DCYF Grantee Orientation: Justice Services

2024-2029 Funding Cycle

May 6 - 7, 2004

DCYF's Land Acknowledgement Statement

The San Francisco Department of Children, Youth, and Their Families (DCYF) acknowledges that it carries out its work on the unceded ancestral homeland of the Ramaytush Ohlone, the original inhabitants and stewards of the San Francisco Peninsula. As the government agency that stewards the Children and Youth Fund, we accept the responsibility that comes with resources derived from property taxes upon unceded and colonized land. We recognize the history and legacy of the Ramaytush Ohlone as integral to how we strive to make San Francisco a great place for life to thrive and children to grow up.

Agenda

1. **Welcome & Introduce Justice Services Partner Leadership**
2. **Overview of Results Areas with JS Service Area**
   - Youth Are Ready for College, Work, Productive Adulthood
   - Youth Are Supported by Nurturing Families & Communities
3. **Funding Sources, Strategies and Requirements**
   - Universal Requirements
   - Credible Messenger Life Coaches
   - Custody-Based Services
   - School Crisis Support
   - Whole Family Support
   - Young Adult Court
   - Care Coordinators
   - CARC
   - Out-Of-Home Placements
4. **Data Collection and Reporting Requirements**
   - Performance Measures
5. **Contract Management System (CMS)**
6. **Completing Your Workplan**
7. **Fiscal Monitoring**
8. **Technical Assistance and Capacity Building**
9. **Q&A**
10. **Close Out**

Overview of Result Areas

Overview of Result Area: Youth are Supported by Nurturing Families and Communities

This Result Area is associated with programs, resources, supports and activities that increase the ability for families to nurture their children, and for children, youth, TAY/A, and their families to feel safe, connected, and engaged with their communities.

Overview of Result Area: Youth are Ready for College, Work, and Productive Adulthood

This Result Area is associated with programs, resources, supports and activities that help youth and TAY/A gain exposure, skills, and abilities that prepare them for successful transitions into adulthood. The grants and initiatives in this Result Area target equitable access and outcomes and provide multiple avenues for engagement and support.

Overview of Service Area and Strategies

Justice Services programs establish a continuum of services for justice system-involved youth and TAYA. The service area aims to divert system-involved youth and TAYA away from further engagement in the juvenile and adult justice systems and reduce rates of recidivism. Connection to adult allies, enriching and responsive programming, ongoing case management, access to positive activities, training, and whole family support will be foundational to this Service Area's success in diverting youth and TAY/A away from system-involvement. Services will be provided in partnership with the juvenile and adult justice systems and take place in both in-custody and community-based settings.

Strategies in this Service Area

The strategies that are associated with this Service Area will have a direct impact on our ability to move the needle and ensure that youth and young adults are ready for college, work and a productive adulthood.

Service Area	Strategy/Initiative
Justice Services	• Credible Messenger Life Coaches • Custody-Based Services • School Crisis Support • Whole Family Support • Out-Of-Home Placements • CARC • Justice Services Care Coordinators • Young Adult Court Case Management

Funding Sources, Strategies and Requirements

DCYF and JPD Justice Services Funding Sources

Department	Funding Source	Use of Funds
JPD	JUV Children's Baseline	SF youth Under age 24
JPD	JUV Juvenile Probation Assistance Fund (JPAF)	At-risk and juvenile justice involved youth under 18 and their families
JPD	JUV Juvenile Justice Realignment Block Grant (JJRBG)	Youth w/ a prior sustained 707(b) offense under age 26
JPD	JUV Youthful Offender Block Grant (YOBG)	Youth under the age of 21 under the jurisdiction of the juvenile court
DCYF	Juvenile Justice Crime Prevention Act (JJCPA)	At-risk and juvenile involved youth
DCYF	Children and Youth Fund (CYF)	SF youth under age 24
DCYF	Citizens Options for Public Safety (COPS)	Under age 18
DCYF	BJA STOP School Violence Program	Under age 18

Grantees with Blended Funding Streams

- Grants that *may include* blended funding with restrictions include grantees who are funded in:
  - ✓Credible Messenger Life Coach
  - ✓Custody Based
  - ✓CARC
  - ✓Justice Services Care Coordinators
  - ✓Out-of-Home Placement
  - ✓and proposed to serve juveniles and TAY/A
- Your Specialist and JPD will work with you to support you over the next year to allow your program to serve these populations.
- CARC or Justice Services Care Coordinators proposed to serve juveniles receive technical assistance and implementation support from ROCA.
- Planning will include warm hand off, assessment and screening tools, etc.

DCYF Universal Requirements

The following requirements are universal to all Service Areas and Strategies.

They serve as the baseline of what will be required for all funded programs. These requirements must be adhered to in addition to any Strategy-specific requirements that have been outlined in every Strategy.

1. Social-Emotional Learning
2. Outreach and Recruitment
3. Engagement, Retention and Support
4. Support for Youth with Disabilities
5. Cultural Responsiveness
6. Behavioral Health and Wellness
7. Data Collection and Evaluation
8. Family/Caregiver Engagement/Partnership
9. Meetings and Convenings
10. Continuous Quality Improvement
11. Youth Leadership and Voice
12. Internet Safety & Cyberbullying
13. Barrier Removal

SF Community Assessment & Referral Center (CARC) Initiative

Requirement Highlights

Designed to be central hub for intake, assessment, and referral of all youth who encounter law enforcement in San Francisco, including youth who are diverted by police, youth who are cited, and youth who are booked into Juvenile Justice Center. CARC will:

- ✓ Intake, assess, refer youth to a Justice Services Care Coordinator.
- ✓ Ensure all youth are connected to community-based case management at earliest possible point in juvenile justice process.
- ✓ Facilitate the warm hand offs to other agencies but will not provide case management services.

Requirements:

- Hours of operation: 7 days/week, 365 days/year, 8-12am
- Mobile
- Source of Referrals to CARC
- Intake, Assessment, and Referrals
- Handoff to Justice Services Care Coordinators

SF Community Assessment & Referral Center (CARC) Initiative

Strategy Goals

1. Establish CARC as the central intake, assessment, and referral hub for all justice involved young people.

2. Ensure that all youth who come into contact with law enforcement in San Francisco are assessed by CARC and connected to Justice Services Care Coordinators at the earliest possible point in the juvenile justice process.

