HUMAN SERVICES GRANTS PROGRAM (HSGP)

FY 2022-23 PROGRAM STATUS REPORT

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CLARE|MATRIX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Clarity for Youth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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###### FY 2022-23 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.

**Accomplishments**

Upon program completion, the CLARE|MATRIX (C|M) Clarity for Youth Prevention program successfully provided individual and family counseling to mandated youth from SMMUSD. One hundred sixty-six (166) individual and/or family sessions among 39 students have been completed during the reporting period, with youth from Santa Monica High School, Olympic High School, OCLC, Lincoln Middle School and John Adams Middles School. Youth have been referred to counseling either through their advisor and/or principle, the SMMUSD mental health coordinator, or through involvement with the SMPD Diversion Program, the Youth Resource Team (YRT), or the Santa Monica Alternative School House (SMASH). All youth referred to CLARE|MATRIX (C|M) have been identified as having used substances or having brought drug and/or alcohol paraphernalia onto campus or to a school event.

In effort to maintain an ethical caseload and meet the requests of parents wanting the option to fulfill the school mandate through alternative therapeutic means and agencies, ten (10) of the thirty-nine (39) students have been referred for assessment only and provided recommended course of treatment and referrals to meet the mandate for the substance use policy violation.

Due to staffing limitation and having one (1) prevention specialist for the program, only mandated youth have been referred and provided individual and/or family sessions. However, youth who were interested in receiving services or were identified as vulnerable to future disciplinary action were welcomed to attend group services.

In addition to individual and family counseling, C|M has also served youth, their families and the community through groups, presentations and assemblies. At Santa Monica High School, the CLARE|MATRIX Prevention Specialist has hosted 26 Life Skills Training prevention curriculum groups for a total of 15 students, 12 who were mandated. Three (3) Recovery Panel Groups were held at Olympic High School, welcoming 18 voluntary youth to listen to the life experiences and call for change from community members who overcame substance use disorder. Approximately 120 parents/adult community members attended the in-person and virtual Parent Teacher Student Association presentation on opioid and fentanyl awareness. Lastly, a Drug Prevention and Fentanyl Awareness presentation was given assembly-style at John Adams Middle school for all 6th, 7th and 8th grade, reaching 736 students.

**Challenges**

Challenges during this reporting period included implementing groups at the middle schools related to youths’ impressionability potential and number of mandated participants. Other challenges included keeping some students committed to their mandate, which caused delays in availability for new mandated referrals. In effort to improve participation in mandated counseling, school administration was notified when applicable and reasonable completion dates were proposed. Despite delays, all mandated referrals have been assessed and provided services. The Prevention team made attempts to conduct similar assembly-style drug awareness presentations at Lincoln Middle School, however it was challenging to identify and or communicate with the appropriate person who could facilitate the scheduling. Finally, while the Recovery Panel was the most consistently attended group, volunteers were not easily accessible as the previous year. Only three groups were held for the year due to volunteers being unavailable to share their experience with substance use and recovery.

**Changes**

An assessment-only option for mandated referrals was implemented due to some parents wanting students to complete the mandate with existing and/or outside mental health providers. An assessment was completed, a treatment plan was created based on the needs of the student, and the recommendation was provided to the family and school administrators. Implementing this change also permitted the Prevention Team to keep the caseload manageable. Ten (10) of the thirty-nine (39) students were referred for assessment only and provided referrals to meet the mandate for the substance use policy violation.

###### 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.

CLARE|MATRIX’s Prevention Department works closely with the SMMUSD mental health coordinator to ensure provided services. The Director of Prevention Services and Prevention Specialist attend regular referral meetings and/or consult with the SMMUSD mental health coordinator and other school administrators to receive new clients and follow-up on the progress of existing clients. The cloud-based spreadsheet was effective in tracking client service progress that the clinician, the SMMUSD mental health coordinator, and the advisors all may access. The activities spreadsheet created in effort to better track all activities implemented in the schools and community, including but not limited to presentations, groups, and workshops improved deliverable monitoring and outcomes. The department also utilizes an internal spreadsheet that was shared between the Director of Prevention Services and Prevention Specialist, combining all information from current tracking systems.

In terms of program documentation, all individual and family clients have their own file, which includes the initial assessment, progress notes, consent for treatment, confidentiality, and notice of trainee documentation. All files are secured to maintain confidentiality. For groups, panels and presentations, sign-in sheets requesting demographic information are collected. The Director of Prevention Services supervises staff weekly to ensure accuracy and compliance and the CLARE|MATRIX compliance manager also assists with auditing client files. Lastly, a licensed marriage and family counselor conducts a final review and signs all clinical documentation.

