

**AMENDMENT ONE TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and EDGEWOOD CENTER FOR CHILDREN AND FAMILIES, 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 68151 for the provision of a Family Caregiver Support Program on July 18, 2006;

WHEREAS, the parties wish to amend the Agreement increasing funding for a Family Caregiver Support Program by \$16,398 for a total of \$54,972; and

WHEREAS, the parties wish to further amend the Agreement to add Section 23. Grievance Procedures:

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

1. Section 3 of the Original 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), County shall make payment to Contractor based on the rates and in the manner specified in Schedule B (revised). 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 FIFTY-FOUR THOUSAND NINE HUNDRED SEVENTY-TWO DOLLARS (\$54,972).

2. Section 23 is added to the Original Agreement as follows:

23. Grievance Procedures

Consumers of services funded through Aging and Adult Services (AAS) shall have the opportunity to file a written complaint against an AAS-funded program or an employee or volunteer of that program. All service providers must have a written grievance/complaint process for reviewing and attempting to resolve

consumer complaints. Should the complaint not result in resolution at the provider level, the consumer or his/her representative may bring the complaint to AAS. The levels of resolution are as follows:

First Level: The service provider (AAS subcontractor)
Second Level: The Health Services Manager over the Commissions and Provider Services Unit
Third Level: The AAS Director
Final Level: The Health Department Director

A copy of the policy and procedures for handling complaints is available through Aging and Adult Services at 650-573-2700.

3. Schedule A and Schedule B of the Original Agreement are deleted and replaced and incorporated herein as Schedule A (revised) and Schedule B (revised) as attached.
4. **All other terms and conditions of the agreement dated July 18, 2006, 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: _____
Rose Jacobs Gibson, President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

EDGEWOOD CENTER FOR CHILDREN AND FAMILIES



Contractor's Signature

Date: 2/26/07

SCHEDULE A – AMENDMENT ONE

EDGEWOOD CENTER FOR CHILDREN AND FAMILIES

FY 2006-2007 DESCRIPTION OF SERVICES

Contractor shall provide the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) programs(s): the Family Caregiver Support Program. Services described in this Schedule A reflect program performance requirements (units of service) during fiscal year July 1, 2006 through June 30, 2007. This program 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. FAMILY CAREGIVER SUPPORT PROGRAM

A. Units of Service

Contractor agrees to provide 80 unduplicated clients with 200 units of case management; 100 unduplicated clients with 46 units of community education and 147 units of outreach; 80 unduplicated clients with 600 units of caregiver support group assistance and 140 units of caregiver training; and 50 unduplicated clients with 550 units of respite.

B. Unit Definitions

Caregiver Support Group (Caregiver Support): A group of 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 contact

Caregiver Training (Caregiver Support) (One-Time-Only Special Project): To provide training for grandparent/familial caregivers at a Caregiver Well-Being Retreat.

Case Management (Access): To provide assistance either in the form of access or care coordination in circumstances where caregivers are experiencing diminished functioning capacities, personal conditions or other

characteristics that require the provision of services by formal service providers. Activities of case management include assessing needs, developing care plans, authorizing services, arranging services, coordinating the provision of services among providers, follow-up and reassessment, as required.

Unit of Service: One hour

Community Education (Service Information): To educate groups of caregivers about available services.

Unit of Service: One hour

Income Support/Material Aid (Supplemental Services): To provide for utility payments, household needs, and clothing to support the caregiver in their care giving duties.

Outreach (Service Information): Interventions initiated by an agency or organization for the purpose of identifying potential caregivers and encouraging their use of the existing services and benefits. (Note: Units refer to individual, one-on-one contacts between a service provider and a caregiver.)

Unit of Service: One contact

Respite Care Services (Respite): To provide temporary, substitute supports or living arrangements for a brief period of relief or rest for caregivers. It can be in the form of in-home respite, day care respite, or institutional respite for an overnight stay on an occasional or emergency basis (specify in-home, day care, or institutional).

Unit of Service: One hour, one day (four hours), or one night (12 hours)

Transportation (Supplemental Services): To provide transportation for Family Caregiver Support Groups.

C. Program Requirements

Contractor agrees to:

1. 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;
2. **Program Requirements** means requirements found in the Older Americans Act (OAA), Title III, Part E, Sections 371 through 374;
3. **Eligible Service Population** for Title III E means:

- a. A Family Caregiver
 - b. A Grandparent or Older Individual Who is a Relative Caregiver;
4. **A Family Caregiver** is defined in Title III, Part E, Sections 372(2) of the OAA as an adult family member or another individual who is an informal provider of in-home and community care to an older individual. "Family caregiver" is used interchangeably with "informal caregiver". "Informal" means that the care is not provided as part of a public or private formal service program;

A Family Caregiver provides care without pay. FCSP funds cannot be used to pay the Family Caregiver a stipend or salary for providing care. FCSP funds may be used to pay another family member or friend to provide respite care or supplemental services to the Family Caregiver;

