



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

P.O. Box 7988  
San Francisco, CA  
94120-7988  
www.SFHSA.org

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

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

**DATE:** MAY 21, 2021

**SUBJECT:** GRANT RENEWAL: **HUCKLEBERRY YOUTH PROGRAMS (NON-PROFIT)** FOR THE PROVISION OF CRISIS INTERVENTION AND CASE MANAGEMENT SERVICES FOR COMMERCIALLY SEXUALLY EXPLOITED CHILDREN/YOUNG ADULTS (CSEC/YA)



London Breed  
Mayor

Trent Rhorer  
Executive Director

<b>GRANT TERM:</b>	<u>Current</u> 7/1/18-6/30/21	<u>Renewal</u> 7/1/2021 – 6/30/2023			
<b>GRANT AMOUNT:</b>	<u>Current</u> \$1,540,048	<u>Renewal</u> \$1,026,400	<u>Contingency</u> \$102,640	<u>Total</u> \$1,129,040	
<b>ANNUAL AMOUNT:</b>	<u>FY20-21</u> \$528,596	<u>FY21-22</u> \$513,200	<u>FY22-23</u> \$513,200		
<b>FUNDING:</b>	<u>County</u> \$225,808	<u>State</u> \$369,504	<u>Federal</u> \$431,088	<u>Contingency</u> \$102,640	<u>Total</u> \$1,129,040
<b>PERCENTAGE:</b>	22%	36%	42%	100%	

The Department of Benefits and Family Support (BFS) requests authorization to renew the grant with Huckleberry Youth Programs for the time period beginning July 1, 2021 and ending on June 30, 2023, in an amount of \$1,026,400 plus a 10% contingency for a total amount not to

exceed \$1,129,040. The purpose of the grant is to provide crisis intervention, advocacy and case management services to commercially sexually exploited children and young adults.

### **Background**

Through SB 855, the California Welfare and Institutions Code (WIC), section 300, clarified that commercially sexually exploited children (CSEC) whose parents or guardians failed or were unable to protect them may fall within the jurisdiction of section 300, and be adjudged as dependents of the juvenile court. In 2014, the Legislature also amended the WIC (commencing with section 16524.6) to establish a state-funded county CSEC Program to be administered by the California Department of Social Services (CDSS) that counties may opt to participate in. San Francisco has opted in and recognizes that CSEC is a form of child abuse.

With community partners and other City agencies, FCS created an interagency protocol to serve CSEC in 2015. At the heart of the protocol was a call for early intervention and advocacy services when CSEC/YA victims are identified. With funding identified by the Mayor's office to pilot this project, the Department issued an RFP to provide these services. A pilot program was launched with Huckleberry Youth Programs in November 2015. The services went to 24/7 availability on March 1, 2016. Huckleberry has consistently provided the services since the pilot.

### **Services to be Provided**

Grantee staff will continue to provide a coordinated response, with Family and Children's Services (FCS) and other community partners, to CSEC, referred either by the hotline or by case carrying workers. They will provide trauma-informed, strength-based, relationship-driven crisis intervention and case management services, designed to stabilize and engage youth with services.

The Grantee will also provide education, training and support to all adults working with CSEC, including caregivers, foster family agencies, detention centers, schools, etc.

For more specific information regarding services to be provided, please refer to the attached Appendix A.

**Performance**

Huckleberry Youth Program were fiscally monitoring in May 2018 as part of the City's Joint Monitoring. There were no major findings or concerns. The grantee will be monitored this year but due to the pandemic, that has been delayed.

In FY19-20, the Huckleberry Advocacy and Response Team responded to 16 calls through their 24/7 response line and served a total number of 70 youth at various capacities. Through their youth-centered and harm reduction approach, Huckleberry was able to successfully engage over 80% of these youth into case management services after the initial assessment, consistently exceeding the 60% outlined in the service objectives. FCS is pleased with the grantee's performance.

