**HUMAN SERVICES GRANTS PROGRAM (HSGP)**

**FY 2020-21 MID-YEAR PROGRAM STATUS REPORT**

Agency: Boys and Girls Club of Santa Monica

 Program: Out of School Time Enrichment Program (Middle School Support Team MSST)

###### FY 2020-21 SUBMISSION CALENDAR



**Instructions:**

* **This document should be used by HSGP grantees to report on mid-year and year-end outcomes and accomplishments.**
* **All reports submitted to the City are considered public record. Please note that staff will use the information provided in the mid-year and year-end reports to provide Council and the public with summary reports of agency performance highlighting key outcomes, successes, findings and concerns.**
* **Some programs or agencies may be subject to additional or different reporting requirements per the program’s Exhibit A, Special Funding Conditions, of your executed Grant Agreement with the City.**
* **It is important, when preparing this report, to be familiar with the program’s Exhibit B, Program Plan, of your executed Grant Agreement with the City.**
* **Please insert responses in the spaces provided for Sections I-VII for both the Mid-Year and Year-End Program Status Reports.**
* **A separate Program Status Report must be prepared for each Program Plan specified in your contract.**
* **To submit your completed report to the City, upload the file to your agency’s SharePoint folder. A link to your agency’s SharePoint folder as well as instructions on how to use the site will be emailed to your staff separately.**

###### SECTION I: PROGRAM ACCOMPLISHMENTS, CHALLENGES, AND CHANGES

**Provide a brief summary of your program accomplishments, challenges, and changes that occurred during the reporting period. Please also provide information or observations related to population or service trends.**

Out of school enrichment program (Middle school support team MSST) has adjusted significantly in the past fiscal year. The evolution of the SMBGC and impact of COVID 19 on our organization and the community has altered the organizations structure and capacity in how we provide services to our constituents. Below is a list of our accomplishments, challenges, program changes and trends that are worth noting.

Changes during reporting period:

* + SMBGC experienced significant staffing transitions as a result of COVID 19. The implications of COVID 19 made it impossible for one MSST staff to continue in his capacity, another did not survive organization wide cutbacks, while the third was fortunately repurposed to continue to serve our families through an affiliate provider.
	+ In response to staffing changes SMBGC has contracted with St Joseph Center (SJC) Sept 2020 – June 2021 to assume programming responsibility and to serve all clients under MSST. SJC is a leader in the field and has the infrastructure and a highly qualified team to support this endeavor.
		- SJC will assume all aspects of MSST program design, implementation, and outcome achievement. All elements of client care, tracking and maintenance are under the direction of SJC.
		- SMBGC transferred an MSST case manager to SJC for continuity of services and efficiency.
	+ Program was impacted by city budget cuts and had to scale back on youth and families being served.
	+ All case management services, and programing continue to be on Zoom due to COVID-19.
	+ MSST was not able to conduct gratitude dinner and winter break field trip due to pandemic.
	+ Network meetings are being held twice a month rather than once a month.

Accomplishments:

* + Re-assessed and re-engaged all MSST youth and families after the transition from BGC to SJC.
	+ After careful evaluation of MSST cohort list, SJC purged list of participants and made appropriate referral to youth and families on current waitlist. This made room for referrals that were no longer applicable and non-engaged youth and families to be removed and new youth integrated.
	+ Consistent attendance of service providers to virtual MSST meetings and increasing partners at the table to help support the six different outcome areas of MSST. Attendance remained consistent under the County’s Stay at Home orders due to COVID-19. MSST continues meeting online using Zoom.
	+ Strengthen network partnership as reflected by consistent MSST meeting attendance.
	+ Added one MSW intern to MSST allowing program to continue outreaching and engaging youth to program.
	+ Provided thanksgiving meals, holiday gifts and cash assistance to youth and their families in partnership with VAP Food Pantry, SMC CARES and Boys and Girls Club.
	+ Able to support youth and their families with rental assistance support thought out pandemic.
	+ Started making weekly food deliveries to the most vulnerable families in partnership with VAP Food Pantry, allowing program to check in with families in person on a weekly basis.
	+ Partnered with Santa Monica Police Department Juvenile Diversion Program and JAMS to co-facilitate two groups. Providing students the opportunity to engage virtually and in person while following all of the current social distancing measures.
	+ MSST strengthen regular outreach and collaboration with SMMUSD particularly at JAMS and Lincoln Middle School which has resulted in an increase of MSST referrals.

