

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND ALZHEIMER'S DISEASE AND OTHER RELATED DISEASES, INC.

This Agreement is entered into this _____ day of _____, 20____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Alzheimer's Disease and Other Related Diseases, Inc., hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of providing a Measure K funded Dementia-Capable Services and Supports initiative.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates
- Attachment H—HIPAA Business Associate Requirements
- Attachment I—§ 504 Compliance

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed Four Hundred Sixty-Three Thousand Five Hundred Dollars (\$463,500). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2017, through June 30, 2018.

5. Termination

This Agreement may be terminated by Contractor or by the Director of Aging & Adult Services or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

a. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

b. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

- (a) Comprehensive General Liability... \$1,000,000
- (b) Motor Vehicle Liability Insurance... \$1,000,000
- (c) Professional Liability..... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Further, Contractor certifies that it and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware. Accordingly, Contractor shall not use any non-recyclable plastic disposable food service ware when providing prepared food on property owned or leased by the County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by the County.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission,

the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

h. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies

that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

16. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

17. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Moony Tong, Financial Services Manager
Address: 225 – 37th Avenue, San Mateo, CA 94403
Telephone: 650-573-2236
Email: mtong@smcgov.org

In the case of Contractor, to:

Name/Title: ANGIE PRATT/MEDICAL OUTREACH & GRANT ADMINISTRATION
Address: 2290 N. 1ST STREET, SUITE 101 - SAN JOSE CA 95131
Telephone: 408/ 372. 9910
Facsimile:
Email: apratt@alz.org

18. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

19. Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

* * *

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: ALZHEIMER'S DISEASE AND OTHER RELATED DISEASES, INC.

Richard H. Horland
Contractor Signature

5/19/17
Date

Richard H. Horland
Contractor Name (please print)

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

EXHIBIT A
ALZHEIMER'S DISEASE AND OTHER RELATED DISEASES, INC.
FY 2017-2018 DESCRIPTION OF SERVICES

In consideration of the payments set forth in Exhibit B, Contractor shall provide a Measure K funded Dementia Capable Services and Supports initiative.

I. DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

- A. The Dementia Capable Services and Supports (DCSS) initiative focuses on the needs of persons with Alzheimer's disease and related dementias (ADRD) living alone in San Mateo County. The targeted population includes an underserved, high risk population of aging adults with dementia who want to remain independent and at home. The clients range from persons in the very early stages of dementia to those diagnosed with middle to late stage Alzheimer's disease, all of whom struggle to live alone with varying levels of memory loss, poor judgment, communication difficulties and behavioral problems. Clients will be identified through a consortium of social service and health-related community-based organizations in San Mateo County and referred for participation in the initiative, which will develop and pilot multiple interventions for these clients to remain safely at home and out of institutions.

The goals of the DCSS initiative include: (1) building a coalition of dementia capable organizations and County agencies to affect systems change; (2) training and educating providers (medical, social, and volunteer) about ADRD and its impact on the individual living alone; and (3) developing, delivering, and evaluating multidisciplinary services to meet the unique needs of persons with ADRD living alone.

Building a Dementia Capable San Mateo County. By bringing together necessary health and social service-related community based organizations, the DCSS initiative is intended to build the necessary infrastructure, leading to systems change, to create a dementia capable San Mateo County for older adults with ADRD who live alone. This aspect of the project is intended to shape San Mateo's system of care for persons with ADRD living alone and enhance the capacity of organizations working together to affect change.

