



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 *Ju1*

DATE: FEBRUARY 13, 2018

SUBJECT: GRANT MODIFICATION: **SENECA FAMILY OF AGENCIES (NON-PROFITS)** FOR THE PROVISION OF PERMANENCY ASSESSMENTS

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERMS:	4/1/18- 6/30/19	7/1/19- 12/31/19	4/1/18- 12/31/19		
GRANT AMOUNT:	\$140,000	\$70,000	\$210,000	\$21,000	\$231,000
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$130,200	\$10,500	\$69,300	\$21,000	\$231,000
PERCENTAGE:	62%	5%	33%		100%

The Department of Human Services (DHS) requests authorization to modify and extend the grant agreement with Seneca Family of Agencies (Seneca) for an additional six months from July 1, 2019 to December 31, 2019, in an additional amount of \$70,000 plus a 10% contingency for a revised total amount not to exceed \$231,000. The purpose of this grant modification is to complete Family Evaluations, known as Permanency Assessments. These assessments are necessary in order to determine whether existing relative and foster care providers are appropriate for the placement of dependent foster/youth/non-minor dependents in their care.

**Background**

As of 2017, all California Child Welfare Agencies were required by the State to implement a new licensing process for foster parents, relative and non-related extended family members. The Resource Family Approval (RFA) process is a family-friendly and child centered caregiver approval process that combines the elements of foster parent licensing, relative, guardianship and adoption approval processes. RFA is streamlined, reduces duplication and unifies approval standards for all caregivers. It includes a comprehensive psycho-social assessment known as the Family Evaluation, a home environment and background check as well as identified training courses.

In March of 2018, the Commission approved three providers for what we estimated to be 184 assessments throughout California: Seneca, Aspiranet and Lilliput Families. Lilliput was unable to provide services and this Commission action redistributes their funds to Seneca, who has been able to complete a majority of the assessments.

FCS estimates that of the 184 assessments, 66 have been completed, 27 assignments have been withdrawn and 41 are in process. Fifty families remain eligible for RFA assessments. Seneca alone has already completed 57 evaluations.

**Services to be Provided**

Seneca will continue to perform the existing scope of services. Seneca will accept referrals from the FCS RFA unit and complete the Permanency Assessment/Psychosocial Assessment as required for the RFA process in accordance with State written directives. Whenever possible, they will complete the Permanency Assessment with the caregiver in the home (face-to-face interview) or a location within close proximity to the home in a convenient and confidential location within the county of residence.

For more specific detail regarding services to be provided, please refer to Appendix A-1 (attached).

The calculation of costs was designed to provide an incentive to the grantees to complete assessments in a timely manner.

**Selection**

Grantee was selected through Request for Qualifications #776 which was released November 2017.

**Funding**

Funding for this modification is provided by a combination of County General Fund (62%), state funds (5%) and federal funds (33%).

**ATTACHMENTS**

- Seneca Appendix A-1 Services to be Provided
- Seneca Appendix B-2-Calculation of Charges

**Appendix A – Services to be Provided**  
**Seneca Family of Agencies**  
**Permanency Assessments**  
**April 1, 2018 to December 31, 2019**  
*Modified 3/1/19*

**I. Purpose of Grant**

This grant will assist county RFA social workers in the completion of the Family Evaluations known as Permanency Assessments. The Family Evaluation is one of several components required for completion of the Resource Family Approval (RFA) process for conversion families. Conversion families are relative and non-relative caregivers residing within and outside of San Francisco County with whom San Francisco dependent foster children are placed.

These are required as a component of the Resource Family Approval (RFA) process, in accordance with State and County policies. This assessment is necessary in order to determine whether existing relative and foster care providers are appropriate to assume permanent, legal responsibility for the children in their care.

**II. Definitions**

CDSS	California Department of Social Services
CPM	Core Practice Model
CFT	Child and Family Team Meetings
FCS	Family and Children’s Services Division, Human Services Agency
HSA	Human Services Agency, City and County of San Francisco
Relative Caregiver	Familial relationship with a child who has been removed from the parent or guardian
Non Relative Caregiver / NREFM	Family friend or fictive kin Non Related Extended Family Member
Family Evaluation	Also known as Permanency Assessment and formally known as Psycho-social Assessments
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**

Relative and non-relative caregivers residing within and outside of San Francisco County with whom San Francisco dependent foster children are placed.

