

**AMENDMENT ONE TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
MILLS-PENINSULA SENIOR FOCUS**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and MILLS-PENINSULA SENIOR FOCUS, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into Agreement 67461 for Adult Day Health Care, Alzheimer's Day Care Resource Center, Disease Prevention/Health Promotion and Family Caregiver Support services on July 26, 2005; and

WHEREAS, the parties wish to amend the Agreement increasing funding for Adult Day Care and Family Caregiver Support services by \$25,474 for a total of \$197,477:

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3 of the agreement is amended to read as follows:

3. Payments.

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Schedule A (revised 02/06), County shall make payment to Contractor based on the rates and in the manner specified in Schedule B (revised 02/06). The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed ONE HUNDRED NINETY-SEVEN THOUSAND FOUR HUNDRED SEVENTY-SEVEN DOLLARS (\$197,477).

2. Section 11, G. is amended to read as follows:

11. Non-Discrimination and Other Requirements

G. *Compliance with Contractor Employee Jury Service Ordinance.* Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees regular pay the fees received for jury service.

3. Schedule A and Schedule B of the Original Agreement are deleted and replaced and incorporated herein as Schedule A (revised 02/06) and Schedule B (revised 02/06) as attached.

4. **All other terms and conditions of the agreement dated July 26, 2005, between the County and Contractor shall remain in full force and effect.**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Jerry Hill, President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

MILLS-PENINSULA SENIOR FOCUS



Contractor's Signature

Date: 2/16/06

SCHEDULE A – AMENDMENT ONE

MILLS-PENINSULA SENIOR FOCUS, INC.

FY 2005-2006 DESCRIPTION OF SERVICES

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) program(s): an Adult Day Health Care Program, an Alzheimer's Day Care Resource Center Program, a Disease Prevention/Health Promotion Program, and the Family Caregiver Support Program for Caregiver Support. Services described in this Schedule A reflect program performance requirements (units of service) during fiscal year July 1, 2005 through June 30, 2006. These programs shall operate in accordance with the California Department of Aging and/or state licensing regulations and the standards and requirements established by Aging and Adult Services of San Mateo County. A monitoring will be conducted annually and onsite, in accordance with the Area Agency on Aging Contract Monitoring Procedures Manual. Contractor agrees to provide requested programmatic and administrative documentation as part of the contract monitoring process.

I. ADULT DAY HEALTH CARE PROGRAM

1. Units of Service

Contractor agrees to provide 38 unduplicated clients with 2,986 days of attendance.

2. Unit Definitions

Adult Day Health Care: To provide a day of attendance for an eligible client at a facility or center.

Unit of Service: One day (four-hour minimum)

3. Program Requirements

Contractor agrees to:

- a. Be licensed by the State of California and conform to State regulations.
- b. Make arrangements for transporting clients to and from the site through the use of an agency owned and operated vehicle or by arrangement with another agency or through other means.
- c. Offer a daily nutrition program.
- d. Prepare an individual assessment with a care plan for clients and offer

Mills-Peninsula Senior Focus, Inc. – Schedule A

appropriate therapeutic programs based on licensing guidelines and social activities as well as other supportive services for clients and their caregivers.

II. ALZHEIMER'S DAY CARE RESOURCE CENTER (ADCRC) PROGRAM

1. Units of Service

Contractor agrees to provide 40 unduplicated clients with the following services: five community education sessions, 3,450 days of attendance, 500 hours of family counseling and training, 25 in-service staff training sessions, 12 professional service provider sessions, and 40 support group sessions.

2. Unit Definitions

Community Education: Presentations will be conducted alone or jointly with other community providers to provide needed information to professionals and service providers in the community.

Unit of Service: One session

Day of Attendance: To provide an environment designed to accommodate participants experiencing moderate to severe stages of Alzheimer's Disease. Program to include dementia specific services and a noon meal.

Unit of Service: One day (five-hour minimum)

Family Counseling/Training: Trained social workers or other professionals on staff to provide counseling to assist families by referring them to specific resources in the area to address dementia-related issues in depth.

Unit of Service: One hour

In-Service Staff Training: Conduct training sessions for staff and volunteers that emphasize understanding dementia.

Unit of Service: One session

Professional Service Provider Sessions: Use student intern programs to provide training for professional services providers in the community.

Unit of Service: One session

Support Group Sessions: Sessions conducted for caregivers through caregiver support groups and other caregiver activities no fewer than 50 times per year by staff associated with the ADCRC or by arrangement with other support group providers in the local community.

