



Mark Farrell, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SYLVIA DEPORTO, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *291*

DATE: JUNE 21, 2018

SUBJECT: NEW GRANT: **HUCKLEBERRY YOUTH PROGRAMS (NON-PROFIT)** FOR THE PROVISION OF CRISIS INTERVENTION AND CASE MANAGEMENT SERVICES FOR COMMERCIALY SEXUALLY EXPLOITED CHILDREN/YOUNG ADULTS (CSEC/YA)

CONTRACT TERM: 7/1/18- 6/30/21

		<u>Contingency</u>	<u>Total</u>
TOTAL AMOUNT:	\$1,494,756	\$149,476	\$1,644,232

ANNUAL AMOUNT: \$498,252

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$105,878	\$180,616	\$211,757	\$149,476	\$1,644,232
PERCENTAGE:	22%	36%	42%		100%

The Department of Human Services (DHS) requests authorization to enter into a new grant with Huckleberry Youth Programs for the time period beginning July 1, 2018 and ending on June 30, 2021, in an amount of \$1,494,756, plus a 10% contingency for a total amount not to exceed \$1,644,232. The purpose of the grant is to provide crisis intervention, advocacy and case management services to commercially sexually exploited children and young adults.

Background

Through SB 855, the California Welfare and Institutions Code (WIC), section 300, clarified that commercially sexually exploited children (CSEC) whose parents or guardians failed or were unable to protect them may fall within the jurisdiction of section 300, and be adjudged as



dependents of the juvenile court. In 2014, the Legislature also amended the WIC (commencing with section 16524.6) to establish a state-funded county CSEC Program to be administered by the California Department of Social Services (CDSS) that counties may opt to participate in. San Francisco has opted in and recognizes that CSEC is a form of child abuse.

With community partners and other City agencies, FCS created an interagency protocol to serve CSEC in October 2015. At the heart of the protocol was a call for early intervention and advocacy services when CSEC/YA victims are identified. With funding identified by the Mayor's office to pilot this project, the Department issued an RFP to provide these services. A pilot program was launched with Huckleberry Youth Programs in November 2015. The services went to 24/7 availability on March 1, 2016.

Services to be Provided

Grantee staff will continue to provide a coordinated response, with Family and Children's Services (FCS) and other community partners, to CSEC, referred either by the hotline or by case carrying workers. They will provide trauma-informed, strength-based, relationship-driven crisis intervention and case management services, designed to stabilize and engage youth with services.

The Grantee will also provide education, training and support to all adults working with CSEC, including caregivers, foster family agencies, detention centers, schools, etc.

For more specific information regarding services to be provided, please refer to the attached Appendix A.

Performance

Huckleberry Youth Program were fiscally monitoring in May 2018 as part of the City's Joint Monitoring. There were no major findings or concerns.

In FY 16-17, the Huckleberry Advocacy and Response Team responded to 57 calls through their 24/7 response line and served a total number of 89 youth at various capacities. Through their youth-centered and harm reduction approach, Huckleberry was able to successfully engage over 80% of these youth into case management services after the initial assessment, consistently exceeding the 50% outlined in the service objectives.

Selection

The Grantee was selected through Request for Proposals (RFP) #786, issued on March 16, 2018. Huckleberry Youth Programs also currently provides CSEC specific services through grants with the Department of Children, Youth and their Families.

Funding

This grant is supported by a mixture of funds: local general fund from the Department of Children Youth & Families (DCYF), Federal Funds and the State CSEC allocation.

ATTACHMENTS

Appendix A - Scope of Services to be Provided

Appendix B – Program Budget

Appendix A: Services to be Provided
Crisis Intervention and Case Management for Commercially Sexually Exploited
Children/Young Adults
July 1, 2018 - June 30, 2021

I. Purpose of Grant

The purpose of the grant is to provide crisis intervention services, advocacy, prevention services and ongoing case management for commercially sexually exploited children and young adults (CSEC/YA) and children and youth at risk for exploitation.

