# **City and County of San Francisco**



# Department of Aging and Adult Services

# **MEMORANDUM**

TO: AGING AND ADULT SERVICES COMMISSION

**THROUGH:** ANNE HINTON, EXECUTIVE DIRECTOR

**FROM:** PHIL ARNOLD, DEPUTY DIRECTOR FOR

**ADMINISTRATION** 

**DATE:** FEBRUARY 3, 2010

**SUBJECT:** FY2010-11 BUDGET PROPOSAL

# INTRODUCTION

On January 26, 2010, the management of the Department of Aging and Adult Services (DAAS) presented the Finance Committee of the Aging and Adult Services Commission with a budget reduction plan for Fiscal Years 2009-10 and 2010-11. These reductions would be achieved through a combination of current year savings, one-time savings, on-going savings, and new revenue to offset General Fund reductions. The overall Agency reduction plan incorporates significant savings in General Fund expenditures as a result of the Federal Medicaid Assitance Percentage application in Agency programs.

# FY 10-11 BUDGET AND PROGRAM DEVELOPMENTS

Staff is anticipating that FY 10/11 will be a stand pat year – there are no plans for new staff or new initiatives in FY 10-11 with the exception of programming new State and Federal funds in the In-Home Supportive Services (IHSS) program. There are no other requests for new staffing or increases projected for contracted services as a result of new initiatives. The total budget for DAAS, at \$176.6M for FY 09-10, will be reduced in FY 10-11 to \$164.7M, a decrease of 6.7 percent, largely as a result of assumptions made in the funding of IHSS Independent Provider (IP) wages. In FY 09/10, the budget assumed State participation in wages of \$10.10. In the FY 10/11 budget proposal, the amount reflects a \$12.10 State participation. The reason why the budget decreases is because the department does not include State or Federal funds for IHSS IP wages in its budget.

# **In-Home Supportive Services (IHSS)**

Currently, the Agency has a supplemental budget request pending at the Mayor's Office that incorporates, in part, new positions that are requested in FY 09/10 to reflect and program additional State and Federal funds. The State has reported to DAAS that there has been an increase in the FY

2009-2010 administrative allocation for IHSS. Among these increased allocations are additional funds to provide support for the implementation of the 1915 (j) state plan amendment (identified for Self-Directed Personal Assistance Services and newly established by the Centers for Medicare & Medicaid Services (CMS) under the federal Deficit Reduction Act). Currently, the State funds the IHSS program through the Personal Care Services Program (PCSP), the Independence Plus Waiver and the Residual Program. The Independence Plus Waiver is scheduled to expire, pending approval by the federal government of the State's 1915 (j) State plan amendment, which will act as a replacement funding stream. The State is providing additional funds because the new 1915 (j) requirements will require programmatic changes in order to draw down this funding stream.

These supplemental funds will also enable DAAS to address the substantial caseload growth within the IHSS program. The IHSS program has the largest caseload growth in HSA and forecasts indicate continued high rates of caseload growth in the future. The new mandates around provider enrollment will present DAAS with considerable new burdens. A new provider enrollment form with accompanying guidelines has been released, but implementation specifics are still outstanding. At a minimum, the Department will provide a monthly average of 300 new providers with an orientation to IHSS services and employment, fingerprinting, and other enrollment procedures. The state-mandated program changes will require the following new positions in two general areas: Provider Enrollment (two 2914 Social Worker Supervisors, two 1424 Clerk Typists, and two 2913 Program Specialists) and Caseload Growth (seven 2910 Social Workers, one 2914 Social Work Supervisor and one 1424 Clerk Typist).

# **Community Living Fund (CLF)**

CLF, working in collaboration with other city departments to address the dynamic long-term-care plan for residents who are either institutionalized or at-risk of being so, is a key collaborator and a leading member of the Diversion and Community Integration Program (DCIP) Team. CLF provides the expertise and access to community services through intensive case management. The Institute on Aging, CLF's prime contractor, has been approved as a MediCal provider, and is now able to access enriched services through the Department of Health Services In-Home-Operations Nursing Facility/Acute Hospital Waiver (NF/AH) and California Community Transitions (CCT) Money Follows the Person Demonstration Project. These funds are designed to augment the costs for the extensive community services needed for those transitioning out of Skilled Nursing Facilities (SNF) after many years of institutionalization. The CLF is a partner in the Department of Public Health's (DPH) Safety Net and Coordinated Case Management System (CCMS), a web based database functioning as an integrated electronic charting, reporting and communication tool for teams working with clients who are served across multiple systems of care and who are primarily homeless and/or frail elderly residents of San Francisco. This access enhances CLF's ability to provide Intensive Case Management to the vulnerable population they serve. CLF has served 928 clients since its inception.

