



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: JOAN MILLER, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: JUNE 17, 2022

SUBJECT: NEW GRANT: **COMMUNITY WORKS WEST (NON-PROFIT)** TO PROVIDE VISITATION AND SUPPORT SERVICES FOR INCARCERATED PARENTS

GRANT TERM: 7/1/22 to 6/30/26

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	\$657,620	\$65,762	\$723,380		

ANNUAL AMOUNT: \$164,405

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$341,961		\$315,659	\$65,762	\$723,380
PERCENTAGE:	52%		48%		

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The Department of Benefits and Family Support (BFS) requests authorization to enter into a grant with Community Works West (CWW) for the period of July 1, 2022 to June 30, 2026, in the amount of \$657,618 plus a 10% contingency for a total grant amount not to exceed \$723,380. The purpose is to provide visitation and support services for incarcerated parents in the San Francisco jails and targeted California prisons.

Background

The Department has been providing visitation and support services in local jails and prisons throughout California since 1999. In order to satisfy court requirements, the Department provides parent-child visiting, emergency

interviewing, identification of family for kinship placements and when possible, work toward reunification with the development of post-incarceration plans.

CWW has extensive experience providing these services since July 2012. They have had a significant presence in the jail system through parenting classes, facilitated dialogue circles with incarcerated mothers, a mandated program for violent offenders and a program called “Women Rising”, a full service re-entry program for woman 18-25 leaving the criminal justice system. Clients can access any of the programs.

Services to be Provided

Grantee will provide visitation, individualized one-on-one peer support activities and counseling for the parents/guardians of children who are dually involved in the child welfare and criminal justice systems. Incarcerated visitation services include assisting protective services workers in arranging, scheduling, navigating and confirming parent / guardian child visits at jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.

Additionally, Grantee will actively participate in the San Francisco Children of Incarcerated Parents Partnership (SFCIPP) coalition of social service providers, representatives of government bodies, advocates and others who work with or are concerned about children, incarcerated parents and their families.

Please refer to Appendix A – Services to be Provided (attached).

Location and Time of Services

Services will be provided at the San Francisco County Jail, Sheriff’s Department community-based sites or other appropriate location that facilitates day-to-day access within San Francisco.

Office hours are 8am to 4pm, Monday through Friday.

Selection

Grantee was selected through RFP 964, issued on March 2022.

Funding

Funding for this grant is provided by a combination of City and County General Fund and Federal funding.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix A
Services to be provided by Community Works West, Inc.
Effective July 1, 2022 to June 30, 2026

I. Purpose of Services

The purpose of these services is to provide visitation, individualized one-on-one, peer support activities and counseling for the parents/guardians of children who are dually involved in the child welfare and criminal justice systems.

Incarcerated visitation services include assisting Protective Services Workers (PSWs) in arranging, scheduling, navigating and confirming parent / guardian child visits in jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.

The Grantee will also actively participate in the San Francisco Children of Incarcerated Parents Partnership (SFCIPP), a coalition of social service providers, representatives of government bodies, advocates and others who work with or are concerned about children incarcerated parents and their families.

II. Definitions

CARBON	Contracts Administration, Reporting, and Billing Online.
Concurrent Planning	Pursuing a permanent and stable placement in the most intimate setting possible for the long-term well-being and development of the child requires working simultaneously toward reunification with biological family and developing other options that will lead to adoption or legal guardianship.
Family Maintenance Cases	Parents who are actively working to address identified risk-factors with the goal of preventing future harm, increasing protective capacity and promoting well-being of their child / children.
Family Reunification Cases	Parents who are actively pursuing reunification with their children through a child welfare case plan.
Family Team Meeting	A convening of parents, caregivers and supportive adults who are engaged in planning and decision making to develop a specific action steps to support parents in their efforts to ensure the safety, permanency and well-being of child / children who have become involved in the child welfare system. Topics may include placement, reunification, education, supportive services, case planning etc. May include: Child Family Team, Family Team, GOALs Meetings.
FCS	Family & Children Services Division of the San Francisco Human Services Agency.
HSA-Linked	Child Welfare Case: Active FCS cases in which: <ol style="list-style-type: none">1. The child has been the subject of a Child Abuse Neglect or Abuse Referral and2. The primary plan is to sustain the family relationships.