Justice Services Care Coordinators

Requirement Highlights

Designed to be an integral part of broader network of coordinated support for justice-involved and system-impacted youth and TAY/A. Justice Services Care Coordinators will be principally responsible for providing Case Management services to youth or TAY/A under their care leading the connection and referrals based on assessments that link young people to additional supports, education, enrichment, and work-related opportunities that are available.

Justice Services Care Coordinators will:

- Work in coordination with CARC to ensure every youth who is diverted by police, cited, and/or booked into JJC is paired with CBO case management agency and adult guidance
- Be readily available for referrals and expected to assess youth and TAY/A, develop individual support plans, and ensure that youth complete intended goals and outcomes
- Open to rereferrals for TAY/A for similar support from YAC, CASC, PDR, SHF and other CBOs

Justice Services Care Coordinators

Requirements continued

- ✓ Case Management
  - ✓ + Home Detention/Electronic Monitoring
- ✓ Assessment
- ✓ Release/Reentry/Expeditor Planning
- ✓ Program Linkages
- ✓ Hours of operation – available after school at least until 8pm, or later upon need, on weekends, on holidays, and school breaks
- ✓ Mobile
- ✓ Source of Referrals to CARC, CASC, SHF
- ✓ Follow Court Mandates

Stability Hub Requirements

- ✓ Safe location available until 8pm, weekends, holidays, during school breaks
- ✓ Safe and guaranteed transportation to/from home, school, and agency location
- ✓ Place-based programming

Justice Services Care Coordinators

Strategy Goals

1. Create network of agencies to ensure all young people involved in SF juvenile justice system and TAY/A in adult criminal justice system are paired with a community-based agency, caring adult case manager, and connected to pro-social opportunities.

2. Ensure all youth and TAY/A who are justice involved and impacted have individualized support plans and referral to Justice Services Care Coordinators.

3. Manage and coordinate connection to services, programming, and resources provided to youth and TAY/A through Justice Services Care Coordinator.

4. Prevent deepening involvement in justice system by providing youth and TAY/A with connections to services, programs, and supports.

Data Collection and Reporting Requirements

Data Collection & Reporting Requirements

Grantees collect and report data to DCYF on services provided and clients served.

Information is used to:

- Assess progress
- Prepare public reports
- Inform technical assistance and capacity building efforts
- Respond to questions from stakeholders

Grantees may also be asked to participate in additional data collection efforts led by third-party evaluation firms, including:

- Interviews
- Focus groups
- Site visits

Data Collection & Reporting Requirements:

Credible Messenger Life Coach, CARC, YAC Case Management, and Out-of-Home Placement

CMS

Report Group/Individual Activities

CMS

Prepare and Upload Mid-Year and Annual Reports

Fiscal Monitoring

Participate in Process

Data Collection & Reporting Requirements:

Whole Family Support

CMS

Report Group/Individual Activities

Fiscal Monitoring

Participate in Process

Data Collection & Reporting Requirements:

Custody Based and Justice Services Care Coordinators

CMS

Report Group/Individual Activities

Youth Survey

Administer to Youth in Grades 6+ starting in Year 2

Fiscal Monitoring

Participate in Process

SEL Plan

Attend Training

Data Collection & Reporting Requirements:

School Crisis Support Initiative

CMS

Report Activities without Personal Information

CMS

Prepare and Upload Mid-Year and Annual Reports

JotForm

Describe Incidents, Parties Involved, Follow-Up Activities

Fiscal Monitoring

Participate in Process

Performance Measures

Custody-Based, Credible Messenger Life Coaching, Whole Family Support, Out-of-Home Placement , School Crisis Support, and Young Adult Court (YAC) Case Management

- Mid-year and end of year reports
- Agency health
- Program graduation (YAC only)
- Youth survey (Custody-based & YAC only): years 2-5

Performance Measures

CARC
Care Coordinators

- SEL Training first year
- Agency Health
- Youth Survey
  (Care Coordinators only)

Justice Services Youth Survey

Performance Measures

Caring Adult

- *Program staff listen to me when I have something to say.*
- *Program staff are available if I need help or support.*
- *Program staff are fair to me.*

Education and Career Goals

- *This program helped me set goals for my education or career.*

Envision a Positive Future

- *This program helped me to look forward to my future.*
- *Because of this program I have clearer goals for my future.*

Sense of Personal Identity

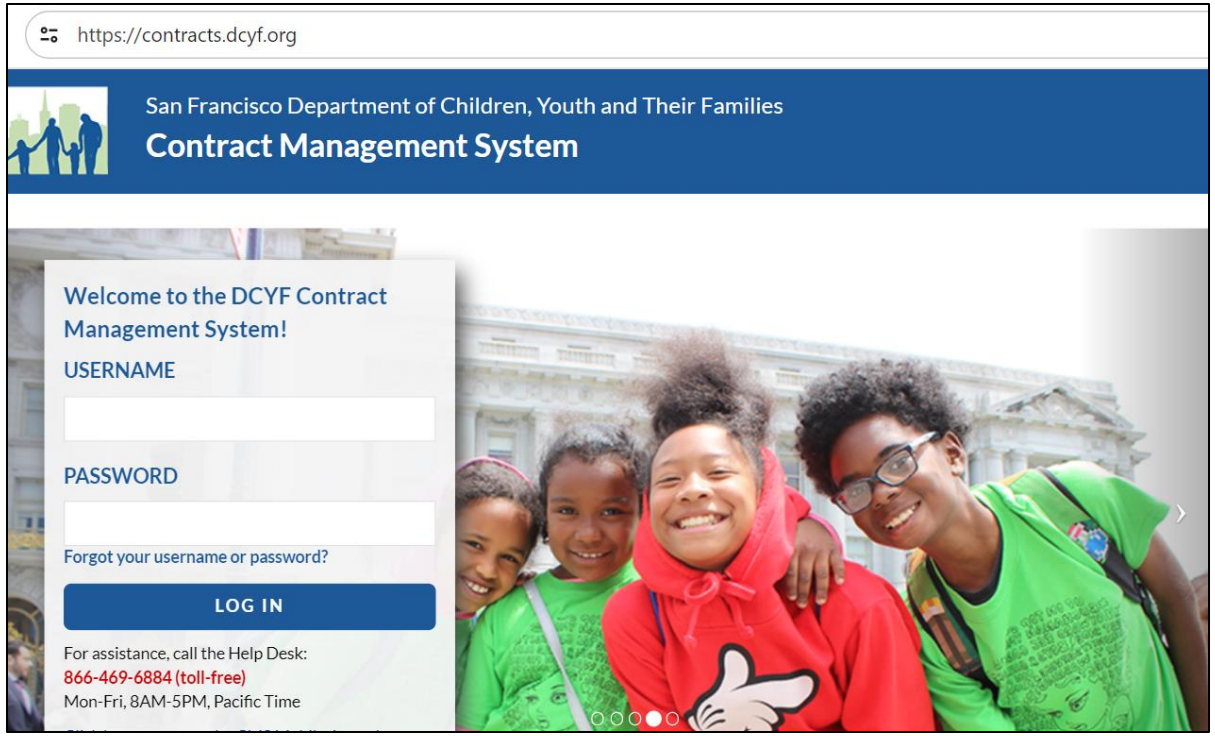
- *This program helped me have a better sense of my value.*
- *This program helped me have a stronger sense of belonging to a community (e.g., school, neighborhood, cultural group.*

