

House District 17 to 51

Senate District 9 to 25

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Child and Family Service

Db: Child & Family Service

Street Address: 91- 1841 Fort Weaver Road
Ewa Beach, Hawaii 96706

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANGIE DOI

Title Director of Oahu Programs

Phone # (808) 681-1494

Fax # (808) 681-5280

e-mail cfscontracts@cfs-hawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TO SUPPORT OPERATIONS FOR STAFF SUPPORT AND RENT SUBSIDY FOR TWO OAHU TRANSITIONAL HOUSING PROGRAMS. THE PROGRAMS ASSIST FAMILIES WHO ARE LIVING IN TRANSITIONAL HOUSING WITH RECOVERING FROM THE TRAUMA OF DOMESTIC VIOLENCE. FAMILIES MAY STAY UP TO TWO YEARS, AND THE PROGRAM PROVIDES SUPPORT, COUNSELING, AND WORK-RELATED ACTIVITIES TO BECOME INDEPENDENT.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 200,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$12,000

FEDERAL \$8,230

COUNTY \$37,500

PRIVATE/OTHER \$3,500

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

PATTI BATES, EXECUTIVE VICE PRESIDENT & COO
NAME & TITLE

1/28/14
DATE SIGNED

Application for Grants and Subsidies

I. BACKGROUND AND SUMMARY

Child & Family Service (CFS) is requesting a \$200,000 Grant-In-Aid to provide safety, shelter and an opportunity for domestic abuse survivors and their children to become independent and to live a healthy non-violent life on the island of Oahu.

1. Brief Description of Child & Family Service's Background

Since 1899, Child & Family Service (CFS) has dedicated its efforts to its mission of **“Strengthening families and fostering the healthy development of children.”** CFS has 37 programs statewide that offer an array of effective and culturally relevant services to Hawaii's residents in need. The broad spectrum of services provided by CFS include: domestic violence intervention, case management, residential group homes, alternative education for alienated youth, prevention and treatment of child abuse, and family, school, and community-based counseling related services for children and their families. Infants, children, adolescents, young adults, immigrants, older adults, individuals, and families in need benefit from these services. CFS's programs are responsive, flexible, and focused on positive outcomes. Services are provided in homes, schools and in the community as well as CFS's offices throughout the State. CFS provides services through 42 sites throughout the State, on the islands of Oahu, Hawaii, Kauai, Maui, Molokai, and Lanai. CFS's strength lies not only in its size and ability to share expertise and resources statewide, but also in its ability to adapt services so that they are unique and appropriate to the island and communities it serves.

CFS has over 100 years of experience in providing quality services to the people of Hawaii. CFS currently provides services in three major areas including: early childhood and children's services, behavioral health services, and adult and family services. The spectrum of CFS programs builds on the strengths of individuals and families to address the many human challenges. The organization's comprehensive array of services has allowed CFS to develop many areas of expertise. Cross-training and consultation strengthens all programs.

Transitional Housing Program

CFS began operating the first Transitional Housing Program for survivors and their children in the Honolulu area in 1992. This project was made possible by a Community Development Block Grant from the City and County of Honolulu. The City and County leases the facility to CFS and the program receives funding from the Emergency Solutions Grant, Housing and Urban Development, and private donations. In 2009 CFS opened the second program in Leeward Oahu. Funding was obtained from the Office Violence Against Women Recovery Act from May 2010 to June 2013. The Transitional Housing Program (TH) of CFS provides a safe, low cost housing solution for survivors of

domestic abuse, and their children, who are ready to live abuse free and become financially independent. The goal of the program is to provide safe transitional living to help survivors establish financial independence and to receive the support needed to heal from domestic violence. Families may remain in the program for up to two years in order to save money, receive counseling and preparing for the transition into permanent housing. Support services are provided from a trauma-informed care approach to assist the families in healing, goal setting and in either continuing their education or obtaining employment so they are able to move toward financial independence. Social, employment, parenting, and basic life skills are taught. In addition, money management and credit repair assistance are provided, if needed.

Services for children are an integral part of the program. Children are in need of services to deal with the trauma of witnessing the violence or of having to abruptly leave their home. Witnessing family violence teaches children to equate violence with love often leading to the next generation of victims and abusers. To address these needs, our program obtains additional funding to provide services to children age four and up. Group and individual services are available to the children and their mothers. On-site services include child parent interaction and bonding activities, parenting skills training and recreational activities.

The table below shows the numbers for the past four years:

Fiscal Year (FY)	Number of Safe Nights	Number of Adults Served	Number of Children Served
FY2011	5,251	9	17
FY2012	8,139	13	26
FY2013	11,235	15	29

2. Goals and Objectives Related to the Request

CFS is Hawaii's leader in the human services field and advocacy for children and families in need. The CFS mission is **“Strengthening families and fostering the healthy development of children.”**

The mission of the Transitional Housing Program is:

Provide safe, subsidized housing, combined with support and counseling for women and children who have made a decision to leave abusive relationships and to build their independence.

CFS recognizes the need to continue operating the transitional housing programs on Oahu.

CFS is seeking support to secure funding to continue to operate the 13 units at the two locations on Oahu. The overall goal of the Transitional Housing Program is to assist domestic abuse survivors and their children who have no other housing alternatives; who are ready to live a violence free life; and, who are ready to work toward financial independence. The program provides low cost housing to the families. Most families *come from the domestic violence emergency shelter*; are at risk for homelessness; and, are unable to find affordable safe housing.

The program works with other emergency shelters as well as other domestic violence agencies who provide referrals to CFS services. The program also works with other providers in the community to assist the families in moving towards independence.

The survivors are starting new lives with very few resources and very little money. They are often opening their first financial accounts and need to purchase all the necessities. The program goal is to keep the costs to live in transitional housing as low as possible providing rent subsidy so the clients can get back on their feet financially.

3. Public Purpose and Need to be Served

Imagine having to choose between homelessness for you and your young children or staying in a household where you and your children are being abused. For many survivors in Hawaii, those are their only choices.

Experiencing domestic violence can often lead a family to seek alternative, and safe, housing whether it is an emergency shelter or transitional housing. Survivors often lack the financial resources, social supports and skills to support their family once they flee the relationship. Frequently, the abuser has controlled the finances and the survivor has little or no financial resources in her own name. Leaving the relationship is often very difficult and potentially increases the risk of harm to the family.

Domestic violence is a traumatic experience for the family. CFS services must respond to the immediate crisis of domestic violence as well as the longer-term consequences and healing of survivors and their children. The trauma they experience can create a sense of fear, helplessness, and horror. It can impact a person's sense of safety, ability to self regulate, and coping skills. CFS has implemented an evidence-based Trauma-Informed Care approach in its services to better mitigate the widespread effects of trauma in the lives of the clients.

The special housing needs of domestic abuse survivors are: safety, anonymity, a place to emotionally recover from the abuse, and a place where they have the time and space to decide how they wish to proceed with their lives.

