



## Monterey County Board of Supervisors

### Board Order

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066  
[www.co.monterey.ca.us](http://www.co.monterey.ca.us)

A motion was made by Supervisor Chris Lopez, seconded by Supervisor Luis A. Alejo to:

**Agreement No. A-13849, Amendment No. 1**

- a. Approve and authorize the Director of the Department of Social Services to sign Amendment #1 to Agreement A-13849 with Seneca Family of Agencies by adding \$161,082 for a revised contract total of \$1,642,002 for the period of March 1, 2018 through June 30, 2020, to help transition youth from residential care facilities to family-based settings and to provide an administrative support at Child and Family Team meetings; and
- b. Authorize the Director of the Department of Social Services to sign up to three (3) amendments to this agreement where the total amendments do not exceed 10% (\$164,200) of the current amended contract amount, and do not significantly change the scope of work.

PASSED AND ADOPTED on this 10<sup>th</sup> day of December 2019, by the following vote, to wit:

AYES: Supervisors Alejo, Lopez, Phillips, Parker and Adams

NOES: None

ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting December 10, 2019.

Dated: December 17, 2019  
File ID: A 19-435  
Agenda Item No.: 59

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

  
Julian Lorenzana, Deputy

## COUNTY OF MONTEREY

### AMENDMENT # 1 to AGREEMENT # A-13849 Seneca Family of Agencies (KINSHIP CENTER)

ORIGINAL

**This Amendment** is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Seneca Family of Agencies (hereinafter, "CONTRACTOR").

**WHEREAS**, This Amendment modifies the agreement to provide best practices in response to the program requirements set forth by the Continuum of Care Reform (CCR) specifically as it relates to the scheduling and facilitating of Child and Family Team (CFT) meetings and providing Family Finding and Engagement between the parties executed on April 2, 2018 (hereinafter, "Original Agreement").

**WHEREAS**, the County and CONTRACTOR wish to amend the Original Agreement by adding \$161,082 to the FY 19-20 budget, thereby increasing the contract total to \$1,642,002 in order to help transition youth from residential care facilities to family-based settings through implementation of the Active Supportive Intervention Services for Transition (ASIST) program and to provide a notetaker at CFT meetings.

**NOW THEREFORE**, the parties agree:

1. Section 1.0 GENERAL DESCRIPTION of the Original Agreement is amended to read as follows:
  - 1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AA**, in conformity with the terms of this Agreement. The services are generally described as follows: **Child & Family Team meeting facilitation, Family Finding and Engagement services, and Active Supportive Intervention Services for Transition (ASIST) to children/youth in out-of-home care.**
2. Section 2.0 PAYMENT PROVISIONS of the Original Agreement is amended to read as follows:
  - 2.01 COUNTY shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AA**, subject to the limitations set forth in this Agreement. The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of **\$1,642,002.00.**
3. Section 4.0 of the Original Agreement SCOPE OF SERVICES AND ADDITIONAL PROVISIONS is amended to read as follows:
  - 4.01 The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

<b>Exhibit AA</b>	<b>Scope of Services/Payment Provisions</b>
<b>Exhibit B</b>	<b>DSS Additional Provisions</b>
<b>Exhibit CC</b>	<b>Program Budget</b>
<b>Exhibit D-1</b>	<b>Family Contingency Fund Detail</b>
<b>Exhibit DD-2</b>	<b>Sample Invoice</b>
<b>Exhibit D-3</b>	<b>ASIST Service Detail Sample</b>
<b>Exhibit E</b>	<b>Child Abuse Reporting Certification</b>
<b>Exhibit F</b>	<b>Lobbying Certification</b>
<b>Exhibit G</b>	<b>Audit Provisions</b>
<b>Exhibit H</b>	<b>HIPPA Certification</b>
<b>Exhibit I</b>	<b>Elder Abuse Reporting Certification</b>
<b>Exhibit J</b>	<b>ACL 16-84</b>
<b>Exhibit K</b>	<b>ACL 19-53</b>

5. Sections 1.01, 1.03 and 2.01 of Exhibit B of the Original Agreement are amended to read as follows:

**1.01 Monthly Claims by CONTRACTOR:** Not later than the tenth (10<sup>th</sup>) day of each month CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. The invoice shall be submitted in the form set forth in Exhibits D-1, DD-2, and D-3.

**1.03 Allowable Costs:** Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement as set forth in the budget, attached hereto as Exhibit CC. Only the costs listed in Exhibit CC as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

**2.01 Outcome objectives and performance standards:** CONTRACTOR shall, for the entire term of this Agreement, provide the service outcomes set forth in Exhibit AA. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in Exhibit AA unless prevented from doing so by circumstances beyond CONTRACTOR's control including, but not limited to, natural disasters, fire, theft and shortages of necessary supplies or materials due to labor disputes.


6. Exhibits A, C, and D-2 of the Original Agreement are rescinded, and replaced by Exhibits AA, CC, and DD-2. Exhibits D-3 and K are incorporated into this Agreement.

If there is any conflict or inconsistency between the provisions of the AGREEMENT, or this AMENDMENT, the provisions of this AMENDMENT shall govern. A copy of this AMENDMENT shall be attached to the original AGREEMENT, as it may have been previously amended.

Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the original AGREEMENT shall remain unchanged and unaffected by this AMENDMENT and shall continue in full force and effect.

IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

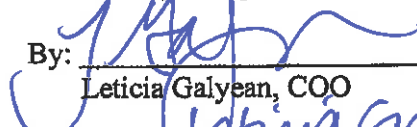
**COUNTY OF MONTEREY:**

By:   
Lori A. Medina  
Director, DSS

Date: 1/2/20

**CONTRACTOR:**

Seneca Family of Agencies (KINSHIP CENTER)


By:   
Leticia Galyean, COO  
(Print Name & Title)

Date: 11/19/19

**Approved as to Form:**

  
Deputy County Counsel

Date: 11-21-19

By:   
(Secretary, CFO, Treasurer)

Janet Briggs, CFO  
(Print Name and Title)

Date: 11/19/19

**Approved as to Fiscal Provisions:**

  
Auditor-Controller's Office

Date: 11/25/2019

**MONTEREY COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
and  
Seneca Family of Agencies (KINSHIP CENTER)**

***CFT Partnership*  
03/01/2018 – 06/30/2020  
SCOPE OF SERVICES**

**A. CONTACTS**

**1. Contractor Information:**

*Provider Name:* Kinship Center, Seneca Family of Agencies  
*Street Address:* 124 River Road, Salinas, CA 93908  
*Phone:* 831-455-9965  
*FAX:* 831-455-4777

**2. Primary Contacts:**

Virginia Pierce, MA III DSS, Family and Children's Services 1000 S. Main Street, Suite 206 Salinas, CA 93901 Tel: 831-759-6768 FAX: 831-755-4600 <a href="mailto:piercevr@co.monterey.ca.us">piercevr@co.monterey.ca.us</a>	Carol Bishop, Executive Director Seneca Family of Agencies Kinship Center - Family Ties Program 124 River Road Salinas, CA 93908 831-443-0662 831-455-4777 <a href="mailto:Carol_Bishop@senecacenter.org">Carol_Bishop@senecacenter.org</a>
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**3. Administrative Oversight Team:**

