AGENDA

BCESP Advisory Council Meeting

December 10, 2020 at 3:00 pm – 5:00 pm

GoTo Meeting

Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/465189573

You can also dial in using your phone. United States: +1 (408) 650-3123

Access Code: 465-189-573

| CALL TO ORDER / WELCOME | John Freeman | | |
|---|------------------------------|--|--|
| MISSION MOMENT | | | |
| Senior Farmers Market | Jennifer Lake | | |
| APPROVAL OF MINUTES | | | |
| September 10, 2020 Minutes (Action Needed) | John Freeman | | |
| QUARTERLY REPORTS | | | |
| Program Dashboard & Financial Report | Ken Wilson & Carl McCullough | | |
| Market Penetration Report & Five-Year Levy Projections | Ken Wilson | | |
| COMMITTEE REPORTS | | | |
| Services Committee | Katy Abbott | | |
| Draft 2021 RFP, Bidding Criteria & Draft Schedule of | | | |
| Provider Monitoring Reviews | | | |
| Consumer Directed Care Service Specifications (Action Needed) | | | |
| Minor Home Modification & Repair (Action Needed) | | | |
| Outreach Committee | Christy Quincy & Paula Smith | | |
| Community Engagement Update | | | |
| Governance Committee | Julie Gilbert | | |
| OLD BUSINESS | | | |
| ❖ COVID Updates | Ken Wilson | | |
| ESP Branding Discussion | Katy Abbott | | |
| Butler County Levy Renewal Election Results | Ken Wilson | | |
| NEW BUSINESS | | | |
| ❖ 2021 Meeting Dates | John Freeman | | |
| HEARING THE PUBLIC | John Freeman | | |
| ADJOURNMENT | John Freeman | | |

NEXT MEETING

March 11, 2021



USDA SENIOR FARMERS' MARKET NUTRITION PROGRAM



1

Purpose: Provide fresh fruits and vegetables, herbs and honey to



Ohio's low-income seniors

Win-Win-Win
Older Ohioans
Ohio Farmers
Ohio's Economy

Awarded \$180,000 Grant

2

TRADITIONAL PROGRAM MODEL

- Age 60+
- Meet income guidelines
- Complete application
 - print copy and mail in
 - Online application
 - Phone in
- Participant receive \$50.00 in vouchers



3

MARKET LIST

Butler County:

Browns Family Farm Market Garver's Family Farm Market Oxford Farmers Market

Clermont County:

Batavia Farmers Market Milford Farmers Market Mt. Carmel Farmers Market

Clinton County:

Clinton County Farmers Markets

Hamilton County:

Findlay Market

Madeira Farmers Market Montgomery Farmers Market Northside Farmers Market Reading Farmers Market

Warren County:

Pleasant Plain Farm Market



4

PARTICIPANT COUNTS BY COUNTY



Butler: 126

Clermont: 58

Clinton: 62

• Hamilton: 672

Warren: 32

Total Count: 950

5

RESPONSES FROM THE PARTICIPANTS

"Heartfelt thank you for the Senior Farmers Market Coupons. I greatly, greatly appreciate you for sending them to me. They are going to be well used and it will help my health even better because of the vegetables and the fruit. May you have a blessed day."

"I wanted to thank you from the bottom of my heart-the coupons are really going to help because I am going to freeze some of those vegetables for the winter."

RESPONSES FROM THE PARTICIPANTS

"I am so happy to get the coupons in the mail, I am mostly Vegan and I can't believe it, it's wonderful, thank you!"

"I am really Happy with the market program, I had a really nice time, I have not been to a market in a long time."

"I received the coupons and was able to go to Findlay Market and I am very very thrilled. Just felt really good to have the extra coupons, I appreciate it and I am looking forward to 2021!"

7

COMMUNITY SUPPORTED AGRICULTURE (CSA) MODEL

- Age 60+
- Meet income guidelines
- Complete application
- CSA Farm delivers directly to Senior Housing Buildings

8

PARTICIPANT COUNT

Butler County:

Belle Tower Apartments 90

Hamilton County:

St. Pius Apartments 15St Francis Court 40Mt. View Terrace 33Corbly Trace 32

Total of 210 participants



9

RESPONSES FROM THE FARMERS AND FARM MARKETS

- "It warms my heart- they tell me that they have not eaten fresh fruits and vegetables in a very long time."
- "A customer told me that they didn't think they could afford to buy from a market."
- "I have gained a significant amount of new customers"
- "I am so excited about this program and I look forward to next year"



GOALS FOR NEXT YEAR

- Increase number of Markets and Farmers
- Increase participant counts
- Innovate from what we learned in 2020





11

MINUTES BCESP ADVISORY COUNCIL MEETING

THURSDAY, SEPTEMBER 10, 2020 @ 3:00 P.M.

ATTENDANCE

| Members Present: | COA Staff: | Guests: |
|------------------------------|---------------------|------------------|
| Katy Abbott, Vice President | Suzanne Burke | Kathryn Carder |
| John Centers | Polly Doran | Karen Dages |
| John Freeman, President | Randy Quisenberry | Joyce Kachelries |
| Julie Gilbert | Ken Wilson | Hannah Neese |
| Sabrina Jewell, Treasurer | | |
| Cheryl Marischen | | |
| Ann Munafo | | |
| Christy Quincy | | |
| Jennifer Roth | | |
| Mindy Wendling | | |
| Jared Wojcikowski, Secretary | | |
| | | |
| Excused: | Facilitator: | Scribe: |
| Randy Allman | John Freeman, Chair | Heather Junker |
| Marc Bellisario | | |
| Christine Matacic | | |
| Absent: | | |
| | | |

CALL TO ORDER

The September 10, 2020 Butler County Elderly Services Program (ESP) Advisory Council was called to order at 3:07 p.m. by Katy Abbott.

APPROVAL OF MINUTES

John Freeman called for a motion to approve the June 11, 2020 Butler County ESP Advisory Council meeting minutes.

Motion: Julie Gilbert made a motion to approve the minutes as presented.

Second: Sabrina Jewell seconded the motion.

Action: The minutes were unanimously approved as presented.

MISSION MOMENT

Emergency Meals to Low Income Senior Buildings

Randy presented the mission moment and the initiatives COA has been working on. At the start of COVID, COA wanted to be prepared in case there were any disruptions in services. Clients received two

rounds of 14-day meal boxes. A third round of 14-day emergency meal boxes are scheduled to go out in September and October and are already starting to be delivered to clients. These will be given out on an as need basis and if a provider has a client tell them they do not want or need the box, the box will be returned and put in storage for another round later in the year.

COA has been working with local restaurants to provide comfort meals to individuals in our region. There have been around 27,000 meals that have gone out to seniors so far. The program has been expanded to include smaller restaurants with an emphasis on Minority Based Enterprises. Neal's BBQ in Hamilton has joined the initiative and has already sent out 295 meals this week.

QUARTERLY REPORTS

Program Dashboard & Financial Report

Ken reviewed the Program Dashboard and Financial Report for the second quarter through June 2020. COVID started in the middle of March, and in this quarter, the impacts due to COVID have started to materialize. At the end of June, there were 3,146 seniors enrolled on the program. This is an increase of 26 from the last quarter and an increase of 175 clients from last year. Out of those 26 new clients, 19 of them were short-term as they were only eligible for services because of COVID. Disenrollments were down a bit with the biggest reason being deceased, their needs were otherwise met, they were no longer eligible/moved, or they transferred to another program.

The cost per client increased slightly in the second quarter to \$298.34. Home delivered meals were up due to many seniors on ESP who wouldn't normally need home delivered meals are now getting them. Home care assistance, medical transportation and Adult Day services are all down. The drop is due to a decline in expenses where services were suspended or put on hold. The main drivers of that were adult day centers that were shut down due to the Governor's order, medical transportation was not utilized because medical appointments were cancelled or done telephonically, and home health care assistance was suspended or cancelled due to clients not wanting anyone in their homes for fear of COVID.

The average number of days from intake to enrollment was down to five days which is significantly below the target of 12 days. As far as the start of services, the report wasn't running properly for the second quarter. Due to COVID, there were a lot of clients who were switching or adding services which affected the report regarding new enrollees and how long it takes getting services started. There were a significant number of clients who were already on the program and were calling back for additional services. The report pulls how long it took to get services started from the date of enrollment. This was causing inflated numbers. The report is being reworked so the data can be captured more accurately.

