

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
YOUTH AND FAMILY ENRICHMENT SERVICES**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and **YOUTH AND FAMILY ENRICHMENT SERVICES (YFES)** , hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for Delinquency Prevention, Outreach, Transitional Assistance, Aftercare and Placements to the San Mateo County Community on July 15, 2003; and

WHEREAS, the parties amended the Agreement to add funds for FY2004-05 on June 30, 2004; and

WHEREAS, the parties entered into a Second Amendment to the Agreement to provide for the payment of additional monies to account for a 1% Cost of Business Increase on April 28, 2005; and

WHEREAS, the parties entered into a Third Amendment to the Agreement to add funds for FY 2005-06 on December 6, 2005; and

WHEREAS, the parties wish to further amend the Agreement to add \$583,591 for FY 2006-07, for a new total obligation of \$2,209,700.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3 - of the Agreement is amended to read as follows:

Payments In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "AI", County shall make payment to Contractor in the manner specified herein and in Exhibit "AI". In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed **TWO MILLION TWO HUNDRED NINE THOUSAND SEVEN HUNDRED DOLLARS, (\$2,209,700)**.

2. Section 17 - is added to the Agreement to read as follows:

Compliance with Contractor Employee Jury Service Ordinance

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

3. Original Exhibit AI will be replaced with Revised Exhibit AI, (rev. 10/02/06).
4. Original Exhibit BI will be replaced with Revised Exhibit BI, (rev. 10/02/06).
5. Original Exhibit DI will be replaced with Revised Exhibit DI, (rev. 10/02/06).
6. **All other terms and conditions of the Agreement dated July 15, 2003 as amended on June 30, 2004, April 28, 2005 and December 6, 2005, between the County and Contractor shall remain in full force and effect.**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Jerry Hill, President, Board of Supervisors
San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

YOUTH AND FAMILY ENRICHMENT SERVICES
Robert Rybicki, Executive Director

Contractor's Signature

Date: _____

PROGRAM DESCRIPTION
YOUTH AND FAMILY ENRICHMENT SERVICES
July 1, 2003 through June 30, 2007

Contractor will provide contracted services at mutually agreed upon location(s) in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Contractor will provide the following services:

I. YOUR HOUSE RESIDENTIAL SERVICES

1. Residential Services

Provide family and individual counseling services, shelter, health care, substance abuse and general support services to youth in assisting them toward family reunification.

- a. Provide residential services to ninety (90) youths including residential emergency overnights.
 - With parental permission, provide up to a thirty-day (30 days) residential stay for each youth. Extensions, not to exceed a total residential stay of forty-five days, may be provided with the approval of the Contractor's Program Manager, or their representative, and the Human Services Adolescent Services Manager.
 - Arrange to return the youth home, or find other suitable living arrangements.
 - Provide family counseling during the residential stay and after reunification.
- b. Provide face-to-face, one-time crisis intervention services to one hundred (100) individuals.
- c. Respond to five hundred (500) crisis phone calls.
- d. Provide long-term stable placements for four (4) placements for San Mateo County dependents.

2. Outreach

Provide outreach contact with youth and other service providers across San Mateo County about youth services available within the community including shelter, health care, substance abuse, and general support services.

- a. Provide a total of two thousand five hundred (2,500) street-based, mailing, and community outreach contacts with youth and other service providers in San Mateo County.
 - Report on existing data on the number of street-based and community outreach contacts with youth in San Mateo County who are emancipated foster care youth.

3. Case Management

Provide comprehensive assessment, case management and counseling to youth at-risk of future contact with the law.

- a. Complete a comprehensive assessment of and provide services to, fifty (50) youth and their families. Services may include case management, group, family, and/or individual counseling, or referrals to other service providers.

II. FAMILY LAW SERVICES

Contractor will provide the following law services, each separately:

1. Workshops

a. Divorce – The Legal, Financial and Emotional Impact

- Contractor will provide monthly workshops. These workshops may be combined with the Ask-a-Lawyer Clinic as appropriate.
- Contractor will provide these workshops with an attorney, mediator, therapists, and/or CFS (Children and Family Services) presenters. Therapists leading workshops will be licensed therapists or counseling staff from YFES.
- Content will include topics such as what to expect from the legal system, what questions to ask when selecting an attorney, how divorce affects adults and children, how one's response to divorce can affect the legal, and financial outcome.

