



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

MEMORANDUM

TO: HUMAN SERVICES COMMISSION
THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR
FROM: JOAN MILLER, DEPUTY DIRECTOR
 ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DS

P.O. Box 7988
 San Francisco, CA
 94120-7988
www.SFHSA.org

DATE: FEBRUARY 9, 2024
SUBJECT: NEW CONTRACT: **CHILD AND FAMILY POLICY
 INSTITUTE OF CALIFORNIA (NON-PROFIT)** TO
 PROVIDE CAPACITY BUILDING to COUNTIES TO
 SUPPORT CALAIM IMPLEMENTATION

CONTRACT TERM: 7/1/2024-6/30/2027
CONTRACT AMOUNT:

	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$4,543,326	\$454,333	\$4,997,659



ANNUAL AMOUNT

	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>FY 26/27</u>
	\$1,501,167	\$1,514,354	\$1,527,805

London Breed
 Mayor

Trent Rhorer
 Executive Director

Funding Source	<u>County</u>	<u>State</u>	<u>Fed</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:		\$4,543,326		\$4,997,659	\$4,997,659
PERCENTAGE:		100%			

The Department of Benefits and Family Support (BFS) requests authorization to approve a sole source waiver and contract agreement with the Child and Family Policy Institute of California for the period of July 1, 2024, to June 30, 2027, in an amount of \$4,543,326, plus a contingency for a total amount not to exceed \$4,997,659. The purpose of the contract is to provide technical assistance activities to support county implementation related to CalAIM (California Advancing and Innovating Medi-Cal).

Background

Under CalAIM, recipients of child welfare services may receive Enhanced Care Management and Community Supports. Furthermore, Managed Care Plans (MCPs) are required to enter into Memorandums of Understanding with county IHSS and child welfare programs to coordinate services. This project will leverage existing expertise from CFPIC and deliver support to counties through various methods, including but not limited to learning collaborative, webinars, and toolkits.

County Welfare Directors Association (CWDA) has determined that CFPIC is uniquely positioned to implement this project due to their existing work with CDSS, CWDA, and other state departments and statewide associations to provide technical assistance and support to advance policies and practices benefiting older adults and child welfare populations. Created in 2004 as the implementation arm of the County Welfare Directors Association (CWDA), CFPIC has almost 20 years of experience translating public policy into relevant practices in all of California's 58 counties.

Services to be Provided

The contract will provide technical assistance and support to county child welfare agencies to develop and increase capacity in specialized models of care for foster youth with acute, unmet needs. This work will seek to build upon the AB 2083 System of Care efforts to bridge local systems of care in support of developing specialized programming and leveraging existing funding opportunities, including but not limited to Complex Care Capacity Building funding, Specialty Mental Health Services, and non-Specialty Mental Health Services and other services available through MCPs as a result of CalAIM.

Please see Appendix A, attached, for a full description.

Selection

The vendor is a sole source contract due to being named in the request letter from CWDA.

Funding

Funding for this contract is 100% pass-through State funds, provided by the 59th County.

ATTACHMENTS

Appendix A

Appendix B

Sole Source memo

Appendix A - Services to be Provided
Child & Family Policy Institute of California
Family Children Services
July 1, 2024 – June 30, 2027

I. Purpose of Contract

The contract will provide technical assistance and support to county child welfare agencies to develop and increase capacity in specialized models of care for foster youth with acute, unmet needs. This work will seek to build upon the AB 2083 System of Care efforts to bridge local systems of care in support of developing specialized programming and leveraging existing funding opportunities, including but not limited to Complex Care Capacity Building funding, Specialty Mental Health Services, and non-Specialty Mental Health Services and other services available through Managed Care Plans (MCP) as a result of CalAIM.

II. Definitions

CalAIM	California Advancing and Innovating Medi-Cal
Client	County Welfare Directors Association of California
CWDA	County Welfare Directors Association of California
Contractor	Child & Family Policy Institute of California
CYBH	Child and Youth Behavioral Health Initiative
HSA	Human Services Agency of the City and County of San Francisco
59 th County	A California State funding source, comprised of Realignment funds to assist in Statewide initiatives

III. Target Population

The ultimate objective of this contract is to improve services provided by public human services agencies for the aging and disabled adults receiving assistance across the 58 California counties.