The program is currently running under budget. This is projected spending based on six months of activity which is a big caveat because this is a different year than what we've had before. We will have to see how this year progresses as it continues. The program is projected to be under budget by 6.5% or \$719,000 in tax levy appropriations. Overall, the program is under budget by 5.5% which included a 5% contingency. Some things are running over budget and some things are running under budget. Looking at the federal revenue, there is more money coming in than what was budgeted. This is due to the Family First Act funding that helped with the additional home delivered meal expenses and the CARES Act that is also helping to offset some of the additional cost. The Federal funds are decreasing the amount of levy draw that we need. In Home Care Assistance, the program is projected to be \$612,00 under budget from client cancellations, home delivered meals are projected to be \$500,000 over

budget, and Consumer Directed Care is over which has been driven by the home care staffing challenges and more seniors are signing up for CDC. Adult Day Centers are projected to be \$100,00 under budget for the year. All the projections include an uptick in the usage of services which has been seen in recent months. The client census is running over. When the budget was put together, the census was estimated to be 3,104 clients by the end of the year. Now it's projected to end with 3,122, however, that's been offset by a lower cost per client because of the service shifts.

Katy asked for clarification that consumer directed care was on the rise. Ken explained that home delivered meals and CDC are both on the rise. The rest of the services are either stable or there have significant drops in expenses. For example, electronic monitoring systems were not impacted by COVID.

Katy asked if new clients are individuals who were going to the senior centers and receiving congregate meals that are now receiving HDMs. Ken explained some of them are although most of the individuals who were receiving congregate meals prior are now receiving congregate meals as home delivered meals which is funded by Title III. The senior centers were given several options and flexibility to provide the congregate meals. These can be delivered via drive thru or delivered to their homes and billed a s a congregate meal. Sabrina asked if the meals in the drive thru were hot or cold meals. Randy advised the meals in Middletown are delivered chilled to the clients. Randy further explained that 230 meals were picked up today. Sabrina asked for clarification on if the meals were for 230 people or for 23 people. Randy advised they were for 230 people.

COMMITTEE REPORTS

Services Committee

Katy provided an overview from the services committee. Home delivered meals are going out without delays. There have been over 3,600 14-day meal boxes that have gone out to clients so far. The next round of boxes is based on need so if the client doesn't need them, the providers will keep those for future disbursements. Central Connections is showing great improvement and we are excited by their turnaround. COA is looking for small, minority owned restaurants to join the restaurant program. They have received many handwritten thank you notes from senior buildings for this program.

COA is providing PPE to providers using from Butler County EMA. COA wants to make sure that the clients and home health aides are kept safe.

There is a pilot transportation program in Hamilton County and as soon as there is data, it will be reported back to the advisory council.

There has been a spike in home care assistance capacity issues which is most likely due to school being back in session whether it be in person or remote.

One of the Home medical equipment providers terminated their contract as they were purchased by another entity. There are six other strong providers so there are no capacity concerns.

After the levy, there is a plan to roll out a value rating for home delivered meals. This is to help provide information to individuals so they can choose a provider. These scores will be based on quality and cost. These will be for new people coming in or people who want to make a change. Expect to see a market share shift from lower to higher rated providers but that will most likely be slow over time. COA would

like to keep this competitive and see the lower rated providers improve upon their scores. COA would also like to keep a variety of providers for individuals to choose from.

COA has been working with the LiveWell Collaborative. LiveWell had reached out to COA in regard to helping with a caregiver project that revolves around extended reality (XR) and most specifically virtual reality (VR). COA has been so impressed with the technology that they are looking to purchase the technology. The idea is to use the VR to have a difficult conversation with mom or dad about things like incontinence or taking medications. The hope is to have a whole catalog of these scenarios that caregivers can utilize.

The Fast Track Home Program is where individuals can enroll in the ESP program while still in the hospital or nursing facility. COA is currently working to implement this program in Warren County and it remains of high interest especially because the difficulties in nursing homes with COVID and individuals wanting to go straight home after a hospital stay. This program will be revisited in Butler County after the levy.

Senior and Adult Day Centers can reopen on 09/21 but the order addresses both as if they are the same. They each serve different clientele. Some of the mandates are that all clients and staff be tested for COVID but are open questions about access to testing. Skilled nursing facilities have many more resources and they are even struggling with testing. There have been many adult day centers closing prior to COVID. One center in Fairfield just closed and now the only center in Butler County is Oxford Seniors. COA hired a consultant paid for with CARES Act funding, who is going into the senior centers and adult day centers and giving them suggestions on what they can do to reopen safely.

The restaurant program can provide more choices to individuals utilizing local businesses. It is being looked at as to whether this program can be included long term as part of the meal program or an opportunity for congregate meals.

Home care providers are up for a contract renewal and will see a 3% increase in rates next year. COA is also exploring Hero Pay for aides caring for those individuals displaying symptoms if or have test positive for COVID. The providers incur a much higher cost of care and PPE requirements are higher. They aren't many that would need this level of care and it wouldn't be for very long.

Outreach Committee

Christy gave a quick update on the outreach committee. Polly scheduled individuals to volunteer and give presentations in local area meetings. Christy was able to give her first presentation last night. The presentation was well received and there was great interest from the trustees as to how COVID has impacted the program. Christy will be working to pull some of the information that Randy and Katy shared so she can present some of the highlights about how life looks different during COVID.

John Freeman reviewed a list of several locations that needed volunteers to give a presentation. John asked that if anyone would like to volunteer to reach out to get scheduled.

Jennifer Roth asked if any information about the restaurant program was in the presentation. Christy advised there was not, but it might be nice to include it. Polly stated she will work with Paula to get some of these examples added to the presentations.

Governance Committee

Julie provided an update on the governance committee. There are several member terms expiring this year. Julie sent the advisory council an application for a new member earlier today and feels she would be a good addition to the group. Julie stated if everyone agreed on this individual, they could work with getting this in front of the commissioners. John Freeman agreed that it would be useful to have another individual from Liberty Township on the council.

There are currently four council members with expiring terms at the end of the year. John Freeman and Christy Quincy are at the end of their second terms. Sabrina Jewell and Mindy Wendling are at the end of their first terms. John advised that if the individuals who are at the end of their first term want to stay on the advisory council, the council will inform the commissioners. Julie requested that if any of the council members have anyone that's interested in serving on the council to let everyone know. Katy asked if there are any areas that need represented. Julie advised that Middletown and Fairfield could use more representation. John informed that he's spoken with a couple of potential nominees and is actively trying to recruit.

OLD BUSINESS

2020 Levy Campaign Update

Ken provided an update on the 2020 levy campaign. The levy committee has been meeting monthly since January and Ken feels this is one of the best campaigns he's worked on. There are many engaged volunteers. The levy has an issue number now—issue 34. The printing of post cards and signs have been ordered. The campaign will consist of FaceBook ads and Google ads which helps the campaign reach a target audience and specific demographic groups. There are 70,000 pieces of absentee mail expected to go out. The committee raised all but \$15,000 of their goal. Costs will be higher than what was raised but the committee does have some money in the bank. After utilizing some of these funds, there will still be around \$24,000 for the next campaign. There will be about 20 billboards going up in the county. There are 75 4x4 signs that can be placed in high traffic areas. Good progress is being made finding sign locations. There will be a sign assembly on September 22nd at LifeSpan. The plan is to have multiple locations in the county for easy sign pickup including Oxford Seniors. The caveat to the September 22nd date relies on the signs getting back from the printer. There is no guarantee the signs will be back by then.

Ken communicated with Scott Rasmus earlier in the day. Scott had met with the campaign committee and they are sharing strategy and resources where is makes sense between the two campaigns as the mental health levy is also on the ballot. The campaign consultants are working together and sharing information about how the campaigns are operating. Scott expressed he is thankful with the cooperation that the campaigns are having with each other. Scott also wanted to remind everyone that they both share the Uplift Program that's funded by both the mental health levy and the senior services levy. Both levies are renewals, so they don't raise the taxes.

