

**SOUTHERN MISSISSIPPI PDD
AREA AGENCY ON AGING**

REQUEST FOR PROPOSAL

FOR

Adult Day Care

FISCAL YEAR OCTOBER 1, 2022 - SEPTEMBER 30, 2023

INDEX

Programmatic Requirements	Page 3
Special Requirements	Page 3
Match Requirements	Page 4
General Information	Page 5
Proposal Deadlines	Page 6
Financial, Program and Administrative Reports	Page 7
Submission of the Proposal	Page 8
Terms and Conditions	Page 8
Renewal Provisions	Page 8
Proposal Package Requirements	Page 9
Proposal Evaluation Criteria and RFP Rating Sheet	Page 11

Title III of the Older Americans Act of 1965 and the Social Services Block Grant authorize the Area Agency on Aging to provide an array of support services to older Mississippians 60 years of age and above. The Area Agency on Aging has been designated as the oversight agency to ensure that services are provided based upon the objectives in the area plan. Therefore, providers are needed to perform services for older Mississippians who are in the greatest social and economic need.

Programmatic Requirements:

Adult Day Care services are to be provided to Mississippians who are sixty (60) years and above with scores ranging from level II through III on the Consumer Information Form, indicated as Attachment H to this proposal package. Spouses of clients are eligible if under 60 and disabled. Providers will screen clients and maintain the waiting list.

The geographic areas where these adult day care services may be provided are all the counties within the Southern Mississippi Area Agency on Aging service area. This includes the following counties: Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jefferson Davis, Jones, Lamar, Marion, Pearl River, Perry, Stone and Wayne.

Location of Adult Day Care services must be in accordance with the Quality Assurance Standards (Part D - Section 2. Location of Service) which is indicated as Attachment B.

Adult Day Care is a community-based program designed to meet the needs of adults with functional impairments through an individual plan of care. It is a structured, comprehensive program that provides a variety of health, social, and related support services in a protective setting during any part of a day but less than 24-hour care.

The primary purposes of the adult day care service are as follows:

- Provide care, supervision and services to individuals who are capable of only limited self-care.
- Meet health maintenance, prevention/intervention, and rehabilitation needs.
- Promote a maximum level of independent functioning.

Special Requirements:

Adult Day Care services must be provided in compliance with the Quality Assurance Standards which are indicated as Attachment B to this proposal package.

Match Requirements:

*** The amount of match to be provided to the AAA by Counties, Cities or other sources is undeterminable at this time.**

The percent of non federal match required on the federal funds that will be used to pay for services is as follows for the source of funds and service indicated:

<u>Source of Funds</u>	<u>Percent of Match</u>
Title III B	10%

This match is to be provided by the proposer. The match may be in the form of cash from local resources (non federal) such as funds from cities and counties or from funds earned by the proposer. In-kind match may also be used to meet the match requirement. In-kind match is derived from donated expenditures that if the items were not available at any cost, expenses would have to be paid in order to provide the service. For example, if volunteers are available for the homemaker service, the fair labor market value of volunteer time or if building space is donated to house the homemaker staff, the fair rental value of the donated building space can be used as match on the homemaker service funds. Match is not required on client contributions/program income which is addressed below.

Services must be targeted to low income, minority clients who are in the greatest social and economic need. As clients are referred for services and eligibility is determined, a waiting list must be maintained to ensure that the highest priority client is placed at the top of the waiting list.

Clients cannot be charged for services. However, each client must be afforded an opportunity to contribute to the cost of the service and the amount contributed must be kept confidential. Client contributions must be safeguarded in compliance with the Program Income Policy which is indicated as Attachment C to this proposal package. Also, client contributions must be used to expand the service for which the contribution was made and must be expended first, prior to expenditure of Federal and/or State or local funds.

Amount of funds estimated to be allocated to this service for a one year period:

Title IIIB Federal \$160,000 State \$6,793 Match \$9,412 Program Income \$18,824

Funding for services will depend upon availability of approved Federal and/or State funds.

General Information:

The name, address and telephone number for the person to contact regarding this proposal package is as follows:

Laurie Hyde
Southern Mississippi Planning and Development District
Area Agency on Aging
10441 Corporate Drive, Suite 1
Gulfport, MS 39503

Telephone number (228) 868-2311
Fax number (228) 868-2550
Email lhyde@smpdd.com

Title III B will provide the funding for this service.

All expenditures required to provide these services in compliance with the Quality Assurance Standard will be allowed. All expenditures must be reasonable and necessary to provide the service wherein the expense is budgeted and must be incurred in compliance with applicable federal and/or state regulations governing the expenditure of these funds. All expenditures required to provide these services must be indicated in the budget which is addressed below. The applicable Executive Orders, Federal Regulations, and Office of Management and Budget (OMB Circulars) must be adhered to.

Contracts for adult day care services will be based upon performance with a cost per unit of service.

The method of payment for adult day care services will be a fixed-price per unit of service basis pending availability of funds. Payments will be made monthly upon receipt of the monthly reporting worksheet as outlined in the core contract model which is indicated as Attachment D to this proposal package.

Contracts for adult day care services will be awarded based upon performance and unit cost.

Proposal Deadlines:

Notice of intent to submit a proposal must be received by the Area Agency on Aging (AAA) no later than May 27, 2022.

SMPDD will offer private RFP training sessions to allow new and current contractors to have the opportunity to ask questions and be informed on what is required in the different sections of the RFP to ensure that SMPDD is receiving qualified proposals. Both new and current contractors are highly encouraged to contact and schedule a session with Thania Coyne, Area Agency on Aging Department Head. Mrs. Coyne can be reached at 228-223-1379 or via email at tcoyne@smpdd.com

The AAA must receive proposals no later than **June 24, 2022 by 5:00 p.m.** to be considered for funding. If mailing proposals to the AAA, time for delivery must be allowed and proposals must be mailed with return receipt requested. If delivering proposals to the AAA, retain the receipt issued by the AAA staff member.

Proposals will be opened on June 27, 2022 at 10:00 a.m. at the following location:

Southern Mississippi Planning and Development District
Area Agency on Aging
10441 Corporate Drive, Suite 1
Gulfport, Mississippi 39503

Evaluation of proposals will be completed by end of day on July 18, 2022.

Notice of a contract will be forwarded to the selected provider(s) by August 1, 2022.

Contracts will be fully executed no later than September 30, 2022 contingent upon the AAA receiving its approved subgrant from the Mississippi Department of Human Services.

PROPOSALS RECEIVED BY THE AAA AFTER THE DEADLINE ABOVE WILL BE RETURNED, UNOPENED TO THE SUBMITTING PROPOSER.

Financial, Program and Administrative Reports:

Financial reports will be due each month by the 5th calendar day for the previous month.

Client service logs will be due each month by the 5th calendar day for the previous month.

CACFP monthly forms, if applicable.

Closeout packages for all contracts will be due on October 31, 2023.

THE AAA RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS IN THE BEST INTEREST OF THE AAA.

All inquiries must be made in writing and copies of responses to inquiries which require that clarification and/or addenda be made to the request for proposal (RFP) will be sent by mail, to those persons or firms who sent a written Notice of Intent to Submit a Proposal by the date and time indicated in the RFP, and to other interested persons who, in writing, request copies of information concerning the RFP.

Three copies of the proposal must be forwarded to the AAA. At least one copy of the proposal must contain the original signature of an official of the potential provider agency who is authorized to bind the provider to the proposal.

Written notices of contracts will be sent by mail to all proposers who submitted in writing a Notice of Intent to Submit a Proposal and any other interested person who, in writing, requested copies of information concerning the RFP.

The AAA is not liable for any costs incurred by the applicant in responding to this Request for Proposal.

