

RESOLUTION NO. 1014

A RESOLUTION APPROVING AN INTERGOVERNMENTAL CONTRACT FOR SERVICES BETWEEN CLACKAMAS COUNTY SOCIAL SERVICES DIVISION AREA AGENCY ON AGING AND CITY OF WILSONVILLE, WILSONVILLE COMMUNITY CENTER (AKA SENIOR CENTER) FOR FISCAL YEAR 1993-1994.

WHEREAS, the Wilsonville Community Center is a City-owned and operated site, whose major activities and programs are focused toward serving the community's senior citizens; and

WHEREAS, this part of the Wilsonville Community Center's operation is hereinafter referred to as the "Wilsonville Senior Center"; and

WHEREAS, the City of Wilsonville/Wilsonville Community Center and Clackamas County, acting by and through its Human Services, Social Services Division, desire to enter into a cooperative working relationship for the purpose of providing senior social services for fiscal year 1993-1994 to include Assessment, Information & Referral, Case Monitoring, Transportation, and Meal Site Management.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Authorizing the City Manager on behalf of the City, to enter into a Contract for Services with Clackamas County, Human Services, Social Services Division, a copy of which is marked Exhibit "A", attached hereto and incorporated by reference.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of June, 1993 and filed with the Wilsonville City Recorder this date.



GERALD A. KRUMMEL, Mayor

ATTEST:



VERA A. ROJAS, CMC/A&E, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Van Eck	<u>ABSENT</u>
Councilor Carter	<u>AYE</u>
Councilor Hawkins	<u>AYE</u>
Councilor Lehan	<u>AYE</u>

Exhibit "A"

CONTRACT FOR SERVICES

between

CLACKAMAS COUNTY SOCIAL SERVICES DIVISION  
AREA AGENCY ON AGING

and

CITY OF WILSONVILLE  
WILSONVILLE SENIOR CENTER

Fiscal Year 1993-94

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## AGENCY SERVICE CONTRACT

This contract is between Clackamas County acting by and through its department of Human Services, Social Services Division, hereinafter called "COUNTY," and City of Wilsonville/Wilsonville Senior Center, hereinafter called "AGENCY."

### I. SCOPE OF SERVICES

#### A. AGENCY agrees to accomplish the following work under this contract:

1. **ASSESSMENT** - Assessment is an in-depth interview with a client for the purpose of determining needs and potential intervention strategies. A unit of service is one completed assessment form.
2. **INFORMATION & REFERRAL** - I & R is usually a short-term relationship centered around a specific need. It consists of requests for assistance in locating resources to meet a specific need, or assistance in prioritizing and locating resources to meet multiple needs. A unit of service is information about or referral to another resource from the AGENCY.
3. **CASE MONITORING** - Case Monitoring is on-going follow-up activity done in order to evaluate the progress of identified individuals. A unit of service is one contact made with the identified individuals.
4. **TRANSPORTATION** - Transportation is providing one-way rides on City vehicles for older people who are unable to manage this situation independently. A unit of service is one one-way ride.
5. **MEAL SITE MANAGEMENT** - Meal Site Management includes such tasks as: supervising final on-site preparation and serving/delivery of meals to eligible congregate and home-delivered participants; recruiting, training, scheduling and monitoring program volunteers; determining eligibility of participants; collecting and accounting for participant donations; completing and submitting required budget and program reports, providing events and activities for meal site participants; meeting with meal site Advisory Committee; and publicizing meal site in the Wilsonville community to enhance visibility and encourage participation. A unit is one meal served.

Scope of Work and Performance Standards and Guidelines for Service is Exhibit 1, attached hereto.

- #### B. Services required under the terms of this agreement shall commence July 1, 1993. This agreement shall terminate June 30, 1994.

II. COMPENSATION AND RECORDS

- A. Compensation. COUNTY shall compensate the AGENCY for satisfactorily performing the services identified in Section I on a fixed unit rate reimbursement basis as described in Exhibit 3 "Budget and Units of Service" attached hereto. The compensation allowed under this contract is \$12,064 in Older Americans Act Title III-B funds, and \$12,596 in Older Americans Act Title III-C funds, for a maximum compensation of \$24,660.

AGENCY shall compensate the COUNTY 94¢ for each meal ordered/received.

- B. Method of Payment. To receive payment for Older American Act services, the AGENCY shall submit invoices and accompanying progress reports as follows:

As required in Exhibit 2.

- C. Record and Fiscal Control System. All payroll and financial records pertaining in whole or in part to this contract shall be clearly identified and readily accessible. Such records and documents should be retained for a period of three (3) years after receipt of final payment under this contract; provided that any records and documents that are the subject of audit findings shall be retained for a longer time until such audit findings are resolved.
- D. Access to Records. The COUNTY, the State of Oregon and the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the AGENCY which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcripts.

