

**LOS ANGELES DEPARTMENT OF AGING
(LADOA)**

OFFICIAL CONFLICT OF INTEREST CODE

SCHEDULE "A" - DESIGNATED POSITIONS

CLASSIFICATION	DISCLOSURE CATEGORY
General Manager	1
Assistant General Manager	1
Senior Management Analyst II (Deputy Director)	1
Senior Management Analyst I (Information and Assistance)	1
Senior Management Analyst I (Administrative Services)	1
Social Worker III (Program Development Division)	1
Senior Management Analyst I (Planning and Support Services)	2
Senior Management Analyst I (Grant Management and Contract Development)	3
Nutritionist	3
Senior Management Analyst I (Senior Community Services Employment Program)	4
Systems Analyst II	5
Principal Account II	6
Senior Auditor	6
Senior Accountant II	6

**LOS ANGELES DEPARTMENT OF AGING
OFFICIAL CONFLICT OF INTEREST CODE
SCHEDULE "B" – DISCLOSURE CATEGORIES**

GENERAL PROVISIONS

A designated employee is required to disclose that he or she is a director, officer, partner, trustee, employee or holds any position of management in a business entity if he or she would be required to disclose income from the entity. Income includes loans and gifts.

CATEGORY 1

- A. Any investment in, income from, or business positions with the following:
1. Any restaurants or food catering services.
 2. Any person or business entity which retails or wholesales food, restaurant supplies, restaurant equipment, vehicles, office supplies, office furniture or other equipment.
 3. Any organization or business entity which currently receives or during the past two years received or applied for any grant of public or private funds that were reviewed, approved, administered or audited by the Los Angeles Department of Aging.
 4. Any person or business entity which currently or within the past two years participated in the Los Angeles Department of Aging's Senior Community Service Employment Program either as a host agency or a program participant.
 5. Any employment agency.
 6. Any computer hardware or computer software manufacturer, sales person, distributor or consultant.
 7. Any person or business entity engaged in providing accounting or auditing services.
 8. Any person or business entity that currently or within the past two years engaged in providing consultant services, which may fall within the field or scope of Gerontology and/or providing Caregiver Services, such as but not limited to:
 - a. Information and Assistance: A service for older individuals that provides (i) current information on opportunities and services available

to the individuals within the communities; (ii) assessment of the problems and capacities of the individuals; (iii) referral of the individuals to the opportunities and services that are available; and (iv) appropriate follow-up with the client or organization to ensure that the needed service was received.

- b. Ombudsman: services consist of activities on behalf of residents of Long Term Care Facilities to effectively assert civil and human rights and to resolve their complaints.
- c. Disease Prevention and Health Promotion Services: provides disease prevention and health promotion services and information at multipurpose senior centers, at congregate meal sites, through home-delivered meals programs, or at other appropriate sites to assist older persons in identifying and understanding their health needs, and in securing the necessary prevention health or health maintenance services.
- d. Mental Health: services provided to older persons which specifically relate to their emotional or mental health.
- e. Social Day Care: services which focus on maintaining and/or improving the physical, social, and psychological well-being of functionally impaired and/or frail older persons who cannot perform one or more activities of daily living without assistance.
- f. Transportation Services: escorting or transporting older persons or providing income support and material aid such as transit passes.
- g. Community Services and Senior Center Support: activities which focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons which are not included in other California Title III Aging Program definitions.
- h. Case Management Services: (i) comprehensive assessment of the clients' psycho-social and health needs; (ii) individualized care planning; (iii) service authorization/arrangement through coordination of existing resources, authorization for payment of services, or purchases; and (iv) periodic reassessment and revision of each client's care plan.
- i. Housing Services: services designed to locate, maintain, improve, or

reduce the cost of housing for older persons.

