

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Don Ashton, M.P.A.
Director

Administration & Contracts
James Robbins
Deputy Director

3057 Briw Road, Suite B
Placerville, CA 95667
530-642-7300 Phone / 530-626-7734 Fax



BOARD OF SUPERVISORS

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February 12, 2016

Mark Ghilarducci
Director
California Governor's Office
Of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Elder Abuse (XE) Grant Program Signature Requirements

Dear Mr. Ghilarducci:

Please accept this letter and the included application for consideration for the Elder Abuse (XE) Program Request for Proposals. El Dorado County Policy (A-6) (included) authorizes department heads to execute all documents required to apply for grants. This same policy designates the sole authority for accepting grant awards and approving grant agreements to the Board of Supervisors. As a result, the Cal OES' Grant Award Face Sheet as well as the Certificate of Assurance of Compliance forms, required as a part of the Elder Abuse (XE) Program Request for Proposals, are included but not signed. It is the intent of this Agency to comply with all terms and conditions set forth in the certification if awarded. However, until funding has been allocated or awarded and accepted by the County Board of Supervisors, these documents cannot be signed.

Both Cal OES forms herein referenced use language that certify vested authority to enter into the grant subaward, which can only be approved by the Board of Supervisors. Likewise, there is no award notification to present to the Board of Supervisors for acceptance, since we have not yet been selected for funding.

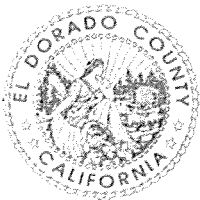
As soon as El Dorado County Health and Human Services Agency has been notified of success in the competitive process for the Elder Abuse Program, it is the intent of the Agency to prepare a Board item to present the notification of award to the Board of Supervisors requesting the award be accepted. Once approved, both documents can be executed.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Ashton". The signature is fluid and cursive, with a large initial "D" and "A".

Don Ashton, M.P.A.
Director



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: GRANT APPLICATIONS	Policy Number A-6	Page Number: Page 1 of 2
	Date Adopted: 12/22/1987	Revised Date: 4/23/13

BACKGROUND:

The County receives financial assistance in the form of grants.

For the purposes of this policy, grants shall be defined as cash or in kind assistance awarded by a government or other organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).

The grant process may consist of several steps including a notice of intent to apply, application, acceptance of award, and execution of grant agreement and related documents. The purpose of this policy is to ensure flexibility and efficiency in the grant application process while maintaining the Board of Supervisors discretion over the acceptance of grant funding and any related obligations.

POLICY:

1. Authority
 - A. County department heads are authorized to execute all documents required to apply for grants.
 - B. The Board of Supervisors is the sole authority for accepting grant awards and approving grant agreements. After acceptance of a grant award and approval of the grant agreement, the Board may delegate authority to execute the grant agreement and other grant related documents.
2. Department Head Responsibilities
 - A. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
 - i. The grant should be directly related to the mission and vision of the department.
 - ii. Any county match requirements must be feasible and reasonable.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: GRANT APPLICATIONS	Policy Number A-6	Page Number: Page 2 of 2
	Date Adopted: 12/22/1987	Revised Date: 4/23/13

- B. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
- C. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor's guidelines for each grant.
- D. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

Primary Department: Chief Administrative Office

References: None

(Cal OES Use Only)					
Cal OES#	FIPS#	VS #	Subaward #		

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: <u>El Dorado County</u>	1a. DUNS#: <u>071543201</u>
2. Implementing Agency: <u>Health and Human Services Agency</u>	2a. DUNS#: <u>040558433</u>
3. Implementing Agency Address: <u>3057 Briw Rd, Suite B</u> <u>Placerville</u>	<u>95667-5335</u>
<small>Street</small>	<small>City</small>
4. Location of Project: <u>Placerville</u> <u>El Dorado</u>	<u>95667-5335</u>
<small>City</small>	<small>County</small>
5. Disaster/Program Title: <u>Elder Abuse Program</u>	6. Performance Period: <u>7/1/2016</u> to <u>6/30/18</u>
7. Indirect Cost Rate: <input type="checkbox"/> N/A; <input type="checkbox"/> 10% de minimis; <input checked="" type="checkbox"/> Federally Approved ICR <u>36.16</u> %	

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2015	8. VOCA		\$ 400,000		\$ 72,340	\$ 27,660	\$ 100,000	\$ 500,000
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 400,000	\$ 400,000	\$ 72,340	\$ 27,660	\$ 100,000	12. G Total Project Cost: \$ 500,000

13. This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Subrecipient:	15. Federal Employer ID Number: <u>94-6000511</u>
Name: <u>Don Ashton</u>	Title: <u>Director</u>
Telephone: <u>530-621-5515</u> <small>(area code)</small>	FAX: <u>530-663-8498</u> <small>(area code)</small>
	Email: <u>don.ashton@edcgov.us</u>
Payment Mailing Address: <u>3057 Briw Rd, Suite B</u>	City: <u>Placerville, CA</u> Zip+4: <u>95667-5335</u>
Signature: _____	Date: _____

[FOR Cal OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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PROJECT CONTACT INFORMATION

Subrecipient: El Dorado County

Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Pam Carter Title: Social Services Program Manager

Telephone #: 530-642-7279 Fax#: 530-622-1543 Email Address: pam.carter@edcgov.us

Address/City/Zip: 3057 Briw Rd, Placerville, CA 95667

2. The **Financial Officer** for the project:

Name: Lori Walker Title: Chief Fiscal Officer

Telephone #: 530-295-6907 Fax#: 530-653-2215 Email Address: lori.walker@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Pam Carter Title: Social Services Program Manager

Telephone #: 530-642-7279 Fax#: 530-622-1543 Email Address: pam.carter@edcgov.us

Address/City/Zip: 3057 Briw Rd, Placerville, CA 95667

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Lori Walker Title: Chief Fiscal Officer

Telephone #: 530-295-6907 Fax#: 530-653-2215 Email Address: lori.walker@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Don Ashton Title: Director

Telephone #: 530-621-5515 Fax#: 530-663-8498 Email Address: don.ashton@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: Don Ashton Title: Director

Telephone #: 530-621-5515 Fax#: 530-663-8498 Email Address: don.ashton@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Ron Mikulaco Title: Board Chair

Telephone #: 530-642-5650 Fax#: 530-622-3645 Email Address: ron.mikulaco@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

SIGNATURE AUTHORIZATION

Subaward #: _____


Subrecipient: El Dorado County
Implementing Agency: Health and Human Services Agency

*The Project Director and Financial Officer are **REQUIRED** to sign this form.

