



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 *JAT*

DATE: SEPTEMBER 22, 2017

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

GRANT TERM:	<u>Current</u> 7/1/16 - 6/30/18	<u>Modification</u> 7/1/17 - 6/30/18	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
TOTAL AMOUNT:	\$848,480	\$63,406	\$911,886	\$91,189	\$1,003,075
ANNUAL AMOUNT:	<u>FY16/17</u> \$424,240	<u>FY17/18</u> \$487,646			
<u>FUNDING SOURCE:</u> MODIFICATION FUNDING: PERCENTAGE:	<u>County</u> \$7,609	<u>State</u> \$34,239	<u>Federal</u> \$21,558	<u>Contingency</u> \$6,341	<u>Total</u> \$69,747
	12%	54%	34%		100%

The Department of Human Services (DHS) requests authorization to modify the grant agreement with Huckleberry Youth Programs for the period of July 1, 2017 through June 30, 2018, in an additional amount of \$63,406, plus a 10% contingency for a total amount not to exceed \$1,003,075. The purpose of the modification is increase current capacity for crisis intervention, advocacy and case management services to commercially sexually exploited children and young adults (CSEC/YA) from a minimum of 40 served to 60.

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.

In 2015, an interagency protocol to serve CSEC was developed. Participants included representatives from juvenile probation, mental health, physical health, the juvenile court, law enforcement, public defenders, District Attorney, City Attorney, Department on the Status of Women, Legal Services for Children, San Francisco Child Abuse Prevention Center and Huckleberry Youth Programs. 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.

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/YA, either referred 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.

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

This modification increases capacity to provide advocacy and service supports to CSEC/YA from 40 to 60 served. Additionally, preventative case management and/or group work will be provided to 15 high risk youth between ages of 11-15.

For more specific information regarding services to be provided, please refer to the attached Appendix A-1.

Selection

The Grantee was selected through Request for Proposals (RFP) #659, issued on September 3, 2015.

Funding

This grant is supported by a mixture of local, state and federal funds.

ATTACHMENTS

Appendix A-1 - Scope of Services to be Provided

Appendix B-1 – Program Budget

**Appendix A-1: Services to be Provided
Huckleberry Youth Programs
Crisis Intervention and Case Management for Commercially Sexually Exploited
Children/Young Adults
July 1, 2016-June 30, 2018**

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
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
CPC	Child Protection Center
CWW	Child Welfare Worker
FFA	Foster Family Agency
FCS	Family and Children's Services, a division of HSA
FTM	Family Team meeting for open FCS cases
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

SOGI Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* 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 and gender identity 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 to the CSEC County Protocol (attachment 1). Provide 24/7 availability on agreed on schedule with FCS. Response time will vary between 2 hours and 10 days. The Child Protection Center (CPC) may also access the 24/7 response line in the event that CSEC concern is revealed during the child's stay at CPC. The responsibilities of the advocate include:
 - a. Respond to child's location, and/or a location specified by the Coordinated Rapid Response (CRR)
 - 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 with FCS and other partners
 - g. Provide logistical support to the youth; transport the youth to appointments when appropriate

- B. Participate in both CRRs and on-going meetings involving the members of the client's support team, as the model is developed, in order to respond to the youth's need in a coordinated manner. CRR may recommend advocate to make first contact without child welfare. CRR may be done by coordinated phone call or in person. Participate in FCS meetings case coordination meetings, such as CFTs.
- 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 that assist CSEC 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. Provide psycho-education/prevention sessions aimed at supporting youth in exploring risk, human trafficking, and power and control. Youth will be assessed for service needs during these sessions.
- E. Provide ongoing services for the youth and their family and/or support system, including psycho-education and individual sessions aimed at supporting youth.
- F. Facilitate group sessions.
- G. Provide education and training to caregivers and adults who work with CSEC, including community-based organizations, FFA, parents, group homes, staff of detention centers, and other related, relevant and involved organizations.
- H. Participate in both Mayors' Task Force on Anti-Human Trafficking/Children's subcommittee and County CSEC Steering Committee.