Incarcerated Parents/Legal Guardians	Parents who are incarcerated in California jails and prisons and whose children have been identified as at risk of abuse and/or neglect by SFHSA.
PSW	Protective Services Worker.
SFCIPP	San Francisco Children of Incarcerated Parents Partnership.
SFHSA	San Francisco Human Services Agency (also HSA).

III. Target Population

The grant will provide services to parents/legal guardians whose children are involved in the child welfare system who are incarcerated in San Francisco county jails and the top 6 out of county jails / prisons with SF parents /legal guardians are more likely to be incarcerated in. This includes active Family Maintenance (court & non-court), Family Reunification (residing in home or in out-of-home placement).

IV. Description of Services

CWW will use service delivery methods that embrace promising, evidenced-based and trauma informed practice working with incarcerated parents including but not limited to safety organized practice and core practice model strategies.

A. Visitation services include:

1. Assisting PSWs in arranging, scheduling, navigating and confirming parent / legal guardian child visits in jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.
2. Facilitation of visits for children whose parents/legal guardians are dually involved in the child welfare and criminal justice systems.

During the visit, the case manager will encourage positive interaction between the child and the parent, including modeling or coaching, reinforcing successful parental interventions, supporting the child during the visit and visit supervision to ensure all parties adhere to visitation guidelines and agreements.

Visits may be terminated if the child suffers any undue discomfort and attempt to alleviate discomfort are unsuccessful.
3. For Out of County visits in jail and prison facilities outside of the CCSF, maintain updated compendium of visit policies and procedures, point of contacts, contact information, visiting hours, facility requirements, and on-site resources i.e. visiting rooms)
4. All visits referral request for visits and visitation services provided will be tracked and visit observations will be documented.

- B. **Documentation of visit(s)** After each visit a “1044SVD” form will be completed and provided to the assigned PSW. The information will include a narrative description of progress on visitation plan, activities for the visit which can support parent’s progress, factual observations of interaction, and areas of concern will be provided to the assigned PSW
- C. **Case Consultation** with referring PSW will include:
1. Clarification of Jail / prison visitation procedures (point of contacts, contact information, visiting hours, facility requirements and on-site resources i.e. visiting rooms) within SF and Out of County.
 2. Provide prompt availability to PSWs providing referrals, requesting contact with incarcerated parents, or seeking consultation and information. This includes emergency situations and weekends/evenings, as necessary.
 3. Discussion with the assigned PSW how to support the goals for the visitation interface with the family and clarify any other issues. Review of the Visitation Request & Plan form “1044VR”
 4. Participation in CFTs or case coordination meetings to review the “1044SVD” form or other relevant issues to the case.
- D. **Individualized one-on-one support** will include visitation preparation and parent engagement; orientation for parent participants, review of visitation plan goals; case planning to address unmet needs or activities for parents / legal guardians who are incarcerated and release / post incarceration planning;
- Support for incarcerated parents will focus on building the parent and child’s familial relationships, increasing parent participation and strength-based relationship building.
- E. **Peer support** activities include parenting workshops and groups that provide opportunity to acquire knowledge, practice and apply skills with an emphasis on improving parental capacity to foster and promote improved child / parent relationships, child well-being, and safety utilizing trauma informed, evidenced-based parenting education, and age appropriate child development methods and strategies.
- F. **Resources & Linkage** referrals and assistance connecting to available services and support within county jail system upon request of incarcerated parent(s).
- G. Provide services in parent(s) first language or with language interpretation.
- H. **Community Partnerships / Collaboration:** provide subject matter expertise to further the collaborative goals of the San Francisco Children of Incarcerated Parents Partnership (SFCIPP), a coalition of social service providers, representatives of

government bodies, advocates and others who work with or are concerned about children incarcerated parents and their families.

V. Location and Time of Services

The San Francisco County Jail, Sheriff's Department community-based sites or other appropriate location that facilitates day-to-day access within San Francisco.

