CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES
Request for Interest (RFI) 515

Aging and Adult Services Bureau, Area Agency on Aging
Family Caregiver Support Program
Services Provided to Grandparents or Relative Caregivers Taking Care of Related Minor Children

Request for Interest (RFI) 515

The Contra Costa County Employment and Human Services Department's (EHSD) Area Agency on Aging (AAA) announces Request for Interest (RFI) #515 seeking organizations or individuals to provide the following services under the Older Americans Act (OAA) Title III E Family Caregiver Support Program (FCSP):

Eligible Service Population: Grandparent caregiver or Older Individual who is a relative caregiver defined as a grandparent, step grandparent, or relative of a child by blood, marriage, or adoption who is 55 years of age or older and who meets the following criteria set forth in Title III Part E, Section 372 (3) of the Older Americans Act (OAA) and who:

1. Lives with a child but is not the parent of the child or individual of any age with a disability;
2. 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
3. Has a legal relationship with the child, such as legal custody or guardianship, or is raising the child informally.

A child who received care from a Grandparent or Older Individual who is a relative caregiver is defined as an individual who is not more than 18 years of age.

Care Receiver Criteria: The criteria which qualify the above caregiver to received Title III E funded services are:

1. Caregiver, not care receiver.
2. Caregiver (informal) providing care without pay.
3. Individuals are not considered Title III E eligible caregivers during the time they are employed as a paid chore worker [In Home Supportive Services, (IHSS)] for the care receiver.

Services That Can Be Provided: Exhibit B lists the services that this RFI is requesting be provided under this program: Caregiver Outreach, Caregiver Information and Assistance, Caregiver Counseling, Caregiver Support Group, Caregiver Case Management, Respite Out-of-Home Day Care.

Funding: EHSD will award a fee-based one year standard contract to the selected respondent for up to $30,000. Contract can be renewed for two additional years depending on contractor's performance and available funding. Respondent should prepare a budget that sets forth all costs per service unit for the services provided as described in the categories referenced above. Exhibit A is the Budget that needs to be completed for requesting funding.

The Employment and Human Services Department's (EHSD) Aging and Adult Services Bureau Area Agency on Aging (AAA) provides services to seniors to promote self-determination, dignity and quality

of life. Programs primarily address the needs of frail, elderly individuals who can and want to live more independently but need extra support. This particular program funded under Title III E of the Family Caregiver Support Program (FCSP) is designed to aid and assist the family caregivers in their role as the primary caregiver. The focus of the program is the Caregiver. The language of the contract will reflect Older Americans Act (OAA) regulations.

Essential Functions

- Contractor can directly provide the services or subcontract with a licensed practitioner to provide the services specified under this RFI.
- Contractor shall be responsible for entering client information into the California Aging Reporting System (CARS) data base and generating monthly, quarterly and annual reports of services provided.
- Maintain an adequate and accepted accounting system and client intake and tracking system.
- Insurance requirements: General liability and automobile liability.

Selection Criteria

Respondents that are able to service Contra Costa County in its entirety will be given preference over those that only serve a portion or region of the county. Additionally, preference will be given to existing or past Family Caregiver Support Program contractors who have shown a demonstrated ability to provide services under the OAA Title III E FCSP and want to add this program component to their contracted services. Selection Criteria is as follows:

- Respondent currently provides FCSP services to the AAA: 20%
- Knowledge / Experience working with Family Caregivers: 20%
- Knowledge /Experience working with Seniors: 20%
- Accounting System adequate to account for expenditures: 20%
- Adequate staffing to manage program appropriately: 20%

Application Requirements

Interested parties must submit a proposal addressing the provision of the services as referenced above.

Interested parties must send a cover letter, proposal, resume(s) of respondent principles engaged in providing services, and 3 references to: Contra Costa County EHSD, Contracts Unit, and Attn: **RFI 515**, 40 Douglas Dr., Martinez, CA 94553 or email: contractbid@ehsd.cccounty.us.

Responses must be received no later than 5:00 p.m., Friday, August 23, 2013. Postmarks are NOT acceptable.