Virginia Pierce, MA III DSS, Family and Children's Services 1000 S. Main Street, Suite 205 Salinas, CA 93901 Tel: 831-759-6768 FAX: 831-755-4600 <a href="mailto:piercevr@co.monterey.ca.us">piercevr@co.monterey.ca.us</a>	<b>Leticia Galyean</b> Seneca Family of Agencies 6925 Chabot Road Oakland, CA 94618 Tel: 510-654-4004 ex 2004 FAX: 510-830-3590 <a href="mailto:leticia_galyean@senecacenter.org">leticia_galyean@senecacenter.org</a>
Christine Lerable, PMII DSS, FCS 1000 S. Main Street, Suite 205 Salinas, CA 93901 Tel: 831-755-8498 FAX: 831-755-4600 <a href="mailto:lerablecc@co.monterey.ca.us">lerablecc@co.monterey.ca.us</a>	<b>Richard Fenton</b> Probation Services Manager 1422 Natividad Salinas, CA 93906 Tel: 831-755-3912 <a href="mailto:Fentonr@co.monterey.ca.us">Fentonr@co.monterey.ca.us</a>

**B. CONTRACT AWARD INFORMATION**

SUBAWARD: Foster Care – Title IV-E

CONTRACTOR DUNS Number: 178420030

Date County Awarded Funding: March 1, 2018

**FEDERAL AWARD DESCRIPTION, CFDA PASSTHROUGH INFORMATION, AND DOLLAR AMOUNT:**

Administration for Children and Families, Department of Health and Human Services – Adoption and Legal Guardianship Incentive Payments – California Department of Social Services - 93.603 - \$49,579 for FY2019/20

Administration for Children and Families, Department of Health and Human Services – Foster Care Title IV-E – California Department of Social Services 93.658 - \$435,238 contract total

Research and Development: NO

Indirect Cost Rate: 14%

**C. PURPOSE**

The purpose of this Agreement is to provide best practices in response to the program requirements set forth in the Continuum of Care Reform (CCR) which went into effect in 2017. CCR was established to keep children and youth in their homes whenever possible. When children and youth must be separated from their biological parents, CCR sets in place some fundamental principles and requirements including: that all children should live in a permanent home with a caring, loving adult and that child welfare services are most effective when delivered in the context of the best interests of a child or youth and are delivered in a manner that is family-centered. **This Agreement also supports Seneca Family of Agency partnering with the COUNTY on the implementation of the Active Supportive Intervention Services for Transition (ASIST) pilot program through the California Department of Social Services (CDSS).**

Two significant components of CCR are addressed through this agreement. The first is the requirement for counties to actively seek out and support familial and community connections for children and youth in out-of-home care. This is commonly known as “Family Finding and Engagement” (FFE) and the provision of this service is a main outcome of this agreement. Monterey County Child Welfare and Juvenile Probation desire to partner in meeting best-practice standards for family finding and engagement efforts in order to meet the needs of all children and youth in the foster care system. Probation specifically requires in-depth assistance and expertise to meet best practice needs around FFE.

Secondly, CCR also required the development of the Child and Family Team (CFT) approach for all children and youth in foster care. The CFT model provides the context and required shared responsibility to assess, plan, intervene, monitor, and refine services over time as a child or youth remains in out-of-home care. Regular CFTs must be provided to all children and youth who are experiencing out-of-home care because of foster care placement; both for child welfare and probation children/youth. The CDSS composed ACL NO. 16-84 (Exhibit J) that outlines and provides a broad overview of the requirements and guidelines of the CFT process. Although Monterey County Family & Children's Services (FCS) has historically provided similar team meetings (Team Decision Making, Family Team Meetings, Permanency Conferences etc.), this new scope of services mainstreams these meetings, which historically were focused on specific subgroups with foster care. The need for planning, scheduling, facilitating, documenting, and preparing all children, youth and families for a CFT exceeds internal capacity for both Monterey County Family and Children's Services and Probation. CFTs also suggest that a neutral party to act as a facilitator. This agreement supports the provision of these CFT best practice services through a community partner.

This agreement includes service delivery to all Monterey County children, youth and families who are at high risk of, or currently experiencing foster care placements within their family system. This includes eligible children, youth and families in both the Child Welfare and Probation systems.

### C. PROGRAM DESCRIPTION

The target population is children, youth and families who have one or more children who are child welfare court dependents or are probation wards with an active out of home placement order. **The target population also includes children youth and families who have an open voluntary family maintenance case or are under probation jurisdiction and remain at-risk for an out of home placement order.** The SCOPE OF WORK includes but is not limited to the following:

- 1.) The CDSS composed ACL NO. 16-84 (Exhibit J) which provides a broad overview of the requirements and guidelines of the CFT process. The SCOPE OF WORK will adhere to the requirements and guidelines outlined in this ACL.
- 2.) The CDSS composed ACL NO. 19-53 (Exhibit K) which provides a broad overview of the requirements and guidelines of the ASIST program. The SCOPE OF WORK specific to ASIST will adhere to the requirements and guidelines outlined in this ACL. **CONTRACTOR will provide intensive base services for mutually identified 8-12 youth via ASIST. If subsequent youth are in need of transitional services as identified through the Interagency Placement Committee, 1-2 additional youth may be served by the ASIST program contingent upon funding and capacity.**
- 3.) Scheduling, preparation, facilitation and documentation of Child and Family Team (CFT) meetings for children, youth and families involved in the Child Welfare and Probation systems. This could build in capacity for an average of fifty (50) CFTs per month. Specifics include but are not limited to:
  - a) creating and maintaining a centralized in-box and e-mail for CFT related communication.
  - b) supporting and working with the COUNTY on the creation and tracking of the various forms needed for participation in the CFT Partnership program.

- c) responding to referrals in the following timeframes: initial call-back or e-mail to confirm receipt of referral will occur within 24 hours of receiving the referral. CFTs will be organized and facilitated by the CONTRACTOR as follows:
  - a. crisis emergency: occur within 72 hours of referral;
  - b. new case referrals from the Dependency or Probation Placement Unit: upon County case assignment refer within one week (7 days) of referral;
  - c. ongoing: ideally next CFT will be scheduled at the end of the CFT being held, non-emergency CFTs will be scheduled and held within one month (30 days) of referral.
- 4.) Facilitator role includes, but is not limited to:
  - a. adhering to the CFT facilitation guidelines and training offered through CDSS or its designee,
  - b. contacting the Social Worker/Probation Officer (SW/PO) not less than one week prior to the CFT (or within 24 hours of receiving a referral for a crisis CFT) to discuss pertinent information,
  - c. creating an agenda,
  - d. initiating a sign-in sheet,
  - e. acting as back-up for note taking when SW/PO is unable to identify or provide an individual (i.e. clerical or supervisor) for this task,
  - f. work with scheduler to coordinate the date/time/location of the CFT,
  - g. set up technology for CFTs where there needs to be telephonic or Skype/Facetime participation,
  - h. writing a facilitator meeting summary to the group to be input by the SW/PO in Case Management System (CMS) as required by CDSS,
  - i. completing the Family Fund Request form and gaining signatures from CFT participants; at minimum, the SW/PO and a family member must sign,
  - j. gathering basic Family Finding information from the CFT for initiation of a Family Finding referral,
  - k. **completing monthly CDSS data and documentation requirements specific to ASIST and**
  - l. other duties as determined by CONTRACTOR and COUNTY as program develops.
- 5.) Scheduler role includes, but is not limited to:
  - a. checking the CFT inbox not less than two times per workday,
  - b. contacting all parties listed in the CFT referral to schedule a meeting,
  - c. working with Children's Behavioral Health (CBH) /Department of Social Services (DSS)/Probation designees,
  - d. working with facilitator on scheduling as needed,
  - e. e-mailing or faxing (to be determined) the Family Fund form to the designated DSS manager within 24 hours of receipt.
  - f. passing on Family Finding and Engagement referrals to the appropriate staff within 24 hours of receipt.
  - g. assuring that for all active court cases prior to the termination of parental rights (TPR) that a parent(s) is invited and actively engaged to participate as well as all children/youth (as age appropriate) are to be present at the CFT
  - h. assuring that a representative from CBH can attend the CFT.
  - i. **tracking ASIST children/youth**