*Project Director: Pam Carter

*Financial Officer: Lori Walker

Signature: 

Signature: 

Date: 2/11/16

Date: 2/11/16

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer


Signature

Signature

Alexis Zoss
Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

I, Don Ashton hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: El Dorado County

IMPLEMENTING AGENCY: Health and Human Services Agency

PROJECT TITLE: Elder Abuse Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Subrecipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: James Robbins

Title: Deputy Director, Administration and Contracts

Address: 3057 Briw Rd, Ste B, Placerville, CA 95667

Phone: 530-642-7275

Email: james.robbsins@edcgov.us

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

The grant Subrecipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>	
Authorized Official's Signature:	_____
Authorized Official's Typed Name:	<u>Don Ashton</u>
Authorized Official's Title:	<u>Director of Health and Human Resources</u>
Date Executed:	_____
Federal Employer ID #:	<u>94-6000511</u>
Federal DUNS #	<u>040558433</u>
Current Central Contractor Registration Expiration Date:	<u>12/20/16</u>
Executed in the City/County of:	<u>Placerville/EI Dorado</u>
<p>AUTHORIZED BY: <i>(not applicable to State agencies)</i></p>	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____

Project Narrative

Problem Statement

Clearly identify and describe the elder and dependent adult population...

The elder population in El Dorado County is 29,372¹, of which 9,508 are believed to have a disability (more than 32%), with more than 22,000 disabled adults county wide. The total population of El Dorado County is 184,917 as of January 1, 2015². The county grew at approximately .9% year over year. Anecdotally, much of the growth is attributed to seniors, which is supported by the fact the county's population percentage of those over 65 in the county has risen 3.4% since 2010. El Dorado County has five nursing facilities and 32 residential care facilities for the elderly with a total of 987 beds; plans are currently in place to expand the total capacity for beds in long term care facilities from 987 to 1,220 within the county. In addition to these facilities for the elderly, there are 9 adult residential facilities serving dependent adults; together they account for 68 beds. El Dorado County's Department of Health and Human Services Agency (HHSA) intends to serve all victims of elder abuse and dependent adult abuse victims with the Elder Abuse (XE) Program.

Describe the unique challenges/needs of this population.

Elder and dependent adults face many types of abuse including material and financial abuse, physical neglect and abuse, and unadulterated violations of personal rights. Many of these victims are often living in care facilities, providing varying degrees of isolation from family members' candid assessment of their care. For those not in care facilities, many are also victims of abuse by family members and in-home care providers, who seek to exploit this vulnerable population for personal gain. Additionally, these populations face a wide variety of unique

¹ US Census data 2014.

² California Department of Finance, E-1 Report

challenges and needs specific to El Dorado County. These challenges include geographic barriers that limit access to available resources, limited public transportation (both in schedule and scope), insufficient emergency medical transportation, lack of available bed space in nursing facilities, in addition to chronic diseases and increased medical needs commonly found in the elderly and those with disabilities. The county is divided by a mountain range, leaving a disparity of services between the Eastern portion of the county surrounding South Lake Tahoe, and the Western slope of the county encompassing the few population centers. Many of the government, medical and transportation resources vital to vulnerable populations are simply not easily accessible to many parts of our county. As such, elder and dependent adults within El Dorado County face unique obstacles in accessing resources that compound the difficulties already faced by similar populations elsewhere.

Describe the known prevalence of elder abuse in the proposed service area...

There is varying data about the prevalence of elder abuse in El Dorado County. The Adult Protective Services Unit (APS) of HHSA conducted 815 investigations for allegations of abuse and neglect for elder and dependent adult abuse victims in 2014 alone – 132 of those investigations were confirmed³. Of the 815 APS referrals received, 444 were for allegations of abuse by others; 588 were for self-neglect. The most recent reports from El Dorado County Sheriff's Department (EDCSO) indicate the number of elder abuse cases reported at 237 as of 2014, a nearly 17% increase from the previous year⁴. For perspective, in 2012, 94 cases of Elder Abuse were reported to EDCSO. In 2013 that number jumped to 203; it jumped again in 2014 to 237 cases. While credible totals for 2015 are not yet available, it is anticipated the numbers will once again increase dramatically.

³ Adult Protective Services and County Services Block Grant Monthly Statistical Report (SOC 242).

⁴ El Dorado County Sheriff's Department Annual Report. 2014.

The variations in these numbers can be attributed a multitude of factors. Sufficient evidence may exist to substantiate a referral of elder abuse, but that does not necessarily mean probable cause existed for an arrest or that evidence was sufficiently compelling to warrant a prosecution.

Likewise, arrests for crimes against elders and dependent adults could have been made without APS receiving a referral.

Describe the need for services to elder and dependent adult victims.

A 2012 report by the Office of Justice Program's Bureau of Justice Statistics found that half of violent victimizations of persons 65 or older involved serious crimes such as murder, rape, sexual assault, robbery and aggravated assault. In this specific study, half of the violent crimes were perpetrated by a family member, in either a private home or group setting such as a long-term care facility. The US Census predicts the elderly population in California will have doubled between 2000 and 2025 – a larger growth rate than any other state. Additionally, in 2009, the California Senate Office of Oversight and Outcomes reported 13% of all complaints to the California Office of the State Long Term Care Ombudsman involved abuse, gross neglect, or exploitation, which was more than twice the national average.⁵ With the dramatic migration of seniors into the county, the difficulty with insufficient advocacy, transportation, medical, and assisted living resources is compounded. While investigative services are in place, and general victim advocacy is provided through the District Attorney's Office, there is currently no specialist dedicated to serving these specific victims. Likewise, APS caseworkers do not provide many services beyond investigations, leading to a gap in the continuum of services.

Describe the mission and goals of your agency and how that aligns with the goals...

⁵ California Senate Office of Oversight and Outcomes, California's Elder Abuse Investigators: Ombudsman Shackled by Conflicting Laws and Duties, November 3, 2009.

Subrecipient: El Dorado County

Subaward #: _____

El Dorado County Health and Human Services Agency (HHSA) contains many of the departments that may function independently in other counties. We also regularly work with our integral agency partners in the District Attorney, the Sheriff's Department, and Community Based Organizations. The Adult Protective Services Division of HHSA provides investigative services, making HHSA a key authority in identifying and responding to cases of elder abuse and neglect. Our In-Home Supportive Services Program pays for supportive services for elders and disabled adults, helping them to remain safely in their homes. HHSA also provides a multitude of senior programs to elders within the community through local senior centers, as well as Senior Legal Services. Additionally, HHSA includes the Long-Term Care Ombudsman and Public Guardian. With all of these components serving elderly and dependent adults, the HHSA Mission Statement is quite appropriate, "With integrity and respect, we provide effective, efficient, collaborative services that strengthen, empower and protect individuals, families, and communities, thereby enhancing their quality of life." This mission statement clearly aligns with the XE Program purpose.