# **Diversion and Community Integration Program (DCIP)**

The DCIP provides an integrated approach for individuals who are diverted or discharged from Laguna Honda Hospital and operates with the goal of placing those individuals in the setting that is most appropriate to their needs and preferences, and focuses on appropriate housing and enhanced services that allow clients to remain in the community as long as possible. The infrastructure and database for this program are fully operational and the DCIP Team is flexibly working to fine-tune the

program. A key component of DCIP is the Core Group, which provides the expertise and access to services that enable the community living. There are currently over 1,100 people enrolled in DCIP, both in Laguna Honda and the community.

# Office on the Aging (OOA)

The OOA is currently funding 51 community-based services organizations that run 34 programs serving seniors and adults with disabilities. During this time of economic uncertainty, the OOA staff has been very aggressive in applying for and receiving federal grants including: an 18 month federal grant of \$200,000 for the Aging and Disability Resource Connection, a two year federal grant of \$108,507 for the Medicare Improvements to Patients and Providers Act (MIPPA) project, and American Recovery and Reinvestment Act (ARRA) funding to implement and expand evidence based health promotion programs. In addition, the staff is applying for funds from the Broadband Technology Opportunities Program (BTOP). As a part of the DAAS reduction plan, the OOA staff is working very closely with HSA Finance, Budget, and Contracts staff and community based services providers to implement a time studying program for care management, community services, health promotion and aging and disability resource center programs in an effort to bring in additional revenue and spare program cuts. In order to be in compliance with the state reporting system (California Aging Reporting System), OOA will transition to the CA-Getcare database in March, 2010. Quarterly Nutrition Providers meetings are being conducted by the OOA nutritionist to help ensure that the county stays in compliance with State nutrition program requirements. OOA funded care managers are now participating in a new training series from Family Service Agency's Felton Institute. The goal is to improve the quality of care, and to create shared knowledge and practice skills in the services being delivered. From July 1, 2009 through Dec 31, 2009 the number of consumers served by the OOA is 17,450 and is a slight increase compared to the same time period of FY 08-09.

# Public Administrator/Public Guardian/Public Conservator/ Rep Payee

As a result of legislative changes, DAAS has seen increased demand for resources from the Public Administrator, Public Guardian and Public Conservator, and Representative Payee program. The Public Guardian and Public Administrators have seen an increase in the number of referrals coming directly from the Probate Court. The Representative Payee program has continued to see a spike in referrals. Due to DAAS' inability to fill vacant worker position in Representative Payee, the program has had to stop taking referrals. As a result, the program is now only open to clients also served by the Public Conservator. The current caseload for the Public Guardian is 314, Public Administrator is 710, Representative Payee is 1513 and Public Conservator is 742.

# **Adult Protective Services (APS)**

Due to the increasing number of reports, APS started a new Urgent Response Unit in November, 2009 to provide two additional response levels to reports of abuse: 24 hours and 2-5 days. This unit began with a staff of three and by the end of December, the increased workload was such that it was determined that two additional staff would transfer into this unit. The new response level has facilitated more rapid referrals to community resources, has helped bring about a more efficient and effective resolution to cases, and has brought about more efficient involvement with the San

Francisco Police Department and the District Attorney's Office on cases that may ultimately result in criminal prosecution.

# **County Veteran's Services Office (CVSO)**

This fiscal year, the CVSO has seen an approximate increase of 20% over last year's caseload (FY 08/09 – 2,349 clients served, first 6 months of FY 09/10 - 1,462 clients served). The CVSO continues to expand its outreach services and currently provides support to a variety of hospitals, clinics, Project Homeless Connect, the Social Security Administration, and other veteran specific agencies and programs. The CVSO is currently engaged in creating the nation's first veteran's only dormitory at the County Jail in San Bruno, due to open in March 2010. The Office's role will be to identify those inmates that served in the military and to assist with the Veteran's Administration claims process before and after release. The majority of these inmates were homeless before incarceration, so staff will be working with and coordinating referrals to homeless services and supportive housing programs, accessing healthcare, etc. Those identified with service connected disabilities will be case managed for new compensation claims or increase existing benefits that were suspended when incarcerated. The CVSO has recently been tasked by Governor Schwarzenegger to be the "lead" contact for the "Operation Welcome Home" initiative for the Bay Area.