There will be volunteer opportunities coming up: sign assembly and distributing signs out in the county. Ken asked that everyone help find locations for sign placement if they can. There will also be honk ins scheduled where five or six volunteers stand at a busy intersection for an hour at lunch time or at the end of the day to hold up service levy signs. These are usually done the week of the election. There will also be opportunities for poll workers at some of the busy poll locations in the county. Katy stated the

last time this was done, there was a list of polling places and volunteers were assigned and asked if this was still what was being done. Ken advised yes but that it may look different. Volunteers will most likely just be a friendly face waving to people instead of handing things out. If nothing else, it will be volunteers going to place signs at the polling locations. Christy suggested a talking point and a picture of the levy sign with the issue number be added to social media so it can be shared across the county. Ken advised that he would speak with Paula about getting that to everyone on the council so they can share on their social networks.

Sabrina asked if the mission moment regarding Neal's BBQ will be on social media for everyone to share. Ken advised he would check into that. Jennifer then asked if someone from the levy committee could come speak at an Association for Professionals in Aging Board event in Marcum Park to support the Butler County Levy. Ken stated that yes someone can come and speak—possibly even himself.

NEW BUSINESS

FY 2021 Budget Review

Ken reviewed the FY 2021 budget and explained if the council approves, it will then be submitted to the county for final approval. This year is a bit different than most due to the pandemic which is causing projections to be off and assumptions are being made around when we are coming out of the pandemic and going back to normal. The program is projected to need \$11.8 million in tax levy appropriations which is a 6.5% increase over the current budget and a 12% increase over the projected spend in 2020. The reason for the difference is because spending for 2020 is projected to be down a little bit due to the pandemic. The budget includes a 3% increase in the client census and that's based on a market penetration rate of 39%. The budget includes a 5% contingency to account for variations in cost and census that are difficult to predict. Overall, the budget increase is 7% which a little bit higher than the 6.5% in levy appropriations because there is additional federal funding that wasn't previously there. Katy stated that it looks liked donations and client co-pays are down. Ken stated donations are a very small dollar amount, so it doesn't take much for that percentage to look big. The co-payments are something he will keep his eye on as he knows they are down due to the pandemic. Home delivered meals do not have a co-pay and that's what the surge has been in. The services where copays are collected such as Adult Day, Home Care and transportation are down. It is possible the donations may increase next year which offsets how much levy revenue will need to be drawn down.

John asked for a motion to approve the FY 2021 Budget as presented and to have it submitted to the county for final approval.

Motion: Sabrina Jewell made a motion to approve the FY 2021 Budget as presented.

Second: Katy Abbott seconded the motion.

Action: The draft FY 2021 Budget was unanimously approved as presented.

HEARING THE PUBLIC

No individuals from the public requested to speak.

ADJOURNMENT

With there being no further business to discuss, the meeting was adjourned at 4:20 p.m.

NEXT MEETING

December 10, 2020



Butler County ESP Program and Financial Report Quarter 3, 2020 (July - Sept. 2020)

Highlighted Findings

1. Census Trends

- A. Compared to last year (Quarter 3, 2019), census has increased by 85 clients (from 3,033 to 3,118) or 2.80%.
- B. Compared to last Quarter (Quarter 2, 2020), census has decreased by 28 clients (from 3,146 to 3,118) or -0.89%.
 - 1. Short-term clients excluded, census decreased by 10 (from 3,127 to 3,117) or -.32%
- C. Quarter-end census, new enrollments, and disenrollements include clients aged 60 and over who are receiving short-term services as a result of the pandemic.
 - 1. Quarter 3, 2020 census includes 1 short-term client.
 - 2. Quarter 3, 2020 new enrollments includes 2 short-term clients.
 - 3. Quarter 3. 2020 disenrollments includes 3 short-term clients.

2. Financials

- A. <u>Total Revenue:</u> The amount needed to be drawn down from the levy is \$10.5 million through the third quarter, as compared to the budgeted amount of \$11.1 million. The variance is under budget by \$606,950 or 6%.
- B. <u>Total Expenses:</u> The projected expenses incurred through the third quarter is \$11.4 million as compared to \$11.9 million in the budget. The variance is under budget by \$395,527 or 5%.
- C. Purchase Services: The projected expenses for in home services were lower by \$395,527 or 5% as compared to budget.
- D. Through the month of September, \$153,240 has been spent on 14-day shelf stable and emergency meals for seniors. These expenses will be offset with Family First and CARES act money.
- E. COVID-19 has increased the need for services provided to seniors and it is expected that this will impact levy projections. The extent of the impact will be clearer as more infomation about services provided during the pandemic is available.



Butler County ESP Quarter 3, 2020 (July. - Sept. 2020)

Council on Aging TRADITIONAL ESP CENSUS TRENDS

Quarter-End Census by Program

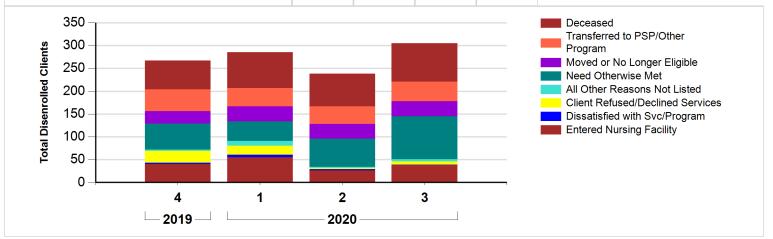
| Year | 2019 | 2020 | | | |
|-------------------|-------|-------|-------|-------|--|
| Quarter | 4 | 1 | 2 | 3 | |
| ESP | 3,066 | 3,120 | 3,146 | 3,118 | |
| Medicaid Programs | 1,100 | 1,110 | 1,228 | 1,195 | |
| Passport | 220 | 194 | 225 | 244 | |
| Assisted Living | 124 | 102 | 104 | 103 | |
| Molina | 224 | 261 | 307 | 301 | |
| Aetna | 532 | 553 | 592 | 547 | |

Quarter-End Census, New Enrollments, and Disenrollments¹

| Year | 2019 | 2020 | | | |
|--------------------|-------|-------|-------|-------|--|
| Quarter | 4 | 1 | 2 | 3 | |
| Quarter-End Census | 3,066 | 3,120 | 3,146 | 3,118 | |
| New Enrollments | 320 | 314 | 287 | 287 | |
| Disenrollments | 267 | 285 | 238 | 305 | |

Disenrollment Outcomes

| Year | 2019 | 2020 | | |
|----------------------------------|------|------|-----|-----|
| Quarter | 4 | 1 | 2 | 3 |
| Deceased | 63 | 78 | 71 | 84 |
| Transferred to PSP/Other Program | 48 | 40 | 39 | 43 |
| Moved or No Longer Eligible | 27 | 33 | 32 | 33 |
| Need Otherwise Met | 57 | 43 | 62 | 94 |
| All Other Reasons Not Listed | 3 | 11 | 2 | 5 |
| Client Refused/Declined Services | 26 | 19 | 3 | 7 |
| Dissatisfied with Svc/Program | 3 | 6 | 3 | 1 |
| Entered Nursing Facility | 40 | 55 | 26 | 38 |
| Total | 267 | 285 | 238 | 305 |

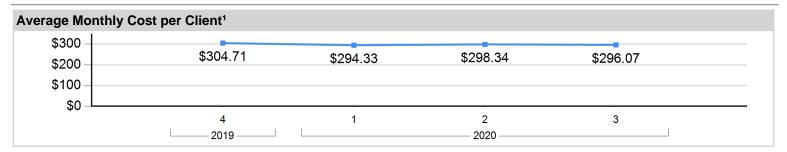


¹ Q1, Q2, & Q3 2020 quarter-end census, new enrollments, and disenrollments include the number of short-term clients served as a result of the pandemic.