III. MANNER OF PERFORMANCE

- A. Compliance With Applicable Laws and Regulations. The AGENCY shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this contract.
- B. Special Federal Requirements: None
- C. AGENCY shall not enter into any subcontracts for any of the work scheduled under this contract without obtaining prior written approval from the COUNTY.
- D. AGENCY certifies that it is an independent AGENCY and not an employee or agent of the COUNTY, State, or Federal Government. Responsibility for all taxes, assessments, and any other charges imposed upon employers shall be the sole responsibility of the AGENCY.
- E. AGENCY is a sole proprietor or is an insured employer for purposes of the Oregon Workers' Compensation law (ORS Chapter

656) and is solely liable for any Workers' Compensation coverage under this contract. If the AGENCY has the assistance of other persons in performance of this contract, the AGENCY shall qualify and remain qualified for the term of this contract as an insured employer under ORS 656.017 and ORS 656.407.

- F. CONFIDENTIALITY. All information as to personal facts and circumstances about clients obtained by the AGENCY shall be treated as privileged communications, shall be held confidential, and shall not be divulged without the written consent of the client, his or her attorney, the responsible parent of a minor child, or his or her guardian except as required by other terms of this contract. Nothing prohibits the disclosure of information in summaries, statistical, or other form which does not identify particular individuals.

The use or disclosure of information concerning clients shall be limited to persons directly connected with the administration of this contract. Confidentiality policies shall be applied to all requests from outside sources. The AAA, the Division, the AGENCY and subcontractor, if there is one, will share information as necessary to effectively serve mutual clients.

#### IV. GENERAL CONDITIONS

- A. Indemnity. The AGENCY and COUNTY agree to indemnify, save harmless and defend the officers, agents, commissioners and employees of the other from and against all losses, liabilities, claims and actions or suits, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of each party carrying out its respective role.
- B. Insurance. AGENCY agrees to furnish the COUNTY evidence of comprehensive general liability insurance in the amount of not less than \$500,000 combined single limit per occurrence/ \$1,000,000 general aggregate for personal injury and property damage for the protection of its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, in any way related to this contract. The COUNTY, at its option, may require a complete copy of the above policy.

The insurance shall include the COUNTY as an additional insured and refer to and support the AGENCY's obligation to hold harmless the COUNTY, its officers, agents, commissioners and employees. Such insurance shall provide 30 days' written notice to the COUNTY in the event of cancellation, nonrenewal, or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to the COUNTY under this insurance.

C. Amendments. The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by AGENCY and COUNTY.

D. Termination. This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing and delivered by certified mail or in person.

The COUNTY may terminate this contract effective upon delivery of written notice to the AGENCY, or at such later date as may be established by the COUNTY, with no further liability to AGENCY, under any of the following conditions:

1. If COUNTY funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The contract may be modified to accommodate a reduction in funds.
2. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding authorized by this contract.
3. If any license or certificate required by law or regulation to be held by the AGENCY to provide the services required by this contract is for any reason denied, revoked, or not renewed.
4. If AGENCY fails to provide services or reports as specified by the COUNTY in this contract.
5. If AGENCY fails to comply with any requirements in this contract.

Any such termination under D. 1, 2 and 3 of this contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

E. Oregon Constitutional Limitations. Pursuant to the requirements of ORS 279.310 through 279.320 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this contract:

1. AGENCY shall:

- (a) Make payments promptly, as due, to all persons supplying to AGENCY labor or materials for the prosecution of the work provided for in this contract.
- (b) Pay all contributions or amounts due the Industrial Accident Fund from such AGENCY or subcontractor incurred in the performance of this agreement.

- (c) Not permit any lien or claim to be filed or prosecuted against Clackamas County on account of any labor or material furnished.
  - (d) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
2. If AGENCY fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to AGENCY or a subcontractor by any person in connection with this contract as such claim becomes due, the proper officer representing Clackamas County may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due AGENCY by reason of this agreement.
  3. No person shall be employed for more than eight (8) hours in any one day, or more than forty (40) hours in any one week, except in cases of necessity, emergency or where the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services as defined in ORS 279.051, the laborer shall be paid at least time and one-half pay for all overtime in excess of eight (8) hours a day and for work performed on Saturday and on any legal holiday specified in ORS 279.334.

In the case of contracts for personal services as defined in ORS 279.051, laborers shall be paid at least time and one-half for all overtime worked in excess of 40 hours in any one week, except for individuals who are excluded under ORS 653.010 to 653.261 or under 29 USC Section 201 to 209 from receiving overtime.