Mills-Peninsula Senior Focus, Inc. – Schedule A

Unit of Service: One session

3. Program Requirements

Contractor agrees to:

- a. Provide services to meet the special care needs of participants with dementia, concentrating on participants in the moderate to severe ranges of disability due to dementia. Provide respite relief, counseling and referral to other services for families and caregivers. ADCRC must conduct dementia appropriate, specifically designed activities related to social, cognitive and physical functioning as well as activities of daily living that maintain the dignity of each individual and use available skills and knowledge.
- b. Provide physical facilities that include safeguards to protect the participants' safety. ADCRC must have a written plan for emergency preparedness including evacuation in the event of fire, earthquake, or other potentially life threatening disaster.
- c. Develop an individual written plan of care for each participant based upon functional capacity and services needed and available within the context of the day care program and its resources. Care planning should include multidisciplinary input.
- d. Provide or arrange for a nutritious noon meal for participants that provides one-third of the Recommended Dietary Allowance for older persons. Morning and afternoon snacks should also be available.
- e. Provide directly or arrange for transportation so that clients can get to the ADCRC site. If site provides transportation directly, all laws and regulations pertaining to vehicle maintenance, the qualification of drivers, and insurance shall be followed to assure safety.
- f. Conduct community outreach activities and provide Alzheimer's Disease educational and informational materials to the community.

**III. DISEASE PREVENTION/HEALTH PROMOTION PROGRAM
(Wise and Well Program)**

A. Disease Prevention

1. Units of Service

Contractor agrees to provide a minimum of 400 unduplicated clients with at least 150 units of community education, 180 units of counseling, and 275 units of health screenings at a minimum of four sites in San Mateo County.

2. Unit Definitions

Community Education/Advocacy: To provide educational presentations on specific health-related topics such as smoking cessation, cancer prevention, nutrition, etc.

Unit of Service: One hour

Counseling/Client and Family Support: To provide advice, guidance, and casework support for clients and their families/caregivers in order to enable the clients to make more effective use of services from caregivers/programs and to provide counseling support groups and other support to families and caregivers of individuals with health related issues.

Unit of Service: One hour

Health Screenings: To provide a brief examination to determine need for more in-depth medical evaluation and referral when appropriate.

Unit of Service: One hour

3. Program Requirements

Contractor agrees to:

- a. Provide medication management in accordance with the guidelines set forth in the Disease Prevention and Health Promotion Services Request for Proposals, Title IIID Older Americans Act guidelines, and any other applicable rules and regulations as adopted by San Mateo County Aging and Adult Services.
- b. The Wise and Well Program is designed to help older adults gain more knowledge about their health, to use helpful health information and community resources and to practice better lifestyle choices. The program promotes early detection, prevention and treatment of diseases such as diabetes and heart disease by providing free health screening, personal consultation and presentations which aid in controlling health complications and improving overall health and quality of life. Clients are encouraged to develop a personalized plan to improve and maintain their health. Part of each plan is regular participation in the programs provided by the Wise and Well Program.

Individual Health Screenings will be composed of:

Mills-Peninsula Senior Focus, Inc. – Schedule A

one (1) blood pressure screening,
one (1) blood sugar screening,
one (1) cholesterol screening, or one (1) triglycerides
screening,
one (1) body weight measurement, and
distribution of supportive education materials

B. Medication Management

1. Units of Service

Contractor agrees to provide minimum of 86 clients with at least 86 units of medication management at a minimum of four sites in San Mateo County.

2. Unit Definitions

Medication Management: To provide medication screening and education to an individual and/or the caregiver to prevent incorrect medication and adverse drug reactions.

Unit of service: One contact

3. Program Requirements

Contractor agrees to:

- a. Provide medication management in accordance with the guidelines set forth in the Disease Prevention and Health Promotion Services Request for Proposals, Title IIID Older Americans Act guidelines, and any other applicable rules and regulations as adopted by San Mateo County Aging and Adult Services.
- b. Make individualized brown bag medication review by a licensed pharmacist available to participants in the Wise and Well Program. The purpose of the medications review is to ensure that seniors: a) are knowledgeable about their medications; b) are not taking medications from different doctors to treat the same condition; c) are not taking outdated medications; and d) are not taking medications that when taken together have adverse reactions or diminish their effectiveness.

IV. FAMILY CAREGIVER SUPPORT PROGRAM (CAREGIVER SUPPORT)

1. Unit of Service

The contractor agrees to provide 50 unduplicated clients with 76 units of caregiver support group assistance, 20 unduplicated clients with 16 units of caregiver training, and 75 unduplicated clients with 150 units of counseling. The contractor agrees to provide one caregiver training in Chinese and 24 hours of counseling to 10 unduplicated Chinese clients.

2. Unit Definitions

Caregiver Support Group (Caregiver Support): A group of three to 12 caregivers led by a competent facilitator, having the purpose of providing the caregivers with a forum to exchange "histories," information, encouragement, hope and support.

Unit of Service: One hour

Caregiver Training (Caregiver Support): A workshop or one-on-one session to assist caregivers to develop the skills necessary to perform caregiving activities, including decision-making and problem-solving.