Challenges:

* + COVID-19 has presented some challenges in engaging youth that had already been difficult to engage due to social distancing measures.
	+ Not being able to meet with all youth individually out of their home or in a private setting.
	+ Not being able to provide in person academic support for all of youth in school who are struggling with distant learning.
	+ Ongoing waitlist due to program being one case manager down, city budget cuts and current pandemic.

Notable trends:

* + Youth are struggling with distant learning school settings and struggling to attend classes regularly.
	+ Unemployment rates have gone up in households due to COVID-19, parents and other adults in the household have been laid off.
	+ Entire households getting COVID-19 due to not having room to self-isolate.
	+ Mental health providers reporting that youth symptoms of depression and anxiety have increased under COVID-19 and engagement in services has decreased.

###### SECTION II: ASSESSMENT, EVALUATION AND PARTICIPANT INVOLVEMENT

**Briefly describe or list any program assessment or evaluation efforts during the reporting period and summarize the results achieved. Specifically highlight any program participant involvement in these efforts.**

**Please highlight any new efforts to collaborate with other service providers and/or leverage services. Please include the agency name(s) and service(s) provided.**

**Tiers of engagement:**

**Active-** Youth is engaged regularly and consistently in the program and has contact with CM at least once a week. Youth has signed consent forms, completed an intake assessment and is working actively with CM towards goals.

 Total Active Youth-20

**Floating-** Youth is contact with CM less than once per month and/or is incarcerated. Youth has signed concert forms, completed an intake assessment and may or may/not be working towards goal.

 Total Floating Youth- 2

**Outreach-** Outreach being made by PM/CM to complete intake assessment and sign consent forms. Youth not formally signed on and goals have not been establish.

 Total Outreach Youth- 2

**Waitlist-** Youth was referred, but has not been assigned to CM for intake assessment.

 Total Waitlist Youth- 8

**Graduated/Closed-** Youth has achieved their goals and met MSST outcomes for success and/or youth aged out of MSST program and referred to age appropriate services and supports.

 Total Graduated/Closed Youth- 7

MSST strengthened regular outreach and collaboration with SMMUSD particularly at JAMS and Lincoln Middle School which has resulted in an increase of communication with advisors and administration. The program continues collaborating on best ways to support youth during distant learning and transitioning case management services from parents to youth. In addition, MSST is following the intake process completing MSST forms and an eight-page intake assessment with youth to evaluate needs and set goals. MSST is using the tracking tool created by HSD Data Scientist.

MSST is using Exym the electronic records keeping system for documentation of youth progress and the eight page assessment tool that covers various areas of functioning including housing, employment, education, metal health, substance use, medical needs, family and relationships and legal needs. Additionally, MSST facilitates virtual bi-monthly collaborative meetings which have been strongly attended in the first half of the fiscal cycle.

MSST/SMPD Group- MSST has partnered with the City of Santa Monica’s Youth Diversion Program to provide experience, and opportunity for youth to exercise their power to build community and change systems through dialogue with police officers. This program meets weekly with YRT, MSST youth and Diversion Youth have dialogues, discussions, and virtual activities with SMPD officers. The objective is to build understanding between youth and officers amid the political climate surrounding various protests and uprises.