The Director of Prevention Services and Prevention Specialist regularly attend school-based mental health coordinator’s meetings. These meetings give CLARE|MATRIX the opportunity to exchange ideas with other service providers and to stay abreast of community and school district happenings. Other collaborations include participation in the City of Santa Monica’s Cradle to Career initiative. The team is also a part of the Youth Resource Team (YRT) and Middle School Support Team (MSST), which helps the team coordinate services for some of the highest needs youth in the City. The wealth of resources available through these collaborations have been highly utilized, especially when there is youth in program care that need case management services and resources that may be beyond the scope of the program, such as domestic violence, housing, legal advice, job training, or more severe mental health issues. The Prevention team serves as a resource for others within the collaborative, accepting referrals through YRT and providing them with counseling when substance use is a presenting issue. The Prevention Team has also partnered with the Santa Monica Parent Teacher and Student Association, identifying community and student needs and providing educational seminars on topics related to youth substance use.

The Prevention Specialist attends supervision twice weekly in an effort to keep services as effective and relevant to students’ needs as possible.

###### SECTION III: BOARD INVOLVEMENT

Please indicate:

* Number of Board meetings conducted during the reporting period - 12
* Average Board member attendance – 85%
* Board development activities conducted during the reporting period - The Board agreed to postpone the May 4, 2023 gala to the spring of 2024.
* Significant policy directions or actions taken by the Board during the reporting period – The Board of Directors brought on Ascension Recovery Services in a Master Service Agreement to partner as a consulting firm for our programs, HR and financial departments, as well as elected a new Executive Director; Steve Glick.
* Number of board members who reside and/or work in Santa Monica - 1
* Board vacancies and plans to fill those vacancies, if applicable – There are no executive board positions openings, but recruitment of new board members is always underway.

###### 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).

The Prevention team has not had significant staffing changes during the reporting period. The Prevention Team continues to consist of one Prevention Specialist, Stephanie Aguirre and a Director of Prevention Services, Jolan Millard. Nimra Gardley remains the program’s Clinical Supervisor. Volunteers and interns are not being utilized at this time.

**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.

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 community members; 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.

* The Prevention Specialist and Director of Prevention Services regularly attend community meetings with school administration, mental health providers, and collaborate with Santa Monica City staff to assess the needs of our community. The Director of Prevention Services works with the CLARE|MATRIX Evaluator to ensure implementation of tools to measure program performance and progress are appropriately utilized and effective in program outcomes. Additionally, the Director of Prevention Services collects data on clients served, number of individual sessions, sign in sheets, etc. for monthly performance metrics reports. The CLARE|MATRIX team and providers remain mutually informed on policies and procedures regarding student service referrals for the Clarity for Youth counseling and CLARE|MATRIX policies. During this time, the Director of Prevention Services continued to attend provider meetings virtually.

1. 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.
   * CLARE|MATRIX staff have remained in compliance with current public health guidance regarding COVID-19, while remaining vigilant in serving the youth of Santa Monica. Staff abide by the school mandates and respect the boundaries of students and family, while ensuring the community is receiving the services needed.
   * Private spacious rooms are offered for individual and family sessions. Large classrooms, outdoor locations, or virtual options are utilized for workshops, groups, and/or presentations.
   * Telehealth sessions and virtual groups remain an option for participants and families.
   * Face masks are encouraged when the ability to social distance was limited.
   * Regular monitoring of symptom tracking of staff is conducted to ensure early diagnosis and immediate modifications of services should COVID-19 be detected.

3. 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.

* CLARE|MATRIX staff are aware and trained on assessing the needs of participants and families in need of assistance programs and offer assistance when applicable.
* No participants qualified for these referrals during the current reporting period.

**Youth & Families Agencies:**

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, Education Collaborative, and Behavioral Health Work Group.

* The Prevention Specialist and/or Director of Prevention Services regularly attends the smC2C meetings alongside meetings with CYRT and MSST group to help manage cases and provide resources.

1. Work with the City and the youth and family’s 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.

* The Prevention Specialist and/or Director of Prevention Services regularly attends these community meetings to provide information and resources on the Clarity for Youth Program. The Director of Prevention Services has also worked to establish new partnerships in the Santa Monica community to further raise awareness on youth substance use concerns.

**School-Based Mental Health Programs:**

1. Provide programming 12 months per year, with clearly defined summer activities provided at SMMUSD schools and/or community locations, including number of children and parents served, number of kindergarten assessments and activities during the summer months.