4. AGENCY shall promptly, as due, make payment to any person or partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of AGENCY of all sums which AGENCY collected or deducted from the wages of its employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.
5. All employers working under this contract are subject employers and are required to comply with ORS 656.017 (Workers' Compensation).
6. This contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefor. Any provisions herein which would conflict with law are deemed inoperative to that extent.

F. Future Support. The COUNTY makes no commitment of future support and assumes no obligation for future support of the activity contracted herein except as set forth in this contract.

This contract consists of four sections plus the following attachments which by this reference are incorporated herein:

- Exhibit 1 Scope of Work and Performance Standards and Guidelines
- Exhibit 2 Reporting Requirements
- Exhibit 3 Budget and Units of Service
- Exhibit 4 AGENCY Information

Samples of AGENCY and COUNTY recording and reporting forms are attached to this contract for information/ reference purposes.

AGENCY

CLACKAMAS COUNTY

CITY OF WILSONVILLE  
WILSONVILLE SENIOR CENTER

Chairperson: Darlene Hooley  
Commissioner: Ed Lindquist  
Commissioner: Judie Hammerstad

*Arlene Loble*

By  
Arlene Loble  
Name (Typed)

Signing on Behalf of the Board

City Manager  
Title

Jono Hildner, Administrator  
Department of Human Services

6/23/93  
Date

\_\_\_\_\_  
Date

30000 S.W. Town Center Loop E  
Street Address

Wilsonville, OR 97070  
City/Zip

(503) 682-1011  
Phone Number



EXHIBIT 1

Scope of Work and Performance Standards  
and Guidelines for Service

- A. Purpose of the Services
- B. Description of Services
- C. Performance Standards

Exhibit 1  
Scope of Work and Performance  
Standards and Guidelines for Service

A. PURPOSE OF THE SERVICES

The purpose of this contract is the cooperation of both parties in providing the Area Agency on Aging's mandated services of outreach, information and referral, assessment, case monitoring, transportation and legal consultation for Clackamas County residents age 60 and older. The goal in providing these services is to assist older residents in meeting their individual needs by linking them with County resources.

B. DESCRIPTION OF SERVICES

1. **ASSESSMENT:** Is an in-depth interview with a client to determine needs and potential intervention strategies. Assessments:
  - a. Utilize an approved County-wide standardized assessment form.
  - b. Are re-done with a change in client life situation/condition - at least every six months.
  - c. May be billed at six month intervals.
  - d. Include developing a goal-oriented service plan, where appropriate, and informing clients of available services.
  
2. **REFERRAL:** Consists of request for assistance locating resources to meet a specific need, or assistance prioritizing and locating resources to meet multiple needs. Referral inquiries require:
  - a. Informal assessment of the client's needs.
  - b. Evaluation of appropriate resources.
  - c. Assistance linking the client to the resources.
  - d. Completion of an intake form to document background information on the client, the client's needs and what actions or referrals were made.
  - e. Follow up with the client or agency to see if the needs were met.
  - f. Tallying the category of need for each inquiry.
  - g. Documenting any unmet needs including recording the request, resources tried and the reason unable to help.
  
3. **CASE MONITORING:** Is the documented ongoing follow up activity (telephone contact, Center contact or home visit) of individuals with a case plan in order to:
  - a. Provide early identification of current or potential problem areas.
  - b. Assess the need for changes/improvements in service.
  - c. Identify any gaps/unmet needs.
  - d. Review intervention results to determine if what was done achieved the desired result.
  - e. Determine if services should be discontinued.

Case monitoring services are available to frail but mobile elderly as well as homebound individuals.

4. **TRANSPORTATION:** Is the service that provides one-way rides for older persons. The goal is to ensure that transportation needs are met for those who are unable to manage this situation independently. In order of priority, destinations for rides include: to and from nutrition services; shopping assistance; medical needs; business; educational and recreational activities.
5. **MEAL SITE MANAGEMENT:** Includes such tasks as: supervising final on-site preparation and serving of meals to eligible congregate and home-delivered participants; recruiting, training, scheduling and monitoring program volunteers; determining eligibility of participants; collecting and accounting for participant donations; completing and submitting required budget and program reports, providing events and activities for congregate meal participants; meeting with meal site Advisory Committee; and publicizing meal site in the Wilsonville community to enhance visibility and encourage participation.

C. PERFORMANCE STANDARDS

1. Assessment

Standard:

To provide contracted units of service throughout the contract period for County residents age 60 and older who are identified as needing assistance.