- j. other duties as determined by CONTRACTOR and COUNTY as program develops.
- 6.) Family Engagement Specialists work with the family and the COUNTY on locating, engaging and supporting extended family and kin for children and youth in foster care. This work is critical to the creation of a circle of permanence for a child or youth in foster care placement. Within this agreement there is capacity for an average of thirty (30) open families (sibling groups) at one time. Specifics include, but are not limited to:
- a. accepting the Family Finding and Engagement (FFE) referral within 24 hours of CFT.
  - b. contacting the SW/PO within 72 hours to formulate a plan of action and engagement which may include hard file or CMS file review. This task will take place within the DSS or Probation offices.
  - c. communication is critical to Family Finding and Engagement work. Maintaining regular contact with the SW/PO, providing monthly case summaries to be written up by the CONTRACTOR, reviewed by the COUNTY and agreed upon by the team; to include not less than monthly e-mail summaries.
  - d. requesting that the SW/PO set up a CFT when significant information has been located and a detailed plan of action developed specific to FFE efforts.
- 7.) Other expectations and services of the CONTRACTOR include but are not limited to:
- a. facilitation of CFTs in the residence of the child(ren) whenever appropriate.
  - b. identification of local, neutral neighborhood spaces to hold CFTs.
  - c. travel out of County to facilitate CFTs where youth are transitioning from a Short Term Residential Therapeutic Program (STRTP).
  - d. when requested by the COUNTY, preparing and educating participating family members for the CFT.
  - e. set up, management and tracking of One Time Only (OTO) funds to be accessed via the CFT as needed to meet immediate needs of the family.
  - f. support and participate with the COUNTY in the development and tracking of the necessary forms needed to access these funds.
  - g. provide the technology needed to facilitate and hold virtual CFTs deemed to be appropriate by CDSS, the COUNTY and CONTRACTOR.
  - h. provide and participate in the necessary training and supports to staff selected to do the CFT facilitation, family finding and engagement work as required by the CONTRACTOR.

**D. STAFFING**

The following positions reflect staffing planned for the CFT Partnership Program, regardless of funding source:

- a. An Executive Director to be responsible for the management oversight of the program, including supervision of the Program Director, budgetary oversight and program marketing.
- b. A Half-time Program Director will be responsible for the overall operation of the program, including direct supervision of the Program Supervisor, budget monitoring, and program liaison with Monterey County DSS, and backup direct supervision of program staff.
- c. Program Supervisor .50 FTE– Responsible for direct supervision and evaluation of

the CFT Facilitators and Coordinator Scheduler, including participating in ongoing training.

- d. Program Facilitators 2.50 FTE – Preparing, facilitating and documenting CFT's within program guidelines, maintain communication with the SW/PO and other significant County staff, coordinate with scheduler to arrange for CFT meeting, provide summary notes to SW/PO, arrange for Family Fund request, gather information for Family Finding, schedule subsequent CFT.
- e. Family Engagement Specialists 1.50 FTE – Conduct Family Finding and Engagement work for families referred from DSS and Probation through the CFT process. Maintain open communication with SW/PO with regularly scheduled updates of progress. Participate in ongoing training to enhance skills.
- f. CFT Notetaker .50 FTE - Working within the values outlined by the adopted CDSS Core Practice Model, this person performs tasks in an administrative support role to assure best practices are reached during the set-up, facilitation and information sharing within the CFT. Primary tasks include, but may not be limited to: note taking during CFTs, supporting set-up and clean-up for a CFT, dissemination of shared paperwork and information post CFT, and pre-CFT or post CFT calls or e-mails to CFT participants as needed.
- g. Coordinator Scheduler 1.0 FTE – Coordinate with Facilitators to contact participants and schedule CFT meetings; contact all participants; locate appropriate sites and set up meetings with necessary technology; manage data entry and tracking documentation as directed; arrange travel for Facilitators and Family Engagement Specialists when needed; manage referrals and track contacts.

**E. DATA SHARING and EVALUATION**

The following guidelines pertain to the sharing of data and program evaluation. In order to achieve stronger outcomes for children under the care of DSS and Probation who are in need of relative and near-kin permanency, DSS and Probation will provide data and information specific to these children, as needed to best support the CONTRACTOR supporting these families. CONTRACTOR will partner with the COUNTY on various tasks defined by the court process for receiving the child or family's Case Plan, however nothing that is child specific court case information, not necessary for the support of the child, will be shared and all users will comply with Welfare & Institutions (W & I) Code Section 10850, 45 CFR § 205.50. Violation of this statement may constitute grounds for corrective action up to and including termination of employment and/or this Agreement. Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties

**F. FISCAL PROVISIONS**

- CONTRACTOR acknowledges that core funding for the CFT Partnership is pursuant to the actual funding from the COUNTY.
- CONTRACTOR agrees to complete the monthly invoices on the form set forth in Exhibits D-1 and DD-2, and provide to COUNTY Primary Contact no later than the 10<sup>th</sup> day of the month following the month of service.
- The maximum amount to be paid by County to CONTRACTOR for the term of this Agreement, March 1, 2018 – June 30, 2020, shall not exceed **one million six hundred forty-two thousand and two dollars (\$1,642,002.00)** as detailed in Exhibit CC,

**Budget.** The expenditure per fiscal year shall not exceed two hundred seven thousand four hundred eighty-one dollars (\$207,481.00) for FY 17-18, six hundred thirty-one thousand eight hundred and ninety-eight dollars (\$631,898.00) for FY 18-19 and **eight hundred two thousand six hundred and twenty-three dollars (\$802,623.00)** for FY19-20 as detailed in **Exhibit CC, Budget.**

**G. MEETINGS/COMMUNICATIONS**

1. CONTRACTOR shall be responsible for reporting to the Seneca Family of Agencies Board of Directors regarding program needs, plans and trends for relative caregivers to include ongoing statistical data and analysis.
2. CONTRACTOR will participate in not less than monthly CFT Partnership meetings to review the program strengths and areas of growth as well as problem solve, create and enhance existing program planning. This meeting will specifically address any communication necessary around the Family Finding and Engagement portion of this Agreement.
3. CONTRACTOR will participate in not less than quarterly contract review meetings. The purpose of these meetings will be to maintain open communication to oversee implementation of this Agreement; discuss and make decisions regarding contract issues; evaluate contract usage and effectiveness; and make recommendations for contract modifications.
4. CONTRACTOR will work collaboratively with the COUNTY, Hartnell Community College and the Title IV-E oversight team on the provision of training, as identified.
5. CONTRACTOR will provide an end of FY program services summary to the COUNTY by August 15 of each year. Specific data information to be provided to the COUNTY will be determined collaboratively.
6. **CONTRACTOR will meet monthly with the identified team specific to the implementation and oversight of ASIST pilot program**
7. CONTRACTOR will participate in across county collaborative efforts pertaining to best practice implementation of CCR efforts.

