



London Breed, Mayor

Department of Human Services  
 Department of Aging and Adult Services  
 Office of Early Care and Education

Trent Rhorer, Executive Director

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** NOELLE SIMMONS, DEPUTY DIRECTOR  
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JS*

**DATE:** APRIL 19, 2019

**SUBJECT:** COOPERATIVE AGREEMENT: STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION (GOVERNMENT) TO PROVIDE VOCATIONAL REHABILITATION SERVICES AND TRAINING

**CONTRACT TERM:** 7/1/2019 – 6/30/2022

**CONTRACT AMOUNT:**

	<u>Contract</u>	<u>Contingency</u>	<u>Total</u>
	\$171,849	\$17,185	\$189,034

**ANNUAL AMOUNT:**

	<u>FY19-20</u>	<u>FY20-21</u>	<u>FY21-22</u>
	\$57,283	\$57,283	\$57,283

**Funding Source**

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$171,849	\$0	\$0	\$17,185	\$189,034
<b>PERCENTAGE:</b>	100%	0%	0%		

The Department of Human Services (DHS) requests authorization to enter into a new cooperative agreement with the State of California Department of Rehabilitation to provide vocational rehabilitation services to HSA clients with disabilities, including clients of CAAP, CalWORKs, and CalFresh. The agreement will begin July 1, 2019 and end June 30, 2022, in an amount of \$171,849 plus a 10% contingency for a total amount not to exceed \$189,034.

**Background**

The State of California Department of Rehabilitation (DOR) works in partnership with local counties to provide vocational rehabilitation services and advocacy resulting in employment, independent living, and equality for individuals with disabilities. DOR vocational rehabilitation staff will establish eligibility for services and develop Individual Plan for Employment with clients. The Cooperative Contract Agreement with DOR allows DHS clients to initiate the DOR intake process at 3120 Mission Street, San Francisco.

### **Services to be Provided**

In addition to serving continuing DHS clients, DOR rehabilitation counselors will open 50 new cases per year and have these clients assessed for disabilities based on the State rehabilitation criteria. New cases are opened either from referrals from DHS staff or clients that access DOR services directly and are verified by DHS as its clients.

For participants that complete the assessment process and have their disability established, the DOR Vocational Counselor develops with the clients an employment plan with appropriate DOR services. DOR will develop 40 new employment plans per year. Positive Resource Center (PRC) was selected as the subcontractor to DOR to provide additional support for job readiness and job placement to DHS clients. PRC counselors will assess each client's needs, help clients to complete tasks such as transportation to interviews, and assist them to prepare for, obtain, and retain employment. PRC staff will also help find suitable employment for clients.

Thirty-three clients per year are expected to receive job placement services resulting in 19 clients that obtain and retain employment for 90 days or longer. PRC provides job coaching and facilitates workplace accommodations for client disabilities. Once hired, clients receive individualized follow-up to promote job retention.

### **Selection**

This is a Sole Source to enter into a cooperative contract agreement with the State of CA Department of Rehabilitation that provides 78.7% of the funding.

### **Funding**

Funding for the cash match contribution is provided with City and County General Fund.

The cooperative contract agreement allows DHS to take advantage of the Department of Rehabilitation's match of \$3.69 for every \$1 contributed by a local agency such as DHS. The cash match contribution from DHS of \$171,849 to DOR allows DOR to use \$634,954 of available funding from the federal Rehabilitation Services Administration (RSA). The DHS financial obligation for this agreement shall not exceed \$171,849 or \$57,283 per year, which is the amount invoiced by and paid to DOR. The cooperative agreement provides vocational rehabilitation services to disabled DHS clients through the collaboration between DHS and DOR.

### **ATTACHMENTS**

Appendix A – Services to be Provided

Appendix B – Calculation of Charges: Program Budget Summary

**Appendix A -Services to be Provided**  
City & County of San Francisco, Human Services Agency (HSA)  
& Department of Rehabilitation (DOR), San Francisco District  
July 1, 2019 – June 30, 2022

**I. Introduction**

This cooperative contract is designed to jointly serve the mutual consumers receiving services from the Department of Rehabilitation (DOR) through the San Francisco District and the City and County of San Francisco, Human Services Agency (HSA). Staff and resources are combined to provide vocational rehabilitation services through this cooperative contract for individuals with significant disabilities who are receiving benefits or services through HSA, including CalWORKs (California Work Opportunity and Responsibility to Kids), County Adult Assistance Programs (GA and PAES), and CalFresh. The focus of the service will be for those participants referred directly from HSA to DOR.

Employment services will be provided through a third-party case service provider, Positive Resource Center (PRC), and are designed to identify and prepare the cooperative program consumers with the services necessary to secure and maintain competitive employment in agreement with their Individual Plan for Employment (IPE).