Elements:

- a. AGENCY Social services coordinator assesses clients within two weeks following their request for services or referral from another source (outreach effort, gatekeeper, neighbor, family member, etc.).
- b. AGENCY Social services coordinator completes assessment on a County approved assessment form.
- c. AGENCY Social services coordinator writes case plan for the client from the information gathered on the assessment form.
- d. AGENCY Social services coordinator re-assesses clients every six months or when their condition or life situation dramatically changes. Reimbursement for assessing a client may be requested every six months.
- e. AGENCY Social services coordinator keeps all client information in a secured area, accessible only to authorized personnel.

## 2. Referral - COUNTY Responsibilities

### Standard:

To provide participating AGENCY with training, technical assistance, resource development, networking and information sharing. 100% compliance required.

### Elements:

- a. COUNTY will provide I & R training, technical assistance and consultation to AGENCY's I & R Specialist "on-site" a minimum of once per year.
- b. COUNTY will provide "on-site" training to a new designated AGENCY I & R Specialist within 60 days of designation, when notified and scheduled by AGENCY.
- c. COUNTY will organize a meeting and training to discuss needs, problems, and guidelines for the I & R Program for AGENCY personnel a minimum of once a year.
- d. COUNTY will notify AGENCY's I & R Specialist of "Networking" I & R Breakfast Meetings, and schedule speakers to meet interests expressed by AGENCY.
- e. COUNTY will provide updated and new resource labels for the rolodex resource file a minimum of four times per year, and update all resources in the file twice per year.
- f. COUNTY will compile and distribute copies of quarterly data collection reports to AGENCY four times per year.

## 3. Referral - AGENCY Responsibilities

### Standard:

- a. Have a system in place which enables AGENCY to provide referral services to link people with needs to the appropriate resources. 100% compliance required.

### Elements:

- (1) AGENCY will designate a single individual (paid or volunteer) who is at least 0.5 FTE with the AGENCY as an I & R Specialist.
- (2) AGENCY will notify COUNTY I & R Coordinator within 30 days of any change in AGENCY's designated I & R Specialist, and will schedule an on-site training with the COUNTY I & R Coordinator for the new designee within 60 days of appointment.

- (3) AGENCY's I & R Specialist will attend a minimum of 6 monthly COUNTY "Networking" I & R Breakfast Meetings per year.
- (4) AGENCY I & R Specialist will attend COUNTY sponsored meetings to receive training and provide input for the ongoing development of the I & R Program, a minimum of once per year.
- (5) AGENCY will pay expenses of rolodex file, replacement rolodex cards and other supplies as needed.
- (6) AGENCY's I & R Specialist will oversee the maintenance of the resource rolodex, collect data for types of information given, and record referrals.
- (7) AGENCY I & R Specialist will compile and submit quarterly data reports, including a description of unmet needs, to the Contract Specialist for forwarding to the COUNTY I & R Coordinator by the 10th day following each reporting period (Oct 10, 1993; Jan 10, 1994; Apr 10, 1994; and Jul 10, 1994).

Standard:

- b. To provide contracted units of service throughout the contract period for County residents age 60 and older who need help identifying resources to meet their individual needs.

Elements:

- (1) AGENCY Director or Social services coordinator annotates name, address, phone number, date of request, and nature of request/need on Intake Form when request for referral services is made.
- (2) AGENCY makes referral and follow up with client within a 2 day work period.
- (3) AGENCY annotates follow up taken and number of referrals needed on Intake Form.
- (4) AGENCY keeps completed Intake Forms in a secured area, accessible to only authorized personnel.

4. Case Monitoring

Standard:

To provide contracted units of service throughout the contract period for County Residents age 60 and older who are identified as needing assistance from County agencies.

Elements:

- a. AGENCY Social services coordinator reviews client case plans monthly and provides follow up contact by phone or home visits.
- b. AGENCY Social services coordinator (upon request from client, other agency or family member) provides additional follow up to coordinate services.
- c. AGENCY Social services coordinator consults with COUNTY Case Manager (if client has one) in finalizing case plan to maximize coordination of services. Conferences will be annotated on Case Monitoring forms within 2 work days.
- d. AGENCY Social services coordinator documents all reviews and additional follow ups on case monitoring contact forms which are kept in client record file.
- e. AGENCY Social services coordinator keeps all client information in a secured area, accessible to only authorized personnel.

5. Transportation

Standard:

To provide contracted units of service throughout the contract period for County residents age 60 and older, or disabled, who are no longer able to provide their own transportation needs.

Elements:

- a. AGENCY designates one person to be coordinator for the transportation program. This person will be responsible for:
  - (1) Recruiting the Center driver(s).
  - (2) Scheduling road tests for the drivers.
  - (3) Coordinating with Police to do drivers license record check of drivers.
  - (4) Conducting periodic/seasonal driver safety training.
  - (5) Providing a copy of written procedures for transportation services to each driver.
  - (6) Scheduling maintenance on vehicles.
- b. AGENCY provides transportation as scheduled each day.
- c. AGENCY maintains a binder with a page for each day's scheduled runs.
- d. AGENCY drivers complete safety checklist daily prior to their first run.