The Transitional Housing Program provides families who are survivors of domestic abuse and their children and affordable safe place to live, away from the abuser; in

order to move toward financial independence for themselves and their families. These families have few, if any, other affordable housing alternatives. Most of the families come from the emergency shelter for domestic violence, or have been referred by another domestic violence program on Oahu. Almost all of them are at risk of becoming homeless or returning to the abuser if they cannot find housing on their own.

Every year, CFS continues to seek out a number of funding sources to ensure that program operations can be fully sustained. Residential programs frequently face ongoing difficulties regarding lack of adequate funding. As operational costs increase over time and the funding sources decrease, there is less funding available for direct services. The 5-unit Honolulu facility has limited funding operations and have received a 5% reduction of the past year which results in reduction of staffing each year. In June 2013 the Leeward facility's primary source of funding ended as it was Recovery Act money. Private funding was secured for 6 months for staffing that ended December 2013. The program is actively seeking funding in order to continue to operations of its 8 units. By obtaining supplemental funding, CFS is able to maintain its direct services at a consistent level and provide 13 units of safe transitional housing for families.

This request for funding is to restore funding for a 20-hour a week Domestic Violence Specialist I (DVS I), 20 hours for a Residential Manager and 20 hours for a Shift Worker for the two locations to provide adults and the children supportive counseling and to provide rent subsidy for each of the 13 units. In addition, the DVS I will make linkages and referrals to help the clients move from the transitional to safe permanent housing.

4. Target Population to be Served

The target population for services are families who are fleeing their home due to a domestic violence situation, who have meet the 90 day time limit in emergency shelter with limited to no resources or support networks. Applications for transitional housing are received from all areas of Oahu.

The target population for services is adult survivors of domestic violence, and their children, who are ready to leave the abusive situation and to live independently. The program provides support to the families to help them live safely, become self-sufficient and find permanent housing.

Geographic Coverage

The Transitional Housing Program serves clients on the island of Oahu. CFS operates two Transitional Housing Program locations on Oahu; one in the Leeward area and one in Honolulu.

II. SERVICE SUMMARY AND OUTCOMES

1. Scope of Work, Tasks and Responsibilities

Approach to Program

CFS is committed to the value of excellence, and to the process of continuous quality improvement. As part of this process, we keep abreast of Best Practices in the field and apply them in our work. As part of the ongoing process to improve our services, CFS has researched Best Practices models through sources such as the Report from the Housing Committee of the National Task Force to End Sexual and Domestic Violence.

CFS is committed to the guiding principle of empowerment of survivors and their children to live self-sufficient safer lives, to make informed decisions, and to undergo personal growth and healing. This message is reinforced by all staff and throughout all services.

Program Goal and Objectives

In our efforts to reduce the number of domestic violence survivors and children going back to an unsafe environment, the program provides safe transitional housing and assists in finding safe affordable housing to help victims and their children establish financial independence and obtain permanent housing. This is the overall Program goal.

The objectives include providing ongoing support through safety planning, supportive counseling, and support groups to all adults and children age four and up from a trauma-informed framework. In addition, the transitional housing assists the families with goal setting and monitoring as well as linkage to employment services and financial literacy.

The Transitional Housing Program has the following goals for the families:

80% of residents will increase safety and coping skills.

80% of residents will participate in workforce development activities.

70% of the adults will obtain and maintain employment.

80% of families leaving transitional will move to permanent housing.

80% of the adults will strengthen the Five Protective factors and increase support systems.

Screening

Applicants for the Transitional Housing Program are pre-screened by the Domestic Violence Specialist I, or the Residential Manager before an application is submitted. The screening process focuses on the individual needs and barriers of the applicant and whether the program is the appropriate service to address those needs and barriers. Should the program be inappropriate for the applicant, other resources or referrals are provided. After an application is received, the applicant is contacted and an intake/assessment appointment is scheduled.

CFS offers a Domestic Abuse hotline that can also provide survivors with information regarding the domestic violence services and resources in the community. The number is very publicized and is accessible 24 hours a day 7 days a week. The hotline is operated by the Domestic Abuse Shelters so the staff members are trained and skilled in domestic abuse issues.

Intake

All CFS clients complete an intake to gather information about the family and the abuse. Client rights are reviewed and they are asked to sign a Consent to Services form. CFS complies with all confidentiality and privacy requirements of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA is explained to a new client and she is asked to sign the form and is provided with a copy. If there is someone (person or agency) that the program needs to be in communication with about the client, an authorization to Use and Disclose Confidential Information/Protected Health Information form is obtained. The Program procedures and guidelines are reviewed and signed by residents. At this time a preliminary safety plan is developed, a tour of the program is provided and the new clients are introduced to the other clients.

Assessment and Service Planning

An assessment is completed within 7 to 10 days of admission. The client will meet with the Domestic Violence Specialist I who assesses their needs and assists them in developing a service plan. Assessment of each family unit's unique situation helps the program to provide information/referral and counseling that meets their needs. Strengths are identified and reinforced.

Part of the process involves gathering information on whether the client is working with other organizations and if referrals are needed. Also during the assessment, client rights, right to privacy, right to resolve problems, and the process to do this are explained.

The CFS staff are sensitive to the ethnicity and culture of the residents. Throughout the delivery of services staff members focus on the residents' strengths and cultural background. Staff are trained to be sensitive to the effects of trauma and well as the importance of recognizing cultural values and barriers in accessing and receiving services.

Program Services

CFS has implemented a Trauma-Informed Care Model, *Risking Connection*®, which acknowledges the trauma suffered by individuals and how it affects their decision making. Because survivors of domestic violence may experience anxiety, stress, fear, or a sense of powerlessness they are often in need of someone to advocate for them. Within the program, the Domestic Violence Specialist I, Residential Manager and Shift Worker meet with family frequently formally and informally. Developing and maintaining a safe, trusting relationship is key in healing from trauma.

Safety issues are discussed further and a personalized safety plan is finalized if it had not already been completed. The client's progress is tracked on a regular basis throughout participation in the program and additional referrals and support are provided as needed.

Families may reside in the Transitional Housing Program up to two years and receive the supportive services offered. Participation in the program is totally voluntary, and survivors can choose to leave the program at any time on their own accord. Guidelines of the program as provided to each client and they are encouraged to follow these guidelines which emphasize safety and confidentiality for themselves and their children.

Employment support is provided through the program, either by CFS staff or in partnership with other organizations. Assessments are conducted of clients' aptitudes, skills and interests, and barriers to employment and job stability. Employment preparation activities are provided through individual services or through group classes. These classes will teach the client how to write a resume, how to participate in a job interview, and the behaviors/skills needed for maintaining employment.