###### SECTION III: BOARD INVOLVEMENT

**Please indicate:**

      **Number of Board meetings conducted during the reporting period**  **6**

      **Average Board member attendance**  **26.17**

      **Board development activities conducted during the reporting period**  **1**

      **Significant policy directions or actions taken by the Board during the reporting period**  **2**

      **Number of board members who reside and/or work in Santa Monica**  **27**

      **Board vacancies and plans to fill those vacancies, if applicable**  **0, N/A**

###### SECTION IV: STAFFING PATTERN

**Have there been any staffing changes during the reporting period (i.e., staff vacancies, staff recruitment, changes in FTE)? Please describe. If staff vacancies exist, please provide an anticipated hiring date and explain how caseloads and work have been distributed to ensure service levels are maintained.**

**Please indicate how volunteers or paid or unpaid interns were used during the reporting period. Provide the total number of volunteers or interns and hours provided. If interns were used, please indicate their program level (e.g. undergraduate, masters).**

Staffing was impacted due to the pandemic, reductions in SMBGC staff were necessary in July and some staff were unable to continue in their capacity because of COVID 19 on their personal conditions. In order to continue to meet the needs of our clients, BGC subcontracted the MSST program to St Joseph Center’s Youth Resource Team for the remainder of the program year. Below are the patterns once SJC took the program over:

* For the first part of the fiscal year MSST continued to have a Case Manager vacancy. Program Manager phone screened and interviewed perspective candidates during the first part of the fiscal year. A new Case Manager is expected to start on 2/8/21.
* One master of social work (MSW) intern was added to the MSST team carrying a case load of 5 clients. This intern is a first year MSW intern from UCLA and is on site remotely on Monday’s and Wednesday’s for a total 16 hours. She is providing virtual case management support to assigned clients. Clients were assigned to intern based on their needs in addition to taking into consideration the re-allocation of clients once they leave the MSST program.

**SECTION V: SPECIAL FUNDING CONDITIONS**

Provide a status report on how the agency is meeting its funding conditions listed in Exhibit A of your Grant Agreement, clearly addressing each individual funding condition in bullet point format.

Standard Funding Conditions:

1) Participate in the City’s efforts to develop an outcomes measurement system to better track human services program demographics and outcomes. Participation may include, but is not limited to: meeting with City staff, consultants, and; providing information regarding current data systems, technology infrastructure, policies and procedures, needs, opportunities, and concerns; incorporating the City into existing consent for release of information forms; signing and adhering to the City’s data management Agency Agreement; and contributing data to a centralized data management system. Aggregated or de-identified information may be requested for the purposes of analyzing data being collected.

SMBGC has contracted with SJC and is fully cooperative and collaborative in collecting and tracking all pertinent data for reports and analysis. SJC was selected as a partner in this venture because of their expertise and enhanced ability to manage the appropriate records.

MSST is using Exym the electronic records keeping system for documentation of youth progress and the eight page assessment tool that covers various areas of functioning including housing, employment, education, metal health, substance use, medical needs, family and relationships and legal needs. Additionally MSST facilitates virtual bi-monthly collaborative meetings which have been strongly attended in the first half of the fiscal cycle.

2) Detail steps taken to provide services in adherence to the safety protocols related to the COVID-19 pandemic, including modifications to service delivery, physical infrastructure and safety equipment and protocols to protect participants and staff.

Case managers are meeting with Clients virtually with occasional exchanges that are contactless, and staff are provided all the necessary PPE. All LA County guidelines are adhered to in the fullest applicable capacity including social distancing, frequent hand washing, sanitizing, cleaning and masks in all environments. Any in person interactions are outside whenever possible.

3) Describe how your organization operationalizes racial equity, diversity, and cultural competency. Discuss how your City-funded program may be reflecting these values through personnel practices, staff and board training, program design and/or outreach and engagement strategies. Provide aggregate demographics of board members (agency-wide), executive management (agency-wide), and supervisory staff (City-funded programs) including race, ethnicity and gender.

