



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SYLVIA DEPORTO, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *Ju*

DATE: MAY 19, 2017

SUBJECT: NEW GRANT: COMMUNITY WORKS WEST (NON-PROFIT)
TO PROVIDE VISITATION AND SUPPORT SERVICES FOR INCARCERNATED PARENTS

GRANT TERM: 7/1/17-
6/30/20

		<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$282,507	\$28,251	\$310,758

	<u>FY17/18</u>	<u>FY18/19</u>	<u>FY19/20</u>
ANNUAL AMOUNT:	\$94,169	\$94,169	\$94,169

	County	State	Federal	Contingency	Total
FUNDING SOURCE:	\$28,251	\$45,201	\$209,055	\$28,251	\$310,758
FUNDING:	10%	16%	74%		100%
PERCENTAGE:					

The Department of Human Services (DHS) requests authorization to enter into a grant agreement with Community Works West (CWW) for the period of July 1, 2017 to June 30, 2020, in the amount of \$282,507 plus a 10% contingency for a total grant amount not to exceed \$310,758. The purpose is to provide visitation and support services for incarcerated parents in the San Francisco jails and targeted California prisons.

Background

The Department has been providing visitation and support services in local jails and prisons throughout California since 1999. In order to satisfy court requirements, the Department provides parent-child visiting, emergency interviewing, identification of family for kinship placements and when possible, work toward reunification with the development of post-incarceration plans.

Community Works West has provided these services since July 2012. They have had a significant presence in the jail system through with parenting classes, facilitated dialogue circles

with incarcerated mothers, a mandated program for violent offenders and a program called “Women Rising”, a full service re-entry program for woman 18-25 leaving the criminal justice system. Clients have been able to access any of these programs should they be a fit with the parents’ needs.

Services to be Provided

Grantee will provide visitation, individualized one-on-one peer support activities and counseling for the parents/guardians of children who are dually involved in the child welfare and criminal justice systems.

Incarcerated visitation services include assisting protective services workers in arranging, scheduling, navigating and confirming parent / guardian child visits at jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.

Additionally, Grantee will actively participate in the San Francisco Children of Incarcerated Parents Partnership (SFCIPP) coalition of social service providers, representatives of government bodies, advocates and others who work with or are concerned about children, incarcerated parents and their families.

For additional information regarding services to be provided, please refer to Appendix A – Services to be Provided (attached).

Location and Time of Services

Services will be provided at the San Francisco County Jail, Sheriff’s Department community-based sites or other appropriate location that facilitates day-to-day access within San Francisco.

Office hours are 8am to 4pm.

Selection

Grantee was selected through RFP 732, issued on March 1, 2017.

Funding

Funding for this grant is provided by a combination of City and County General Fund, State and Federal funding.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix A - Services to be Provided
Visitation & Support Services for Incarcerated Parents
Community Works West, Inc.
July 1, 2017 to June 30, 2020

I. Purpose of Services

The purpose of these services is to provide visitation, individualized one-on-one peer support activities and counseling for the parents/guardians of children who are dually involved in the child welfare and criminal justice systems.

Incarcerated visitation services include assisting protective services workers in arranging, scheduling, navigating and confirming parent /guardian child visits at jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.

Additionally, the Grantee will actively participate in the San Francisco Children of Incarcerated Parents Partnership (SFCIPP), a coalition social service providers, representatives of government bodies, advocates and others who work with or are concerned about children, incarcerated parents and their families.

II. Target Population

The grant will provide services to parents/legal guardians whose children are involved in the child welfare system, and who are incarcerated in San Francisco county jails, and the top 6 jails / prisons located outside of SF, where SF parents / guardians are more likely to be incarcerated. This includes active Family Maintenance (court & non court), Family Reunification (residing in home or in out-of-home placement).

III. Definitions

CARBON	Contracts Administration, Reporting, and Billing Online
Concurrent Planning	Pursuing a permanent and stable placement in the most intimate setting possible for the long-term well-being and development of the child requires working simultaneously toward reunification with biological family and developing other options that will lead to adoption or legal guardianship.
Family Maintenance Cases	Parents who are actively working to address identified risk-factors with the goal of preventing future harm, increasing protective capacity and promoting well-being of their child / children.