Submission of the Proposal:

Each proposal package must be delivered by hand or by certified mail to the AAA to the following address:

Physical Address

Southern Mississippi Planning and Development District
Area Agency on Aging
10441 Corporate Drive, Suite 1
Gulfport, Mississippi 39503

Mailing Address

Southern Mississippi Planning and Development District
Area Agency on Aging
10441 Corporate Drive, Suite 1
Gulfport, Mississippi 39503

The proposal must be delivered or mailed in a sealed envelope and marked “proposal”. Each proposal must be delivered or mailed in a separate envelope by the deadline indicated above and allow time for mail delivery.

Terms and Conditions:

To be considered for a contract, the proposer must agree to the terms exhibited in the core contract which is indicated as Attachment D to this proposal package and to the General Terms and Conditions exhibited as Attachment A.

Renewal Provisions:

The adult day care contract will run for a period of one year beginning October 1, 2022 and ending September 30, 2023. The AAA contemplates subsequent contracts for the services discussed in the RFP for the next three years. The decision to renew the contract will be based upon the provider’s current year compliance with specifications, quality of service, and proposed price increase. The AAA reserves the right to negotiate the price based on market conditions. The provider will be notified a minimum of sixty days in advance of the AAA’s intent to renew this contract or let it expire on the normal date. Proposed price changes by the provider shall be submitted to the AAA for review by August 15th of each ensuing year if the contract is renewed. The letter of request shall include a justification for the price change. The requested increase shall not exceed the change in the Consumer Price Index for the previous twelve month period.

Proposal Package Requirements:

The following topics must be included in the proposal and must be in the order below. The response to these topics will be the basis for proposal evaluations. Each item should be addressed in as much detail as is necessary, but should not include extraneous information. The required proposal format is as follows:

1. Title Page - Each proposal should include a title page with the following information:
 - Title of Proposal
 - Respondent's name
 - Organization to whom the proposal is submitted
 - Name, title, phone number and address of the person who can answer questions about the proposal
 - Name of Project Director
 - Unique Entity Identifier (UEI)

2. Response to Introduction - Each proposal should include:
 - A brief Statement of Need for the project
 - A brief Statement of Purpose for the project

3. Description of Organizational Capability - At a minimum, the following should be addressed:
 - a Table of Organization indicating how the project staff will fit into the proposer's total agency, and how each member of the project staff relates to one another;
 - an explanation of your agency's qualifications indicating your ability to manage and complete the proposed project and documentation of past experience in similar projects;
 - an explanation outlining personnel who will help provide the service, and their qualifications.

4. Statement of Work/Operational Plan - At a minimum, the following should be addressed:
 - the project's objective, as viewed by your agency, including every objective contained in the Programmatic Requirements section of the RFP;
 - a clear explanation of how the services will be provided;
 - an operational plan which lists for each objective the activities which will be conducted to accomplish the objective and a start and completion date for each activity.

5. Contract Budget or Rate

Each potential service provider needs to submit a line-item budget with justification for the amount of the projected cost in each line item. This budget should be submitted using a Cost Summary Support Sheet for each activity. If the contract is to be based on unit cost, the proposed unit cost needs to be included for each activity. The proposed unit cost must be calculated by dividing the total cost of the activity, as shown on the Cost Summary Support Sheet, by the projected units of service to be provided in the activity. The above referenced forms and instructions are included in Attachment E.

6. Required Proposer's Certifications

- **Terms and Conditions:** The proposal must include a signed statement indicating that the potential service provider will comply with all of the terms and conditions stated in the RFP and in the core model contract. Attachment F.

- **Statement of Non-Involvement:** The proposal must include a signed statement indicating that the potential service provider has not had any prior involvement in performing a feasibility study of the implementation of the subject contract, participating in the drafting of the RFP, or in developing the subject program. Attachment G

7. Other Required Information - this includes the following:

- audit report most recently completed (if the proposer is a municipality with annual revenues or expenditures less than \$1,000,000, a compilation prepared by a CPA should be submitted.)
- most recent peer review of the auditor who conducted the most recent audit report
- proof of workers' compensation insurance
- proof of bonding
- proof of comprehensive and liability insurance
- evidence indicating that the potential service provider has the physical facilities necessary to provide the services; i.e., liens, proof of ownership

Proposal Evaluation Criteria and Rating Sheet:

The Area Agency on Aging Proposal Review Team will analyze and evaluate each proposal. The proposal evaluation criteria are organized into a rating sheet. The rating sheet has the following characteristics:

1. It separates evaluation items that require the same response from all Proposers from evaluation items that can be addressed differently by other Proposers.
2. It includes evaluation criteria for every element that the Proposer must address in their response to the RFP.
3. It assigns values to each evaluation criteria, which reflect the relative importance of these criteria.
4. It establishes a minimum score below which a proposal will not be considered.

Proposal Rating Sheet

Title of Proposal: _____

Date: _____

Proposer: _____

Rater: _____

Five points will be awarded for each Yes answer: _____ **Total score for #1-6**

1. The proposal includes a statement by the Proposer agreeing to the terms and conditions in the core model contract. Yes/No
2. The proposal for the project includes a line item budget with justification. Yes/No
3. The proposal includes a non-involvement statement. Yes/No
4. The proposal includes the Proposer's most recent audit. Yes/No
5. The proposal includes the most recent peer review of the auditor who conducted the most recent audit report. Yes/No
6. The proposal includes proof of current workers' compensation insurance coverage or statement of exemption from coverage. Yes/No

Weighted Value of Major Categories

Category #1 Response to Introduction (WV = 1)

Criterion #1: the Statement of Need reflects a clear understanding of why the project is necessary (0 - 10) _____

Criterion #2: the Statement of Purpose indicates a clear understanding of what the project is intended to accomplish (0 - 10) _____

Total possible score for this category 20 **Total** _____

Category #2 Statement of Work (WV = 5)

Criterion #1: the proposal contains clear objectives, which are consistent with the intent of the project (0 - 10) _____

Criterion #2: the proposal contains an operational plan, which lists all objectives and gives a complete date for each (0 - 10) _____

Criterion #3: the completion dates in the operational plan are reasonable (0-10) _____

Criterion #4: the way (method) the Proposer intends to conduct the project (provide the services) is clearly explained (0 - 10) _____

Total possible score for this category 200 **Total** _____

Category #3 Organizational Capability (WV = 3)

Criterion #1: the proposal contains sufficient numbers of staff to provide the services (0-10) _____

Criterion #2: the proposal contains the type of staff necessary to provide the services (0 - 10) _____

Criterion #3: the evidence provided by the Proposer related to their previous experience clearly indicates the Proposer's ability to provide the services (0 - 10) _____

Criterion #4: the table of organization included in the proposal indicates an adequate span of control (0 - 10) _____

Total possible score for this category 120 **Total** _____

Category #4 Budget and Cost (WV = 10)

Criterion #1: the costs proposed in the line item budget are reasonable (0 - 10) _____

Criterion #2: the proposed cost per unit rate is justified and one understands how they were determined (0 - 10) _____

Total possible score for this category 200 **Total** _____

Total possible score for this proposal 570 **GRAND TOTAL** _____

The following formula for scoring each proposal is as follows:

- a. Rate each criterion under each category from 0 to 10
- b. Multiply the rating of each criterion under each category by the category's weighted value (WV). This gives a score to each criterion.
- c. Add the scores under each category.
- d. Add the total scores of each category to get a total proposal score.
- e. The minimum score for considerations is 264.

Notes: _____

ATTACHMENT A

CONTRACT NO. 2023-xx

GENERAL TERMS AND CONDITIONS

1. **Termination of Contract for Cause** – If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor shall violate any of the terms of this Contract, the Agency shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof at least five days before the effective date of such termination. In that event, all personal property, cash, or other assets which, if the Contract had been completed, would have been required to be furnished to the Agency or were purchased with funds furnished to the Contractor under this Contract and all finished or unfinished documents, reports or other material prepared by the Contractor under this Contract shall at the option of the Agency, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of this Contract by the Contractor, and the Agency may withhold any payments to the Contractor for the purpose of the setoff until such time as the exact amount of damages due the Agency from the Contractor is determined.