Referrals to Supportive Services

Contract Management System (CMS)

Contract Management System (CMS)

- Online system used by DCYF staff and grantees for grants management, reporting, and invoicing
- FY24-25 workplans were released to new and continuing grantees on Monday, April 22
- Grantees complete workplans annually
- DCYF Program Specialists review submissions
- Workplan information is integrated into Grant Agreements



Log-in to DCYF's Contract Management System at **https://contracts.dcyf.org**

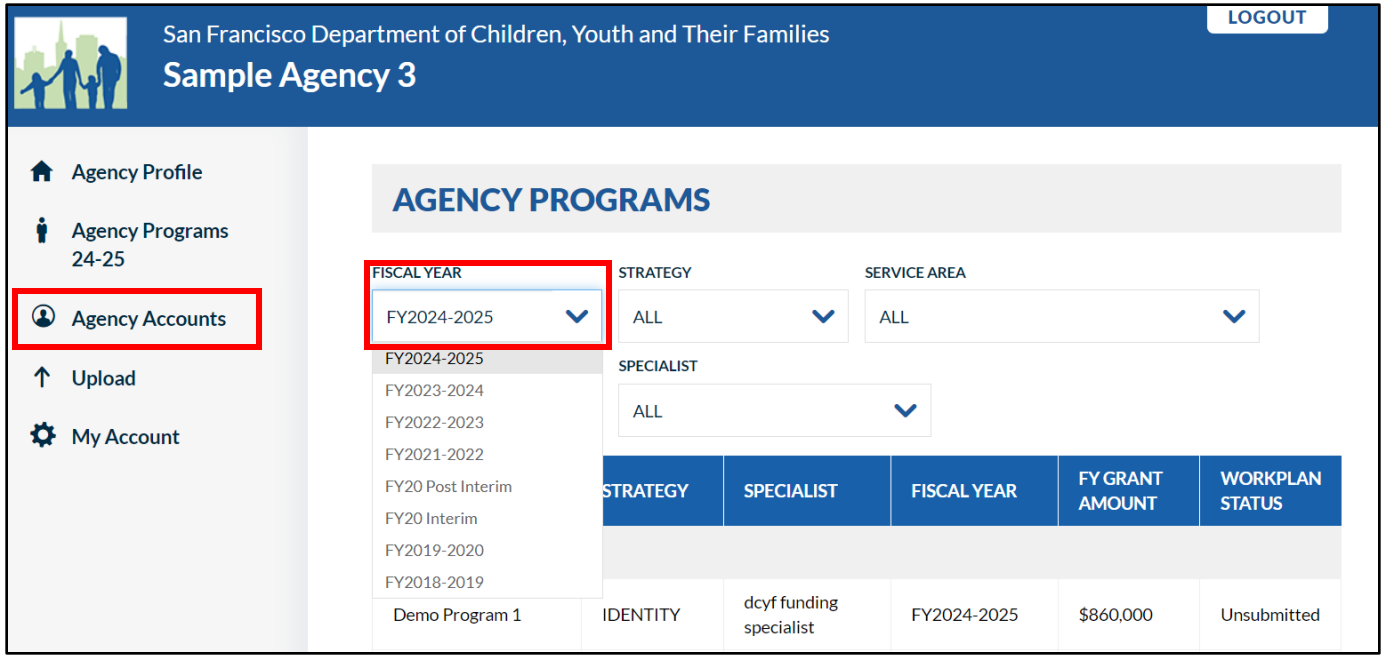
Accessing the CMS

Current DCYF Grantees:

- Select FY2024-2025 using the Fiscal Year dropdown filter on the *Agency Programs* page
- Existing Agency Account users have access to all FY2024-2025 programs
- Existing Program Staff Account users must be granted access to FY2024-2025 programs by an Agency Account user using the *Agency Accounts* module

New Grantees:

- CMS account credentials were sent to agency Executive Directors on Monday, April 22
- Use the *Agency Accounts* module to create additional CMS accounts for your staff



Navigating the CMS

The CMS is organized by fiscal year and program.
Use the Fiscal Year filter to access your list of FY2024-2025 programs.

1. To edit agency details, click on the agency name or *Agency Profile*
2. To view/manage user accounts, click on *Agency Accounts*
3. To view program details, click on the name of the program in the list
4. To change your password, click on *My Account*

Completing Workplans

Completing Your Workplan

1. Login to the CMS using an Agency Account and navigate into a program

2. Select the *Workplan* icon from the left menu to expand and view workplan forms

3. Refer to DCYF resources to assist you in completing your workplan
   - *CMS Handbook*
   - *Doing Business with DCYF Guide*
   - *DCYF 2024-2029 RFP*
   - *Your Proposal*

Workplan Forms

Some details have been transferred into the workplan from your proposal:

Contact & Program Info:
General program information, contacts, and documents

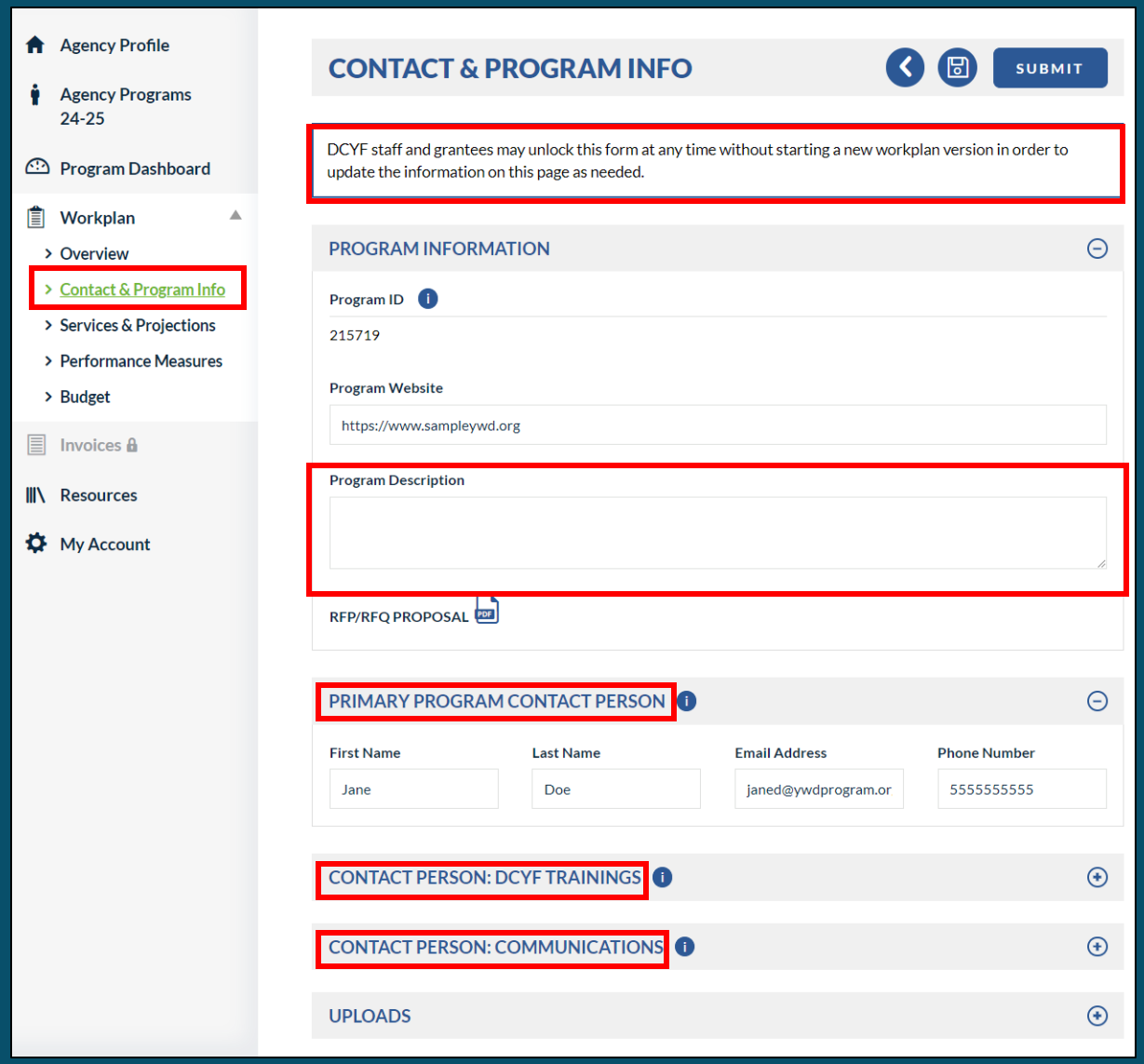
Services & Projections:
Program operation dates, participant projections, target population(s), service sites, and projected services

Performance Measures:
Performance measures and general grant agreements for you to acknowledge