**F. REPORTING REQUIREMENTS**

1. CONTRACTOR will collect and provide data on all CFTs, OTO fund requests and family finding and engagement efforts provided by the CFT Partnership program, assuring a partnership that can provide other additional data requirements of the State or other supporting agencies.
2. **CONTRACTOR will complete and submit the reporting requirements determined by CDSS specific to the ASIST program.**
3. The COUNTY will be responsible for approval and submittal of the data as received by the CONTRACTOR and to be provided to the CDSS, Chief Probation Officers of California (CPOC) and the California Department of Health Care Services (DHCS).
4. CONTRACTOR will participate in other data collection requirements set forth by the COUNTY as appropriate.

**Monterey CFT/Family Finding and Engagement  
Seneca Center - Budget  
FY 2017-20**

**EXHIBIT CC**

Revenue		Annual 17/18 Budget	Four Month		Annual 18-19 Budget		Annual 19-20 Budget
<b>Monterey County Funds</b>		622,444.00	207,481		631,898		802,632
<b>Total Revenue</b>		622,444.00	\$207,481		\$631,898		\$802,632
Expenses		Annual 17/18 Budget	Four Month		Annual 18-19 Budget		Annual 19-20 Budget
<b>Payroll</b>							
Executive Director	0.05	7,500.00	2,500	0.05	7,650	-	-
Director	0.50	42,500.00	14,167	0.50	43,350	0.50	44,651
Program Supervisor						0.50	35,493
Facilitators (Bilingual Prefer)	2.00	121,000.00	40,333	2.00	123,420	2.50	132,886
Fam. Engage. Specialists (Bilingual Prefer)	2.00	91,520.00	30,507	2.00	93,350	1.50	85,169
CFT Notetaker						0.50	25,844
Coordinator/Scheduler	1.00	45,760.00	15,253	1.00	46,675	1.00	48,542
Health Information Specialist	0.50	20,800.00	6,933	0.50	21,216	0.42	17,336
<b>Total</b>	6.05	329,080.00	\$109,693		\$335,662		\$389,921
Benefits @	0.26	85,560.80	28,520		87,272		101,379
<b>Total Payroll</b>		414,640.80	\$138,213		\$422,934		\$491,300
Operations		Annual 17/18 Budget	Four Month		Annual 18-19 Budget		Annual 19-20 Budget
<b>Program Support</b>							
Office Supplies		1,200.00	400		1,200		4,000
Telephone		5,220.00	1,740		5,220		5,850
Family Finding Searches		1,800.00	600		1,800		1,800
Staff Training and Recruitment		6,960.00	2,320		6,960		2,350
Mileage Reimbursement/Staff Travel		20,880.00	6,960		20,880		14,150
<b>Total Program Support</b>		36,060.00	\$12,020		\$36,060		\$28,150
<b>Facility and Equipment</b>							
Facility		38,803.00	12,934		38,803		27,500
Expendable Equipment		2,900.00	967		2,900		1,750
<b>Total Facility Cost</b>		41,703.00	\$13,901		\$41,703		\$29,250
<b>Child and Family Related</b>							
Child and Family Engagement Funds		3,600.00	1,200		3,600		3,600
Family Contingency Fund (county approval)		50,000.00	16,667		50,000		50,000
<b>Total Basic Care</b>		53,600.00	\$17,867		\$53,600		\$53,600
<b>Total Operations</b>		131,363.00	\$43,788		\$131,363		\$111,000
<b>Total Direct Expenses</b>		546,003.80	\$182,001		\$554,297		\$602,300
Allocable Expense	0.14	76,440.53	25,480		77,602		84,322
<b>Total Expense</b>		622,444.33	\$207,481		\$631,898		\$686,623
<b>ASIST Services</b>							
ASIST Expenditures		-	-		-		\$ 66,421
Adoption and Legal Guardianship Expenditures		-	-		-		\$ 49,579
<b>Total Asist Services</b>		-	-		-		\$ 116,000
<b>TOTAL CONTRACT</b>		622,444.33	207,481		631,898		\$ 802,623

**MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES  
and SENECA FAMILY OF AGENCIES  
EXHIBIT DD-2**

*Monterey CFT Partnership  
7/1/2019 - 6/30/2020*

**INVOICE**



Invoice Number: \_\_\_\_\_

Invoice Month: \_\_\_\_\_

BUDGET ITEM	FY TOTAL BUDGET	PRIOR MONTH FY-TO-DATE EXPENSES	CURRENT MONTHLY EXPENSES	CURRENT FY-TO-DATE EXPENSES	BALANCE FY CONTRACT FUNDS
Salaries	\$389,921.00	\$0.00	\$0.00	\$0.00	\$389,921.00
Benefits	\$101,379.00	\$0.00	\$0.00	\$0.00	\$101,379.00
<b>Total Salaries and Benefits</b>	<b>\$491,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$491,300.00</b>
<b>Operating Costs</b>					
Office Supplies	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Telephone	\$5,850.00	\$0.00	\$0.00	\$0.00	\$5,850.00
Family Finding Searches	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Staff Training and Recruitment	\$2,350.00	\$0.00	\$0.00	\$0.00	\$2,350.00
Mileage Reimbursement/Staff Travel	\$14,150.00	\$0.00	\$0.00	\$0.00	\$14,150.00
<b>Total Program Support</b>	<b>\$28,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,150.00</b>
Facility	\$27,500.00	\$0.00	\$0.00	\$0.00	\$27,500.00
Expendable Equipment	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
<b>Total Facility Expense</b>	<b>\$29,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,250.00</b>
Child and Family Engagement Funds	\$3,600.00	\$0.00	\$0.00	\$0.00	\$3,600.00
Family Contingency Fund (county approval)	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
<b>Total Child and Family Related</b>	<b>\$53,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$53,600.00</b>
<b>Total Operations</b>	<b>\$802,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$802,300.00</b>
<b>Overhead (Indirect Costs)</b>	<b>\$84,322.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84,322.00</b>
<b>ASIST Services</b>					
ASIST Expenditures	\$66,421.00	\$0.00	\$0.00	\$0.00	\$66,421.00
Adoption and Legal Guardianship Expenditures	\$49,579.00	\$0.00	\$0.00	\$0.00	\$49,579.00
<b>Total ASIST Services</b>	<b>\$116,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,000.00</b>
<b>Total Program Costs</b>	<b>\$802,822.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$802,822.00</b>

I hereby certify that this report is correct and complete to the best of my knowledge and that the costs are eligible for payment pursuant to the terms of the contract.

Authorized signature: \_\_\_\_\_

Brian Shilcock  
Title: Asst Director of Accounting

Date: \_\_\_\_\_

Monterey County DSES Authorized Signature/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Remit to: Seneca Family of Agencies  
2275 Arlington Drive  
San Leandro, CA 94578



**KINSHIP CENTER, A MEMBER OF SENECA FAMILY OF AGENCIES**

**Detail of ASIST funding claimed on CFT Partnership Invoice  
For Service Month: October 2019**

Date	DESCRIPTION	AMOUNT
	<b>SERVICE: Extensive CM and Coordination</b>	\$ 1,253.00
Client: Nancy Drew	ID: 12345678	
Client: Charlie Brown	ID: 87654321	
	<b>SERVICE: Family Finding and Engagement</b>	
Client:	ID:	
Client:	ID:	
	<b>SERVICE: Travel expenses for Family Finding and Engagement</b>	
Client:	ID:	
Client:	ID:	
	<b>SERVICE: Supporting and Guiding Families through the RFA process</b>	
Client:	ID:	
Client:	ID:	
	<b>SERVICE: Training Field-Based Services, Caregiver Coaching, Behaviorally-Based Training for Youth, Permanency Training, or other training that supports the transition process</b>	\$ 452.00
Client: Betty Boop	ID: 24681012	
Client:	ID:	
	<b>SERVICE: Respite (Determined by Child Family Team)</b>	
Client:	ID:	
Client:	ID:	
	<i># of clients receiving Wraparound services this period: 2</i>	
<b>CURRENT INVOICE TOTALS</b>		<b>\$1,705.00</b>

Was client also served by another Seneca program?

