



London Breed, Mayor

Department of Human Services  
 Department of Disability and Aging 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 *ez*

**DATE:** DECEMBER 13, 2019

**SUBJECT:** NEW GRANT: **NALLS FOUNDATION (NON-PROFIT)** TO PILOT AND IMPLEMENT AN EMERGENCY PLACEMENT PROGRAM FOR NON-MINOR DEPENDENTS

**GRANT TERM:** 1/1/20-6/30/21

	<u>New</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT AMOUNT:</b>	\$118,800	\$11,880	\$130,680

<b>ANNUAL AMOUNT</b>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>TOTAL</u>
	\$39,600	\$79,200	\$118,800

<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$118,800			\$11,880	\$130,280
<b>PERCENTAGE:</b>	100%				100%

The Department of Human Services (DHS) requests authorization to enter into a new grant with the Nalls Foundation for the time period January 1, 2020 to June 30, 2021, in an amount of \$118,880 plus a 10% contingency for a total amount not to exceed \$130,280. The purpose of the grant is to pilot an emergency housing program for non-minor dependents (NMD), aged 18-21, and receiving voluntary child welfare services.

## **Background**

AB 12 (2010) allowed counties to extend services to 18-21 year olds who accept them, with the goal of helping them make the transition to adulthood.

FCS has provided housing for these young people through the Transitional Housing Program (THP-NMD) since 2012. However, these programs do not provide emergency housing, which is an identified need for NMD. The State recognized this need and issued an All County Letter (ACL) 19-105 in October 2019, requiring each foster care agency to “offer safe and appropriate placement options for NMDs upon re-entry or placement change”

FCS currently has youth in need of immediate housing and will pilot a program to provide two emergency placements available in San Francisco. The pilot will gather data on usage and need of emergency housing. This pilot program enables the Department to remain in compliance with ACL 19-105.

## **Services to be Provided**

Nalls Foundation will reserve two emergency beds at their facility at 131 Persia Street in San Francisco. This 6-bed facility is licensed as a THP-NMD facility and is staffed Monday through Friday until 10 PM. Nalls Foundation will provide safe and secure housing. Supportive services include: customized individual case management, health and mental health services, career and education planning, counseling, crisis intervention, financial workshops and extracurricular activities/social and community support. Case managers are on site until 10 PM and available in the evening/overnight if needed. Youth will stay from 24 hours to no more than 90 days.

Nalls Foundation will be reimbursed by Foster Care Eligibility when the beds are occupied and then, by the grant if the bed is vacant. Additionally, this grant supports additional staffing should a youth with high needs require emergency placement.

For a full description of services, please see Appendix A.

## **Selection**

The San Francisco Administrative Code allows for a sole source for pilot projects for up to 24 months. Grantee was designated as a sole source because Nalls Foundation is one of the two THP-NMD licensed facilities operating in San Francisco and the only one with the fiscal and programmatic capacity to pilot this program.

It is the Department’s intention to competitively bid this program in FY 20/21 before the close of the pilot period, if the usage warrants moving forward with the program

## **Funding**

Funding for the pilot is 100% City and County General Fund.

## **ATTACHMENTS**

Appendix A

Appendix B

**Appendix A – Services to be Provided**  
**FD Nalls – Nalls Foundation**  
**January 1, 2020 to June 30, 2021**

**I. Purpose of Grant**

The purpose of this pilot program is to provide availability for two emergency placements for non-minor dependents (NMD) of San Francisco county.