Budget:
Program budget

Agency Profile:
Agency details shared across all programs

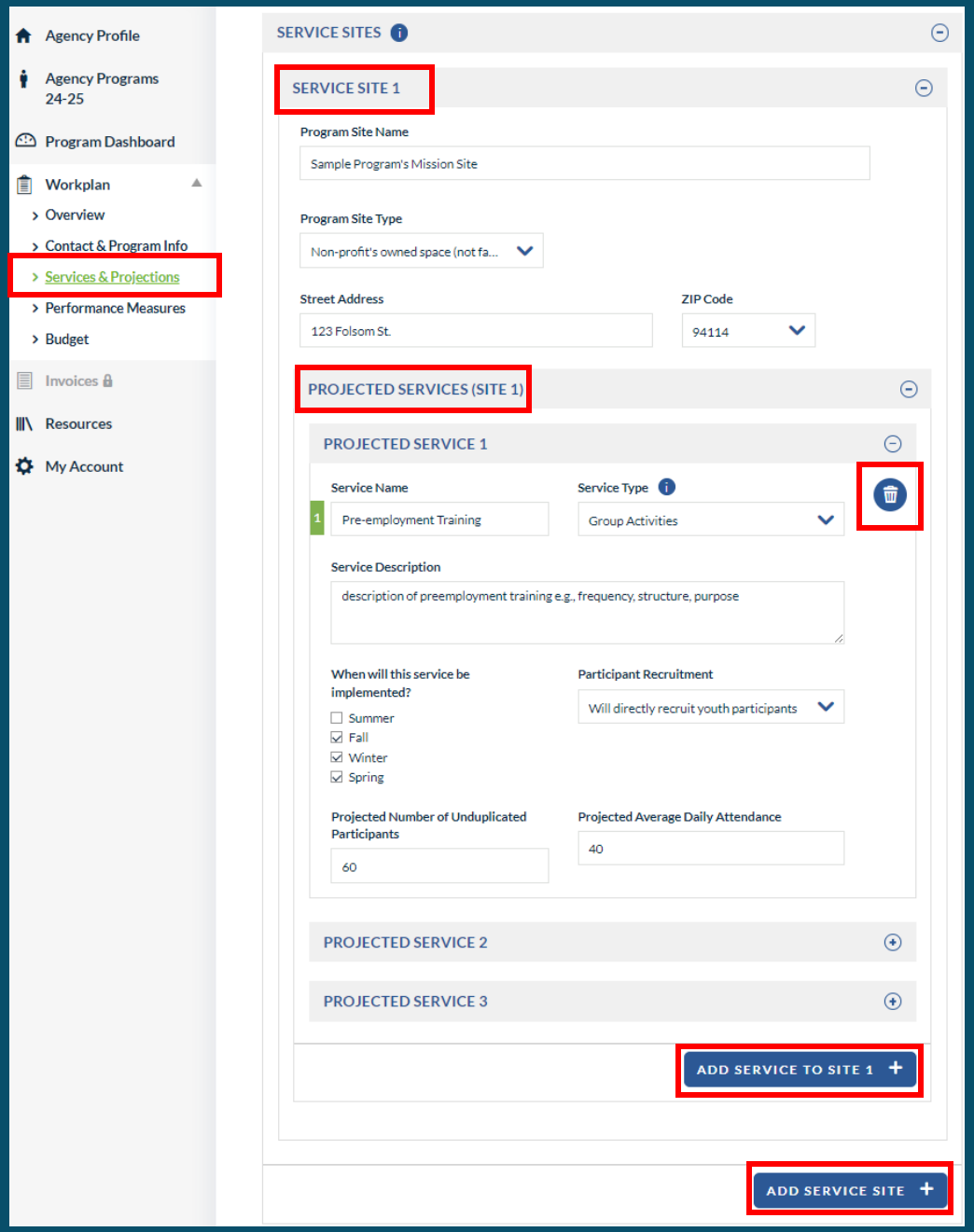
Contact & Program Info



- Your *Program Description* will be published in public-facing materials produced by DCYF
- Contacts listed here will receive important reminders and updates from DCYF
- *Primary Program Contact* receives CMS email notifications when invoices and workplans are submitted, approved, and disapproved by DCYF
- Form may be unlocked and edited at any point by grantees

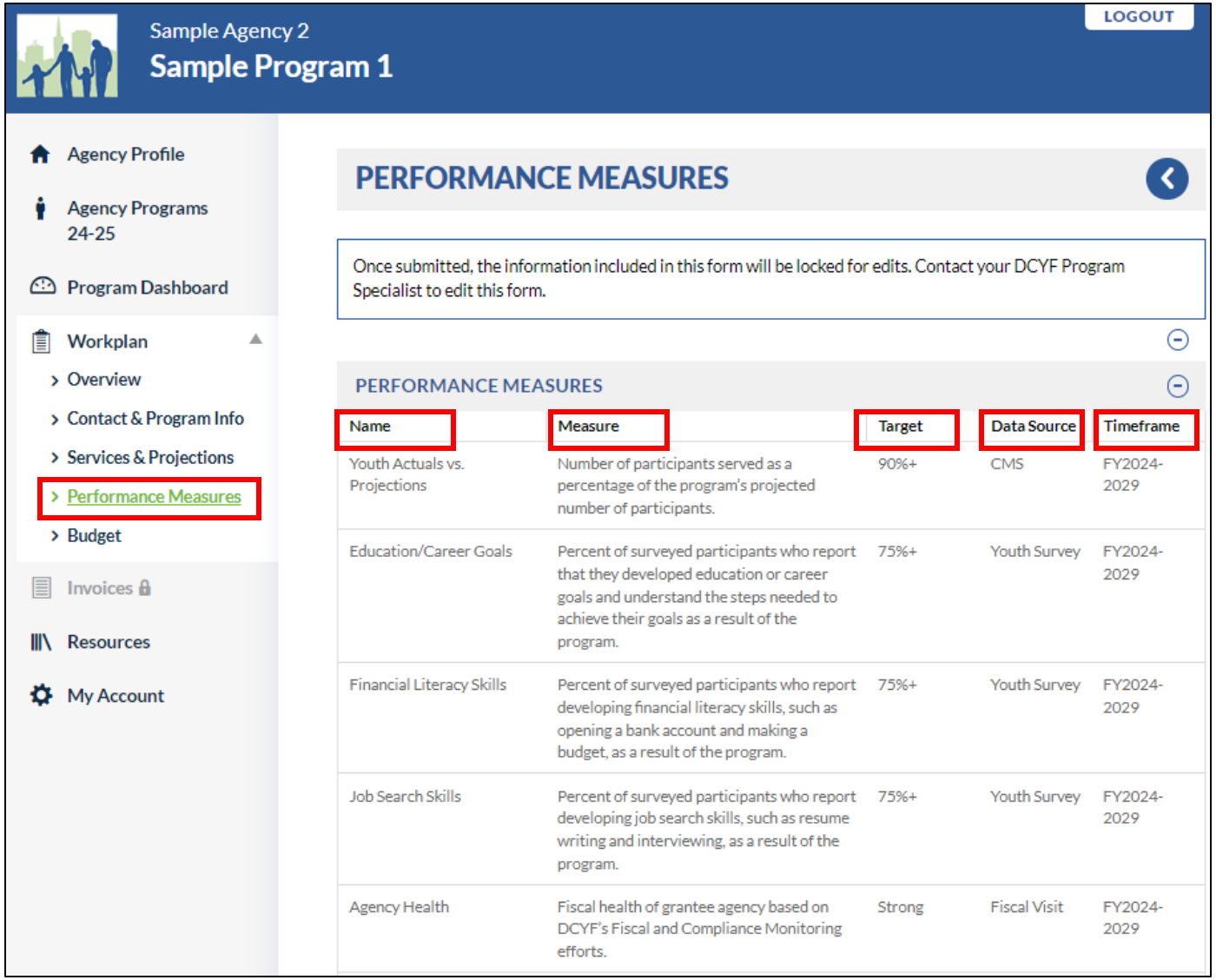
Services and Projections: Projected Sites and Services

- Projected sites and services were copied from your proposal
- Review and edit this section to reflect the sites and services you project to implement in 2024-2025 with the grant awarded to your program
- Use the *Add* and *Remove* buttons to add and remove sites/services
- This section of the workplan provides a template for activity reporting throughout the year



