



DEPARTMENT OF  
**HOUSING AND HUMAN CONCERNS**  
 COUNTY OF MAUI

ALAN M. ARAKAWA  
 Mayor

CAROL K. REIMANN  
 Director

JAN SHISHIDO  
 Deputy Director

2200 MAIN STREET • SUITE 546 • WAILUKU, HAWAII 96793 • PHONE (808) 270-7805 • FAX (808) 270-7165  
 MAILING ADDRESS: 200 SOUTH HIGH STREET • WAILUKU, HAWAII 96793 • EMAIL: director.hhc@mauicounty.gov

July 10, 2017

Ms. Lynn A.S. Araki-Regan  
 Budget Director, County of Maui  
 200 South High Street  
 Wailuku, Maui, Hawaii 96793

Honorable Alan M. Arakawa  
 Mayor, County of Maui  
 200 South High Street  
 Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL  
*Alan Arakawa* 7/10/17  
 Mayor Date

For Transmittal to:

Honorable Michael White, Chair  
 and Members of Maui County Council  
 200 South High Street  
 Wailuku, Hawaii 96793

Dear Chair White:

RECEIVED  
 2017 JUL 17 AM 9:02  
 OFFICE OF THE  
 COUNTY CLERK

**SUBJECT: GRANT REVENUE – DEPARTMENT OF HOUSING AND HUMAN CONCERNS – HUMAN CONCERNS PROGRAM - AGING AND DISABILITY RESOURCE CENTER GRANT**

In accordance with Ordinance No. 4334, Bill 62 (2016) Fiscal Year 2017 Budget, we are hereby transmitting to you a copy of Contract Log MA2015ADRC-A, Modification #4, in the amount of \$248,528 and Modification #5 from the State of Hawaii, Executive Office on Aging extending the subject program for the period July 1, 2014 to June 30, 2018.

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at Ext. 7805.

Sincerely,

CAROL K. REIMANN  
 Director of Housing and Human Concerns

Attachments

xc: Danny Agsalog, Finance Director

COUNTY COMMUNICATION NO. 17-271



**CONTRACT MODIFICATION FORM**



**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING**

**CONTRACT LOG NO. MA2015ADRC-A**

**MODIFICATION ORDER NO. 04**

**Contractor/Provider County of Maui**

**Contract Title Agng and Disability Resource Center**

**A. MODIFICATIONS**

The following modifications are to be performed in accordance with all contract stipulations (specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions by mutual action of the parties to the contract).

Exhibit "C", Budget is hereby deleted and replaced with Modification Order #4, Revised Exhibit "C" is attached.

The Scope of Services contained in Attachment-S1 of this contract is amended and attached hereto.

All other terms and conditions of the contract shall remain the same.

**B. CONTRACTOR/PROVIDER'S QUOTATION**

The modifications described in A, above, will be performed at a contract price  increase  decrease of \$ 248,528.00. The

Contractor/Provider will not undertake to perform the changes in A, above, until this modification order has been approved and issued.

  
Contractor/Provider's Signature

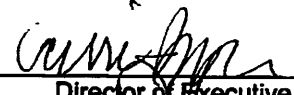
**C. STATEMENT OF CONTRACT FUNDS**

Original Contract Price	\$ <u>286,728.00</u>
Previous Adjusted Contract Price	\$ <u>1,361,461.00</u>
Amount of this Change: Plus <input checked="" type="checkbox"/> Minus <input type="checkbox"/>	\$ <u>248,528.00</u>
New Adjusted Contract Price	\$ <u><u>1,609,989.00</u></u>


**D. VALIDATION OF CONTRACT MODIFICATION**

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
CAROL K. REIMANN, DIRECTOR  
Department of Housing and  
Human Concerns

  
\_\_\_\_\_  
Director of Executive  
Office on Aging

1/12/17  
Date

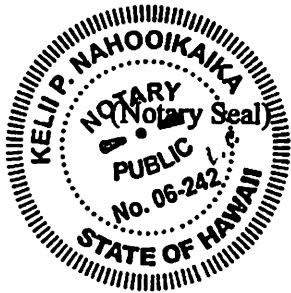
**APPROVED AS TO FORM  
AND LEGALITY**  
  
\_\_\_\_\_  
Deputy Corporation Counsel  
County of Maui

PROVIDER'S ACKNOWLEDGMENT

STATE OF HAWAII )
) SS.
COUNTY OF MAUI )

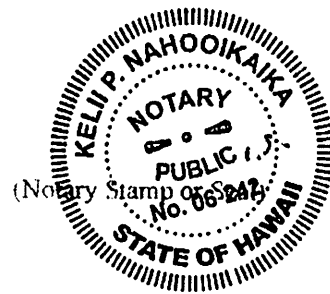
On this 4th day of January, 20 17, before me appeared Alan M. Arakawa and [redacted], to me known, to be the person(s) described in and, who, being by me duly sworn, did say that he/she/they is/are the [redacted] and Mayor of County of Maui,

the PROVIDER named in the foregoing instrument, and that he/she/they is/are authorized to sign said instrument on behalf of the PROVIDER, and acknowledges that he/she/they executed said instrument as the free act and deed of the PROVIDER.