IV. Description of Services

Contractor shall provide the following services:

Component 1: Support County Efforts to Understand and Maximize CalAIM and Other Behavioral Health Initiatives

- a. Provide ongoing CalAIM, BH-CONNECT, CYBHI (Child and Youth Behavioral Health Initiative) training to counties, focused on program and fiscal opportunities as they evolve.
- b. Develop tools and templates that support counties as they assess their readiness to integrate CalAIM along the implementation continuum.
- c. Develop tools and templates for counties that support fiscal mapping of current and potential funding strategies along the prevention and intervention continuum.

Component 2: Support the Strengthening of Partnerships between county agencies, Managed Care Plans, Community Based Organizations (CBOs), and Provider Agencies

- a. Facilitate learning collaboratives for counties to help them collaborate with their managed care plans.
- b. Help counties increase Enhanced Care Management (ECM) and/or Community Support (CS) provision (either through CBOs or their own ability to become ECM/CS providers).
- c. Provide technical assistance (TA) to leverage Managed Care Plan (MCP) MOU development and resources to support county CPP and prevention efforts and youth with unmet complex care needs.
- d. Help counties understand their MCP contracts, requirements, and payment structures.

Component 3: Provide TA for Program Development and Implementation of Specialized Models of Care to serve foster youth with acute, complex needs

- a. Research all available funding and programmatic options for delivering high quality, trauma-informed care and supports.
- b. Consult with state departments, statewide associations, counties and state and national experts to identify program models that can meet the needs of foster youth and families.

- c. Provide guidance and direct support to county child welfare leadership and their local system partners in developing and establishing local or regional models of care, including support to develop Innovative Models of Care and Complex Care Capacity Building proposals to the California Department of Social Services (CDSS).

Component 4: Assist counties in building peer networks and serve as a central hub of training and support to peers.

- a. Provide TA to counties in building local capacity for youth, caregiver, and parent peer partners.
- b. Establish a central hub of training, support, and development for peers across counties.

Component 5: Support Counties to Build Capacity for High Fidelity Wraparound and Integrated Mobile Response (This component will be activated in Year 2, pending anticipated changes in state's guidance).

- a. Provide TA to counties to support implementation of High Fidelity Wraparound, in alignment with CDSS and CA Department of Health Care Services (DHCS) guidance (pending release) and activities.
- b. Identify and utilize expertise from national and statewide sources to identify opportunities for leveraging federal, state and local fund sources to integrate mobile response with high fidelity wraparound programs to support foster youth with acute, complex needs.

V. Location and Time of Services

Services will be performed at the Contractor's worksite at 2495 Natomas Park Drive, Suite 120, in Sacramento, CA.

VI. Deliverables

- A. Provide ongoing CalAIM, BH-CONNECT, CYBHI (Child and Youth Behavioral Health Initiative) training to counties, focused on program and fiscal opportunities as they evolve.
- B. Provide TA to counties to support implementation of High Fidelity Wraparound, in alignment with CDSS and CA Department of Health Care Services (DHCS) guidance (pending release) and activities.
- C. Provide guidance and direct support to county child welfare leadership and their local system partners in developing and establishing local or regional models of care, including support to develop Innovative Models of Care and Complex Care Capacity Building proposals to the California Department of Social Services (CDSS).
- D. Provide TA to counties in building local capacity for youth, caregiver, and parent peer partners.

VII. Contractor Responsibilities

- A. Contractor shall carry out all activities described in Services and Deliverables (Sections IV and VI, above).