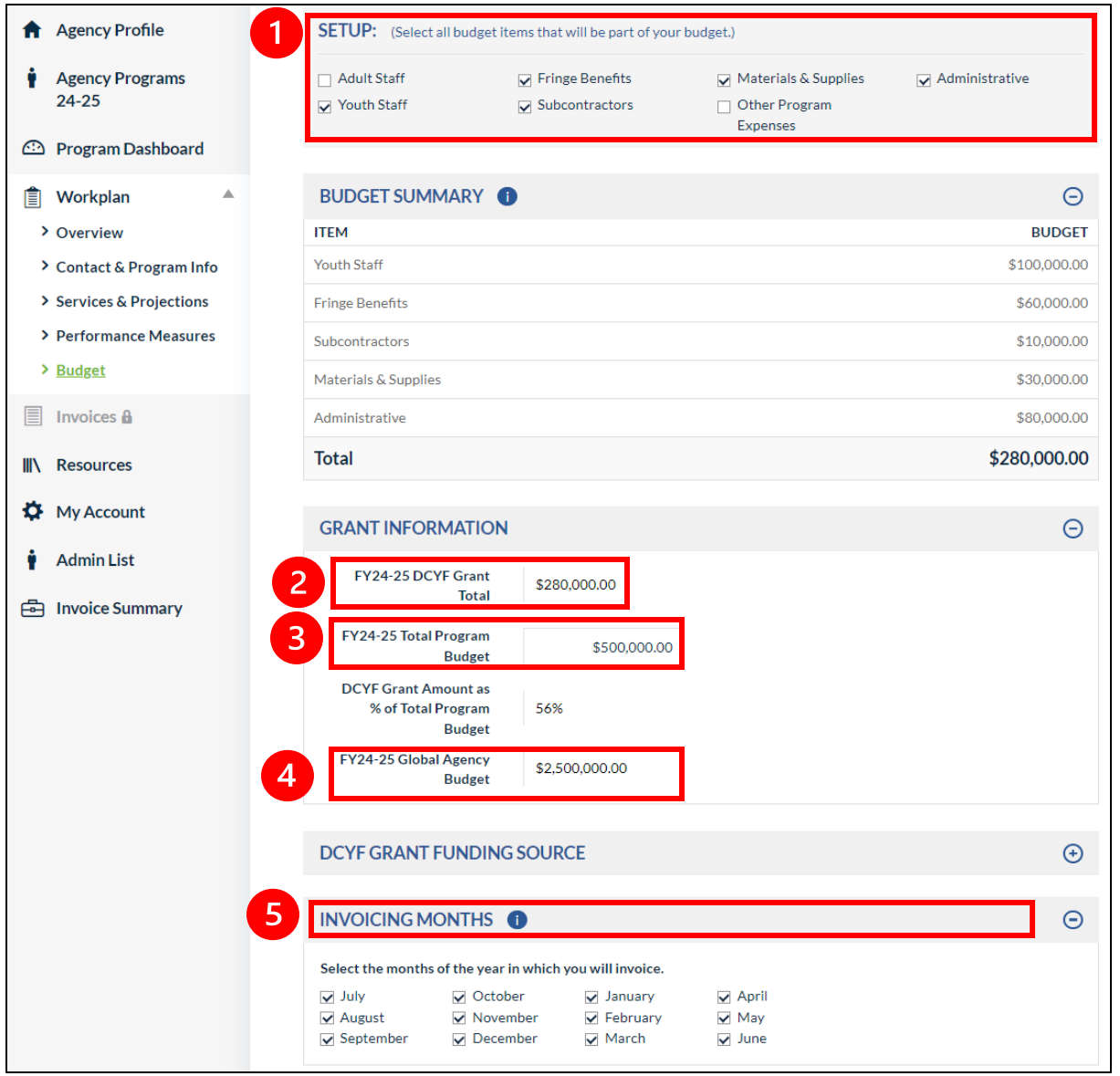
Performance Measures

- Performance Measures are part of your Grant Agreement.
- Results will be published in annual grantee reports.

