



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 *JST*

DATE: MARCH 22, 2019

SUBJECT: NEW CONTRACT: PARENTS AS TEACHERS (NON-PROFIT) TO PROVIDE HOME VISITING PARENT EDUCATION TRAINING

CONTRACT TERM: 02/01/2019 – 06/30/2022

	New	Contingency	Total
CONTRACT AMOUNT:	\$50,000		\$50,000

ANNUAL AMOUNT:	FY 18/19	FY 19/20	FY 20/21	FY 21/22
	\$35,075	\$5,975	\$4,475	\$4,475

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:		\$50,000		\$	\$50,000
PERCENTAGE:		100%			100%

The Department of Human Services (DHS) requests authorization to enter into a contract with Parents as Teachers for the period of February 1, 2019 to June 30, 2022, in a total not to exceed amount of \$50,000. The purpose of the contract is to provide training of the Parents as Teachers Foundation and Model Implementation for the San Francisco Human Services Agency Families Rising (formerly known as Project 500) staff. Parents as Teachers is an evidence-based curriculum for providing home visiting services to parent with very young children, which supports the parent-child relationship, identifies and facilitates interventions of developmental delays, and supports the family on their path to self-sufficiency.

**Background**

In 2019 the State of California is funding the CalWORKs Home Visiting Initiative (CWHVI). San Francisco County is expanding Families Rising and implementing the PAT model in the program as our participation in the CWHVI. The CWHVI requires County Human Services Agencies to partner with

other public agencies and community providers to offer evidence-based home visiting programs on a voluntary basis to first-time parents or caretaker relatives participating in CalWORKs who are pregnant or parenting a child under two years of age. Families Rising/CWHVI services include performing home visits to conduct family-centered assessments, and group facilitation, all to achieve and increase in parent knowledge and confidence, early detection of developmental delays and health issues, to prevent child abuse and neglect, and increase school readiness. Families Rising will also continue to provide support to families by coordinating with partner agencies and community organizations to provide wrap-around services using a goal-setting framework to help move them to self-sufficiency. The addition of the PAT curriculum provides the evidence-based structure to the home visiting service. The training provided by PAT will offer certification so that staff are able to implement the program and provide services with fidelity to the model.

### **Services to be Provided**

Contractor shall provide the following services during the term of this Contract:

- A. Provide technical support to HSA during the application and approval process of statewide initiative.
- B. Provide ongoing technical support during implementation and maintenance of the home visiting program.
- C. Provide access to the PAT affiliate web site and all the resources therein
- D. Deliver the approved training curriculum onsite in San Francisco to as many as 14 Social Work Specialists and their Supervisors.

### **Selection**

Contractor is a sole source contract on the basis that the State created an approved list of vendors to choose from and allowed counties to forego their own solicitation process due to the timeliness of the program starting.

### **Funding**

Funding for this grant is provided by the State.

### **ATTACHMENTS**

Appendix A

Appendix B

**APPENDIX A – Services to be Provided  
PARENTS AS TEACHERS  
Home Visiting Parent Education Training  
February 1, 2019 to June 30, 2022**

**I. Purpose**

The purpose of the contract is to provide training of the Parents as Teachers Foundation and Model Implementation for San Francisco Human Services Agency Family Rising staff.

**II. Definitions**

CARBON                Contracts Administration, Reporting and Billing On Line System

Families Rising      Families Rising, a collective impact initiative with the goal of interrupting the transmission of intergenerational poverty

HSA                    San Francisco Human Services Agency

Contractor            Parents as Teachers (PAT)

**III. Target Population**

The target population for this grant is Families Rising Social Work Specialist and Supervisor staff in the Human Services Agency.

**IV. Description of Services**

Contractor shall provide the following services during the term of this Contract:

- A. Provide technical support to HSA during the application and approval process of statewide initiative.
- B. Provide ongoing technical support during implementation and maintenance of the home visiting program.
- C. Provide access to the PAT affiliate web site and all the resources therein.
- D. Deliver the approved training curriculum onsite in San Francisco to as many as 15 Families Rising Mentors and their Supervisors.

**HSA Responsibilities**

- A. HSA will become a Parent as Teachers affiliate.
- B. HSA will establish training dates and times, and secure training sites in San Francisco for the Contractor.
- C. HSA will implement the PAT curriculum.

**V. Location and Time of Services**

Trainings will occur over the course of 7 days, on a schedule to be jointly determined by HSA and the Contractor.

**VI. Service Objectives**

On an annual basis, Contractor will meet the following service objectives:

- A. Deliver a minimum of 7 training days onsite in San Francisco to as many as 15 staff persons per training.

**VII. Outcome Objectives**

On an annual basis, Contractor will meet the following outcome objective:

- A. At least 85% of participants who complete the initial evaluation form will indicate that the training effectively provided tools needed to implement the model and they received access to the affiliate website and its resources.

**VIII. Reporting Requirements**

- A. Provide monthly evaluation reports to HSA during follow-up consulting, due no later than the tenth day of the following month.
- B. Provide evaluation and attendance reports to HSA including written summaries of participant evaluations, due no later than the tenth day of the month following the date of the training.
- C. For assistance with reporting requirements or submission of reports, contact:

[Annyse.acevedo@sfgov.org](mailto:Annyse.acevedo@sfgov.org)

Annyse Acevedo GB11

Contract Manager, Office of Contract Management

or

[Terri.austin@sfgov.org](mailto:Terri.austin@sfgov.org)

Terri Austin, C100

Families Rising Initiative Manager

**Appendix B – Calculation of Charges  
Parents As Teachers  
Home Visiting Parent Education Training  
February 1, 2019 to June 30, 2022**

**I. Method of Payment**

Contractor shall submit monthly invoices by the fifteenth (15<sup>th</sup>) working day of each month, based upon the number of units of service that were delivered in the immediately preceding month. All training days associated with the Services listed in Appendix A, times the unit rate as shown in the Fee Schedule listed below shall be reported on the invoice(s) each month.

**II. Fee Schedule and Final Invoice**

<b>FY18/19</b>	
Initial registration for San Francisco Human Services Agency Home Visiting Program (Families Rising) as a Parents as Teachers affiliate	\$3,850
Provide trainers for core training in San Francisco	\$9,600
Training registration for 13 staff – Foundation and Model Implementation (13*\$990)	\$12,870
Training registration for 13 staff – Foundational 2 training (13*\$550)	\$7,150
Materials	\$1,605
<b>FY18/19 Subtotal</b>	<b>\$35,075</b>
<b>FY19/20</b>	
Annual affiliation fee	\$1,850
Staff renewal fee(15*\$175)	\$2,625
Materials	\$1,500
<b>FY19/20 Subtotal</b>	<b>\$5,975</b>
<b>FY20/21</b>	
Annual affiliation fee	\$1,850
Staff renewal fee(15*\$175)	\$2,625
<b>FY20/21 Subtotal</b>	<b>\$4,475</b>
<b>FY21/22</b>	
Annual affiliation fee	\$1,850
Staff renewal fee(15*\$175)	\$2,625
<b>FY21/22 Subtotal</b>	<b>\$4,475</b>

- a. **The total contract amount for the period of July 1, 2019 to June 30, 2022 is \$50,000.**
- FY18/19** \$35,075  
**FY19/20** \$5,975  
**FY20/21** \$4,475  
**FY21/22** \$4,475