



**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
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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO:	HUMAN SERVICES COMMISSION										
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR										
FROM:	JOAN MILLER, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS JG										
DATE:	APRIL 22, 2022										
SUBJECT:	NEW GRANT: EDGEWOOD CENTER FOR CHILDREN AND FAMILIES (NON-PROFIT) TO PROVIDE KINSHIP SERVICES (SUPPORTIVE SERVICES FOR CAREGIVERS)										
TERM:	7/1/22 to 6/30/26										
AMOUNT:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>New</u></td> <td style="text-align: left;"><u>Contingency</u></td> <td style="text-align: left;"><u>Total</u></td> </tr> <tr> <td>\$2,403,256</td> <td>\$240,326</td> <td>\$2,643,582</td> </tr> </table>	<u>New</u>	<u>Contingency</u>	<u>Total</u>	\$2,403,256	\$240,326	\$2,643,582				
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\$2,403,256	\$240,326	\$2,643,582									
ANNUAL AMOUNT:	\$600,814										
<u>Funding Source</u>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>County</u></td> <td style="text-align: left;"><u>State</u></td> <td style="text-align: left;"><u>Fed</u></td> <td style="text-align: left;"><u>Contingency</u></td> <td style="text-align: left;"><u>Total</u></td> </tr> <tr> <td>\$2,090,833</td> <td>\$312,423</td> <td></td> <td>\$240,326</td> <td>\$2,643,582</td> </tr> </table>	<u>County</u>	<u>State</u>	<u>Fed</u>	<u>Contingency</u>	<u>Total</u>	\$2,090,833	\$312,423		\$240,326	\$2,643,582
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\$2,090,833	\$312,423		\$240,326	\$2,643,582							
PERCENTAGE:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">87%</td> <td style="text-align: left;">13%</td> <td style="text-align: left;">100%</td> </tr> </table>	87%	13%	100%							
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The Department of Benefits and Family Support (BFS) requests authorization to enter into a new grant with Edgewood Center for Children and Families for the period of July 1, 2022 to June 30, 2026, in an amount of \$2,403,256 plus a 10% contingency for a total amount not to exceed \$2,643,582. The purpose of the grant is to provide supportive services, activities and intensive case management to eligible caregivers, children and youth.

Background

State law mandates the Department to provide the least restrictive placement for children involved with Child Protective Services.

Placement with relative caregivers is often the least restrictive placement, and often leads to permanent legal guardianship. Since 1998, the San Francisco Department of Human Services, Family & Children's Services (FCS) division, launched the Kinship Support Services Program (KSSP). This program is a combination of state, and local funding used to provide community-based services for caregivers of children who have been involved in the dependency system. These caregiver families often have a range of needs including, but not limited to, short-term crisis, income/resource issues, housing instability, and stress related to being a caregiver.

Edgewood has been providing this service since 2016 and has been competitively awarded these services twice in that time period.

Services to be Provided

Edgewood will continue to provide a comprehensive program of supportive services for caregivers—particularly those who have taken guardianship of youth formerly involved in the dependency system—as well as the children in their care. These services include assessment, information and referral, short-term crisis case management, support groups, peer counseling, parent education workshops, social and recreational activities, Independent Living Skills, respite, and age-specific programs for children. Additionally, Grantee will collaborate with other agencies to provide medical, legal, housing, education, advocacy, mental health, and other community services.

Grantee will provide services at various community-based locations to enable broad participation, community inclusion and maximize program and expense coordination. Services will often be offered outside of the 8am-5pm, Monday - Friday standard work week to enable enhanced access to services, including alternative sites, to best meet the needs of the target population.

For more detailed information about services to be provided, please refer to Appendix A (attached).

Selection

Grantee was selected through Request for Proposals #928 which was competitively bid in February 2022.