This Section shall apply to all representatives, third parties, and/or consultants/contractors selected or employed by the Contractor.

2. **Termination for Convenience of Agency** – The Agency may terminate this Contract by giving written notice to the Contractor at least thirty days before the effective date of such termination, and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described in Paragraph 1 above shall, at the option of the Agency, become its property. If the Contract is terminated by the Agency as provided herein, the Contractor will be paid an amount which bears the same ratio to the total services of the Contractor covered by the Contract, less payments of compensation previously made.
3. **Renegotiations or Modifications** – The Agency may, from time to time, require renegotiations or modifications in the Scope of Work of the Contractor to be performed hereunder. Such renegotiations or modifications, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Agency and the Contractor, shall be incorporated in written amendments to this Contract.
4. **Assignability** – The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same without the prior written consent of the agency thereto; provided, however, that claims for money due or to become due to the Contractor from the Agency under this Contract may be assigned to a bank, trust company or other financial institution without such approval.

5. **Interest of Contractor** – The Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.
6. **Confidentiality** – The Contractor shall comply with The Privacy Act of 1974 (5 USC 552a). Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Contract which the Agency requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.

All information regarding applicants for and recipients of services under this program shall be available only to those persons authorized in writing to receive same by the Agency and Client. The Contractor assumes any and all liability and responsibility for such authorized disclosures.

7. **Fidelity Bond and Liability Insurance** – Prior to the commencement of performance of this Contract by the Contractor, the Contractor shall procure a fidelity bond for an amount of not less than **25%** of the total amount of the cost of the Contract. The bond shall insure the faithful performance of all staff receiving or disbursing funds under this Contract. The Contractor shall furnish proof of the required bond to the Agency. The required fidelity bond shall be one which does not limit the period of discovery or recovery of a loss for less than three (3) years from the expiration date of the Contract. A loss payable provision shall be included in the bonding policy to the effect that any loss will be payable to both the Contractor and the Agency.

Prior to the commencement of performance of this Contract by the Contractor, the Contractor shall procure a comprehensive general liability insurance policy which covers premises, operation, products/completed operations, hazard, and independent contractors, if any, with a limit of liability of not less than five hundred thousand (\$500,000) bodily injury and property damage plus an appropriate medical expense coverage.

Prior to the commencement of performance of this Contract by the Contractor, the Contractor shall procure workers' compensation insurance, in accordance with Mississippi laws and regulations, which shall inure to the benefit of all Contractor's personnel performing services under this Contract.

The Contractor shall furnish to the Agency proof of the required insurance and shall have the Agency and the Division of Aging and Adult Services named as an additional insured on all parties.

8. **Participants Complaints** – The Contractor shall adhere to procedures for resolving complaints of program participants of clients as outlined in the Division of Aging's Policies and Procedures Manual.

9. It is expressly agreed by the parties that no payments made or accepted under this Contract shall be used as or deemed to be evidence of the acceptance of performance under the Contract as satisfactory or the satisfactory compliance with its provisions.

It is expressly agreed that strict performance of the terms and provisions of this instrument shall be deemed the essence of the Contract.

10. **Indemnification** – It is expressly agreed that the Contractor and/or its officers, representatives, agents, and employees shall release and hold harmless the Agency, the Mississippi Department of Human Services, and the State of Mississippi from and against any and all claims, demands, liabilities, suits, damages, and costs of every kind and nature whatsoever, including court costs and attorneys’ fees, arising out of or caused by the Contractor and/or its officers, representatives, agents, and employees in the performance of such services.
11. **Property** – Title to any and all property purchased by the Contractor, including equitable title to leased or rental property, the cost of which the Contractor is reimbursed by the Agency, shall at the time of reimbursement pass to and vest in the Agency. The Contractor agrees to relinquish any and all such property upon termination or expiration of this Contract or upon thirty days notice from the Agency. It is understood and agreed that all equipment, the title of which is not vested in the Agency, shall be returned to the owner within a reasonable time after expiration of this agreement. In the event of default by the Contractor of this agreement, the Contractor waives right to receive notice from the Agency with respect to the possession or disposition of property to which the Agency has title.
12. **Non-Waiver of Breach** – No assent, express or implied by these parties to the breach of any of the covenants, terms, provisions, or assurances of this Contract shall be deemed to be waiver of any succeeding breach of the same or any other covenant, term, provision, or assurance of the Contract.
13. **Monitoring** – The Agency and other authorized officials retain the right to conduct onsite fiscal and program monitoring evaluations and assessments of any aspect of this Contract without notice. All documentation shall be available for inspection without prior notice.
14. **Fiscal Management and Accountability** – The Contractor will establish for funds under this Contract accurate and current accounting records in accordance with Generally Accepted Accounting Principles that meet all local, state and federal regulations. Contractor will maintain documentation that reflects expenses were incurred properly and required match is adequately met. Contractor shall provide for an audit to be conducted at the end of the Contractor’s fiscal year at the Contractor’s expense and a copy of the audit will be electronically provided to the Agency within 6 months from the end of the Contractor’s fiscal year. If the Contractor is a municipality with revenues or expenditures less than \$1,000,000.00, they may submit a compilation prepared by their CPA instead of an audit.

All non-Federal entities, (State, local government, or nonprofit organization), that expend \$750,000 or more during the non-Federal entity’s fiscal year in total Federal awards from all funding sources must have a single audit conducted for that year, in accordance with 2 CFR 200. All for-profit organizations that expend \$750,000 or more during the for-profit’s fiscal year in total Federal awards from all funding sources must have a single audit conducted for

that year in accordance with 2 CFR 200. The Contractor shall adhere to all applicable Office of Management and Budget (OMB) Circulars and other applicable Federal, State of Mississippi, and SMPDD/MDHS regulations, policies and procedures governing audits and monitoring.

If the audit report submitted includes questioned costs or findings, the Contractor shall take steps to clear questioned costs and findings within ninety (90) days after audit report has been filed. In order for the Agency to continue funding the program, the Contractor shall see that the auditor reviews the corrections and submits to the Agency a letter verifying that the findings and questioned costs have been cleared. The Contractor shall retain all fiscal and program records and documents relative to the Contract for three (3) years after expiration of this Contract.

Contractor shall not utilize funds for any unbudgeted item without prior written authorization from the Agency. Accordingly, any modifications, changes, or waivers pertaining to this Contract shall be valid only when both parties have agreed in writing and acknowledged their agreement with signatures.

15. **Program Income** – The Contractor shall provide recipients with an opportunity to contribute to the cost of the service. With services rendered with funding under the Older Americans Act and any other funding through the Area Agency on Aging, the Contractor shall assure the following guidelines:

- a) Each older person shall be provided with an opportunity to voluntarily contribute to the cost of the service.
- b) The privacy of each older person shall be protected with respect to his or her contributions.
- c) Appropriate procedures shall be established to safeguard and account for all contributions.
- d) Supportive services and nutrition services contributions shall be used to expand the service that generated the contributions.
- e) No older person may be denied a service because the older person will not or cannot contribute to the cost of the service.
- f) Program income will be safeguarded in accordance with policy established by Division of Aging and Adult Services.
- g) Program Income will be expended first prior to expenditure of any federal, state or local funds.

16. **Service Provider Requirements**

- a) Provide the Area Agency on Aging (AAA), in a timely manner, with statistical and other information which the AAA requires in order to meet its planning, coordination, evaluation and reporting requirements established by the State.