Family Reunification Cases	Parents who are actively pursuing reunification with their children through a child welfare case plan.
Family Team Meeting	A convening of parents, caregivers and supportive adults who are engaged in planning and decision making to develop a specific action steps to support parents in their efforts to ensure the safety, permanency and well-being of child / children who have become involved in the child welfare system. Topics may include placement, reunification, education, supportive services, case planning etc. May include: Child Family Team, Family Team, GOALs Meetings
FCS	Family & Children Services Division of the San Francisco Human Services Agency
HSA-Linked	Child Welfare Case: Active FCS cases in which: <ol style="list-style-type: none"> 1. The child has been the subject of a Child Abuse Neglect or Abuse Referral and 2. The primary plan is to sustain the family relationships.
Incarcerated Parents/Legal Guardians	Parents who are incarcerated in California jails and prisons and whose children have been identified as at risk of abuse and/or neglect by SFHSA.
PSW	Protective Services Worker
SFHSA	San Francisco Human Services Agency (also HSA)

IV. Services to be Provided

The Grantee will provide the following services:

- A. Serve as primary point of contact for prisoners seeking information regarding HSA-linked children.
- B. Provide prompt availability to PSWs providing referrals, requesting contact with incarcerated parents, or seeking consultation and information. This includes emergency situations and weekends/evenings, as necessary.

1. **Out of County Visits Consultation:** For visits at jail and prison facilities outside of the CCSF, Grantee will maintain updated compendium of visit policies and procedures, point of contacts, contact information, visiting hours, facility requirements and on-site resources i.e. visiting rooms. Out of County visits will not include coordination or facilitation of visits.
 2. **Case Consultation:** provide case consultation to PSW as requested to clarify visitation procedures within SF, access to jails / prisons outside of SF County; promising / evidenced-based / trauma informed practice working with incarcerated parents.
- C. Visitation services, to include:
1. Tracking all visit requests for referrals received including consultations and those in which visitation occurs within SF.
 2. Facilitating visits for children whose parents/guardians are dually involved in the child welfare and criminal justice systems.
 3. Assisting protective services workers in arranging, scheduling, navigating and confirming parent / guardian child visits at jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.
 4. For visits at jail and prison facilities outside of the CCSF, maintaining updated compendium of visit policies and procedures, point of contacts, contact information, visiting hours, facility requirements, and on-site resources i.e. visiting rooms.
 5. Prior to visit, discussing with the assigned PSW how to support the goals for the visitation interface with the family and clarify any other issues.
 6. During the visit, encouraging positive interaction between the child and the parent, including modeling or coaching, reinforcing successful parental interventions, support the child during difficult times, assuring the child that the visit the case manager can always hear and see the persons being supervised, ensuring all parties adhere to visitation guidelines and explain the role of the case manager during the visit. Visits may be terminated if the child suffers any undue discomfort and attempt to alleviate discomfort are unsuccessful.
 7. Documenting visit(s) and preparing a review of visitation plan and completing the “1044SVD” form which includes a narrative description of progress on visitation plan, activities for the visit which can support parent’s progress, factual observations of interaction, and areas of concern.
 8. Between visits, discussing the following with the assigned PSW: visitation objectives met or not met development of next objectives / steps for ongoing visits, referrals that may be needed i.e. therapeutic interventions, permanency, parenting, substance abuse support etc.

- D. Provide services that focus on building the parent and child’s familial relationships, increasing parent participation and strength-based relationship building; incorporate trauma informed and safety organized practice and core practice model strategies.
 - 1. Individualized one-on-one support, including parent engagement, teaming with protective services workers to inform case planning and identification of case plans goals uniquely suited to address unmet needs or activities for parents / guardians who are incarcerated. Other individualized support will include orientation for parents, release / post incarceration planning.
 - 2. Peer support activities, including parenting workshops and groups that provide opportunity to acquire knowledge, practice and apply skills with an emphasis on improving parental capacity to foster and promote improved child / parent relationships, child well-being, and safety utilizing trauma informed, evidenced-based informed parenting education, and age appropriate child development methods and strategies.
- E. Facilitate resource connections and linkage support to available services and support within county jail system upon request of incarcerated parent(s).
- F. Provide services in parent(s) first language or with language interpretation.
- G. Community Partnerships/Collaboration: provide subject matter expertise to further the collaborative goals of the San Francisco Children of Incarcerated Parents Partnership (SFCIPP), is a coalition social service providers, representatives of government bodies, advocates and other who work with or are concerned about children incarcerated parents and their families.
- H. Prepare and maintain a policy and procedure guide for PSWs that provides up-to-date information for the top 6 out of county jails / prisons where SF parents / guardians are more likely to be incarcerated.