Describe what your agency considers best-practice when providing services...

HHSA believes in a trauma informed care approach to serving victims of Elder and Dependent Adult abuse; victims understand their needs best. We also believe it takes collaboration with partners to be successful. We earnestly strive to build relationships across the community to establish the links necessary to connect victims directly with the services they need so they can (with our assistance) seamlessly navigate and ultimately obtain the resources they need. Much of our previous elder abuse team collaborations have closely resembled the best practices identified by the National Committee for the prevention of Elder Abuse.

Plan**Describe your agency's plan to provide services to elder and dependent adult...**

HHSA plans to hire one Elder and Dependent Adult Abuse Social Worker and one Elder and Disabled Adult Abuse Victim Specialist through a partnership with the El Dorado County District Attorney's Office. Together, this team will spearhead the establishment of a multi-disciplinary team that will be tasked with providing direct wrap-around services to victims. The Victim Specialist will provide emotional support and safety services; as well as assist victims achieving stability and navigating the criminal justice system. This position will partner with the Social Worker, who will coordinate the multiple available services and programs available to victims, and conduct community outreach and education. Together, they will represent an integral part of the multi-disciplinary team, helping to refine referral and response protocols for addressing the needs of victims. The multi-disciplinary team will also contain members from the Sheriff's Department; HHSA Programs involved in addressing the needs of seniors and dependent adults (Mental Health, Local Ombudsman, Adult Protective Services, Public Guardian, Senior Legal Services, etc.); and a representative from at least one community based victim assistance organization in the county. The team will identify all county agencies providing services, and develop a standardized resource guide of the most commonly utilized services available. This will ensure victims can receive resource information at multiple points – not just through the Social Worker or Victim Specialist. The team will meet no less than 20 times in the 24 month grant period to refine the protocols to ensure services are accessed and delivered effectively and efficiently. HHSA also plans to utilize volunteers, to assist victims with transportation needs, which are chronically a barrier to receiving services in El Dorado County. The remainder of the direct services will be provided by the Victim Specialist either directly or

Subrecipient: El Dorado County Subaward #: _____

through a referral process coordinated by the Social Worker. As HHSA already has numerous programs in place to assist seniors (including Meals on Wheels, Senior Nutrition Program, Senior Legal Services, Family Caregiver Support Program, Long-Term Care Ombudsman, Public Guardian, Senior Day Care, Mental Health Services Programs, and Adult Protective Services), furthering the capacity of services to better encapsulate the criminal justice system navigation (via the Victim Specialist) with the social services system navigation (via the Social Worker) with likely provide the greatest and most well-rounded level of service to victims.

Indicate the number of victims your agency plans to assist...

Based on data from previous years, establishing victims with confirmed cases of abuse and neglect through APS referrals, we can conservatively estimate some level of services will be provided to at least 200 seniors and dependent adults (by figuring 132 confirmed cases in 2014, factoring an increase of approximately 17% for 2015, and projecting out for two years, we would count approximately 300). We confidently know how many confirmed cases APS has identified; we also know the number of arrests the Sheriff's Department has made against perpetrators of elder and dependent adult abuse, as well as the percentage of increase year of year in these arrests. It is likely that with outreach, availability, and access to services, we will end up providing some level of services to far more victims than anticipated.

Describe your agency's plan to fund an Elder Abuse Victim Specialist...

HHSA will release a job announcement seeking a qualified Elder Abuse Social Worker, who will be responsible for providing community outreach and education in addition to their partnership with the Elder Abuse Victim Specialist. HHSA will partner with (and contract for the position) the El Dorado County District Attorney's Office, which is the primary county department which employs the Victim Witness Program Specialist classification. On daily basis, the Victim

Subrecipient: El Dorado County Subaward #: _____

Specialist position will be in contact with victims and primarily focus on direct services and case management. Together, both positions will be responsible for coordinating with other involved partners and team members, to ensure victims get the support they need and the system supporting them is functioning effectively and efficiently. The Victim Specialist will provide court accompaniment, coordinate with the Social Worker to facilitate the obtaining of social services assistance and referrals, provide advocacy and referrals for immigration assistance (if needed), and work with the Social Worker as needed assist in addressing any needs related to employment, creditors, housing, educational/vocal, and/or language access. The Victim Specialist will also provide assistance with navigating the Criminal Justice System, filing Victims Compensation claims, and provide emotional support.

Agency's plan to expand the existing capacity of the elder abuse multidisciplinary team...

El Dorado County has a long history of effective multi-disciplinary, multi-agency coordination in addressing the needs of elder and dependent adult abuse victims. HHSA currently hosts a multidisciplinary team called MAST (Multidisciplinary Adult Services Team) comprised of members who are trained in the prevention, identification, management, and treatment of elder and dependent adult abuse victims. HHSA also participates in the El Dorado County Crisis Intervention Team (CIT), which is comprised of deputies specially trained in recognizing and understanding mental illness, as well as representatives from public health, APS and CPS, the DA, the Public Defender, and the National Alliance for Mental Illness. By coordinating with both of these teams, the Victim Specialist and Social Worker will expand the capacity for coordination between these separate teams with often overlapping populations.

Describe what type of representation will be on the multidisciplinary team.

Subrecipient: El Dorado County Subaward #: _____

The multidisciplinary team is comprised of representatives from both inside and outside HHSA. Team members from within HHSA represent our Adult Protective Services Program, Senior Legal Services Program, Public Guardian, In-Home Supportive Services Program, Long-term Care Ombudsman Program, Mental Health Program, Public Health Program, and Social Services Program. Outside representatives represent the District Attorney's Victim Witness Department, the El Dorado County Sheriff's Department, El Dorado Health Care, and members from community based organizations providing victim assistance. As needed, the team may bring in professionals from the Family Caregiver Support Program, the Senior Nutrition Services Program, the Senior Services Program, and the Public Housing Authority to provide additional information, knowledge, and expertise to address needs and concerns that identified throughout the program. The team will also reach out to financial institutions to solicit experts willing to advise seniors dealing with the financial aftermath of exploitation, in the event Senior Legal Services or Public Guardian are not able to provide the necessary information.

Describe the timing of meetings that will be held and the number of meetings...

Multi-disciplinary multi-agency team meetings will happen monthly throughout the 24 months of the program, excluding November and December to accommodate complicated holiday planning and absences from team members. These meetings will be held at HHSA, which is centrally located in El Dorado County, and video conferencing will be made available. The meetings will be held at a regular time/date so that members can schedule ahead to ensure participation. Additionally, El Dorado County utilizes a computerized email and calendar system allowing any meeting coordinator to schedule based on availability. This will allow team members to easily schedule additional meetings, should the need arise.