- b) Specify how the provider intends to satisfy the service needs of low-income minority individuals in the area served, including attempting to provide services to low-income minority older persons in the population serviced by the provider.
- c) Provide recipients with an opportunity to contribute to the cost of the service.
- d) With the consent of the older person, or his or her representative, bring to the attention of appropriate officials for follow-up, conditions or circumstances which place the older person, or the household of the older person, in imminent danger.
- e) Where feasible and appropriate, make arrangements for the availability of services to older persons in weather related emergencies.
- f) Assist participants in taking advantage of benefits under other programs; and
- g) Assure that all services funded under this part are coordinated with other appropriate services in the community, and that these services do not constitute an unnecessary duplication of services provided by other sources.

17. **Equal Employment Opportunity and Civil Rights**

The Contractor shall comply with all Federal and State statutes relating to discrimination, including, but not limited to:

Title VI of the Civil Rights Act of 1964, prohibiting discrimination on the basis of race, color, or national origin;

Title VII of the Civil Rights Act of 1964, relating to non-discrimination in matters of recruitment, hiring, promotion, and other employment practices;

Title VIII of the Civil Rights Act of 1968, as amended, relating to non-discrimination the sale, rental, or financing of housing;

Title IX of the Education Amendments of 1972, as amended, prohibiting discrimination on the basis of gender in federally assisted education programs and activities;

Age Discrimination Act of 1975, prohibiting discrimination on the basis of age;

Section 504 of the Rehabilitation Act of 1973, prohibiting discrimination on the basis of handicaps;

Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990);

Omnibus Reconciliation Act of 1981, prohibiting discrimination on the basis of race, color, religion, sex, national origin, age, and handicap;

Drug Abuse Office and Treatment Act of 1972, as amended, relating to non-discrimination on the basis of drug abuse;

Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism;

Sections 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records; and

Any other non-discrimination provisions in the specific statute(s) under which these monies will be granted or awarded and the requirements of any other non-discrimination statute(s) which may apply to this contract or award.

18. The Contractor will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These provisions apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
19. The Contractor will give the Agency, the State Auditor's Office, the Mississippi Department of Human Services, the Federal Grantor Agency or the Comptroller General through any authorized representative the access to and the right to examine and copy all records, items, and financial statements related to this Contract at any time for as long as these records are to be retained.
20. The Contractor will comply with all requirements imposed by the Federal Grantor Agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with 2 CFR 200. The Contractor shall carry out all regulations, rules and orders issued by the U. S. Government Grantor Agency. The requirements of said regulations may include, but are not limited to, development and implementation of an Affirmative Action Plan for utilizing business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulations, to provide training, employment, and business opportunities. The Contractor certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.

Compliance with all regulations, rules and order of the U. S. Government Grantor Agency or its designated representative issued prior to approval by the Government of the Application for this Contract, shall be a condition of the Federal Financial Assistance provided to the project, binding upon the Contractor, its successors and assigns. Failure to fulfill these requirements shall subject the Contractor and contractors, its successors and assigns to the sanctions specified by this Contract, and to such sanctions as are specified in the regulations.

21. The Contractor shall provide services at consistent levels throughout the Contract period.
22. The Contractor will submit a completed closeout package within thirty (30) days of the expiration of the Contract with all refunds due.
23. The Contractor will provide services in accordance with the proposal submitted to the AAA.

24. The Contractor will comply with 29 CFR Part 71 regarding notifying employees about their rights under the National Labor Relations Act.
25. The Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from 2008 regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program. Or any other successor’s electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the AAA and State. Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor understands and agrees that any breach of these warranties may subject Contractor to the following: (a) termination of this Contract and ineligibility for any state or public Contract in Mississippi for up to (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one year, or both. In the event of such termination/cancellation, Contractor would also be liable for any additional cost incurred by the AAA and State due to Contract cancellation or loss of “license or permit.” Any Agreements entered into between the Contractor and its contractors shall contain the E-Verify clause with which said contractors shall comply in hiring their own employees.
26. The Contractor must be registered with www.sam.gov and maintain no active exclusions.
27. The Contractor must comply with the pilot program for enhancement of contractor employee whistleblower protections (48 CFR 3.908-3, 48 CFR 52.203-17 and 41 U.S.C. 4712). Specifically, the Contractor shall provide written notification to all employees of the Contractor of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in 48 CFR 3.908 of the Federal Acquisition Regulation. Contractors shall also include in each agreement with lower-tier Contractors, if any, the required whistleblower provisions, as mandated in 48 CFR 52.203-17.
28. If the Contractor advertises or prints brochures, flyers or any other material, printed or otherwise, relating to, or promoting, the services which it is providing through this Contract, it shall acknowledge that said funding for said contract and for said advertising was provided by MDHS through the Southern Mississippi Planning and Development District.
29. The Contractor assures it has the legal authority to apply for and receive the Contract; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the Contractor’s governing body authorizing the Contract, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Contractor to act in connection with the Contract and to provide such additional information as may be required.

30. The Contractor shall provide, in a timely manner, written disclosure, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Contract.
31. The Contractor will establish safeguards to prohibit employees from using their position for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
32. The Contractor shall ensure that buildings and facilities owned, occupied, or financed by the United States government are accessible to and usable by physically handicapped persons in accordance with the Architectural Barriers Act of 1968.
33. The Contractor shall comply, as applicable, with the provisions of the Davis-Bacon Act, the Copeland Act, and the Contract Work Hours and Safety Standards Act, regarding labor standards for federally assisted construction Contracts.
34. The Contractor shall comply with the Intergovernmental Personnel Act of 1970 relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration.
35. The Contractor shall comply, if applicable, with Section 102(a) of the Flood Disaster Protection Act of 1973, which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
36. The Contractor shall comply with the Lead-Based Paint Poisoning Prevention Act, which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
37. The Contractor shall assist the Federal grantor agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended; EO 11593; and the Archaeological and Historic Preservation Act of 1974.
38. The Contractor shall comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and EO 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176 of the Clean Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; (h) protection of endangered species under the Endangered Species Act of 1973, as amended; (I) Section 6002 of the Resource Conservation and Recovery Act; and (j) the Coastal Barriers Resources Act.
39. The Contractor shall comply with the Wild and Scenic Rivers Act of 1968 related to protecting components or potential components of the national wild and scenic rivers system.

40. The Contractor shall comply with Public Law (PL) 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this contract.
41. The Contractor shall comply with the Laboratory Animal Act of 1966 pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this contract.
42. The Contractor shall comply with Federal regulations regarding criteria for cost sharing or matching contributions.
43. The Contractor shall assure all funds received shall be used only to supplement services and activities that promote the purposes for which the Contract is awarded, and not supplant, unless specifically authorized by the program regulations and the appropriate MDHS Division.
44. The Contractor shall provide the required certification regarding their exclusion status and that of their principal's prior to the Contract in accordance with EOs 12549 and 12689 Debarment and Suspension.
45. The Contractor shall provide certification to comply with the Drug-Free Workplace Act of 1988.
46. The Contractor shall comply with all requirements of the Federal Funding Accountability and Transparency Act (FFATA). This includes providing the grantor a DUNS number and other information such as executive compensation data when required so the grantor can meet the reporting requirements of FFATA.
47. The Contractor shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

Attachment B

Quality Assurance Standards

CHAPTER 2: QUALITY ASSURANCE STANDARDS

***Rule 2.1* ADULT DAY CARE**

A. Definition and Purpose

Adult Day Care is a place for aged and disabled individuals with serious health problems or impairments to go during the day for recreational activities, personal care supervision, nutrition, limited health care and the opportunity to interact socially with other people in group or individual activities.

The purpose of day care is to: (1) provide care, supervision and services to individuals who are capable of only limited self-care; (2) meet health maintenance, prevention/intervention, and rehabilitation needs; and (3) promote a maximum level of independent functioning.