* The Clarity for Youth Prevention staff have managed client cases/referrals effectively and have ongoing prevention engagements throughout the school year. Activities are planned, executed and tracked internally.

1. Document during intake and report the number of eligible Santa Monica participants seen that have Medi-Cal/DMH funding, Healthy Families, private insurance, or no insurance.

* The Clarity for Youth Prevention staff keep track of all program participants’ insurance data via referral forms, client files, a cloud-based tracking spreadsheet, and an internal client Excel document.

1. Set up a year-end review meeting with school principal and/or relevant administrators to discuss 1) number of students seen during the year, 2) year-end accomplishments and challenges, and 3) rosters and goals for the coming year.

* The Director of Prevention Services communicates with school administration on a regular basis to provide updates on student service progress. The Director of Prevention Services also communicates with the school district Mental Health Coordinator regularly and provides her with data towards the end of the fiscal year.

**SECTION VI: SERVICE NEEDS AND REFERRALS**

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 2022-23**  **Number Responding “Yes”**  **at Mid-year** | **FY 2022-23**  **Number Responding “Yes”**  **at Year-end** |
| 1. “Do you or anyone in your household have unmet employment needs?” |  | N/A |
| 1. ”Have you missed or been late on a home rental or mortgage payment within the last 12 months?” |  | N/A |
| 1. “Do you or anyone in your household have an unmet childcare/afterschool need?” |  | N/A |

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| --- | --- | --- |
| **INCOMING PARTICIPANT REFERRALS**  **(Santa Monica Participants)** | **FY 2022-23**  **Number**  **at Mid-year** | **FY 2022-23**  **Number**  **at Year-end** |
| Participants referred by another agency |  |  |
| **Please list the top 3 referring agencies** |  |  |
| * 1. **Santa Monica High School** | 10 | 23 |
| * 1. **Lincoln Middle School** | 4 | 6 |
| * 1. **John Adams Middle School** | 0 | 5 |

**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 VII 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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Service Category/ Program Goal** | **Activity Type** | **Activity Description** | **Annual Target\*** | **Documentation Method** | **Mid-year Actuals** | **End-Year Status Report** |
| 1 | Individual Substance Use Treatment | Output | Participant receives individual substance use services | 25 SMPP | Case File | 14 | 29  (10 assessment-only=39) |
| Outcome 1    Outcome 2    Outcome 3      Outcome 4 | Participant decreases substance use    Participant will report improved social skills    Participant will report improved mental health, physical health and quality of life    Participant will report improved relationships in family unit | 18/25 (70%) SMPP    18/25 (70%) SMPP    18/25 (70%) SMPP    18/25 (70%) SMPP | Pre-test and post-test surveys | 4        3  3         2 | 23/29        19 /29    20/29  18/29 |
| 2 | Life Skills Training/ |  |  |  |  |  |  |
| Outcome | Life Skills Training curriculum presented in the form of in-class and after-school group education/prevention sessions (offered to referred/counseled students) on the impacts of addiction on the adolescent brain, and harm reduction. Four out of the 8 workshops will utilize youth MATRIX content and will be facilitated by our counselors in conjunction with our existing Life Skills Training curriculum | 17/25 (70%) SMPP | Pre-test and post-test surveys | 1 | 15 |
| 3 | Increase education/knowledge of substance use | Output | Participants engage in educational workshops regarding impact of substance use | 45 SMPP | Survey | 26 | 99 |
| Outcome | Participant has increased knowledge of the impacts of substance use | 80% (36) SMPP | Survey data | 1 | 47 |

###### 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.

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

The Prevention Team has exceeded the targeted number of unduplicated youth receiving individual substance use services by closely monitoring students attendance and implementing completion dates to keep them engaged, resulting in the ability to accept more referrals.

While the Prevention Team has collected 100% pre/post surveys from each student that attended the Life Skills groups, the census remained below the targeted of 45 program participants. Majority of students who are mandated to substance use services meet criteria for individual services. In effort to maximize substance use services and create an option for non-mandated students, the Prevention Team continues to offer group services. Three (3) additional non-mandated students attended the Life Skills groups.

Over seven hundred (700) students have participated in educational workshops regarding impact of substance use, however only 99 students completed a survey with forty-seven (47) endorsing an increased knowledge of the impact of substance use. Additional data obtained from the surveys reveal that many students remain concerned about substance use on campus.

**SECTION VIII: 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.

N/A

**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.**