CFS integrates the community into its programming whenever possible and attends monthly meetings to collaborate and receive updates on changes that may affect or benefit those serviced. CFS will also look at new innovative ways to involve the community. For example, women who own their own businesses in the community might come to the facility and provide sessions on how they became business owners. This will demonstrate to clients that they, too, can become self-sustaining. CFS has partnered with the YWCA to provide financial literacy workshops and mentoring sessions to survivors in the domestic violence and Transitional Housing programs.

2. Annual Timeline for Accomplishing the Results or Outcomes

Upon obtaining the funding CFS would recruit, and hire additional staff within the following timelines:

Task	Activity	Timeline
Recruitment for Vacancies	Post positions	2 weeks
	Gather applications	2 weeks
	Conduct interviews	1 month
	Hire staff	45 days
Train Staff	Schedule program-specific and organization-wide training	30 days 60 days
	Implement Services	Offer supportive services to families

3. Quality Assurance and Evaluation Plan

CFS is dedicated to providing quality services to the individuals and families it serves, and to be accountable to those who fund the services. CFS has well established Performance and Quality Improvement (PQI) mechanisms. PQI is an ongoing process that occurs daily as staff members strive to improve the service they provide internally and externally. On a quarterly basis, the organization-wide committees meet to review aggregate data, and program and administrative staff review their outcome data, identify their strengths, discuss compliance issues, and troubleshoot areas of concern.

The PQI structure is overseen by the Quality Assurance and Training Department and the PQI Committee. The committee receives and evaluates reports from the PQI Subcommittees, which includes departments and programs, for significant trends, and determines whether services meet pre-determined expectations of quality and outcomes. The PQI Subcommittees include Safety and Risk Management, Outcomes, Internal and External Reports, Case Record Review, Clinical Risk Management, and Training. Systematic evaluation of effectiveness and efficiency of services includes review of incident reports, client complaints and grievances, internal and external monitoring reports, client satisfaction surveys, outcomes, case record/utilization reviews, quarterly performance indicators and program accreditation review reports. Once a quarter the PQI Committee reports to management on the quality assurance activities, summarizing the important improvement areas identified in their data analysis, and identifying specific training areas needing emphasis. Quarterly, the Director of Quality Assurance and Training compiles a summary of the organization’s strengths and areas for improvement, which is provided to the Executive Leadership Team and the Board of Directors.

Program Level Monitoring

At the program level, CFS has implemented several quality assurance and evaluation processes in order to monitor the quality of our service delivery on a consistent and comprehensive basis. The Director of Oahu Programs is responsible for the development, implementation and monitoring of the domestic violence programs' overall service quality. By combining the data from each program's reports, the Director of Oahu Programs is responsible to identify common areas for improvement, trends and overall functioning of the Program. The Director of Oahu Programs reviews the findings with the program staff, and is then responsible to make sure that resources are provided to address those areas. The table below describes the different PQI events that the Program conducts.

PQI Event	Description	Responsible Staff	Frequency
Quarterly Managers Report (QMR)	Identifies quality indicators and trends for the Program such as outcomes, clients served	Director of Oahu Programs Domestic Violence Specialist I	Quarterly
Outcomes	Data is collected on program and contract outcomes	Director of Oahu Programs Domestic Violence Specialist I	Quarterly
Peer Case Record Review (CRR)	Review of client case records	Program Staff CFS Peers	Quarterly
Staff Supervision	Supervision on cases, group and professional development. Review of case record.	Director of Oahu Programs	Bi-monthly or monthly depending on the staff's expertise and number of client contacts (groups and hours worked per week)
Annual Program Planning (APP)	Review and development of program goals	Director of Oahu Programs Domestic Violence Specialist I Residential Manager Shift Worker	Annually
Client and referral surveys	Surveys are distributed	Director of Oahu Programs	Quarterly At Discharge
Monthly, Quarterly and Annual Reports to the Funder	Data collected on unduplicated clients served, outcomes, accomplishments, problems encountered.	Director of Oahu Programs	Quarterly and Annually

Quarterly Manager's Report Checklist and Report

The Quarterly Manager's Checklist ensures that managers have maintained performance and quality improvement in all managerial areas of the program. The checklist covers:

1. PQI Staff Meeting
2. Supervision
3. Training on policies and procedures
4. Identifying program training requirements for staff
5. Financial management

It is the responsibility of the Director of Oahu Programs to complete the Quarterly Manager's Checklist and Report (QMR). These documents identify areas of strengths, opportunities for improvement, and action plans to address the areas for improvement.

PQI Staff Meeting Notes

At least quarterly all program and department staff meetings will focus specifically on PQI issues. Discussions for programs include a review of client demographics; satisfaction survey results; incident reports; client grievances; case record review findings; client demographics; expected vs. actual client and program outcomes; annual program goals; and achievements/special projects. Results from such meetings will be forwarded to the PQI Committee for review and potential recommended action. The most important aspect of the monitoring and quality assurance is that it is an ongoing process. Maintaining information regarding client issues, Best Practices and upcoming trends, we continually strive to offer the best program.

Client Outcomes and Performance Measures

Outcome and performance measures are determined by Best Practices, funder requirements, and accreditation standards. Outcome activities are documented at the program level and are used to evaluate client progress and program effectiveness. Outcome and performance measures are reported quarterly on the QMR described earlier.

Case Record Review (CRR)

Beginning with supervision, client charts are reviewed for documentation and appropriateness for the client to continue receiving services on a quarterly basis or more frequently if needed.

An internal peer review of randomly selected open and closed case records is conducted on a quarterly basis and carried out so that workers and supervisors do not

review cases in which they have been directly involved. The case record review process is distinct from regular case review, which occurs with the supervisor and the direct service worker. Indicators utilized in the quarterly reviews are defined and measurable, and incorporate criteria for evaluation of the appropriateness of services.

Incident Reports

The Incident Report is the tool for reporting safety/risk concerns and to document events that are at variance with policy, procedure, practice or usual procedure. These are filed by the staff observing or involved in the incident related to clients or staff. The form is then reviewed by the supervisor and faxed to Central Files where it is distributed to appropriate Senior Management. The Director of Oahu Programs reviews incident reports for trends, training issues and follow up.

Internal/External Monitoring

The Clinical Coordinator reviews client records on a regular basis. A report is provided that summarizes both the strengths of the records, as well as areas that need improvement. A corrective action plan is generated which details deficient areas, tasks to be completed and timelines. The completed checklist, narrative of findings and a corrective action plan is sent to the Director of Oahu Programs, and the Director of Quality Assurance and Training. The Clinical Coordinator provides follow up on the program's corrective action plan to monitor task completion by the designated timeline.

Client/Referral Satisfaction Survey Results

Supervisors conduct Telephone Satisfaction Surveys (or in person interviews) in order to monitor and evaluate the direct service staff's performance with clients. This is completed quarterly with at least 2 clients for each employee. The standardized form allows the supervisor to note any patterns for follow up with staff.