- Increased marketing and outreach efforts will be done, with outreach to Family Law Attorneys, Children and Family Services, and Domestic Violence prevention and intervention programs such as: Violence in Families Initiative Program, and Center for Overcoming Relationship Abuse (CORA). Marketing will include information on Divorce Workshops, Ask a Lawyer, Direct Services, Resources, Restraining Order Services, and Divorce Forms Workshops and tools. Marketing will include both written materials and involvement in Domestic Violence Prevention Initiatives.

b. Divorce – How to Fill Out Your Own Divorce Forms

- Contractor will provide Divorce Forms support to ninety (90) individuals.
- Contractor will provide these meetings with a family law attorney.
- Content will include topics such as the legal process, rights and options and how to fill out the divorce forms.

2. Clinics

a. Ask-a-Lawyer

- Contractor will offer a clinic monthly. These clinics may be combined with the Legal, Financial and Emotional Impact workshops.
- Contractor will provide clinics to average of eight to ten (8-10) attendees per month for a minimum of ninety six (96) attendees per year.
- Contractor will provide these clinics with a family law attorney presenter.
- Contractor will provide clinics to include a private session with a local volunteer family law attorney to obtain answers to procedural questions and receive family law information.

3. Direct Services

a. Provide telephone or email assistance to two thousand five hundred (2,500) individuals:

- Provide current information on family law and other agency referrals.
- Telephone and email assistance will be offered Monday through Friday from 10:00 a.m. through 5:00 p.m.
- Restraining orders assistance will be offered at the Superior Court two times per month for one hundred fifty (150) Restraining Orders annually

4. Resources

- Resources provided should include indexed divorce legal packets, support estimates and family law handbooks, including law workbooks to be distributed to assist families in proper legal procedures.

III. CRISIS INTERVENTION SUICIDE PREVENTION SERVICES

Contractor will provide youth intervention services and will operate the alcohol and drug information and referral help line and the crisis counseling and referral services program at a mutually agreed upon location(s) in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Contractor will provide the following services:

1. Training Services

- a. Maintain a minimum of five (5) Youth Intervention Team members. Team members will be post-master interns, trainee counselors and/or trained crisis workers/volunteers and will receive regular supervision by Contractor's Program Manager. Contractor will utilize innovative technology to provide additional means of access to Youth. On-line teen information will offer initial crisis intervention resources. Week-day evening "live chat rooms" will be maintained for youth experiencing crisis.
- b. Provide thirty (30) hours of training to Youth Intervention Team members. Training will include youth suicide issues, suicide risk assessment, and youth crisis intervention.
- c. Provide one hundred fifty (150) one (1) hour education presentations to elementary, middle and high school students in their health/safety education classes. The education presentations will reach four thousand (4,000) students. Program facilitators will be Youth Intervention Team members. The program will include:
 - Self-esteem
 - Coping/decision making skills
 - Alcohol and drug issues
 - Depression/suicide warning signs
 - How to access help
 - Appropriate follow-up/support as needed
- d. Provide an on-call counselor from the Youth Intervention Team during school hours. Provide one hundred (100) crisis outreach responses countywide, to assist youth in crisis.

- Respond appropriately to each crisis outreach call as assessed by Contractor's Program Manager, or their representative.
 - Response may include telephone counseling, in person individual or group counseling, school intervention, intervention and/or transition to Psychiatric Emergency Services or the Mental Health Youth Case Management Team.
- e. Youth Intervention Team members will provide up to three (3) telephone or in-person follow-up sessions per crisis outreach call. Provide one hundred (100) follow-up sessions in total with youth that have received crisis outreach response services.
- f. Provide on average one (1) follow-up session, as appropriate, to support people related to each crisis outreach call, one hundred (100) annually. Support people may include, but are not limited to, teachers, staff from other agencies, hospitals personnel and family members/caretakers.

2. Crisis Counseling and Referral Services

- a. Maintain twenty-four (24) hour-a-day, seven (7) days-a-week crisis telephone counseling and referral services for potential suicide victims throughout San Mateo County.
- Potential suicide victims include those who are depressed, suicidal, and/or distressed.
 - Provide telephone counseling and referral services to fifteen thousand (15,000) callers.
 - Of the estimated calls or electronic contacts, seven hundred fifty (750) will be from individuals 18 years old and younger and fourteen thousand two hundred and fifty (14,250) will be from individuals over 18 years of age.
 - Telephone counseling and referral services will include direct and immediate intervention at the time of extreme emotional crisis.
 - Recruit new volunteers to answer the crisis counseling and referral line.
 - Training hours will include seven (7) hours of training to volunteers for Contractor's Crisis Line on how to respond to calls from youths in crisis and their families. Provide forty (40) hours of training to each of a minimum of thirty four (34) crisis counseling and referral service volunteers.
 - Keep a record of all calls received.