**II. Definitions**

CARBON	Contracts Administration Reporting, and Billing Online, the online billing system used by HSA
CCL	Community Care Licensing, a division of the California State Department of Social Services.
CPM	Core Practice Model
CFT	Child and Family Team Meetings
ERU	Emergency Response Unit
EFC	Extended Foster Care
FCS	Family and Children’s Services Division, Human Services Agency
Grantee	FD Nalls - Nalls Foundation
HSA	Human Services Agency, City and County of San Francisco
ILSP	Independent Living Skills Program
NMD	Non Minor Dependent; youth between the ages of 18-21 receiving voluntary child welfare services
PSW	Protective Services Worker
PSS	Protective Services Supervisor
THPP-NMD	Transitional Housing Provider Plus Placement for Non Minor Dependent

**III. Target Population and Eligibility**

NMD (18 – 21), youth who identify as female, including pregnant and parenting in San Francisco at need for immediate placement. Youth with moderate mental health needs maybe accepted on case by case basis.

Eligibility criteria: Placement may not be appropriate for youth whose recent clinical presentation includes:

- A. History of fire setting
- B. Active and current substance issue with risk for physical withdrawal symptoms
- C. Physically aggressive/danger to others

- D. Actively suicidal/danger to self
- E. A threat to family/community
- F. Weapons possession
- G. Psychosis, Acute mental health issues
- H. Sexual abuser/any youth who poses a substantial security or safety risk to themselves and Resource Family
- I. History of significant property destruction
- J. Non-Ambulatory
- K. Intellectual or developmental disability that significantly interferes with the ability to perform ADLs (activities of daily living) or ability to take direction.

#### IV. Description of Services

This pilot is to reserve two emergency placements for non-minor dependents to be available 24/7/365 for up to 30 days with extensions of 45 and 90 days based on program approval. Grantee agree to maintain availability until FCS refers eligible youth.

##### A. Emergency Bed Referral/Application process

1. PSW or PSS will contact (call or email) the FD Nalls Program Manager or designee at the contact information below to verify vacancy to initiate the expedited placement process for use of set-aside emergency beds.

Contact Information:

Program Director: Tina Dollison at 415-505-6427 or  
fdnallsfoundation@gmail.com

2. If youth wishes to pursue placement, NMD will be responsible for application submission. The application must submitted via email (scan or electronic version of completed application) to FD Nalls – THPP-NMD mailbox and cc and/or notify PSW. NMD will notify assigned PSW of the application submission.
3. FD Nalls will contact NMD and PSW within 2 hours of receipt of completed application.
4. Once application is approved, NMD will meet the staff at program site within 2 hours.

##### B. Services

1. Orientation
2. Case Management
3. Crisis intervention
4. Information and referral, including but not limited to SF-ILSP, Jobs NOW, CalFresh, etc.
5. Educational and/or employment as needed.

6. Assistance in shopping for groceries and toiletries.
7. For youth with moderate mental health, grantee may provide additional staffing as requested by the department.
8. Placement extensions will be done on a case-by-case basis.

#### **V. Location of Services**

Services will be provided at 131 Persia Ave, San Francisco. FD Nalls staff will provide on-site monitoring and assistance to residents for 40 hours each week. FD Nalls Program Administrator will be on call evenings and weekends when staff are not present to respond to emergency situations and crisis intervention. Staff can be reached at: Program Administrator Richard 415-423-7491 or 415-505-6427 or 415-672-9639.

#### **VI. 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. Report significant incidents immediately including but not limited to mental health crises, incarcerations, and hospitalizations and work as necessary with FCS to ensure appropriate assessment and intervention.
- C. Grantee will ensure all confidentiality requirements regarding client information are maintained.
- D. Grantee is responsible for collecting and managing client data in a secure, encrypted database and must be able to accurately report on services provided.
- E. Ensure all employees are TB tested and retain information on tests in their personnel files.
- F. Provide culturally and linguistically competent services to meet the diverse needs of San Francisco families.
- G. Be familiar with FCS practices and policies such as the California Core Practice model. Information on the CPM can be found here: <http://calswec.berkeley.edu/California-child-welfare-core-practice-model>.
- H. Conduct criminal background checks/fingerprinting on all employees interacting with clients and arrange to receive subsequent criminal notifications if the employee is convicted of a crime during the time of his or her employment.
- I. Ensure all legal agreements and placement documentation are completed, signed and documented.