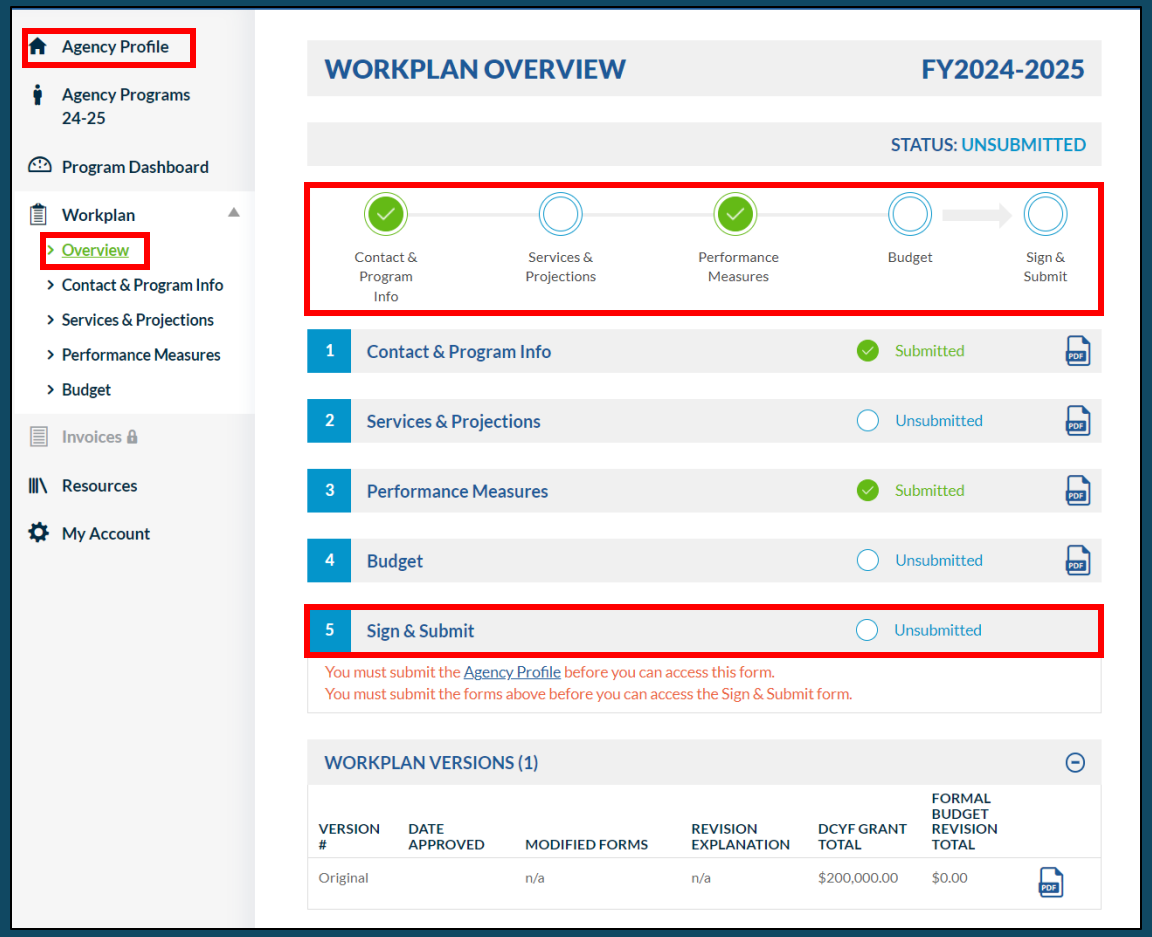


Budget

1. Select the budget categories that are part of your budget at the top of the page
2. FY24-25 DCYF Grant Total: the grant awarded to your program for FY24-25
3. FY24-25 Total Program Budget: your program's total operation costs for FY24-25, including other funding your program may receive beyond DCYF
4. FY24-25 Global Agency Budget: the budget for your agency in FY24-25, which may be edited in the *Agency Profile* form
5. Select the months that your program intends to submit invoices for reimbursement in the *Invoicing Months* section. If unsure, select all months.

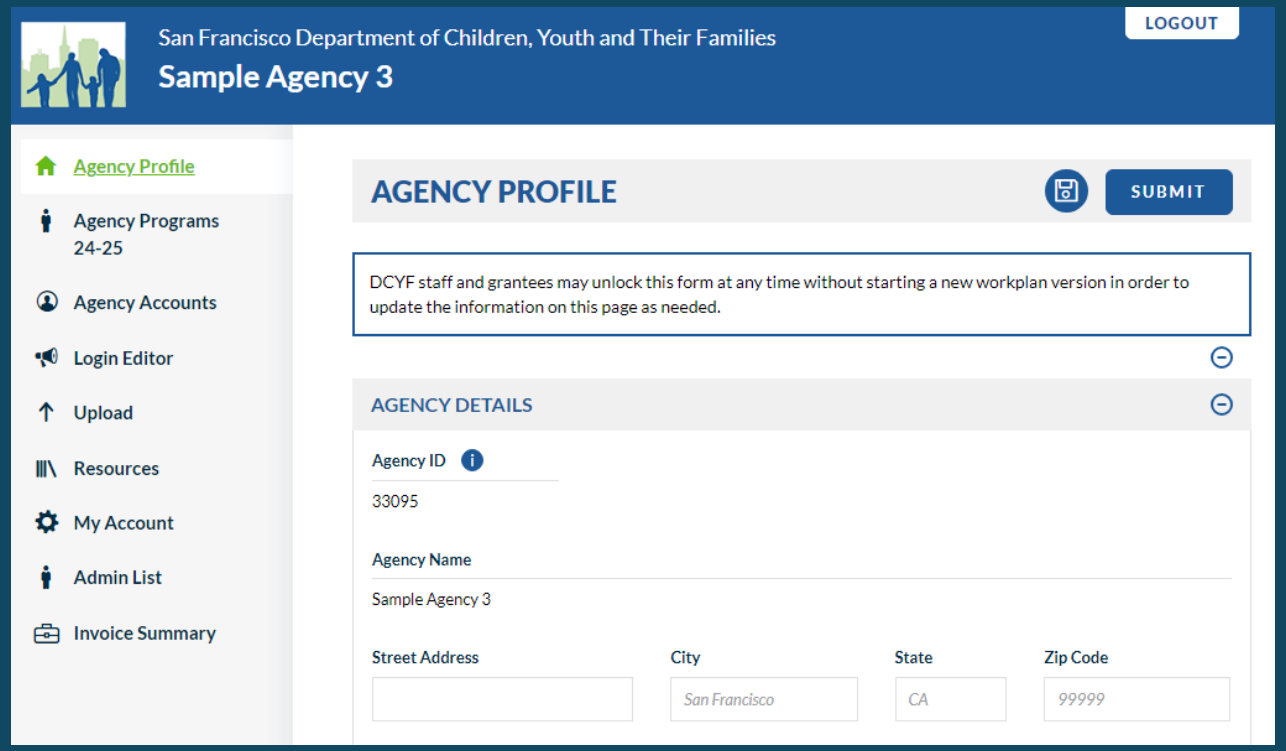


Submitting Your Workplan



- Once submitted, most workplan forms are locked for edits and can only be unlocked by your Program Specialist.
- After you have submitted all forms, including the *Agency Profile*, complete the *Sign & Submit* step on the *Workplan Overview* page to submit your workplan for review.
- Your Program Specialist may send your workplan back to you for changes.

Revising Your Workplan



- After a workplan has been approved, edits to the workplan in most cases require a formal workplan revision.
- Edits to the *Agency Profile* and *Contact & Program Info* forms are the exception – these forms may be unlocked and edited by grantees at any time.
- If a formal revision is needed, contact your Program Specialist and provide justification.

FY2024-2025 Workplan Due Dates

APRIL

April 22, 2024

Grantees receive access to CMS and 24/25 Workplans

MAY

May 6, 2024

All workplans that include summer programming or grant agreements greater than $10 million (which need to go to the Board of Supervisors) are due

May 27, 2024

All other workplans due

Fiscal Monitoring

Fiscal Monitoring:

Fiscal Compliance Monitoring Process

All DCYF grantees receive an **annual Fiscal and Compliance Monitoring Review**.

This fiscal review is not an audit: it is a way for DCYF and other departments to assess the fiscal health of funded agencies and improve quality and consistency of fiscal and other compliance procedures.

DCYF staff participates in all Fiscal and Compliance Reviews for grantees, including review of documents, and the determination of any findings that need to be remedied.

A formal letter detailing findings will be provided.

