

**SECOND AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
SENIOR COASTSIDERS**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and SENIOR COASTSIDERS, 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 Case Management, Congregate Nutrition, Meals on Wheels and Supplemental Meals on Wheels and Transportation programs on July 26, 2005; and

WHEREAS, the parties amended the Agreement increasing the total amount by \$17,323 to \$138,318 by Resolution 67878 on March 28, 2006; and

WHEREAS, the parties wish to further amend the Agreement increasing funding for Meals on Wheels and Supplemental Meals on Wheels programs by \$9,625 for a total of \$147,943:

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

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

In consideration of the services provided by contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." 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 contract exceed ONE HUNDRED FORTY-SEVEN THOUSAND NINE HUNDRED FORTY-THREE DOLLARS (\$147,943).

2. Exhibit A (revised 2/06) is replaced with Revised Exhibit A (revised 4/06).

3. Exhibit B (revised 2/06) is replaced with Revised Exhibit B (revised 4/06).
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

SENIOR COASTSIDERS

Morgan R. Harsell
Contractor's Signature

Date: 5/31/2006

SCHEDULE A – AMENDMENT TWO

SENIOR COASTSIDERS

FY 2005-2006 DESCRIPTION OF SERVICES

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) program(s): a Case Management Program, a Congregate Nutrition Program, Housing, the Meals on Wheels and Supplemental Meals on Wheels Programs and a Transportation Program. 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, applicable federal laws, 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. CASE MANAGEMENT PROGRAM

1. Units of Service

Contractor agrees to provide 75 unduplicated clients with the following services: 600 units of case monitoring, 90 units of comprehensive assessments, and 50 units of general assessments.

2. Unit Definitions

Case Monitoring: To determine quality and effectiveness of services provided to a client according to an individualized care plan, to maintain periodic client contact to determine if change has occurred, and to take appropriate action including advocacy, referral, and encouraging and assisting the client to overcome barriers to access.

Unit of Service: One hour

Comprehensive Assessment: To collect information about a client with multiple needs (social, environmental, physical and emotional), identify problems, determine eligibility and needed supportive services to meet those needs. Additional outcomes of the assessment are a determination of a client's functional capacity to live independently, the system, if any, that supports independent functioning, and what additional assistance is needed to sustain as much independence as possible. The assessment must be conducted in a home visit with the client by a case management social worker. When appropriate, an informal support person may be in attendance.

Unit of Service: One hour

General Assessment: To collect information about a client with multiple needs (social, environmental, physical, and emotional), identify problems, determine eligibility and needed support services to meet those needs. Does not require a home visit.

Unit of Service: One hour

3. Program Requirements

Contractor agrees to:

- a. Employ a three-quarter time, licensed social worker who shall function as a liaison between Aging and Adult Services (AAS) and the Coastside Community;
- b. Provide ongoing supervision to the social worker;
- c. Assure that the Coastside Community is aware of the availability of social work services for at-risk older adults and adults with disabilities and encourage the use of those services;
- d. Provide local access to TIES line services; social worker shall attend the Adult Abuse Prevention Collaborative;
- e. Provide short-term case management services for at-risk older adults and adults with disabilities that are consistent with Aging and Adult Services Response Criteria;
- f. Coordinate with AAS on cases, as needed;
- g. Refer all cases of suspected elder and dependent adult abuse to AAS;
- h. Refer all appropriate individuals who have received either general or comprehensive assessments to the County's Centralized Intake Unit or TIES, when it appears these individuals are in need of direct County services (e.g., In-Home Supportive Services, conservatorship);
- i. Provide back-up coverage when the social worker is on vacation, on sick leave, or out of the office during normal business hours. Back-up person shall have access to and be able to present information from client files to Adult Protective Services, Police, Fire, and other appropriate professionals.

