Support Services

Service	Service Unit	California Department of Aging Definition	County-Wide Target
Caregiver Support Group	1 Hour	A Caregiver Support Service provided to a group of 3 -12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities.	311 Hours
Caregiver Assessment	1 Hour	A Caregiver Support Service conducted by persons trained and experienced in the skills required to deliver the service that should result in a plan that includes emergency back-up provisions and is periodically updated; and will explore options and courses of action for caregivers by identifying their: (A) willingness to provide care; (B) duration and care frequency preferences; (C) caregiving abilities; (D) physical health, psychological, social support, and training needs; (E) financial resources relative for caregiving; and (F) strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system.	860 Hours

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Service	Service Unit	California Department of Aging Definition	County-Wide Target
Respite	1 Hour	<p>A Caregiver Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents.</p> <p>Caregiver Respite In-Home Supervision: An FCSP Respite Care Service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents.</p> <p>Caregiver Respite Out-of-Home Day Care: An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities.</p> <p>Caregiver Respite Out-of-Home: An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care.</p>	5,900 Hours

Units of services are based on total program budget, which depends on other funding sources in addition to the Area Agency on Aging.

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 seniors your agency will be able to serve for each service with this funding – 1) Caregiver Assessment, 2) Caregiver Support Group, and 3) Caregiver Respite.
- B. Identify the service area(s) your agency will be serving.
- C. Caregiver Assessment Services
 - 1. Develop a Caregiver Action Plan which may include support group or respite services, if respite funds are available.

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2. Describe the procedure for documenting referrals to and/or utilization of other community-based services that support participants and their families.
3. Complete a caregiver assessment using the Caregiver Resource Center Uniform Caregiver Assessment Tool to assess:
 - a) Stress
 - b) Burden
 - c) Health of Caregiver
 - d) Health of Care Receiver
 - e) Substance Abuse
 - f) Depression
 - g) Finances
 - h) Information needs
 - i) Use of formal and informal supports (including respite)
 - j) Functional status of the care receiver
 - k) Self-efficacy

D. Caregiver Support Group Services

Proposals including Spanish language support groups are encouraged.

1. Offer support and psycho-educational groups to a group of 3-12 caregivers led by a competent facilitator occurring at least monthly at various venues throughout Sonoma County. Describe the caregiver support services you will offer on topics including but not limited to:
 - a) Addressing the stress, exhaustion, isolation, and burnout associated with care giving.
 - b) Helping caregivers understand troublesome behaviors, learn communication strategies.
 - c) Managing frustration and focus on changing unhelpful thought patterns, self-care, and improved communication.
 - d) Providing tools for caregivers to help maintain physical and emotional health.
 - e) Assisting with mutual support, stress reduction exercise and sharing.
 - f) Providing mindful meditation for reducing stress and overwhelm.
2. Describe how your agency will coordinate with organizations to provide venues for support group sessions:
 - a) Within a supportive setting such as local senior centers, adult day programs, community centers, or Human Services offices.
 - b) Via controlled access such as moderated on-line or teleconference.

E. Respite Care Services

1. Explain how your agency will provide temporary respite for family caregivers. Include strategies and respite options available to caregivers.

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2. Coordinate temporary respite care services to OAA IIIIE eligible family caregivers based on level of need. Explain how your agency will work with other agencies/organizations that could refer caregivers to your program.
3. Provide priority to family caregivers who are not receiving services from any other sources, who require respite to attend caregiver support groups, and who are experiencing high levels of stress and burden as identified at the time of the comprehensive assessment.
4. Provide respite grants (vouchers) of up to \$1,000 for caregivers to purchase respite options that best fit their need. Choices include, but are not limited to:
 - a) Adult Day programs
 - b) Social Day programs
 - c) Overnight stays in facilities
 - d) In-home care provided by home health agencies
 - e) Personal selection of a substitute worker through a direct pay option
5. Subcontract provision of respite services with local respite providers such as adult day services, social day programs, facilities (overnight stays), home health agencies or through direct pay.

V. General Program Requirements for All Caregiver Services

Proposal must demonstrate the proposer's ability to:

- A. Provide priority to low-income, socially isolated caregivers with greatest economic and social need.
- B. Determine Eligibility: Eligibility for these services is based on the caregiver. The caregiver support program explicitly addresses the needs of caregivers and the important role they occupy in long-term services and supports. The following criterion is used to determine eligibility in the program:
 1. Adult family members or other informal caregivers age 18 and older providing care to individuals 60 years of age and older; and
 2. Adult family members or other informal caregivers age 18 and older providing care to individuals of any age with Alzheimer's disease and related disorders.
 3. The individual receiving the care must meet the conditions of frailty specified in OAA Section 102(28).
- C. Demonstrate experience and history in providing these services. Eligible agencies will be engaged in offering an array of services to the family and informal caregiver and a strong connection to the aging services network in Sonoma County.
- D. Report suspected abuse, neglect, or exploitation of program participants to Sonoma County Adult Protective Services and/or law enforcement.
- E. Prevent disclosure of any information about the participant without written consent of the individual.

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- F. Prevent disclosure any information about the participant without written consent of the individual.
- G. Offer services free of charge.
- H. Provide each caregiver with the opportunity to voluntarily contribute to the cost of the service by developing a suggested contribution schedule.
 - 1. Protect the privacy of each caregiver with respect to contribution made.
 - 2. Establish procedures to safeguard and account for all contributions.
- I. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
- J. Funds must supplement and not supplant existing services to caregivers and will build upon existing state-funded programs to the extent possible.
- K. Disaster preparedness/emergency back-up plans for provision of service.

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.