Fiscal Monitoring:

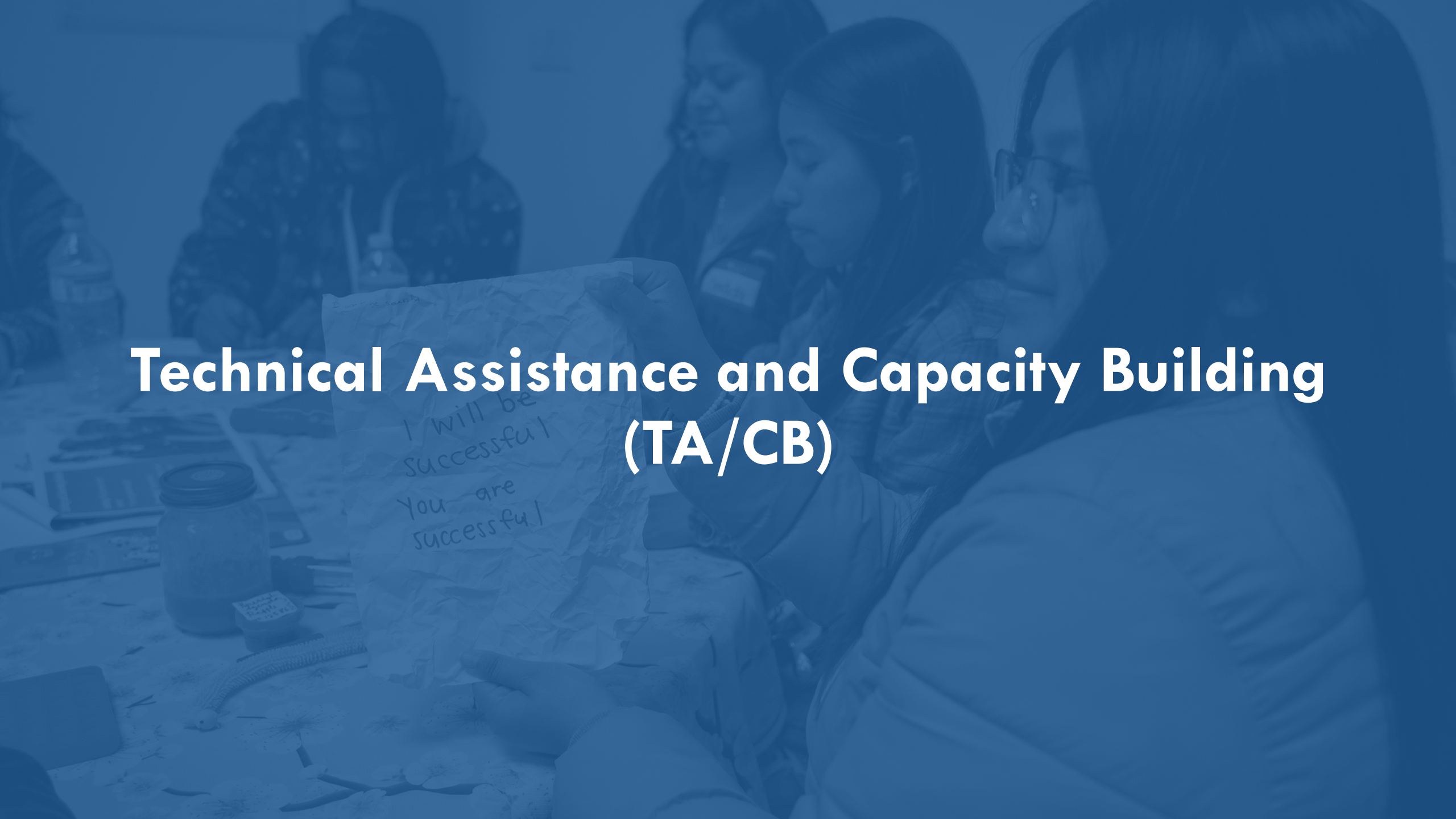
Fiscal Compliance Monitoring Process

Grantees receive Fiscal and Compliance Monitoring Review using either the Citywide Nonprofit Monitoring and Capacity Building Program or DCYF-Only Monitoring.

Citywide Nonprofit Monitoring and Capacity Building Program:

- Also known as Joint Monitoring, includes staff from 12 city departments that work together to conduct the review. Grantees in this process must receive funding from 2 or more city departments, or more than $1 million dollars from one department.
- Each year staff from participating departments determine which grantees will receive Core Monitoring, Expanded Monitoring or be waived from monitoring. All monitoring reviews are conducted virtually with grantees required to submit all requested documents to the lead department.

DCYF-Only Monitoring: Grantees only funded by DCYF will receive a Fiscal and Compliance review, conducted by DCYF staff, using the Citywide Fiscal and Compliance Monitoring form and standards.



Technical Assistance and Capacity Building (TA/CB)

About TA/CB

The San Francisco Department of Children, Youth and Their Families (DCYF) is committed to improving program quality and driving better outcomes for program participants. We understand that the field grows stronger when we invest in the professional development of staff who administer and deliver programs.

To meet the needs of front-line staff, program administrators and non-profit executives at all levels of experience, DCYF offers training workshops, cohorts, conferences and more to all our grantees.

Join our community of non-profit professionals building their skills—sign up for a DCYF professional development opportunity today!

TA/CB: Training, Workshops, and Cohorts

DCYF offers cohort-based offerings and workshops.

Offerings promote and embed the knowledge, experience, and tools developed by DCYF and our collaborators.

Mandatory Workshop Topics:

DCYF has identified foundational workshop topics that grantees need to participate in.

These topics will be offered every quarter:

Cultural Mindfulness Institute:

For Program Directors, Managers, and Coordinators

Healing Centered Engagement:

for Executive Directors, Program Directors, Managers and Coordinators

Positive Youth Development:

for Frontline Staff

Supporting Families with Children with Disabilities:

for Program Directors, Managers, Coordinators, and Frontline Staff

TA/CB:

Mandatory DCYF Conferences

DCYF has four (4) conferences to support organizations' program planning, general staff development and most importantly strengthen DCYF's grantee community.

The conferences below are mandatory to attend:

1. Back to School Conference
2. Virtual Summer Learning Conference for mid-level staff
3. Summer Learning Conference for frontline staff (Virtual and In-Person)
4. Youth Advocacy Day (YAD)

Questions and Answers

Scan the QR Codes!

CWAP Service Area Guide

NFC Service Area Guide