Community partners identified to be involved in this project include, at a minimum, the following organizations:

Adult Day/Adult Day Health Care Services (Catholic Charities San Carlos Adult Day Services, Peninsula Volunteers, Inc. Rosener House Adult Day Service, and South San Francisco Adult Day Center) and Adult Day Health Care Services (Coastside Adult Day Health Care and Mills Peninsula Senior Focus);
Alzheimer's Disease And Other Related Diseases, Inc.;
County of San Mateo Aging and Adult Services (IHSS, MSSP, EDAPT, APS, Home Delivered Meals);
County of San Mateo Behavioral Health and Recovery Services (Pride Initiative, OASIS);
Daly City Peninsula Partnership Collaborative;
Family Care Caregiver Alliance;
Health Plan of San Mateo;
Institute on Aging;
Jewish Family and Children Services;
Legal Aid Society of San Mateo County;
Palo Alto Medical Foundation Innovation Center, Sutter Health;
Notre Dame de Namur Art Therapy Program
Peninsula Family Service;
Retired Senior Volunteers Program;
Senior Affordable Housing (Beacon and Mid-Peninsula Housing); and
Senior Coastsiders.

- B. Systems change will be evaluated on several levels using a variety of methods.
1. To assess the dementia capability of the San Mateo system of care for people living alone with ADRD, Contractor will adapt and utilize an online survey of community partners designed in partnership with the Alzheimer's Disease Initiative: Specialized Supportive Services Program in the Administration for Community Living to assess the dementia capability of the San Mateo system of care for people living alone with ADRD. The dementia capability assessment tool will be administered to project partners at baseline and again at the end of the project. The tool will assess the community partner organization's exposure to people with ADRD; staff training and knowledge about ADRD; identification of people who live alone; screening and diagnosis of dementia; treatment, care management, and referral practices; and inter-organizational collaborations.
 2. Systems changes will be evaluated using 6-8 key informant interviews with individuals involved in implementing the project. Key informant interviews will be conducted using loosely structured interview protocols allowing for a more in-depth assessment of: 1) the dementia capability of San Mateo County's system of care; 2) the adoption and utilization of any protocols or algorithms created in conjunction with the project; 3) specific systems change goals such as the use of care circles and fax referral forms or the completion of home assessments and advanced care planning; and 4) lesson learned, challenges, unmet needs, and promising practices for future replication or expansion.
- C. The DCSS initiative will continue to develop the Dementia Safety Net Coalition. This inclusive coalition of community partners will represent the needs of San Mateo County and its residents.

The Clinical Manager's responsibilities will include training and facilitating the collaboration of all partners to identify their unique goals and roles in the initiative.

Meetings and training will include:

1. ADRD and issues related to persons with ADRD living alone;
2. Reviewing existing practices with special attention to the San Francisco project Alzheimer's Disease Initiative Specialized Supportive Services Program in the Administration for Community Living;
3. Determining the extent to which each partner will participate;
4. Identifying what interventions and strategies will be tested; and
5. Determining the level of resources needed by each partner organization.

Objectives and activities will be designed to meet the needs of each individual organization and their approach to the delivery of services and will include outreach and recruitment processes. Outreach materials will be developed and tailored specifically to the needs of the varying organizations and their clientele.

Contractor will maintain the subcontract with an Evaluator whose responsibilities include conducting the Dementia Capability Assessment to pre-test coalition member organizations and determine the dementia capability composite score for year one.

- D. Contractor will coordinate the consortium of partners who will work collaboratively to:
1. Identify participants for the project;
 2. Conduct needs assessments regarding the individual's level of self-sufficiency, their housing environment, social and family interactions and any potential risks; and
 3. Develop a person-centered care plan; and
 4. Provide them with services including in-home care consultation, resources and referrals, care circles, and friendly visitor programs.

Interventions will vary based on client needs and wishes, ranging from fairly simple care management to more complex multi-level interventions requiring the coordination of multiple providers and organizations. In addition, Contractor will continue testing various programs that have been reported through the *Providing Services for People with Dementia Who Live Alone: Issue Brief* (Alzheimer's Association and RTI International). These programs, developed by community agencies through Administration on Aging grants, may be selected for individuals dealing with specific circumstances, such as the gatekeeper model program that addresses the more isolated older person and the "First Contact" program designed to address persons in crisis situations.