Butler County ESP Quarter 3, 2020 (July. - Sept. 2020)

Council on Aging TRADITIONAL ESP SERVICE TRENDS



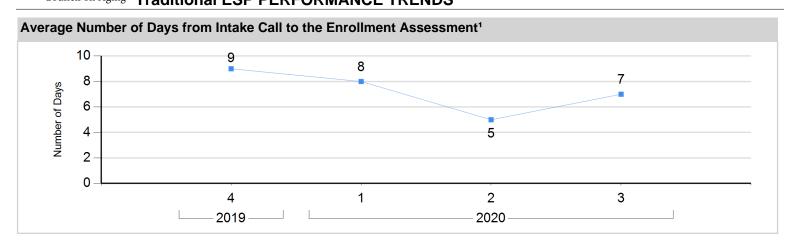
| Distinct Clients Served by Service Group ¹² | | | | | | |
|--|-------|-------|-------|-------|--|--|
| Year | 2019 | 2020 | | | | |
| Quarter | 4 | 1 | 2 | 3 | | |
| Consumer Directed Care | 120 | 122 | 106 | 117 | | |
| Electronic Monitoring | 2,180 | 2,194 | 2,136 | 2,180 | | |
| Home Care | 1,243 | 1,219 | 1,060 | 1,030 | | |
| Home Delivered Meals | 1,330 | 1,371 | 1,484 | 1,509 | | |
| Home Medical Equipment | 130 | 158 | 115 | 142 | | |
| Medical Transportation | 346 | 324 | 199 | 276 | | |
| Other Services | 507 | 481 | 379 | 406 | | |
| All Services (Unduplicated) | 3,336 | 3,373 | 3,391 | 3,413 | | |

| Units Billed by Service Group ¹² Please see the notes page for unit of measure descriptions by service. | | | | | | | |
|--|--------|--------|---------|--------|--|--|--|
| Year | 2019 | | 2020 | | | | |
| Quarter | 4 | 1 | 3 | | | | |
| Consumer Directed Care | 8,562 | 8,264 | 7,699 | 7,924 | | | |
| Electronic Monitoring | 6,651 | 6,615 | 6,667 | 6,739 | | | |
| Home Care | 33,040 | 30,796 | 28,332 | 27,924 | | | |
| Home Delivered Meals | 89,708 | 83,296 | 108,423 | 98,515 | | | |
| Home Medical Equipment | 205 | 230 | 181 | 192 | | | |
| Medical Transportation | 3,186 | 2,942 | 1,927 | 2,770 | | | |
| Other Services | 2,739 | 2,612 | 1,581 | 1,649 | | | |

| Dollars Paid by Service Group (Purchased Services) ¹² | | | | | | | |
|--|-------------|-------------|-------------|-------------|--|--|--|
| Year | 2019 | | 2020 | | | | |
| Quarter | 4 | 1 | 2 | 3 | | | |
| Consumer Directed Care | \$211,947 | \$107,226 | \$120,183 | \$126,683 | | | |
| Electronic Monitoring | \$115,364 | \$115,223 | \$115,596 | \$115,404 | | | |
| Home Care | \$658,443 | \$742,154 | \$606,798 | \$629,469 | | | |
| Home Delivered Meals | \$657,489 | \$644,938 | \$939,232 | \$776,743 | | | |
| Home Medical Equipment | \$27,647 | \$26,322 | \$21,722 | \$19,200 | | | |
| Medical Transportation | \$106,010 | \$100,835 | \$69,519 | \$98,479 | | | |
| Other Services | \$228,283 | \$204,177 | \$113,336 | \$182,184 | | | |
| All Services | \$2,005,183 | \$1,940,876 | \$1,986,387 | \$1,948,161 | | | |

¹ Distinct clients and units billed do not include the 14-day meal box service. That data is represented in dollars paid and average monthly cost per client.

² Declines in Other Services are attributed to adult day facility closures as a result of the pandemic.



| Home Care | Home Care Provider Network Referrals and Capacity | | | | | | |
|-----------|---|--------------------------|-----------------------------------|--------------------------------------|---|--|--|
| Year | Quarter | # Clients in Need of HCA | # Clients Matched with a Provider | % of Clients Matched with a Provider | Avg. # of Referral Attempts per Client | | |
| 2020 | 3 | 556 | 368 | 66% | 4.29 | | |

¹ Due to the enrollment process changing as a result of the pandemic, the variables associated with this metric have been adjusted as of Q3, 2020.



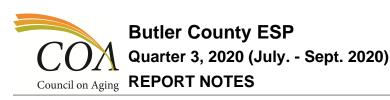
Butler County ESP

Quarter 3, 2020 (July. - Sept. 2020)

Council on Aging FINANCIALS: based on actual revenue & expenses as of September 30, 2020¹

| | Projected | Budget | Budget Variance | % Budget Variance |
|---|--------------|--------------|-----------------|-------------------|
| Revenue | | | | |
| Tax Levy Appropriations | \$10,509,949 | \$11,116,899 | -\$606,950 | -5.5% |
| Federal & State Funding | | | | |
| Title III C2 - Home Delivered Meals | \$285,500 | \$136,452 | \$149,048 | 109.2% |
| Title III E - Caregiver Support | \$70,572 | \$110,662 | -\$40,090 | -36.2% |
| Alzheimer's | \$25,788 | \$5,517 | \$20,271 | 367.4% |
| Nutrition Services Incentive Program (NSIP) | \$264,263 | \$270,556 | -\$6,293 | -2.3% |
| Senior Community Services (SCS) | \$13,875 | \$24,072 | -\$10,197 | 0.0% |
| Other Revenue Sources (Interest) | \$3,614 | \$5,234 | -\$1,620 | -31.0% |
| Client Contributions | | | | |
| Client Donations | \$6,803 | \$10,573 | -\$3,770 | -35.7% |
| Co-Pays Received | \$206,987 | \$221,940 | -\$14,953 | -6.7% |
| Total Revenue | \$11,387,350 | \$11,901,905 | -\$514,555 | -4.3% |
| Expenses | | | | |
| Operating Expenses | | | | |
| COA Administrative | \$736,796 | \$778,629 | \$41,833 | 5.4% |
| Intake & Assessment | \$289,705 | \$304,190 | \$14,485 | 4.8% |
| Case Management | \$2,279,379 | \$2,342,089 | \$62,710 | 2.7% |
| Total Expenses | \$3,305,880 | \$3,424,908 | \$119,028 | 3.5% |
| Purchased Services | | | | |
| Home Care Assistance | \$2,637,895 | \$3,319,050 | \$681,155 | 20.5% |
| Independent Living | \$285,138 | \$313,135 | \$27,997 | 8.9% |
| Home Medical Equipment | \$85,484 | \$150,867 | \$65,383 | 43.3% |
| Electronic Monitoring | \$461,627 | \$475,633 | \$14,006 | 2.9% |
| Minor Home Modifications | \$301,596 | \$272,417 | -\$29,179 | -10.7% |
| Major Housecleaning | \$13,399 | \$16,668 | \$3,270 | 19.6% |
| Pest Control | \$21,861 | \$38,893 | \$17,032 | 43.8% |
| Home Delivered Meals | \$3,235,918 | \$2,749,598 | -\$486,320 | -17.7% |
| Adult Day Service | \$36,973 | \$156,123 | \$119,150 | 76.3% |
| Adult Day Transportation | \$2,706 | \$10,245 | \$7,539 | 73.6% |
| Medical Transportation | \$391,932 | \$472,194 | \$80,262 | 17.0% |
| Non Medical Transportation | \$24,832 | \$38,320 | \$13,488 | 35.2% |
| Consumer Directed Care | \$487,109 | \$364,104 | -\$123,005 | -33.8% |
| Behavior Health | \$95,000 | \$99,750 | \$4,750 | 4.8% |
| Gross Purchased Services | \$8,081,470 | \$8,476,997 | \$395,527 | 4.7% |
| Gross Program Expenses | \$11,387,350 | \$11,901,905 | \$514,555 | 4.3% |
| Client Census | 3,122* | 3,104 | (18) | -0.6% |
| Total Census with Short-term Clients | 3,123 | N/A | N/A | N/A |
| Cost of Services per Client | \$207.75 | \$217.15 | \$9.40 | 4.3% |

¹ Budget includes a 5% contingency in the event of changes to client enrollment and program cost assumptions. * Projected year-end census.