Funding

Funding will be provided through County general funds and State funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix A– Services to be Provided
Edgewood Center for Children and Families
Kinship Services
July 1, 2022 – June 30, 2026

I. Purpose

The purpose of this grant is to:

- A. Provide supportive services, activities and intensive case management to eligible kinship caregivers and their children/youth
- B. Strengthen family capacity through effective parenting methods that address the behavioral/developmental needs of children/youth

II. Definitions

CARBON	Contracts Administration, Billing and Reporting Online system
Grantee	Edgewood Center for Children and Families
CFT	Child and Family Team Meeting
FCS	Family and Children’s Services Division of the Human Services Agency
HSA	Human Services Agency
Kin-GAP	Kinship Guardianship Assistance Payment program
PSW	Protective Services Worker
RFA	Resource Family Approval Program

III. Target Population

The primary target population is legal guardians – both related and non-related – caring for at least one child who has been formally involved in the child welfare system under the jurisdiction of San Francisco County.

Grantee may also serve, on a limited case-by-case basis, active San Francisco County RFA families caring for kin, and adoptive caregivers who adopted youth from San Francisco’s child welfare system.

In order for a relative caregiver to qualify for this program, at least one of the children in the home must be under the age of 21 and have previously been a San Francisco dependent.

Services will be provided to families residing in the following Counties: San Francisco, San Mateo, Solano, Contra Costa and Alameda.

Services will be available in Spanish, English and Cantonese.

IV. Description of Services

- A. As part of outreach, Grantee will:
 - 1. Accept referrals from FCS and from other service agencies. The highest priority cases will be those referred by FCS protective service workers.
 - 2. Attempt to contact all new families referred by FCS within two working days.
 - 3. Obtain confirmation from a PSW or an FCS designee of the eligibility of referred cases. If the Grantee does not receive adequate referrals, the Grantee will conduct a community outreach campaign to educate consumers about the availability of the Grantee's services.
 - 4. Work in partnership to ensure eligible kinship families have access to services.
 - 5. Conduct extensive outreach to child welfare workers, families, community-based organizations, faith-based organizations, elder programs and youth programs. The Grantee will use this outreach to identify new service recipients.

- B. Each caregiver family will complete an assessment process and will work with the Grantee to develop an individualized plan for how the Grantee can best serve their family. The assessment process must be repeated and the plan must be revised on no fewer than two occasions per year.

- C. Grantee will organize four community social and recreational events for kinship families residing in the counties of San Francisco, Solano, San Mateo, Contra Costa and Alameda.

- D. Grantee shall staff, maintain and manage iKinship, a comprehensive support and resource online website community for kinship youth and kinship resource families. iKinship membership will be available internationally to all relative care providers who are responsible for current or former San Francisco dependents. Local caregivers will be trained in person on how to use the system. Other caregivers may watch video tutorials to learn how to use the system. iKinship will include:
 - 1. Maps and a searchable database showing community resources that are helpful to relative caregivers and to biological parents
 - 2. Online support groups and forums
 - 3. Training information, including videos
 - 4. A forum for asking questions of the Kinship Navigators. Questions will be answered within 48 hours.
 - 5. Direct email links to all San Francisco Protective Service Workers

The following types of services will be offered as part of the individualized plans. Services may be offered directly by the Grantee or through an organized partnership with other public and community-based agencies.

- 1. Intensive, home-based, case management and resource support – including crisis intervention, information and referral, weekly home visiting and

individualized educational programming; and referrals to mental health and substance use treatment services.

2. Respite care and youth enrichment activities.
3. Support groups designed to meet the identified need of the caregivers.
4. Emergency funds to assist with critical unmet needs which are not available through other programs. Emergency funding will be coordinated with other HSA program options to maximize funding.
5. Resource support to assist relative caregivers with accessing services and navigating systems.

V. Location and Time of Services

Home visiting will occur when most convenient for caregivers, including evenings and weekends as needed. All services will be available in the five following Counties: San Francisco, San Mateo, Solano, Contra Costa and Alameda.

VI. Service Objectives

Only caregivers served directly through this program, and not those funded under other HSA grants, may be counted towards the service objectives.

- A. During each year of the grant period, Grantee will report on progress towards achievement of the following service objectives. Service objectives are annual goals unless otherwise specified:
 1. Services to a minimum of **70 unduplicated caregivers** across intensive services and basic needs support.
 2. Information and referral support to a minimum of **300 contacts** (includes drop-ins, emails, phone calls).
 3. At least twelve (**12**) **group sessions** for a **minimum of 50** caregivers. The sessions include parenting/educational workshops/trainings
 4. Monthly support groups to a minimum of **35 caregivers**.
- B. Grantee will enable children and youth to participate in **400 hours** of subsidized respite and youth enrichment activities (as needed in the case plans).