E. Client Evaluation

While interventions will vary, the client evaluation will focus on person-centered outcomes. Although the ability to collect meaningful data from people in advanced stages of dementia can be challenging, Contractor will utilize survey or interview techniques where possible. Efforts will be made to conduct assessments at baseline and 4 months post initial assessment in the project.

Assessing the impact of the project on the client may include:

1. Knowledge about dementia and how their disease will progress;
2. Ability to identify and secure necessary resources;
3. Measures of self-efficacy, confidence, patient activation and/or decision making capacity;
4. Increases in skills or adaptations to help them remain independent;
5. Participation in advanced care planning; and
6. Satisfaction with the development of a person-centered care plan and the services provided.

F. Data Analysis

Contractor will ensure that the data evaluator converts raw data files into the Statistical Package for the Social Sciences (SPSS) files and cleaned. All analyses will be conducted using SPSS software. Qualitative data will be transcribed and analyzed using Atlas.ti software. An iterative process will be used to identify themes in the qualitative data. Quantitative counts of themes will be conducted and direct quotes will be extracted and used to explicate quantitative findings.

G. Training

Contractor will provide training to all individuals who are in contact with persons living alone participating in the pilot project. The audiences for training will include healthcare and social service professionals involved in the provision of services, as well as persons participating in the care circles and friendly visitor program, and family members.

Multiple levels of training will be provided covering the following topics: up-to-date information on Alzheimer's disease and dementia, existing supports and resources, evidenced-based practices including strategies for dealing with difficult behaviors, communication skills, decision making and care planning. Contractor will utilize the extensive experience of the Alzheimer's Association, adapting existing evidence-based training programs like *Know the Ten Signs*, *Basics of Alzheimer's* and *Effective Communication Strategies* workshops to meet the needs of the community based organizations and clients served.

H. Training Evaluation

Training will be evaluated using the Core Services Quality Evaluation Initiative (CSQEI), a customizable evaluative tool used by the Alzheimer's Association nationwide. The adapted CSQEI survey will capture demographic information about trainees; professional expertise and qualifications; knowledge about ADRD; confidence in ability to serve people with ADRD who live alone; common practices related to screening, diagnosis, and referral; and satisfaction with the training and materials provided.

Pre- and post-assessments will be conducted on the multiple providers participating in this project by evaluating their knowledge of ADRD; confidence in ability to serve people with ADRD who live alone; identification of best practices; increased skills to provide needed services; and the utilization of any protocols or algorithms created in conjunction with the project.

- I. This project will utilize existing evidence-based training programs from the Alzheimer's Association such as *Know the Ten Signs*, *Basics of Alzheimer's*, and *Effective Communication Strategies* in the training workshops for healthcare providers, members of the care circles and friendly visitor programs as well as families and neighbors who participate in the care of persons with ADRD. In addition, model programs selected from "*Providing Services for People with Dementia Who Live Alone: Issue Brief*" will be tested as deemed appropriate under certain circumstances.

II. ADMINISTRATIVE REQUIREMENTS

Contractor agrees to provide data on clients served will be provided by client address or by zip code.

Performance measure data, quarterly goals and objectives reports, and invoices will be received by target date. Contractor will provide prior notification in the event that data reporting and invoice submission are anticipated to be delayed.

III. PERFORMANCE MEASURES

Contractor will report performance measure data by January 10th and July 10th of each fiscal year.

- A. Percent of providers receiving training that report heightened knowledge about dementia, strategies and interventions to support those living along with dementia, and where to refer them for appropriate services. Target: 95% [APS18]
- B. Percent of persons living along that report that the program met their expectations. Target: 90% [APS19]
- C. Percent of persons living alone that report they can identify the services needed for them to remain safety at home. Target: 90% [APS20]
- D. Percent increase in dementia capability of San Mateo partner organizations. Target: 50% [APS21]

IV. QUARTERLY GOALS AND OBJECTIVES

Contractor will report performance data and submit invoices by the 10th of October, January, April, and July.