Fam Ties	CFT/FFE	RFA
X		
	X	

Fam Ties	CFT/FFE	RFA

Fam Ties	CFT/FFE	RFA

Fam Ties	CFT/FFE	RFA

Fam Ties	CFT/FFE	RFA
		X

Fam Ties	CFT/FFE	RFA

PRIOR MONTH YTD	\$0.00
CURRENT MONTH YTD	\$1,705.00
BUDGET CAP	\$116,000.00
BUDGET REMAINING	\$114,295.00
	98.53%



PAT LEARY  
ACTING DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

June 28, 2019

ALL COUNTY LETTER NO. 19-53

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHILD WELFARE PROGRAM MANAGERS  
ALL TITLE IV-E AGREEMENT TRIBES  
ALL ADOPTION REGIONAL AND FIELD OFFICES  
ALL LICENSED ADOPTION AGENCIES  
ALL FOSTER FAMILY AGENCIES  
ALL GROUP HOME DIRECTORS  
ALL SHORT TERM RESIDENTIAL THERAPEUTIC PROGRAM DIRECTORS  
ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
ALL COUNTY BEHAVIORAL HEALTH DIRECTORS  
COUNTY WELFARE DIRECTORS ASSOCIATION OF CALIFORNIA  
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA  
CHIEF PROBATION OFFICERS OF CALIFORNIA

SUBJECT: REQUIREMENTS AND GUIDELINES FOR PARTICIPATION IN THE ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST) PROGRAM FOR CHILDREN, YOUTH, AND NONMINOR DEPENDENTS (NMD) TO TRANSITION FROM RESIDENTIAL PLACEMENTS TO FAMILY-BASED SETTINGS.

REFERENCE: ASSEMBLY BILL (AB) 403; WELFARE AND INSTITUTIONS CODE, SECTIONS 832 AND 827 (A)(I)(K); ALL COUNTY LETTER (ACL)/MENTAL HEALTH AND SUBSTANCE USE DISORDER SERVICES INFORMATION NOTICE 18-09/18-007; ACL 19-53; ACL 18-100; ALL COUNTY INFORMATION NOTICE (ACIN) I-52-15; ACIN I-36-19; ACIN I-36-19; ACIN I-28-18; ACIN I-21-18; COUNTY FISCAL LETTER (CFL) 18/19-66;

The purpose of this All County Letter (ACL) 19-53 is to provide guidance to counties participating in the Active Supportive Intervention Services for Transition (ASIST) program. The ASIST program is a short-term resource to aid in the transition of all children, youth, and Non-Minor Dependents (NMDs) who are currently residing in residential placements, with prioritization toward those children residing in residential care facilities that are not transitioning, by choice or due to denial of an application, to a Short-Term Residential Therapeutic Program (STRTP) or are at risk of not becoming an STRTP. For the remainder of this document, the term "youth" will be used to substitute the terms "children, youth, and NMD." Using a high-fidelity Wraparound approach, the ASIST program will provide additional funding to counties to support extensive family finding, engagement, specialized permanency services, youth and caregiver coaching specific to a child's identified needs, and in-home support services or to other contracted providers who deliver intensive permanency-focused transition support services.

The ASIST program funding does not change the existing case planning and service obligations of the county. The availability and provision of the counties' full range of specialty mental health services (SMHS) for which a youth is otherwise eligible are assumed and must also be included in services, planning, and delivery. The ASIST program funds will be distributed to counties based on criteria enumerated in the body of this ACL. Counties will submit invoice claims for reimbursement for ASIST approved services and/or supports. With the extensive number of youth residing in residential care facilities not transitioning to STRTPs, and those youths residing in STRTPs in need of transition support, there is an urgent need for timely transition planning.

## **BACKGROUND**

The Continuum of Care Reform (CCR) was established following the passage of Assembly Bill (AB) 403 (Chapter 773, Statutes of 2015) and made sweeping changes to California's foster care system. The AB 403 provides the statutory and policy framework to ensure that services and supports provided to children, youth, and families are tailored toward the goals of increasing the success and stability of family-based care and to limit the use of congregate care to circumstances when a child or youth requires intensive short-term therapeutic care in a residential setting. Following full implementation of the reform, residential care facilities that do not convert to the STRTP license model will no longer be eligible for foster care placements. Additionally, all licensed STRTPs may only accept children requiring the level of care provided by the STRTP and must work to support a timely transition plan for the child to return to a home-based setting. The availability of a continuum of well-coordinated home-based services and supports that are individualized and responsive to the unique needs of children and families is necessary to support the transitions of many children currently



placed in a residential care facility that will no longer be eligible following full implementation of the reform.

Services provided to dependent youth in California are guided by the California Integrated Core Practice Model (ICPM) released in [ACIN I-21-18](#). The ICPM is a framework based on a set of values and principles which support strengths-based, family centered practice and are built upon the National Wraparound Institute (NWI) model. The Child and Family Team (CFT) process is the primary vehicle for ensuring youth, and families are authentically engaged in the service planning process, and that their voice and perspectives are reflected throughout the process. As such, the CFT provides a shared opportunity for making decisions and ensuring services and plans from all providers are integrated into a coordinated plan, which includes engagement, assessment, initial CFT planning, monitoring and adapting the case plan and transition planning. This comprehensive plan for transition should inform the case plan.

Effective CFTs include trained and skilled facilitators, completion of the Child and Adolescent Needs and Strengths (CANS) tool as outlined in [ACL 18-09](#), extensive engagement, family finding, and linkage to appropriate services and community resources. These elements are essential in preparing a youth and family for successful transition and permanency. The CFT members will also be provided with written and or electronic information developed by the California Department of Social Services (CDSS) on services and activities, including specialized permanency services. These documents will assist families and team members with information which has shown to be effective in achieving and sustaining permanency for all youth.

#### **ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST)**

The CDSS partnered with county placing agencies to identify youth residing in residential placements, with priority of those youth residing in residential care facilities that are not converting to STRTPs. The ASIST program funding is short term and time limited for the 2019/2020 fiscal year, which provides funding to support the successful transition of youth from residential placements to family-based settings.

The ASIST program is intended to create a partnership between:

1. CDSS, Children and Family Services Division (CFSD)
2. Counties of jurisdiction
3. Tribes
4. Experienced, high-fidelity Wraparound providers with specialized permanency expertise, or other intensive supportive transition programs
5. Residential care facilities/STRTF providers
6. Youth, families and caregivers

Through this partnership, ASIST program funding will augment existing Wraparound services or other intensive supportive transition programs, which work through the CFT process to collaboratively develop a transition plan. The ASIST funded services assume significant emphasis on the teaming and engagement practices captured by the ICPM.

