

**ATTACHMENT H
HOME DELIVERED MEALS
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 Home Delivered Meals program is designed to help increase the nutrient intake of homebound or isolated frail seniors (age 60+) who may have become homebound due to increasing age or short-term/long-term health problems. Services are provided to those who have no safe, healthy alternative for meals, live in their own homes or public senior housing within Sonoma County. The program provides nutritional support through the delivery of one meal per day to assist in maintaining health, independence, and ability to remain at home.

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 V 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 IIIC-1 of the Older Americans Act (OAA) to provide Home Delivered Meals program to all regions of Sonoma County is **\$611,000.**

IV. Funding Methodology

- A. Each home delivery route will receive \$2,000 per route for administrative costs.
- B. As a guideline, each meal will be reimbursed at a rate of \$2.29 per meal. This number will vary depending on total allocation and number of home delivery routes proposed.

V. Units of Service Requirements for Home Delivered Meal Program

Service Unit	California Department of Aging Definition	County-Wide Target
1 Meal	Home Delivered Meal: A meal provided to an eligible individual in his or her place of residence, that meets all of the requirements of the Older Americans Act and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and complies with Dietary Guidelines for Americans.	222,000 Meals
1 Session per Participant	<u>Nutritional Education</u> : A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout material may be used, but not be limited to, as the sole education component for congregate meal program participants.	3,800 Sessions
1 Session per Participant	<u>Nutrition Counseling</u> : Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illness, or medications used, or to their caregivers. Counseling is provided one-on-one by a registered dietitian and addresses the options and methods for improving nutrition status. Nutrition counseling may be made either in person or by any other means deemed appropriate (e.g., telephone, emails, etc.)	95 Sessions

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VI. 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 meals your agency will be able to serve with this funding.
- B. Identify the service area(s) your agency will be serving.
- C. Coordinate meal service delivery, including transporting meals to Adult Day/Alzheimer's Day Service sites or the homes of the program participants.
- D. Comply with the processes and procedures described in Attachment O: Title III-C Nutrition Program Standards 2013 for Sonoma County Area Agency on Aging.
- E. 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.
- F. Provide priority to low-income seniors 60 years of age or older, to those with greatest social need, and to eligible minorities.
- G. Conduct an in-home initial assessment to determine eligibility. Describe the intake process and how client information is collected and determination if senior is appropriate for the program. Refer to Attachment L – On-Line Resources, #7 CDA Title III Intake Form Guide for example.
- H. Staff must include a registered dietician who approves all menu items for compliance with Older American Act nutrition requirements.
- I. Provide one hot or cold (refrigerated) meal to program participants Monday through Friday.
 1. Weekend and holiday meals are to be provided to frail seniors who are unable to provide a nutritious and hot meal for themselves.
 2. Weekends and/or holiday meals can be hot, cold (refrigerated), or frozen.
- J. Allow for special and therapeutic diets.
- K. Complete the Older Americans Act Nutritional Risk Assessment checklist and make appropriate referrals if participants score at a high nutritional risk which must be monitored and reassessed on a quarterly basis. Refer to Attachment L – On-Line Resources #8-Nutritional Risk Assessment Form.
- L. Administer nutrition counseling by the program Registered Dietitian to participants found to be at nutritional risk.
- M. Ensure conformance with the following nutritional and kitchen site requirements to be monitored by the AAA nutritionist:
 1. AAA Title III-C Nutrition Program Standards and all state and federal Title III C regulations – Refer to Attachment O.

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2. The California Retail Food Code (CRFC) and local health department regarding safe and sanitary preparation of meals. Refer to Attachment L – On-Line Resources #6.
 3. Occupational Safety and Health Administration (OSHA) requirements.
- N. Administer nutritional education to participants at a minimum of four times per year which can be completed by providing written material. Nutrition education must be provided by program Registered Dietician, dietetic students, interns or technicians under the close supervision of a Registered Dietician.
- O. Discuss with clients how to plan for meals during emergencies, weather-related conditions, and natural disasters.
- P. Ensure nutrition staffing conforms to the requirements set forth in the California Department of Aging Title IIC Program Regulations which includes the qualifications, training, and duties of food service manager and the dietitian/nutritionist. Refer to Attachment O.
- Q. Refer applicants determined ineligible to receive OAA congregate meals to the nearest non-OAA congregate site or to other appropriate food assistance programs.
- R. Report suspected abuse, neglect, or exploitation of program participants to Sonoma County Adult Protective Services and/or law enforcement.
- S. Prevent disclosure any information about the participant without written consent of the individual.
- T. Offer services free of charge.
- U. 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.
- V. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
- W. Describe disaster preparedness plans and safeguards/communication systems established for clients in the event of a major disaster

VII. 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.