The quarterly report will also include narrative describing program outcomes and status of performance toward goals, to be used for press releases, Measure K dashboard and other public documents.

- A. Quarter 1 (July-Sept. 2017)
 1. The Care Specialist will help to identify, educate and support a minimum of 7 people (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 7/1/17 and 9/30/17.
 2. Project stakeholder/oversight committee will convene at least every other month through 9/30/17.
 3. Invoice and data report received by 10/10/17.
- B. Quarter 2 (Oct.-Dec. 2017)
 1. The Care Specialist will help to identify, educate and support a minimum of 8 people

- (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 10/1/17 and 12/31/17.
2. Project stakeholder/oversight committee will convene at least every other month through 12/31/17.
 3. Contractor will develop and train 10 service providers in a “Live Alone Care Consultation Training” by 12/31/17.
 4. Six month progress report on four performance measures received by 1/10/18.
 5. Invoice and data report received by 1/10/18.
- C. Quarter 3 (Jan.-Mar. 2018)
1. The Care Specialist will help to identify, educate and support a minimum of 8 people (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 1/1/18 and 3/31/18.
 2. Project stakeholder/oversight committee will convene at least every other month through 3/31/18.
 3. Invoice and data report received by 4/10/18.
- D. Quarter 4 (Apr.-June 2018)
1. The Care Specialist will help to identify, educate and support a minimum of 7 people (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 4/1/18 and 6/30/18.
 2. Project stakeholder/oversight committee will convene at least every other month through 6/30/18.
 3. Contractor will develop and train 10 service providers in a “Live Alone Care Consultation Training” by 06/30/18.
 4. Contractor will provide awareness building and educational training to a minimum of 600 San Mateo Co. providers and community residents between 07/01/17 and 6/30/18.
 5. Year-end progress report for four performance measures received by 7/10/18.
 6. Invoice and data report received by 7/10/18.

**ALZHEIMER'S DISEASE AND OTHER RELATED DISEASES, INC.
EXHIBIT B – PAYMENTS AND RATES
FY 2017-2018**

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Period	Deliverables	Amount	Invoice Due
Q1'2018 07/01/17-9/30/17	<ol style="list-style-type: none"> 1. The Care Specialist will help to identify, educate and support a minimum of 7 people (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 7/1/17 and 9/30/17. 2. Project stakeholder/oversight committee will convene at least every other month through 9/30/17. 	\$115,875	10/10/17
Q2'2018 10/1/17-12/31/17	<ol style="list-style-type: none"> 1. The Care Specialist will help to identify, educate and support a minimum of 8 people (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 10/1/17 and 12/31/17. 2. Project stakeholder/oversight committee will convene at least every other month through 12/31/17. 3. Contractor will develop and train 10 service providers in a "Live Alone Care Consultation Training" by 12/31/17. 4. Six month progress report on performance measures received by 1/10/18. 	\$115,875	1/10/18
Q3'2018 1/1/18-3/31/18	<ol style="list-style-type: none"> 1. The Care Specialist will help to identify, educate and support a minimum of 8 people (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 1/1/18 and 3/31/18. 2. Project stakeholder/oversight committee will convene at least every other month through 3/31/18. 	\$115,875	4/10/18
Q4'2018 4/1/18-6/30/18	<ol style="list-style-type: none"> 1. The Care Specialist will help to identify, educate and support a minimum of 7 people (including providers, neighbors, family, friends and volunteer friendly visitors) in joining a care circle for the individual living alone with dementia between 4/1/18 and 6/30/18. 2. Project stakeholder/oversight committee will convene at least every other month through 6/30/18. 3. Contractor will develop and train 10 service providers in a "Live Alone Care Consultation Training" by 06/30/18. 4. Contractor will provide awareness building and educational training to a minimum of 600 San Mateo Co. providers and community residents between 7/01/17 and 6/30/18. 5. Year-end progress report for performance measures received by 7/10/18. 	\$115,875	7/10/18