- j. Security/Crime Services: (i) service designed to enable older persons to protect themselves against crime; (ii) services to reduce the possibility of their becoming victims; and (iii) services to assist those who have been victimized.
- k. In-Home Services: services provided in the home to assist frail older individuals who have physical or mental disabilities that restrict the ability of an individual to perform normal tasks or which threatens the capacity of an individual to live independently, including those with Alzheimer's Disease or a related disorder with neurological or organic brain dysfunctions.
- l. Legal Assistance: legal representation by a member of the California State Bar or by a non-attorney under the supervision and control of a member of the California State Bar.
- m. Employment Services: activities designed to maintain or obtain employment for older persons or assist them in selecting and entering into a second career.
- n. Consumer Services: of discount programs, consumer education, and assistance for older persons in completing financial forms and service applications.
- o. Nutrition Services: the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling in either a group setting or delivered to an individual's home to encourage social interaction and reduce isolation.
- p. Respite Care Services: activities and services intended to support and provide relief for unpaid care givers who provide substantially full-time care to frail elderly or functionally-impaired adults at home.
- q. Adult Day Health Care: health, social, and rehabilitative services for frail elderly persons 55 years of age or older, and younger functionally-impaired adults, 18 years of age or older, who are at risk of institutionalization.
- r. Adult Day Support Center Services: services provided according to an individual plan of care in a structured comprehensive program that

provides a variety of social, psychological, and related support services in a protective setting on less than a 24-hour basis.

- s. Adult Day Care Services: non-medical care provided through centers to person 18 years of age or older in need of personal care services, supervision or assistance essential for sustaining the activities of daily living, or for the protection of the individual on less than a 24-hour basis.
- t. Alzheimer's Day Care Resource Center: serves persons with Alzheimer's disease or a related dementia, particularly those in the moderate to severe stages, who care needs and behavioral problems may make it difficult for the individuals to participate in other care programs.
- u. Elder Abuse Services: Provide public education, outreach, referral, and receipt of complaints on behalf of vulnerable older persons.
- v. Hospice: Assists terminally ill persons live comfortably, in control and to remain in touch with family and friends until their passing away.
- w. Counseling: Provided by trained professionals to help caregivers cope with the stress of providing care to the elderly.
- x. Emergency Alert Response Systems: Promotes security and independence of elderly persons by providing a telecommunication device that provides assistance in an emergency.
- y. Older Adult Parenting (Kinship Care): Provides services to older adults (grandparents) caring for grandchildren or relative children and other members of the family unit. It also includes caring for mentally or physically disabled adult child or relative.
- z. Family Caregiver Training: Provides trainings and resources on relevant topics to better care for our elderly relatives and friends.

- B. Any interest in real property within the City of Los Angeles at which a grant applicant or grant recipient has their operations located.

CATEGORY 2

- A.** Any investment in, income from, or business positions with the following:
1. Any organization or business entity which currently receives or during the past two years received or applied for any grant of public or private funds that were reviewed, approved, administered or audited by the Los Angeles Department of Aging.
 2. Any person or business entity which currently or within the past two years participated in the Los Angeles Department of Aging sponsored Senior Community Service Employment Program either as a host agency or a program participant.
 3. Any employment agency.
 4. Any person or business entity that currently or within the past two years engaged in providing consultant services, participated in, or owned services, which may fall within the field or scope of Gerontology and/or provide Caregiver Services, such as but not limited to information and assistance, ombudsman, disease prevention and health promotion, mental health, social day care, transportation, community and Senior Center support, case management, housing, security/crime, in-home services, legal assistance, employment/second career services, consumer services, nutrition, Respite Care, Adult Day Health Care, Adult Day Support Center, Adult Day Care, Alzheimer's Day Care Resource Center, elder abuse, Hospice, Counseling, Emergency Alert Response Services, Older Adult Parenting, and Family Caregiver Training (Defined under Category 1).
- B.** Any interest in real property within the City of Los Angeles at which a grant applicant or grant recipient has their operations located.