- Develop a plan to increase the diversity of the populations served that may include developing any of the following:
- A “language bank” of volunteer interpreters in the community.
- Fliers and public service announcements in non-English languages.
- Special recruitment efforts to attract more multi-cultural volunteers for the crisis line as well as for Contractor’s Board of Trustees.
- Increased training of volunteers in sensitivity and awareness regarding multi-cultural issues in San Mateo County.
- Provide electronic follow-up via e-mail/Web technology to 150 callers.

IV. EMANCIPATED FOSTER YOUTH OUTREACH AND AFTERCARE SERVICES

The target population of emancipated foster care youth will include youth 16-21 years of age. Contractor will identify and provide services to former foster youth who were 16 years of age and older at the time they exited placement.

1. Outreach

- Provide five hundred (500) contacts with youth 16-21 years of age. Contacts may be through mail, in person, or by telephone.
- Participate through ACAT (Adolescent Collaborative Action Team) on a monthly basis to provide outreach to other youth service providers
- Maintain periodic contact both with youth and service providers.
- Encourage providers to identify former foster youth in their programs.

2. Assessment of Youth

- Determine needs, issues, strengths and goals with youth.
- Establish steps and a written case plan to achieve goals.

3. Develop and Coordinate Service Delivery Plans

- Identify needs to be met including public transportation, employment and training, health care, housing assistance (18 and older), support services and permanency connections.
- After care services will include education, crisis counseling, legal assistance, emergency assistance, job placement, exploration of permanent connections, overall coordination of eligibility and payment for the foster youth stipend housing program.
- Make appropriate referrals and provide follow- up to determine referral effectiveness.
- Create new service delivery plans for forty (40) Emancipated Foster Youth annually. Secure resources identified in the service delivery plan.

- Develop safe and stable housing plan for each emancipating youth in coordination with the case manager and housing advocate.
4. Mentoring and Recreational Activities
 - Secure resources for mentoring and recreational activities, including coordination with Fostering the Future.
 5. Development and Maintain Case Files
 - Maintain contact log with dates, purpose of contact, activity, agreement, instructions and outcomes.
 - Obtain authorization on all expenses.
 - Keep record of expenses and category in case.
 - Maintain and monitor Foster Youth Housing Stipend Program.
 6. Meet regularly with the County's Independent Living Program Coordinator to review program and identify youth needs and plan for use of resources.
 7. Attend Independent Living Program (ILP) extended team meetings, Fostering the Future team meetings, emancipation conferences, ACAT and other meetings as agreed upon.
 8. Participate in program development to meet the needs of former foster youth 18-24 years of age who have been emancipated from the foster care system.
 9. Assist in establishing a baseline of information on the target population to be served.
 10. Contractor will provide services to the targeted population by maintaining the required expertise and abilities:
 - Knowledge of adolescent development and foster youth issues.
 - Knowledge of transition to independence protocols
 - Knowledge of independent living skills, employment, housing, mental health, substance abuse, and education.
 - Experience working with adolescents.
 - Motivational skills
 - Outreach skills
 - Ability to educate the community about the former foster youth population
 - A strong permanency philosophy and practice
 11. Provide participation, in leadership, and planning in family conferences regarding permanence and transition planning by:
 - Participating in emancipation conferences, with input from the youth regarding the significant adults in his/her life, including the ILP Coordinator, Children and Family Services Social Worker and others as specified by the youth, such as their attorney, foster family, teachers, ministers, friends or extended family.

- Developing STEP- a transitional living plan in collaboration with the family conference team, Children and Family Services Social Worker/Case Manager will have final legal authority for transitional plan
- Examining issues regarding permanence to insure that each youth exiting the system has a committed, caring adult to assist during the transition and after foster care has ended.
- Supervising and advising any interns assisting in the process
- Follow-up with team members on a quarterly basis to determine transition/permanence progress toward goals.