Client satisfaction surveys are completed at discharge and at least quarterly. Surveys are sent to referral sources and other collateral participants for all programs on an annual basis.

Client Grievance

Per our procedure, client grievances are documented and receive follow up and response according to organization timelines. The grievances are also reviewed for trends and training issues.

Grievances are forwarded to the Director of Oahu Programs and the Quality Assurance and Training Department for review and response as appropriate.

4. Measures of Effectiveness

The Transitional Housing Program has the following goals for the families:

- 80% of residents will increase safety and coping skills.
- 80% of residents will participate in workforce development activities.
- 70% of the adults will obtain and maintain employment.
- 80% of families leaving transitional will move to permanent housing.
- 80% of the adults will strengthen the Five Protective factors and increase support systems.

The goals are measured by attendance logs, client self report, and pre- and post-tests.

Outputs include the numbers to be served. We are projecting serving 13 adults and 25 children per year.

III. FINANCIAL

Budget

1. Submission of Budget Forms

The budget forms are attached to this proposal.

2. Anticipated Quarterly Funding Requests for FY 2015

The anticipated quarterly funding for this request for Fiscal Year 2014 is as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$200,000.00

3. Listing of All Other Sources of Funding for FY 2015

Other sources of funding that CFS has applied for Fiscal Year 2015 includes:

Name of Funding Source	Amount Secured
Emergency Solutions Grant	\$12,000
U.S. Department of Housing and Urban Development	\$8,230
Koenig Foundation	\$3,500
City and County GIA	\$37,500

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

CFS's extensive experience working with victims/survivors of domestic abuse over the past 30 years has helped to develop substantial skills and abilities to provide domestic abuse services. Following is a comprehensive list of verifiable experience with projects and contracts pertinent to the proposed services. It demonstrates CFS's breadth, experience, and institutional knowledge in the field of domestic abuse.

Contracting Agency, Contact, Address, Email/Phone Description of Contract	Contract Reference	Performance Outcomes
<p>Domestic Abuse Shelter and Support Services – Leeward, Honolulu, West Hawaii and East Hawaii</p> <p>Department of Human Services Kenwyn Kaahaaina, POS Specialist (808) 586-5706 kkaahaaina@dhs.hawaii.gov 810 Richards Street, Ste 400 Honolulu, HI 96813</p> <p>CFS operates four domestic violence shelters and 24-hour crisis hotlines for victims of domestic violence and their children.</p>	<p>Oahu DHS-11-POS-415</p> <p>Hilo DHS-11-POS-416</p> <p>Kona DHS-11-POS-417</p>	<p><u>Oahu</u></p> <ul style="list-style-type: none"> 82% of clients have an increased knowledge of community resources. (Target: 75%) 79% of single adults and families have moved from the shelter to a non-abusive home environment. (Target 60%) 99% of clients in shelter have completed a Safety Plan for themselves and their children. (Target: 90%) <p><u>Hilo</u></p> <ul style="list-style-type: none"> 91% of the clients have an increase in knowledge of community resources. (Target: 75%) 78% of single adults and families have moved from the shelter to a non-abusive home environment. (Target: 60%) 94% of the clients in shelter have completed a Safety Plan for themselves and their children. (Target: 90%) <p><u>Kona</u></p> <ul style="list-style-type: none"> 94% of the clients have an increase in knowledge of community resources. (Target: 75%) 42% of single adults and families have moved from the shelter to a non-abusive home environment. (Target: 60%) 95% of the clients in shelter have completed a Safety Plan for themselves and their children. (Target: 90%)
<p>U.S. Department of Housing and Urban Development Supportive Housing Program – Oahu</p> <p>Rebecca Borja 500 Ala Moana Blvd., Suite 3A Honolulu, HI 96813-4918 rebecca.c.borja@hud.gov (808) 522-8180 x265</p> <p>Supportive services and counseling are provided to the Domestic Abuse Shelters and Transitional Housing program on Oahu.</p>	<p>HI0020L9C011205 HI0020B9C010802 HI0020B9C10801 HI08B70-1012 HI08B601-006</p>	<p><u>Domestic Abuse Shelters</u></p> <ul style="list-style-type: none"> 92% of the clients have reduced their level of stress. (Target: 70%) 92% of the clients have increased self-sufficiency. (Target: 70%) 100% of the clients in shelter have completed a Safety Plan for themselves and their children. (Target: 90%) <p><u>Transitional Housing Program</u></p> <ul style="list-style-type: none"> 100% of the clients have reduced their level of stress. (Target: 70%) 100% of the clients have increased self-sufficiency. (Target: 70%) 100% of the clients have completed/have a Safety Plan for themselves and their children. (Target: 90%)

Contracting Agency, Contact, Address, Email/Phone Description of Contract	Contract Reference	Performance Outcomes
<p>Department of Human Services Benefit, Employment, Support Services Division Domestic Violence Advocacy Oahu, Hilo, Kona & Maui</p> <p>Department of Human Services Benefit, Employment, Support Services Division 820 Mililani Street, Suite 606 Honolulu, HI 96813 Iva Cain icain@dhs.hawaii.gov (808) 586-7068</p> <p>Oahu, Hilo, Kona and Maui provide support, advocacy, and counseling for those who are receiving Temporary Assistance to Needy Families (TANF) and Temporary Assistance to Other Needy Families (TAONF) to overcome barriers to self-sufficiency.</p>	<p>DHS-08-BESSD-5048 DHS-08-BESSD-5048 DHS-08 BESSD-5048</p>	<p>East Hawaii</p> <ul style="list-style-type: none"> 61% of clients have completed their goals within 6 months and moved to FTW or obtained employment. (Target: 10%) 100% of clients have completed their goals within the 12-month period and moved into FTW or obtained employment. (Target 75%) 88% of clients are able to simultaneously engage in employment activities and domestic violence counseling services. (Target: 60%) <p>West Hawaii</p> <ul style="list-style-type: none"> 52% of clients have completed their goals within 6 months and moved to FTW or obtained employment. (Target: 10%) 100% of clients have completed their goals within the 12-month period and moved into FTW or obtained employment. (Target 75%) 57% of clients are able to simultaneously engage in employment activities and domestic violence counseling services. (Target: 60%) <p>Oahu</p> <ul style="list-style-type: none"> 16% of clients have completed their goals within 6 months and moved to FTW or obtained employment. (Target: 10%) 89% of clients have completed their goals within the 12-month period and moved into FTW or obtained employment. (Target 75%) 49% of clients are able to simultaneously engage in employment activities and domestic violence counseling services. (Target: 60%) <p>Maui</p> <ul style="list-style-type: none"> 19% of clients have completed their goals within 6 months and moved to FTW or obtained employment. (Target: 10%) 36% of clients have completed their goals within the 12-month period and moved into FTW or obtained employment. (Target 75%) 29% of clients are able to simultaneously engage in employment activities and domestic violence counseling services. (Target: 60%)

