



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: JOAN MILLER, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JWT*

DATE: JUNE 19, 2019

SUBJECT: GRANT MODIFICATION: **FAMILY BUILDERS BY ADOPTION (NON-PROFIT)** TO PROVIDE ADOPTION AND PERMANENCY SERVICES

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/16- 6/30/19	7/1/19 – 6/30/21	7/1/16 – 6/30/21		
GRANT AMOUNT:	\$1,960,243	\$1,351,653	\$3,311,897	\$311,190	\$3,643,087
TOTAL ANNUAL AMOUNT:	<u>FY 18/19</u> \$619,210	<u>FY 19/20</u> \$675,827	<u>FY21/22</u> \$675,827		
<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION FUNDING PERCENTAGE:	\$1,026,688	\$1,092,927	\$1,192,283	\$311,190	\$3,643,087
	31%	33%	36%		100%

The Human Services Agency (HSA) requests authorization to modify the grant agreement with Family Builders by Adoption (FBBA) for the period of July 1, 2016 to June 30, 2021, in an additional amount of \$1,351,653 plus a 10% contingency for a new total grant amount not to exceed \$3,643,087. The purpose of the service is to provide adoption-related services for the City and County of San Francisco, including adoption recruitment and outreach, permanency and coaching, RFA (Resource Family Approval) assessments and training and family finding.

Background

HSA is licensed by the California Department of Social Services (CDSS), pursuant to Welfare and Institutions Code section 16100 to provide public adoption services in the county of San Francisco. Since 1996, the Department has pursued a public-private partnership to utilize

resources from both sectors to improve the efficient of the adoption process, thereby increasing the number of adoptive placements and finalization. For the past 15 years, Family Builders by Adoption (FBBA) has partnered with HSA to provide a wide range of adoption services.

Services to Be Provided

The Grantee will continue to provide services in the following core areas: recruitment and outreach; child/youth-specific permanency individualized services (case management); RFA training; permanency coaching; preparation, training, and support for families that are certified for foster care or approved for adoption; and conversion adoptions.

An additional permanency worker has been added to the budget and will provide family and youth focused case management services to develop, support and sustain permanent relationships for youth. These services include a permanency assessment for referred children and youths, provide coaching on engagement and permanency to FCS social workers and social worker supervisors, providing counseling and other therapeutic services to youths, their families and other caregivers, coordination of permanency activities with other process stakeholders as needed. This addition is necessary to meet the demand for permanency services among families in the child welfare system.

Performance

Performance reviews indicate that the Grantee is meeting or exceeding performance expectations in most areas. Through the first three quarters of FY 2018-19, the Grantee has provided individualized 1-on-1 permanency services to 57 families while their objective goal for the year is 50. They have provided family finding services to 27 children/youths versus their objective of 25, and 84% of 167 youths served are able to identify at least five supportive adult connection while their outcome objective is 75%.

Selection

Grantee was selected through Request for Proposals #687-Adoptions & Permanency Services, which was released March 31, 2016.

Funding

Funding for this grant is provided by a combination of county, state and federal funds.

ATTACHMENTS

Appendix A-3 – Services to Be Provided

Appendix B-3 – Program Budget

**Appendix A-2 – Services to be Provided
Family Builders by Adoption
Adoption & Permanency Services
July 1, 2016 – June 30, 2021**

Updated July 1, 2019

I. Purpose of Grant

This grant will assist in the completion of Family Evaluations and the provision of 1-on-1 home-based training for prospective resource families (aka relative caregivers) which are required for the completion of the Resource Family Approval (RFA) process.

The Grantee will conduct rigorous conversion home studies and RFA permanency assessments, in accordance with State and County policies, in order to determine whether existing relative and foster care providers are appropriate to assume permanent, legal responsibility for the children in their care. The latter home studies shall be performed as a prelude to adoption and as part of the Resource Family Approval program (pursuant to Welfare and Institutions Code, Section 16519.5).

The Grantee will work directly with children and youth who need permanent homes, as assigned by the Human Services Agency, in order to find homes that best fit the needs of those children.

The Grantee will provide individualized coaching to prepare FCS protective services workers for Child and Family Team meetings (CFTs). Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other supportive adult connections. May include the integration of goals identified in CFT meetings as well as other permanency steps resulting from Family Finding & Engagement or individualized 1-on-1 services.