VI. Service Objectives

Objectives are annual unless otherwise specified

1. **Facilitate a minimum of 150 visits** for incarcerated parents and their children over the course of a program year.
2. **Maintain a minimum caseload of 1:15** (1-on-1 Individualized services) unduplicated parents of children in the child welfare system. Caseload here is defined as any parent who has, within the last 30 days, received supervised visitation or phone calls with her or his children, 1-on-1 Individualized services or participation in parenting education activities.
3. **Offer peer support activities twice per month.** Provide a list of activities that were provided during the quarter.
4. **Provide a minimum of 100 unduplicated consultations** to PSWs over the course of a program year.
5. **Provide a minimum of 100 other case consultations** that include attorneys, Probation Officers and other staff.
6. Prepare and maintain a policy and procedure guide for PSWs that provides up-to-date information for the top 6 out of county jails / prisons where SF parents / guardians are more likely to be incarcerated.

VII. Outcome Objectives:

1. A minimum of 75% of referral received requesting emergency visitation within in SF or consultations for information from PSWs to facilitate access for visiting outside of San Francisco jails will occur.

2. A minimum of 75% of parents participating in 1-on-1 Individualized services for a minimum of 60-90 days will develop a plan for maintaining connections (building the parent and child's familial relationships, increasing parent participation and strength-based relationship building with their child(ren) that includes specific steps to address barriers that prevent maintaining connections.

A. Grantee satisfaction survey outcomes

1. In a survey of parents served, a minimum 75% of those participating in Peer Support, including parenting workshop activities will indicate a score of 3, or higher, on a 5-point scale (usefulness of information, facilitation of topic, engagement).
2. A minimum of 75% of surveyed PSWs requesting case consultations for access to jails within San Francisco, or requesting information / consultation on visitation procedures for the top 6 jails / prisons (San Bruno, Santa Rita/ Dublin, Redwood City, San Quentin, Chowchilla, Vacaville) will rate 3 out 5 scale (timeliness of response, usefulness of information, customer service / engagement).

VIII. Grantee Responsibilities

- A. Grantee is a mandated reporter of child abuse.
- B. Grantee shall ensure all employees of this grant are TB tested annually.
- C. Grantee shall attend all meetings required by FCS, including but not limited to, unit, meetings, CFTs, Family Team Meetings, worker orientations, etc.
- D. Grantee shall familiarize themselves with FCS practices and policies.
- E. Grantee shall conduct criminal background checks on all employees and shall arrange to receive subsequent criminal notifications if the employee is convicted of a crime during the time of his or her employment.

IX. Grantor Responsibilities

- A. Conduct satisfaction survey of PSWs with assigned cases served by FPFY SF-ILSP.
- B. Provide assistance with completion of eligibility verification for services.

X. Grantee Reporting Requirements

- A. Grantee will provide monthly reports for the number of visitations provided.
Grantee will submit monthly reports on the template approved by the FCS Analyst during by the 15th of the month following the end of the reporting period.

- B. Grantee will provide quarterly reports of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee will submit quarterly reports on the template approved by the FCS Analyst and uploaded the report to the CARBON database by the 15th of the month following the end of the reporting period.

The reports will include the following:

1. Summary of progress towards service and outcome objectives;
2. Listing of incarcerated parents served, indicating the type of service(s) the parent is receiving and the start and end dates of the services;
3. Narrative description / summary services provided / progress towards identified goal;
4. Contact Log (PSWs, incarcerated parents, collateral providers, and others);
5. Updated Compendium of Visiting policies and procedures (Top 6 jails / prisons);
6. Opportunities & Challenges;
7. Client Vignette

- C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year. For each grant year, Grantee shall submit an annual report that provides data for the year ending June 30. This report shall provide cumulative results for each objective as outlined above. Annual reports are due 30 days after the end of each grant year.