# RECOMMENDATIONS

DAAS management recommends taking the following actions:

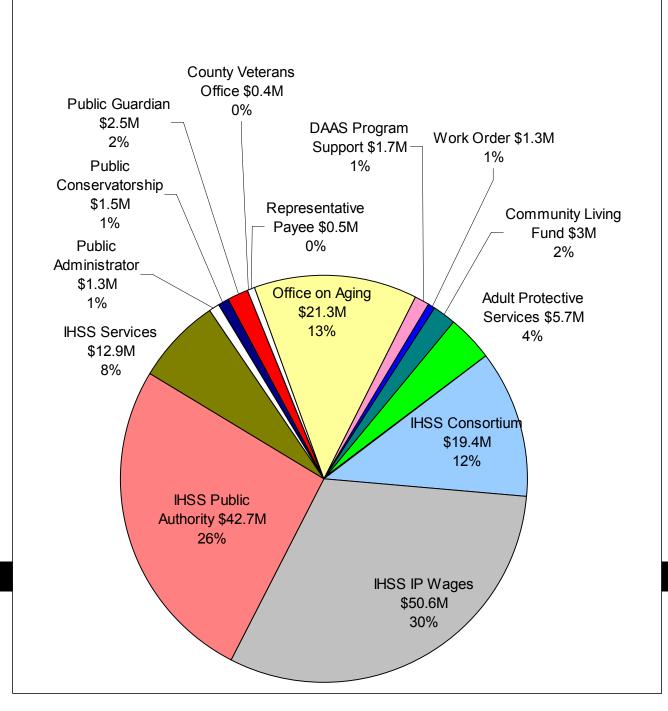
# 1. Approve the Proposed FY 10-11 DAAS Budget

#### **ATTACHMENTS**

Staff has prepared the following for the Commission's consideration:

- 1. FY 10-11 DAAS Proposed Program and Character Budget
- 2. IHSS and APS Projected Caseload Increases
- 3. Community Living Fund FY 09-10 Cumulative Referral and Clients Served Chart
- 4. DAAS Staffing Summary
- 5. Proposed FY 09-10 and 10-11 DAAS Reduction Plan





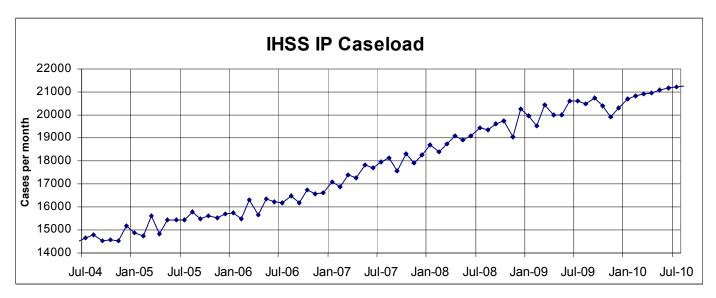
		FY10-11	
	FY09-10	<b>Proposed</b>	
DAAS Budget by Program	Original	Budget	\$ Change
Adult Protective Services	5,997,973	5,735,955	(262,018)
CMIPS II	1,501,738	0	(1,501,738)
IHSS Consortium	19,359,979	19,359,979	0
IHSS IP Wages	60,617,513	50,565,368	(10,052,144)
IHSS Public Authority	44,418,412	42,660,329	(1,758,084)
IHSS Services	11,352,677	12,888,149	1,535,472
Public Administrator	1,250,608	1,250,608	0
Public Conservatorship	1,494,401	1,494,401	0
Public Guardian	2,504,927	2,504,927	0
County Veterans Office	280,023	358,025	78,002
Representative Payee	511,715	511,715	0
Office on Aging	21,276,856	21,322,518	45,662
DAAS Program Support	1,843,753	1,728,253	(115,500)
Work Order	1,180,339	1,295,839	115,500
Community Living Fund	3,000,000	3,000,000	0
DAAS Total	176,590,914	164,676,066	(11,914,848)