Contracting Agency, Contact, Address, Email/Phone Description of Contract	Contract Reference	Performance Outcomes
<p>Department of Attorney General Victims of Crime Act (VAWA) Oahu and Maui</p> <p>Department of the Attorney General Crime Prevention & Justice Assistance Division Helena Manzano Helena.Y.Manzano@hawaii.gov (808) 586-1164 235 S. Beretania Street, Suite 401 Honolulu, HI 96813</p> <p>Oahu offers support and counseling to the Transitional Housing component of the House of Hope.</p> <p>Maui offers assistance in filing Temporary Restraining Orders.</p>	<p>06-WF-22 07-WF-16 07-WF-14 06-WF-08</p>	<p><u>Oahu</u></p> <ul style="list-style-type: none"> 92% of the clients have reduced their level of stress. (Target: 70%) 92% of the clients have increased self-sufficiency. (Target: 70%) 100% of the clients have completed/have a Safety Plan for themselves and their children. (Target: 90%) <p><u>Maui</u></p> <ul style="list-style-type: none"> 79% of victims participating in support services identified at least 3 personal safety skills. (Target: 80%)
<p>Emergency Shelter Grant Program East and West Hawaii</p> <p>Department of Human Services Homeless Programs Office Judy Ishida jishida@dhs.hawaii.gov (808) 586-7064 820 Mililani Street, Suite 606 Honolulu, HI 96813</p> <p>Supports operational costs (utilities, repairs and maintenance).</p>	<p>S-08-DC-15-0001 HPB-09-14</p>	<p><u>Hilo</u></p> <ul style="list-style-type: none"> 100% of the clients have an increase in knowledge of community resources. (Target: 75%) 71% of single adults and families have moved from the shelter to a non-abusive home environment. (Target: 60%) 83% of the clients in shelter have completed a Safety Plan for themselves and their children. (Target: 90%) <p><u>Kona</u></p> <ul style="list-style-type: none"> 99% of the clients have an increase in knowledge of community resources. (Target: 75%) 47% of single adults and families have moved from the shelter to a non-abusive home environment. (Target: 60%) 99% of the clients in shelter have completed a Safety Plan for themselves and their children. (Target: 90%)
<p>City and County of Honolulu Department of Community Services Emergency Shelter Grant Program</p> <p>City & County of Honolulu Department of Community Services</p>	<p>CT-DCS-1300299 CT-DCS-1100013-2 CT-DCS-0900038 F61637</p>	<ul style="list-style-type: none"> 81% of the clients have an increase in knowledge of community resources. (Target: 75%) 69% of single adults and families have moved from the shelter to a non-abusive home environment. (Target: 60%) 96% of the clients in shelter have completed a Safety Plan for themselves and their children. (Target: 90%)

Contracting Agency, Contact, Address, Email/Phone Description of Contract	Contract Reference	Performance Outcomes
<p>Emergency Shelter Grant Program Janelle Yokota, Project Officer jyokota@honolulu.gov (808) 968-7748 715 South King Street, Suite 311 Honolulu, HI 96813</p> <p>Supports operational costs (utilities, repairs and maintenance).</p>		
<p>State of Hawaii Judiciary Family Court, First Circuit, Interventions</p> <p>Maureen Kiehm PO Box 3498 Honolulu, HI 96811-3498 maureen.n.kiehm@courts.state.hi.us (808) 539-4406</p> <p>Developing Options to Violence – Oahu provides domestic violence intervention services for batterers, teenagers and victim support groups.</p>	<p>J12128 J08-083</p>	<ul style="list-style-type: none"> • 75% of the clients completing batterer intervention services demonstrated the knowledge, skill and attitudes necessary for maintenance of non-abusive behavior, which includes learning non-violent conflict resolution and non-aggressive communication. (Target: 60%) • 75% of the clients completing batterer intervention services significantly increased their knowledge of the effects of domestic violence on children. (Target: 100%) • 97% of victims participating in support services identified at least 3 personal safety skills. (Target: 80%)
<p>State of Hawaii Judiciary Family Court, Second Circuit</p> <p>Kim Cuadro 2145 Main Street, Suite 206 Wailuku, HI 96793-1679 kim.s.cuadro@courts.state.hi.us (808) 244-2779</p> <p>Developing Options to Violence – Maui provides domestic violence intervention services for batterers, teenagers and victim support groups.</p>	<p>J08-040</p>	<ul style="list-style-type: none"> • 89% of the clients completing batterer intervention services demonstrated the knowledge, skill and attitudes necessary for maintenance of non-abusive behavior, which includes learning non-violent conflict resolution and non-aggressive communication. (Target: 60%) • 100% of the clients completing batterer intervention services significantly increased their knowledge of the effects of domestic violence on children. (Target: 100%) • 79% of victims participating in support services identified at least 3 personal safety skills. (Target: 80%)

Contracting Agency, Contact, Address, Email/Phone Description of Contract	Contract Reference	Performance Outcomes
<p>State of Hawaii Judiciary Family Court, Third Circuit</p> <p>State of Hawaii Judiciary Family Court, Hale Kaulike Third Circuit Aolani Mills Aolani.m.mills@courts.hawaii.gov (808) 938-1478 777 Kilauea Avenue Hilo, HI 96720</p> <p>Alternatives to Violence – Hilo and Kona provide domestic violence intervention services for batterers, teenagers and victim support groups.</p>	<p>J12122 J08141</p> <p>(Hilo and Kona)</p>	<p>Hilo</p> <ul style="list-style-type: none"> • 100% of the clients completing batterer intervention services demonstrated the knowledge, skill and attitudes necessary for maintenance of non-abusive behavior, which includes learning non-violent conflict resolution and non-aggressive communication. (Target: 60%) • 100% of the clients completing batterer intervention services significantly increased their knowledge of the effects of domestic violence on children. (Target: 100%) • 86% of the child and adolescent witnesses demonstrated knowledge of basic feelings such as anger, sadness, confusion, and happiness. (Target: 80%) • 88% of victims participating in support services identified at least 3 personal safety skills. (Target: 80%) <p>Kona</p> <ul style="list-style-type: none"> • 100% of the clients completing batterer intervention services demonstrated the knowledge, skill and attitudes necessary for maintenance of non-abusive behavior, which includes learning non-violent conflict resolution and non-aggressive communication. (Target: 60%) • 98% of the clients completing batterer intervention services significantly increased their knowledge of the effects of domestic violence on children. (Target: 100%) • 88% of victims participating in support services identified at least 3 personal safety skills. (Target: 80%)
<p>Office on Violence Against Women U.S. Department of Justice</p> <p>Katherine Mera Katherine.Mera@usdoj.gov (202) 616-2599 800 K Street NW, Suite 920 Washington, DC 20001</p> <p>Oahu and Hilo - Provides transitional housing for victims of domestic violence.</p>	<p>Oahu 2009-EH-S6-0054</p> <p>Hilo 2008-WH-AX-0084</p>	<p>Oahu</p> <ul style="list-style-type: none"> • 92% of the clients reduced their level of stress. (Target: 70%) • 92% of the clients increased self-sufficiency. (Target: 70%) • 100% of the clients completed/have a Safety Plan for themselves and their children. (Target: 90%) <p>Hilo</p> <ul style="list-style-type: none"> • 100% of the clients reduced their level of stress. (Target: 70%) • 68% of the clients increased self-sufficiency. (Target: 70%) • 100% of the clients completed/have a Safety Plan for themselves and their children. (Target: 90%)