**Selection**

The Grantee was selected through Request for Proposals (RFP) #786, issued on March 16, 2018. Huckleberry Youth Programs also currently provides CSEC specific services through grants with the Department of Children, Youth and their Families.

**Funding**

This grant is supported by a mixture of funds: local general fund from the Department of Children Youth & Families (DCYF), Federal Funds and the State CSEC allocation.

**ATTACHMENTS**

Appendix A - Scope of Services to be Provided  
Appendix B – Program Budget

**Appendix A: Services to be Provided**  
**Crisis Intervention and Case Management for Commercially Sexually Exploited**  
**Children/Young Adults**  
**July 1, 2021 - June 30, 2023**

**I. Purpose of Grant**

The purpose of the grant is to provide crisis intervention services, advocacy, prevention services and ongoing case management for commercially sexually exploited children and young adults (CSEC/YA) and children and youth at risk for exploitation.

**II. Definitions**

AB 12	Youth, ages 18-21 who have opted to continue to receive Child Welfare Services
AWOL	Absent Without Official Leave from Foster Care placement
CARBON	Contracts Administration, Reporting, and Billing Online
CSEC	Commercially Sexually Exploited Children
CRR	Coordinated Rapid Response
CFT	Child and Family Team meeting
CSEC/YA	Commercially Sexually Exploited Children/Young Adult
CWW	Child Welfare Worker
FFA	Foster Family Agency
FCS	Family and Children's Services, a division of HSA
GRANTEE	Huckleberry Youth Programs, Inc
HSA	San Francisco Human Services Agency
MDT	Multi-disciplinary Team
MAST	Multi Agencies Services Team, a weekly FCS case coordination meeting
SOGIE	Sexual Orientation, Gender Identity and Expression, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments

and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation, gender identity and expression of the clients they serve (*Chapter 104, Sections 104.1 through 104.9.*)

### **III. Target Population**

All CSEC/YA up to age 21 with a focus on children and AB 12-eligible youth who have been referred by:

- i. The Child Protection Hotline and/or
- ii. Child Welfare Workers and other community partners who have identified CSEC/YA on their caseloads

### **IV. Description of Services**

Grantee shall provide the following services listed below during the term of this grant. All services are to be trauma-informed, relationship-driven, strengths-based and informed by the stages of change and positive youth development models. Services are designed to be flexible and individualized, based on the needs of the youth.

- A. Provide a coordinated response with FCS in response to hotline reports involving CSEC, according the CSEC County Protocol (attachment 1). Provide 24/7 availability. Response time will vary between 2 hours and 10 days. The responsibilities of the advocate include:
  - a. Respond to child's location, and/or a location identified by collaboration between the responding social worker and HART. Occasionally, the response may be done without FCS.
  - b. Address youth's immediate needs and provide crisis support, including information, basic necessities and psycho-education on CSE
  - c. Utilize a variety of methods to engage the youth to participate in services and interventions
  - d. Prepare safety plan in collaboration with FCS, the other members of the client's support team, the youth, and the youth's family and/or support network
  - e. Working with the other members of the client's support team and the youth, develop a plan to stabilize the youth and provide them with a safe environment to meet their emotional and health needs
  - f. Collaborate and maintain close communication with FCS and other partners
  - g. Provide logistical support to the youth (i.e. transport the youth to appointments when appropriate)
- B. Participate in on-going meetings involving the members of the client's support team in order to respond to the youth's need in a coordinated manner. In some

cases, a response may not include a child welfare worker. Participate in FCS meetings and case coordination meetings, such as CFTs and case consults, when appropriate.