Describe how your agency will conduct public awareness and education/outreach...

Subrecipient: El Dorado County Subaward #: _____

Public awareness and education/outreach will be achieved by developing brochures and handouts that can be distributed through the community with input from the multi-disciplinary team. In addition to input on the outreach materials developed, team members will also facilitate distribution at care facilities and in county agencies where the public is likely to access services. Materials will also be distributed through the Senior Day Care Center and through the Senior Services Program, to ensure the senior community living independently is keenly aware of the resources available. The focus of these handouts and brochures will be to help members of the community as well as public employees, identify signs of abuse, and also provide information on who to contact when they suspect abuse. This will also serve victims who may not have realized they meet the definition of abuse, and provide them with contact information where they can receive information. In addition to handouts and brochures, Adult Protective Services will also be trained on the resources available in the program so that they can refer victims who make contact through the Elder Abuse Hotline.

Describe how your agency will assess and coordinate services...

The Elder Abuse and Dependent Adult Abuse Social Worker and Victim Specialist will both participate in the multidisciplinary team. One of the key purposes of the team is to communicate about service needs for identified clients. The integration of these new positions will provide a link between the team, direct services provision, and social services case management. The team is also responsible for collaboratively reviewing established guidelines and protocols for addressing any privacy/confidentiality agreements – many of which are already in place. APS and Victim Witness already utilize needs assessment tools and intake documents that are specifically designed to establish a functional service plan. By looking to tools already established, the Social Worker and Victim Specialist will be able to build upon and improve the

existing structure in order to effectively address victims' needs. Both of these positions will also serve as a feedback loop so that any issues, including inter-agency communication failures that arise within the provision of services can be addressed by the team to ensure services across the spectrum are being delivered appropriately, consistently, and fluidly while still protecting victim privacy.

Plan to develop and/or implement services to help recover from financial exploitation.

HHSA believes there are three vital areas where victims of financial exploitation can be served.

First, victims can be assisted with the Victim Compensation claim process. Next, in situations where victims are relocated to live with family members, HHSA's Family Caregiver Support Program will be a vital resource; in situations where victims need legal services, Senior Legal Services will be an asset. Lastly, victims may need assistance in addressing unquantifiable damage to credit ratings as well as financial planning, some of which can be provided through the Public Guardian Program, and Senior Legal Services in addition to local resources.

The process of assisting victims in recovering from financial exploitation will begin with addressing the existence of a demonstrable financial impact within the victim population we serve. Victim Compensation Funds are only available to victims of violent crimes, and victims must meet eligibility criteria in order to be considered. In order to establish this financial impact and eligibility, the Victim Specialist will work directly with victim to determine the actual/tangible amount of financial loss that has incurred as the product of their victimization. This will include the Victim Specialist helping the victim identify eligible costs that are not covered by other sources (per the CalVCP program guidelines). This knowledge will give the victim a solid foundation for a Victim Compensation Program claim, which the Victim Specialist will assist in completing and filing, as well as in articulating restitution needs to the court.

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HHSA also has a Family Caregiver Support Program (FCSP), which assists caregivers through support groups, in-home services, legal and financial services to help caregivers take care of their loved ones. This program will likely be a vital component in situations where a victim must be removed from their current living environment and placed with a family member. The financial impact of such changes can be dramatic not only for the victim, but also for their family members. The FCSP team members are already in place, and a valuable asset in assisting with the financial implications of abuse and neglect. HHSA also contains a Senior Legal Services Program, as a part of the Elder Protection Unit, which provides clients with civil legal advice. This too will be a vital asset to victims.

Lastly, the Social Worker will provide referral based services to local financial institutions, who may be able to assist the victim with financial planning and recovery. This will be provided when our Public Guardian fiduciary representatives or Senior Legal Services are unable to provide the level of financial advice necessary to meet the victim's needs. Outside referrals will be especially important in cases where financial damage has occurred to the victim, but the results of the damage are hard to quantify and monetize, such as damage to credit worthiness.

Describe your agency's plan to develop a method for evaluating...

HHSA's plan for evaluating the impact and amount of services involves measuring inputs at two sources in addition to a single output source. The inputs include sourcing referrals to the XE Program, and counting the number and demographic data of participants accessing XE Program services using already in place screening and intake forms. The output source will include a measure of total victims served. In order to evaluate the impact of the XE program, the referral source will need to be identified as being sourced to or a product of the XE program.

Establishing accounting codes to source job functions and client costs associated with the XE

program will be the first step in this process, and is easily achievable. Next, the multi-disciplinary multi-agency team will refine protocols, so that referrals from outside HHSA are properly sourced to the XE program. This will ensure they will be counted uniquely from other programs. Establishing a unique count will involve measuring whether or not the victim accessed XE Program services – not just whether or not the accessed social services as a result of XE Program outreach efforts, in addition to using existing data collection tools to capture demographic data for reporting. The output data source can be established with a total count of victims served and measured against previous counts of victims served in order to see if any capacity increase has occurred. Finally, both the Social Worker and the Victim Specialist will be responsible for keeping case notes and records for each victim assisted that will include at a minimum the demographic information of the victim, the services accessed/provided, the source of the referral, and any evaluative case outcomes that can be captured. This count should give us a very specific look at the actual services provided as a result of contact with each specialist, and also allow for capturing reporting requirements required by VOCA. Potentially, all referral sources may not be accurately captured as victims may utilize a brochure to contact a partner agency without specifically identifying the impetus for their call. As such, the impact could be far larger than any data captured, due to victims contacting partner agencies and accessing only a limited amount of resources without a referral to the Victim Specialist or Social Worker. By maintaining strict sourcing criteria, we will be able to conservatively report numbers that can be specifically and clearly attributed to the XE program.

Describe how your agency plans to network with other individuals...

Being an umbrella organization containing multiple departments, HHSA is uniquely positioned to serve as a central hub of networking between multiple agencies addressing the needs of

victims of elder and adult dependent abuse. Because we have so many different programs already working with these populations, networking between intra-agency departments as well as other county departments serving these same populations is a function we regularly perform. By adding new positions providing direct services in HHSA as well as the DA, we will be expanding a vital bridge for networking. Going forward with the XE program, HHSA will refine formal protocols through the multi-disciplinary multi-agency team to ensure a consistent and standardize response to victims throughout the county. HHSA will also budget for and plan for sending multiple members of our multi-disciplinary multi-agency team to the Project Director's meeting hosted by Cal OES so that team members can network with other entities performing similar work in California.