During each fiscal year, there will be a total of 70 unduplicated consumers who shall receive services through this cooperative contract.

For fiscal year 2019/20, it is expected that DOR will:

- Total Served = 70 Unduplicated Consumers
- Open 50 new cases in 'Applicant'
- Develop 40 new Individual Plans for Employment
- Close 19 cases successfully in 'Closed-Rehab'

For fiscal year 2020/21, it is expected that DOR will:

- Total Served = 70 Unduplicated Consumers
- Open 50 new cases in 'Applicant'
- Develop 40 new Individual Plans for Employment
- Close 19 cases successfully in 'Closed-Rehab'

For fiscal year 2021/22, it is expected that DOR will:

- Total Served = 70 Unduplicated Consumers
- Open 50 new cases in 'Applicant'
- Develop 40 new Individual Plans for Employment
- Close 19 cases successfully in 'Closed-Rehab'

**II. Description of Services**

**A. Employment Services**

Employment Services (ES) as authorized by a DOR Counselor assists a DOR consumer to prepare for, obtain, and retain employment. A case service contract with Positive Resource Center (PRC) will supplement the Employment Services provided under this

contract. A continuum of services provides guidance and direction to a DOR consumer in the development of job search techniques and appropriate work-related behaviors that will enhance the consumer's employability. ES components provide assistance in the development of job search skills, coordination of job search activities, and identification of appropriate job openings. Employment Retention services are designed to support DOR consumers and employers in achieving a successful employment outcome and in meeting DOR's criteria for case closure.

The four specific components of Employment Services include:

- 1) Intake
- 2) Employment Preparation
- 3) Job Development and Placement, and
- 4) Employment Retention

DOR Counselors will initiate the intake process with mutual consumers at CalWORKs and PAES service sites and make an eligibility determination within 60 days from intake. Additionally, DOR Counselors will work with HSA's Workforce Development Division staff and Community Based Organizations (listed below under linkages) to engage and jointly assess DOR/HSA consumers for appropriate employment plans and DOR referrals. In order to do this, DOR Counselors will participate in case conferences with HSA to determine the next employment activities of HSA participants after Job Readiness Trainings. DOR Counselors will maintain ongoing communication with HSA Employment Specialists and Workforce Development Division staff to provide consumer status reports. Employment Specialists can provide the appropriate supportive services such as counseling and child-care.

**B. Service Objectives**

During each fiscal year, there will be:

- 35 HSA/DOR consumers will receive employment intake services from PRC.
- 33 PRC consumers will receive employment preparation services.
- 19 PRC consumers will receive employment retention services.

**C. Outcome Objectives**

During each fiscal year, there will be:

- 33 PRC consumers will receive job development and placement services.
- 19 PRC consumers will be placed in jobs consistent with their IPE goals.

**III. Contract Administrator/Program Coordinator**

Department of Rehabilitation

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**IV. Linkages to Other Community Agencies**

HSA has linkages with City College of San Francisco, Employment Development Department, RAMS (Richmond Area Multi-Services), La Casa de las Madres, Jewish Vocational Services, San Francisco Department of Public Health and Community Mental Health Services, Arriba Juntos, Young Community Developers, Community Housing Partnership, Episcopal Community Services, Goodwill Industries, Balance, and Bay Area Legal Aid.

**V. In-Service Training**

HSA and DOR staff, through collaboration meetings, will be cross-trained in the other agency's mission, goals, services and procedures at least twice per fiscal year.

**VI. Reporting Requirements**

DOR will send monthly reports listing all the current HSA participants being served and their status and complete other reporting as requested by the City and County of San Francisco, HSA. DOR will also provide monthly updates on each consumer's progress on Launchpad, a client tracking system used by HSA.

## Appendix B – Calculation of Charges

### PROGRAM BUDGET SUMMARY July 1, 2019 – June 30, 2022

PROGRAM INCOME	FY19/20	FY20/21	FY 21/22	TOTAL
HSA, COOPERATIVE AGENCY SHARE HSA contribution/ cash match must come from non-federal funds. The source of funding for the HSA cash contribution/cash match is SF County general funds.	\$57,283	\$57,283	\$57,283	\$171,849
Department of Rehabilitation share	\$211,651	\$211,651	\$211,651	\$634,953
<b>TOTAL BUDGET</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$806,802</b>

PROGRAM COSTS	FY19/20	FY20/21	FY 21/22	TOTAL
DEPARTMENT OF REHABILITATION Rehabilitation Counselor (1.00 FTE)	\$110,377	\$110,377	\$110,377	\$331,131
Case Services (Individual Client Expenses)	\$68,242	\$68,242	\$68,242	\$204,726
Positive Resource Center	\$90,315	\$90,315	\$90,315	\$270,945
<b>TOTAL COSTS</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$806,802</b>