V. TRANSITIONAL HOUSING PLACEMENT PROGRAM

1. Housing placement services will include housing search, negotiations with prospective landlords and placement of youth into leased units as youth are accepted into the program.
2. Provide housing establishment and maintenance costs such as unit deposits, first and last month's rent, telephone and utility installation, purchase of furniture, linen, cookware, dishes and small appliances.
3. Provide a Transitional Housing Placement Program Coordinator to provide case management services including close supervision, monitoring and follow up.
4. Conduct background checks on all employees assigned to the transitional housing placement program including age, criminal history and, drug and alcohol history.
5. Maintain 70% capacity in three (3) designated residential apartments (or 1533 residential care days annually).
6. Provide monitoring and independent living skill services such as the quality of the home environment, health and nutrition, education, budgeting, money management, work and social activities of youth placed in transitional housing.
7. Provide money management skill development services such as development of individualized financial responsibility plans, bank accounts, and scheduled budget sessions with individual youths in the program.
8. Coordinate case assessment with the County Independent Living Program and Human Services Agency staff.
9. Contractor will adhere to the State transitional housing plan for the Transitional Housing Placement Program.

VI. DAYBREAK PROGRAM FOR HOMELESS YOUTH

Contractor will operate the Daybreak Program for Homeless Youth serving youth adolescents ages 16 through 20 years of age, at a mutually agreed upon location in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Maximum length of stay in Daybreak shall not exceed eighteen (18) months without prior written approval of the Human Services Agency's Children and Family Services Director.

1. Program Services

- a. Provide assessment to a minimum of seventy (70) homeless youth. All youth who are not appropriate for admission to Daybreak will be provided with referrals to other social services.
- b. Develop individual case plans and service contracts for thirty (30) youths admitted in the shelter component, ten (10) youths admitted in the shared housing component, and five (5) youths involved in the aftercare component.
- c. Provide a minimum of two thousand nine hundred twenty (2,920) days of residential care; seven hundred (700) hours of structured independent living skills training; and two thousand (2,000) hours of individual counseling and case management consultation.

VII. TRANSITIONAL HOUSING PLUS (THP-PLUS) PROGRAM –HOUSING FOR FORMER FOSTER YOUTH

Former Foster Youth shall be considered a priority within the target population for admission to the Daybreak Program provided the youth is willing to comply with standard program rules and expectations. Only youth who are voluntarily placed at Daybreak will be provided these services. Youth will be required to work and/or continue their education 30 hours per week. This program will comply with THP-Plus regulations and requirements.

Contractor will:

- Provide 24 monthly units of client housing and residential services with an occupancy rate of at least 80%.
- Provide two beds on an ongoing basis for former foster youth; the equivalent of 24 monthly units.
- Provide counseling in transition to adulthood skills.
- Provide a housing transition services as part of all after care plans upon exit from Daybreak.
- Develop aftercare plan for each former foster youth participating in Transitional Housing Plus (THP-Plus) Program in conjunction with the aftercare case manager.

EXHIBIT BI
REVISED 10/2/06

PAYMENT SCHEDULE
YOUTH AND FAMILY ENRICHMENT SERVICES
July 1, 2003 through June 30, 2007

PAYMENTS: County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Human Services Agency Director, or his designee. In no event will the total payment to Contractor under this Agreement exceed the maximum contract obligation specified in Paragraph 2.A. of this Amendment to the Agreement.

A. Following is a breakdown per service component on an annual basis:

Annual Funding Distribution	Fiscal Year 2006-07
Your House Residential Services	\$251,638.00
Family Law Services	\$59,268.00
Crisis Intervention Suicide Prevention Services	\$77,686.00
Emancipated Foster Youth Outreach and After Care Services	\$77,256.00
Transitional Housing Placement Program	\$55,182.00
Daybreak Program for Homeless Youth	\$36,845.00
Daybreak Transitional Housing Program – Plus (THP+)	\$25,716.00
TOTALS	\$583,591.00

B. County will pay Contractor monthly as follows for the period from July 1, 2006 through June 30, 2007.

Monthly Funding Distribution	Payments for the months of 7/06 through 5/07	Payment for the month of 6/07
Your House Residential Services	\$20,969.00	\$20,979.00
Family Law Services	\$4,939.00	\$4,939.00
Crisis Intervention Suicide Prevention Services	\$6,473.00	\$6,483.00
Emancipated Foster Youth Outreach and After Care Services	\$6,438.00	\$6,438.00
Transitional Housing Placement Program	\$4,598.00	\$4,604.00
Daybreak Program for Homeless Youth	\$3,070.00	\$3,075.00
Daybreak Transitional Housing Program –Plus (THP+)	\$2,143.00	\$2,143.00
TOTALS	\$48,630.00	\$48,661.00