CATEGORY 3

- A.** Any investment in, income from, or business positions with the following:
1. Any restaurants or food catering services.
 2. Any person or business entity which retails or wholesales food, restaurant supplies, restaurant equipment, vehicles, office supplies, office furniture or

other equipment.

3. Any organization or business entity which currently receives or during the past two years received or applied for any grant of public or private funds that were reviewed, approved, administered or audited by the Los Angeles Department of Aging.
 4. Any person or business entity which currently or within the past two years participated in the Los Angeles Department of Aging's Senior Community Service Employment Program either as a host agency or a program participant.
 5. Any employment agency.
 6. Any person or business entity that currently or within the past two years engaged in providing consultant services, participated in, or owned services, which may fall within the field or scope of Gerontology and/or provide Caregiver Services, such as but not limited to information and assistance, ombudsman, disease prevention and health promotion, mental health, social day care, transportation, community and Senior Center support, case management, housing, security/crime, in-home services, legal assistance, employment/second career services, consumer services, nutrition, Respite Care, Adult Day Health Care, Adult Day Support Center, Adult Day Care, Alzheimer's Day Care Resource Center, elder abuse, Hospice, Counseling, Emergency Alert Response Services, Older Adult Parenting, and Family Caregiver Training (Defined under Category 1).
- B.** Any interest in real property within the City of Los Angeles at which a grant applicant or grant recipient has their operations located.

CATEGORY 4

- A.** Any investment, income from, or business positions with the following:
1. Any organization or business entity which currently receives or during the past two years received or applied for any grant or public or private funds that were reviewed, approved, administered or audited by the Los Angeles Department of Aging.
 2. Any person or business entity which currently or within the past two years participated in the Los Angeles Department of Aging's Senior Community

Service Employment Program either as a host agency or a program participant.

3. Any employment agency.
4. Any person or business entity that currently or within the past two years engaged in providing consultant services, participated in, or owned services, which may fall within the field or scope of Gerontology and/or provide Caregiver Services, such as but not limited to information and assistance, ombudsman, disease prevention and health promotion, mental health, social day care, transportation, community and Senior Center support, case management, housing, security/crime, in-home services, legal assistance, employment/second career services, consumer services, nutrition, Respite Care, Adult Day Health Care, Adult Day Support Center, Adult Day Care, Alzheimer's Day Care Resource Center, elder abuse, Hospice, Counseling, Emergency Alert Response Services, Older Adult Parenting, and Family Caregiver Training (Defined under Category 1).

B. Any interest in real property within the City of Los Angeles at which a grant applicant or grant recipient has their operations located.

CATEGORY 5

Any investment in, income from, or business positions with any person or business entity which manufactures, sells, maintains, or distributes computer hardware and software or provides computer consulting services.

CATEGORY 6

Any investment in, income from, or employment or management positions with the following:

1. Any organization or business entity which currently receives or during the past two years received or applied for any grant of public or private funds that were reviewed, approved, administered or audited by the Los Angeles Department of Aging.
2. Any person or business entity which currently or within the past two years participated in the Los Angeles Department of Aging's Senior Community Service Employment Program either as a host agency or a program participant.

3. Any person or business entity engaged in providing accounting or auditing services.
4. Any person or business entity that currently or within the past two years engaged in providing consultant services, participated in, or owned services, which may fall within the field or scope of Gerontology and/or provide Caregiver Services, such as but not limited to information and assistance, ombudsman, disease prevention and health promotion, mental health, social day care, transportation, community and Senior Center support, case management, housing, security/crime, in-home services, legal assistance, employment/second career services, consumer services, nutrition, Respite Care, Adult Day Health Care, Adult Day Support Center, Adult Day Care, Alzheimer's Day Care Resource Center, elder abuse, Hospice, Counseling, Emergency Alert Response Services, Older Adult Parenting, and Family Caregiver Training(Defined under Category 1).