- e. AGENCY drivers complete schedule sheets by adding up total number of rides, how many rides were in each category, and unduplicated number of clients.

## 6. Meal Site Management

Objective: a. To supervise final on-site preparation of meals, serving meals to congregate participants, and delivery of meals to home delivered clients.

Elements:

- (1) Procurement of milk is part of site management.
- (2) Packaging of home delivered meals is part of site management.

Objective: b. To organize and supervise the recruiting, training, scheduling and monitoring of program volunteers.

Objective: c. To determine eligibility of participants and target services to individuals who are in the greatest economic or social need, with particular attention to low income minority individuals.

Elements:

- (1) Economic need is defined as income equal to or less than the poverty level as determined by the Department of Commerce.
- (2) Persons with social need are those persons who have at least two of the following characteristics:
  - (a) be 75 years or older
  - (b) live alone
  - (c) have a physical or mental impairment which prevents proper functioning within society
  - (d) be of a minority group
  - (e) have no significant other(s)

Objective: d. To offer a range of events and activities to enhance daily living efforts of older people or to provide opportunity for their participation in community life.

Elements:

- (1) AGENCY plans educational presentations in areas such as nutrition, health, safety, utilization of community services and programs, and other topics of interest to participants.
- (2) AGENCY provides opportunities to promote personal growth and self image.

- (3) AGENCY provides opportunities for a variety of types and levels of involvement.
  - Small and large group activities
  - Active and spectator participation
  - Participation with the general community and other generations.
  
- (4) AGENCY plans activities at site which are flexible and responsive to change in:
  - Individual participant needs and interests.
  - Characteristics of the service area's older population.
  - Other programs in the relevant service area.

Objective: e. To inform the community about the meal site program.

Elements:

- (1) AGENCY publicizes programs in local newspapers, flyers, brochures, posters, fraternal organizational meetings, etc.
- (2) AGENCY ensures site is identified by an easily visible sign at its entrance.
- (3) AGENCY posts monthly menus in an obvious position in the congregate meal sites and delivers them to home-bound clients each month.
- (4) AGENCY mails or delivers calendar of upcoming site activities to current and potential participants.

Objective: f. To plan for provision of services in cooperation with site Advisory Committee and Area Agency on Aging (AAA) Nutrition Committee.

Elements:

- (1) AGENCY identifies needs and concerns specific to the site and service area participants.
- (2) AGENCY incorporates information from other service providers, community agencies, and governmental organizations in providing services.
- (3) AGENCY conducts program participant satisfaction survey at least once per year.
- (4) AGENCY Manager meets quarterly with COUNTY contract specialist and/or nutrition consultant to go over status of files, plans, goals, accountings, etc.

Objective: g. To collect, account for and report program income (participant donations).

Elements:



- (1) AGENCY provides each participant (congregate and home delivered) with an opportunity to contribute voluntarily to the cost of the service.
- (2) AGENCY sets up container for donations which ensures and protects the privacy of the participants at meal site.
- (3) AGENCY has system set up at site to collect full meal price from persons not eligible for services.
- (4) AGENCY posts:
  - (a) full cost of the meal at site, and
  - (b) a notice describing the donation and payment policies.
- (5) AGENCY may post suggested donation information if it is clear that:
  - (a) every donation from an eligible participant is on a "pay what you can afford" basis, and
  - (b) no means test is used in the collection of contributions or provision of the meal.
- (6) AGENCY has system to track program income, and uses it to enhance the meal site program.

EXHIBIT 2

Reporting Requirements

- A. Invoices
- B. Program Activity Reports
- C. Audit/Monitoring
- D. Administration

Exhibit 2  
Reporting Requirements

A. INVOICES

AGENCY shall submit quarterly invoices in a format designated or approved by COUNTY. Quarterly invoices are due by the 10th of the subsequent month. The COUNTY shall make payment to AGENCY within 21 days of receipt of each invoice submitted.

Invoices and reports on units of service provided shall bear the AGENCY's name and address and be signed by an authorized representative of AGENCY. The authorized signator of the invoice shall verify that the services purchased have been performed.

AGENCY shall submit the following invoices and reports:

1. Financial summary including match and program income.
2. Additional financial reports for the administration of this contract, as required by the COUNTY.

Withholding of Contract Payments: Notwithstanding any other payment provision of this agreement, should the AGENCY fail to submit reports when due, or submit reports which appear patently inaccurate or inadequate on their face, or fail to perform or document the performance of contracted services, the COUNTY shall immediately withhold payments hereunder. Such withholding of payment for cause may continue until the AGENCY submits required reports, performs required services, or establishes to the COUNTY's satisfaction that such failure arose out of causes beyond the control, and without the fault or negligence of the AGENCY.

