



FULTON COUNTY PURCHASING DEPARTMENT
Winner 2000- 2006 Achievement of Excellence in Procurement Award
National Purchasing Institute



Jerome Noble, Director

March 27, 2007

Re: **07RFP54832C-AP, Aging Services**

Dear Prospective Bidder:

Attached is one (1) copy of Addendum **5**, hereby made a part of the above referenced Request for Proposal #07RFP54832C-AP.

Except as provided herein, all terms and conditions in Request for Proposal #07RFP54832C-AP referenced above remain unchanged and in full force and effect.

Sincerely,

A handwritten signature in cursive script that reads 'Al Micah Phillips'.

Al Micah Phillips, Assistant Purchasing Agent

Request for Proposal #07RFP54832C-AP
Addendum No. 5
Page Two

The following information regarding "Insurance and Risk Management" Provisions with environmental exclusion deleted" in the RFP.

The deletion of the environmental exclusion is referenced under the Professional Liability Insurance requirement (\$1 million limit).

The Environmental Liability coverage is essential based on the possibility that the selected contractor may have situations where they are handling Bio-medical waste (i.e. needles for medication, dressing of wounds, etc).

THE FOLLOWING QUESTIONS REFER TO RFP # 07RFP54832C-AP:

1. **QUESTION:** There are outcomes measurements listed for both meal delivery (4.3.7) and senior centers (4.2.6), however no outcomes measurements process listed for Case Management, Volunteer Services, or any Supportive Services. Shall we assume, then, that Appendix I is only for meal delivery and senior centers to submit?

RESPONSE: **These are monthly averages and they are specific to the service. There is probably some duplication between services, meaning some of the Homemaker clients are receiving Personal Services and possibly Respite Care.**

2. **QUESTION:** Please clarify the copies required per page 24. Several members of our Collaborative heard different versions at the Q & A session.

RESPONSE: TECHNICAL PROPOSAL: submit one (1) original and six (6) copies of the Technical, separately sealed and identifiable envelope.

COST PROPOSAL: submit one (1) original and two (2) copies of the Cost Proposals. The Cost Proposals must be in a separately sealed and identifiable envelope.

CONTRACT COMPLIANCE EXHIBITS: submit one (1) original and two (2) copies of the Contract Compliance Exhibits in separately sealed and identifiable envelope.

3. **QUESTION:** I am working on the RFP to provide In-Home Services (Personal Care, Homemaker and Respite). I have come across the request for 3 bonds - Bid Bond, Performance Bond and Payment Bond. My Risk Management dept. has advised me that these are usually required by construction companies. Please clarify whether Southern Home Care Services needs to provide these bonds since we are only providing services and not building or managing any property or facilities.

RESPONSE: **The Bonding Requirements have been deleted and no longer**

required.

4. QUESTION: Will you accept the budget proposal on the Cost Methodology Worksheets?

RESPONSE: Yes

5. QUESTION: Am I correct with the interpretation below from page 25?
Services available for bid include:

A. Core Services

- 1A) Senior Center Management w/ Transportation
- 1B) Senior Center Management w/o Transportation
- 2) Home Delivered Meal Delivery
- 3) Care Management
- 4) Volunteer Services

B. Specialized Services

- 1) In-Home Services
- 2) Adult Day Care

TRUE OR FALSE

Bidders can submit bids on **all of A. and B.**

Bidders can submit bids on **A. - must be all services**

Bidders can submit bids on **both services in B.**

Bidders can submit bids for **B. service #1 (only)**

Bidders can submit bids for **B. service #2 (only)**

RESPONSE: Bidders can submit on all or any combination of services. See above.

6. QUESTION: I attended the Technical Assistance workshop for Aging Services RFP on March 14. As you agreed, I did receive the email with appendices. However, I expected to get all of the forms, including Exhibits and Procurement Affidavit Forms. I left a phone message but thought it might be easier to respond to an email.

RESPONSE: These forms can be printed from the original solicitation document that's on the Fulton County Purchasing Website under the solicitation in question.

7. QUESTION: Can you clarify the time the performance bond is to be purchased?

RESPONSE: The Performance Bond is no longer required. Please refer to Addendum No. 3.

8. QUESTION: Is the performance bond required to be purchased only after the contract is awarded?

RESPONSE: The Performance Bond is no longer required. Please refer to Addendum No. 3.