SMBGC has adopted a Diversity Equity and Inclusion initiative across the entire organization. All staff and Board members participated in a series of trainings and workshops led by an external DEI expert and has precipitated a DEI committee that will ensure DEI is represented throughout our organizational practices. SMBGC also assessed the perceptions of all staff in regard to their experience as it pertains to DEI principals within the organization. This information provided insight for how SMBGC can improve the climate for all our staff and stakeholders. SMBGC has also contracted and partnered with experts in this field to develop content at the youth level to enhance their understanding, perceptions and identity of self and others so they too can navigate and improve the community around them.

|  |  |  |
| --- | --- | --- |
| BOARD OF DIRECTORS | # | % |
| **Total** | 42 |   |
| **Gender:** |   |   |
| Women | 10 | 24% |
| Men | 32 | 76% |
|  |  |  |
| **Race/Ethnicity:** |   |   |
| Asian | 3 | 7% |
| African American | 3 | 7% |
| White  | 36 | 86% |

|  |  |  |
| --- | --- | --- |
| EXECUTIVE STAFF | # | % |
| **Total** | 3 |   |
| **Gender:** |   |   |
| Women  | 2 | 67% |
| Men | 1 | 33% |
|  |  |  |
| **Race/Ethnicity:** |   |   |
| African American | 1 | 33% |
| White | 2 | 67% |

|  |  |  |
| --- | --- | --- |
| SUPERVISORY STAFF | # | % |
| **Total** | 3 |   |
| **Gender:** |   |   |
| Women  | 1 | 33% |
| Men | 2 | 67% |
|  |  |  |
| **Race/Ethnicity:** |   |   |
| African American | 1 | 33% |
| Hispanic | 1 | 33% |
| Other  | 1  | 34% |

4) Agency will assist eligible participants in submitting applications to applicable Santa Monica Housing programs, including but not limited to: Section 8 and Below Market Housing (BMH) Waitlists, Preserving Our Diversity (POD), and Continuum of Care (CoC) programs.

SMBGC, often represented by SJC, is facilitating all housing, POD, CoC opportunities that can be pursued for our clients. Staff have engaged a variety of families for these needs.

**Youth & Family Funding Conditions:**

1) Actively participate in appropriate Santa Monica Cradle To Career (smC2C) collective impact meetings and initiatives, which may include but are not limited to: smC2C work groups, Child and Youth Resource Teams (CYRT), Early Childhood Task Force, and Education Collaborative.

SMBGC and SJC are active members in the aforementioned initiatives on a regular and ongoing basis and present updates to the SMC2C collaborative when requested.

2) Work with the City and the youth and families network of care to provide coordinated support to individuals and families that might require agency expertise in the aftermath of a serious community crisis. A community crisis may include a traumatic event or emergency condition that creates distress, hardship, fear or grief and has a special significance to the community.

COVID and the social unrest experienced recently has exacerbated the need for such services and case managers are continually gauging the impact these circumstance have had on our families. SMBGC has acquired the services of St Joseph’s Center to more comprehensively meet the needs of our MSST families.

MSST/SMPD Group- MSST has partnered with the City of Santa Monica’s Youth Diversion Program to provide experience, and opportunity for youth to exercise their power to build community and change systems through dialogue with police officers. This program meets weekly with YRT, MSST youth and Diversion Youth have dialogues, discussion and virtual activities with SMPD officers. The objective is to build understanding between youth and officers in the midst of the political climate surrounding various protests and uprises.

**SECTION VI: DEMOGRAPHICS**

The following tables track data on program participant needs and the inter-agency relationships utilized to address them. Please provide this information as completely and accurately as possible for participants entering your program.

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT OF ADDITIONAL SERVICE NEEDS****(Santa Monica Participants)** | **FY 20-21****Number Responding “Yes”****at Mid-year** | **FY 20-21****Number Responding “Yes”****at Year-end** |
| 1. “Do you or anyone in your household have unmet employment needs?”
 | 5 |  |
| 1. ”Have you missed or been late on a home rental or mortgage payment within the last 12 months?”
 | 15 |  |
| 1. “Do you or anyone in your household have an unmet childcare/afterschool need?”
 | 7 |  |

|  |  |  |
| --- | --- | --- |
| **INCOMING PARTICIPANT REFERRALS** **(Santa Monica Participants)** | **FY 20-21****Number****at Mid-year** | **FY 20-21****Number****at Year-end** |
| Participants referred by another agency | 8 |  |
|  **Please list the top 3 referring agencies** |  |  |
| **1) Lincoln Middle School** | 6 |  |
| **2) John Adams Middle School** | 1 |  |
| **3) The Help Group/PIER Program** | 1 |  |