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

- E. All reports will be entered into the CARBON System. For assistance with reporting requirements or submission of reports, contact:

Johanna Gendelman
Principal Administrative Analyst
Contracts
Johanna.Gendelman@sfgov.org

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Senior Administrative Analyst
Family & Children's Services
Irina.Kadantseva@sfgov.org

	A	B	C	D	E	F
1	Appendix B, Page 1					
2	Document Date: 5/21/2022					
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Name			Term		
6	Community Works West, Inc.			July 1, 22 to June 30, 2026		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: Visitation & Support Services for Incarcerated Parents					
10	Budget Reference Page No.(s)					Total
11	Program Term	07/01/22-06/30/23	07/01/23-06/30/24	07/01/24-06/30/25	07/01/25-06/30/26	7/1/22-6/30/26
12	Expenditures					
13	Salaries & Benefits	\$116,442	\$116,442	\$116,442	\$116,442	\$465,770
14	Operating Expense	\$26,722	\$26,722	\$26,722	\$26,722	\$106,888
15	Subtotal	\$143,164	\$143,164	\$143,164	\$143,164	\$572,658
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$21,241	\$21,241	\$21,241	\$21,241	\$84,964
18	Capital Expenditure					
19	Total Expenditures	\$164,405	\$164,405	\$164,405	\$164,405	\$657,620
20	HSA Revenues					
21	Federal	\$78,915	\$78,915	\$78,915	\$78,915	\$315,655
22	Local	\$85,491	\$85,491	\$85,491	\$85,491	\$341,960
23	Local					
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$164,405	\$164,405	\$164,405	\$164,405	\$657,620
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$0				\$0
37						
39	Prepared by: Adrienne Hogg		Telephone No.: 510-268-8116		Date 4/25/2022	
40	HSA-CO Review Signature: _____					
41	HSA #1					11/15/2007

	A	B	C	D	E	F	G	H	I	J
1										
2	Appendix B									
3	44,696									
4	Program Name: Visitation & Support Services for Incarcerated Parents									
5	(Same as Line 9 on HSA #1)									
6										
7	Salaries & Benefits Detail									
8										
9										
10										
11	07/01/22-06/30/23 07/01/23-06/30/24 07/01/24-06/30/25 07/01/25-06/30/26 7/1/22-6/30/26									
12		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
13	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
14	Family Liaison Specialist	\$60,000	100%	100%	100%	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
15	Program Coordinator	\$50,000	50%	100%	50%	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000
16	One Family Program Manager	\$72,000	100%	19%	19%	\$13,680	\$13,680	\$13,680	\$13,680	\$54,720
17					0%					
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS		2.50	2.19	1.69	\$98,680	\$98,680	\$98,680	\$98,680	\$394,720
31										
32	FRINGE BENEFIT RATE	18%								
33	EMPLOYEE FRINGE BENEFITS					\$17,762	\$17,762	\$17,762	\$17,762	\$71,050
34										
35										
36	TOTAL SALARIES & BENEFITS					\$116,442	\$116,442	\$116,442	\$116,442	\$465,770
37	HSA #2									11/15/2007

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													Appendix B, Page
2													Document Date: 5/14/22
3													
4	Program Nam Visitation & S												
5	(Same as Line 9 on HSA #1)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													TOTAL
12	<u>Expenditure Category</u>				TERM)7/01/22-06/30/23	07/01/23-06/30/24	07/01/24-06/30/25	07/01/25- 06/30/26					7/1/22-6/30/26
13	Rental of Property				\$10,000	\$10,000	\$10,000	\$10,000					\$40,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$1,200	\$1,200	\$1,200	\$1,200					\$4,800
15	Office Supplies, Postage				\$1,000	\$1,000	\$1,000	\$1,000					\$4,000
16	Building Maintenance Supplies and Repair												
17	Printing and Reproduction				\$970	\$970	\$970	\$970					\$3,880
18	Insurance				\$2,400	\$2,400	\$2,400	\$2,400					\$9,600
19	Staff Training				\$500	\$500	\$500	\$500					\$2,000
20	Staff Travel-(Local & Out of Town)				\$689	\$689	\$689	\$689					\$2,756
21	Rental of Equipment												
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
23	Contract services (eg Translation, database)				\$6,500	\$6,500	\$6,500	\$6,500					\$26,000
24	Computer				1,563	1,563	1,563	1,563					\$6,252
25													
26													
27													
28	OTHER												
29													
30	Food & Incentives for families				\$1,500	\$1,500	\$1,500	\$1,500					\$6,000
31	Supplies (diapers, wipes, etc.)				\$400	\$400	\$400	\$400					\$1,600
32													
33													
34													
35	TOTAL OPERATING EXPENSE				\$26,722	\$26,722	\$26,722	\$26,722					\$106,888
36													
37	HSA #3												11/15/2007