Describe how your agency will provide the direct victim services.

HHSA's Elder and Dependent Adult Victim Specialist, through partnership with the DA, will be responsible for providing many of the direct services to these victim populations, including accompaniment, emotional support, advocacy, and some transportation. HHSA's Social Worker will be responsible for coordinating the applicable social services and referrals to resources that will assist the victim with accessing social services resources. The Social Worker will also assist in navigating the multitude of departments, forms, and services the victims will need to complete. Where resources, such as emergency housing and transportation are necessary, the Social Worker will be responsible for ensuring the victim's needs are met through whatever resources are available. This may include establishing short-term emergency housing, providing direct assistance to meet immediate financial needs, or dispatching an emergency transportation asset to assist victims. Obviously, the level of direct services to be delivered will largely depend on the needs and circumstances of each victim. In El Dorado County, transportation will likely

be a constant need, as geographic isolation is a barrier to accessing many services. To bridge the gap between the Eastern portion of the county and the services in the Western slope of the county, HHSA will utilize transportation assets already in place (e.g. county fleet vehicles assigned to HHSA). HHSA has a well-established list of volunteers ready to assist; these volunteers will certainly be called on to assist in providing transportation. The direct services funded through this program will be provided as a new addition and added component to many of the programs already in place throughout the county. As an example, Adult Protective Services will continue to provide victims with investigative and protective services and refer victims (as appropriate) to the Sheriff's Office and District Attorney's Office. With the Elder Abuse Program, APS workers will now be able to connect a victim directly with a Victim Specialist and Social Worker who can help them navigate the criminal justice system and social services system. The Elder and Dependent Adult Social Worker will be the responsible for ensuring that each individual in need is connected with the services already in place and referred to resources that are community based.

Capabilities

Describe your agency’s expertise in serving elder and dependent adult victims.

El Dorado County’s HHSA serves elders and dependent adults on a daily basis through Adult Protective Services, Senior Legal Services, Senior Services, Senior Nutrition Services, the Multipurpose Senior Service Program, the Family Caregiver Support Program, and numerous other programs already in place in HHSA. As an agency, we are the primary entity tasked with providing social services to seniors and dependent adults throughout the county. As these services are all a part of the same organization, we have infrastructure in place that communicates between departments. If a HHSA employee delivering meals to the same seniors in need every day knocks on the door and receives no response, calling Adult Protective Services to do a wellness check is merely a matter of dialing an extension at the office. If a Public Guardian case manager visits a client in a care facility and they suspect the client is being neglected, reaching out to the multiple agencies involved in investigating, documenting, and rectifying the situation can be accomplished internally within HHSA. We work with the elderly and dependent adults every day. It is part of our legal mandate, and one of the largest demographics we serve.

Describe your agency’s capacity to implement each of the XE Program Components.

The first program component is the Elder Abuse Victim Specialist position. HHSA will meet this requirement and surpass it. We will contract intra-County with the District Attorney’s Office for the specific Victim Specialist position, and also hire a Social Worker to help coordinate services. HHSA regularly and routinely hires positions to fill needed vacancies; we have the infrastructure in place to facilitate a work space and communications.

The second program component involves the expanding the capacity of the multi-disciplinary

team to meet service needs. HHSA representatives have served as members of multiple teams that span multiple agencies, including current participation in both the Multidisciplinary Adult Services Team (MAST) as well as the Sheriff's Crisis Intervention TEAM (CIT). We have the personnel and the space to host these types of meetings and the letters of commitment from agencies supporting the program.

The third program component involves networking. To accomplish this component, HHSA will budget for the costs associated with sending team members to the Project Director's meeting identified in the RFP. HHSA has county vehicles that can be utilized for this purpose; we already have significant capacity to perform that part of the objective. We will also utilize networking opportunities as a part of the multidisciplinary team, in order to connect with key decision makers in agencies serving the same victim populations.

The fourth program component will be providing and delivering comprehensive victim support services. The capacity for this component will be accomplished by hiring the Elder and Dependent Adult Victim Specialist, with accompanying support services coordinated through the Elder and Dependent Adult Social Worker. This will also increase our capacity for accomplishing the fifth component, providing emotional support and/or safety services to elder and dependent adult victims. As multiple services are already in place and share this same goal, several internal HHSA programs may also provide emotional support and safety services, as they do so regularly.

The sixth program component involves providing emergency shelter services for elder and dependent adult victims. To accomplish this, HHSA will meet the need of any immediate emergency housing through hotels and motels. Obviously, this will only be a short term solution until more appropriate long-term housing arrangements can be made. Victims will be provided

assistance with this process through the efforts of the Social Worker. Due to the multitude of types of resources, establishing a contract for short-term emergency housing with a local provider should not be difficult; we contract for services on a regular basis.

The next program component involves criminal justice advocacy. HHSA will develop a capacity to provide this component through our partnership with the District Attorney's Office. The Elder and Dependent Adult Abuse Victim Specialist (and volunteers) will provide accompaniment as needed, and ensure the victim is able to adequately work with the DA's office and law enforcement as needed. We regularly work with both of these entities.

HHSA has a internal knowledge we can call upon to help with the Financial Services program component of the program. Senior Legal Services and Public Guardian regularly provide fiduciary expertise and civil legal advice in complicated fiscal matters related elders. Our partnership with the DA for the Victim Specialist will increase the capacity by providing expertise related Victim Compensation claims. We also have an internal capacity through HHSA's Family Caregiver Support Program, which supports family members caring for the elderly. In the event HHSA cannot serve the clients internally with services in place, will refer victims to local financial institutions we plan to solicit to help provide planning and recovery assistance for victims.

Lastly, HHSA will meet the needs of emergency transportation through Adult Protective Services and through the Victim Specialist, as well as taxi vouchers when necessary. The specialist will be responsible for assisting victims with arranging non-emergency transportation via public transportation vouchers and volunteers using county assets. HHSA has access to a fleet of county vehicles, which can be utilized to help accomplish this.

Describe how elder and dependent adult victims will access your services.

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Two of the primary ways victims will access services will be through the Elder Abuse Hotline and by way of referral from local law enforcement. Both are typically the sources where most victims are identified. Outreach and community education will also play a vital role in creating knowledge of the services. Handouts will have call in information to establish contact with HHSA resources. Additionally, referrals can be made through partners as well as unfunded victim advocates with the District Attorney's office. HHSA's main office also has a public entrance where victims could simply show up and be connected with needed resources.

Capacity to provide the required services... within the first six months of operation.