ALZHEIMER'S DISEASE AND OTHER RELATED DISEASES, INC.
EXHIBIT B – PAYMENTS AND RATES
FY 2017-2018

Contract Advance: After the agreement is fully executed, the Contractor may request from the County (1) one advance payment request not to exceed 20% of the contract value. The Contractor must submit a request to the County and document the rationale for requesting a contract advance. Approval of any contract advance is subject to the discretion of the County. Contract advances will be recuperated and deducted from remaining invoices evenly. If this agreement is terminated with a remaining contract advance balance, the Contractor must return the remaining balance within 30 days.

Attachment H

Health Insurance Portability and Accountability Act (HIPAA) Business Associate Requirements

DEFINITIONS

Terms used, but not otherwise defined, in this Schedule shall have the same meaning as those terms are defined in 45 Code of Federal Regulations (CFR) sections 160.103, 164.304, and 164.501. All regulatory references in this Schedule are to Title 45 of the Code of Federal Regulations unless otherwise specified.

- a. **Business Associate.** "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the parties to this agreement shall mean Contractor.
- b. **Covered Entity.** "Covered entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement shall mean County.
- c. **HIPAA Rules.** "HIPAA rules" shall mean the Privacy, Security, Breach Notification and Enforcement Rules at 45 CFR part 160 and part 164, as amended and supplemented by Subtitle D of the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009.
- d. **Designated Record Set.** "Designated Record Set" shall have the same meaning as the term "designated record set" in Section 164.501.
- e. **Electronic Protected Health Information.** "Electronic Protected Health Information" (EPHI) means individually identifiable health information that is transmitted or maintained in electronic media; it is limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.
- f. **Individual.** "Individual" shall have the same meaning as the term "individual" in Section 164.501 and shall include a person who qualifies as a personal representative in accordance with Section 164.502(g).
- g. **Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- h. **Protected Health Information.** "Protected Health Information" (PHI) shall have the same meaning as the term "protected health information" in Section 160.103 and is limited to the information created or received by Business Associate from or on behalf of County.
- i. **Required By Law.** "Required by law" shall have the same meaning as the term "required by law" in Section 164.103.
- j. **Secretary.** "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.
- k. **Breach.** The acquisition, access, use, or disclosure of PHI in violation of the Privacy Rule that compromises the security or privacy of the PHI and subject to the exclusions set forth in Section 164.402. Unless an exception applies, an impermissible use or disclosure of PHI *is presumed* to be a breach, unless it can be demonstrated there is a low

probability that the PHI has been compromised based upon, at minimum, a four-part risk assessment:

1. Nature and extent of PHI included, identifiers and likelihood of re-identification;
 2. Identity of the unauthorized person or to whom impermissible disclosure was made;
 3. Whether PHI was actually viewed or only the opportunity to do so existed;
 4. The extent to which the risk has been mitigated.
- l. **Security Rule.** "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 160 and Part 164, Subparts A and C.
- m. **Unsecured PHI.** "Unsecured PHI" is protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in relevant HHS guidance.
- n. **Security Incident.** "Security Incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system. "Security Incident" includes all incidents that constitute breaches of unsecured protected health information.

OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE

- a. Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.
- b. Business Associate agrees to use appropriate safeguards to comply with Subpart C of 45 CFR part 164 with respect to EPHI and PHI, and to prevent the use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Business Associate agrees to make uses and disclosures requests for Protected Health Information consistent with minimum necessary policy and procedures.
- d. Business Associate may not use or disclose protected health information in a manner that would violate subpart E of 45 CFR part 164.504 if used or disclosed by Covered Entity.
- e. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- f. Business Associate agrees to report to County any use or disclosure of Protected Health Information not authorized by this Agreement.
- g. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of County, agrees to adhere to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- h. If Business Associate has Protected Health Information in a Designated Record Set, Business Associate agrees to provide access, at the request of County, and in the time and manner designated by County, to Protected Health Information in a Designated Record Set, to County or, as directed by County, to an Individual in order to meet the requirements under Section 164.524.