II. Definitions

AB 12	Youth, ages 18-21 who have opted to continue to receive Child Welfare Services
AWOL	Absent Without Official Leave from Foster Care placement
CARBON	Contracts Administration, Reporting, and Billing Online
CCR	Continuum of Care Reform
CSEC	Commercially Sexually Exploited Children
CRR	Coordinated Rapid Response
CFT	Child and Family Team meeting
CSEC/YA	Commercially Sexually Exploited Children/Young Adult
CPC	Child Protection Center
CWW	Child Welfare Worker
FFA	Foster Family Agency
FCS	Family and Children's Services, a division of HSA
GRANTEE	Huckleberry Youth Programs, Inc
HSA	San Francisco Human Services Agency
MDT	Multi-disciplinary Team
MAST	Multi Agencies Services Team, a weekly FCS case coordination meeting

SOGI Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*Chapter 104, Sections 104.1 through 104.9.*)

III. Target Population

All CSEC/YA up to age 21 with a focus on children and AB 12-eligible youth who have been referred by:

- i. The Child Protection Hotline and/or
- ii. Child Welfare Workers and other community partners who have identified CSEC/YA on their caseloads

IV. Description of Services

Grantee shall provide the following services listed below during the term of this grant. All services are to be trauma-informed, relationship-driven, strengths-based, and informed by the stages of change, harm-reduction, and positive youth development models. Services are designed to be flexible and individualized, based on the needs of the youth.

- A. Provide a coordinated response with FCS in response to hotline reports involving CSEC, according the CSEC County Protocol (attachment 1). Provide 24/7 availability on agreed on schedule with FCS. Response time will vary between 2 hours and 10 days.

Currently, the authorized callers to access the 24/7 CSEC Response Line include: FCS Hotline, CWW, CPC staff, and CASARC clinicians. With the expansion of Continuum of Care Reform and upcoming restructuring of the emergency placement program, it is likely that FCS will have to increase the accessibility of the CSEC 24/7 response line to meet the needs of CSEC youth. The responsibilities of the advocate include:

- a. For 2-hour/Immediate Response referrals, respond immediately to the child's location, and/or a location specified by authorized callers to access the 24/7 response line
- b. For 10-day referrals, respond in a coordinated fashion with the authorized caller within the 10 day timeframe
- c. Address youth's immediate needs and provide crisis support, including information, basic necessities and psycho-education on CSE
- d. Utilize a variety of methods to engage the youth to participate in services and interventions

- e. Prepare safety plan in collaboration with FCS, the other members of the client's support team, the youth, and the youth's family and/or support network
 - f. Working with the other members of the client's support team and the youth, develop a plan to stabilize the youth and provide them with a safe environment to meet their emotional and health needs
 - g. Collaborate and maintain close communication with FCS and other partners
 - h. Provide logistical support to the youth (i.e. transport the youth to appointments when appropriate)
- B. Participate in both CRRs and on-going meetings involving the members of the client's support team in order to respond to the youth's need in a coordinated manner. CRR may recommend advocate to make first contact without child welfare. CRR may be done by coordinated phone call or in person. Participate in FCS case coordination meetings, such as CFTs and Red Team Case Consultation, when appropriate.
- C. Provide trauma-informed case management services in collaboration with the other members of the client's support team. Services would include, but are not limited to:
- a. Crisis intervention, including, but not limited to, development and support for safety plans and meeting the youth's immediate emotional and physical health and basic needs
 - b. Identification of, referral to, and coordination of services, including viable safe shelter, primary and reproductive medical care, mental health, legal, and social support. Services might include support for the youth directly or their support network and/or family
 - c. Advocacy and support for the youth when interfacing with the child welfare system (child welfare workers, placement staff) and other systems, including needs in the realms of medical care, juvenile justice involvement, and schools
 - d. Follow up and linkage of youth to services and supports outside the county if they are not a San Francisco resident
 - e. Practical support for youth in engagement and stabilization including (but not limited to) clothing, phones, calling cards, safety/housing vouchers, journals, food supplies, diapers and hygiene supplies, gift cards for food and groceries, and other miscellaneous expenses
- D. Provide psycho-education/prevention sessions aimed at supporting youth in exploring risk, human trafficking, and power and control. Youth will be assessed for service needs during these sessions.
- E. Provide ongoing services for the youth and their family and/or support system, including psycho-education and individual sessions aimed at supporting youth.