9. QUESTION: If so, is there documentation that needs to be submitted with the proposal in reference to the performance bond?

RESPONSE: Please refer to Addendum No. 3, which states the Bonding Requirements have been deleted.

10. QUESTION: If so, what documentation needs to be submitted?

RESPONSE: Please refer to Addendum No. 3, which deletes the Bonding Requirements

11. QUESTION: Can you verify whether or not a payment bond is also required? I believe there was an indication during the Pre-proposal conference that the payment bond was no longer required.

RESPONSE: Please refer to Addendum No. 3, which deletes the Bonding Requirements

12. QUESTION: Can you clarify how many copies of the budget are required?

RESPONSE: COST PROPOSAL: submit two (2) copies of the Cost Proposals. The Cost Proposals must be in a separately sealed and identifiable envelope, labeled COST PROPOSAL.

13. QUESTION: The RFP requests 2 copies of the RFP. Does this mean one original plus 2 copies?

RESPONSE: TECHNICAL PROPOSAL: submit one (1) original and six (6) copies of the Technical.

14. QUESTION: In the joint venture disclosure affidavit question #4 asks for the estimated contract cash flow for each joint venturer. If dollar amounts are included in the responses to this question, would it violate the prohibition against including cost/price information in the body of the proposal? Would percentages of cash flow be acceptable in response to this question?

RESPONSE: This has nothing to do with the amount bid on the total contract, but rather with the financial stability of each of the Joint Venture Partners.

15. QUESTION: Can you clarify how the proposal is to be packaged?

RESPONSE: Please see response to Question 2

16. QUESTION: I understand that there should one package for the technical proposal, one package for the standard assurances and one package for the cost proposal. Is this correct or is there a fourth package that is required? Are the audited financial statements to be included with the technical proposal or in one of the other packages?

RESPONSE: Please see response to Question 2.

17. QUESTION: At the technical assistance workshop on 07RFP54832C-AP, a colleague and I have mixed notes re: the requirement for both a bid bond and a performance bond to be submitted with our proposal. (During the session, one of the speakers indicated the county is backing off on the requirement for a payment bond.) Please clarify whether both a bid bond and a performance bond are needed for the proposal submission, or if only the bid bond needed. Thanks!

RESPONSE: Please refer to Addendum No. 4.

18. QUESTION: This e-mail is in follow-up to the question I asked at the Pre-Proposal Conference regarding Section 3.3 (Scope of Work) paragraph A (Core Services). Based on Mr. Vanhouse's response to my question, clarification of paragraph A is requested so portions of core services might be subcontracted by a bidder within the one geographic area of their bid.

RESPONSE: The lead agency may sub-contract one or more of the Core Services; however, there is some concern related to there being too many layers for the funding to get to the direct service provider

19. QUESTION: Senior center transportation: Will the Fulton County Office of Aging continue to coordinate transportation services, if the non-profit wins the bid or should the bidder factor in staff to coordinate this service?

RESPONSE: If awarded transportation services, the successful bidder will coordinate transportation services for the senior centers they manage. The successful bidder will coordinate those services directly with the sub-contract for transportation services. Keep in mind that Center Managers currently send in transportation requests to the Fulton County Senior Transportation Customer Service Center and they track the transportation units for their center. One could assume that the destination of the transportation requests would simply change to the sub-contractor; and the Center Managers would continue to track the units.

20. QUESTION: Addendum #2 provides pricing/financial sheets, the instructions state that this form will total automatically. Are we missing a disc with a spreadsheet

which automatically calculates the cost to include program income and any match dollars?

RESPONSE: The worksheet was provided on a CD at the pre-proposal conference. If you do not have it, email us and we will send you an electronic spreadsheet.

21. QUESTION: In an effort to secure the appropriate bonds required in the RFP, requests have been made to several Surety Companies and they will not issue a bond based on the Fulton County forms, rather they have their own and will not consider any other due to the wording. Will Fulton county accept the insurance company's Bond documents?

RESPONSE: Please refer to Addendum No. 4

22. QUESTION: Page 37, section 4; speaks to experience in analysis or process reviews of a Property Tax system. The narrative also speaks to appraisal and assessment of real and tangible property. Should this be excluded as it is not related in any way to this RFP for aging services.

RESPONSE: Please refer to Addendum No. 4, which deletes certain sections of the solicitation.