Upon notification of award, HHSA will begin advertising for the Elder and Dependent Adult Victim Specialist and Social Worker positions. This process from start to finish may be a few months, but should be complete and in place by July 1st. Simultaneously, using the letters of commitment and support we have received, HHSA will begin notifying partnering agencies of the successful outcome and begin establishing initial meeting dates and agendas. Within the first six months of the program being operational, direct services will be provided, the protocols will be revisited by the multidisciplinary team, and the design and distribution of outreach materials will begin.

Experience working with other agencies/organizations...

HHSA currently contracts with partners across the community to perform a wide variety of services. We also have programs internally that provide limited direct services to victims including among others Adult Protective Services and In-Home Support Services. The Elder and Dependent Adult Victim Specialist and Social Worker positions will expand our capacity to provide direct services by dedicating one person to providing direct supportive services for victims, with another person assisting with the navigation of services in place. This will alleviate

the burden of navigating numerous and complex systems, so that the whole victim can be treated effectively and with dignity. HHSA regularly works with other agencies to expand our capacity for direct services even further, and we maintain an extensive resource referral list to assist clients with receiving the services appropriate based on their needs.

Experience in addressing barriers...

Because HHSA is a one-stop-shop for services within El Dorado County, our clientele are from an extremely varied background spanning different languages, cultures, economic conditions, and social challenges. We regularly encounter clients who have access and functional needs, and addressing those needs is part of doing business. In order to address the barrier constructed from a lack of knowledge, HHSA will provide culturally competent community outreach as a part of this program, ensuring that members of the community are aware of the services being provided. We also currently provide language access services for those with access and functional needs as well as those with Limited English Proficiency, and we employ diverse personnel from varied backgrounds to assist in breaking down cultural barriers. The barriers victims face related to geography in El Dorado County are something we are very experienced in addressing, and communication and infrastructure systems in place are designed to help mitigate these factors when possible.

Describe the agency's existing protocols for responding...

El Dorado County's Health and Human Services Agency currently has an Adult Protective Services Program, which is state mandated and tasked with investigating situations involving elders and dependent adults, who are reported to be victims of various types of abuse and neglect. As a part of the protocol for performing state mandated services, APS caseworkers receive referrals from within the community from mandated reporters, concerned community

members, and family members, who are witness to abuse, neglect, and mistreatment of their loved ones. These referrals are investigated by APS caseworkers and are substantiated, unsubstantiated, or deemed inconclusive. APS caseworkers are often the first responders when allegations of abuse have been made. As a result of these investigations, coordination with the Sheriff's Department or the District Attorney's Office sometimes becomes necessary. Currently, these victims may receive some victim witness advocacy through the District Attorney's Office, but no primary elder abuse and dependent adult abuse Victim Specialist currently exists. Existing protocols for response are very much program-centric. Each program performs its function well. But what is needed is someone who can help victims navigate all of the pieces to the puzzle to make sure each victim's need is identified and met no matter where in the process they enter. This is where existing response protocols are in need of improvement.

Describe the qualifications and training the Specialist will be required to possess.

Qualified applicants to fulfill the role of the Elder Abuse Victim Specialist will conform to the job classification specifications of a Victim Witness Program Specialist, as classified by the El Dorado County Department of Human Resources. As such, they must possess at a minimum an Associate of Arts degree with major coursework in psychology, sociology, or a closely related field and one year of experience in crisis intervention or related paraprofessional counseling. Additionally, they must possess knowledge of principles and techniques of trauma reduction and crisis intervention, basic psychology and sociology as related to victims of crimes and their needs. They must also possess knowledge of the functions, processes, and terminology used in the criminal justice system, along with basic office practices and procedures, and basic data processing principles. An ideal candidate will have at least two years working with victims of elder or dependent adult victim populations.

Budget Narrative

How well does the Budget Narrative support the proposal objectives and activities, and the intent and requirements of the XE Program?

The budget developed by El Dorado County for the XE Program establishes 1 FTE

~~Victim Witness Specialist to provide direct services to victims, in addition to .8 FTE~~

Social Worker, who will serve in linking victims with support services already in place

and throughout the community. These two positions will also coordinate with the

multidisciplinary team to ensure protocols in place respect clients' privacy rights and to

develop outreach materials that will assist victims throughout the community with

accessing services. These positions will network with partners within the community as

well as other Cal OES grant recipients who will be performing similar work. The budget

also includes funds for direct services costs associated with the program, including

direct financial assistance, transportation costs, emergency housing, transitional

housing, and outreach materials. These costs are necessary to provide direct services

to victims, fulfilling the requirements of the XE Program.

Does the budget include travel expense for multidisciplinary members to attend the required Cal OES grant management meeting?

The budget includes \$100 in funding to cover the fuel and maintenance costs for

multidisciplinary team members to drive to Sacramento for the grant management

meeting. As the trip is approximately 30-40 minutes each way and team members will

be using county vehicles, \$100 should be more than sufficient.

How well are the funds allocated in the Budget Category Forms? How well do the line items support the proposal plan, objectives, and activities of the XE Program?

All funds allocated on the budget category forms are direct costs for meeting the

programs mandatory objectives, with the exception of the indirect cost line item. The

direct costs are allocated based on actual projections of the costs associated with the

personnel and deliverables the program demands. The indirect cost line item includes the established indirect cost rate applied only to the salary portions of the personnel positions (salary base); these indirect costs are completely verifiable and are simply a part of the cost of doing business. Indirect cost rates vary based on indirect costs associated with different programs. The rate for the social worker position is 36.16% using salaries as a base; the rate for the Victim Specialist position will not exceed 10%. HHSA contacted our federal cognizant entity in order to negotiate an indirect cost rate in accordance with 2 CFR 200. Janet Turner, the Senior Negotiator and National Specialist for State & Local Governments, Cost Allocation Services Program Support Center, directed our agency to develop the proposal in accordance with A-87 and keep it on file. Our indirect cost rate is a product of compliance with that directive.

How well does the proposal identify how the funds are allocated to minimize administrative costs and support direct services?

First, nearly 75% of the program costs identified on the budget are for personnel who will be performing direct services. In addition another 10+% is allocated to the direct services operational costs. By contracting with the District Attorney's Office for the Victim Witness position, HHSA will not incur all of the indirect costs associated with both positions. As our approved indirect cost rate is based on salaries, we are budgeting indirect costs for the internal position based of the rate approved for the department/program in which the position will be housed organizationally. Because the Victim Specialist position is not a part of an internal department program, we can minimize the direct costs of the position to 10%, which is less than half of what the cost would be if the position were internal. Additionally, whether direct charged or not, the costs associated with providing a workspace, coordinating payroll, providing IT and

communication services, have to be allocated reasonably and consistently. Per 2 CFR 200, indirect costs need to be applied uniformly across fund sources. Were HHSA not to allocate for these costs, the agency would not be able to participate in the XE program, as these costs would need to be accounted for in addition to the match burden.