Contracting Agency, Contact, Address, Email/Phone Description of Contract	Contract Reference	Performance Outcomes
<p>State of Hawaii Department of the Attorney General Crime Prevention and Justice Assistance Division</p> <p>Helena Manzano 235 S Beretania Street, Suite 401 Honolulu, Hawaii 96813 (808) 586-1164</p> <p>Victim services for adult female victims of domestic violence, dating violence, sexual assault, and stalking at the transitional housing.</p>	<p>House of Hope (Leeward Oahu) 09-EF-03</p> <p>Victim Support Services (Big Island) 09-EF-02</p>	<p>Same as above</p>

B. Facilities

Child & Family Service is Accessible Statewide

CFS maintains facilities throughout the State which are equipped and appropriately furnished to deliver the full range of services.

Headquarters: The corporate office is located at 91-1841 Fort Weaver Road, Ewa Beach, Hawaii. CFS maintains 35 sites throughout the State, on the islands of Hawaii, Kauai, Maui, Molokai, and Oahu.

ADA Accessibility: CFS sites meet accessibility requirements of the Americans with Disabilities Act (ADA).

Communication Accessibility: Child & Family Service maintains a Wide Area Network (WAN) to provide data, resource sharing and connectivity between its' seven main offices and 27 satellite offices on five islands using frame relay technology. Home based and mobile staff are connected either through remote access (RAS) or web-based access (OWA). Staff members are issued desktop or laptop computers equipped with current, up to date technology. The application systems available to staff include a full suite of productivity tools, enterprise email, a windows-based accounting system, an applicant tracking system, a statewide correspondence tracking and records management system, a human resources/personnel system, a time and attendance system, and a client tracking system.

The organization is well equipped and resources are shared throughout. Resources include:

- Video monitors, DVD players and VCRs for showing educational tapes.
- Portable audio and video/DVD recorders for use in clients' homes for the purpose of showing educational material and to record family interactions for playback to clients. This helps them observe their interpersonal behavioral patterns.
- An extensive library of print and electronic material covering topics such as parenting skills, self-esteem, family systems, and family preservation.
- Videoconferencing capability is available at the Vineyard and Ewa sites on Oahu and at each neighbor island office. This facilitates communication between sites and creates more opportunities for training.

Transitional Housing Facilities

The Honolulu complex consists of 5 two-bedroom, two-bath apartments, and a one-bedroom Residential Manager's apartment. The facility has free parking for the families

and provides a secure fence. Electricity and water are included. A laundry and common area is included and is ADA compliant.

This Leeward facility is a 10,973 square foot dorm-like building co-located with the emergency shelter. The transitional complex is separate from the emergency units and provides 8 private units. The facility provides commercial sized kitchens, dining and recreation areas, laundry facilities, storage rooms, counseling and group activity rooms and staff offices. It has been designed to meet all ADA accessibility requirements.

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Transitional Housing Programs are overseen by the Director of Oahu Programs, Angie Doi, who has a Master's Degree in Counseling Psychology. She has been with the Program for approximately nine years and with CFS for 19 years.

The Domestic Violence Specialist I position provides ongoing support to the families. This position is currently vacant due to lack of funding and will be restored once funding is obtained.

The GIA funding would support 20 hours per week Domestic Violence Specialist I position to provide counseling and case management services to the 13 families.

Currently, there is funding for a 20-hour Shift Worker position and the GIA funding would support an additional 20 hours to bring the position to 40 hours per week. In addition, GIA funding would support the 20-hour Residential Manager Position and a small portion of the Director of Oahu Programs and the Clinical Coordinator who provide oversight and administrative support for the Transitional Housing Program.

The following chart indicates the program staffing that would be covered by GIA funds for the two Oahu locations.

Position/FTE	Qualifications	Responsibility
Director of Oahu Programs 0.04 FTE	Master's Degree in Human Services area and six years post Master's experience in supervision and administration with strong leadership skills.	Primary oversight responsibility for programs on the island of Oahu. Overall responsibility for the direction of the program.
Residential Manager 0.50 FTE	High School diploma with management	Primarily responsible for planning and organizing daily operations.

Position/FTE	Qualifications	Responsibility
	experience.	Located on-site. Provides supervision to staff and coverage for workers.
Shift Worker 0.55 FTE	High School Diploma.	Provides daily support to the families around community living, safety and life skills.
Domestic Violence Specialist I 0.50 FTE	Bachelor's Degree in the Human Services area, with one to four years experience.	Conducts intakes and assessments, assists clients with developing individual service plans, provides case management supportive counseling, and develops transition plans.
Clinical Coordinator 0.04 FTE	Master's Degree in the Human Services area, with two years experience.	Assists with the planning and implementation of the quality assurance and accreditation activities as well as contract compliance.

Focus on Supervision Organization Wide

CFS has well established procedures and expectations for supervision. The process of supervision holds individual staff accountable for appropriate performance of their assigned duties and responsibilities, monitors the quality of client services, and provides a mechanism for professional development. One of the major goals of the supervisory process is to provide direct line staff with the knowledge and support to remove barriers to accessing services and achieving outcomes with their cases.

To promote excellence in supervision, CFS provides extensive supervisory training. New hires receive a supervisory orientation and within the first year of employment, supervisors attend training sessions in human resources, fiscal, and administration. In addition, CFS requires supervisors to attend a clinical supervision training module. This module covers topics such as assessing staff strengths, defining supervisory styles, core components of supervision, and understanding the dynamics of change.

Training – Enhancing Skills and Knowledge

CFS is committed to increasing staff knowledge and skill development through its training program. In a survey, CFS employees identified the ability to learn and develop their skills as an important reason they work for CFS. The organization has invested considerable resources in training and the development of training modules, as well as

videoconferencing capacity. This enables CFS staff on all islands to receive standardized information.

CFS has developed internal training modules for direct service staff and supervisors on Child Abuse and Neglect, Substance Abuse, Engaging Challenging Families, Positive Behavior Supports, and Medication Management. In addition to these training modules, the CFS Quality Assurance and Training Department developed PowerPoint trainings on Case Management, Client Advocacy, Reportable Criminal Behavior, Stress Management, Case Documentation, Maintaining Professional Boundaries, Therapeutic Rapport, Communication Barriers, Family Violence, Emergency Response Practice and Safety in the Field, and Community Based Practice – Psychosocial Approach. These trainings are available and accessible to all staff via the CFS computer network.