B. Eligibility

Qualification - Persons age 60 and older with scores ranging from level II through III on the Consumer Information Form. Spouses of clients are eligible if under 60 and disabled.

Contributions - Clients shall be allowed the opportunity to contribute to the cost of service. The Center director shall assure that no one is denied service because he/she cannot or will not voluntarily contribute to the program.

C. Unit of Service

One hour equals one unit of service with a minimum stay of the client for at least four (4) hours (four hours equals four units) but less than twenty-four hours at the center. The day begins when the client enters the facility and ends when he/she leaves unless the center provides transportation. If the center provides transportation, the unit starts when the client is picked up. It is recommended that participants be transported not more than sixty minutes without the opportunity for rest stop. At a minimum, clients should be scheduled for a full day two (2) to five (5) day a week, with scheduled attendance based on a full day of services.

For fiscal reimbursement purposes, unit cost can be prorated based on the number of hours the client is in attendance. (i.e. if the unit cost is \$45 per client per day, and the client could not stay the full day, then the reimbursement for three hours would be \$16.89 rounded up \$17.00. The daily rate can be charged if the client stays a minimum of four hours). If fraction is less than .50, it would be rounded down to the next whole number.

D. Minimum Program Requirements

Each service provider of Adult Day Care under Title III of the Older Americans Act or through contractual agreement with an Area Agency on Aging must adhere to the following requirements:

All clients are to be entered into the State Approved Client Tracking System no later than 10 working days.

1. Service Activities

Adult day care components include but are not limited to:

- a. Personal care service such as assistance with walking, grooming, eating and toileting.
The adult day care program shall provide assistance and supervision needed with activities of daily living.
- b. Nutrition - A minimum of one mid-morning snack, one nutritious noon meal and one mid-afternoon snack shall be provided at the center.

Modified diets shall be provided to meet participants' needs. Snacks shall be offered as appropriate to meet the participants' nutritional needs. Fluids shall be available as needed by participants. Nutrition education and counseling shall be an integral part of the day care program. The participant's total dietary intake is not the center's responsibility. The center is responsible only for meals served at the center.

- c. Client Activities - The day care program shall provide recreational and social activities suited to meet the needs of the participants and designed to encourage physical exercise to prevent deterioration and to stimulate social interaction.

Social services are provided to participants and their families to help them with personal, family, and adjustment problems that interfere with the effectiveness of the treatment plan. They are an essential part of care management. The social worker may serve as a consultant or may be a part-time or full-time staff member.

The planning of activities shall reflect professional understanding of the recreational needs and abilities of the participants. Activities shall emphasize the individual participant's strengths and abilities rather than impairments and shall contribute to participant feelings of competence and accomplishment.

Activities shall be designed in a manner to promote personal growth and enhance the self-image and/or to improve or maintain the functioning level of the participants. Activities offered to participants may focus, but are not limited to, the following:

- 1) Maintaining lifelong skills;
- 2) Learning new skills and gaining knowledge;
- 3) Challenging and tapping the potential abilities of participants;
- 4) Participating in activities for independent functioning;
- 5) Improving capacity for independent functioning;
- 6) Developing interpersonal relationships;
- 7) Developing creative capacities;
- 8) Improving physical and emotional well being;
- 9) Being exposed to and involved in activities and events within the greater community;
- 10) Experiencing cultural enrichment; and,
- 11) Having fun and enjoyment.

Planned activities shall be available whenever the center is in operation. A monthly calendar of activities shall be prepared and posted in a visible place. Calendar may be distributed to family/caregivers and other interested individuals.

Group daily activities shall be posted in a prominent, convenient, visible place.

The activities schedule shall be coordinated with other services offered at the center and with other staff.

- d. Transportation Services - The day care program shall provide transportation, when needed, for participants to and from their homes and to other community facilities utilized in implementing the participants' plan of care. Handicapped accessible transportation will be provided.

All contracted transportation systems shall meet local, state and federal regulations. It is recommended that participants be transported no more than sixty minutes without the opportunity for a rest stop.

- e. Nursing Services - Registered nurse (RN) services such as physical assessment, preparing and administering medications, observing drug reactions, carrying out treatments, changing dressings and rehabilitative nursing shall be provided.

Nursing services may vary in intensity, depending on the needs of the participants. Intensity is determined by both the number of participants requiring nursing services and the type of nursing service needed. The nurse may serve as a consultant or may be a part-time or full-time staff member. Delegation of some nursing services, such as personal care, to program aides who are trained and supervised by the nurse, is part of the nursing service.

Nursing services shall be offered by all adult day care centers. According to participant needs as identified in the nursing assessment, interdisciplinary plan of care and physician orders, the nursing service may include a configuration of the following, depending on the level of intensity needed.

All of the following shall be carried out:

- 1) Assess participants' health status;
- 2) Monitor vital signs and weight;
- 3) Provide health education and counseling, including nutritional advice, to participants and families;
- 4) Develop policies and procedures for personal care and train staff in the implementation;
- 5) Provide liaison with the participant's personal physician, notifying him/her of any changes in participant's health status;
- 6) Coordinate the provision of other health services provided outside the center;
- 7) Train staff and supervise the use of standard protocols for communicable diseases and infection control; and,
- 8) Coordinate and oversee participant health records.

The following shall also be added to the above if they are needed by participants and if there is a full-time nurse or provision for professional care:

- 1) Administer and document medications and observe for possible adverse reaction;
- 2) Supervise the provision of modified and therapeutic diets or supplemental feedings;
- 3) Provide observation, monitoring and intervention for unstable medical conditions;
- 4) Provide training in self-administration of medications;
- 5) Provide restorative or rehabilitative nursing including bladder and bowel retraining and the supervision of, or provision of, maintenance therapy procedures;
- 6) Provide supportive nursing such as general maintenance care of colostomy and ileostomy, changing dressings, prophylactic skin care to avoid skin breakdown, foot and nail care, and routine care of incontinent participants, including incontinence supplies;
- 7) Provide emergency care including notification of physician or ambulance;
- 8) Provide for regular inspection of drug storage conditions; and,
- 9) Any other direct nursing service requiring skilled nursing treatment.

- f. Emergency Services - Instructions for dealing with emergency situations shall be established in writing. Such instructions must include name and telephone number of a physician on call, written arrangements with a nearby hospital for inpatient and emergency room service, and provision for ambulance transportation. A contact name and telephone number shall be maintained for each participant in case of emergencies. An evacuation plan diagram and documentation of evacuation drills must be posted.

- g. Emergency Plan - A written procedure for handling emergencies shall be posted in the center and in all center vehicles. The emergency plan shall include the following:
 - 1) A written agreement with the participant or family regarding arrangements for emergency care and ambulance transportation;
 - 2) Written procedure for medical crises, and an easily located file for each participant;
 - 3) Listing of identifiable information (physician's name and telephone number, family's name, and hospital needed in emergencies);
 - 4) Staff training to ensure smooth implementation of the emergency plan; and,
 - 5) Plan for handling emergencies during transportation.

- h. Pre-admission Assessment - A pre-admission assessment shall be conducted either in the participant's home or at the center. This includes:
 - 1) Review of intake information;
 - 2) Review of medical forms;
 - 3) ADL's/IADL's;
 - 4) Signing of all consent forms (release of information, emergency information); and,
 - 5) Signing of application.

As part of the assessment process, the applicant and family members or other caregivers shall have at least one personal interview with a program staff member.

- i. Enrollment Agreement - It is highly recommended that there be a signed enrollment agreement that includes the following:
 - 1) Scheduled days of attendance;
 - 2) Services and goals of center;
 - 3) Transportation agreement;
 - 4) Emergency procedures;
 - 5) Releases from liability (e.g., field trips); and,
 - 6) Conditions for termination from service or discharge.

The participant and/or caregiver should receive a copy of the enrollment agreement and a copy of the center's grievance procedures.