VII. Outcome Objectives

- A. Grantee will use an assessment tool at the point of intake and will continue to administer the tool at least twice a year to evaluate their progress in supporting and stabilizing the family. Appropriate tools include the Family Needs/Strengths Scale and My Permanency Planning Checklist. The Family Needs/Strengths is an evidence-based assessment tool developed by the Edgewood Institute to assist case workers and caregivers partner to complete a thorough inventory of strengths, needs, and risk to caring for kinship children. The Permanency Planning Checklist is based on Form CFS 483-1 from the Illinois Department of Family and Children Services (C2009). The form assists caregivers and case workers to determine the

caregiver's interest and ability to provide long-term care for kinship children. The caregivers' responses to these assessments will generate a service plan to direct areas of focus for services.

Assessment outcome objectives are that 75% of clients will experience measureable improvement in the following target outcome areas, as measured in the Family Needs Scale or My Permanency Planning Checklist:

1. Improvements in the caregiver's self-reported capacity to access basic resources needed for themselves and their kinship children
 2. Improvements in the caregiver's knowledge of social resources to facilitate caregiving
 3. Improvements in the mental health of the caregiver and/or the children in the family
 4. Improvements in the kinship child's placement stability
 5. Improvements in the caregiver's self-reported knowledge of basic parenting
 6. Improvements in the caregiver's supervision and discipline practices
- B. Grantee satisfaction survey outcomes. A satisfaction survey will be conducted when caregivers complete one year of service and upon exit from the program. All clients served must complete surveys. Grantee's survey outcome is set at 80% satisfaction in the following areas:
1. Overall satisfaction with services
 2. Feeling that case management services helped them improve areas of family functioning that were targeted on their case plan
 3. Overall satisfaction with the support groups
 4. Overall satisfaction with workshops/trainings
 5. Decreased feelings of social isolation as a result of attending the caregivers' support group

VIII. Grantee Responsibilities

- A. Grantee is a mandated reporter of child abuse, domestic violence, and elder abuse.
- B. Grantee shall ensure all employees of this grant are TB tested annually.
- C. 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.
- D. Grantee shall maintain ongoing communication and consultation with assigned PSW, including updates on services provided, activity participation, case plan progress, and any general issues / concerns that arise.
- E. Grantee shall maintain a data tracking system that is secure, electronic, and allows for reporting of services objectives and outcomes of the contract.
- F. Grantee shall be familiar with FCS practices and policies such as the California Core Practice model. Information on the CPM can be found here:
<https://calswec.berkeley.edu/programs-and-services/child-welfare-service-training-program/core-practice-model>

IX. Grantor Responsibilities

- A. Conduct satisfaction surveys of PSWs with assigned cases served by Edgewood.

X. Reporting Requirements

- A. Grantee will submit a monthly report of activities, referencing Service Objectives as described in Section VI above.
- B. Grantee will provide a quarterly report of activities, referencing the tasks as described in Sections VI and VII above, the Service and Outcome Objectives. Grantee will enter the quarterly metrics in CARBON by 15 days after the end of the quarter.
 - a. Grantee will provide highlights of accomplishments including client vignettes and success stories.
 - b. Grantee will provide an overview of service delivery and program opportunities and challenges as appropriate.
 - c. Grantee will maintain a Master Client list of all clients served during the specified reporting period.
 - d. Grantee will provide year-to-date demographic statistics of the population served and a quarterly list of all clients served.

Reports are due 15 days after the close of each reporting period and must be entered into the Contracts Administration, Billing and Reporting Online system (CARBON). The appendix with client information will not be uploaded into CARBON.

C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Sections VI and VII above, the Service and Outcome Objectives. This report may substitute for the final quarterly report referenced in the above item. Grantee will enter the annual metrics in CARBON 15 days after the end of the program year. Client information will not be uploaded into CARBON.