23. QUESTION: Reference is made to Addendum 2. Are these spreadsheets available on a disk?

RESPONSE: Yes they are and have been provided to all potential bidders.

24. QUESTION: On what programs will program income as well as cash match be required?

RESPONSE: Program Income is required for those services that have a line item for Program Income on the Budget Sheet for that service.

25. QUESTION: Page 37, Section 2 – Project Plan - #2 refers to Section 3.3 Scope of Work. I cannot find Section 3.3 Scope of Work.

RESPONSE: The scope of services begins on page 24.

26. QUESTION: Please explain Section 4 – Relevant Project Experience (Required) at the bottom of page 37. We are a nonprofit bidding on a Human Services Grant. We do not deal with Property Tax Systems, appraisals and assessment of real and tangible business personal property. The pages numbered 37, 38 and 39 requests information that is requested previously in the RFP. Can you clarify?

RESPONSE: Please refer to Addendum No. 4, which deletes certain sections of

the solicitation.

27. QUESTION: What is the offeror's responsibility in the bid process for the contract in Section 9. Is this for information only unless awarded the bid?

RESPONSE: The contract identified in section 9 is for information only. And only the successful bidder will be required to enter into a written contract.

28. QUESTION: On page 30, there is a reference to Service definitions for community-Based Services in Appendix B. Appendix B has no such information. Where can this be found?

RESPONSE: We have attached those definitions to this addendum no. 5

29. QUESTION: How should undesignated forms such as in Section 5 be handled? Should they be labeled as Attachments (1-X)? This same question applies to the forms in the Appendices. Can all of these be labeled Attachments along with other items mentioned in text, e.g., Organization Chart, Articles of Incorporation, etc.? Then, should they be bound and submitted with Exhibits?

RESPONSE: THE FORMS IDENTIFIED IN SECTION 5 (Certificate of Debarment, Non-Collusion Affidavit of Bidder or Offeror, Non-Collusion of Subcontractor – no longer required to be submitted, Certificate of Acceptance, Offerors Disclosure Form and Questionnaire, Bid Bond – no longer required to be submitted, Certificate as to Corporate Principal), are to be compiled and submitted with proposal response. They should not be labeled as attachments, as they are apart of the required submittal of forms. UNDESIGNATED FORMS, WHICH WON'T BE USED, SHOULD BE LABELED "NOT APPLICABLE." AND SUBMITTED WITH THE OTHER EXHIBITS, OTHER THAN THE CONTRACT COMPLIANCE EXHIBITS WHICH MUST BE SEPARATELY SEALED AND IDENTIFIED.

30. QUESTION: Regarding units on page 34 of the Request for Proposal, A) We presume these are monthly figures (rather than annualized). Please confirm, and B) Are they unduplicated per category of service (Homemaker, Personal Care and Respite)?

RESPONSE: These are monthly average and they are specific to the service. There is probably some duplication between services, meaning some of the Homemaker clients are receiving Personal Services and possibly Respite.

31. QUESTION: What is the estimated announcement date?

RESPONSE: It is the County's goal to present contracts to the Board of Commissioners for approval at the May 16, 2007 board meeting.

32. QUESTION: Are responders required to complete the worksheets on pages 130-132 of the Request for Proposal, or may we submit the uniform cost methodology sheet in lieu of these?

RESPONSE: The worksheets in the Request for Proposal are Microsoft Excel Worksheets that are designed to compute values as numeric characters are entered on the worksheets. We provided these forms at the pre-proposal conference and also e-mailed the worksheets to those who sign the pre-proposal sign-in sheet.

33. QUESTION: Regarding Section 3.3, page 30 (Client Contributions), will there be co-pays/cost shares to bill and collect as part of this contract?

RESPONSE: Currently the county policy does not allow "fees" of any kind; however, clients are allowed to contribute a donation, and service providers are allowed to post a suggested contribution amount. Contributions will be counted as Program Income.

34. QUESTION: Page 28 of the RFP states "Each of the following items must be addressed. Use the numbers and headings as outlined below in the narrative." The numbers begin 1.0, Organizational Capacity. These continue through 5.0, Scope of Services. Then on page 37, another service of sections are referenced: 1.7 of a Technical proposal, and 1 and 2 for a Cost Proposal. These appear to be two different formatting schemes, and it is unclear which we are to follow. Do each of the items in both of these sections require a response in a successful proposal for In-Home Services? Please clarify the formatting requirements.