- j. Inter-Disciplinary Team Assessment - A comprehensive written assessment shall be completed in order to collect sufficient information to develop the individual's plan of care. The assessment shall be completed within eight days (8) of attendance in the program or within no more than 30 calendar days. The level of detail shall depend upon the level of care to be provided.

The assessment may include the person's health profile (medical records, medical history, verification of medical regime, primary physician and other specialists, and physician's restrictions), social history, formal and informal support systems, including caregiver information and assessment of caregiver stress, activities of daily living skills, mental and emotional status, community and financial resources.

- k. Medical Report - A current medical report (based upon an examination completed within six (6) months prior to admission) including diagnosis, medication, other treatment recommendations, and verification of the absence of communicable disease (including tuberculosis screening) shall be obtained from the physician prior to enrollment unless exception is necessary. Each participant shall provide a name and number of a physician to contact in the event of an emergency and for on-going care.
- l. Written Individualized Plan of Care - The goal of the plan of care is to increase the functioning of the participant to the optimum level and maintain it at that level. The written plan of care shall reflect the individual's strengths, needs and problems and shall be developed by an inter-disciplinary team through a team conference. It shall include realistic, specific, verifiable and achievable objectives, which are both long-term and short-term. Also to be identified are the services to be provided and responsible staff.
- m. Service Documentation - Progress notes on each participant shall be written quarterly and shall reflect at least the plan of service, goals and objectives, and the participant's status in regard to the services. Treatment notes and notes on significant events shall be recorded according to professional standards, when appropriate.
- n. Discharge Plan - Many participants take part in adult day care on a long-term basis. However, discharge plans are necessary and appropriate for those who will leave the program because of changes in need and functional status.
- o. Evaluations - Evaluations provide information concerning the effectiveness in reaching established goals and objectives. Evaluation is a process whereby information is secured by the agency for making appropriate program or

structural changes. Evaluations include an analysis of data collected, and a comparison to the planned expectations and actual achievements, based on prevailing community standards of care.

The administrator of the adult day care program is responsible for seeing that the program evaluation is done on a regular basis with reporting to the governing body. The governing body must ensure that evaluations result in positive and constructive actions for improving agency effectiveness.

The program evaluation may be conducted either internally or externally. It is recommended that internal evaluation include individuals not directly affiliated with the center. For external evaluations, it is recommended that composition of the multi-disciplinary team include persons having expertise with the specialized populations being served.

The evaluation process selected by the agency shall examine the adult day care program on three levels: the caregiver/participant/staff level; the agency program level; and the community level. The evaluation shall include resources invested, the productivity of performance, and the resulting benefits.

Each adult day care program shall have a written plan for the evaluation of its operation and services. The program's goals and objectives shall be reviewed at least annually, but not all evaluation components need to be done that often. The plan shall include:

- 1) The purpose and reason for the evaluation;
- 2) The timetable for initiating and completing the evaluation;
- 3) The parties to be involved; and,
- 4) The areas that will be addressed.

2. Location of Service

- a. A day care center for adults should be located close to the population it serves.
- b. A telephone shall be readily available to staff in emergencies.
- c. The center shall use rooms that are appropriately ventilated, with proper lighting.
- d. The center must meet all applicable handicapped accessibility standards.
- e. There must be adequate heating and cooling to maintain a comfortable temperature. All heating and cooling equipment must be adequately protected so that participants cannot come in direct contact with equipment.

- f. Drinking water from a source approved by the Mississippi State Department of Health Department (MSDH) and supplied by sanitary means must be located in or near the rooms usually occupied by participants.
- g. Adequate bathroom facilities, including hand washing basin, must be readily accessible from the areas where most of the center activities take place. Paper towels must be available in all bathrooms.
- h. Isolation space must be available in which a sick or upset participant can be cared for temporarily.
- i. Floors and walls must be free from dampness and odors and must be kept clean.
- j. The building must be approved by the local fire department to be free from fire hazards; the facility must also be approved by the MSDH for sanitation and for other health protective measures. Certification of approval must be visibly located in the center.
- k. There must be at least two (2) exits and the exit doors must open outward.

3. Access to Service

The client may enter the service system through an appropriate referral.

4. Delivery Characteristics

- a. Each client record must include:
 - 1) Emergency contact person's name and telephone number;
 - 2) Approval/termination for services;
 - 3) Consumer Information Form which contains Confidentiality and Authorization Release;
 - 4) Medical health, special dietary needs, and impairments; and,
 - 5) A plan of care.
- b. Services shall be provided a minimum of five (5) days a week and at least four to eight hours a day.
- c. The adult day care center will develop with the client a mutually agreed upon plan of care based on assessment of the client's need and resources.
- d. All staff shall participate in each individual's plan of care, established during the assessment and reassessment to achieve the goals set for individual through planed objectives.

- e. There shall be one staff member assigned to provide care for every ten adult day care participants, depending upon the physical capabilities of the clients. {Preferably the ratio is a minimum of one (1) six (6)}
- f. The adult day care center shall have access to nursing services if a registered nurse is not on staff at the center. Access to nursing services can be attained through contractual agreements, the use of volunteers (retired registered nurses) or the use of nursing school supervisors.

5. Staffing

- a. There must be a person designated to be responsible for the day-to-day operations of the center.
- b. There must be adequate staff to accomplish the purpose of the program.
- c. All staff members must be emotionally and physically fit to care for persons who have physical and/or mental limitations.
- d. All persons employed by the center must provide evidence of a current or annual physical/medical examination.
- e. The staff shall be qualified by demonstrated competence, specialized background, education and experience as outlined in specific job descriptions.
- f. Volunteers must be trained and must meet minimum requirements established by the provider.
- g. All staff shall have completed First Aid, CPR, and Heimlich Technique class, or definite plans must be made for this training to be included as part of an in-service program.
- h. The adult day care provider shall check the references on all employees and volunteers.
- i. A minimum of eight hours per year in-service training shall be provided, preferably quarterly, and must be appropriate to staff job function and participant care needs.
- j. Personnel files shall contain a copy of a current license or certification if applicable to the staff position, and certification of CPR and First Aid training.
- k. Employee background check is required, due to the increase in adult abuse, child abuse, terrorist acts and false or inflated information supplied by job

applicants.

6. Prohibited Service Activities

Only a licensed health care professional can provide nursing care, medical services, or medication, as long as these activities are part of the client's approved plan of care.

7. Qualifications

Qualifications outlined in the *Adult Day Care 1990 Proposed Standards* will apply to anyone hired after October 17, 1990. A waiver of exception can be requested from the Division of Aging and Adult Services.

a. Program Director - (also known as center manager, site manager, center director, center coordinator)

Under the direction of the Administrator, the Program Director organizes implements and coordinates the daily operation of the Adult Day Care program in accordance with participants' needs and any mandatory requirements. The Program Director shall have a Bachelor's Degree in health, social services, or a related field, with one year's supervisory experience (full-time or equivalent) in a social or health service setting. Sample duties may include supervision of, or direct responsibility for, the following:

- 1) Planning the day care program to meet individual needs of the participants, liaison with community agencies, and provision of services to individuals and families when necessary.
- 2) Coordinating the development and on-going review and monitoring of participants' individual plan of care, and making necessary program adjustments.
- 3) Establishment, maintenance and monitoring internal management systems to facilitate scheduling and coordination of services, and for the collection of pertinent participant data.
- 4) Recruitment, hiring and general supervision of all staff, volunteers, and contractors.
- 5) Training and utilization of volunteers with consideration of their individual talents and program activities to work effectively with the day care program.

b. Social Worker - Shall have a Master's Degree in social work and at least one year of professional work experience (full-time or the equivalent) or a Bachelor's Degree and three years experience in a health or social service setting. (All social workers must be licensed by the Mississippi State Board of Examiners for Social Workers and Marriage and Family Therapists.)