Unit of Service: One hour

Counseling (Caregiver Support): To provide guidance and casework support for caregivers by trained social workers or other professionals, in order to enable the caregiver to make more effective use of services.

Unit of Service: One hour

3. Program Requirements

Contractor agrees to:

- a. Provide this service in accordance with the guidelines set forth in the Family Caregiver Support Program Request for Proposals, the Title III E Older Americans Act guidelines, and any other applicable rules and regulations as adopted by San Mateo County Aging and Adult Services.

SCHEDULE B – AMENDMENT ONE

MILLS-PENINSULA SENIOR FOCUS, INC.

FY 2005-2006 FISCAL SUMMARY

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) program(s): an Adult Day Health Care Program, a Alzheimer's Day Care Resources Center Program, a Disease Prevention/Health Promotion Program, and the Family Caregiver Support Program for Caregiver Support. Services described in this Schedule B reflect program funding and payment methods during fiscal year July 1, 2005 through June 30, 2006. These programs shall operate in accordance with the California Department of Aging and/or state licensing regulations and the standards and requirements established by Aging and Adult Services of San Mateo County. To avoid the possibility of duplicate payments of federal funds for services provided to persons receiving OAA, CBSP, and/or NSIP funding, Area Agency contract funds may not be used for Contractor's reimbursed Medi-Cal program.

I. ADULT DAY HEALTH CARE PROGRAM

Aging and Adult Services will pay the contractor in consideration of services rendered through OAA funds, the rate of \$12.00 per day.

Aging and Adult Services will pay the contractor a total of \$19,921 for equipment and supplies for the Adult Day Health Care Program.

The maximum reimbursement for the Adult Day Health Care Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed FIFTY-FIVE THOUSAND SEVEN HUNDRED FIFTY-THREE DOLLARS (\$55,753).

II. ALZHEIMER'S DAY CARE RESOURCE CENTER (ADCRC) PROGRAM

Aging and Adult Services will pay the contractor in consideration of services rendered through OAA funds, the rate of one-twelfth of the total reimbursement for this program per month.

The maximum reimbursement for the ADCRC Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed SEVENTY-FIVE THOUSAND EIGHT HUNDRED EIGHTY-FOUR DOLLARS (\$75,884).

III. DISEASE PREVENTION/HEALTH PROMOTION PROGRAM (Wise and Well Program)

A. Disease Prevention

Aging and Adult Services will pay contractor in consideration of services rendered through OAA funds, the rate of one-twelfth of the total reimbursement of this program per month.

The maximum reimbursement for the Disease Prevention portion of this program during the contract term July 1, 2005 through June 30, 2006 shall not exceed TWENTY-SEVEN THOUSAND TWO HUNDRED SIX DOLLARS (\$27,206).

B. Medication Management

Aging and Adult Services will pay contractor in consideration of services rendered through OAA funds, the rate of one-twelfth of the total reimbursement of this program per month.

The maximum reimbursement for the Medication Management Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed FIVE THOUSAND NINE HUNDRED SIXTY-NINE DOLLARS (\$5,969).

IV. FAMILY CAREGIVER SUPPORT PROGRAM

Aging and Adult Services will pay the contractor in consideration of services rendered through OAA funds, including caregiver counseling, caregiver training and caregiver support group assistance, at the rate of one-twelfth of the total reimbursement for this program per month.

Aging and Adult Services will pay the contractor a total of \$5,553 to conduct a Caregiver Training in Chinese.

The maximum reimbursement for the Family Caregiver Support Program for Caregiver Support during the contract term July 1, 2005 through June 30, 2006 shall not exceed TWENTY-FIVE THOUSAND FIVE HUNDRED FIFTY-THREE DOLLARS (\$25,553).

Contractor is responsible for covering the cost of all components of each program outlined here above and shall be reimbursed for actual expenditures on the approved budget for each program.

A mid-year review, scheduled for January, will require a reconciliation of year-to-date outcomes. Based on these outcomes, a budget revision may be required.

In addition, Contractor agrees to:

- a. Submit client intake forms as appropriate, monthly program reports and invoices by the tenth (10th) of each month. (Invoices submitted more than two months past the month of service may not be reimbursed.)

Mills-Peninsula Senior Focus, Inc. – Schedule B

Statistical reports submitted more than one month past the month of service may result in withholding of payments until reports are brought current.);

- b. Offer services throughout the twelve-month contract period, unless prior written approval is received from Aging and Adult Services; and
- c. Submit a closing report by July 31, 2006.

The maximum reimbursement for contracted services between San Mateo County Aging and Adult Services and Mills-Peninsula Senior Focus, Inc., is \$190,365 in Older Americans Act funds, and \$7,112 in County General Funds for general program support for a total amount of ONE HUNDRED NINETY-SEVEN THOUSAND FOUR HUNDRED SEVENTY-SEVEN DOLLARS (\$197,477).