- i. If Business Associate has Protected Health Information in a Designated Record Set, Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the County directs or agrees to make pursuant to Section 164.526 at the request of County or an Individual, and in the time and manner designed by County.
- j. Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of County, available to the County at the request of County or the Secretary, in a time and manner designated by the County or the Secretary, for purposes of the Secretary determining County's compliance with the Privacy Rule.
- k. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.
- l. Business Associate agrees to provide to County or an Individual in the time and manner designated by County, information collected in accordance with Section (k) of this Schedule, in order to permit County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.
- m. Business Associate shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that Business Associate creates, receives, maintains, or transmits on behalf of County.
- n. Business Associate shall conform to generally accepted system security principles and the requirements of the final HIPAA rule pertaining to the security of health information.
- o. Business Associate shall ensure that any agent to whom it provides EPHI, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect such EPHI.
- p. Business Associate shall report to County any Security Incident within three (3) business days of becoming aware of such incident. Business Associate shall also facilitate breach notification(s) to the appropriate governing body (i.e. HHS, OCR, etc.) as required by law. As appropriate and after consulting with County, Business Associate shall also notify affected individuals and the media of a qualifying breach.
- q. Business Associate understands that it is directly liable under the HIPAA rules and subject to civil and, in some cases, criminal penalties for making uses and disclosures of Protected Health Information that are not authorized by this Attachment, the underlying contract as or required by law.

PERMITTED USES AND DISCLOSURES BY CONTRACTOR AS BUSINESS ASSOCIATE

Except as otherwise limited in this Schedule, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, County as specified in the Agreement; provided that such use or disclosure would not violate the Privacy Rule if done by County.

OBLIGATIONS OF COUNTY

- a. County shall provide Business Associate with the notice of privacy practices that County produces in accordance with Section 164.520, as well as any changes to such notice.
- b. County shall provide Business Associate with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.
- c. County shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that County has agreed to in accordance with Section 164.522.

PERMISSIBLE REQUESTS BY COUNTY

County shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if so requested by County, unless the Business Associate will use or disclose Protected Health Information for, and if the Agreement provides for, data aggregation or management and administrative activities of Business Associate.

DUTIES UPON TERMINATION OF AGREEMENT

- a. Upon termination of the Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from County, or created, maintained, or received by Business Associate on behalf of County, that Business Associate still maintains in any form. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
- b. In the event that Business Associate determines that returning or destroying Protected Health Information is infeasible, Business Associate shall provide to County notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of the Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protection Health Information.

MISCELLANEOUS

- a. **Regulatory References.** A reference in this Schedule to a section in the HIPAA Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- b. **Amendment.** The Parties agree to take such action as is necessary to amend this Schedule from time to time as is necessary for County to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.

- c. **Survival.** The respective rights and obligations of Business Associate under this Schedule shall survive the termination of the Agreement.
- d. **Interpretation.** Any ambiguity in this Schedule shall be resolved in favor of a meaning that permits County to comply with the Privacy Rule.
- e. **Reservation of Right to Monitor Activities.** County reserves the right to monitor the security policies and procedures of Business Associate.

ATTACHMENT I

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons.
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of 504 Person:

Sarah Hurley

Name of Contractor(s):

ALZHEIMER'S DISEASE & RELATED DISORDERS ASSOC

Street Address or P.O. Box:

3290 N. FIRST ST, SUITE 101

City, State, Zip Code:

SAN JOSE CA 95131

I certify that the above information is complete and correct to the best of my knowledge

Signature:

Sarah Hurley

Title of Authorized Official:

Director of Human Resources

Date:

5/19/2017

*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."