- c. Nurse - Shall be a licensed registered nurse or hold a Bachelor's Degree in nursing (BSN) with valid state credentials and a minimum of one year applicable experience (full-time or equivalent) in working with the aged and disabled.
 - d. Activities Coordinator - Shall have a Bachelor's Degree plus one (1) year of experience (full-time or equivalent) in social or health services.
 - e. Program Assistant/Aide - Shall have one(1) or more years of experience in working with the aged and disabled in a health care or social service setting.
 - f. Secretary/Bookkeeping - Shall have at least a high school diploma or equivalent and skills and training to carry out the duties of the position. Preferably a Bachelor's Degree in Accounting or high school diploma and five (5) years experience in Accounting.
 - g. Driver - Shall have a valid and appropriate state driver's license, a safe driving record and training in First Aid and CPR (cardiopulmonary resuscitation.)
 - h. Custodian - Shall be knowledgeable and experienced in maintaining a service facility.
 - i. Volunteers - Shall be individuals or groups who desire to work with Adult Day Care participants and shall take part in program orientation and training. The duties of volunteers shall be mutually determined by volunteers and staff. Duties shall either supplement staff in established activities or provide additional services for which the volunteer has special talents.
8. Personnel Management
- a. There shall be a description of behaviors that will not be allowed, the number of infractions that constitute reasons for termination of services, and hearing procedures for the Center.
 - b. There shall be a termination and grievance procedure outlining conditions under which staff will be removed from the Center's services.
9. Monitoring
- The Mississippi Department of Human Services, Office of Monitoring shall monitor the Adult Day Care Program three (3) times a year and at least every six (6) months.

October 8, 2021 Revised

Source: **Older Americans Act of 1965**, As Amended 2006 (Public Law 109-365),
Section 373(e) (1)

Attachment C

CONTRACT NO. 2023-xx

Southern Mississippi Planning and Development District Area Agency on Aging PROGRAM INCOME POLICY

I. SCOPE AND PURPOSE

The purpose of this document is to transmit the policy regarding program income collection for services rendered with funds administered by the SMPDD Area Agency on Aging and the Division of Aging and Adult Services (herein called "DAAS"). A provision must be made for safeguarding program income contributed by the elderly clients served with aging funds in the most cost effective manner.

II. REQUIREMENTS

- A. Each service that is provided in a centralized location must have the following in place:
 1. A lock box must be placed in each location where a service is provided which clearly indicates the service that the funds will expand, such as congregate meals, senior center and day care.
 2. The box must be kept locked at all times with a space at the top of the box through which contributions can be placed.
 3. The staff member who has access to the lock box on a daily basis should not have access to the key. The key should be maintained by a second staff member. A set time should be established, at least weekly, for the box to be accessed by both staff members and program income counted, and the amount certified by both staff members.
 4. Program income generated must be deposited on the same day that the lock box is opened. The form that is used by the two staff members to certify the amount of program income generated should then be attached to the copy of the bank deposit slip and forwarded to the appropriate fiscal officer to account for the funds. The bank deposit slip should clearly indicate the service that generated the program income.
- B. A mechanism must be in place to allow participants to contribute program income for each service funded through funds administered by the AAA and DAAS. When the service is not provided in a centralized location, a plan must be developed by each provider for soliciting and safeguarding

program income contributions. Examples of these services include homemaker, respite, home delivered meals, etc.

- C. Program income must be expended first, prior to the expenditures of federal, state or local cash. Program income must be used to expand the service that generated the funds.
- D. The purchase of lock boxes for safeguarding program income is allowable. The cost should be charged to the service where the box will be used. For instance, a lock box purchased for a congregate meals site should be charged to the congregate meals project management funds.
- E. Program income generated by the nutrition program must be applied to the cost of the meal and will not be budgeted for the project management. Procedures for submittal of nutrition program income will be established with each individual provider.
- F. Contractor should develop a suggested contribution schedule for services. In developing such a schedule, contractor must consider the income ranges for older persons in the community. Means tests may not be used.
- G. No older person will be denied a service because the older person will not or cannot contribute to the cost of the service.

III. EFFECTIVE DATE

This policy is effective immediately and shall remain in effect until modified or replaced by the Southern Mississippi Planning and Development District Area Agency on Aging.

Attachment D

Example Contract

**SOUTHERN MISSISSIPPI
PLANNING AND DEVELOPMENT DISTRICT
AREA AGENCY ON AGING**

STATE OF MISSISSIPPI

COUNTY OF: Insert County

CONTRACT NO.: 2023-xx

CONTRACT FOR: Insert Service

1. Parties -The parties to this contract are the Southern Mississippi Planning and Development District Area Agency on Aging (herein called the Agency) and **Insert Contractor Name** (herein called Contractor).

2. Purpose - The purpose of this contract is to engage the services of the Contractor to perform the following services: **XXXXXX Services**, per Quality Assurance standards under the following sources of funding: **XXXXXXXXX**. Any change of the intent of this contract must be in writing and mutually assented to by both parties.

3. Service Objectives and Cost -The Contractor shall provide, in an expedient and satisfactory manner as determined by normal, reasonable circumstances, the services described in Exhibit **X**, entitled Service Objective and Cost. Services shall be performed in accordance with the Quality Assurance Standards attached hereto and made a part of the contract hereof by reference as Exhibit **X**.

4. Period of Performance – The contract will run for a period of twelve months beginning October 1, 2022 and ending September 30, 2023 with a three year renewal option.
5. Location of Service - Services will be provided in the area(s) of Insert county or counties in which service will be provided.
6. Cost of Contract -Funding for this contract will not exceed the amounts shown below for a one year period:

Funding Source	Federal	State	Local Cash	Contractor Cash / In-Kind	Program Income	Total
Total Contract						

This contract is subject to the availability of funds from all resources. Of the total contract amount of \$X, the Contractor agrees to furnish a total of \$X contractor cash, \$X in contractor in-kind match and \$X in program income.

The Federal/State portion reimbursable to the Contractor by the Agency shall not exceed \$X.

7. Method of Payment - This is to be a Unit Cost contract. The Contractor shall submit to the Agency a Contractor Report Form and service logs by the 5th day of each month. The Agency shall process the Contractor Report Form in its normal course of business, and, if it is found in order, shall cause payment thereon to be made. For payment to be processed, the Agency must receive monthly Program Reports and Financial Reports as outlined in Section 8 of this contract.

8. Financial and Program Reporting Requirements:

The Contractor shall submit to the Agency program reports and financial reports as follows:

	<u>Frequency</u>	<u>Due Date</u>
Service Provider Logs	<u>Monthly</u>	<u>5th Calendar Day</u>
Waiting List	<u>Monthly</u>	<u>5th Calendar Day</u>
Contractor Report Form	<u>Monthly</u>	<u>5th Calendar Day</u>
Closeout Package(s)	<u>Annually</u>	<u>October 31, 2023</u>

9. General Terms and Conditions - This contract is hereby made subject to the terms and conditions included in Exhibit X entitled "General Terms and Conditions", which is attached hereto and made a part hereof by reference.

10. Special Terms and Conditions -

The Program Income Policy is herein made a part of this contract by reference as reflected in Exhibit X.

IN WITNESS WHEREOF the Agency and Contractor have executed this contract on
the _____ day of _____.

AGENCY:

ATTEST: _____

BY: _____

Leonard Bentz, Executive Director
Southern Mississippi Planning and Development
District

ATTEST: _____

BY: _____

Robert Moore, Division Director
Senior Services

CONTRACTOR:

ATTEST: _____

BY: _____

TITLE: _____

*****Example Contract*****

Attachment E

Budget Summary

CONTRACT UNIT COST PROPOSAL

_____, proposes to provide _____ units of
_____ at a cost of _____ per unit for a total
cost of _____ for the period of October 1,
2022 through September 30, 2023.