CFS’s Training Committee has established requirements for orientation and ongoing training at an organization wide level. These requirements include those topics that are mandated for the organization to meet accreditation standards. In addition, each program has identified specific requirements for orientation and training that meet contract requirements and accreditation standards. All CFS staff receive announcements of upcoming training opportunities, both internal and external, through the Quality Assurance and Training Department.

Orientation to the Program and the Organization

CFS provides orientation for both the Program and the organization. The ATV Program will provide orientation to the Program within 30 days of an individual’s employment. In addition, CFS requires all new hires to attend an organization wide orientation within 60 days of employment. The lists below highlight some of the topics covered in these orientations.

Program Specific Orientation – within 30 days of employment
• Review of job description
• Review of program training plan
• Program service hours and work schedule, phone contact list, emergency contact form
• Review of program and ethical standards
• Review of documentation requirements, including client-related forms, client files, service provision records, quarterly report forms, and timelines for submission of reports
• Review of referral process and resources
• Review of administrative policies and procedures, confidentiality and HIPAA
• Review of program specific policies and procedures, COA and contract requirements
• Review of assessing risk and safety of persons served and mandated reporting
• Techniques for handling emergencies
• Orientation to the establishment of rapport and responsive behaviors
• Orientation of the collaboration with other disciplines and community services in meeting the needs of the persons served

Program Specific Orientation – within 30 days of employment
• Review of appropriate coordination with mental health, law enforcement, and other professionals
• Orientation of the basic health and medical needs of the service population
• Orientation on the needs of families in crisis, including needs of victims of violence, child abuse and neglect, and family members
• Orientation on the procedures for working with foreign language speakers and persons with communication impairments and the use of interpreters
• Orientation on public assistance programs
• Review of personal and client safety issues
• Review of supervision procedure and schedule, program and department staff meetings, and training plan
• Orientation on email, CFS network, shared computer drives, timekeeping system, and databases
• Trauma-Informed Care training

Organization Orientation – within 60 days of employment
• Mission, vision and values of CFS
• Organization structure and overview, including communication plan and strategic planning
• Performance and Quality Improvement process
• Safety program and purpose, including worker's compensation overview
• Information technology, including computer network access and usage
• Overview of behavior management policy, State and Federal laws on confidentiality including HIPAA
• Overview of philosophy of person and family centered services, cultural competency, client participation in planning and delivery of services, strengths based client assessment and services, collaboration with other agencies/partners
• Client rights and responsibilities, client grievances and complaints process and client satisfaction

By the end of the first quarter of employment, employees receive training in:

- Cultural competency/cultural approaches with various populations
- Personal safety and appropriate behavior management techniques
- Awareness of special needs populations
- HIPAA Policies and Procedures

Ongoing Training

Once an employee completes orientation, ongoing training opportunities are provided. An individualized training plan is developed between the supervisor and staff. The plan identifies areas that need further development. The supervisor tracks the staff development as an integral part of regular supervision.

Training topics for ongoing training include but are not limited to:

Training Focus	Trainings
Program Philosophy/ Service Delivery Techniques	<ul style="list-style-type: none"> • Cognitive Behavioral Theory and Techniques • Trauma-Informed Care • Power and Control • Cultural, societal and gender issues related to domestic violence • Motivational Interviewing
Group Training	<ul style="list-style-type: none"> • Dynamics of groups • Special consideration in working with domestic violence
Domestic Violence	<ul style="list-style-type: none"> • Overview of domestic violence • Dynamics of power and control • Impact of violence on victims • Effects on children and other household members • Cultural and gender issues • Victim safety and offender accountability
Risk, Legal and Regulatory Requirements	<ul style="list-style-type: none"> • Safety and rights of victims • Professionalism and ethics • Mandatory reporting • DHS statutory mandates under 45 CFR 1340; Hawaii Revised Statutes 346, 350, and 587; and Hawaii Administrative Rules and Departmental procedures • Reportable criminal behavior • Review of risk management/reporting standards • Behavior management (CFS policy and procedures) including nonviolent crisis intervention • CPR and First Aid
Assessment and Service Planning	<ul style="list-style-type: none"> • CFS Comprehensive Basic Assessment • Identifying family and individual strengths • Service planning
Service Delivery Basics	<ul style="list-style-type: none"> • Documentation • Client advocacy • Referral resources in the community • Case management/collaboration/coordination • Basic health and medical needs of the service population to include special needs • Working with clients with communication barriers
Clinical Knowledge and Skills	<ul style="list-style-type: none"> • Professionalism/boundaries • Mental health basics and common diagnoses • Building therapeutic rapport • Basic counseling skills • Needs of individual and families in crisis; to include suicide precautions • Substance use and abuse

Training Focus	Trainings
Quality Assurance	<ul style="list-style-type: none"> • Program outcomes development and measurement • Integration, coordination and monitoring of service quality standards
Supervisory	<ul style="list-style-type: none"> • Tracking and supervisory tools • Supervisory training (Module 1-Administration; Module 2-Human Resources; Module 3-Supervision; and Module 4-Fiscal)
Cultural Competency	<ul style="list-style-type: none"> • Values and beliefs of the various cultures in Hawaii

Additional training needs are determined through the quality improvement process, through information on Best Practices models or are identified by staff members and their supervisor during individual supervision. In order to be cost effective, CFS programs are able to utilize other programs within the organization for training on child development, domestic violence, mental health, and substance use and abuse. Details of all topics can be found in the Program Training Plan which is available upon request.

Commitment to Clinical Excellence and Cultural Practice

CFS has initiated a Clinical Enhancement Program for staff members who are interested in developing their clinical skills with clients. This program is mandatory for all licensed clinicians, but is also open to any CFS staff members that provide direct service and want to strengthen their clinical skills. Every month, the group meets to discuss difficult cases, brainstorm alternative approaches, and validate clinical responses. The Clinical Enhancement Program is led by a Clinical Psychologist with over 30 years of clinical experience. The ultimate goal is to provide staff with an opportunity to learn evidence-based clinical responses for working with children, youth, individuals and/or families. A secondary goal is to provide a safe, confidential environment where difficult cases can be discussed and alternative clinical responses explored. CFS staff members have reported that this program is very helpful in their day-to-day work with clients.

CFS recognizes the importance of providing learning opportunities for staff and practicum students. In recent months, the organization has developed a progressive Clinical Supervision Program for staff with a Master's Degree in Social Work working towards their clinical license. This program is facilitated by Karen Tan, LCSW, and provides staff with the required clinical supervision hours/experience and ultimately will qualify them to take the LCSW (social work clinical license) exam. The focus with these employees is on Best Practices and Evidence-Based interventions with clients. With a shortage of licensed clinical social workers in the State of Hawaii, it is important that CFS supports employees in this area. Currently, 13 staff are actively involved in this program.