Exhibit A

Title III-E Program Service Delivery Budget

AGENCY:_____**CONTRACT DATES**: 7/1/13-6/30/14

Type of Service	Type of Service Unit (SU)	Cost per SU	Total # of Units	Federal Cost	Match	Total Cost
1. Information Services						
Public Info on Caregiving **NR**	# of Activities					
Comm.Ed. On Caregiving **NR**	# of Activities					
2. Access Assistance						
Caregiver Outreach **NR**	(1) Contact					
Caregiver Info and Assist. **NR**	(1) Contact					
Caregiver interpretation **NR**	(1) Contact					
Caregiver Legal Resource **NR**	(1) Contact					
3. Support Services						
Caregiver Assessment **R**	(1) Hour					
Caregiver Counseling **R**	(1) Hour					
Caregiver Peer Counseling **R**	(1) Hour					
Caregiver Support Group **R**	(1) Hour					
Caregiver Training **R**	(1)Hour					
Caregiver Case Manage **R**	(1) Hour					
4. Respite Care						
In Home Supervision **R**	(1) Hour					
Homemaker Assistance **R**	(1) Hour					
In Home Personal Care **R**	(1)Hour					
Home Chore **R**	(1) Hour					
Out of Home Day Care **R**	(1) Hour					
Out of Home Overnight Care **R**	(1) Hour					
5. Supplemental Services						
Assistive Devices for Caregiving **R**	# of Devices					
Home Adaptations for Caregiving **R**	# of Modifications					
Caregiving Services Registry **R**	(1) Hour					
Caregiving Emergency Cash/Material Aid **R**	# of Assistance					
					Total Proposed Budget:	

R = Registered Service: Must collect client specific data and report in Get Care

NR= Non Registered Service: Do not have to collect client specific data. Report only aggregate number of services provided in Get Care

Rev. FY 13/14

Exhibit # B

Program Information

Title III E Family Caregiver Support Program
Service Categories
Service Units/Definitions/Examples

Caregiver Outreach means an Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services.

CDA Unit of Service: One Activity

Example: Staff initiated well-being checks via phone call or direct contact,

NAPIS: Outreach – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services.

Caregiver Information and Assistance means an Access Assistance service that:

1. Provides caregivers with information on services available within the communities, including information related to assistive technology and information particularly for older individuals at risk of institutional placement.

2. Links caregivers to the services and opportunities that are available within the communities; and to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous & refuse follow-up contact).

CDA Unit of Service: One Activity

NAPIS: Information and Assistance -- A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted **only** if information is requested and supplied.]

OAA 102(a) (28) (A) requires providing information related to assistive technology.

OAA 102(a) (28) (E) (iii) requires Information and Assistance services to place particular emphasis on "older individuals at risk for institutional placement.

NAPIS unit measurement: One Contact

NAPIS client data: Estimated **Un**duplicated Number of Caregivers

Caregiver Counseling means a Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of counseling service, which may range from guidance with the responsibilities of the caregiving role to therapy for stress, depression and loss*;* and:

1. May involve his or her informal support system; and

May be individual direct sessions and/or telephone consultations and may address caregiving related financial and long term care placement responsibilities.

CDA Unit of Service: One Hour

NAPIS: Counseling/Support Groups/ Caregiver Training -- Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiving roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).

NAPIS unit measurement: One hour

NAPIS client data: Unduplicated Number of "Registered" Caregivers

Caregiver Support Group means a *Supportive Service* provided to a group of 3-12 caregivers that is led by a competent facilitator; conducted at least monthly *within a supportive setting or via a controlled access, moderated online or teleconference approach*; for the purpose of sharing experiences and ideas to ease the stress of caregiving and enhancing decision making and problem solving related to their caregiving responsibilities.

CDA Unit of Service: One Hour

Case Management means a *Support Service* provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where *caregivers are experiencing diminished capacities* due to mental impairment or temporary severe stress and/or depression.

Examples: temporary basis while stressed, caregiving spouse re-stabilizes ongoing basis to assist mentally impaired son with household management, who otherwise is capable of meeting parent's needs,

CDA Unit of Service: One Hour

OAA 102(a)(11)(A)(i): Case management shall be provided by an individual who is trained or experienced in the case management skills required that are required to deliver the services

Respite Care shall be provided only to a caregiver of a care receiver having two or more activities of daily living limitations or a cognitive impairment, or to a caregiver who is the grandparent or older adult relative caring for a child.

CDA unit: 1 hour (time includes service provision and related travel)
Examples of "temporary" Respite Care:
Intermittent – Time off a few hours once a week for a limited time to give the caregiver a planned or unscheduled break.
Occasional – Time off for the caregiver to attend a special event.
Emergency – Extended break to address an intervening circumstance, such as caregiver emotional stress or hospitalization and recovery.

OAA 373(b) (4) requires: respite care to enable caregivers to be **temporarily** relieved from their caregiving responsibilities.

OAA 373(c)(1)(B) requires, in the case of caregivers (but not grandparents), that Respite Care is provided only to those caring for a frail elder, as specified in OAA 102(a)(22).

NAPIS: *Respite Care* -- Services which offer **temporary**, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers.

NAPIS: *Respite Care* -- Respite Care includes: (1) In-home respite (personal care, homemaker, and other in-home respite); (2) respite provided by attendance of the care recipient at a senior center or other nonresidential program; (3) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver; and (for grandparents caring for children) summer camps.

NAPIS unit measurement: "One Hour
(or 1 Payment)"

NAPIS client data: Unduplicated Number of Registered Caregivers

Respite Out-of-Home Day means Temporary Respite Care where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes assess to social and recreational activities.

CDA Unit of Service: One Hour