How well does the proposal describe the duties of project funded staff, including qualifications or education level necessary for the job assignment?

El Dorado County, as a public agency, is required to establish job classifications and duty statements for each position. As such, the job qualifications and education level necessary are standardized. The Victim Witness Advocate:

- Provides crisis intervention to victims and witnesses of crimes to assist in reducing trauma, and facilitate adjustment; provides Para-professional counseling on a short term and follow-up basis, in the field or program office.
- Assists victims and witnesses in various processes of the criminal justice system such as support at crime scenes, ensuing property return and arranging interviews with sheriff and attorney staff.
- Provides referrals to various support organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and related services.
- Explains court procedures and terms, notifies victims and witnesses of court appointments, arranges transportation and follows up to ensure victims and witnesses appear.
- Assists victim in obtaining compensation and restitution by assessing eligibility, assisting in completing claim forms and intervening for the victim with creditors and claim authorities.

- Notifies family members of deaths and works with members of the victim's primary support group to assist them in dealing with various aspects of the victim's experiences.
- Prepares correspondence, assessment reports, impact statements, case records, program information and related reports; maintains records and documentation of victim/witness cases.
- Provides information to the public and makes educational presentations regarding the program and its service.
- Oversees the work of and provides training for program volunteers; may provide direction and review for assigned office support staff.
- Assists law enforcement staff at crime scenes as requested.
- Performs various office support and clerical duties such as receiving and screening telephone calls, typing, processing forms and maintaining appropriate files.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

The education and experience requirements are as follows:

“Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement. Equivalent to possession of an Associate of Arts degree with major coursework work in psychology, sociology or a closely related field **AND** one year of experience in crisis

intervention or related paraprofessional counseling. Additional experience in crisis intervention or related paraprofessional counseling may be substituted for the education on a year for year basis.”

This position is also expected to have knowledge of:

- Principles and techniques of trauma reduction and crisis intervention.
- Basic psychology and sociology as related to victims of crimes and their needs.
- Functions, processes and terminology of the criminal justice system.
- Office practices and procedures, including filing and the operation of office equipment.
- Basic business data processing principles.
- Correct English usage.

And the position should have the following skills:

- Providing crisis intervention, trauma reduction and follow-up counseling assistance.
- Assisting effectively with emotionally distraught, traumatized and/or disorderly individuals from various socio-economic groups.
- Interpreting, explaining and applying codes and administrative regulations pertaining to victim/witness and victims’ rights programs.
- Preparing effective written reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Using sound independent judgment within established policy and procedural guidelines.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

As required by Federal Law, the Social Worker Classification must be sourced to ~~specific job qualifications and standards~~. In meeting these requirements, recruitment is treated differently from typical county positions. Social Workers also have a pay scale that is based on qualifications. For the purposes of this budget, we have planned for a Social Worker IV. A general description for this position is identified as follows:

Under general direction, the Social Worker IV A/B performs casework of an advanced nature dealing with complex individual and family problems; undertakes intensive treatment plans and counseling requiring professional knowledge and training; performs other related work as assigned.

Social Worker IV A/B requires a Master's degree and social work case management experience in a public or private social services agency. This is the highest non-supervisory level in the series. Incumbents perform casework requiring the application of high level and sophisticated social services expertise and techniques, generally in areas such as adult and child protective services. Typical duties include:

- Performs case studies for the purpose of assessing problems and determining appropriate types and methods of treatment.
- Develops intensive long or short-term treatment plans, which require a comprehensive fund of professional knowledge with the aim of improving or restoring individual or family functioning.

- Ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in conformance with agency, state and federal requirements.
- ~~Acts as a casework consultant to staff members without professional training.~~
- Functions at a highly skilled level in such areas as counseling, protective services, medical social work, family services, community organization and research.
- May perform the following specific types of counseling: marital, family inter-relationship, protective services for children or adults incapable of self-care.
- Receives reports of children, dependent adults and elderly abuse; investigates allegations by conducting interviews with victims and others; assesses situations and recommends, implements and monitors alternate placement, may remove children from unsafe situations; may provide information to law enforcement or district attorneys; may testify in court; supports witnesses and victims who must testify in court.
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling; advocates on clients behalf for most appropriate services including enabling services.
- Interprets and explains rules, regulations and policies to clients and applicants.
- Maintains casework records and handles relevant correspondence.
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems.

- Operates a personal computer and other office equipment; enters and retrieves data and narratives from automated computer systems.
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations, and case plans to clients, families, and service providers.
- Communicates effectively with clients and others in writing, in person, and over the telephone.
- Analyzes data, interprets directions, procedures and regulations, and develops appropriate responses.
- Performs job duties under stressful conditions and emergency situations, and responds appropriately to situations.
- Maintains confidential information in accordance with legal standards and/or County regulations
- Performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.

How well does the proposal describe how project funded staff duties and time commitments support the proposed objectives and activities?

Two project funded staff (Victim Witness Specialist at 1 FTE and Social Worker at .8 FTE) will dedicate 100% of their time and daily activities to support proposed objectives and activities. These positions will not be split funded with any other fund source. The Senior Legal Services position is allocated at .22 FTE over the two years. As this position is match, the allocation will be based on time directly related to the provision of services. All three of these positions are directly related to accomplishing the program's objectives and activities.

How well does the proposal describe the necessity for subcontracts, unusual expenditures, and midyear salary range adjustments?

The contract is intra-county, as the District Attorney's Office is the only department authorized to employ a Victim Witness Specialist. This contract will be accomplished through an MOU for the services, where HHSA will essentially pay for the position authorized in the DA's office. This position will still be within the county; the Victim Witness Specialist will be a public employee in El Dorado County the same as the Social Worker. As the contract is internal, the County will still be paying for all of the indirect costs associated with the position, unlike a contracted employee from outside the county, where those costs would be incurred by the agency with which we contracted.

For the positions allocated to the grant, the budget currently estimates the cost of the positions at their maximum range to ensure there is sufficient budget to fill the vacancies with the most qualified candidate. It could be that a qualified candidate will be hired without being at the step level identified in the budget. In that case, we will revise the budget (down) to project actual costs for the position.