**SECTION VII: PROGRAM SERVICES AND OUTCOMES**

**Provide a status report on the program activity levels and outcomes for Santa Monica program participants as indicated in Section III of your Program Plan. Examples have been provided for your reference; please insert rows as needed to align with your Program Plan. For outcome achievement not documented in a report, please provide narrative explanation and/or documentation of how outcome data is captured.**

|  |  |  |
| --- | --- | --- |
| **Program Activities or Services** | **Annual Goal: Unduplicated SM Residents Served (Outputs)** | **Measurable Outcome of Receiving this Program Service (Outcomes)** |
| Case Management Services | 30 Participants and their family | Number of successfully engaged vulnerable youth ages 11-15 in assertive case management: 20 |
| Academic Support | 20 participants were identified as having educational plan. | Program participants will achieve one of the following:Improve attendance: Will be able to report at end of year.Increase GPA: Will be able to report at end of yearImprove Classroom Behavior: Will be able to report at end of year. |
| Economic Vitality and Stability Support | 8 participants were identified as needing economic vitality and stability support. | MSST clients with an unmet employment and/or economic need will achieve one of the following:Secure new or increased employment: 2Increased benefits: 2Increase in household income: 2 |
| Housing Support | 2 participants were identified as having a housing need. | MSST clients with an identified unmet housing need will achieve one of the following:Placed in temporary housing (motel/hotel voucher, shelter): 2Secure permanent housing: 2 |
| Mental Health | 8 participants were identified as having a mental health need. | MSST clients with an identified Mental Health need will be actively engaged with a mental health provider: 6 (i.e. attending at least 1 meeting, every 2 weeks). |
| Legal Aid  | 6 participants were identified to needing legal support. | Number of participants who received legal support:  5Indicate total type of legal support Support with Court appearance: 0 Obtaining restraining order: 0 Support with Immigration needs : 0 Advocacy and support with DCFS involved participants: 2 Housing Legal assistance: 1 |
| Referrals |  | Number of total program referrals this reporting period: 8Number of program referrals on the wait list at end date of reporting period: 8Number of program participants who are new referrals in this reporting period: 8Number of program participants who graduated from program: 1Number of referrals to outside agencies: 4 |
| Parent/Caregiver Education |  | Number of MSST clients (parents/caregivers) demonstrating improved parenting skills – measured by pre and post surveys. |

###### VARIANCE REPORT:

###### Mid-year: Please identify specific outputs or outcomes not on track for being met by year-end. Provide an explanation of the barriers the program is experiencing and the steps the staff is taking to mitigate the situation.

Case Management Services: Program is currently servicing 20/30 (66%) and is expected to be at or close to 30 by year-end.

Educational Support: Attendance, GPA and Graduation rates will be updated data in the year-end report as this is the standard data collection practice as we report on annual goals here only.

Mental Health: Due to COVID-19 pandemic mental health providers stopped doing in-person sessions and began utilizing telehealth. Although Telehealth enabled services to continue, we as a network struggled to have youth engage in therapy online. Youth are experiencing zoom fatigue and are not interested in engaging/committing to mental health services virtually at this moment.

Referrals: All referrals received during this reporting period were placed on a waitlist due to being one case manager down. All youth on current waitlisted are expected to be opened after the new case manager starts on 2/8/2021.

Parent/Caregiver Education: Due to COVID-19 no parent group or parent surveys were conducted during this reporting period. Parent group and surveys are expected to be start mid-March 2021.

###### Year-end: Please provide an explanation for each output or outcome for which achievement is above or below 10% of the projected target.

**SECTION VII: PROPERTY MANAGEMENT**

If this program has entered into a lease agreement with the City of Santa Monica, please provide a status report of facility improvements and routine maintenance performed during the reporting period.

**By submitting this report to the Housing and Human Services Division, I certify that this report is true, complete and accurate to the best of my knowledge and that all disbursements have been made in compliance with the conditions of the Grantee Agreement and for the purposes indicated.**