AGENCY shall return to the COUNTY all funds which were expended in violation of this contract.

B. PROGRAM ACTIVITY REPORTS

The AGENCY shall submit quarterly program activity reports presenting data comparing actual levels of service to the planned levels specified in Exhibit 3. These reports are due with the quarterly invoice. The format of these reports shall be designated or approved by the COUNTY, and contain the following:

1. Unduplicated client figures for current reporting period (quarter), and year to date.
2. Service/unit summary with current reporting period (quarter) figures.
3. Quarterly information and referral report.
4. Total Unduplicated Counts of Participants by Funding Source and Population Category (SSD 200)

C. AUDIT/MONITORING

AGENCY shall permit authorized representatives of the COUNTY and other applicable audit agencies of the state or federal government, to review the records of the AGENCY in order to satisfy program audit and evaluation purposes deemed necessary by the COUNTY and permitted under law.

AGENCY agrees to participate with the COUNTY in any evaluation project or performance report,, as designated by the COUNTY or applicable state or federal agency, and to make available all information required by any such evaluation process.

D. ADMINISTRATION

The COUNTY Project Manager shall be the Contract Specialist or any other person as shall be designated in writing by the Director of the Social Services Division. The Project Manager is authorized to approve invoices, make site inspections, and be the COUNTY representative in matters related to this contract. The AGENCY shall designate one or more representatives in writing who shall be authorized to sign the invoices and accompanying activity reports.

EXHIBIT 3

Budget

A. Budget

1. Unit Cost Schedule
2. Estimated Expenditure Rate
3. Estimated Revenue

B. Units of Service

1. Client Service Objectives
2. Quarterly Service Levels

Exhibit 3  
Budget and Units of Service

A. BUDGET

The COUNTY's payment to the AGENCY will be based on the funding amounts specified and provision of the units of service according to this Exhibit.

Program Income: AGENCY acknowledges that all contributions received from participants or other persons for receipt of services from the Older Americans Act Title III-B and Title III-C Funded Programs are program income. If this program income is equal to or less than the budgeted amount, the program income is to be spent before any Title III-B or Title III-C funds. If the program income is greater than the budgeted amount, the funds are to be used either to expand the service or reduce COUNTY's Title III-B or III-C contribution(s).

94¢ of program income collected per meal ordered will contribute to reimbursement rate for each meal delivered by COUNTY meal provider to the Wilsonville Senior Meal Site. The total of the number of meals ordered times 94¢ will be deducted from the amount requested from the COUNTY on the quarterly reimbursement request.

Program income above the 94¢ per meal will be retained at the meal site and be used for meal site management activities.

AGENCY may not transfer funds from one service category to another without written approval from the COUNTY.

AGENCY agrees to provide matching funds for the service provision specified in this Exhibit as follows:

Match shall be figured at 11.12% of the III-B and III-C funds contracted per service provision.

ATTACHMENT 1

CITY OF WILSONVILLE – SENIOR CENTER

Fiscal Year 1993-94

Service Category	OAA III B Funds (1)	III B Match (2)	OAA III C Funds (3)	III C Match (4)	NO. OF UNITS (5)	TOTAL COST (6)	REIMBURSE- MENT RATE (7)
Assessment	\$2,000	\$222		\$0	50	\$2,222	\$40.00
Case Monitoring	\$2,000	\$222		\$0	200	\$2,222	\$10.00
Info. & Referral	\$2,064	\$230		\$0	206	\$2,294	\$10.02
Transportation	\$6,000	\$667		\$0	1,500	\$6,667	\$4.00
Meal Site Management		\$0	\$12,596	\$1,401	12,500	\$13,997	\$1.01
<b>TOTALS</b>	<b>\$12,064</b>	<b>\$1,342</b>	<b>\$12,596</b>	<b>\$1,401</b>		<b>\$27,402</b>	

Total Cost Equals (1 + 2 + 3 + 4 = 6)

Reimbursement Rate (1 + 3 / 5 = 7)

Source of OAA Title III-B Match – City of Wilsonville, additional support staff

2. ESTIMATED EXPENDITURE RATE

NAME OF CONTRACTOR: City of Wilsonville Senior/Wilsonville Senior Center

NAME OF SERVICE: Assessment, Case Monitoring, Information & Referral Transportation and Meal Site Management

	CONTRACTED AMOUNT BY QUARTER				
	1st	2nd	3rd	4th	TOTAL
Assessment	500	500	500	500	2,000
Case Monitoring	500	500	500	500	2,000
Referral	500	500	530	534	2,064
Transportation	1,500	1,500	1,500	1,500	6,000
Meal Site Mnqt	3,149	3,149	3,149	3,149	12,596
TOTAL	6,149	6,149	6,179	6,183	24,664