- F. Facilitate psychoeducation sessions for family or caregivers of at risk youth.
- G. Provide education and training to caregivers and adults who work with CSEC, including community-based organizations, FFA, parents, group homes, staff of detention centers, and other related, relevant and involved organizations.
- H. Communicate with the referring Child Welfare Worker or current CWW within 30 days of the referral for all case management referrals, to report back on case status and case plan goals. Communication can be done via phone, email, or in person meeting.
- I. Participate in both Mayors' Task Force on Anti-Human Trafficking/Children's subcommittee and County CSEC Steering Committee.
- J. Participate in and support prevention activities identified by the CSEC Steering Committee.
- K. Participate in trainings to gain knowledge about the Child Welfare System when possible (e.g. Child Welfare 101 and Probation 101).

V. Location and Time of Services

Huckleberry Youth Programs' crisis intervention and case management services are based out of the Huckleberry Youth Health Center located at 555 Cole Street. The coordinated response will be targeted to where ever youth are, considering safety needs. Huckleberry Youth Programs will provide youth with an opportunity for ongoing contact in order to connect the youth with services when they are ready to engage in them.

VI. Service Objectives

On an annual basis, Grantee will meet or exceed the following service objectives:

- A. Provide crisis intervention, case management, and/or prevention case management to a minimum of 75 youth annually
- B. Conduct psycho-education/prevention sessions with 10 unduplicated youth
- C. Respond to 95% of emergency requests within the 2-hour time frame
- D. Initiate contact to 90% of non-emergency requests within the next business day, when requested by FCS
- E. 80% of out of county youth will be provided with coordination services to their home county within 10 days.
- F. 50% of youth eligible for ongoing case management will continue to engage in services after initial contact/first meeting

VII. Outcome Objectives

On an annual basis, Grantee will meet or exceed the following outcome objectives:

- A. 50% of youth will have decreased number of placements after receiving a minimum of 90 days of service (FCS responsible for data collection and analysis)
- B. 50% of youth will have decreased number of AWOL incidence after receiving a minimum of 90 days of service (FCS responsible for data collection and analysis)
- C. 70% of youth will report they felt safe and supported by services they received. Feedback will be solicited following the initial crisis intervention and response, following 90 days of service.

VIII. Reporting Requirements

- A. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives by the 15th of the following month. Grantee will complete a report developed by FCS. The report may include but not limited to the following information:
 - 1) Names and demographic data of CSEC/YA who received services
 - 2) Referral sources
 - 3) The type of services provided to the youth (ongoing case management, 2-hour response, 10-day response, psycho-education/prevention, and group work, etc.)
 - 4) Reasons for a call not made to the CPS Hotline when a new referral is received when applicable
 - 5) Community resources or services from other agencies the youth have utilized in the process of stabilization
 - 6) Accomplishments and challenges narrative
- B. Grantee will submit a **monthly** report on **CARBON** reporting on the following:
 - 1) Number of calls that came through the 24/7 response line, including both 2-hour and 10-day responses and internal calls from Huckleberry Youth
 - 2) Number of referrals
 - 3) Number of FCS Case Consultation, CFT, and Admin Review attended or participated over the phone
 - 4) Number of CSEC MDT Case Review attended or participated over the phone
- C. Grantee will provide an end of fiscal year report summarizing the grant activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges/obstacles and any recommendations for protocol revision. The report will be submitted by the 15th of the month following the end of the program year.
- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. For assistance with reporting requirements or submission of reports, contact:



Johanna.Gendelman@sfgov.org
Senior Administrative Analyst, Office of Contract Management
or
Karina.Zhang@sfgov.org
Program Analyst, FCS

IX. Provider 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. Should a case require a referral back to FCS, the grantee will contact the FCS Hotline.
- B. Expect to share confidential information with HSA personnel to facilitate the coordination of services to the youth.
- C. HART will work collaboratively with HSA and the greater community to improve safety, permanency, and well-being outcomes of the youth.
- D. When disagreements arise, HART shall go through the chain of command at HSA to get a resolution.

