



MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SYLVIA DEPORTO, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JYJ*

DATE: AUGUST 18, 2017

SUBJECT: **NEW GRANT: SENECA FAMILY OF AGENCIES (NON-PROFIT)
TO PROVIDE EAST BAY VISITATION PROGRAM**

GRANT TERM:	<u>Current</u> 7/1/17- 6/30/20	<u>Contingency</u>	<u>Total</u>		
GRANT AMOUNT:	\$1,769,040	\$176,904	\$1,945,944		
ANNUAL AMOUNT:	<u>FY17/18</u> \$589,680	<u>FY18/19</u> \$589,680	<u>FY19/20</u> \$589,680		
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$283,046	\$672,235	\$813,759	\$176,904	\$1,945,944
PERCENTAGE:	16%	38%	46%		100%

The Department of Human Services (DHS) requests authorization to enter into a new grant with Seneca Family of Agencies for the grant period of July 1, 2017 through June 30, 2020, in an amount of \$1,769,040 plus a 10% contingency for a total amount not to exceed \$1,945,944. The purpose of the grant is to provide an East Bay visitation center and comprehensive visitation services for families referred by Child Welfare.

Background

Visitation is the heart of family reunification, providing education and family support. A wide body of research indicates that the frequency and quality of visitation is positively associated with reunification of families in the child welfare system. Approximately 40% of San Francisco's foster children are placed in the seven counties east of San Francisco. Visiting services for

children closer to their placement minimizes long, exhausting and costly transportation of children to Court-ordered visits. The East Bay Visitation Program (EBVP) will offer two primary visitation center sites and four satellite sites in the East Bay located close to public transportation, allowing parents to self-transport to visit near the child's placement. The centers will be safe and family-friendly where resource families, parents, caregivers and county staff may drop off and pick up child(ren). These sites will also be used in collaboration with Contra Costa County Child Welfare, who are executing a sister grant with Seneca, derived from the joint RFP issued earlier this year.

Services to be Provided

Seneca will provide similar visitation services that they currently provide under their grant with FCS for the First Stop Visitation Program in San Francisco. The East Bay Program aligns with FCS's current visitation practices, which includes but is not limited to: documentation of the visit, communication with the family and FCS staff and compliance with all court orders. The main sites will also provide space for county staff that are transporting or otherwise involved with families to utilize during visits as appropriate. Unlike the First Stop Program, which is designed for families in their first five days from the child separation, the East Bay Program will provide a range of supervision services to build parenting capacity and remediate safety issues impacting reunification and assist the family in moving along the visitation continuum to hopefully, reunification.

All the sites together will provide the capacity for approximately 70 visitation hours per week, with visits being approximately 2 to 3 hours each or as otherwise arranged. The main visitation sites will be in Antioch and Fairfield, with satellite sites in Concord, San Leandro, Crockett and El Sobrante.

See the attached scope for further description and detail.

Selection

Grantee was selected through Request for Proposals (RFP) #735, which was competitively bid in February 2017.

Funding

Funding for this grant is provided by a combination of State, Federal and General funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix A – Services to be Provided
Seneca Family of Agencies – East Bay Visitation Program (EBVP)
Effective July 1, 2017 – June 30, 2020

I. Purpose of Grant

This program will provide comprehensive visitation services for families referred by Child Welfare . The purpose of the service is for San Francisco to comply with visitation orders and mandates, utilize visitation as an opportunity to build parental capacity and strengthen family relationships, and increase successful reunification and permanency outcomes.

II. Definitions

EBVP	East Bay Visitation Program
CWW	Child Welfare worker
Grantee	Seneca Family of Agencies
HSA	Human Services Agency of the City and County of San Francisco
FCS	Family and Children’s Services; a division of SFHSA
SOP	Safety Organized Practice-an evidence-based child welfare approach that focuses on assessing and enhancing child safety throughout the life of the case
VC	Visitation Center
YTD	Year to Date

III. Target Population

The Program serves all families referred through FCS including dependents ages 0 to 21 and their families. Visitation is primarily for parents who are entitled to reunification services with their children, but is not limited to such cases and may involve siblings, parents, and/or other family members.