D. The reports will also be submitted electronically to the following staff:

Johanna Gendelman
Contract Manager
Office of Contract Management
Johanna.Gendelman@sfgov.org
(415) 557-5507

Casey Schutte
Program Support Analyst
Family & Children's Services
Casey.Schutte@sfgov.org
(415) 557-6159

XI. Monitoring Activities

- A. Program Monitoring: Will include some or all of the following (1) Direct observation of services to evaluate program quality and participation rates. (2) Review of documentation to demonstrate completion of service objectives and outcomes. Documentation to be reviewed will include inspection of satisfaction surveys; inspection of the completed caregiver permanency checklists and permanency plans; inspection of parenting class sign-in sheets and inspection of sign-in sheets for recreational and family events. Program monitoring may also include interviews or surveys with clients, PSWs and other service providers regarding their observations of the program's quality.
- B. Fiscal Compliance and Contracts 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 Memorandums of Understanding, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA Compliance.

	A	B	C	D	E	F
1						Appendix B, Page 1
2						Document Date: 3/17/22
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	Edgewood Center for Children and Families				7/1/2022	6/30/2026
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: FCS kinship					
10	Budget Reference Page No.(s)					
11	Program Term	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	7/1/22-6/30/26
12	Expenditures					
13	Salaries & Benefits	\$411,398	\$411,398	\$411,398	\$411,398	\$1,645,592
14	Operating Expense	\$111,049	\$111,049	\$111,049	\$111,049	\$444,196
15	Subtotal	\$522,447	\$522,447	\$522,447	\$522,447	\$2,089,788
16	Indirect Percentage (%)	15%	15%	15%	15%	\$1
17	Indirect Cost (Line 16 X Line 15)	\$78,367	\$78,367	\$78,367	\$78,367	\$313,468
18	Capital Expenditure					
19	Total Expenditures	\$600,814	\$600,814	\$600,814	\$600,814	\$2,403,256
20	HSA Revenues					
21	General Fund	\$522,708	\$522,708	\$522,708	\$522,708	\$2,090,833
22	State	\$78,106	\$78,106	\$78,106	\$78,106	\$312,423
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$600,814	\$600,814	\$600,814	\$600,814	\$2,403,256
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$600,814	\$600,814	\$600,814	\$600,814	\$2,403,256
37						
39	Prepared by:	Telephone No.:			Date	
40	HSA-CO Review Signature: _____					
41	HSA #1					11/15/2007

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

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4	Program Name: Kinship									
5	(Same as Line 9 on HSA #1)									
6										
7	Salaries & Benefits Detail									
8										
9										
10	7/1/22-6/30/23 7/1/23-6/30/24 7/1/24-6/30/25 7/1/25-6/30/26									
11		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	1/0/00 to 2/0/00
13	Youth Activities Workers (2)	\$41,600	200%	50%	100%	\$41,600	\$41,600	\$41,600	\$41,600	\$166,400
14	Lead Support Group Facilitator	\$16,000	30%	50%	15%	\$8,000	\$8,000	\$8,000	\$8,000	\$32,000
15	Support Group Facilitators (3)	\$66,000	30%	100%	30%	\$19,800	\$19,800	\$19,800	\$19,800	\$79,200
16	Kinship Resource Coordinator	\$47,840	100%	100%	100%	\$47,840	\$47,840	\$47,840	\$47,840	\$191,360
17	Sr. Kinshp Resource Coordinator (2)	\$86,250	200%	75%	150%	\$86,250	\$86,250	\$86,250	\$86,250	\$345,000
18	Office Manager	\$58,242	100%	33%	33%	\$19,220	\$19,220	\$19,220	\$19,220	\$76,880
19	Director of Family Support	\$95,000	100%	33%	33%	\$31,350	\$31,350	\$31,350	\$31,350	\$125,400
20	Program Manager	\$62,400	100%	100%	100%	\$62,400	\$62,400	\$62,400	\$62,400	\$249,600
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$473,332	8.60	5.41	5.61	\$316,460	\$316,460	\$316,460	\$316,460	\$1,265,840
31										
32	FRINGE BENEFIT RATE	30%								
33	EMPLOYEE FRINGE BENEFITS	\$379,752				\$94,938	\$94,938	\$94,938	\$94,938	\$1,265,840
34										
35										
36	TOTAL SALARIES & BENEFITS	\$853,084				\$411,398	\$411,398	\$411,398	\$411,398	\$1,645,592
37	HSA #2	11/15/2007								