**The ASIST program supplements, but not supplants, existing Wraparound programs or other intensive supportive transition programs.** Instead, ASIST augments existing funding to provide extensive direct services, resources, and activities required to support youth to transition from a residential placement to family-based settings. When a family-based setting is not appropriate, alternative supportive placement options, such as Transitional Housing Program (THP) or STRTPs can be utilized to meet the youth's individual needs on a case by case basis. The transition plan for youth transitioning to a family based or lower level of care should be reviewed by a local multi-disciplinary team, which can be an existing committee, such as an Interagency Placement Committee (IPC), or other local entity. Although consultation with an IPC or a multi-disciplinary team is not required, it is recommended.

## **SERVICE DELIVERY STANDARDS**

Counties will ensure their contracted providers deliver services which meet the guidelines of the California Wraparound Standards, outlined in [ACIN I-52-15](#). Counties will also ensure specialized permanency services are provided and documented for youth whose case plan indicates permanent placement or supportive transition as described in [ACL 18-100](#), which may include but are not limited to the following:

- Services to achieve, stabilize, and sustain the dependent youth in a permanent family.
- Services designed to prepare the identified permanent family to meet the youth's needs, set appropriate expectations before and after permanency is achieved, and stabilize the placement.

Providers will coordinate individualized, intensive services for identified youth and families who need assistance as they transition from residential care to family-based care or other supportive placement options. Wraparound providers or other intensive supportive transition providers are required to use trauma-informed, permanency competent clinical strategies and interventions for the transition of youth with complex and co-occurring needs from residential placements to family-based settings.

The ASIST program will include use of extensive family-finding efforts, specialized permanency services, targeted ongoing transition support of youth (up to 24-hours a day), and youth and caregiver coaching to reinforce permanency and achieve stabilization. Services will be specific to the identified youth and/or caregiver in

consultation with the CFT. Concurrent planning is essential to the success of the ASIST program. The youth and family must be linked to natural supports, formal services, and community resources to help ensure sustainability of the placement and contribute to the positive well-being of the youth and caregiver. These services shall be provided until the CFT determines Wraparound or other intensive supportive transition services are no longer needed and the transition plan is complete, including follow-up services to assure long-term stability of the permanent family.

## **ORGANIZATIONAL ASSESSMENT**

Counties are encouraged to conduct an organizational assessment that identifies and addresses the counties organizational, cultural, and practice issues that create barriers to successfully achieving and sustaining permanent families for youth in foster care. Participating counties will be responsible for ensuring the provision of additional high-fidelity, permanency competent Wraparound services, or other intensive supportive transition programs, through agreements with local providers.

Counties that participate in this program must ensure they have appropriate contracts/agreements with community-based provider(s) that increase capacity to deliver direct services to youth and families and provide and deliver youth and caregiver coaching, per the terms of this program.

Again, for those counties utilizing Wraparound as their ASIST provider, they shall adhere to the standards for California Wraparound. Other ASIST providers should offer services equivalent to or exceeding those outlined in [ACIN I-52-15](#). Services should be delivered consistent with the ICPM, include permanency expertise as recommended in [ACL 18-100](#), and ensure the CANS assessment is updated.

## **PRIORITIZATION FOR SERVICE**

Given the short-term nature of the funding available to the ASIST program, counties must prioritize:

1. Youth currently residing in residential placements, with prioritization toward youth who are currently residing in group homes not transitioning by choice or due to denial of an application, to a STRTP or are at risk of not becoming an STRTP.
2. Youth who have been identified in the Child Specific Transition Plan submitted by the county in accordance with [ACIN I-36-19](#).
3. Youth who are in need of permanency.

All youth being served through the ASIST program must receive Wraparound services or other intensive supportive transition services, even if they do not meet the local criteria for eligibility. This includes development of a short-term intensive transition plan

with clear and actionable steps. The plan must be developed in consultation with the CFT. The ASIST program funding may be used to ensure extensive family finding through records research that may involve additional outreach and engagement, as needed.

Additionally, in-home, individualized youth and caregiver services shall be available 24/7, as needed. This also includes the provision of SMHS, consistent with the CFT recommendations. The CFT should be focused to address needs, build strengths, and identify resources that will support successful transition to family-based settings.

#### **County Reporting Requirements**

1. The ASIST Progress Report and CFT minutes/notes should be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after the month in which services are provided.
2. The Invoice Claim Form will be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after each quarter for reimbursement. The invoice will be provided to those counties who opt-in.

#### **COUNTY PARTICIPANTS OF THE ASIST PROGRAM WILL ENSURE THE FOLLOWING REQUIREMENTS ARE MET IN PARTNERSHIP WITH CONTRACT PROVIDERS AND/OR COMMUNITY PARTNERS**

1. Complete and submit an ASIST Opt-In letter within two-weeks of the release of ACL 19-53.
2. In collaboration with CDSS, prioritize selection of youth targeted for ASIST program funding using an updated Child Specific Transition Plan document provided to CDSS pursuant [ACIN I-36-19](#) combined with information consistent with the youth's readiness for permanency and other factors influencing prioritization.
3. Participate in monthly webinars, technical assistance calls, and child specific consultations to identify and overcome barriers in state, local, and county child welfare services organizational practice to achieving and sustaining permanent families for youth in foster care.
4. Ensure appropriate provider networks and existing contracts are prepared to provide intensive services including specialized permanency services to identified youth, in addition to services provided by residential care facility/STRTP staff and child welfare social workers.
5. Create a sustainability plan with community partners to ensure access to adequate funding sources to provide appropriate services for youth and families. Counties are encouraged to continue to utilize these resources and strategies after the ASIST program is completed.

6. Ensure prospective caregivers will be supported through the Resource Family Approval (RFA) process, which may include becoming an Intensive Services Foster Care (ISFC), Therapeutic Foster Care (TFC) approved home, or emergency placement.
7. Utilize additional services including specialized permanency services and referrals and access to SMHS are authorized and accessible. Ensure access to respite services, in consultation with the CFT, to support the family-based caregiver.
8. Ensure that all youth supported with ASIST program funding receive a CANS assessment, either initial and/or updates as appropriate, as part of the CFT process.
9. Refer youth with emotional or behavioral needs for a mental health assessment. Behavioral Health (BH) services should be delivered by a permanency competent provider and focused on stabilization of behavioral needs that may make placement in a family-based setting difficult.
10. Ensure collaboration between representatives from the County Welfare Department (CWD), probation department (PD), BH, and provider organizations including Wraparound, adoption agencies, foster family agencies, and family search and engagement providers in the delivery of ASIST funded, high-fidelity services.
11. The county is encouraged to develop a committee to guide and monitor progress for youth participating in the ASIST program. This committee can be an existing committee within the county, such as an IPC or another multi-disciplinary team, which should include the contract providers. The committees are encouraged to review and discuss the ASIST Progress Report.
12. The CWD and PD will actively participate in the CFT process, attending CFT meetings at a minimum of one time per month. which includes engagement, assessment, initial CFT planning, monitoring and adapting the case plan, and transition planning.
13. Provide access to Child Welfare case files for Wraparound or other contracted providers as permitted by Welfare and Institutions Code (a) (WIC) 832 and 827 (a) (i) (k) for the purpose of family finding and engagement.
14. Ensure active and timely communication with providers to support exploring or re-exploring natural supports and connections for the youth and family and addressing any related safety concerns.
15. Ensure contracted providers make available a parent partner and or youth partner (individual with lived experience) to provide support to the youth and family, by increasing involvement in the program, and helping them work collaboratively to build skills, confidence, and increase natural and community resources.
16. The transition plan for each assigned youth should be actionable, with specific assigned tasks, deliverables, identified timelines, and in adherence with the



guidelines and expectations stated in [ACIN I-28-18](#). They also must include priority areas of need, as identified in the CANS assessment, that pose a barrier to successful transition to family-based care and reflect priorities and preferences of the youth and families.