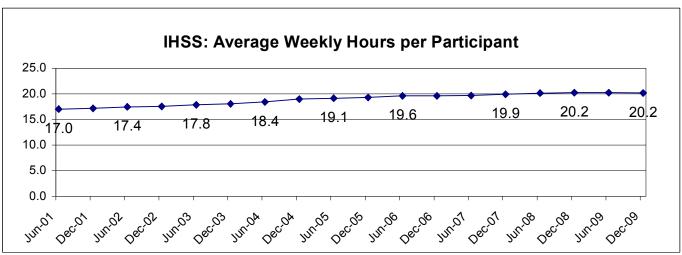
DAAS Budget by Character	FY09-10 Original	FY10-11 Proposed	\$ Change
Salaries	20,345,703	20,604,752	259,049
Fringe Benefits	7,745,310	7,418,643	(326,667)
Professional Services	303,780	191,022	(112,758)
Aid Support	70,000	70,000	0
Aid Payments	124,395,904	112,585,676	(11,810,228)
Contract Services	21,889,604	21,853,441	(36,163)
Materials & Supplies	64,382	60,801	(3,581)
Capital Maintenance	0	0	0
Work Order Services	1,776,231	1,891,731	115,500
DAAS Total	176,590,914	164,676,066	(11,914,848)

		FY09-10	FY10-11	
DAAS Program	Character	Original	Proposed	\$ Change
Adult Protective Services	001	4,171,494	3,913,056	(258,438)
	013	1,645,783	1,645,783	Ó
	021	14,600	14,600	0
	036	70,000	70,000	0
•	038	92,516	92,516	0
	040	3,581	0	(3,581)
Adult Protective Services Total		5,997,974	5,735,955	(262,018)
CMIPS II	001	1,175,071	0	(1,175,071)
	013	326,667	0	(326,667)
CMIPS II Total		1,501,738	0	(1,501,738)
Community Living Fund	001	350,237	350,237	0
	013	127,233	127,233	0
	038	1,926,637	1,926,637	0
	081	595,892	595,892	0
Community Living Fund Total		2,999,999	2,999,999	0
County Veterans Office	001	212,211	290,213	78,002
-	013	67,812	67,812	0
County Veterans Office Total	•	280,023	358,025	78,002
DAAS Program Support	001	1,179,425	1,179,425	0
	013	379,837	379,837	0
	021	284,190	168,690	(115,500)
	040	301	301	Ó
	081	144,108	259,608	115,500
DAAS Program Support Total	•	1,987,861	1,987,861	0
IHSS Services	001	7,947,458	9,482,930	1,535,472
	013	3,405,219	3,405,219	0
	037	124,395,904	112,585,676	(11,810,228)
IHSS Services Total		135,748,581	125,473,825	(10,274,756)
Office on Aging	001	1,035,304	1,114,387	79,084
	013	315,611	315,611	0
	021	4,990	7,732	2,742
	038	19,870,451	19,834,288	(36,163)
	040	50,500	50,500	0
	081	1,036,231	1,036,231	0
Office on Aging Total		22,313,087	22,358,749	45,662
Public Administrator	001	958,009	958,009	0
	013	292,599	292,599	0
Public Administrator Total		1,250,608	1,250,608	0
Public Conservatorship	001	1,045,676	1,045,676	0
	013	448,725	448,725	0
Public Conservatorship Total		1,494,401	1,494,401	0
Public Guardian	001	1,889,685	1,889,685	0
	013	605,242	605,242	0
	040	10,000	10,000	0

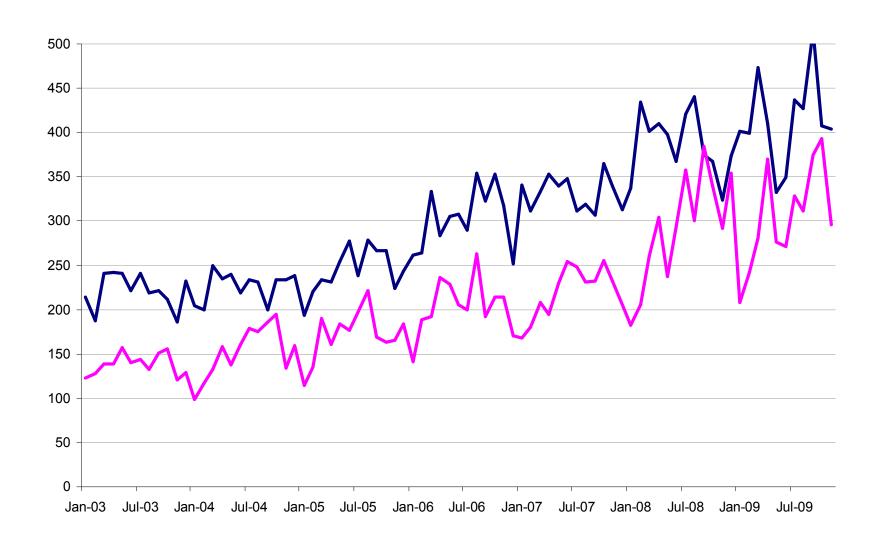
Public Guardian Total		2,504,927	2,504,927	0
Representative Payee	001	381,133	381,133	0
	013	130,582	130,582	0
Representative Payee Total		511,715	511,715	0
Total		176,590,914	164,676,066	(11,914,848)