1. Census Trends

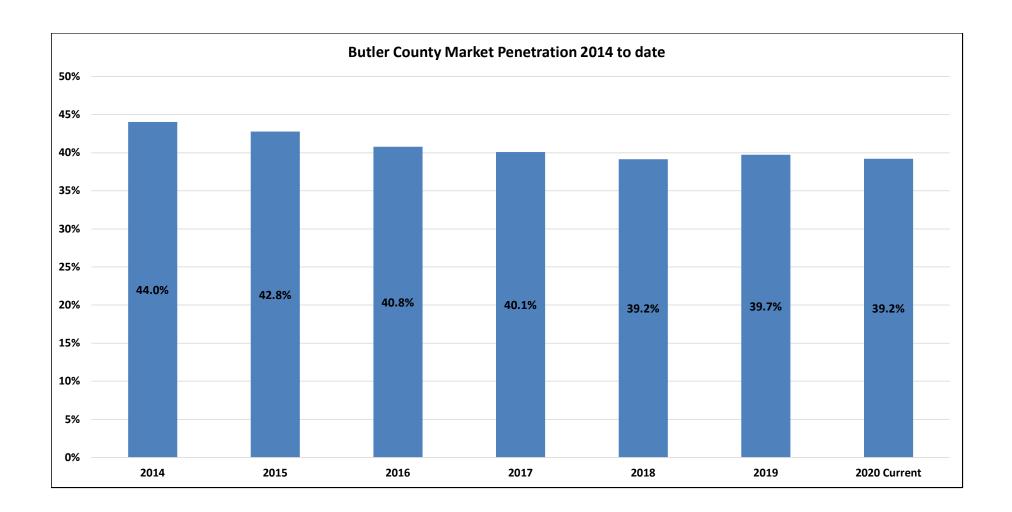
- A. <u>Quarter-End Census by Program</u> is a client count based on a one-day snapshot of clients with a status of 'Enrolled' or 'Suspended' on the last day of the quarter. It is used as an approximation of how many clients are being served on any given day.
 - The Service Trends section shows the client count based on billing data. This shows the number of clients whom services were delivered and invoiced. Given these differences, the quarter-end census and the client count for all services will not match.
- B. <u>New Enrollments</u> are calculated by taking the total number of clients who have an enrollment date during the quarter and an approved care plan.
- C. Disenrollment Outcomes
 - 1. <u>All Other Reasons Not Listed</u> includes: Dissatisfied with Service/Program, Refused Cost, Share/Verification, Refused or Declined Service, Eviction, Health/Safety, and Unable to Meet Client Need.
 - 2. <u>Client Non-Compliant</u> includes: Declined Call/Visit, Delinquent Balance, Refused, Transfer to Passport/Other Program and Unable to Contact.
 - 3. Adding the difference between *New Enrollments* and *Disenrollments* in a given quarter to the previous *Quarter-end Census* may result in a discrepency due to the timing of census reporting and back dating client enrollments and disenrollments.

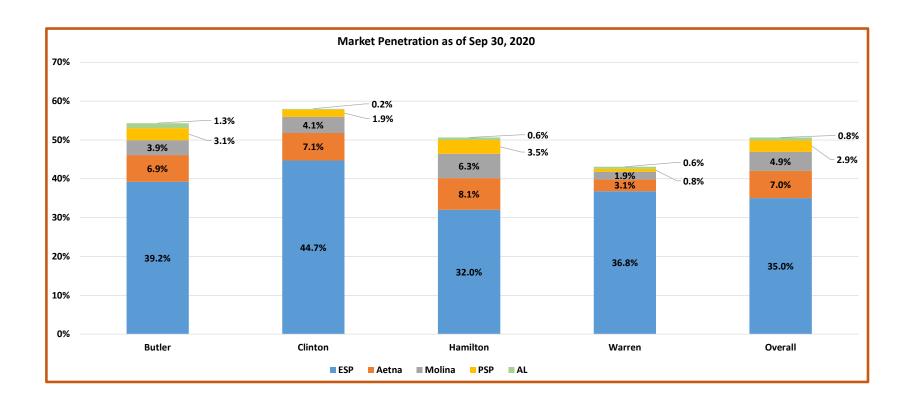
2. Service Trends

- A. <u>Average Monthly Cost per Client</u> is based on the average monthly cost of Intake and Assessment, Administration, Care Management and Provider Services divided by the quarter-end census.
- B. <u>Clients Served by Service Group</u> is based on billing data. These numbers represent the unduplicated client counts within each service group and overall. The All Services client count will not equal the sum of the service group subtotals because many clients receive more than one service.
- C. Home Care includes homemaking, personal care, companion, and respite services.
- D. <u>Other Services</u> includes Home Modification, Environmental Services, Adult Day, Adult Day Transportation, Non-Medical Transportation, and Independent Living Assistance.
- E. <u>Dollars Paid by Service Group</u> represents the total from the financial system. Clients Served and Units Billed represent when service was provided, dollars paid represents when services were paid.

3. Unit of Measure Descriptions by Service

- A. Adult Day Number of Days
- B. Consumer Directed Care Number of Months
- C. Electronic Monitoring Number of Months
- D. Home Care Number of Hours
- E. Home Delivered Meals Number of Meals
- F. Medical Transportation Number of Trips
- **4. N/A**: This is displayed on a case-by-case basis, but is most frequently related to a rate or unit change. The metric should display data in subsequent quarters after the change has taken effect.





BCESP Levy Projection

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | 5-Year Total |
|---|------------------|-------------|-------------------------|----------------------------|---------------|---------------|
| | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Proj. | 5-rear rotar |
| Revenue | | | (remaining fund balance | carries over year to year) | | |
| Beginning Fund Balance/Carryover | 10,798,079 | 10,409,001 | 10,560,043 | 10,049,798 | 10,192,038 | 10,798,07 |
| Levy Revenue (Cash Basis) | 9,906,875 | 9,946,787 | 10,004,148 | 10,447,654 | 10,447,654 | 50,753,11 |
| COA Levy Draw | 9,734,148 | 9,531,900 | 9,659,339 | 9,704,295 | 10,732,677 | 49,362,35 |
| Title III and State Funding (Accrual Basis) | 548,003 | 537,623 | 559,027 | 647,462 | 437,269 | 2,729,38 |
| Additional Covid Funding Fam First and CARES Act | | | | | 184,728 | 184,72 |
| Client Donations (Accrual Basis) | 17,610 | 8,863 | 13,466 | 5,911 | 6,803 | 52,65 |
| Client Co-Payments (Accrual Basis) | 239,689 | 254,005 | 199,475 | 290,295 | 206,987 | 1,190,45 |
| Interest and Other Income | 2,666 | 2,836 | 3,979 | 6,396 | 3,614 | 19,49 |
| Total Revenue to support ESP | 10,542,116 | 10,335,227 | 10,435,285 | 10,654,359 | 11,572,078 | 53,539,06 |
| Total Available Revenue (incl. previous year carryover) | \$ 21,512,922 \$ | 21,159,115 | 21,340,137 | \$ 21,447,515 | \$ 21,479,092 | \$ 106,938,78 |
| COA Operational Expenses | | | | | | |
| Provider Services (Accrual Basis) | 7,567,549 | 7,334,538 | 7,395,028 | 7,456,544 | 7,986,470 | 37,740,12 |
| Behavioral Health | - | - | 57,461 | 125,076 | 95,000 | 277,53 |
| Information & Assistance (Accrual Basis) | 236,438 | 223,321 | 228,235 | 242,261 | 289,705 | 1,219,90 |
| Care Management (Accrual Basis) | 1,977,809 | 2,038,727 | 2,071,971 | 2,133,464 | 2,279,379 | 10,501,3 |
| Program Management (Accrual Basis) | 760,320 | 738,641 | 682,591 | 697,014 | 736,796 | 3,615,30 |
| Total COA Operational Expenditures | 10,542,116 | 10,335,227 | 10,435,285 | 10,654,359 | 11,387,350 | 53,354,33 |
| Settlement Fees | 97,502 | 113,271 | 99,021 | 145,087 | 105,000 | 559,88 |
| Adult Protective Services | 300,000 | - | 600,000 | 300,000 | 300,000 | 1,500,00 |
| Prosecutor | 164,303 | 150,574 | 156,032 | 156,032 | 156,032 | 782,97 |
| Total Levy Expenditures | \$ 11,103,921 \$ | 10,599,072 | 11,290,339 | \$ 11,255,477 | \$ 11,948,382 | \$ 56,197,19 |
| | | | | | | |
| Estimated Minimum Fund Balance (-1 STD DEV) | | | | \$ - | \$ 9,557,469 | |
| Actual & Estimated Median Fund Balance | \$ 10,409,001 \$ | 10,560,043 | 10,049,798 | \$ 10,192,038 | \$ 9,530,710 | \$ 9,530,7 |
| Estimated Maximum Fund Balance (+1 STD DEV) | | | | \$ - | | |
| Year Ending Client Census | 2,861 | 2,906 | 2,930 | 3,066 | 3,122 | |