17. Provide extensive family finding efforts and engagement for each youth to create more options for support and planning, in consultation with the CFT and county. Activities may include all or some of the following identified promising techniques:
  - a. Use of extensive engagement with the identified youth, family, and natural supports;
  - b. Use of engagement strategies with professionals who are currently or previously involved with the youth or family;
  - c. Use of dedicated software for family finding;
  - d. File mining search;
  - e. Use of genograms, eco maps, connectograms, or other family finding tools
18. Provide individualized trauma-informed, permanency competent interventions, and youth and caregiver coaching specific to case plan goals, in consultation with the CFT and in adherence with the guidelines and expectations stated in [ACIN I-28-18](#).
19. Partner with residential care facility/STRTP staff to support strategies and interventions which support permanency-focused transition.
20. Ensure contract providers complete the National Adoption Competency Training, mental health version. Child welfare workers or probation officers are encouraged to complete the child welfare version. These training provides guidance to support permanency, well-being and stability. This is a web-based training to enhance the capacity of child welfare and mental health professionals to effectively address the complex mental health needs of children moving to permanency through adoption or guardianship. The training will be made available in September of 2019. Counties will be provided with a link and enrollment instructions as available. For additional information regarding the training review the National Training Initiative website at [www.adoptionsupport.org/nti](http://www.adoptionsupport.org/nti).
21. Identify and provide linkage to programs, formal supports, and community resources ensuring availability to the youth and family to support transition from the ASIST program. Supports should be sustainable and comprehensive, to address the needs of the youth.

## **CDSS REQUIREMENTS**

1. Provide support to local county placing agencies with technical assistance to identify and support youth in need of additional intensive services, including

- specialized permanency services, to successfully transition from residential placements to family-based settings or other supportive placement options.
2. Provide specialized, targeted technical assistance in the areas of family finding and engagement, specialized permanency services, and youth and caregiver coaching.
  3. Track and analyze county data to monitor program effectiveness, identification of best practices and increased positive outcomes. This will support CDSS's ongoing efforts to ensure that the California Wraparound Standards are updated to reflect these promising practices to further support permanency outcomes.
  4. Provide participating counties with a County Fiscal Letter (CFL), which outlines the allotment distribution for each individual county. Priority eligibility for the ASIST program will be determined collaboratively by counties and CDSS based on the needs of the youth as documented in the Child Specific Transition Plans as required by [ACIN 1-36-19](#).
  5. Review the ASIST Progress Report and ASIST Invoice Claim Form to ensure compliance with ASIST requirements.

#### **INSTRUCTIONS FOR COUNTY PARTICIPATION**

To receive ASIST program funds counties must indicate their intention to participate by submitting a letter of intent to CDSS no later than **two-weeks** following the issuance of this letter.

#### **ASIST FUNDING**

Counties who opt into the ASIST program will be funded in fiscal year (FY) 2019-20. The total distribution for FY2019-20 is \$3,000,000. If counties do not have identified youth who meet the eligibility criteria for the ASIST program, or do not choose to participate, remaining funds may be redistributed to participating counties.

The ASIST program funding must be used for services and supports that augment existing funding. All participating programs must first use all other available funds provided by other funding sources, prior to accessing ASIST program funds. Innovative thinking will help to ensure long-term support options if appropriate. Examples of cross system resources to consider: Regional Center, Special Education, Home Health Services, SMHS. Counties are also encouraged to leverage funds, such as Early and Periodic Screening Diagnosis and Treatments (EPSDT), Foster Parent Recruitment, Retention, and Support (FPRRS) funds, Adoption Incentive funds as outlined in [CFL 18/19-66](#), Wraparound reinvestment dollars and Mental Health Services Act (MHSA) funds.

## **CLAIMING INSTRUCTIONS & ALLOWABLE ACTIVITIES**

The ASIST program funds are flexible and are intended to be used based on the needs of the youth and families to support transition from residential placements into family-based settings; increase permanency; and or placement stability efforts. The CWD and PD's will claim the costs allowable activities identified in the youth's transition plan, including activities which are beyond typical program activities, not already funded by another funding source.

Counties are authorized to expend ASIST program funds for (but not limited to) the following:

1. Extensive case management and coordination;
2. Extensive family finding and engagement beyond what is provided through high-fidelity Wraparound services;
3. Travel expenses for family finding and engagement activities which support the transition plan, in consultation with the CFT;
4. Supporting and guiding families through the RFA process and or certification for ISFC or TFC;
5. Child specific, trauma-informed, permanency-focused, youth and caregiver coaching and support including specialized permanency services;
6. Respite care needs determined in consultation with the CFT;
7. Other items determined to be important by the CFT which support the transition plan.

Counties interested in participating in the ASIST program should complete and submit the Opt-In letter within **two-weeks** from the release of ACL 19-53, via email to the Wraparound inbox at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov). The CDSS will host a series of webinars to provide more information and guidance regarding the ASIST program.

If you have additional questions, please contact the CDSS Integrated Services Unit at (916) 651-6600 or via e-mail at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

David McDowell for  
GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Enclosures

c: County Welfare Directors Association



California Department of Social Services  
Active Supportive Intervention Services for Transition (ASIST) program  
AB 403/W&I Code 16501  
Invoice Claim Form – Fiscal Year 2019/2020

For CDSS use only:

<input type="radio"/> Approved	<input type="radio"/> Disallowed
ACL #: 19-53	Invoice #:
Index #:	Amount:
Analyst:	Date:
Manager:	Date:

**Instructions: Please complete the following and submit to email below within 15 days after each quarter for reimbursement. If additional space is needed, please attach a separate sheet of paper.**

**E-mail Completed Invoice 15 days after each quarter for reimbursement to [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) with the subject: ASIST Invoice – [ \_\_\_\_\_ County Name].**

Invoice #	Date of Submission	Total Expenditure Amount Due
		\$

<input type="checkbox"/> Child Welfare <input type="checkbox"/> Probation			
<input type="checkbox"/> Qtr 1 Jan., Feb., March	<input type="checkbox"/> Qtr 2 April, May, June	<input type="checkbox"/> Qtr 3 July, August, Sept.	<input type="checkbox"/> Qtr 4 Oct., Nov., Dec.

**Authorized Representative:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**County Social Worker/Probation Officer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Reimbursable Services and/or Supports:**

Extensive Case Management	Case Coordination, CFT Participation
Family Finding	Extensive File Mining, Engagement Activities, Travel (Travel exceeding \$1000 must be approved by CDSS)
Resource Family Approval (RFA) Support	RFA process, Intensive Services Foster Care, Therapeutic Foster Care Services
Training	Field-Based Services, Caregiver Coaching, Behaviorally-Based Training for Youth, Permanency Training, or other training that supports the transition process.
Respite Care	Short-term Supportive Placement, Relief, Childcare

Client ID Number	Services / Supports	Dates of Services/ Supports	Approved by CFT	Expenditure
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
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	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	Case Management		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			Total Expenditure Amount	\$

## ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST)

### INVOICE REFERENCE GUIDE

The purpose of the Invoice Quick Reference Guide is to provide Counties participating in the ASIST program with guidance from the California Department of Social Services (CDSS) for completing and submitting invoices. The reference guide is based on the ASIST program guidelines and summarizes the requirements and key elements that ASIST funding utilizes to review and approve invoices for processing.