By Kelii P. Nahooikaika (Signature)
Print Name KELII P. NAHOOIKAIKA
Date 1 4 . 17
Notary Public, State of Hawaii
My commission expires: 4 30 . 18

Doc. Date: 1.4.17 # Pages: 2
Notary Name: KELII P. NAHOOIKAIKA 2nd Circuit
Doc. Description: contract modification form
state of hawaii department of health
executive office on aging
Notary Signature Kelii P. Nahooikaika Date 1.4.17



NOTARY CERTIFICATION



STATE OF HAWAII

Attachment - S1

## SCOPE OF SERVICES

The CONTRACTOR through its Maui County Office on Aging, which is the designated Area Agency on Aging (“AAA”) for the islands of Maui, Molokai and Lanai shall in a satisfactory and proper manner as determined by the STATE and in accordance with the terms and conditions of this contract, use STATE funds received under this Contract to ensure a fully functioning Aging and Disability Resource Center (“ADRC”) for the County of Maui (“Maui ADRC site”). The CONTRACTOR shall ensure that the Maui ADRC site functions as stated pursuant to *Maui County's Four-Year Area Plan (“Area Plan”)*, October 1, 2015 to September 30, 2019. The provisions of the *Area Plan*, including the Goals related to the Maui ADRC are incorporated here in reference and made part of this Contract. CONTRACTOR acknowledges it has on file a copy of the final draft of the *Area Plan*.

1. The Maui ADRC site shall serve as a highly visible and trusted source where people of all incomes and ages can obtain information on the full range of long term service and supports (“LTSS”) options and a single point of entry for access to public LTSS programs and benefits.
2. The Maui ADRC site shall streamline access to LTSS for older adults, aged sixty (60) years of age and older, and adults under the age of sixty (60) with disabilities, as well as family caregivers, and service providers for older adults and all adults with disabilities.
3. The CONTRACTOR shall ensure the Maui ADRC site business operations to meet the *Criteria of Fully Functioning Aging and Disability Resource Center (ADRC)* of the United States Administration on Community Living (“federal ADRC criteria”) a copy of which is attached hereto as Exhibit “A”, and incorporated herein by reference; and expand its target population to include adults under sixty (60) years with disabilities including physical disabilities, intellectual disabilities, developmental disabilities and mental illness.
4. The CONTRACTOR shall ensure that the Maui ADRC site meets the following outcome measures:
  - a. Three thousand eight hundred (3,800) older adults and persons with disabilities will have contact with Maui ADRC site.



STATE OF HAWAII



Attachment - S1

## SCOPE OF SERVICES

- i. **Contact is the unit of measure for information that is provided on services and supports available within the community.**
    - ii. **The contacts shall include phone calls, walk-ins and ADRC web site "requests" for information. Excluded from contacts are web site "hits." Contacts shall be documented in the Harmony system, even if it is logged anonymous.**
  - b. **One thousand eight hundred twenty-five (1,825) unduplicated older adults will seek publicly funded services and supports to address their long term services and supports needs.**
  - c. **Ninety percent (90%) of consumers will report satisfaction with the Maui ADRC site.**
- 5. The CONTRACTOR shall collaborate with the STATE to ensure the ongoing Maui ADRC site is in compliance with the fully functional criteria:**
- a. **Collaborate with the STATE and Mediware formerly Harmony Information Systems ("Harmony") Incorporated, County of Hawaii, County of Kauai, City and County of Honolulu, HCBS Strategies Incorporated ("HCBS"), Hawaii Pediatric Association Research and Education Foundation (Hilopa'a), and the University of Hawaii, Center on Disability Studies (UH CDS) (collectively the "STATE's contractors") to ensure compliance with the federal ADRC fully functioning criteria.**
    - i. **Attend web-enabled meetings as scheduled such as, but not limited to the ADRC Operations Workgroup ("AOW"), or as scheduled by the STATE, to coordinate the development and implementation of the statewide ADRC, and to discuss issues and concerns and their resolutions.**
    - ii. **Maintain lines of communication with the STATE and the STATE's contractors.**



STATE OF HAWAII

Attachment - S1

## SCOPE OF SERVICES

- iii. Collect, use, and maintain individual participant data through the statewide comprehensive Intake, assessment, support planning tools, and technology infrastructure developed in collaborations with the STATE's contractors.
  - iv. Attended and initiate additional meetings, trainings, and activities as needed for the full implementation of the Maui ADRC site.
- b. Participate in the Consolidated Data Users Group (CDUG) meetings coordinated by the STATE and Medware. Activities may include, but are not limited to:
- i. Work with the STATE, Medware and HCBS to operationalize and adapt the Maui ADRC site's operations to the statewide ADRC management information system ("MIS") infrastructure, including the following:
    - ii. Participate in on-site visits for review of Maui's ADRC site operations.
    - iii. Work with the STATE and Medware towards standardization of common data elements.
    - iv. Work with the STATE in the development of the standardized reporting.
- c. Work with the STATE and its web developer to ensure that the ADRC website ([www.hawaiiadrc.org](http://www.hawaiiadrc.org)) is updated and functional. Activities may include:
- i. Identify and collect data on community-based providers and other resources, including community care family foster homes, residential care homes, and nursing facilities for incorporation into the statewide resource database;
  - ii. Apply the statewide ADRC resource inclusion and exclusion policy and procedures to expand the ADRC resource database;



STATE OF HAWAII  
**SCOPE OF SERVICES**

- iii. Participation in meetings to review the website.
  