II. Definitions

APPLA	Another Planned Permanent Living Arrangement
CCL	Community Care Licensing
CDSS	California Department of Social Services
CFT	Child and Family Team Meetings
FCS	Family and Children’s Services Division, Human Services Agency
FFE	Family Finding & Engagement
Family Evaluation	Component of RFA process that includes interviews of an applicant or Resource Family, to evaluate their family dynamics and strengths, and areas where more support or resources may be needed for more effective and quality parenting skills.
First Home Program	The First Home Program places newborn children into concurrent planning homes, with a goal of minimizing the number of placement changes that very young children experience. First Home Families require special training and screening to make sure they are committed to supporting the babies’ opportunities to reunify with their biological parents.
HSA	Human Services Agency, City and County of San Francisco
PAARP	Private Adoption Agency Reimbursement Program
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

- A. Prospective San Francisco Resource Families
- B. Dependents (children / youth) of San Francisco County in need of Permanency.

The Grantee must be prepared to serve any child / youth between the ages of 0 and 21, although most will be under the age of 16.

IV. Description of Services (Activities)

A. Recruitment and Outreach

1. Grantee will maintain a toll-free recruitment/intake phone line with services available in Spanish and English.
2. Grantee will conduct grassroots outreach, social media, traditional media and other forms of outreach as appropriate in order to identify appropriate prospective adoptive parents, including First Home families.

B. Child/Youth-Specific Permanency Individualized Services (Case Management)

1. Assign social workers to work with children / youth to facilitate increased permanency options to facilitate finding a permanent home. These youth may range in age from zero to 21 years of age and will be referred by the Human Services Agency.
2. Conduct Family Finding and Engagement services, as part of individualized services, including discovery, exploration of files and records, documenting contacts, documenting the quality of relationships, connectedness mapping and engagement via phone, in-person interviews and family team meetings.

C. Family Evaluations

Complete Family Evaluations for referred children / youth, in accordance with CDSS written directives for RFA. This may include: Face-to-face interviews (conducted within the home) with perspective RFA families (initial interview completed by FCS RFA staff prior to referral). Evaluations will be completed within 60 days of the date they are assigned in Binti. (FCS will make every effort to make the referral the same day or the next business day as when the RFA application is signed).

D. Pre-Approval RFA Training

Upon request, and when appropriate, based on caregiver need, Grantee will provide 1:1 preapproval, RFA training topics in the home.

Pre-Approval RFA Training (12 hours of curriculum; 6 hours CPR/first aid) topics and curriculum will adhere to current requirements as outlined in current CDSS RFA Written Directives. Training sessions will be provided as needed to families who are unable to attend group training.

E. Permanency Coaching

1. Planning and development of specific action steps in coordination with FCS program staff to facilitate transfer of learning for FCS internal Supervisor Coaches that will promote enhanced subject matter expertise designed to support coaches in the implementation of permanency coaching learning sessions for FCS staff and teaming unit.

2. Individualized coaching to prepare FCS protective services workers for Child and Family Team meetings (CFTs). Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other supportive adult connections. May include the integration of goals identified meetings as well as other permanency steps resulting from Family Finding & Engagement and/or individualized 1-on-1 services.
3. Provide other permanency coaching services including facilitating permanency team meetings, meetings with caregivers as a component of FFE.
4. Participate in CFT's and Administrative Reviews as a consultant to the panel as staffing capacity permits.

F. Concurrent Planning

Preparation, training and support for families that are certified for foster care, approved for adoption (with completed home study) to promote acceptance of placements of children in need of a First Home placement or children in active concurrent planning. Families will be prepared to support and facilitate visitation.

G. Conversion Adoptions

Engage with existing substitute care providers (relatives and foster parents) to facilitate their ability to become adoptive parents with full legal rights and responsibilities. Grantee may make direct claims to the Private Adoption Agency Reimbursement Program for reimbursement for adoptions they have completed for formerly court-dependent youth, to the extent allowed by law; for costs not included in this contract. San Francisco City & County has no authority over the Private Adoption Agency Reimbursement Program. This deliverable will cease in the event this state funding stream ends.

V. Location and Time of Services

Services may be provided at SFHSA offices, at the facilities of partner agencies, in the field or in client homes, and at the Grantee's offices. Services will be provided during normal business hours and as needed for evenings and weekends.

VI. Service Objectives

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 specified.

- A. Accept RFA referrals and complete Family Evaluations for a minimum of **75 families**.
- B. Convene and facilitate one-on-one training home-based sessions for families as needed.
- C. Family Finding & Engagement – Provide individualized 1-on-1 Permanency Services to a minimum of **75 children / youth**.
- D. Conduct / participate in a minimum of **60 CFTs and Administrative Reviews** (this is a component of individualized permanency case management services)
- E. Provide a minimum of **50 Coaching sessions** with FCS workers.
- F. Certify and approve a minimum of **20 families** for foster care and adoption. (Adopt SF exclusive for 90 days)

VII. Outcome Objectives

During each year of the granted period, Grantee will report on progress towards achievement of the following outcome objectives. Outcome Objectives are annual goals unless specified.