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

El Dorado County

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4th

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

5th and 6th

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

1st

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

184,917

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Don Ashton, M.P.A.
Director

3057 Britz Road, Suite B
Placerville, CA 95667
530-642-7300 Phone / 530-626-7734 Fax

3368 Lake Tahoe Boulevard, Suite 100
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530-573-3200 Phone / 530-541-6736 Fax



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MICHAEL RANALI
District IV
SUE NOVASEL
District V

February 12, 2016

Mark Ghilarducci
Director
California Governor's Office
Of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Cal OES Elder Abuse Program

To whom it may concern:

This letter is to serve as evidence of commitment by the El Dorado County Health and Human Services Agency, Adult Protective Services. We are committed to providing representation on the multidisciplinary team supporting the Elder Abuse Program, in accordance with the program requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Ashton".

Don Ashton, M.P.A.
Director

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Don Ashton, M.P.A.
Director

3057 Briw Road, Suite B
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District V

February 12, 2016

Mark Ghilarducci
Director
California Governor's Office
Of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Cal OES Elder Abuse Program

To whom it may concern:

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Sincerely,

A handwritten signature in black ink, appearing to read "D. Ashton".

Don Ashton, M.P.A.
Director

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Don Ashton, M.P.A.
Director

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3368 Lake Tahoe Boulevard, Suite 100
South Lake Tahoe, CA 96150
530-573-3200 Phone / 530-541-6736 Fax



BOARD OF SUPERVISORS

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District V

February 12, 2016

Mark Ghilarducci
Director
California Governor's Office
Of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Cal OES Elder Abuse Program

To whom it may concern:

This letter is to serve as evidence of commitment by the El Dorado County Health and Human Services Agency, Mental Health Programs. We are committed to providing representation on the multidisciplinary team supporting the Elder Abuse Program, in accordance with the program requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Ashton".

Don Ashton, M.P.A.
Director

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Don Ashton, M.P.A.
Director

3057 Briw Road, Suite B
Placerville, CA 95667
530-642-7300 Phone / 530-626-7734 Fax

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South Lake Tahoe, CA 96150
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District V

February 12, 2016

Mark Ghilarducci
Director
California Governor's Office
Of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Cal OES Elder Abuse Program

To whom it may concern:

This letter is to serve as evidence of commitment by the El Dorado County Health and Human Services Agency, Public Guardian (serving as fiduciary support). We are committed to providing representation on the multidisciplinary team supporting the Elder Abuse Program, in accordance with the program requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Ashton".

Don Ashton, M.P.A.
Director

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Don Ashton, M.P.A.
Director

3057 Briw Road, Suite B
Placerville, CA 95667
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District V

February 12, 2016

Mark Ghilarducci
Director
California Governor's Office
Of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Cal OES Elder Abuse Program

To whom it may concern:

This letter is to serve as evidence of commitment by the El Dorado County Health and Human Services Agency, Senior Legal Services Program. We are committed to providing representation on the multidisciplinary team supporting the Elder Abuse Program, in accordance with the program requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Ashton", is written over a light blue horizontal line.

Don Ashton, M.P.A.
Director

February 9, 2016

Mark Ghilarducci, Director
California Office of Emergency Services
Elder Abuse Program
3650 Schriever Ave.
Mather, CA 95655

Dear Mr. Ghilarducci:

This letter is to serve as evidence of El Dorado Community Health Center's commitment to provide representation as a medical/healthcare provider on the multidisciplinary team supporting Cal OES' Elder Abuse Program. We understand El Dorado County's Health and Human Services Agency will be applying for this program and support their application. If successful, we agree to participate in multidisciplinary team meetings in accordance with the grant requirements and participate in helping to shape an effective program with positive community outcomes.

Sincerely,



Terri Stratton, MPH
Executive Director

PLACERVILLE
4327 Golden Center Dr
Placerville, CA 95667

DIAMOND SPRINGS
4641 Missouri Flat Rd
Placerville, CA 95667

CAMERON PARK
3104 Ponte Morino Dr, Ste 110
Cameron Park, CA 95682



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

February 12, 2016

Cal OES
Elder Abuse Program

RE: Cal OES ELDER ABUSE PROGRAM

To Whom It May Concern:

This letter is to serve as evidence of commitment by the District Attorney's Office and its' Victim Witness Program to provide representation on the multidisciplinary team supporting Cal OES' Elder Abuse Program.

We understand El Dorado County's Health and Human Services Agency will be applying for this program. If successful, we agree to participate in multidisciplinary team meetings in accordance with the grant requirements.

If you have any questions or need any further information, please do not hesitate to contact this office.

Very truly yours,

VERN PIERSON
DISTRICT ATTORNEY

WILLIAM M. CLARK
Chief Assistant District Attorney

PLEASE REPLY TO:

** 515 Main Street
Placerville, CA. 95667
(530) 621-6472
Fax (530) 621-1280

1360 Johnson Blvd. Ste 105
South Lake Tahoe, CA 96151
(530) 573-3100
Fax (530) 544-6413

WEB SITE:
www.co.el-dorado.ca.us/eldoda

WMC:nva



JOHN D'AGOSTINI

SHERIFF - CORONER - PUBLIC ADMINISTRATOR
COUNTY OF EL DORADO
STATE OF CALIFORNIA

REPLY TO:

HEADQUARTERS
300 FAIR LAKE
PLACERVILLE
CA 956
530 621-56
FAX 626-80

JAIL DIVISION
300 FORNBERG
PLACERVILLE
CA 956
530 621-60
FAX 626-91

TAHOE PATROL
1360 JOHNSON BLVD., SUITE 11
SOUTH LAKE TAHOE
CA 961
530 573-30
FAX 544-68

TAHOE JAIL
1051 AL TAHOE BLVD
SOUTH LAKE TAHOE
CA 9615
530-573-303
FAX 541-672

February 16, 2016

Cal OES
Elder Abuse Program

To whom it may concern:

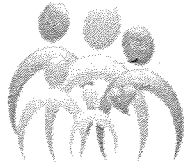
This letter is to serve as evidence of commitment by the El Dorado County Sheriff's Office to provide representation on the multidisciplinary team supporting Cal OES' Elder Abuse Program.

We understand El Dorado County's Health and Human Services Agency will be applying for this program. If successful, we agree to participate in multidisciplinary team meetings in accordance with the grant requirements.

Thank you,

JOHN D'AGOSTINI
Sheriff - Coroner
Public Administrator

JD/II



the center
for violence-free relationships
education advocacy services

February 12, 2016

Mark Ghilarducci
Director
California Governor's Office
Of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Elder Abuse (XE) Grant Program Signature Requirements

This letter is to serve as evidence of commitment to provide representation on the multidisciplinary team supporting CalOES Elder Abuse Program. We understand El Dorado County's Health and Human Services Agency will be applying for this program. If successful, we agree to participate in multidisciplinary team meetings in accordance with the grant requirements.

Sincerely,

Matt Huckabay
Executive Director