Signature of Authorized Official

Witness

Budget Summary

List separately each budget activity for which a separate Cost Summary Support Sheet has been prepared. Enter the Source of Funds for each budget activity. The amount entered on the Budget Summary must come from the Total Costs line on the bottom of the Cost Summary Support Sheet(s).

Cost Summary Support Sheet

This sheet is used to identify each of the budget categories and line items authorized under each of the budget activities on the Budget Summary and to provide a description of the item and the basis for valuation or cost. Budget categories that may be used are: salaries, fringe benefits, travel, contractual services, commodities, equipment and indirect costs.

CONTRACT TERMS AND CONDITIONS

The proposing agency agrees to comply with all terms and conditions stated in the request for proposal and in the core model contract. This agreement applies to the proposed contract with Southern Mississippi Planning and Development District Area Agency on Aging for services for the period of October 1, 2022 to September 30, 2023.

AGENCY: _____

BY: _____

Signatory Official

STATEMENT OF NON-INVOLVEMENT

The bidder has not had any prior involvement in performing a feasibility study of the implementation of the subject, in participating in drafting of the RFP, or in developing the subject program.

AGENCY: _____

BY: _____

Signatory Official

CERTIFICATE REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress in connection with the awarding of any Federal contract, making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.**

- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.**

- 3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization

State

Authorized Signature

Date

Title

Attachment H

Screening Form

Mississippi Department of Human Services | Division of Aging and Adult Services
Mississippi Consumer Information Form

1. CLIENT IDENTIFICATION

Client's Last Name _____ First Name _____ Middle Initial _____ Suffix _____

Date of Birth _____ Email Address _____

Homeless Requires Assistance in an Emergency _____
Case Manager _____

Family Members _____

Address of Client Unknown Home _____
County _____

Physical Address _____ City _____ State _____ Zip Code _____

Mailing Address _____ City _____ State _____ Zip Code _____

Directions to Client's Home _____

Phone Number _____ Alternate Phone Number _____

2. ADDITIONAL CONTACT INFORMATION Voluntary Involuntary No

Contact Type (Guardian/Conservator Type/Durable Power of Attorney) _____ Relationship to Client _____

Name (Last, First, M.I.) _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Alternate Phone Number _____

3. DEMOGRAPHICS

Gender: Male Female Unknown Gender Identity: Non-Binary Trans-Male Trans-Female Other Non-Disclose

Client less than 60: Spouse Meal-Volunteer Disabled Lives in Senior Housing Lives with Client

Race _____ Ethnicity: Hispanic Non-Hispanic

4. IS THE CLIENT A MINORITY? Yes (3) No (0) **5. CLIENT'S PRIMARY LANGUAGE** Needs Translation English Limited English

6. RELATIONSHIP STATUS Divorced Married Separated Widowed Single/Never Married

7. EMPLOYMENT STATUS Full-Time Part-Time Retired Unemployed Volunteer Disabled

8. VETERAN STATUS Yes No Spouse of Veteran Child of Veteran **9. IS THE CLIENT'S ADDRESS RURAL?** Yes (3) No (0)

10. HOUSING TYPE Home/Own Home/Rent Other Apartment/Duplex Adult Care Residence/Personal Care/Assisted Living

11. LIVES WITH Lives Alone Other Family With Spouse Other Non-Relative

12. REFERRAL SOURCE _____

13. SOURCES OF SUPPORT (LIST) _____

14. PRIMARY TRANSPORTATION _____ **15. CLIENT/FAMILY MONTHLY INCOME** _____

16. INCOME BELOW THE NATIONAL POVERTY LEVEL? Yes (3) No (0)

17. SOCIAL SECURITY No SS Retirement SS Disability Receives SSI Receives Private Pension

18. MEDICARE? # _____ Part A B C D **19. MEDICAID? #** _____

Date of Completion: _____

20. ACTIVITIES OF DAILY LIVING (ADL)

Assessment Date: _____

	INDEPENDENT (0)	SUPERVISION (1)	REQUIRES SOME ASSISTANCE (2)	ASSISTANCE MOSTLY (3)	TOTAL ASSISTANCE (4)	ACTIVITY DOES NOT OCCUR (5)
Bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking in Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTALS: _____

Please list other observations of activities of daily living: _____ Total ADL Score: _____

21. INSTRUMENTAL ACTIVITIES OF DAILY LIVING (IADL)

	INDEPENDENT (0)	SUPERVISION (1)	REQUIRES SOME ASSISTANCE (2)	ASSISTANCE MOSTLY (3)	TOTAL ASSISTANCE (4)	ACTIVITY DOES NOT OCCUR (5)
Meal Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Medicines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Housework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light Housework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTALS: _____

Comments: _____ Total IADL Score: _____

22. NUTRITION RISK ASSESSMENT: The score for each yes answer is in parenthesis. Total YES answers only and assign a Nutrition Risk Score based on the scoring scale below.

- | | | | |
|---|----------------------------------|----------------------------------|-----------------------------|
| 1. Has the Client made any changes in lifelong eating habits because of health problems? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (1) | <input type="checkbox"/> No |
| 2. Does the Client eat fewer than 2 meals per day? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (3) | <input type="checkbox"/> No |
| 3. Does the Client eat fewer than 5 servings of fruits and vegetables every day? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (1) | <input type="checkbox"/> No |
| 4. Does the Client eat fewer than 2 servings of dairy products every day (such as milk, yogurt, or cheese)? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (1) | <input type="checkbox"/> No |
| 5. Does the Client sometimes not have enough money to buy food? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (4) | <input type="checkbox"/> No |
| 6. Does the Client have trouble eating well due to problems with chewing/swallowing? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (2) | <input type="checkbox"/> No |
| 7. Does the Client eat alone most of the time? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (1) | <input type="checkbox"/> No |
| 8. Without wanting to, has the Client lost or gained 10 pounds in the past six months? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (2) | <input type="checkbox"/> No |
| 9. Does the Client need help to shop, cook, and/or feed themselves (or get someone to do it for them)? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (2) | <input type="checkbox"/> No |
| 10. Does the Client have 3 or more drinks of beer, liquor, or wine almost every day? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (2) | <input type="checkbox"/> No |
| 11. Does the Client take 3 or more different prescribed or over the counter drugs per day? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (1) | <input type="checkbox"/> No |
| 12. Does the Client have diabetes? | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes (6) | <input type="checkbox"/> No |

Additional Comments: _____ Nutrition Risk Score: _____

23. SERVICES REQUESTED

Score 0-5 LOW (Score 0) | Score 6-20 HIGH (score 6)

- | | | |
|---------------------|-------------------|--------------|
| Service Date: _____ | Start Date: _____ | Notes: _____ |
| Service Date: _____ | Start Date: _____ | Notes: _____ |
| Service Date: _____ | Start Date: _____ | Notes: _____ |
| Service Date: _____ | Start Date: _____ | Notes: _____ |
| Service Date: _____ | Start Date: _____ | Notes: _____ |

I certify that all the information I have given on this form is true and complete to the best of my knowledge. In applying for services through the Division of Aging and Adult Services and its providers, I give my permission for the information on this form to be shared with appropriate providers.

Signature or Mark of Consumer Client: _____ Date: _____

I certify that information concerning this client will not be disclosed except with the written consent of the client.

Signature of Person Completing Form: _____ Date: _____

Service Denied Date: _____ Date Entered into WellSky: _____

24. CONSUMER SCORE: circle the score from questions 4,9,16, and 22 add ADL's and IADL's scores for Total Consumer Score

Minority Status _____ Rural Status _____ Income Status _____ ADL Score _____ IADL Score _____ Nutrition Risk _____ Total Consumer Score _____