V. Location and Time of Services

Services will be provided at the San Francisco County Jail, Sheriff’s Department community-based sites or other appropriate location that facilitates day-to-day access within San Francisco.

Office is open 8am to 4pm.

VI. Grantee Responsibilities

- A. Grantee is a mandated reporter of child abuse.
- B. Grantee shall ensure all employees of this grant are TB tested annually.
- C. Grantee shall attend all meetings required by FCS, including but not limited to, unit meetings, TDMS, worker orientations, etc.
- D. Grantee shall familiarize themselves with FCS practices and policies.

- E. Grantee shall conduct criminal background checks on all employees and shall arrange to receive subsequent criminal notifications if the employee is convicted of a crime during the time of his or her employment.

VII. Service and Outcome Objectives

A. Service Objectives:

Objectives are annual unless otherwise specified. The Grantee will:

1. Provide a minimum of 200 visits for parents with their child(ren) over the course of a program year.
2. Maintain a minimum caseload of 18:1 (1-on-1 individualized services). Caseload is defined as any parent who has, within the last 60 days, received supervised visitation or phone calls with his/her children, 1-on-1 individualized services, or participation in parenting /peer support activities.
3. Offer peer support activities a minimum of twice per month. Provide a listing of activities that were provided during the quarter.
4. Provide a minimum of 300 consultations to PSWs.
5. Provide a minimum of 125 “other” case consultations that include: lawyers, probation and program.

B. Outcome Objectives:

1. A minimum of 75% of requests for emergency visitation within SF or consultations for information from PSW to facilitate access for visiting jails or prisons outside of San Francisco will occur.
2. A minimum of 75% of parents participating in 1-on-1 individualized services for a minimum of 60 days will develop a plan (including specific steps) for addressing barriers that prevent maintaining familial relationships with their child(ren).
3. A minimum 75% of those participating in Peer Support will rate the parenting workshop activities as 3 or higher on a 5 point scale (usefulness of information, facilitation of topic, engagement).
4. A minimum of 75% of requests for case consultations, access to jails within San Francisco, or information /consultation on visitation procedures will rate the service as 3 or higher on 5 point scale (timeliness of response, usefulness of information, and customer service / engagement).

VIII. Reporting Requirements

- A. Grantee will provide monthly reports for the number of and type of referrals received. The report will include referrals from: Protective Service Workers, San Francisco Probation, and Self Referrals.

Grantee will submit monthly reports on the template approved by the FCS Analyst during by the 15th of the month following the end of the reporting period.

- B. Grantee will provide quarterly reports of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee will submit quarterly reports on the template approved by the FCS Analyst and uploaded the report to the CARBON database by the 15th of the month following the end of the reporting period.

The reports will include the following:

1. Summary of progress towards service and outcome objectives
 2. Listing of incarcerated parents served, indicating the type of service(s) the parent is receiving and the start and end dates of the services;
 3. Narrative description / summary services provided / progress towards identified goal;
 4. Contact Log (PSWs, incarcerated parents, collateral providers, and others)
 5. Updated Compendium of Visiting policies and procedures (Top 6 jails / prisons)
 6. Opportunities & Challenges
 6. Number of unduplicated referrals received from Protective Service Workers, Probation Officer, and parent self-referrals.
 7. Client Vignette
- C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year. For each grant year, Grantee shall submit an annual report that provides data for the year ending June 30. This report shall provide cumulative results for each objective as outlined above. Annual reports are due 30 days after the end of the each grant year.
- D. Grantee will provide Ad Hoc reports as required by the Department.