RESPONSE: Disregard the following section of the RFP, beginning with 3.4 on page 36 through and including all of page 41. Refer to Addendum No. 3.

35. QUESTION: Page 31, Section 4.2, Senior Center Management reference to 5.0 for a listing of activities.

RESPONSE: The Offeror must provide a comprehensive nutrition program with a strong emphasis on health and wellness activities including the following: provision of congregate meals in a group setting in a senior center environment, home delivered meals, exercise/physical fitness at least three times per week, health promotion and disease prevention, medications, management, nutrition counseling on an individual basis when appropriate, nutrition education twice per month, health related/health screening at least once per month and other supportive services for a minimum of 250 days (Monday through Friday and provision of meals on weekends as needed). The information identified below must be provided. For nutrition service standards, see Ch 304 (Nutrition Services) in the HCBS Manual at <http://aging.dhr.georgia.gov/portal>.

36. QUESTION: Should we bind specialized services separately and submit as a second proposal?

RESPONSE: If you are submitting proposals to perform Core Services and one or more Specialized Services you must submit a separate proposal for each Specialized Service.

37. QUESTION: If transportation is part of the RFP, are we automatically disqualified if the transportation piece is not accepted?

RESPONSE: No. Transportation piece of the RFP is optional and may or may not be awarded as part of a contract.

38. QUESTION: Are we limited to the qualifications outlined for the Case Management consultant? Degrees, MSW, Gerontology plus 5 years experience

RESPONSE: The qualifications for the Case Management oversight staff person or consultant are printed in the RFP, or equivalent experience.

39. QUESTION: Related to the "Direct" provision of Core Services, page 25, Section A.

RESPONSE: The lead agency may sub-contract one or more of the Core Services.

40. QUESTION: On Page 22, What and where exactly is the "Bid Breakdown Form?"

RESPONSE: These forms were provide on a CD at the pre-proposal conference and also were e-mailed to all providers who signed in on the pre-proposal sign-in sheet.

41. QUESTION: What are you looking for in "Project References"?

RESPONSE: References that support a provider's claim of having experience in providing services similar to the services identified in the RFP.

42. QUESTION: **Packaging of the Proposal.** Page 18, #3 refers to the Technical Proposal, Cost Proposal and Contract Compliance, Page 22 of the RFP, #1, Original plus six copies, Page 24 – 3.1.2 Number of Copies Cost Proposal – Proposers shall submit two (2) copies of the Cost Proposals. **(Should this read One (1) original and two (2)copies)?** My notes from the pre-bid meeting indicate that there should be four (4) packages: Technical Proposal, Cost Proposal, Contract Compliance Submittals Financial Originals. Please clarify as to how many packages and should the Cost Proposal include one original and two copies.

RESPONSE: We have answered this question with our RESPONSE to QUESTION 12.

ACKNOWLEDGEMENT OF ADDENDUM NO. 5

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time April 4, 2007 at 11:00 A.M.

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 2007.

Legal Name of Bidder

Signature of Authorized Representative

Title

**DIVISION OF AGING SERVICES
SERVICE DEFINITIONS FOR
HOME AND COMMUNITY BASED SERVICES (Non-Medicaid)**

PROGRAM/ CATEGORY	Service Name	Unit of Measure	Individual, Group, Staff Activity	Service Modification Available	Definition
HCB SERVICES	Adult Day Care	1 Hour	Individual	Mobile, Voucher	"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 typically include social and recreational activities, training, and counseling, meals, and services such as rehabilitation, medications assistance and home health aide/personal care services for adult day health." (NAPIS_11_2004) Mobile Daycare services may be provided by staff who travel from a central location on a daily basis, to various sites, primarily, but not limited to, rural areas. (DAS)
HCB SERVICES	Adult Day Health	1 Hour	Individual	Voucher	"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 health typically include social and recreational activities, training, and counseling, meals, and services such as rehabilitation, medications assistance and home health aide/personal care services for adult day health." (NAPIS_11_2004)
HCB SERVICES	Case Management	1 hour	Individual	Voucher	"Assistance either in the form of access or care coordination in circumstances where the older person is experiencing diminished functional capacities, personal conditions or other characteristics which require the provision of services by a formal service provider or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment as required." (NAPIS_11_2004)
HCB SERVICES	Community and Public Education	1 Session	Group OR Staff Activity Log		Contacts with several current or potential clients/caregivers, or the general public, to inform them of service availability or provide general program information
HCB SERVICES	Counseling	1 Session	Individual		Providing individual guidance and assistance with problem resolution by professionally qualified paid or volunteer staff to older persons or caregivers, including grandparents raising grandchildren. Primary reasons for counseling include, but are not limited to, depression, grief, family problems and lifestyle changes. (DAS)
HCB SERVICES	Home Management	1 Hour	Individual		Providing training to functionally impaired adults in self-help and self-care skills, training in daily living skills. (DAS)
HCB SERVICES	Home Modification/ Home Repair	1 Job Completed	Individual	Voucher	Provision of housing improvement services designed to promote the safety and well-being of adults in their residences, to improve internal and external accessibility, to reduce the risk of injury, and to facilitate in general the ability of older individuals to remain at home. May also include the purchase and installation of assistive devices, such as locks, smoke detectors, tub rails, improved lighting, etc. (DAS)