#### **VII. HSA Responsibilities**

- A. HSA is responsible for all referrals.
- B. Initiate, schedule and facilitate regular meetings with Grantee during pilot period to refine, develop and evaluate model.
- C. Ensure all placements meet placement eligibility requirements.
- D. Assigned PSW is responsible to provide weekly check-ins regarding efforts/status for permanent placement.
- E. Ensure all legal agreements and placement documentation are completed, signed and documented.

## **VIII. Service Objectives**

During the term of the grant, Grantee will report on progress towards achievement of the following service objectives. Service Objectives are annual goals unless specified.

- A. Accept 100% of referrals within agreed time frames; except if referral does not meet agreed upon eligibility criteria. If the NMD is not accepted, provide assigned PSW with a disposition of the referral and the reason for denial within agreed upon time frames.
- B. On emergency basis, if not currently occupied, NMD emergency beds will be available 24 hours a day/7 days a week/365 days per year.
- C. Maintain 2 NMD beds for emergency placement.

## **IX. Outcome Objectives-during the pilot period, the Department will be looking at the following measures:**

- A. Placement stability
- B. Successful transition to safe and permanent living situations.

## **X. Grantee Reporting Requirements**

- A. FD Nalls staff will provide a weekly status report to assigned PSW, assigned STU supervisor and Program Manager (Robin Love) for each NMD placed in emergency bed.
- B. Grantee will provide weekly occupancy and participant status report (if applicable) to FCS staff.
- C. Grantee will provide monthly reports for the number of referrals received and completed. Grantee will submit monthly reports on CARBON by the 15<sup>th</sup> of the month following the end of the reporting period.
- D. Grantee will provide monthly reports with client specific data to program manager, in a format to be agreed upon between parties.
- E. Grantee will submit quarterly reports on CARBON. The report will include, but not limited, to a summary of progress towards achieving grant activities per the 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 VII, Service Objectives; and Section VIII, Outcome Objectives.

Quarterly reports are due 15 days after the close of the reporting period.

Quarterly reports will capture progress toward identified numerical and outcome objectives as well as challenges and successes during pilot and implementation phase.

Grantee will maintain supporting documentation for reports.

- F. Grantee will submit a Final Report covering the term of the agreement. This report shall provide cumulative results for each objective as outlined above. The final cumulative report is due no later than 30 days from the end of the term of the agreement.

Quarterly and Annual Reports will be entered into the CARBON System. For assistance with reporting requirements or submission of reports, contact:

Robin Love, Program Manager  
Family & Children's Services  
[Robin.Love@sfgov.org](mailto:Robin.Love@sfgov.org)

Johanna Gendelman, Contract Manager  
Office of Contract Management  
[Johanna.Gendelman@sfgov.org](mailto:Johanna.Gendelman@sfgov.org)

## **XI. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include a 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

## Appendix B-Calculation of Charges

- A. HSA agrees to reimburse Nalls Foundation \$110 per bed per day (two beds to be provided) when bed is unoccupied. Grantee will submit monthly census to CARBON with no client identified data, noting monthly census. This amount will not exceed \$37,440 for January 1, 2020 to June 30, 2020 and \$74,880 for the time period July 1, 2020 to June 30, 2021.

When the bed is occupied, payment will be made through Foster Care Eligibility and the CalWIN system.

- B. HSA agrees to reimburse Nalls for the cost of overnight staffing to provide additional services for high need youth. This hourly rate shall be \$45/hr. for an amount not to exceed \$2160 for January 1, 2020 to June 30, 2020 and \$4320 for the time period July 1, 2020 to June 30, 2021. The determination of the necessity of staffing will be agreed on between the grantee staff and FCS program management on a case-by-case basis.
- C. The amount of the grant is not to exceed \$118,800 for the time period January 1, 2020 to June 30, 2021.