VIII. Reporting Requirements

- A. Contractor will provide periodic updates on progress in meeting service objectives described in Section VI- Deliverables.
- B. Contractor will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI- Deliverables. Contractor will upload the final report with the submission of the final month's invoice in the CARBON database by the 15th of the following month.
- C. Contractor will submit the monthly and final reports directly to CWDA.
- D. For assistance with reporting requirements or submission of reports, contact:

Joan.H.Miller@sfgov.org

Joan Miller
Deputy Director of Programs

Elizabeth.Leone@sfgov.org

Elizabeth Leone
Senior Contracts Manager

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	Child and Family Policy Institute of California			07/01/24-06/30/27	
7	(Check One) New <input checked="" type="checkbox"/> Renewal ___ Modification ___				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Capacity Building				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	Total
12	Expenditures				
13	Salaries & Benefits	\$573,362	\$584,830	\$596,526	\$1,754,719
14	Operating Expense	\$732,000	\$732,000	\$732,000	\$2,196,000
15	Subtotal	\$1,305,362	\$1,316,830	\$1,328,526	\$3,950,719
16	Indirect Percentage (%)	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$195,804	\$197,524	\$199,279	\$592,608
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$1,501,167	\$1,514,354	\$1,527,805	\$4,543,326
20	HSA Revenues				
21	59th County (State)	\$1,501,167	\$1,514,354	\$1,527,805	\$4,543,326
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$1,501,167	\$1,514,354	\$1,527,805	\$4,543,326
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$1,501,167	\$1,514,354	\$1,527,805	\$4,543,326
37	Full Time Equivalent (FTE)	4.33	4.33	4.33	
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				10/25/2016

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 2								
2									
3									
4	Program Name:								
5	(Same as Line 9 on HSA #1)								
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11						7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	
		Agency Totals		HSA Program		DHS Program	DHS Program	DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary (includes 2% COLA)	Budgeted Salary (includes 2% COLA)	7/1/24 to 6/30/27
12	POSITION TITLE								
13	<i>Project Director</i>	\$128,105	1.00	100%	1.00	\$128,105	\$130,667	\$133,280	\$392,053
14	<i>Project Associate</i>	\$87,720	3.00	100%	3.00	\$263,160	\$268,423	\$273,792	\$805,375
15	<i>Senior Associate Director</i>	\$180,600	1.00	33%	0.33	\$59,598	\$60,790	\$62,006	\$182,394
16					-				\$0
17					-				\$0
18					-				\$0
19					-				\$0
20					-				\$0
21					-				\$0
22					-				\$0
23					-				\$0
24					-				\$0
25					-				\$0
26					-				\$0
27					-				\$0
28	TOTALS		5.00	233%	4.33	450,863.00	\$459,880	\$469,078	\$1,379,821
29									
30	FRINGE BENEFIT RATE	27%							
31	EMPLOYEE FRINGE BENEFITS					\$122,499	\$124,949	\$127,448	\$374,897
32									
33									
34	TOTAL SALARIES & BENEFITS	\$0				\$573,362	\$584,830	\$596,526	\$1,754,719
35	HSA #2								10/25/2016

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11	TOTAL										
12	<u>Expenditure Category</u>			TERM	<u>7/1/24-6/30/25</u>	<u>7/1/25-6/30/26</u>	<u>7/1/26-6/30/27</u>				\$ -
13	Rental of Property										\$ -
14	Utilities(Elec, Water, Gas, Phone, Garbage)										\$ -
15	Office Supplies, Postage				\$1,000	\$1,000	\$1,000				\$ 3,000.00
16	Building Maintenance Supplies and Repair										\$ -
17	Printing and Reproduction				\$10,000	\$10,000	\$10,000				\$ 30,000.00
18	Insurance										\$ -
19	Staff Training				\$1,000	\$1,000	\$1,000				\$ 3,000.00
20	Staff Travel-(Local & Out of Town)				\$20,000	\$20,000	\$20,000				\$ 60,000.00
21	Rental of Equipment										\$ -
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Organizational Subcontracts - TBD				\$300,000	\$300,000	\$300,000				\$ 900,000.00
24	Specialized Technical Assistance Contractors - TBD				\$300,000	\$300,000	\$300,000				\$ 900,000.00
25											\$ -
26											\$ -
27											\$ -
28	OTHER										
29	Capacity Building Convening Cost				\$100,000	\$100,000	\$100,000				\$ 300,000.00
30											\$ -
31											\$ -
32											\$ -
33											\$ -
34											
35	TOTAL OPERATING EXPENSE				\$732,000	\$732,000	\$732,000				\$2,196,000
36											
37	HSA #3										10/25/2016



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Office of Early Care
and Education

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London Breed
Mayor

Trent Rhorer
Executive Director

Date: February 8, 2024

To: Dan Kaplan, Deputy Director, and HSA

From: Esperanza Zapien, Director of Contracts, HSA

RE: Sole Source Waiver request –Child and Family Policy Institute of California (CFPIC): 59th County funding for Capacity Building and Technical Assistance.