**DIVISION OF AGING SERVICES
SERVICE DEFINITIONS FOR
HOME AND COMMUNITY BASED SERVICES (Non-Medicaid)**

PROGRAM/ CATEGORY	Service Name	Unit of Measure	Individual, Group, Staff Activity	Service Modification Available	Definition
HCB SERVICES	Home Sharing/ Roommate Match	1 Hour	Individual		Provision of services that facilitate the matching of older persons with suitable, appropriate individuals, who will live together in a residential setting, each person having private space and sharing common areas such as the kitchen, living and dining rooms. (DAS)
HCB SERVICES	Information & Assistance	1 Contact	Individual	Group	"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." (NAPIS_11_2004)
HCB SERVICES	Interpretation/ Translating	1 Hour	Individual	Group	To explain the meaning of oral and/or written communications to non-English speaking and/or persons with disabilities who are unable to perform the functions due to linguistic, visual, hearing or cognitive impairments or limitations. (DAS)
HCB SERVICES	Material Aid	1 Contact	Individual	Voucher; Group documented on Staff Activity Log	Payments to or on behalf of an older person for housing/shelter, daycare/after school care for children in their care, transportation, utilities, food/meals or groceries, clothing, eyeglasses, dental care, etc. (DAS)
HCB SERVICES	Outreach	1 Contact	Individual		"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 and benefits." (NAPIS_11_2004)
HCB SERVICES	Respite Care - Out of Home	1 Hour	Individual	Voucher	"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. Respite Care includes:; 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_11_2004)
HCB SERVICES	Senior Recreation - Group	1 Day 1 Session 1 Contact 1 Event	Group		Nutritional related activities; activities that promote socialization, physical and mental enrichment; clubs; education sessions and programming for other leisure activities (i.e., sports, performing arts, games, crafts, travel, volunteering; community gardening; environmental activities; and intergenerational activities, etc.) offered to eligible persons sponsored by and/or at an approved senior center facility which are facilitated by an instructor or provider. (DAS)

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**DIVISION OF AGING SERVICES
SERVICE DEFINITIONS FOR
HOME AND COMMUNITY BASED SERVICES (Non-Medicaid)**

PROGRAM/ CATEGORY	Service Name	Unit of Measure	Individual, Group, Staff Activity	Service Modification Available	Definition
HCB SERVICES	Support Group	1 Session	Individual	Document Group on Staff Activity Log	Individual clients documented from a support group who meet on a regular, defined basis to discuss common problems or life issues. The group can have a professional as a moderator or be run by members alone. Support groups function to provide an expansion of social resources and knowledge relevant to members' situations, relief and reassurance, and enhanced coping skills. (DAS)
HCB SERVICES	Telephone Reassurance	1 Call	Individual		Interaction with individuals by telephone to reduce social isolation, provides support and ensures health and safety. (DAS)
HCB SERVICES	Transportation	1 One-Way Trip	Individual	Voucher	"Transportation from one location to another. Does not include any other activity." (NAPIS_11_04)
HCB SERVICES	Transportation (Assisted)	1 One-Way Trip	Individual		"Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation." (NAPIS_11_2004)
HCB SERVICES	Transportation (DHR Unified)	1 One-Way Trip	Group		Provision of DHR Unified transportation as a means of transporting clients from one location to another. Does not include any other activity. (DAS)
HCB SERVICES	Volunteer Development/ Opportunities/ Service	1 Volunteer Recruited/ Placed 1 Volunteer Setting Arranged 1 Volunteer Service Hour	Individual		Activities related to the recruitment, training and placement of volunteers; an activity related to the identification of placements of volunteers; the provision of volunteer service hours by volunteer. (DAS)
HCB SERVICES	Caregiver - Group	1 Session 1 Contact 1 Event	Individual Staff Activity Logs document Group Services including Community and Public Education, Events, Support Groups, & Training,		Caregiver group activities provided on behalf of caregivers and care receivers to support their continued independence and well-being. Staff Activities will include: Community and Public Education - Contacts with several current or potential clients/caregivers, or the general public, to inform them of service availability or provide general program information Events - Special events such as advocacy, recognitions or celebrations, etc. Support Groups - A group of persons who meet on a regular, defined basis to discuss common problems or life issues to provide an expansion of social resources and knowledge relevant to members' situations, relief and reassurance, and enhanced coping skills. Training - Provision of skill building for caregiver clients and/or professional caregivers conducted in a group setting. (DAS)

