



## TITLE III B ADULT DAY CARE/HEALTH PROGRAM STANDARDS

**Program Goal:** The OAA Title III B Supportive Services Program provides a variety of services to address functional limitations, maintain health and independence, and promote access to services. Through this award, Sourcewise will support three licensed adult day care centers with the cost of serving individuals 60 years of age and older, in order to maintain their optimal capacity for self-care and enable them to continue to live in their community rather than being placed in a long-term care institution.

**Service Definition:** 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, counseling, and services such as rehabilitations, medications assistance, and home health aide services for adult day health.

**Service Type:** Registered Service

**Unit of Service:** 1 hour = 1 hour of service

### Scope of Service & Funding

Funding available: \$150,000.00

The maximum grant amount is \$50,000.00.

### Minimum Service Standard:

Units of Service: 15,000

Unduplicated Persons Served: 60

**Required Match:** The minimum cash and in-kind match is 11.11%. Based on the available funding, the below cash amounts include the required match for Title III B Supportive Services.

For additional budgeting requirements read the 2020-2024 Request for Proposal Bidders Guide available on the Sourcewise website: <http://www.mysourcewise.com/area-plan>

**Area to be Served, contract 1:** Santa Clara County, with an emphasis on services targeted for individuals with Alzheimer's Disease, dementia, or other related disorders with neurological and organic brain dysfunction.

**Area to be Served, contract 2:** Santa Clara County

**Area to be Served, contract 3:** Santa Clara County

**Service Area Target Population:** All contracts are required to provide services to all persons aged 60 and over.

Demonstrate serving the target population (at-risk socially/economically), keeping in line with the intent of the Older Americans Act. Reference 22 CCR § 7125 & 22 CCR § 7127.



## Adult Day Care/Health

### Program Specific Scope of Service:

1. Adult Day Care Centers shall be licensed by the State of California, Health and Welfare Agency, Department of Social Services and shall abide by the Manual of Policies and Procedure issued by the Department.
2. Provider shall develop and maintain an individualized care plan for each participant and include the following components:
  - i. Scheduled days of attendance;
  - ii. Health history, diet requirements, and emergency procedures preferred by participant's physician;
  - iii. Prescribed medication and frequency of admission;
  - iv. Participant objectives and therapeutic goals;
  - v. Individual activity plan, including group activities;
  - vi. A plan for transportation needs; and
  - vii. Discharge planning, if appropriate.
3. Provider shall monitor participants for changes in physical, mental, emotional, and social functioning which reveal unmet needs, or reveal a change in the level of services, specialized services, discharge, or a transfer to another type of facility. Such changes shall be documented and recorded as an ongoing assessment activity.
4. A meal shall be served to each participant who is in the center for four hours or more, and special equipment shall be provided for self-help with eating when necessary.
5. Staff shall be trained and experienced in working with seniors who are in the greatest economic need (22 CCR § 7125) and social need (22 CCR § 7127). The skills to direct group activities, facilitate discussion, provide informal counseling, and coordinate community resources and linkages for participants are required.
6. **Objectives:** The provider is required to demonstrate that each of the following programs areas are successfully completed within the awarded fiscal year from July 1, 2020 – June 30, 2021. Included in the Older American Act Application for Funding, list at least one measurable objective for each of the following program areas; reaching the target population, staffing and volunteers, coordination with other agencies, public information, obtaining contributions, client input, and fundraising.

### Targeting

Service providers must have established methods, other than use of means testing, to provide services to all persons aged 60 and over.

Service providers must show intent and methodology to serve the needs of:

- Age 75+
- Low Income (federal poverty)
- Minority
- Living Alone

Demonstrate serving the target population (at-risk socially/economically), keeping in line with the intent of the Older Americans Act.

### Staffing & Volunteers

Service providers must demonstrate recruitment and training of staff & volunteers to support the program.

Staffing & Volunteers goal must describe specifically how many staff and volunteers will be required to support the Older Americans Act program and the kind of task that will be performed by volunteers.

### Coordination

Service providers must form and administer cooperative agreements with other agencies to ensure comprehensive service delivery and avoid unnecessary duplication.

### Public Information/Outreach

Service providers must have planned information and outreach activities, including distribution of printed materials advertising the program.

### Client Input

Service providers must have procedures in place for obtaining the views of the participants of the service being provided, including a written and distributed client grievance procedure.

Describe the process by which regular client input is received and areas that are monitored for quality service.

### Client Contribution

Service providers must provide clients with the opportunity to voluntarily contribute to the cost of the program.

Describe the process for collecting voluntary client contributions including (a) how clients will be informed of the opportunity to contribute to the cost of the service, (b) the amount of suggested client contribution and how it was determined and (c) the method used to collect and record client contributions to ensure confidentiality.

### Reporting Requirements:

As a “registered service,” detailed client information for the client is required to be collected and reported if your agency plans on providing service in these areas. The agency is required to use Q Continuum (“Q”), Sourcewise’s database program, to report on services and client characteristics. The agency must have an internet-accessible computer. Q costs, installation, and training will be provided by Sourcewise.

Programs are required to collect information including: Name, Zip Code, and Birth Date in order to establish eligibility. Reporting requirements include unduplicated client counts including client demographic characteristics, ADLs, IADLs, and units of service.

The following required characteristics must be collected from each client and entered to the Data Reporting Software, Q Continuum (“Q”):

- Name
- Birthdate
- Zip Code
- Rural Status
- Gender
- Sex at Birth
- Sexual Orientation
- Race
- Ethnicity
- Poverty Status
- Living Status
- ADLs / IADLs Assessment
- Nutrition Risk assessment