The purpose of this contract is to provide technical assistance activities to support county implementation related to CalAIM (California Advancing and Innovating Medi-Cal). Under CalAIM, recipients of child welfare services may receive Enhanced Care Management and Community Supports. Furthermore, Managed Care Plans (MCPs) are required to enter into Memorandums of Understanding with county IHSS and child welfare programs to coordinate services. This project will leverage existing expertise from CFPIC and deliver support to counties through various methods, including but not limited to learning collaborative, webinars, and toolkits.

CFPIC occupies a unique space in California’s public services landscape, which is not shared with other organizations. Created in 2004 as the implementation arm of the County Welfare Directors Association (CWDA), CFPIC has almost 20 years of experience translating public policy into relevant practices in all of California’s 58 counties. Although they are independent organizations, CFPIC and CWDA share a number of Board members and in addition have a shared commitment to ensuring that sound public policy results in feasible implementation. CFPIC staff are primarily recruited from former county Human Services employees who understand what it takes to translate policy into practice. CFPIC is also a contractor of the California Department of Social Services (CDSS) for several state-level projects and initiatives to improve the delivery of human service programs and services across the state.

CFPIC’s current work supports older adult, child welfare services and other public benefit programs administered by county human service agencies. As California embarks on the implementation of CalAIM, BH-CONNECT, the Child and Youth Behavioral Health Initiative (CYBHI), and the state’s Master Plan on Aging, CFPIC is uniquely positioned to leverage expertise and resources to assist county human service leaders in leveraging these new opportunities. CFPIC is currently actively working at the direction of CDSS and CWDA to strengthen partnerships and collaborations across county agencies for the implementation of AB 2083



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(Statutes of 2018) and the Integrated Core Practice Model. As part of that work, CFPIC is currently engaging with many of the same state and county-level partners that will be involved in the proposed project. CFPIC has a proven track record in supporting county Human Services practice improvements and is poised to approach this challenge with the knowledge and skills required for this work.

BFS is proposing the following:

<p><u>Request:</u> HSA will enter into a contract with CFPIC, on behalf of CWDA, to provide technical assistance and support to county child welfare agencies to develop and increase capacity in specialized models of care for foster youth.</p>
<p><u>Brief description of services:</u> CFPIC will provide: 1. Support for County efforts to understand and maximize CalAIM and other behavioral health initiatives. 2. Support the strengthening of partnerships between county agencies, managed care plans, CBOs, and provider agencies. 3. Provide technical assistance for program development and implementation of specialized models of care to serve foster youth. 4. Assist counties in building peer networks and serve as central hub of training and support to peers. 5. Support counties to build capacity for high fidelity wraparound and integrated mobile response.</p>
<p><u>Duration:</u> A grant term of three years for the period 7/1/2024 - 6/30/2027.</p>
<p><u>Amount:</u> \$4,543,326 plus a 10% contingency for an amount not to exceed \$4,997,659.</p>
<p><u>Justification for Sole Source:</u> CWDA and CDSS have issued a letter instructing San Francisco to enter into a contract with CFPIC in order to support technical assistance activities of CalAIM initiatives.</p>
<p><u>Reporting Requirements:</u> CFPIC will develop a report and recommendations at the end of the contract period.</p>
<p><u>Compliance:</u> The contractor will meet the normal city requirements.</p>
<p><u>Future procurement:</u> CWDA and CDSS will determine whether or not services are still required.</p>



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Approved

Disapproved

DocuSigned by:
Dan Kaplan

2/9/2024

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Dan Kaplan, Deputy Director of Administration and Finance