Aging and Adult Services shall:

- a. Accept appropriate referrals from Coastside liaison; investigate, complete reports, and follow-up, as necessary, on all suspected elder and dependent adult abuse reported by the Coastside liaison; and

Senior Coastsiders – Schedule A

- b. Assign AAS Community Liaison/Social Worker for consultation purposes. This role shall include, but not be limited to: orientation to AAS standards, information about community resources, case consultation as needed, case review on a minimum of a quarterly time frame for utilization review, and provision of updates on policies and/or regulatory changes.

II. CONGREGATE NUTRITION PROGRAM

1. Units of Service

Contractor agrees to provide 200 unduplicated clients with 6,375 congregate meals, and four nutrition education presentations.

2. Unit Definitions

Meals: To provide one meal which assures a minimum of one-third of the current Recommended Dietary Allowance for adults.

Unit of Service: One meal

Nutrition Education: To provide regularly scheduled programs on nutrition, diet and health promotion issues. Programs and materials are to be approved by a qualified dietician or nutritionist. Methods of education may include demonstrations, audio-visual presentations or small group discussions for congregate program participants. Handout materials may be used as the sole education component for home-delivered meal program participants.

Unit of Service: One presentation

3. Program Requirements

Contractor agrees to:

- a. Conform to the appropriate federal, state and local requirements, especially the standards and practices identified in California Code of Regulations, Title 22, California Department of Aging Title III Program Manual and current California Uniform Retail Food Facilities Law (CURFFL) regarding safe and sanitary preparation and service of meals.
- b. Operate the program five days a week (or as negotiated for less or alternative service).

III. HOUSING

1. Units of Service

Senior Coastsiders – Schedule A

Contractor agrees to provide a minimum of 100 units of repair and renovation to 40 clients.

2. Unit Definitions

Repairs/Renovation: To improve or maintain a client's home, a facility, or center in order to meet safety, health, and code standards.

Unit of Service: One hour

3. Program Requirements

Contractor agrees to:

Submit client intake forms as appropriate, monthly program reports and invoices by the 10th of each month.

IV. **MEALS ON WHEELS AND SUPPLEMENTAL MEALS ON WHEELS PROGRAMS**

1. Units of Service

Contractor agrees to provide 80 unduplicated senior clients with 8,400 home-delivered meals, 10 unduplicated clients with 665 supplemental home-delivered meals, four units of nutrition counseling, and four nutrition education presentations.

2. Unit Definitions

Meals: To provide one meal which assures a minimum of one-third of the current Recommended Dietary Allowance for adults.

Unit of Service: One meal

Nutrition Counseling: To provide individual dietary evaluation and counseling performed by a dietitian or nutritionist, which relate to normal or therapeutic nutritional needs. Nutrition counseling may be provided either in person or by telephone.

Unit of Service: One hour

Nutrition Education: To provide regularly scheduled programs on nutrition, diet and health promotion issues. Programs and materials are to be approved by a qualified dietician or nutritionist. Methods of education may include demonstrations, audio-visual presentations or small group discussions for congregate program participants. Handout materials may be used as the sole education component for home-delivered meal program participants

Unit of Service: One presentation

3. Program Requirements

Senior Coastsiders – Schedule A

Contractor agrees to:

- a. Conform to the appropriate federal, state and local requirements, especially the standards and practices identified in California Code of Regulations, Title 22, California Department of Aging Title III Program Manual, current California Uniform Retail Food Facilities Law (CRUFFL), and policies and procedures as set forth in Meals on Wheels Policy (rev 11/96).
- b. Operate the program five days of service each week, Monday through Friday. Weekend and extra meal service shall be provided in accordance with Meals on Wheels Policy.
- c. Provide nutrition counseling for clients of Meals on Wheels and Supplemental Meals on Wheels who require the service, who are referred by physician's order for special diets, and who are determined by the Nutritional Screening Initiative to be at-risk.
- d. Participate in Meals on Wheels Coalition meetings.

