



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: JOAN MILLER, DEPUTY DIRECTOR FCS
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: MARCH 25, 2021

SUBJECT: NEW GRANT: **SENECA FAMILY OF AGENCIES (NON PROFIT)** FOR THE PROVISION OF PERMANENCY ASSESSMENTS

DS
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GRANT TERM: 1/01/2021 – 6/30/25

GRANT AMOUNT	<u>1/1/21-6/30/21</u>	<u>Annual</u>	<u>Total</u>	<u>Contingency</u>	<u>Total</u>
	\$75,000	\$150,000	\$675,000	\$67,500	\$742,500
<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$418,500	\$ 33,750	\$222,750	\$67,500	\$742,500
PERCENTAGE:	62%	5%	33%		100%



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Benefits and Family Support requests retroactive authorization to enter into new grant with Seneca Family of Agencies (Seneca) for the period of January 1, 2021 to June 30, 2025 in an amount of \$675,000 plus a 10% contingency for a total amount not to exceed \$742,500. The purpose is to complete Family Evaluations, formerly known as Permanency Assessments. These assessments are necessary in order to determine whether existing relative and foster care providers are appropriate for the placement of dependent foster/youth/non-minor dependents in their care.

Background

As of 2017, all California Child Welfare Agencies were required by the State to implement a new licensing process for foster parents, relative and non-related extended family members. The Resource Family Approval (RFA) process is a family-friendly and child centered caregiver approval process that combines the elements of foster parent licensing, relative, guardianship and adoption approval processes. RFA is streamlined, reduces duplication and unifies approval standards for all caregivers. It includes a comprehensive psychosocial assessment known as the Family Evaluation, a home environment and background check as well as identified training courses.

Seneca has been providing these services for the agency since 2017. The grantee played a vital role in completing Family Evaluation for conversion families. The county has seen an increased need for Family Evaluations over this time that it expects to sustain over the next years.

FCS estimates that between 60 and 80 Family Evaluations will require completion during the each fiscal year.

Services to be Provided

Seneca will continue to perform a similar scope of services, doing family evaluations. A family evaluation is an in-person assessment that captures parenting skills; motivation to become a Resource Family including childhood upbringing, child and adult experiences and personal characteristics; discipline methods and the perspective Resource Families' ability to demonstrate an understanding of the safety, permanence, protection and well-being of the vulnerable children who will be placed in their care.

Seneca will accept referrals from the FCS RFA unit and complete the Family Evaluation as required for the RFA process in accordance with State written directives. Whenever possible, they will complete the Family Evaluation with the caregiver in the home (face-to-face interview) or a location within close proximity to the home in a convenient and confidential location within the county of residence.

For more specific detail regarding services to be provided, please refer to Appendix A (attached).

The calculation of costs is designed to provide an incentive to the grantees to complete assessments in a timely manner.

Selection

Grantee was selected through Request for Qualifications #906 which was released November 2020

Funding

Funding for this modification is provided by a combination of County General Fund (62%), state funds (5%) and federal funds (33%).

ATTACHMENTS

Seneca Appendix A -Services to be Provided

Seneca Appendix B-Calculation of Charges

**Appendix A – Services to be Provided
Seneca Family of Agencies
Permanency Assessments
January 1, 2021 to June 30, 2025**

I. Purpose of Grant

This grant will assist county RFA social workers in the completion of the Family Evaluations known as Permanency Assessments. The Family Evaluation is one of several components required for completion of the Resource Family Approval (RFA) process for applicant families. Applicant families are relative and non-relative caregivers residing within and outside of San Francisco County with whom San Francisco dependent foster children are to be placed.

These are required as a component of the Resource Family Approval (RFA) process, in accordance with State and County policies. This assessment is necessary in order to determine whether existing relative and foster care providers are appropriate to assume permanent, legal responsibility for the children in their care.

II. Definitions

CDSS	California Department of Social Services
CPM	Core Practice Model
CFT	Child and Family Team Meetings
FCS	Family and Children’s Services Division, Human Services Agency
HSA	Human Services Agency, City and County of San Francisco
Relative Caregiver	Familial relationship with a child who has been removed from the parent or guardian
Non Relative Caregiver / NREFM	Family friend or fictive kin Non Related Extended Family Member
Family Evaluation	A component of the Permanency Assessment which includes interviews of an applicant or Resource Family, to evaluate their family system dynamics and strengths, and areas where more support or resources may be needed for more effective and quality parenting skills.
RFA	Resource Families Approval: The process that a foster parent, relative, non-relative extended family member, or adoptive home must complete to be considered for potential placement of a child, youth or NMD (non-minor dependents from 18-21 years)

III. Target Population

Relative and non-relative caregivers residing within and outside of San Francisco County with whom San Francisco dependent foster children are placed.

IV. Description of Services

- A. Completion of Family Evaluation Assessments in accordance with CDSS written directives for RFA. This includes: Outreach and engagement, confirming in home appointments, face-to-face interviews (conducted within the home); or a location within close proximity to the home in a convenient and confidential location within the county of residence and communication via phone as appropriate to clarify or verify information provided.