Assumptions:

- 1) Traditional ESP census is calculated based on market penetration rates; 2019 actual rate was 39.7%; rates were gradually decreased to achieve a rate of 35.1% by 2025 in order to prevent the fund balance from going negative -
- 2) Case Management cost is calculated based on the contracted rates with Lifespan through 2022. A 3% increase is applied after that.
- 3) Adult Protective Services of \$600,000, Settlement Fees of \$103,982 & Prosecutor of \$156,032 have been updated with 2018 year end numbers from Butler County Auditor's Office
- 4) Behavioral Health was broken out of provider services -cost for 2019 has been updated to \$125,076 (from \$57,461) and has been expensed in Q3 2019; 2020-2025 projected cost has been updated to \$95,000
- 5) Levy Revenue has been updated with year end numbers from Butler County Auditor's Office: Revenues collected in 2019 were up for a total of \$10,447,654;
- 6) Admin rate is 7%
- 7) Title III & State Funding was updated to \$547,269 per year for the period of 2020 to 2024; an additional \$219,095 in CARES Act and \$128,911 in Family First funds have been allocated to BC for COVID response; These funds are applied to both 2020 (\$185K) and 2021 (\$163K)
- 8) Expenses projected for 2020 take into account the expected effect of COVID increased HDM, lower ADS

BCESP Levy Projection

| CURRENT COA PROJECTION: Nov 2020 | | | | | | |
|--|----------------|----------------|-------------------------|----------------------------|----------------|---------------|
| COMMENT COAT NOTECTION. NOT 2020 | Year 1 2021 | Year 2 2022 | Year 3 2023 | Year 4 2024 | Year 5 2025 | 5-Year Total |
| Revenue | | | (remaining fund balance | carries over year to year) | | |
| Beginning Fund Balance/Carryover | 9,530,710 | 8,188,432 | 6,178,111 | 4,188,161 | 2,243,591 | 9,530,710 |
| Levy Revenue (Cash Basis) | 10,447,654 | 10,447,654 | 10,447,654 | 10,447,654 | 10,447,654 | 52,238,268 |
| COA Levy Draw | 11,392,178 | 11,896,943 | 11,876,571 | 11,831,191 | 12,113,551 | 59,110,435 |
| Title III and State Funding (Accrual Basis) | 547,269 | 547,269 | 547,269 | 547,269 | 547,269 | 2,736,345 |
| Additional Covid Funding Fam First and CARES Act | 163,279 | | | | | 163,279 |
| Client Donations (Accrual Basis) | 5,255 | 5,333 | 5,193 | 5,054 | 5,056 | 25,891 |
| Client Co-Payments (Accrual Basis) | 215,395 | 223,140 | 218,617 | 213,309 | 213,785 | 1,084,246 |
| Interest and Other Income | 5,852 | 4,938 | 5,278 | 5,180 | 5,205 | 26,453 |
| Total Revenue to support ESP | 12,329,228 | 12,677,622 | 12,652,928 | 12,602,004 | 12,884,867 | 63,146,649 |
| Total Revenue (including balance carryover) | \$ 20,915,413 | \$ 19,416,765 | \$ 17,402,121 | \$ 15,406,627 | \$ 13,462,560 | \$ 65,805,192 |
| COA Operational Expenses | | | | | | |
| Provider Services (Accrual Basis) | 8,603,538 | 8,943,672 | 8,898,398 | 8,834,318 | 9,012,042 | 44,291,968 |
| Behavioral Health | 95,000 | 95,000 | 95,000 | 95,000 | 95,000 | 475,000 |
| Information & Assistance (Accrual Basis) | 298,396 | 307,348 | 316,568 | 326,066 | 335,847 | 1,584,226 |
| Care Management (Accrual Basis) | 2,379,327 | 2,508,440 | 2,521,415 | 2,528,405 | 2,605,257 | 12,542,844 |
| Program Management (Accrual Basis) | 789,688 | 823,162 | 821,547 | 818,215 | 836,720 | 4,089,333 |
| Total COA Operational Expenditures | 12,165,949 | 12,677,622 | 12,652,928 | 12,602,004 | 12,884,867 | 62,983,370 |
| Settlement Fees | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | 525,000 |
| Adult Protective Services | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |
| Prosecutor | 156,032 | 156,032 | 156,032 | 156,032 | 156,032 | 780,160 |
| Total Levy Expenditures | \$ 12,726,981 | \$ 13,238,654 | \$ 13,213,960 | \$ 13,163,036 | \$ 13,445,899 | \$ 65,788,530 |
| | | | | | | |
| Estimated Minimum Fund Balance (-1 STD DEV) | \$ 8,650,291 | \$ 6,979,328 | \$ 5,235,142 | \$ 3,440,392 | \$ 1,274,212 | |
| Actual & Estimated Median Fund Balance | \$ 8,188,432 | \$ 6,178,111 | \$ 4,188,161 | \$ 2,243,591 | \$ 16,661 | \$ 16,661 |
| Estimated Maximum Fund Balance (+1 STD DEV) | \$ 9,770,620 | \$ 9,016,033 | \$ 8,490,673 | \$ 8,209,911 | \$ 7,884,508 | |
| Year Ending Client Census | 3,212 | 3,275 | 3,077 | 3,090 | 3,082 | |

Assumptions:

- 1) Cost per client growth rate 0% for all provider services except Home Care Assistance & Home Delivered Meals which are projected to increase 3% annually.
- 2) Census projection is based on a decreasing market penetration rate, with an ending rate of 33% in 2025; this will prevent the balance at the end of the cycle to go negative, but will create potential waiting lists over this cycle, currently forecasted to start towards the end of 2023
- 3) Projections for this cycle are done without including the effect of COVID fluctuations
- 4) Behavioral Health was broken out of provider services
- 5) Levy Revenue has been updated with 2019 year end numbers from Butler County Auditor's Office: Revenues collected up to \$10,447,654; Settlement fees \$103,982 and Prosecutor \$156,032
- 6) Additional CARES Act funding is applied in 2021 in the amount of \$128,911
- 7) Case Management cost is calculated based on the contracted rates with Lifespan through 2022. 2023 through 2025 shows a 3% increase

ELDERLY SERVICES PROGRAM (ESPSM)

CONSUMER DIRECTED CARE (CDC)

CONDITIONS OF PARTICIPATION and SERVICE SPECIFICATION
2020

EFFECTIVE DECEMBER 2020 (BCESP) (CCESP) (HCESP) (WCESP)

ELDERLY SERVICES PROGRAM CONSUMER DIRECTED CARE CONDITIONS OF PARTICIPATION and SERVICE SPECIFICATION

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| Section Title | <u>Page</u> |
|-----------------------------|------------------------------|
| Conditions of Participation | 3 |
| CDC Service Specification | Error! Bookmark not defined. |

CONDITIONS OF PARTICIPATION

1.0 EMPLOYEE REQUIREMENTS PRIOR TO SERVICE INITIATION

- 1.1 The employee must deliver services in compliance with the Service Specification and in accordance with the plan designed and authorized by the Care Manager and employer
- 1.2 The employee must comply with all contract requirements, Conditions of Participation, and CDC Service Specification
- 1.3 The legal guardian, power of attorney, spouse, or authorized representative of the employer cannot serve as the employee
- 1.4 The employee must be at least 18 years of age
- 1.5 The employee must have a valid social security number and at least one of the following current, valid, government issued, photographic identification cards:
 - a) driver's license
 - b) State of Ohio identification card
 - c) US permanent residence card
- 1.6 If transporting the employer, the employee must submit to the employer proof of vehicle insurance that meets the state minimum requirements and have a valid driver's license
- 1.7 The employee must successfully complete a criminal background check conducted by HR Profile Employment Screening
- 1.8 The employee must enter into a written agreement with the employer for the agreed upon tasks
- 1.9 The employee shall not use or disclose any information concerning an employer for any purpose not directly connected with the provision of services, except with the written consent of the employer or authorized representative
- 1.10 The employee shall not use the client's personal property without the client's consent
- 1.11 The employee will not forge a client's signature and /or falsify information
- 1.12 The employee will not engage in behavior that causes or may cause physical, verbal, mental or emotional distress or abuse to the client
- 1.13 The employee will not engage in behavior that constitutes a conflict of interest, takes advantage of or manipulates services resulting in an unintended advantage for personal gain of the employer
- 1.14 The employee will accept, on an ongoing basis from the employer, changes in the frequency and duration of service tasks to be performed for the employer