3. ESTIMATED REVENUE

NAME OF CONTRACTOR: City of Wilsonville Senior/Wilsonville Senior Center

NAME OF SERVICE: Assessment, Case Monitoring, Information & Referral, Transportation, and Meal Site Management

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Clackamas Co. CCSS	OAA Title III B	\$12,064
Clackamas Co. CCSS	OAA Title III C	12,596
City of Wilsonville	OAA Match	2,742
City of Wilsonville	Other Cash Resources	4,500
Program Income	Client Donations	12,800
	TOTAL	\$44,702



B. UNITS OF SERVICE

AGENCY or COUNTY may request substantive changes in the program activities as described in "Exhibit 1". Such changes must be mutually agreed upon by and between AGENCY and COUNTY and incorporated in a written amendment to this contract. Such amendment shall not become effective until signed by both the AGENCY and the COUNTY.

1. Client Service Objectives:

Service Category	Planned Number of Service Units	Unit of Measurement	Number of Undup. Clients to Be Served
Assessment	50	1 completed assessment form	40
Case Monitoring	200	1 client contact	40
Info & Referral	206	1 response to an inquiry and follow-up	125
Transportation	1,500	1 one-way ride	220
Meal Site Mngt	12,500	1 meal served	100

2. QUARTERLY SERVICE LEVELS FOR EACH SERVICE

Serv.	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
ASSESSMENT			YTD			YTD			YTD			YTD	
Units			15	15		15	30		10	40		10	50
Clients			15	15		15	30		5	35		5	40
REFERRAL			YTD			YTD			YTD			YTD	
Units			75	75		75	150		75	225		75	400
Clients			31	31		31	62		31	93		32	125
CASE MONITORING			YTD			YTD			YTD			YTD	
Units			100	100		100	200		100	300		100	400
Clients			30	30		20	50		10	60		10	70
TRANSPORTATION			YTD			YTD			YTD			YTD	
Units			375	375		375	750		375	1125		375	1500
Clients			100	100		40	140		40	180		40	220

Serv.	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
MEAL SITE MANAGEMENT			YTD			YTD				YTD		YTD
Units	3050		3050	3150		6200		3150		9350		12500
Clients	70		70	10		80		10		90		100

EXHIBIT 4

AGENCY Information

AGENCY PROFILE

1. AGENCY IDENTIFICATION: \_\_\_\_\_ 2. IRS/STATE NONPROFIT NUMBER: \_\_\_\_\_

City of Wilsonville  
Wilsonville Senior Center  
 Legal Name

30000 SW Town Center Loop E

Same  
 Mailing Address

Wilsonville, OR 97055  
 City Zip

(503 6028-1011  
 Phone Number

3. CHIEF ADMINISTRATIVE OFFICIAL:

Name: Arlene Loble

Title: City Manager

Address: 30000 SW Town Cntr Loop E  
 Wilsonville, OR 97055

Phone: 682-1011

4. TYPE OF AGENCY: Public

5. TYPE OF PROGRAM: Social services

6. AGENCY BOARD (LIST MEMBERS): \_\_\_\_\_ ADVISORY BOARD (LIST MEMBERS): \_\_\_\_\_

Frequency of Meetings:  
 Twice Monthly

Frequency of Meetings:  
 Once a Month

7. AGENCY INFORMATION:

The following have been approved and adopted by the Agency's Board of Directors:

	<u>YES</u>	<u>NO</u>	Approved Usage Certificate	<u>YES</u>	<u>NO</u>
Written Personnel Policies	X		Fire Marshal	X	
Staff Job Descriptions	X		Co. Health	X	
Written Benefits Policies	X		County Zone	X	
Affirmative Action Plan	X				
Nondiscrimination Plan	X				
State/Federal Certifications	X				

Current Articles of Incorporation:

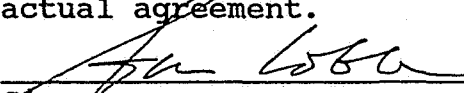
Date: 1911

Last Total Agency Audit:

Date: June 30, 1992

Types and Amounts of Insurance Held: Liability Insurance \$500,000  
per accident or occurrence

8. AGENCY CERTIFICATION STATEMENT: I certify that to the best of my knowledge, the information contained in the Agency Profile is accurate and complete and that I have the legal authority to commit this Agency to a contractual agreement.