IV. Description of Services

A visitation is defined as a recurring appointment on a particular day and time or a non-recurring appointment that is scheduled and confirmed with all parties regardless of whether the visitation actually takes place. Services should be offered in a neutral, non-judgmental environment. The provider should assist the family in maintaining familial bonds, improving parent/child relationships and the parent’s ability to ensure child safety, and achieving good permanency and well-being outcomes for children and youth.

- A. Provide a visitation program using multiple sites located close to public transportation, allowing parents a place to visit near the child's placement.
- B. The centers should be safe and family-friendly and provide space for Seneca-supported visitation as well as space for the following:

- Drop off/pick up of children and visit participants
- Meetings with families, resource families, visitation partners, and staff as needed around the visitation process, including but not limited to Child and Family Team meetings.
- Visits supervised by county or other partners as needed and mutually agreed
- Work space/docking station for county staff who are transporting or otherwise involved with families to utilize during visits as appropriate
- Therapeutic visitation offered by designated clinicians to eligible families.

- C. Provide prompt visitation coordination to move families to visits in a timely manner.
- D. Accept all referrals for visitation based on designated criteria, to be determined by FCS
- E. Provide qualified and trained staff, including language capacity, to offer services at the Visitation Center(s) during hours of operation.
- F. Provide a range of supervision services to build parenting capacity and remediate safety issues impacting reunification
- G. Report timely observations to the CWW regarding family interactions, progress and concerns utilizing agreed upon forms, timeframe, and process
- H. Staff and maintain the Visitation Centers to the level of service and safety as required by weekly scheduled workload.
- I. Provide the capacity for approximately 70 visitation hours per week.
 - a. Supervised visits would be no less than 60 minutes of parent-child interaction but may be shortened if parties are late, or if the quality of the visit would benefit from a shorter time schedule.
 - b. Visits may be 2 to 3 hours in length depending on the needs of the case including court requirements.
- J. Participate in visitation related trainings and workgroups, including but not limited to training on the counties' visitation models, SOP and Visitation, and developing behaviorally-based visitation plans and visitation notes, and align Seneca forms, policy and practices accordingly.

V. Locations and Time of Services:

Phase in site to be ready July 1 and then to function as second main site:

Concord VC (ready July1)

2351 Olivera Road

Concord, CA

Visiting Hours: Monday through Friday – after 4 pm

Saturday and Sunday – 9 am to 5 pm

Primary sites (to be phased in a mutually agreed upon schedule):

Address: Antioch VC

320 H Street

Antioch, CA

Visiting Hours: Monday through Friday – 11 am to 7pm

Saturday and Sunday – 9 am to 5 pm

Satellite sites:

Address: JBA
2275 Arlington Road
San Leandro, CA
Visiting Hours: Monday through Friday – after 4pm

Address: El Sobrante VC
1060 Manor Road
El Sobrante, CA
Visiting Hours: Monday through Friday – after 4 pm
Weekends- by appointment

Address: Crockett VC (ready July 1)
619 Edwards Street
Crockett, CA
Monday through Friday-11am to 7pm
Saturday and Sunday-9am to 5pm

Address: Fairfield VC (ready July 1)
1234 Empire Street
Fairfield, CA
Monday through Friday- 11am to 7pm
Saturday and Sunday- 9am to 5pm

VI. Grantee Responsibilities

A. Employees are required to meet the following criteria to be utilized to provide supervision and monitoring for a visit:

- California Department of Justice (DOJ) and Child Abuse Central Index (CACI) check
- Intervene as needed to keep the child safe
- Provide the parent with the support and opportunity to develop parenting skills and demonstrate their ability to safely parent
- Enforce visit rules, court orders, limitations and activities
- Maintain confidentiality
- Report timely observations to the CWW regarding family interactions, progress and concerns
- If transporting, have a valid driver’s license. Vehicle used in transport must be licensed and insured and equipped with approved child safety equipment and restraints (e.g., car seat)
- Ensure all transportation staff have received car seat installation and operation training
- Compliance with all court orders including restraining orders

B. Employees are mandated reporters for child abuse. Should a case require a referral to Child Protective Services (CPS), the grantee will contact FCS, as required by law

VII. Shared Governance Model

The EBVP is a collaborative model between the grantee, the City and County of San Francisco and Contra Costa County. As much as possible, services will align between the two counties.