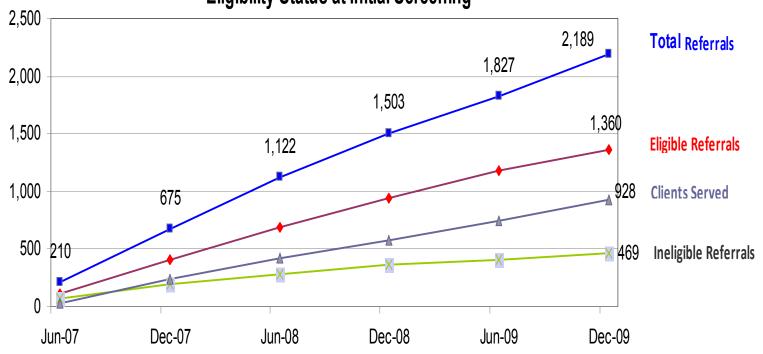




# San Francisco: APS Cases Opened and Investigations Completed Per Month



# Community Living Fund Cumulative Number of Referrals and Clients Served Eligibility Status at Initial Screening



Referrals are counted by month of referral, clients served are counted by actual program contact date. Note: Some "eligible referral" clients withdraw from the program before receiving services.

# DAAS Position Charts FY 09-10 and FY 10-11

Job Classification CIVIL SERVICE TITLE		FY 10-11 (Proposed)	
Department Head III	1.00	1.00	
Manager IV	1.00	1.00	
Senior Clerk Typist	1.00	1.00	
	1.00	1.00	
Senior Administrative Analyst	1.00	1.00	
Registered Nurse	7.00	7.00	
SUBTOTAL DAAS ADMIN	12.00	12.00	
Manager II	1.00	1.00	
Principal Clerk	1.00	1.00	
Senior Clerk Typist	3.00	3.00	
Human Services Technician	1.92	0.00	
Senior Social Worker	2.00	2.00	
Protective Services Worker	38.00	38.00	
Protective Services Supervisor	7.00	7.00	
SUBTOTAL APS	53.92	52.00	
Manager III	1.00	1.00	
		1.00	
-		1.00	
	2.00	2.00	
SUBTOTAL 45ASCL	5.00	5.00	
Manager IV	1.00	1.00	
	2.00	2.00	
	2.00	2.00	
•	0.00	3.00	
• •	12.54	11.00	
Account Clerk	12.00	12.00	
Principal Account Clerk	2.00	2.00	
Eligibility Worker	2.00	2.00	
Human Services Technician	11.00	11.00	
Senior Eligibility Worker	12.00	12.00	
Eligibility Worker Supervisor	2.00	2.00	
Social Worker	4.00	11.00	
Senior Social Worker	70.00	70.00	
Program Specialist	1.00	3.00	
Social Work Supervisor	10.00	13.00	
Social Work Specialist	1.00	1.00	
Program Support Analyst	1.00	1.00	
SUBTOTAL IHSS	145.54	159.00	
	Department Head III Manager IV Senior Clerk Typist Executive Secretary I Senior Administrative Analyst Registered Nurse SUBTOTAL DAAS ADMIN  Manager II Principal Clerk Senior Clerk Typist Human Services Technician Senior Social Worker Protective Services Worker Protective Services Supervisor SUBTOTAL APS  Manager III Administrative Analyst Principal Administrative Analyst Protective Services Worker SUBTOTAL 45ASCL  Manager IV Manager III Principal Clerk Clerk Typist Senior Clerk Typist Account Clerk Principal Account Clerk Eligibility Worker Human Services Technician Senior Eligibility Worker Eligibility Worker Eligibility Worker Senior Social Worker Senior Social Worker Senior Social Worker Program Specialist Social Work Supervisor Social Work Specialist Program Support Analyst	Department Head III	