- 1.15 If terminating services, the employee will submit written notification to the employer and the Care Manager at least thirty (30) days prior to the last date of service
- 1.16 Failure to meet any of the requirements of this rule may lead to the termination of the agreement

SERVICE SPECIFICATION

1.0 OBJECTIVE

Consumer Directed Care (CDC) is another option for delivering home care services. Instead of using traditional agencies, clients become "employers" and hire their own "employees" to provide the care and services they need. This allows a client to choose their home care aide to assist and support them with their IADLs which may include personal care, homemaking, companion, and respite tasks.

2.0 DEFINITIONS

- 2.1 Employer- The client or Authorized Representative is also known as the employer
- 2.2 Employee- The person hired by the employer to deliver home care services
- 2.3 Authorized Representative- A representative named by the employer to assist in monitoring/signing timesheets, and other documents. The need for an authorized representative will be discussed in advance by the employer and Care Manager

3.0 SERVICE HOURS

The unit rate and cost cap will be discussed in advance by the Care Manger and the employer. The employer will ultimately determine the unit rate to be paid to the employee

4.0 REQUIREMENTS

- 4.1 The employer and employee should cooperatively treat each other with dignity and respect
- 4.2 The employee must deliver services as agreed upon with the employer and as authorized in the employer's care plan
- 4.3 Supervision of the employee is the responsibility of the employer
- 4.4 The employee must be able to effectively communicate with the employer
- 4.5 If the employee intends to transport the employer, the employee must show the employer a valid driver's license and valid insurance identification card prior to the first transport
- 4.6 Tasks designated by the employer will be reviewed with the employee. These tasks may include but are not limited to the following:
 - a) Maintaining a clean and safe environment
 - b) Assisting with personal care
 - c) Homemaking
 - d) Independent Living Assistance
 - e) Companion services

- f) Transportationg) Meal preparation and/or grocery shopping

ELDERLY SERVICES PROGRAM (ESP SM)

MINOR HOME MODIFICATION AND REPAIR

SERVICE SPECIFICATIONS

2015

EFFECTIVE NOVEMBER 1, 2015

ELDERLY SERVICES PROGRAM

MINOR HOME MODIFICATION AND REPAIR

SERVICE SPECIFICATIONS

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| Unit of Service | 2.0 | 1 |
| Provider Requirements | 3.0 | 2 |
| Provider Duties & Responsibilities | 4.0 | 2 |
| Supervision | 5.0 | 3 |

MINOR HOME MODIFICATION AND REPAIR SERVICE SPECIFICATIONS

1.1 OBJECTIVE

Minor Home Modification and Repair Service provides critical home repairs and/or minor home modifications for eligible Elderly Service Program ("ESP") clients to enable them to remain safe and independent for as long as possible in their homes. The service is not designed to improve the value or aesthetic look of the home.

Eligibility Criteria

Clients who are eligible for this service must;

- a. be currently enrolled in and receiving other services through the ESP program;
- b. have not received more than \$3,500 (lifetime per household) in home modification services through the ESP program; and
- c. have been referred for the service by their Care Manager or other designated ESP staff member.

Modifications and repairs:

- a. Must be addressing a health and safety issue for the ESP client to remain independent in their home.
- are limited to those which cannot be accomplished through existing informal or formal supports and those which are not the legal or contractual responsibility of a landlord or a homeowner other than the client;
- c. can be made only to the client's primary residence (If the client owns a multi-family home/building modifications/repairs can only be made to the client's unit.); and
- d. cannot be made to a home, whether client owned or rented, that is "for sale."

2.0 UNIT OF SERVICE

A unit of service is a job request awarded and completed.

Examples of jobs furnished by ESP:

Grab Bars Mir Handrails Mir Ramps Fur

Lever type doorknobs and faucets Increased lighting for safe mobility

Stair lifts

Walk-in /barrier free showers

Air Conditioners

Minor Plumbing Minor Electrical

Furnace - repair / replace

Repair uneven surface floor/steps

Repair/Replace doors

Repair/replace broken window

Widen doors or sidewalk

Examples of jobs **not** covered by ESP:

Foundations
Waterproofing of basements
Roofs / Gutters
Sewers / Septic Tanks / Wells
Major Structural Repairs
Retaining Walls
Driveways
Siding

Repair replacement of appliances Bathtub cuts Repair of furniture Cosmetic painting Installation of Intercoms Screen doors Weatherization

3.0 Requirements for Certain Jobs

3.1 <u>Ramps</u>

- a) must be pained or sealed
- b) must provide a non-slick surface
- must contain hand rails for consumers that will be ambulatory on the ramp (handrails are not required for wheelchair ramps)
- d) pictures must be submitted with bid
- e) Required permits must be obtained and ramps must comply with all applicable building and zoning codes
- f) ramp designs should not be modified by client request if it is going to affect the ability to comply with all applicable building and zoning codes or if it is going to increase the cost from the original bid
- g) final pictures must be submitted for payment

Handrails

Used in stances where grab bars are not sufficient

- a) For outside access -only provided for the primary entry not multiple entries
- b) Should be textured when possible
- c) Outside wood structures must be painted or sealed and have graspable handrails

Walk-in Shower

- a) Shower surrounds only no tile work
- b) Pictures must be submitted with bid
- c) Final pictures must be submitted for payment

Grab bars

A) Should be textured when possible

4.0 PROVIDER REQUIREMENTS

4.1 The Provider will maintain all proper insurance, certifications and/or licenses.

- 4.2 The Provider and subcontractors will comply with all Federal, State and Local building and zoning codes and obtain permits as required.
- 4.3 The Provider must maintain individual client records that fully document service delivery and cost for each job; and provide COA access to these records upon request.
- 4.4 The Provider is required to have a Quality Improvement process which addresses client satisfaction with the service provided and completed.

PROVIDER DUTIES AND RESPONSIBILITIES

- 4.5 As stated in section 3.0 more extensive jobs such as ramps and walk-in showers require pictures to be submitted with bids and final pictures submitted for payment.
- 4.6 The Provider is responsible for obtaining all required permits.
- 4.7 The Provider is expected to complete the work that results in the safest most economical job. The provider should contact the ESP staff person making the referral or their designee ("designated staff") if the client asks for something that is different than the provider deems appropriate.
- 4.8 The Provider is responsible for all work and materials contained in the work plan and bid. If there is a variance from the original bid the provider must request a change order and have it prior approved by the ESP staff person making the referral or their designee ("designated staff") before beginning work
- 4.9 If a client is requesting repairs above what the program will cover, the provider and client can have a separate agreement. COA will not be involved with upgrades that are not within program guidelines.
- 4.10 The Provider agrees to begin and complete all contractual work for this program within a mutually agreed performance period. The Provider is required to start the job within 60 days of job approval, and the job must be completed within 90 days of approval, unless otherwise negotiated with the ESP "designated staff". The Provider is required to communicate with the ESP" designated staff" when they are not able to reach the client to schedule the work. If the job is an emergency the provider will work with the designated staff to complete the job and determine timeframes in which the job needs to be completed for the health and safety of the client.

4.11 The Provider agrees to maintain a clean and safe environment during each job. Upon leaving the home will ensure all debris and dirt from the job is cleared and the job site has been made safe.