While separate agreements exist between grantee and both counties, program and policy decisions will be developed jointly. All parties agreed to meet monthly for at least the first 6 months of implementation and then regularly on a mutually agreed upon schedule.

VIII. Service Objectives

- A. Grantee will provide capacity for 120-150 visitation hours per week.
- B. Grantee will provide visitation for approximately 15-25 families monthly, providing approximately 3-6 visitation hours per family per week.
- C. Grantee will serve 90 unduplicated families annually

IX. Outcome Objectives

- A. Within the capacity of the grant agreement, Grantee will offer visitation to 95% of families referred to who meet appropriate visitation criteria;

X. Reporting Requirements

- A. Monthly Reports: Grantee will report **monthly** in Excel format on activities, referencing the tasks as described in Section IV, VII & VIII- Service and Outcome Objectives. Report should list the parents and children served in the visitation program, the name of their child welfare worker, and the number of visits and hours the families received visitation and YTD.

In addition, it will indicate:

- a. Unduplicated number of families that received visitation during the month and YTD
- b. Unduplicated number of visitation hours provided during the month and YTD

Monthly report in excel must be submitted to Liz Crudo - Program Manager at Liz.Crudo@sfgov.org , Johanna Gendelman, FCS Analyst at Johanna.Gendelman@sfgov.org

In addition to the monthly report, grantee will enter the monthly metrics in the Contracts Administration, Reporting & Billing Online (CARBON) database by the 15th of the following month:

- Unduplicated number of families receiving visitation during the month
- Unduplicated number of families and clinicians provided space for therapeutic visitation that month
- Unduplicated number of visitation hours provided that month

- B. Annual Reports: Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section IV, VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee as well as case examples. Grantee will submit annual report in the CARBON database and email to Liz Crudo, Johanna Gendelman.

Additionally, grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- C. Grantee will provide Ad Hoc reports as required by the Department.

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

- 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.