  
\_\_\_\_\_  
Signature

City Manager  
\_\_\_\_\_  
Title

6/23/93  
\_\_\_\_\_  
Date

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ATTACHMENT A

I. Response Section - Limit your response to the space provided.

1. Please describe your grievance procedure for clients and how CCSS will fit into the process:
2. Describe your organization's procedure for prioritizing services:
3. Describe your agency's operating procedures (use space provided only):
  - a. Hours of Operation: From 8:30 a.m. To 5:00 p.m.  
Total hours per day: 8.5 hrs  
Total hours per week: 42.5 hrs
  - b. Official Closures:  
  
New Year's Day, January 1  
Martin Luther King, Jr. Day - 3rd Monday in January  
President's Day, third Monday in February  
Memorial Day, last Monday in May  
Independence Day, Fourth of July  
Labor Day, first Monday in September  
Veterans' Day, November 11  
Thanksgiving, fourth Thursday in November  
Christmas, December 25
4. Please describe the boundaries of the area for which you propose to provide services.
5. Show an organizational chart which identifies staff positions within the contracted program. Identify in the chart the number of FTE staff for each position, paid or volunteer.
6. Describe your methods for providing information about services.
7. List the services you will be providing and include the strategies and methods for conducting these services (i.e. staff time, volunteers used, method of community awareness, intake procedures, and description of record keeping procedures).
8. Briefly, describe your methods for providing legal services.

## II. GUIDELINES FOR INCLUSION OF RESIDENTS OF CONGREGATE LIVING FACILITIES IN CLACKAMAS COUNTY SENIOR CENTER ACTIVITIES

### INTRODUCTION

The Clackamas County Senior Centers desire to cooperate with congregate living facilities, e.g., foster homes and residential care facilities (hereafter designated as facility) to include residents when appropriate in Center activities. These guidelines are provided in order that owners and/or party legally responsible for operations may understand what population of older adults is best served by the Center and what the Center's limits are in providing specialized care or supervision.

### GENERAL GUIDELINES

The Clackamas County Senior Centers provide a variety of programs for adults who are able to participate independently and without special assistance or supervision.

Residents who use the Center must be:

1. Mobile or if of limited mobility, able to use walker, cane, wheelchair or other device unassisted.
2. Continent; or wear appropriate protective undergarments.
3. Physically able to take part in activities selected without special assistance.
4. Mentally able to make responsible decisions regarding participation.
5. Able to behave in an appropriate manner so not to disrupt or require supervision.
6. Able to remove self from danger without assistance.
7. Or, if unable to meet the above criteria, accompanied by a caregiver provided by the facility to assist the resident as necessary.

It is the responsibility of the facility to:

1. Determine if it is appropriate for a resident to take part in Center Activities.
2. Make advance arrangements for such participation with the Center's Social Services Supervisor.
3. Communicate the information contained in these guidelines to their employees, residents and/or residents' guardians and others involved in residents' care who should be aware of these guidelines.

### TRANSPORTATION

Some Centers provide transportation to and from the Centers. Rides are subject to space available and priority is given to isolated individuals without access to transportation. Residents using Center transportation must be able to:

1. Meet the General Guidelines discussed above.
2. Be physically able to use the transportation provided.
3. Follow procedures, e.g., regarding arrival and departure, seat belt use, etc.

Under no circumstance is the Center responsible for residents who call and request a ride without the facility's knowledge and for whom a ride is given; nor is the Center responsible for residents who once arriving at the Center, leave the Center, make other arrangements to return home, or request to be returned to a location other than the facility.

The facility must make arrangements in advance for residents' transportation and is responsible to reimburse Center for residents' fare, if any.

Transportation for residents who meet the General Guidelines but who are unable to use the Centers' transportation may be arranged by the facility with other transportation programs. Information is available on these programs from the Centers.

#### NUTRITION PROGRAM

Residents who wish to take part in the Center's nutrition program and meet the General Guidelines previously outlined may do so. The facility must make arrangements in advance with the Center regarding schedule of participation and payment.

#### EMERGENCY CARE

In the event a resident becomes ill or incontinent, the Center will call the facility. It is the facility's responsibility to provide transportation for the individual from the Center back to the facility. In the event of serious illness or injury the Center will call 911 for emergency assistance. The facility will be notified in order for the facility to provide follow-up instructions for care of the resident.

It is imperative that facility staff be accessible by phone for the period during which a resident is taking part in Center activities.



WILSONVILLE SENIOR CENTER  
RECORDING AND REPORTING FORMS

1. Client Assessment Sheet, 2 pages
2. Referral Sheet
3. Progress Notes, 2 pages
4. Social Service Coordinator Summary of Activities
5. Monthly Summary
6. Information and Referral Log
7. Older American Act Financial and Service Report
8. AAA Quarterly Program Report (Information & Referral Data Collection)
9. SSD 200, Unduplicated Client Population Data, 2 pages