X. HSA Responsibilities

- A. FCS will provide Child Welfare Worker's contact for each open Child Welfare case.
- B. Make referrals to Provider, via the hotline for the Protocol and from case carrying Child Welfare Workers, when a suspected/known case of exploitation is identified.
- C. FCS will be responsible for CSEC data collection and analysis.
- D. FCS will work collaboratively with HART and the greater community to improve safety, permanency, and well-being outcomes of the youth.

XI. Monitoring Activities

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



**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY
BY PROGRAM**

Contractor's Name				
Huckleberry Youth Programs				
(Check One) New Renewal ____ Modification ____				
If modification, Effective Date of Mod. No. of Mod.				
Program: CSEC Crisis Intervention				
Budget Reference Page No.(s)				
Program Term	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/21- 6/30/22	Total
Expenditures				
Salaries & Benefits	\$354,192	\$354,192	\$354,192	\$1,062,576
Operating Expense	\$90,676	\$90,676	\$90,676	\$272,028
Subtotal	\$444,868	\$444,868	\$444,868	\$1,334,604
Indirect Percentage (%)	12%	12%	12%	
Indirect Cost (Line 16 X Line 15)	\$53,384	\$53,384	\$53,384	\$160,152
Capital Expenditure				
Total Expenditures	\$498,252	\$498,252	\$498,252	\$1,494,756
HSA Revenues				
Federal	\$211,757	\$211,757	\$211,757	\$635,272
State CSEC	\$180,616	\$180,616	\$180,616	\$541,848
General Fund	\$105,879	\$105,879	\$105,879	\$317,636
TOTAL HSA REVENUES	\$498,252	\$498,252	\$498,252	\$1,494,756
Other Revenues				
Total Revenues				
Prepared by:	Mollie Brown	Telephone No.:	415-571-2760	Date:6/11/18
HSA-CO Review Signature:	_____			
HSA #1				11/15/2007

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Program Name: Crisis Intervention & Case Management - CSEC/YA
 (Same as Line 9 on HSA #1)

Operating Expense Detail

<u>Expenditure Category</u>	TERM	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/21- 6/30/22	TOTAL
Rental of Property		\$18,000	\$18,000	\$18,000	\$ 54,000
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$7,300	\$7,300	\$7,300	\$ 21,900
Office Supplies, Postage		\$3,000	\$3,000	\$3,000	\$ 9,000
Building Maintenance Supplies and Repair					\$ -
Printing and Reproduction					\$ -
Insurance		\$1,200	\$1,200	\$1,200	\$ 3,600
Staff Training		\$2,500	\$2,500	\$2,500	\$ 7,500
Staff Travel-(Local & Out of Town)		\$16,000	\$16,000	\$16,000	\$ 16,000
Rental of Equipment		\$1,000	\$1,000	\$1,000	\$ 3,000
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					\$ -
IT consultant		\$1,000	\$1,000	\$1,000	\$ 3,000
Data Management Consultant		\$12,500	\$2,500	\$2,500	\$ 17,500
					\$ -
					\$ -
					\$ -
OTHER					
Client Emergency and Stabilization Expenses		\$23,176	\$30,676	\$30,676	\$84,528
Client Meals		\$3,500	\$6,000	\$6,000	\$15,500
Licenses, memberships and fees		\$1,500	\$1,500	\$1,500	\$ 4,500
					\$ -
					\$ -
					\$ -
TOTAL OPERATING EXPENSE		\$90,676	\$90,676	\$90,676	\$ 272,028

HSA #3

11/15/2007