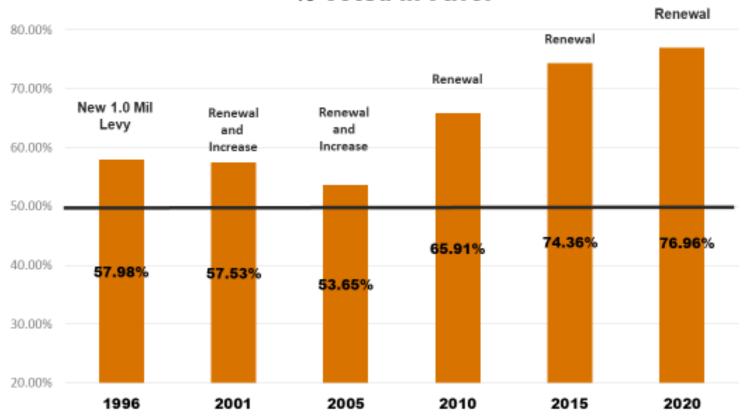
- 4.12 If the Provider believes a client's home is unsafe or unsanitary and cannot begin or complete the job, the Provider will notify the designated staff.
- 4.13 The Provider agrees to furnish the client with any and all manufacture warranties or guarantees and all other relevant information pertaining to the completed repair or modification performed.
- 4.14 Upon completion of a job, the provider shall complete the job completion form and e-mail it to the designated staff. Pictures must be included for ramps and walk-in showers.
- 4.15 The Provider agrees to invoice COA using COA's designated billing system and to bill only the amount approved by the designated staff. If a change request was approved that affected the approved bid rate the provider must have received an amended bid rate from the designated staff. Providers will not be paid for any change in bid price if it has not been prior approved by the designated staff.
- 4.16 The Provider shall not charge the client, the client's family, or representative for any work authorized by COA.

5.0 SUPERVISION

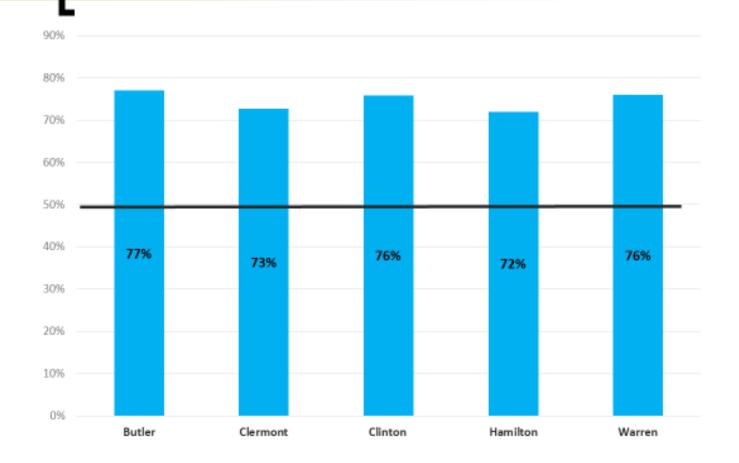
The Provider is responsible for the supervision of all workers and subcontractors and their work for each job authorized under ESP.

A history of voter support Butler County 1996 - 2020

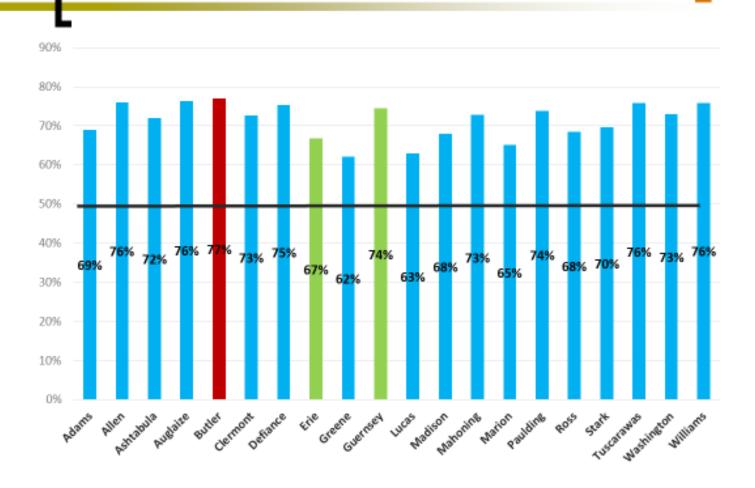
% Voted in Favor



Senior Service Levy Passage Rates *All renewals except Hamilton County



November 3, 2020 Senior Levy Results – 20 counties





About Butler County

Voter support for Butler County levies will continue programs with wide wins

NEWS | 23 hours ago

By Denise G. Callahan, Staff Writer

Advertisement

Butler County voters soundly supported renewal levies for mental health and addiction and elderly services, measures that officials said will ensure those agencies can continue to offer critical help during the coronavirus pandemic.

Advertisement

The Mental Health and Addiction Recovery Services Board and Council on Aging of southwest Ohio both had renewal levies on the ballot. Unofficial totals showed voters supported the 1-mill MHARS board levy by a 73% to 27% margin. Vote totals gave the Elderly Services Program an advantage of 77% to 23% margin.

The results are not yet final as the Board of Elections will continue counting provisional ballots until Nov. 18 when officials certify the election.

The MHARS Board oversees the county mental health and addiction system and provides funding, strategic planning, quality assurance and needs assessments for outside service providers.

The Council on Aging manages the \$10 million elderly services levy that provides programming so seniors can stay at home as long as possible, and the agency served 4,121 clients last year. It pays for services including transportation, meals, mental health, adult day services, housekeeping and repairs.

Explore

Butler County social service agencies seek renewal levies: What voters should know

The elderly services levy that brings in about \$10 million expires this year. Expenses projected for this year total \$11.57 million, and the agency does have some other smaller revenue sources.

Suzanne Burke, president and CEO of the Council on Aging, said the ESP program would endednext November, when \$10 million in reserves dries up, if the levy failed.

"We're just watching what happens with the pandemic and currently it's not good," Burke said. "There has been a disproportionate impact on seniors so we're really worried about what's happening right now."

Advertisement

The Elderly Service Program costs about \$294 per resident monthly, compared to \$4,340 for nursing home care. During the pandemic, when seniors have been sheltered in place, 130 individuals began receiving home-delivered meals during the pandemic, including existing ESP clients. As of Sept. 30 they delivered 3,858 14-day shelf stable boxes.

MHARS Executive Director Scott Rasmus said passing the \$7.5 million levy gives the board some extra time to evaluate when they need to ask residents for a new levy to keep

up with the growing demand for services. The board has not had an income increase in 14 years, and budget pressures will push reserves to the critical point in 2022.

"The last time we had new money was in 2006 and there is a lot that has happened,"
Rasmus said. "Obviously the Great Recession of 2008, the opiate and meth epidemic, the
merger of the two boards, inflation and the growing population."

Rasmus said the board has received about \$200,000 in federal funding to expand programs like the mental health hotline and mobile crisis team. The county commissioners have also earmarked but not yet approved \$500,000 in CARES money to help with mental health issues caused by the isolation and depression the pandemic has spurred.

Rasmus envisions programming, in addition to their crisis intervention services, that would target those hardest hit by the pandemic like "public health workers and front line folks."

"We've got to look at expanding services to them. We've got the hotline and the mobile crisis team to do that, but one size doesn't fit all and other folks may need other programming," Rasmus said. "Maybe even more outreach because sometimes folks don't want to admit the stress and anxiety and depression and sometimes you've got to reach out."

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BUTLER COUNTY ELDERLY SERVICES PROGRAM (BCESP) ADVISORY COUNCIL & SERVICES COMMITTEE

2021 MEETING SCHEDULE

2nd Thursday in March, June, September and December Unless otherwise noted with asterisk (*)

| March 11, 2021 | September 9, 2021 |
|----------------|-------------------|
| June 10, 2021 | December 9, 2021 |

Time & Location of Meetings:

LifeSpan, Inc. – 1900 Fairgrove Avenue, Hamilton, OH 45014

Services Committee: 1:30 – 3:00 p.m. @ Cincinnati Conference Room ESP Advisory Council: 3:00 – 5:00 p.m. @ Bever Conference Room

Members of the Butler County ESP Advisory Council are invited to attend the Services Committee Meetings

Please contact Heather Junker via phone (513-345-3373) or email hjunker@help4seniors.org if you are not able to attend a meeting.