- C. Provide trauma-informed case management services in collaboration with the other members of the client's support team. Services would include, but are not limited to:
  - a. Crisis intervention, including, but not limited to, development and support for safety plans and meeting the youth's immediate emotional and physical health and basic needs
  - b. Identification of, referral to, and coordination of services, including viable safe shelter, primary and reproductive medical care, mental health, legal, and social support. Services might include support for the youth directly or their support network and/or family
  - c. Advocacy and support for the youth when interfacing with the child welfare system (child welfare workers, placement staff) and other systems, including needs in the realms of medical care, juvenile justice involvement, and schools
  - d. Follow up and linkage of youth to services and supports outside the county if they are not a San Francisco resident
  - e. Practical support for youth in engagement and stabilization including (but not limited to) clothing, phones, calling cards, safety/housing vouchers, journals, food supplies, diapers and hygiene supplies, gift cards for food and groceries, and other miscellaneous expenses
- D. Contact the referring Child Welfare Worker within 30 days of the referral for all case management referrals, to report back on case status and case plan goals.
- E. Contact the Child Welfare Worker for all crisis response referrals that are being promoted into case management services after the initial intervention, to report back on case status and case plan goals. Report should be submitted within 30 days of entering case management services.
- A. Provide linkage for services for the youth and their family and/or support system on an as needed basis.
- F. Facilitate group sessions for youth.
- G. Provide education and training to providers who work with CSEC.
- H. Provide refresher trainings to Child Welfare Workers periodically.
- I. Provide consultation to professionals who work with CSEC, including community-based organizations, FFA, STRTPs, staff of detention centers, and other related, relevant and involved organizations.

- J. Participate in the County CSEC Steering Committee.
- K. Participate in and support prevention activities identified by the CSEC Steering Committee, including attending MOVE meetings.
- L. Participate in trainings to gain knowledge about the Child Welfare System when possible (e.g. Child Welfare 101 and Probation 101).

**V. Location and Time of Services**

Huckleberry Youth Programs' crisis intervention and case management services are based out of the Huckleberry Youth Program's Office located at 44 Gough Street. The ongoing case management will be targeted to wherever youth are, considering safety needs. Huckleberry Youth Programs will provide youth with an opportunity for ongoing contact in order to connect the youth with services when they are ready to engage in them.

**VI. Service Objectives**

On an annual basis, Grantee will meet or exceed the following service objectives:

- A. Serve 60 unduplicated youth annually.
- B. Serve 40 youth through case management services.
- C. Serve 20 youth through the crisis response.
- D. Conduct 40 intake assessments for ongoing case management services.
- E. Provide 80 referrals out to other organizations, including referrals for parents and caregivers.
- F. Provide trainings/consultation sessions to 15 outside parties.
- G. Respond to 95% of emergency requests within the 2-hour time frame
- H. Initiate contact to 90% of non-emergency requests within two business days.
- I. 80% of out of county youth will be provided with coordination services to their home county within 10 days.
- J. 80% of youth that completed the intake assessment for ongoing case management will continue to engage in services for at least one month.

**VII. Outcome Objectives**

On an annual basis, Grantee will meet or exceed the following outcome objectives:

- A. 75% of youth will have decreased number of placements after receiving a minimum of 90 days of service. (FCS will be working with CDSS to analyze this measure.)
- B. 75% of youth will have decreased number of AWOL incidence after receiving a minimum of 90 days of service. (FCS will be working with CDSS to analyze this measure.)
- C. 70% of youth in ongoing case management will report increased safety after 90 days of services. (Grantee will solicit feedback from youth upon accepting youth

into case management services and then after 90 days of service.)

## VIII. Reporting Requirements

- A. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives by the 15<sup>th</sup> of the following month. Grantee will complete a report developed by FCS. This report should be emailed to the Program Analyst at [karina.zhang@sfgov.org](mailto:karina.zhang@sfgov.org). The report may include but not limited to the following information:
- 1) Names and demographic data of CSEC/YA who received services
  - 2) Referral sources
  - 3) The type of services provided to the youth (ongoing case management, 2-hour response, 10-day response, and group work, etc.)
- B. Grantee will submit a **quarterly** report on CARBON reporting on the following:
- 1) Number of unduplicated client served
  - 2) Number of calls that came through the 24/7 response line, including both 2-hour and 10-day responses and internal calls from Huckleberry Youth
  - 3) Number of referrals
  - 4) Number of trainings/consultations provided to the community
  - 5) Number of Child and Family Team meetings attended
  - 6) Number of FCS Case Consultations attended
- C. Grantee will provide an end of fiscal year report summarizing the grant activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges/obstacles and any recommendations for protocol revision. The report will be submitted by the 15<sup>th</sup> of the month following the end of the program year.
- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. For assistance with reporting requirements or submission of reports, contact:

[Johanna.gendelman@sfgov.org](mailto:Johanna.gendelman@sfgov.org)  
Senior Administrative Analyst, Office of Contract Management

or

[Karina.Zhang@sfgov.org](mailto:Karina.Zhang@sfgov.org)  
Program Analyst, FCS



**IX. Provider Responsibilities**

- A. Ensure that all known or suspected instances of child abuse and neglect are reported as required by law. Employees are mandated reporters for suspected child abuse or neglect. Should a case require a referral back to FCS, the grantee will contact the FCS Hotline.
- B. Expect to share confidential information with HSA personnel to facilitate the coordination of services to the youth

**X. HSA Responsibilities**

- A. FCS will provide Child Welfare Worker's contact for each open Child Welfare case
- B. Make referrals to Provider, via the hotline for the Protocol and from case carrying Child Welfare Workers, when a suspected/known case of exploitation is identified
- C. Maintain ongoing communication with HART to collaborate on a plan for youth

**XI. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of any back-up documentation for reporting progress towards meeting service and outcome objectives, including case notes and client files.
- 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Contractor's Name			
Huckleberry Youth Programs			
(Check One) <input type="checkbox"/> New	<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> Modification	_____
If modification, Effective Date of Mod. No. of Mod.			
Program: Crisis Intervention			
Budget Reference Page No.(s)			
Program Term	07/01/21 - 06/30/22	07/01/22 - 06/30/23	Total
<b>Expenditures</b>			
Salaries & Benefits	\$340,161	\$340,161	\$680,322
Operating Expense	\$118,053	\$118,053	\$236,107
<b>Subtotal</b>	\$458,214	\$458,214	\$916,429
Indirect Percentage (%)	12%	12%	
Indirect Cost (Line 16 X Line 15)	54,986	54,986	\$54,986
Capital Expenditure			
<b>Total Expenditures</b>	\$513,200	\$513,200	\$1,026,400
<b>HSA Revenues</b>			
General Fund	\$40,000	\$40,000	\$80,000
CSEC	\$473,200	\$473,200	\$946,400
<b>TOTAL HSA REVENUES</b>	\$513,200	\$513,200	\$1,026,400
<b>Other Revenues</b>			
<b>Total Revenues</b>			

Prepared by: Elaine Moya Telephone No.: 415-484-5979 Date: 05/10/2021

HSA-CO Review Signature: \_\_\_\_\_

HSA #1 11/15/2007



Program Name: Crisis Intervention & Case Management - CSEC/YA  
(Same as Line 9 on HSA #1)

**Operating Expense Detail**

Expenditure Category	TERM 07/01/21 - 06/30/22	07/01/22 - 06/30/23	TOTAL
Rental of Property	\$49,467	\$49,467	\$ 98,934
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$8,804	\$8,804	\$ 17,607
Office Supplies, Postage	\$4,013	\$4,013	\$ 8,026
Building Maintenance Supplies and Repair	\$5,000	\$5,000	\$ 10,000
Printing and Reproduction	\$1,000	\$1,000	\$ 2,000
Insurance			\$ -
Staff Training	\$3,000	\$3,000	\$ 6,000
Staff Travel-(Local & Out of Town)	\$5,000	\$5,000	\$ 10,000
Rental of Equipment	1200	1,200	\$ 2,400
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE			\$ -
IT Consultant	\$3,270	\$3,270	\$ 6,540
			\$ -
			\$ -
			\$ -
			\$ -
OTHER			\$ -
Client Emergency Funds	\$37,300	\$37,300	\$ 74,600
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL OPERATING EXPENSE	\$118,053 \$0	\$118,053	\$0 \$ 236,107