**IV. Description of Services**

- A. Completion of Family Evaluation Assessments in accordance with CDSS written directives for RFA. This includes: Outreach and engagement, confirming in home appointments, face-to-face interviews (conducted within the home); or a location within close proximity to the home in a convenient and confidential location within the county of residence and communication via phone as appropriate to clarify or verify information provided.

Conversion families reside in the following counties: Alameda, Contra Costa, Kern, Lake, Los Angeles, Marin, Riverside, Sacramento, San Diego, San Francisco, San Joaquin, San Mateo, Santa Clara, Shasta, Solano, Sonoma, Stanislaus, and Tulare.

Assessments to be completed as quickly as possible and relevant data to be entered into RFA database.

- B. Accept referrals from the FCS RFA unit and conduct outreach to identified caregivers and/or foster parents utilizing engagement strategies identified in the California Core Practice Model (CPM).
- C. The current estimated number of assessments requiring completion is a total of 184 (61 for each provider). Estimated time for completion for each assessment is 60 days. **50 assessments remain to be assigned and completed (updated 2/19)**
- D. Maintain an updated list of approved RFA training sites including point of contact information (i.e. name, physical address, e-mail address, and telephone number) and a calendar or schedule that identifies the days and times RFA trainings are held within the county of the residence of the referred family.

#### **IV. Grantee Responsibilities**

- A. Grantee will utilize a tracking system approved by HSA that is secure, electronic, and allows for reporting of efforts.
- B. Grantee will establish an account, upload required documents and submit monthly invoices in CARBON the HSA contract database e.g. budget, appendix A, service and outcome objective outcomes as identified in VII and VIII.
- C. Grantee is a mandated reporter of child abuse, domestic violence, and elder abuse.
- D. Grantee shall ensure that all employees providing direct services under this grant are TB tested in accordance with CCL standards.
- E. 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.

#### **V. HSA Responsibilities**

- A. HSA will make referrals requesting completion of Family Evaluation Assessments by Grantee on the same day or the next business day as dated by prospective RFA applicant signature.
- B. HSA will clarify criteria for Grantee recommendations for approval and retain sole responsibility for accepting or rejecting approved homes for use by FCS.

#### **VI. 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 all RFA referrals.
- B. Maintain current listing of approved RFA training sites available including complete contact information, and schedule within a reasonable distance in the county of residence.

#### **VII. Outcome Objectives**

- A. 95% of referred families will complete an assessment (this does not include RFA conversion families that decline to participate nor referrals that are rescinded by HSA).

### VIII. Grantee Reporting Requirements

All reports will be submitted on the Contracts Administration Reporting, and Billing Online (CARBON) system.

- A. 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.
- B. Grantee will submit quarterly reports on a template approved by the FCS Analyst during the Grant term. 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 and payment points.

Grantee will maintain supporting documentation for reports.

- C. Grantee will submit a Final Report covering the term of the grant. 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.
- D. 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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Family & Children's Services  
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### IX. 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.2 – Calculation of Charges**

The term for RFA Assessments under this Agreement will begin effective April 1, 2018 and end December 31, 2019.

**Compensation for completed assessments**

Grantee will be compensated for the completion of each RFA Assessment according to the payment presented here.

Upon notification of referral, completion within:	Compensation
60 days	\$2,200
75 days	\$2,100
90 days	\$2,000
Completed after 90 days	\$1,900

Payment for each assessment is subject to acceptance of the written RFA report.

**Partial compensation for rescinded assessments:**

Under certain exceptional circumstances HSA may determine to not proceed with an RFA Assessment. Under these circumstances, and when the vendor is not at fault for this decision, the assessment work will be compensated at designated as follows:

Payment points for partial case completion	Percentage paid
Initiation of work, and confirmation of 1st appointment	25%
Completion of 2 <sup>nd</sup> appointment	50%
Appointments complete and report writing begun	75%
Report complete	100% of qualifying days

Travel expenses for families that live beyond a mutually negotiated distance will be eligible for the State per diem for an amount not to exceed **\$5000** for the term of the grant.

Grantee will be compensated for a total not to exceed amount of **\$210,000**.