- A. **75%** of referred families will complete the Family Evaluation within 60 days of referral.
- B. **75%** of the Resource Families referred to 1:1 Pre-Approval RFA Training will complete the RFA training series. (Does not include families who self-withdraw or who have their referral rescinded by the county).
- C. **A minimum of 80%** of children/ youth participating in Individualized services will have expanded options for exiting foster care to permanent, legal homes (i.e. family reunification, guardianship, adoptive homes).
- D. A minimum of **12 children / youth** will exit foster care to permanent, legal homes (i.e. family reunification, guardianship, adoptive homes).
- E. A minimum of **10 children/youth** will achieve emotional and physical/placement permanency.
- F. A minimum of **20 families** will be prepared, willing and able to receive placement of children from the First Home Program and or children in active concurrent planning
- G. FCS workers will rate permanency coaching services satisfaction 3 on of a 5-point scale. (FCS will facilitate this evaluation)

VIII. Grantee 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.
- B. Ensure all employees of this grant are TB tested and retain information on tests in their personnel files.
- C. 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. Be familiar with FCS practices and policies such as the California Core Practice model. Information on the CPM can be found here: <http://calscec.berkeley.edu/California-child-welfare-core-practice-model>.
- E. Grantee will enter relevant data into the BINTI RFA database.
- F. Grantee will give 100% of SF individuals or families who express interest in adopting a child the right to apply.
- G. HSA is licensed by CDSS pursuant to Welfare and Institutions Code Section 16100 to provide public adoption services. Through this appendix, HSA is contracting specific adoption services through the Grantee, while continuing to be responsible for achieving adoptive licensing expectations set by CDSS. In order to provide adoption services required by CDSS, HSA will ensure that its Grantee delivers the services described above and achieves the service and outcome objectives. The Grantee will provide services as required by State Laws, CCL regulations and Adoption regulations as they pertain to county adoption services.
- H. This grant will not include any costs which are reimbursable by the PAARP (Private Adoption Agency Reimbursement Program). This agreement does not limit the private agency in

applying for PAARP for any adoption services that are performed outside the specific terms of this grant.

- I. HSA and the Grantee will ensure that no San Francisco families recruited under this grant will be charged a fee to adopt a child from the foster care system.
- J. Grievance Procedure – Grantee will act on behalf of the Department on all grievances. Grantee will provide San Francisco clients who submit applications for adoption with information about the process for resolving grievances. San Francisco HSA must approve the grievance procedure. HSA and CDSS will receive a copy of all written decisions.
- K. Grantee will achieve CDSS adoptions and RFA standards/guidelines in conjunction with HSA.
- L. Grantee will develop and use a data tracking system that is secure, electronic, and allows for reporting of service objectives and outcomes as identified in VI and VII.
- M. Grantee will identify appropriate staff to attend all related meetings and report on meetings attended. Grantee will provide permanency subject matter expertise in meetings as requested.

IX. Grantor Responsibilities

- A. FCS will make referrals requesting completion of Family Evaluations by Grantee on the same day or the next business day as dated by prospective RFA applicant signature.
- B. HSA will coordinate other adoption recruitment efforts, where applicable, with the Grantee.
- C. HSA will facilitate access to office for interviewing, training and collaborative project meeting space.
- D. HSA will identify and provide profiles on all FCS children ready for foster-adoption and provide criteria for children entering adoption planning. Profiles will also be provided for children who may be identified as appropriate for foster-adopt.
- E. HSA will provide photos and descriptive information/profiles on FCS children for child-specific recruitment activities for the Grantee to develop profiles.
- F. HSA will obtain court orders for child specific recruitment, when appropriate.
- G. HSA will retain responsibility for accepting or rejecting approved homes for use by FCS.
- H. HSA will continue to provide mandated case management services for San Francisco children. Mandated case management services will be provided for San Francisco children placed out of the region by HSA or through a courtesy agreement with the county where the child is placed.
- I. HSA will retain authority to match children while allowing the Grantee to make suggestions on potential matches.
- J. HSA will have exclusive use of the Grantee's First Home studies (20) for 90 days. After 90 days, families can request release from the project for expanded search for matching with children outside San Francisco County.
- K. HSA will provide access to records for file mining and permanency work for identified youth, as permitted by law.
- L. HSA will conduct satisfaction surveys of FCS workers participating in coaching sessions. All HSA workers receiving coaching services will be provided a satisfaction survey. 85% will indicate satisfaction with the services they receive.
- M. HSA will provide the curriculum for RFA training.