**DIVISION OF AGING SERVICES
SERVICE DEFINITIONS FOR
HOME AND COMMUNITY BASED SERVICES (Non-Medicaid)**

PROGRAM/ CATEGORY	Service Name	Unit of Measure	Individual, Group, Staff Activity	Service Modification Available	Definition
HCBS IN-HOME	Chore	1 Hour	Individual	Voucher	"Personal assistance such as heavy housework, yard work or sidewalk maintenance for persons unable to perform such tasks." (NAPIS_11_2004/DAS)
HCBS IN-HOME	Emergency Response Installation	1 Hour	Individual	Voucher	Installation of an in-home electronic support system which provides 2-way communication to geographically and socially isolated individuals, enabling them to remain in their own homes. (DAS)
HCBS IN-HOME	Emergency Response - Monitoring	1 Hour	Individual	Voucher	Monitoring of an in-home electronic support system which provides 2-way communication to geographically and socially isolated individuals, enabling them to remain in their own homes. The electronic system provides 24-hour-a-day access to a medical control center on a daily basis. (DAS)
HCBS IN-HOME	Friendly Visiting	1 Visit	Individual		Reducing social isolation by visiting a person in their home in order to comfort or help the person and may include letter writing, reading, interpreting and/or translating business and personal correspondence. (DAS)
HCBS IN-HOME	Homemaker	1 Hour	Individual	Voucher	Provision of assistance to individuals unable to perform one or more of the following Instrumental Activities of Daily Living (IADLs): meal preparation, shopping for personal items/groceries, managing money/bill paying, using the telephone, light housework. (DAS) "Assistance in preparing meals, shopping for personal items, managing money, using the telephone or doing light housework." NAPIS_11_2004
HCBS IN-HOME	Personal Care	1 Hour	Individual	Voucher	Provision of assistance to persons having difficulty with one or more of the following Activities of Daily Living (ADLs): eating, dressing, grooming, bathing, toileting, transferring in/out of bed/chair, or walking. (DAS) "Personal assistance, stand-by assistance, supervision or cues." (NAPIS_11_2004)
HCBS IN-HOME	Respite Care - In-Home	1 Hour	Individual	Voucher	"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_11_2004)

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**DIVISION OF AGING SERVICES
SERVICE DEFINITIONS FOR
HOME AND COMMUNITY BASED SERVICES (Non-Medicaid)**