0923	Manager II	1.00	1.00
0933 Manager V		1.00	1.00
	1458 Legal Secretary I		2.00
1460	Legal Secretary II	2.00 1.00	1.00
1842	Management Assistant	1.00	1.00
4230	Estate Investigator	5.00	5.00
4231	Senior Estate Investigator	2.00	2.00
8177	Attorney (Civil/Criminal)	1.00	1.00
0177	SUBTOTAL PUB ADMIN	14.00	14.00
	SUBTUTAL PUB ADMIN	14.00	14.00
Public Conservatorship			
1430	Transcriber Typist	2.00	2.00
1432	Senior Transcriber Typist	1.00	1.00
2232	Senior Physician Specialist	0.20	0.20
2908	Hospital Eligibility Worker	0.50	0.50
2930	Psychiatric Social Worker	12.40	12.40
2932	Senior Psychiatric Social Worker	1.00	1.00
	Conservatorship/Case Management		
2933	Supervisor	1.00	1.00
	SUBTOTAL PUB CONSERVATOR	18.10	18.10
Dublic Cuardian			
Public Guardian 1426	Senior Clerk Typist	1.00	1.00
1458	Legal Secretary I	5.00	5.00
4230	Estate Investigator	10.00	10.00
4231	Senior Estate Investigator	2.00	2.00
8173	Legal Assistant	3.00	3.00
8177	Attorney (Civil/Criminal)	3.00	3.00
0177	SUBTOTAL PUB GUARDIAN	24.00	24.00
	CODICINE I OD CONTROL	24100	2-1.00
Representative Payee			
1426	Senior Clerk Typist	1.00	1.00
4230	Estate Investigator	5.00	5.00
	SUBTOTAL REP PAYEE	6.00	6.00
County Veterans Office			
4230	Estate Investigator	3.00	3.00
4231	Senior Estate Investigator	1.00	1.00
	SUBTOTAL CVO	4.00	4.00
Integrated Intake		1.05	
0922	Manager I	1.00	1.00
1840	Junior Management Assistant	1.00	1.00
2904	Human Services Technician	1.00	1.00
2912	Senior Social Worker	4.00	4.00
2914	Social Work Supervisor	1.00	1.00
2940	Protective Services Worker	2.00	2.00
	SUBTOTAL DAAS I&R	10.00	10.00

Office on Aging			
0922	Manager I	1.00	1.00
2846	Nutritionist	1.00	1.00
9722	Specialist In Aging II	1.00	1.00
	SUBTOTAL OFFICE ON AGING	3.00	3.00
CMIPS II			
1053 IS Business Analyst-Senior		1.00	1.00
2913	2913 Program Specialist		4.00
	SUBTOTAL 45CMIP	5.00	5.00

Total	300.56	312.10

	FY09-10	FY10-11		
Revenue and Savings	GF Share	GF Share	Total GF	Notes
FMAP - IHSS Independent Provider	-	5,928,891	5,928,891	GF savings if FMAP is extended to 6/30/2011
FMAP - IHSS Contract	-	570,618	570,618	GF savings if FMAP is extended to 6/30/2011
FMAP - IHSS Public Authority	-	2,083,519	2,083,519	GF savings if FMAP is extended to 6/30/2011
Aid Savings - State IHSS Wages	6,700,000	-	6,700,000	Savings due delayed State's participation in IHSS wages.
Aid and Contract Savings	-	400,000	400,000	Projected under-spending in Aid and Contracts in BY
IHSS Consortium - Mid-Year and BY	400,000	-	400,000	Projected savings due to fewer referrals to the Contract mode
IHSS Public Authority - Health Copay	-	891,789	891,789	Increase health premium co-pay to \$25 per month per member
Legal Services	-	100,000	100,000	Leverage new revenue to support 1.75 staff attorneys representing 332 seniors or 1,976 units of legal services.
Elder Abuse Prevention	70,000	30,000	100,000	Contract savings in current and budget year
Public Conservator Revenues	250,000	250,000	500,000	Projected increase in PC revenues
Case Management, Community Services and Health Promotion - Revenue	300,000	600,000	900,000	Leverage new CSBG-HR Title XIX revenue (2/1/10)
TOTAL REVENUE AND SAVINGS	7,720,000	10,854,817	18,574,817	