5. **A Grandparent or Older Individual Who is a Relative Caregiver** is defined as a grandparent or step-grandparent of a child, or a relative of a child by blood or marriage, who is 60 years of age or older, and who meets the following additional criteria in Title III, Part E, Section 372 (3) of the OAA.
- a. Lives with a child;
 - b. Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and
 - c. Has legal relationship with child, as such legal custody or guardianship, or is raising the child informally;

6. **An Older Individual Receiving Care (Care Receiver)** is defined as one who is 60 years of age or older [Title III, Part E, Section 373(2); Part A, Section 102(35)]. Family Caregivers cannot receive FCSP-funded respite and supplemental services specified in paragraph 7 of this section unless the Care Receiver meets the more restrictive eligibility criteria specified in Title III, Part E, Section 373 (c) (1) (B) of the OAA and the definition of "frail" in OAA Section 102 (26), which requires that the Care Receiver is unable to perform at least two activities of daily living (ADLs) [i.e., human assistance is needed for eating, toileting, continence, transferring in/out of bed or chair, bathing, dressing] or requires substantial supervision due to a cognitive or other mental impairment;

7. **A Child (who receives care from a Grandparent or Older Individual who is a Relative Caregiver)** is defined in Title III, Part E, Section 372(1) of the OAA as an individual who is not more than 18 years of age; and
8. **Title III E (Family Caregiver Support Program)** is defined in Title III, Part E, Section 373(b) as support services that include (1) information to caregivers about available services; (2) assistance to caregivers in gaining access to the services; (3) individual counseling, organization of support groups, and caregiver training to caregivers to assist the caregivers in making decisions and solving problems relating to their caregiving roles; (4) respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities; and (5) supplemental services, on a limited basis, to complement the care provided by caregivers. In accordance with Title III, Part E, Section 373(e)(1), the Department has established for the five support service categories additional service standards that must be met documented in the FCSP Service Matrix, which the Department publishes periodically, as necessary.

The following apply to the Respite service category above:

- a. "Respite" can be in the form of respite provided in the home (and may include the provision of personal, homemaker, and chore services to the care receiver), respite provided by attendance of the care receiver at day care or other non-residential day center or program (including recreational outings for children), and respite provided by attendance of the care receiver in a facility for an overnight stay on an occasional or emergency basis (such as a nursing home for older adults or summer camp for grandchildren).
- b. "Temporarily" means a brief period of relief or rest from a caregivers responsibilities during a limited time period.
- c. Title III E funds cannot be used to support the following activities:
 - (1) To pay the costs for a family caregiver to attend a camp, spa, resort, or restaurant;
 - (2) To temporarily relieve workers from formally paid services (e.g., In-Home Supportive Services or services required to be provided in a licensed facility such as a Residential Care Facility for the Elderly; and
 - (3) To supplement the service unit cost of "a participant day" at an adult day care program.

SCHEDULE B – AMENDMENT ONE

EDGEWOOD CENTER FOR CHILDREN AND FAMILIES

FY 2006-2007 FISCAL SUMMARY

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) programs(s): the Family Caregiver Support Program. Services described in this Schedule B reflect program funding and payment methods during fiscal year July 1, 2006 through June 30, 2007. This program 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.

I. FAMILY CAREGIVER SUPPORT PROGRAM (ACCESS, CAREGIVER SUPPORT AND RESPITE)

Aging and Adult Services will pay the contractor in consideration of Family Caregiver Support Program services rendered through OAA funds, the rate of one-twelfth of the total reimbursement for this program per month, as long as the amount for each type of service does not exceed the total amount for each type of service rendered.

The maximum reimbursement for the Family Caregiver Support Program during the contract term July 1, 2006 through June 30, 2007 shall not exceed: \$6,000 for Access; \$20,000 for Caregiver Support; \$10,000 for Respite; \$5,000 for Service Information; and \$11,398 for Supplemental Services for a total of FIFTY-TWO THOUSAND THREE HUNDRED NINETY-EIGHT DOLLARS (\$52,398).

Contractor agrees to the following:

- A. Contractor is responsible for covering the cost of all components of each program outlined above and shall be reimbursed for actual expenditures on the approved budget for each program;
- B. 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;
- C. 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.);

- D. Offer services throughout the twelve-month contract period, unless prior written approval is received from Aging and Adult Services;
- E. Submit a closing report by July 31, 2007;
- F. Program Income must be reported and expended under the same terms and conditions as the program funds from which it is generated; and
- G. Program Income must be used to pay for current allowable costs of the program in the same fiscal year that the income was earned.

The maximum reimbursement for contracted services between San Mateo County Aging and Adult Services and Edgewood Center for Children and Families is \$52,398 in OAA funds, and \$2,574 in County General Funds for general program support for a total amount of FIFTY-FOUR THOUSAND NINE HUNDRED SEVENTY-TWO DOLLARS (\$54,972) for the contract term July 1, 2006 through June 30, 2007.