PROGRAM/ CATEGORY	Service Name	Unit of Measure	Individual Group, Staff Activity	Service Modification Available	Definition
HCBS - KINSHIP CARE	Kinship Care - Group	1 Session	Staff Activity Logs document Group Services including Care Receiver Supervision, Events, Material Aid/Child Safety, Support Groups, Training, & Tutoring		<p>Kinship Caregiver group activities provided on behalf of kinship caregivers and kinship care receivers to support their continued independence and well-being. Staff Activities will include:</p> <p><u>Care Receiver Supervision</u> - Watchful oversight for care receivers while Kinship Caregiver participate in other program activities</p> <p><u>Community and Public Education</u> - Contacts with several current or potential kinship caregivers, or the general public, to inform them of service availability or provide general Kinship Care program information</p> <p><u>Events</u> - Special events such as advocacy, arts & crafts, recognitions or celebrations, and sporting events, etc.</p> <p><u>Material Aid/Child Safety</u>- Payments to or on behalf of relative caregivers raising children for such assistance as child care, after-school care, summer camp scholarships, and school supplies.</p> <p><u>Support Groups</u> - A group of grandparents and/or kinship care receivers who meet on a regular, defined basis to discuss common problems or life issues to provide an expansion of social resources and knowledge relevant to members' situations, relief and reassurance, and enhanced coping skills.</p> <p><u>Training</u> - Provision of skill building through instruction for family caregivers and/or professional caregivers conducted in a group setting.</p> <p><u>Tutoring</u> - Giving instruction to small groups (or to individuals), to help participants help themselves, or to assist or guide them to the point at which they become independent learners in academic subjects, including languages. (DAS)</p>
HCBS NUTRITION/ WELLNESS	Congregate Meals	1 Meal	Individual	Voucher	"A meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and State/Local laws." (NAPIS_11 2004)
HCBS NUTRITION/ WELLNESS	Exercise/ Physical Fitness	1 Hour	Individual	Document group services on Staff Activity log	Provision of activities which promote health, wellness, mobility, and flexibility, including specialized exercises/workouts for persons with disabilities or mobility limitations. (DAS)

**DIVISION OF AGING SERVICES
SERVICE DEFINITIONS FOR
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PROGRAM/ CATEGORY	Service Name	Unit of Measure	Individual, Group, Staff Activity	Service Modification Available	Definition
HCBS NUTRITION/ WELLNESS	Health Promotion and Disease Prevention - Group	1 Session	Individual Staff Activity Logs document Group Services including Lifestyle Management, Nutrition Education, Physical Activity, & Public Awareness/ Prevention		The provision of program activities promoting wellness, nutrition, and physical activity, disease prevention and risk management, healthy lifestyle and safety in a group setting. Staff activities will include: <u>Lifestyle Management</u> - The provision of activities and/or education sessions to promote overall health and improve quality of life <u>Nutrition Education</u> - The provision of information about foods and nutrients, diets, lifestyle factors, community nutrition resources and services to people to improve nutrition status. <u>Physical Activity</u> - The provision of a variety of leisure time, fun activities to improve balance, strength and flexibility. <u>Program Awareness/Prevention</u> - The provision of activities and/or education sessions related to the prevention of flu, pneumonia, preventing chronic disease and managing risk associated with chronic diseases. (DAS)
HCBS NUTRITION/ WELLNESS	Home Delivered Meals	1 Meal	Individual	Voucher	"A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws." (NAPIS_11_2004)
HCBS NUTRITION/ WELLNESS	Medications Management	1 Contact	Individual		Provision of one-on-one screening to prevent incorrect medication use and adverse drug reactions. (DAS)
HCBS NUTRITION/ WELLNESS	Nutrition Counseling	1 Session	Individual		"Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses options and methods for improving nutrition status." (NAPIS_11_2004)
HCBS NUTRITION/ WELLNESS	Nutrition Education	1 Session	Individual	Document Group Services on Staff Activity Log	A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants and/or caregivers in an individual setting overseen by a dietitian or individual with comparable expertise. (NAPIS_11_2004)

**DIVISION OF AGING SERVICES
SERVICE DEFINITIONS FOR
HOME AND COMMUNITY BASED SERVICES (Non-Medicaid)**

<i>PROGRAM/ CATEGORY</i>	<i>Service Name</i>	<i>Unit of Measure</i>	<i>Individual, Group, Staff Activity</i>	<i>Service Modification Available</i>	<i>Definition</i>
HCBS NUTRITION/ WELLNESS	Nutrition/Health Related/Health Screening	1 Contact	Individual		Administering standard examinations, procedures, or tests for the purpose of gathering information about a client to determine need for healthcare services. Information selected may include health status, nutrition status, financial status, status of ADL's and IADL's, nursing home pre-admission screening, as well as routine health screening (blood pressure, hearing, vision and diabetes). Also supports the purchase of health/medically related supplies and equipment. (DAS)
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM	SCSEP	1 Enrollment or 1 Placement	Individual		Provision of services to assist older persons with subsidized employment opportunities and to obtain unsubsidized employment. May include assessment of skills and abilities, upgrading of job-seeking skills, employability training, development of individual development plans, job placement into unsubsidized employment and follow-up activities. (DAS)