	A	B	C	D	E
1	Appendix B, Page 1 Document Date: 6/30/17				
2					
3					
4					
HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM					
5	Contractor's Name			Contract Term	
6	Seneca Family of Agencies			2017-2020	
7	(Check One) New <input checked="" type="checkbox"/> Renewal _____ Modification _____				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: East Bay Visitation Program				
10	Budget Reference Page No.(s)				
11	Program Term	FY 17/18	FY 18/19	FY 19/20	Total
12	Expenditures				
13	Salaries & Benefits	\$353,365	\$353,365	\$353,365	\$1,060,096
14	Operating Expense	\$168,475	\$168,475	\$168,475	\$505,425
15	Subtotal	\$521,840	\$521,840	\$521,840	\$1,565,521
16	Indirect Percentage (%)	13%	13%	13%	39%
17	Indirect Cost (Line 16 X Line 15)	67,840	67,840	67,840	203,520
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$589,680	\$589,680	\$589,680	\$1,769,040
20	HSA Revenues				
21	General Fund	\$94,349	\$94,349	\$94,349	\$283,047
22	State	\$224,078	\$224,078	\$224,078	\$672,234
23	Federal	\$271,253	\$271,253	\$271,253	\$813,759
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$589,680	\$589,680	\$589,680	\$1,769,040
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$0	\$0	\$0	\$0
37					
39	Prepared by: Janet Briggs, CFO		Telephone No.: 510-300-6325		Date 6/30/17
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	Program Name: East Bay Visitation Visitation Program								
5	(Same as Line 9 on HSA #1)								
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11						7/1/2017-6/30/2018	7/1/2018-6/30/2019	7/1/2019-6/30/2020	
12		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/2017 to 6/30/2020
13	Regional Executive Director	\$145,000	100%	3%	3%	\$4,350	\$4,350	\$4,350	\$13,050
14	Program Director	\$90,000	100%	15%	15%	\$13,140	\$13,140	\$13,140	\$39,420
15	Clinical Supervisor	\$75,000	100%	1.5%	1.5%	\$1,125	\$1,125	\$1,125	\$3,375
16	Program Supervisor	\$65,000	100%	30%	30%	\$19,500	\$19,500	\$19,500	\$58,500
17	Visitation Clinician	\$56,000	100%	15%	15%	\$8,400	\$8,400	\$8,400	\$25,200
18	Visitation Counselor	\$49,920	100%	58%	58%	\$28,954	\$28,954	\$28,954	\$86,861
19	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$77,813
20	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$77,813
21	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$77,813
22	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$77,813
23	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$77,813
24	Transportation Counselor	\$44,720	100%	30%	30%	\$13,416	\$13,416	\$13,416	\$40,248
25	Family Partner	\$45,000	100%	58%	58%	\$26,100	\$26,100	\$26,100	\$78,300
26	Program Assistant	\$44,720	100%	40%	40%	\$17,888	\$17,888	\$17,888	\$53,664
27	Program Assistant	\$44,720	100%	40%	40%	\$17,888	\$17,888	\$17,888	\$53,664
28									\$0
29									\$0
30									\$0
31									\$0
32									\$0
33									\$0
34									\$0
35	TOTALS		15.00	5.80	5.80	\$280,449	\$280,449	\$280,449	\$841,346
36									
37	FRINGE BENEFIT RATE	26%							
38	EMPLOYEE FRINGE BENEFITS					\$72,917	\$72,917	\$72,917	\$218,750
39									
40									
41	TOTAL SALARIES & BENEFITS	\$0				\$353,365	\$353,365	\$353,365	\$1,060,096
42	HSA #2								11/15/2007

	A	B	C	D	E	F	G	H	I	J	K
1											Appendix B, Page 3
2											Document Date: 6/30/17
3											
4	Program Name: East Bay V										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11											TOTAL
12	<u>Expenditure Category</u>	<u>TERM 7/1/2017-6/30/2018</u>		<u>7/1/2018-6/30/2019</u>	<u>7/1/2019-6/30/2020</u>						\$ -
13	Rental of Property	\$51,975		\$51,975	\$51,975						\$ 155,925
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$18,800		\$18,800	\$18,800						\$ 56,400
15	Office Supplies, Postage	\$3,500		\$3,500	\$3,500						\$ 10,500
16	Building Maintenance Supplies and Repair	\$33,055		\$33,055	\$33,055						\$ 99,165
17	Printing and Reproduction	\$0		\$0	\$0						\$ -
18	Insurance	\$0		\$0	\$0						\$ -
19	Staff Training	\$1,305		\$1,305	\$1,305						\$ 3,916
20	Staff Travel-(Local & Out of Town)	\$22,624		\$22,624	\$22,624						\$ 67,872
21	Rental of Equipment	\$3,145		\$3,145	\$3,145						\$ 9,435
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											\$ -
24											\$ -
25											\$ -
26											\$ -
27											\$ -
28	OTHER										
29	Communication (Telephone)	\$5,221		\$5,221	\$5,221						\$ 15,663
30	Child and Family Engagement Supplies	\$5,850		\$5,850	\$5,850						\$ 17,550
31	Expendable Equipment (Laptops, Furniture)	\$23,000		\$23,000	\$23,000						\$ 69,000
32											
33	TOTAL OPERATING EXPENSE	\$168,475		\$168,475	\$168,475						\$ 505,425
34											
35	HSA #3			0						11/15/2007	