X. Reporting Requirements

- A. Grantee shall submit quarterly reports on a template approved by the FCS Analyst during the Grant term. The report will include, but not be limited to, a summary of progress towards achieving grant activities per 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 VI, Service Objectives; and Section VII, Outcome Objectives.
- B. Reports are due 30 days after the close of the reporting period. The annual report may be substituted for the final quarterly report.
- C. Quarterly Reports must be entered into the CARBON system.
- D. Quarterly reports will capture progress towards identified numerical and outcome objectives.
- E. Supporting documentation for reports submitted will be maintained by grantee.
- F. For coaching sessions, grantee will capture number of coaching sessions provided to PSWs and a brief summary of activities.
- G. Annual Report: Grantee shall submit a final report covering the period beginning July 1 and ending June 30 of each program year covered by the grant. This report shall provide cumulative results for each objective as outlined above and shall include demographic information. The final cumulative report is due no later than 30 days from the end of the contract fiscal year.
- H. Quarterly and Annual Reports will be entered into the CARBON System. For assistance with reporting requirements or submission of reports, contact:

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XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include (1) Direct observation of services to evaluate program quality (2) 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.

HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY

Family Builders By Adoption

(Check One) New Renewal Modification X

If modification, Effective Date of Mod. 7/1/19 No. of Mod. 3

Program: Adoption and Permanent	Previous	7/1/19-6/30/20				7/1/20-6/30/21				Total
		Adoption Recruitment	Coaching	Fam. Finding	RFA	Adoption Recruitment	Coaching	Fam. Finding	RFA	
Program Term	7/1/16-6/30/19									7/1/16-6/30/21
Expenditures										
Salaries & Benefits	\$1,525,958	\$69,481	\$48,542	\$315,338	\$147,876	\$69,481	\$48,542	\$315,338	\$147,876	\$2,688,432
Operating Expense	\$434,285	\$13,342	\$7,128	\$52,367	\$21,753	\$13,342	\$7,128	\$52,367	\$21,753	\$623,465
Subtotal	\$1,960,243	\$82,823	\$55,670	\$367,705	\$169,629	\$82,823	\$55,670	\$367,705	\$169,629	\$3,311,897
Indirect Percentage (%)										
Indirect Cost (Line 16 X Line 15)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Expenditure		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Expenditures		\$82,823	\$55,670	\$367,705	\$169,629	\$82,823	\$55,670	\$367,705	\$169,629	\$1,351,654
HSA Revenues										
TOTAL HSA REVENUES	\$1,960,243	\$82,823	\$55,670	\$367,705	\$169,629	\$82,823	\$55,670	\$367,705	\$169,629	\$3,311,897
Prepared by: Jill Jacobs		Telephone No.: 510-536-5437		Date: 3.19.19						
HSA-CO Review Signature:										
HSA #1										

Family Builders By Adoption
Program: Adoption and Permanency Services

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		For HSA Program		HSA Program Budgeted Salary	Adoption Recruitment & Outreach	Permanency-Coaching	Family Finding	RFA Assessments	Adoption Recruitment & Outreach	Permanency-Coaching	Family Finding	RFA Assessments	7/1/16-6/30/21 Budget FY19-20
	Annual Full Time Salary for FTE	Total % FTE	Total % FTE	Adjusted FTE										
Sr. Social Worker-Permanency	\$78,013	100%	100%	100%	78,013									78,013
Social Worker-Permanency	\$62,887	100%	100%	100%	62,887									62,887
TBH-Social Worker- Permanency	\$58,000	100%	100%	100%	58,000									58,000
RFA Supervisor/ Assessment Worker	\$75,600	75%	75%	56.25%	42,525				42,525				42,525	42,525
Community Liaison	\$44,940	100%	100%	100%	44,940	44,940			0	44,940			0	44,940
Hourly Social Workers	\$51,610	100%	100%	100%	51,610				51,610				51,610	51,610
Permanency Supervisor	\$78,750	57%	100%	57%	44,888				4,489	4,489		40,399	44,888	44,888
Executive Director	\$149,247	100%	23%	23%	34,930	4,672			10,912	4,672		13,107	10,912	34,930
Finance Director	\$88,599	100%	24%	24%	20,966	2,863			6,682	2,863		7,628	6,682	20,966
Operations Manager	\$58,477	100%	25%	25%	14,327	1,915			4,478	1,915		5,371	4,478	14,327
Accounting/Data Clerk	\$50,810	100%	25%	25%	12,658	1,689			3,952	1,689		4,754	3,952	12,658
	Telephone No.:510-536-5437													
TOTALS		10.32	7.72	7.10	485,762	56,079			120,159	56,079		250,268	120,159	465,763
FRINGE BENEFIT RATE	239-.26													
EMPLOYEE FRINGE BENEFITS					116,010	13,403			27,718	13,403		65,070	27,718	115,475
TOTAL SALARIES & BENEFITS					581,772	69,481			147,876	69,481		315,338	147,876	581,237