- C. In the event that Contractor provides less than all services specified in REVISED EXHIBIT AI, County reserves the right to pay only for the actual services provided plus an additional ten percent (10%) of the maximum contract obligation specified in Paragraph 3A. of the Agreement and subject to Paragraph A and B of the REVISED EXHIBIT BI. The payment of the additional ten percent (10%) of the maximum contract obligation will compensate Contractor for maintaining the program on a continuous basis. County shall bear no other responsibility to compensate Contractor for that service. In no event will the total payments to Contractor under this Agreement exceed the maximum contractor obligation specified in Paragraph 3.A.
- D. In the event that positions become vacant and left unfilled for more than 30 days, the contract amount will be reduced by the amount of salary not spent during the billing period.
- E. Final settlement payment for this Agreement shall be no greater than the actual net allowable costs for actual or accrued expenditures made pursuant to Section II, "Program Budget", below, during the term of the Agreement, July 1, 2006 through June 30, 2007. Actual net allowable costs will be determined by the final Year-End Cost Reports.
1. Contractor will submit to County two final Year-End Cost Reports no later than ninety (90) days after the end of the fiscal year (July 1, 2006 through June 30, 2007).
 2. Contractor's final Year-End Cost Report may serve as Contractor's final budget revision upon approval from the Director of the Children and Family Services. Subject to Paragraph II.B. of Exhibit B (Revised 05/04), Contractor may transfer funds between personnel and operating expenses in the Final Year-End Cost Report.
- F. County will pay Contractor upon Contractor's timely submission of satisfactorily completed documents, as follows: Monthly reports of direct services provided in the previous month and monthly bills in accordance with County billing format.
1. County may withhold all or part of Contractor's total monthly payments if Contractor repeatedly does not submit on time any of the following satisfactorily completed documents, as directed by County. This applies regardless of the contract period from which data come or to which their data refers. County will inform Contractor in writing when County intends to withhold payment. County will release withheld payments to Contractor when County determines that Contractor has satisfactorily submitted all required documents.
 - a. Annual Budget Proposal
 - b. Cost Allocation Plan
 - c. Participant Fee Schedule
 - d. Quarterly Expenditure Reports

- e. Monthly Units of Service Reports
- f. Quarterly Activity Report
- g. Quarterly Demographic Report
- h. Monthly Hours of Staff Availability Reports
- i. Six (6) Month Reports
- j. Outcome Objectives Report
- k. Final Year-End Cost Report

2. County may withhold all or part of Contractor's total payment if the Director of the Human Services Agency or his/her designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibit A1 (Revised 10/02/06).

- a. County will give thirty (30) days prior written notice to Contractor of County's intent to withhold payment.
- b. If County reasonably determines that circumstances warrant immediate action, County may withhold payment immediately upon County's written notice with justification to Contractor.

3. When County plans not to renew an Agreement in the following fiscal year or when County plans to terminate this Agreement early, County may withhold all or part of Contractor's final payment until:

- a. Contractor satisfactorily submits all reports required by this Agreement and until County has reviewed all of these reports, including the final Cost Report.
- b. Federal, state or county government completes any audit that has been commissioned or is underway and submits the audit report, and County has reviewed said audit report.

G. Services provided in excess of the maximum financial obligation of County will be solely at Contractor's risk and financial responsibility.

H. If Contractor does not utilize the total contract revenue budgeted for one or more county-funded cost centers, Contractor may do one or more of the following:

- 1. Request authorization from County to apply excess revenue to the next Fiscal Year contract and to expand the excess revenue on services provided pursuant to a contract for services with County.
- 2. Request authorization from County to transfer the excess revenue over expenditures to other County-funded services specified in this contract.
- 3. Refund to County the excess revenue.

PROGRAM MONITORING
YOUTH AND FAMILY ENRICHMENT SERVICES
JULY 1, 2003 THROUGH JUNE 30, 2007

I. CONTRACTOR'S RESPONSIBILITIES

A. Reporting Requirements

1. Submit to County the Quarterly Activity Report describing delivery of services provided and the Quarterly Demographic Report. Submit reports within fifteen (15) business days after the end of each quarter as follows: Reports for Future Fiscal Years will be negotiated and reflected in a form of an Amendment.