Applicant families reside in the following counties: Alameda, Contra Costa, Kern, Lake, Los Angeles, Marin, Riverside, Sacramento, San Diego, San Francisco, San Joaquin, San Mateo, Santa Clara, Shasta, Solano, Sonoma, Stanislaus, and Tulare.

Assessments to be completed as quickly as possible and relevant data to be entered into RFA database.

- B. Accept referrals from the FCS RFA unit and conduct outreach to identified caregivers and/or foster parents utilizing engagement strategies identified in the California Core Practice Model (CPM).
- C. The annual estimated number of assessments requiring completion is between 50 and 80. Estimated time for completion for each assessment is 60 days.
- D. Maintain an updated list of approved RFA training sites including point of contact information (i.e. name, physical address, e-mail address, and telephone number) and a calendar or schedule that identifies the days and times RFA trainings are held within the county of the residence of the referred family.

IV. Grantee Responsibilities

- A. Grantee will utilize a tracking system approved by HSA that is secure, electronic, and allows for reporting of efforts.
- B. Grantee will establish an account, upload required documents and submit monthly invoices in CARBON the HSA contract database e.g. budget, appendix A, service and outcome objective outcomes as identified in VII and VIII.
- C. Grantee is a mandated reporter of child abuse, domestic violence, and elder abuse.
- D. Grantee shall ensure that all employees providing direct services under this grant are TB tested in accordance with CCL standards.
- E. Grantee shall conduct criminal background checks on all employees and shall arrange to receive subsequent criminal notifications if an employee is convicted of a crime during the time of his or her employment.

V. HSA Responsibilities

- A. HSA will make referrals requesting completion of Family Evaluation Assessments by Grantee on the same day or the next business day as dated by prospective RFA applicant signature.
- B. HSA will clarify criteria for Grantee recommendations for approval and retain sole responsibility for accepting or rejecting approved homes for use by FCS.

VI. Service Objectives

During the term of the grant, Grantee will report on progress towards achievement of the following service objectives. Service Objectives are annual goals unless specified.

- A. Accept 100% of all RFA referrals.
- B. Maintain current listing of approved RFA training sites available including complete contact information, and schedule within a reasonable distance in the county of residence.

VII. Outcome Objectives

- A. **95%** of referred families will complete an assessment (this does not include RFA conversion families that decline to participate nor referrals that are rescinded by HSA).

- B. 75% of assessments will be completed within 60 days of assignment.

VIII. Grantee Reporting Requirements

All reports will be submitted on the Contracts Administration Reporting, and Billing Online (CARBON) system.

- A. Grantee will provide monthly reports for the number of referrals received and completed. Grantee will submit monthly reports on CARBON by the 15th of the month following the end of the reporting period.
- B. Grantee will submit quarterly reports on a template approved by the FCS Analyst during the Grant term. The report will include, but not limited, to a summary of progress towards achieving grant activities per the reporting period as well as cumulatively for the grant year to date, for each service and outcome objective listed in Section IV, Description of Services; Section VII, Service Objectives; and Section VIII, Outcome Objectives.

Quarterly reports are due 15 days after the close of the reporting period.

Quarterly reports will capture progress toward identified numerical and outcome objectives and payment points.

Grantee will maintain supporting documentation for reports.

- C. Grantee will submit a Final Report covering the term of the grant. This report shall provide cumulative results for each objective as outlined above. The final cumulative report is due no later than 30 days from the end of the term of the agreement.
- D. Quarterly and Annual Reports will be entered into the CARBON System. For assistance with reporting requirements or submission of reports, contact:

Geoffrey Nagaye
Program Manager
Family & Children's Services
Geoffrey.Nagaye@sfgov.org

Johanna Gendelman
Contract Manager
Office of Contract Management
Johanna.Gendelman@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include a review of documentation to demonstrate completion of service and outcome objectives. Program monitoring may also include surveys and interviews with clients, county social workers, and other service providers regarding their experiences with the program's services.
- 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

Seneca RFA Assessments
1/1/21 to 6/30/2025

Appendix B – Calculation of Charges

The term for RFA Assessments under this Agreement will begin effective January 1, 2021 and end June 30, 2025.

Compensation for completed assessments

Grantee will be compensated for the completion of each RFA Assessment according to the payment presented here.

Upon notification of referral, completion within:	Compensation
50 to 60 days or less	\$2,200
61 to 75 days	\$2,100
76 to 90 days	\$2,000
Completed after 90 days	\$1,900

Payment for each assessment is subject to acceptance of the written RFA report.

Partial compensation for rescinded assessments:

Under certain exceptional circumstances HSA may determine to not proceed with an RFA Assessment. Under these circumstances, and when the vendor is not at fault for this decision, the assessment work will be compensated at designated as follows:

Payment points for partial case completion	Percentage paid
Initiation of work, and confirmation of 1st appointment	25%
Completion of 2 nd appointment	50%
Appointments complete and report writing begun	75%
Report complete	100% of qualifying days

Extraneous services to facilitate engagement services for families, such as travel, language, etc that live beyond a mutually negotiated distance will be eligible for the State per diem for an amount not to exceed **\$5000 annually**.

Grantee will be compensated for a total not to exceed amount of **\$675,000**.

A 10% contingency will be added for an additional \$67,500 for a not to exceed amount of \$742,500.