V. TRANSPORTATION PROGRAM

1. Units of Service

Contractor agrees to provide 90 unduplicated clients with 6,550 trips.

2. Unit Definition

Transportation: To take a client from one location (home, senior center facility, etc.) to another.

Unit of Service: One one-way trip

3. Program Requirements

Contractor agrees to:

- a. Coordinate services with all other relevant transit, especially paratransit services available from Redi-Wheels and Redi-Coast.
- b. Bill additional transportation services to the contract only if the client is allowed to pay a suggested contribution and will not be denied services if he/she is unable to pay.
- c. Provide transportation for clients of senior centers or adult day programs as the established priority. Agencies should provide additional shopping assistance or medical trip services only if there is a defined need and only if resources permit.

Senior Coastsiders – Schedule A

SCHEDULE B – AMENDMENT TWO

SENIOR COASTSIDERS

FY 2005-2006 FISCAL SUMMARY

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) program(s): a Case Management Program, a Congregate Nutrition Program, Housing, the Meals on Wheels and Supplemental Meals on Wheels Programs, and a Transportation Program. 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, applicable federal laws, and the standards and requirements established by Aging and Adult Services of San Mateo County. Funds shall be used to subsidize the fees of seniors who are unable to pay the full cost of services.

I. CASE MANAGEMENT PROGRAM

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

The maximum reimbursement for provision of the Case Management Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed THIRTY-FIVE THOUSAND DOLLARS (\$35,000).

II. CONGREGATE NUTRITION PROGRAM

Aging and Adult Services will pay the contractor in consideration of Congregate Nutrition Program services rendered through combined OAA and Nutrition Services Incentive Program (NSIP) funds, the rate of \$3.70 per meal.

AAS will pay the contractor a total of \$7,185 for equipment and supplies for the Congregate Nutrition Program.

The maximum reimbursement for the Congregate Nutrition Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed THIRTY THOUSAND SEVEN HUNDRED SEVENTY-THREE DOLLARS (\$30,773).

III. HOUSING

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

Total maximum reimbursement for Housing during the contract term July 1, 2005 to June 30, 2006 is FIVE THOUSAND DOLLARS (\$5,000).

Senior Coastsiders – Schedule B

IV. MEALS ON WHEELS AND SUPPLEMENTAL MEALS ON WHEELS PROGRAMS

Aging and Adult Service will pay the contractor in consideration of Meals on Wheels Program services rendered through combined OAA and NSIP funds, the rate of \$5.00 per home-delivered meal, and in consideration of Supplemental Meals on Wheels Program services rendered through the Meals on Wheels Trust, the rate of \$6.00 per supplemental home-delivered meal.

AAS will pay the contractor a total of \$13,375 for equipment and supplies for the Meals on Wheels Program.

The maximum reimbursement for the Meals on Wheels Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed FIFTY-FIVE THOUSAND THREE HUNDRED SEVENTY-FIVE DOLLARS (\$55,375).

The maximum reimbursement for the Supplemental Meals on Wheels Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed THREE THOUSAND NINE HUNDRED NINETY DOLLARS (\$3,990).

V. TRANSPORTATION PROGRAM

Aging and Adult Services will pay the contractor in consideration of Transportation Program services rendered through OAA funds, the rate of \$2.00 per trip.

The maximum reimbursement for the Transportation Program during the contract term July 1, 2005 through June 30, 2006 shall not exceed THIRTEEN THOUSAND ONE HUNDRED DOLLARS (\$13,100).

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

Senior Coastsiders – Schedule B

- 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 Senior Coastsiders is \$143,238 in OAA, NSIP and Meals on Wheels Trust funds, and \$4,705 in County General Funds for general program support for a total amount of ONE HUNDRED FORTY-SEVEN THOUSAND NINE HUNDRED FORTY-THREE DOLLARS (\$147,943) for the contract period of July 1, 2005 through June 30, 2006.