Fiscal Year 2006- 2007 (July 1, 2006 through June 30, 2007)

<u>Qtr. Begins</u>	<u>Qtr. Ends</u>	<u>Report Due</u>
7/1/06	9/30/06	10/15/06
10/1/06	12/31/06	01/15/07
1/1/07	3/31/07	4/15/07
4/1/07	6/30/07	7/15/07

2. Submit to County a Mid-Year and Year End Reports describing actual delivery of services provided and listing the current members of Contractor's governing Board. Explain any variations from expected service levels. Submit report on January 31, 2007 and July 31, 2007 for FY 2006-07.
3. Submit to County outcome data on surveys provided by County staff. Survey data will be collected and submitted four times at each fiscal year during the term of this Agreement (Fall, 2006 and Spring, 2007 for FY 2006-07)

B. Reporting Requirements – Your House Residential Services

The following objectives will be reached for Your House Residential Services:

a. Residential

Upon exit, 85% of youth will return home or be placed in a stable and supported living environment. Case records will be monitored quarterly to determine compliance with the above.

b. Bilingual Counselor

A bilingual counselor will provide culturally sensitive assessment, individual, group, and family counseling. Case records will indicate the number of sessions provided and the type (group, family and individual). One hundred percent (100%) of the youth receiving counseling will have a treatment plan developed and/or receive referrals for other general support services.

c. Outreach

Staff will provide outreach to seriously at risk youth. Counselors will make 2,500 street based, mailing and community outreach contacts to at risk youth to link with shelter, health care, substance abuse and general support services. Monitoring will be based on staff records indicating the type of contact and tracking the numbers of contacts.

C. Reporting Requirements - Family Law Services

At the end of each quarter, Contractor will submit to County a summary of activities for the quarter. Summary of activities will include all activities provided in that quarter relative to services provided. Submit reports within fifteen (15) days after the end of each quarter. Contractor will keep back-up documentation such as group sign-in sheets, etc, for activities/services provided.

Projected Outcome Objectives – Family Law

a. Upon exit, eighty percent (80%) of the workshop and Ask a Lawyer Clinic participants will report an increase in their knowledge on divorce procedures, how to navigate the legal system, and how divorce may impact them and their children. Data for the objectives will be collected through workshop survey and case notes.

D. Projected Outcome Objectives – Crisis Intervention and Suicide Prevention Services

a. One hundred percent (100%) of individuals seeking crisis counseling and intervention will receive immediate counseling and referral to other services.

b. Seventy-five percent (75%) of youth participating in suicide intervention and prevention educational courses will score one hundred percent (100%) on suicide prevention post test.

C. Data for the above objectives will be collected through telephone logs, counselor notes, attendance rosters and educational surveys.

- E. Emancipated Foster Youth Outreach and After Care Services
The following objectives will be tracked by the Emancipated Foster Youth Program:
- a. Emancipated Foster Youth Program staff at YFES will document all efforts to locate former foster youth through countywide youth serving agencies. A quarterly report will indicate the number and type of contact made by staff.
 - b. For actual youth contacted case management and information will be provided. Each contact shall be recorded in case records and provided to HSA outlining the number and type of contact and service provided. In one year 500 contacts will be documented.
 - c. An annual summary of services and contacts will be provided with a tracking system in place to provide clear ongoing data on the status of each youth contacted.
- F. Transitional Housing Placement Program (THPP)
The following objectives will be tracked from the Transitional Housing Placement Program:
- a. Develop stable housing for foster youth. Maintain 70% capacity in designated residential apartments (or 1533 residential care days annually).
 - b. All youth served will receive intensive case management services including employment, health, education, and mentoring services.
 - c. On a quarterly basis case management records will be surveyed to determine that the above services have been initiated and monitored. At the end of one year a summary report will indicate the status of each youth in the program and his/her progress toward independence.
- G. Projected Outcome Objectives - Daybreak
The following outcome objectives will be tracked upon the participant's exit from the shelter component:
- a. Thirty percent (30%) of the youth with individual case plans will complete a job-training program or secure a high school equivalency degree.
 - b. Eighty percent (80%) of the youth with individual case plans will secure and maintain employment.
 - c. Sixty percent (60%) of the youth with individual case plans will transition to a positive living arrangement (independent living, return to family, or Job Corps).

- d. Eighty percent (80%) of the occupancy units will be filled through the term of the Agreement.

Three month Follow-up Survey

- a. Eighty percent (80%) of the survey respondents will report not having been homeless since their Daybreak stay.
- b. Sixty-five percent (65%) of the survey respondents will report that their current living situation has improved since their Daybreak stay.