The ASIST program allotment should fund activities identified in the youth's transition plan, not already funded by another funding source.

Invoices shall be submitted to [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) within 15 days after each quarter for reimbursement.

Claiming Service Period	Due to CDSS
07/01/2019 — 09/30/2019	10/15/2019
10/01/2019 — 12/31/2019	01/15/2020
01/01/2020 — 03/30/2020	04/15/2020
04/01/2020 — 06/30/2020	07/15/2020

- Invoice forms
  - Counties must use the attached invoice form for submitting claims for ASIST reimbursement.
  - Invoice #, Date of submission (refers to the date the invoice is submitted), quarter of service and total expenditure amount due should be completed.
- Identifying Information must be listed
  - Authorized Representative including title and contact information
  - County Social Worker/Probation Officer and contact information
  - Provider name and contact information
- Services and Supports
  - Each client ID# (19-digit code found in CWS/CMS) and their services should be listed separately (use additional sheets as needed).
  - Invoices must identify the type(s) of services or supports provided (drop down menu).
  - If a service falls in another category, please list separately.
  - When inputting a client with more than one service type, you do not need to repeat the client ID#, only add additional services under the original service(s) listed.
  - If "Other" category is chosen, please provide additional detail regarding selected activity.
  - "Date of Service" refers to the date(s) services were provided.
  - "Approval by CFT" refers to the service being included in the youth's transition plan that was developed by the CFT.
  - "Expenditure" refers to the cost per each individual service provided.



PAT LEARY  
ACTING DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

California Department of Social Services  
Attention: Integrated Services Unit  
744 P Street, MS 8-11-86  
Sacramento, CA 95814  
[WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov)

To Whom It May Concern:

Subject: Active Supportive Intervention Services for Transition (ASIST) program

The purpose of this letter is to inform the California Department of Social Services (CDSS) that \_\_\_\_\_ County Child Welfare Department and/or \_\_\_\_\_ Probation Department elects to participate in the ASIST program. By choosing to participate in this optional program, the county agrees to the terms and conditions of the program to access related state funds of the ASIST program, as described in the All County Letter (ACL) 19-53.

**Participation Requirements:**

1. Participate in monthly webinars, technical assistance calls and child specific case consultations to identify and overcome barriers in state, local and county child welfare/probation department organizational practices to achieving and sustaining permanent families for children, youth and nonminor dependents in residential placements.
2. Ensure prospective caregivers will be supported through the Resource Family Approval (RFA) process, which may include becoming an Intensive Services Foster Care (ISFC) or Therapeutic Foster Care (TFC) approved home or emergency placement.
3. Ensure an enhanced partnership with County Mental Health Plan monitors/coordinators and develop an infrastructure which supports the implementation and monitoring of ASIST requirements.
4. Ensure existing contracts are prepared to provide intensive services including specialized permanency services to identified youth, in addition to services provided by residential care staff and child welfare social workers.
5. Utilize the Child and Family Team (CFT) process to effectively implement the ASIST program. Additional services will be identified by the CFT using the Child and Adolescent Needs and Strengths (CANS) tool ACL 18-81.

6. Ensure collaboration between representatives from child welfare, probation, specialty mental health services, and provider organizations including wraparound, adoption agencies, foster family agencies, and family search and engagement providers in the delivery of ASIST funded, high-fidelity services.
7. Develop a transition plan for each assigned youth that is actionable, with specific assigned tasks, deliverables, identified timelines, and in adherence with the guidelines and expectations stated in ACIN I-28-18 that reflects priorities and preferences of the youth and families.

**Reporting Requirements:**

1. The ASIST Progress Report and CFT minutes/Action Plans should be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after the month in which services were provided.
2. The Invoice Claim Form should be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after each quarter for reimbursement.

**Program Provisions:**

The county also understands and agrees to the following provisions of the ASIST program:

- Funds are allocated to participating counties based on the number of children, youth and nonminor dependents in need of this additional transitional support
- All children, youth and nonminor dependents being served through the ASIST program must receive wraparound services or other intensive supportive transition services, even if they do not meet the local criteria for eligibility.

**County Social Worker/Probation Officer:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**County Mental Health Plan:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Provider:**

Agency: \_\_\_\_\_

Point of Contact (if known): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Direct questions to [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) or call (916) 651-6600

## ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST) PROGRESS REPORT

Please complete each section and mark the appropriate boxes below. If additional space is needed, please attach a separate sheet of paper. Please attach all CFT minutes/Action Plans from this reporting month. Report is to be submitted monthly to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) within 15 days after each month.

County: _____	Month: _____	Date Completed: _____
County Social Worker/Probation Officer: _____		
Phone: _____	E-mail: _____	
County Mental Health Plan: _____		
Phone: _____	E-mail: _____	
Provider: _____	Facilitator: _____	
Phone: _____	E-mail: _____	
Client ID #: _____ Current Living Location: _____		
Length of Time in Current Living Location: _____ Number of Placements Total: _____		
Transition Date: _____ Identified Living Location: <input type="checkbox"/> Family-Based Setting <input type="checkbox"/> STRTP <input type="checkbox"/> ISFC <input type="checkbox"/> TFC <input type="checkbox"/> Transitional Housing Program <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____		
Date of last CFT Meeting: _____ <input type="checkbox"/> CFT Minutes/Action Plan Attached		
Services Currently Receiving: <input type="checkbox"/> Wraparound <input type="checkbox"/> Individual Therapy <input type="checkbox"/> TBS <input type="checkbox"/> CASA <input type="checkbox"/> Family Specialist <input type="checkbox"/> Behavioral Specialist/Skills Trainer <input type="checkbox"/> Youth Partner <input type="checkbox"/> Other: _____		
Pending Referrals: _____		
Follow-Up Plan: _____		
Community Supports (Camps, Sports, Clubs, Religious Organization, Cultural Affiliations, Other): _____ _____		
Family Finding Progress: <input type="checkbox"/> Interview Youth/NMD <input type="checkbox"/> Interview Family/Natural Supports <input type="checkbox"/> File Review <input type="checkbox"/> Connectogram <input type="checkbox"/> Genogram <input type="checkbox"/> Eco Map <input type="checkbox"/> Other: _____		
Engagement Progress: <input type="checkbox"/> Youth/NMD Interviewed <input type="checkbox"/> Family Contacted <input type="checkbox"/> Family Interviewed <input type="checkbox"/> Natural Support Contacted <input type="checkbox"/> Natural Support Interviewed <input type="checkbox"/> Other: _____		
Resource Family Approval Progress: <input type="checkbox"/> N/A <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Approved <input type="checkbox"/> Placement Prior to Approval/Emergency RFA		
Caregiver Coaching Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Caregiver Support: _____		
Barriers or Delays to Transition: _____ _____		
Strategies Used To Eliminate Barriers: _____ _____		
Case Consultation: <input type="checkbox"/> Yes <input type="checkbox"/> No Provided By: <input type="checkbox"/> CDSS <input type="checkbox"/> Denise Goodman <input type="checkbox"/> Gail Johnson-Vaughn <input type="checkbox"/> Kate Messina <input type="checkbox"/> Other: _____		
Additional Information: _____ _____ _____ _____		