- I. Participate in and support prevention activities identified by the CSEC Steering Committee

V. Location and Time of Services

Huckleberry Youth Programs' crisis intervention and case management services are based out of the Huckleberry Youth Health Center located at 555 Cole Street. The coordinated response will be targeted to where ever 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. Engage in a minimum of 5 enhanced engagement activities per month as referenced in Section IV.D.
- B. Provide crisis intervention and/or case management to a minimum of 60 youth annually
- C. Provide preventative case management and/or group work to 15 high risk youth between the ages of 11-15
- D. Conduct psycho-education/prevention sessions with 10 unduplicated youth
- E. Respond to 85% of emergency requests within the 2 hour time frame
- F. Initiate contact to 90% of non-emergency requests within the next business day, when requested by FCS
- G. 90% of out of county youth will be provided with coordination services to their home county within 10 days.
- H. 50% of youth eligible for ongoing case management will continue to engage in services after initial contact/first meeting

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 (Grantee NOT responsible; FCS to measure bi-annually)
- B. 75% of youth will have decreased number of AWOL incidence after receiving a minimum of 90 days of service (Grantee NOT responsible; FCS to measure bi-annually)

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 15th of the following quarter. Quarterly report to include accomplishments and challenges/obstacles and any recommendations for protocol revision. Grantee will report on the following data gathered:

- 1) 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 Programs
 - 2) Names and demographic data of CSEC/YA who received services (ongoing case management, crisis response, psycho-education/prevention, and group work), both quarterly and YTD and if linked to Child Welfare in Excel
 - 3) Number of Child and Family Team meetings attended
 - 4) Number of referrals and referral sources
- B. 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 encountered by the Grantee. The report will be submitted by the 15th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. For assistance with reporting requirements or submission of reports, contact:

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

or

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.

X. HSA Responsibilities

- A. FCS will provide CWW for each open Child Welfare case, shared with provider.
- B. 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.

XI. Monitoring Activities

Huckleberry Youth Programs
Crisis Intervention & Case Management
Services for CSEC/YA

- 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 CONTRACT BUDGET SUMMARY BY PROGRAM

Contractor's Name

Huckleberry Youth Programs

(Check One) New Renewal Modification X

If modification, Effective Date of Mod. 7/1/2017 No. of Mod. 1

Program: Crisis Intervention	Crisis Intervention & Case Management -	Crisis Intervention & Case Management -	Modification	Revised	Total
Budget Reference Page No (s)	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/17 - 6/30/18	
Program Term	7/1/16 - 6/30/17	7/1/17 - 6/30/18	Modification		Total
Expenditures					
Salaries & Benefits	\$295,359	\$314,085	\$38,949	\$353,035	\$648,394
Operating Expense	\$83,427	\$64,700	\$17,663	\$82,363	\$165,790
Subtotal	\$378,786	\$378,785	\$56,612	\$435,398	\$814,184
Indirect Percentage (%)	12%	12%	12%	12%	
Indirect Cost (Line 16 X Line 15)	\$45,454	\$45,454	\$6,793	\$52,248	\$97,702
Capital Expenditure					
Total Expenditures	\$424,240	\$424,240	\$63,406	\$487,645	\$911,886
HSA Revenues					
General Fund	\$334,960	\$334,960		\$334,960	\$669,920
State mental health grant via CBHS	\$39,280	\$39,280		\$39,280	\$78,560
State CSEC	\$50,000	\$50,000	\$63,406	\$113,406	\$163,406
TOTAL HSA REVENUES	\$424,240	\$424,240	\$63,406	\$487,646	\$911,886
Other Revenues					
Total Revenues					

Prepared by: Matthew Bandiera

Telephone No.: 415-668-2622 X230

Date: 7/6/17

HSA-CO Review Signature: _____

HSA #1

11/15/2007

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

Operating Expense Detail

Expenditure Category	TERM	7/1/17-6/30/18				TOTAL
		7/1/16 - 6/30/17	7/1/17 - 6/30/18	Modification	Revised	
Rental of Property		\$14,000	\$14,000	\$4,000	\$18,000	\$ 32,000
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$6,450	\$7,300		\$7,300	\$ 13,750
Office Supplies, Postage		\$3,500	\$3,400		\$3,400	\$ 6,900
Building Maintenance Supplies and Repair						\$ -
Printing and Reproduction						\$ -
Insurance						\$ -
Staff Training		\$3,000	\$3,000		\$3,000	\$ 6,000
Staff Travel-(Local & Out of Town)		\$12,000	\$12,000	\$4,000	\$16,000	\$ 28,000
Rental of Equipment						\$ -
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						\$ -
IT consultant		\$1,000	\$1,000		\$1,000	\$ 2,000
Other General Office		\$6,000	\$6,000		\$6,000	\$ 12,000
						\$ -
						\$ -
OTHER						\$ -
Client Emergency Funds		\$37,477	\$18,000	\$9,663	\$27,663	\$ 65,140
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL OPERATING EXPENSE		\$83,427	\$64,700	\$17,663	\$82,363	\$ 165,790

HSA #3

11/15/2007