

**ATTACHMENT G
MEDICATION MANAGEMENT
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 Medication Management program provides medication management screening and education to individuals over the age of 60, in their place of residence, who are identified as having impairments in their ability to effectively manage their medication and/or their medication plan.

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%

**ATTACHMENT G
MEDICATION MANAGEMENT
PART TWO-PROGRAM DESIGN**

III. Estimated Funding

Estimated 2015-16 funding through Title IIID of the Older Americans Act (OAA) to provide Medication Management services to all regions of Sonoma County is **\$18,000.**

IV. Units of Service Requirements for Medication Management program

Service Unit	California Department of Aging Definition	County-Wide Target
1 Contact	Medication Management is a required service with a separate funding allocation to provide medication screening and education to an individual and/or the caregiver to prevent incorrect medication administration and adverse drug reactions. Primary activities are normally on a one-to-one basis; if done as a group activity, each participant shall be counted as one contact unit.	924 Contacts

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 with this funding.
- B. Identify the service area(s) your agency will be serving.
- C. Provide priority to low-income seniors 60 years of age or older, to those with greatest social need, and to eligible minorities.
- D. Demonstrate the program meets at least the minimal tier of the Administration on Aging’s established three tiers of evidence-based interventions. Definition of tiers can be found following this link:
http://www.aoa.gov/AoARoot/AoA_Programs/HPW/Title_IIID/index.aspx
- E. Complete an individual in-home assessment of the participant’s needs and implement a medication care plan; to be completed by a Family Nurse Practitioner.
- F. Provide follow-up visits as required by participant’s individual need; visits to be completed by either a Family Nurse Practitioner or a Registered Nurse to evaluate health status and provide medical management education to participants and their families/caregivers. Medication management includes, but is not limited to:
 - 1. Instructing how to use medication boxes and other reminder devices.
 - 2. Ensuring compliance to medication plan.

**ATTACHMENT G
MEDICATION MANAGEMENT
PART TWO-PROGRAM DESIGN**

3. Discussing participant's health symptoms and complaints and how they may be connected to compliance with medication plan.
4. Assisting in navigating through Medicare Part D if receiving medication through the Indigent Drug Program, or if eligible for program.
- G. Report suspected abuse, neglect, or exploitation of program participants to Sonoma County Adult Protective Services and/or law enforcement.
- H. Prevent disclosure of any information about the participant without written consent of the individual.
- I. Offer services free of charge.
- J. 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.
- K. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
- L. Provide services in program participants' place of residence, serving all of Sonoma County.
- M. 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) non-registered services requirements.
- C. Submit program performance reports in accordance with AAA requirements.