- E. All reports will be entered into the CARBON System. For assistance with reporting requirements or submission of reports, contact:

David Flores, Jr., MPA
Principal Administrative Analyst
Office of Contract Management
David.Flores@sfgov.org

Pamela Salsedo
Senior Administrative Analyst
Family & Children's Services
Pamela.Salsedo@sfgov.org

IX. Monitoring Requirements

- A. **Program Monitoring:** Grantee will maintain the following records at their work site and will make them available for inspection by City and County staff, upon 48 hours' notice:
1. Copies of the Visitation Plans received, case plans of all of the parents they serve, including case notes on additional services provided by Grantee in assisting the parents with fulfilling their visitation and/or case plans and progress notes on identified goals items in the case plans have been fulfilled;
 2. Attendance sheets for all peer support activities offered;
 3. Sign in sheets for all parent-child visits, with notes on which of the participants have children in the San Francisco child welfare system;
 4. Copies of all pre- and post-tests for Parenting workshop participants in the child welfare system;
 5. Plans written by parents, demonstrating their increased ability and willingness to parent their children in a safe way, as outlined under outcomes.
 6. Records documenting that all employees have received a criminal background check and an annual TB test;
- B. **Fiscal Compliance and Contract Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 5/15/17
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY				
4	BY PROGRAM				
5	Contractor's Name			Contract Term	
6	Community Works West			7/1/2017-6/30/2020	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Visitation & Support Services for Incarcerated Parents				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/2017-6/30/2018	7/1/2018-6/30/2019	7/1/2019-6/30/2020	Total
12	Expenditures				
13	Salaries & Benefits	\$76,250	\$76,250	\$76,250	\$228,750
14	Operating Expense	\$5,636	\$5,636	\$5,636	\$16,908
15	Subtotal	\$81,886	\$81,886	\$81,886	\$245,658
16	Indirect Percentage (%)	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$12,283	\$12,283	\$12,283	\$36,849
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$94,169	\$94,169	\$94,169	\$282,507
20	HSA Revenues				
21	General Fund	\$9,417	\$9,417	\$9,417	\$28,251
22	State	\$15,067	\$15,067	\$15,067	\$45,201
23	Federal	\$69,685	\$69,685	\$69,685	\$209,055
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$94,169	\$94,169	\$94,169	\$282,507
30	Other Revenues				
31		\$0	\$0	\$0	\$0
32					
33					
34					
35					
36	Total Revenues	\$0	\$0	\$0	\$0
37					
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				

4 Program Name:
 5 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/2017-6/30/2020
12	POSITION TITLE								
13	Case Manager	\$53,000	100%	100%		\$53,000	\$53,000	\$53,000	\$159,000
14	Deputy Director	\$8,000	100%	10%		\$8,000	\$8,000	\$8,000	\$24,000
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS	\$61,000	2.00	1.10	0.00	\$61,000	\$61,000	\$61,000	\$183,000
31									
32	FRINGE BENEFIT RATE		25%						
33	EMPLOYEE FRINGE BENEFITS	\$15,250				\$15,250	\$15,250	\$15,250	\$45,750
34									
35									
36	TOTAL SALARIES & BENEFITS	\$76,250				\$76,250	\$76,250	\$76,250	\$228,750
37	HSA #2								11/15/2007

	A	B	C	D	E	F	G	H	I	J	K	
1												
2												
3												
4	Program Name:											
5	(Same as Line 9 on HSA #1)											
6												
7	Operating Expense Detail											
8												
9												
10												
11												
12	Expenditure Category	TERM 7/1/2017-6/30/2018			7/1/2018-6/30/2019			7/1/2019-6/30/2020			TOTAL	
13	Rental of Property										\$ -	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										\$ -	
15	Office Supplies, Postage										\$ -	
16	Building Maintenance Supplies and Repair										\$ -	
17	Printing and Reproduction	\$886			\$886			\$886			\$ 2,658.00	
18	Insurance										\$ -	
19	Staff Training	\$500			\$500			\$500			\$ 1,500.00	
20	Staff Travel-(Local & Out of Town)	\$250			\$250			\$250			\$ 750.00	
21	Rental of Equipment										\$ -	
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE											
23	Clinical Supervision	\$4,000			\$4,000			\$4,000			\$ 12,000.00	
24											\$ -	
25											\$ -	
26											\$ -	
27											\$ -	
28	OTHER											
29											\$ -	
30											\$ -	
31											\$ -	
32											\$ -	
33											\$ -	
34											\$ -	
35	TOTAL OPERATING EXPENSE	\$5,636			\$5,636			\$5,636			\$16,908	
36												
37	HSA #3											11/15/2007