6. Participate in statewide efforts to develop and implement methods and procedures to assist individuals with their applications for public supports.
  
7. Participate with the STATE and the STATE's contractors in statewide efforts to draw down Medicaid Administrative federal financial participation for ADRC development.
  
8. Implement ADRC quality management procedures to achieve continuous quality improvement as described in the federal ADRC criteria.
  
9. Ensure Maui ADRC staff and their subcontractors are trained in the Person Centered approach to deliver Person Centered Counseling to its consumers.
  
10. Increase access to relevant ADRC information and assistance for individuals for whom English is not the primary language, as set forth in more detail in the *Area Plan*.
  
11. Work with the STATE, and the STATE's contractors to execute the No Wrong Door Implementation grant.
  
12. Complete reports and other documentation as follows:
  - a. Collaborate with the STATE's contractors to finalize Maui's ADRC Operational Budget.
  
  - b. Submit Maui's ADRC Operational Budget for review and approval no later than December 31, 2016.
  
  - c. Submit annual narrative report due 30 days after the end of the respective federal fiscal year. The reports shall include how the AAA is addressing its ADRC goals and objectives as listed in the *Area Plan* including, any challenges faced during the reporting period; and whether or how those challenges were resolved.

**CONTRACT MODIFICATION FORM**

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING**

**CONTRACT LOG NO. MA2015ADRC-A**

**MODIFICATION ORDER NO. 05**

**Contractor/Provider County of Maui**

**Contract Title Aging and Disability Resource Center**

**A. MODIFICATIONS**

The following modifications are to be performed in accordance with all contract stipulations (specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions by mutual action of the parties to the contract).

Attachment-S3 Time of Performance is amended as follows: The PROVIDER shall provide services required under the contract from the STATE's Notice to Proceed, to and including June 30, 2018, unless the Contract is sooner terminated as herein provided.

All other terms and conditions of the contract shall remain the same.

**B. CONTRACTOR/PROVIDER'S QUOTATION**

The modifications described in A, above, will be performed at a contract price  increase  decrease of \$ 0.00. The

Contractor/Provider will not undertake to perform the changes in A, above, until this modification order has been approved and issued.




Contractor/Provider's Signature

**C. STATEMENT OF CONTRACT FUNDS**

Original Contract Price	\$ <u>286,728.00</u>
Previous Adjusted Contract Price	\$ <u>1,609,989.00</u>
Amount of this Change: Plus <input type="checkbox"/> Minus <input type="checkbox"/>	\$ <u>0.00</u>
New Adjusted Contract Price	\$ <u>1,609,989.00</u>

**D. VALIDATION OF CONTRACT MODIFICATION**

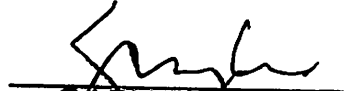
APPROVAL RECOMMENDED:

  
CAROL REIMANN  
Director of Housing and Human  
Concerns

  
Director of Executive  
Office on Aging

6/30/17  
Date

APPROVED AS TO FORM  
AND LEGALITY

  
GARY Y. MURAI  
Deputy Corporation Counsel  
County Of Maui



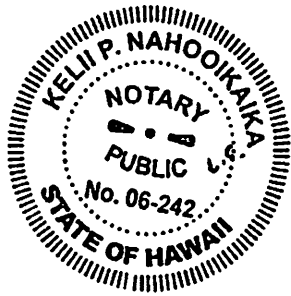


STATE OF HAWAII

CONTRACTOR'S ACKNOWLEDGMENT

STATE OF HAWAII )
) SS.
COUNTY OF MAUI )

On this 29th day of June, 2017 before me appeared
and Alan M. Arakawa, to me
known, to be the person(s) described in and, who, being by me duly sworn, did say that he/she they is/are
Mayor of
County of Maui, the
CONTRACTOR named in the foregoing instrument, and that he/she they is/are authorized to sign said
instrument on behalf of the CONTRACTOR, and acknowledges that he/she/they executed said
instrument as the free act and deed of the CONTRACTOR.



Kelii P. Nahooika Ka (Signature)
KELII P. NAHOOIKA KA (Print Name)
Notary Public, State of Hawaii
My commission expires: 4.30.18

Doc. Date: 6.29.17 # Pages: 02
Notary Name: KELII P. NAHOOIKA KA 2nd Circuit
Doc. Description: Modification Order No. 05
Aging and Disability Resource Center

Kelii P. Nahooika Ka (Signature) 6.29.17 (Date)
Notary Signature Date
NOTARY CERTIFICATION