CFS has partnered with the University of Hawaii to develop a targeted practicum learning environment for second year MSW students. This program allows each student

to focus on a particular area of interest, while gaining experience within several practicum settings. For example, a student can select social work in education as their focus. They will then gain experience working in several education settings throughout the organization. Group and individual supervision are also provided for students, providing in-depth discussion and learning opportunities.

CFS obtained private foundation funding to assure that the trauma-informed care curriculum, *Risking Connection*® was culturally appropriate and met the needs of the population in Hawaii. CFS collaborated with Partners in Development (PID), a Native Hawaiian organization with a substantial programming background, to integrate Native Hawaiian cultural practices into the curriculum. This partnership will enable CFS to achieve greater impact with Native Hawaiian clients. The cultural experts and direct service staff from PID made recommendations on ways to integrate appropriate Native Hawaiian cultural practices into the *Risking Connection*® curriculum without undermining the effectiveness of the curriculum. They determined the appropriate practices and beliefs to be included. The intent is to enrich the curriculum in ways that makes it a meaningful methodology for Native Hawaiian clients.

CFS staff who had already received training Trauma-Informed Care were then trained on the revised curriculum so they could incorporate the recommended Native Hawaiian cultural practices into their work with Native Hawaiian clients. It is planned that the adapted curriculum will be test piloted at two programs of CFS and PID at a later date, following additional funding. After being piloted, any final revisions to the adapted curriculum will take place and the curriculum will be available to all programs at CFS, PID and the larger community of human service agencies who work with Native Hawaiian clientele. Thus, it will have a broad application within the State of Hawaii. We also anticipate the adapted curriculum, with approval from *Risking Connection*® curriculum designers, will have national implications as other cultural groups throughout the United States will have a model for adaptation of their specific cultural based practices. We also anticipate research possibilities based on the adapted *Risking Connection*® curriculum among Native Hawaiians to determine what impact, if any, this new curriculum has.

CFS Maui offers the Kamalama parenting class at its Neighborhood Place of Wailuku on a regular basis. In addition, CFS Kauai has three staff members who are certified to teach this class and have been providing the classes in the community. CFS is seeking additional funding to train numerous staff on every island. This parenting class that is based on traditional and timeless Hawaiian values. It is a values-based parenting curriculum. "*Kama lama*" literally means "*the light*" in Hawaiian language. It is a 10-week course with each class incorporating a Hawaiian value combined with practical, but inspiring, teaching lessons and parenting principles interwoven together. We believe these teachings are at the very heart of what has made Hawaii such a beautiful and welcoming place. The Hawaiian values and concepts experienced and learned in the class express a universal language of living *Pono*.

In the supportive learning environment of Kamalama, parent participants realize how much of their own values and beliefs systems contribute to their own style of parenting. Parents become introduced to a set of traditional Hawaiian values that reflect the fundamental principles of positive parenting. These lessons are universal to all parents but most relevant when they reflect the norms of the local culture.

The class focuses on the premise that parents/caregivers are truly their children's first teachers. It emphasizes the important responsibility they have as parents and caregivers to teach and to role model healthy values and behaviors for their children. It is the beliefs they embrace for their *'ohana* and for themselves. Assuring that young children learn morals and values is one of the first and most important responsibilities parents face. These values provide the foundation for good development. Honesty, compassion, responsibility, persistence, faith, self-discipline: individuals who possess these traits tend to be respected by others and generally do well in life. Knowing what our own values are and appreciating other people's values help us to identify the ones we want to teach our children.

CFS has permission to utilize the Native Hawaiian violence intervention curriculum, Ke Ala Lokahi. The curriculum was developed by Valli Kalei Kanuha, in collaboration with the University of Hawaii and staff at the Turning Point for Families, Inc. (TPFF). The curriculum was implemented at TPFF in East Hawaii and was researched through a CDC grant. CFS was able to provide the curriculum in East Hawaii for several years following the merger between CFS and TPFF. CFS continues to seek a long term funding source for the curriculum. It was funded short-term by the Office of Hawaiian Affairs in the past.

The program goal is to increase the knowledge and practices of the Hawaiian Culture as protective factors against intimate partner and sexual violence. The program utilizes Hawaiian values, beliefs and traditions to address intimate partner violence. The KAL men's program consists of a 23-week curriculum for men and the KAL women's component consists of a 22-week curriculum for women who have been victims of domestic and sexual violence.

The core curriculum consists of all program activities with two interconnected aspects. Participation in traditional Native Hawaiian physical, mental, and spiritual practices reinstates the integral nature of the Lokahi Triangle. It is contextualized in an understanding of how violence as power in intimate relationships cause disrespect and harm that is not consistent with the value, beliefs and conduct of traditional Native Hawaiian culture. All activities of the curriculum are designed and implemented with two groups of experts: Native Hawaiian Cultural Specialists (Native Hawaiian weaving or kalo farming) and trained domestic violence and sexual violence counselors and advocates.

B. Organization Chart

CFS provides the infrastructure and support to manage programs effectively. This support is provided through a number of mechanisms including direct supervision and guidance from the Vice President of Programs, the Quality Assurance and Training Department, the strategic planning process, the CFS communication plan, and senior management.

The statewide CFS organization chart is attached. In addition, the **Transitional Housing Program** organization chart is attached, which illustrates the positions and reporting structure.

VI. OTHER

A. Litigation

Child & Family Service is not involved in any pending or current litigation.

B. Licensure or Accreditation


The Council on Accreditation (COA) has accredited CFS since 1980. As a member of COA, CFS maintains the highest standards in organization management and program delivery.

In 2013, CFS successfully completed reaccreditation with COA, and in that review, CFS did not have a single citation that needed a response. The reviewers commended CFS on having one of the best PQI systems in place with clear and precise reports and a strong PQI committee structure.

The Transitional Housing facilities do not require licensing.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: **Child & Family Service Transitional Housing Oahu**

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	47,730			
2. Payroll Taxes & Assessments	6,634			
3. Fringe Benefits	7,183			
TOTAL PERSONNEL COST	61,547			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,460			
3. Lease/Rental of Equipment	250			
4. Lease/Rental of Space	96,366			
5. Staff Training	302			
6. Supplies	350			
7. Telecommunication	1,075			
8. Utilities	5,500			
9. Audit	880			
10. Repairs and Maintenance	3,270			
11. Administrative Support	28,000			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	138,453			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Bobbi Goodman 681-1441		
(b)		Name (Please type or print) Phone		
(c)				
(d)				
TOTAL BUDGET	200,000	Patti Bates, Executive Vice President & COO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: **Child & Family Service Transitional Housing Oahu**

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: **Child & Family Service Transitional Housing Oahu**

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Child & Family Service

(Typed Name of Individual or Organization)

(Signature)

(Date)

1/28/14

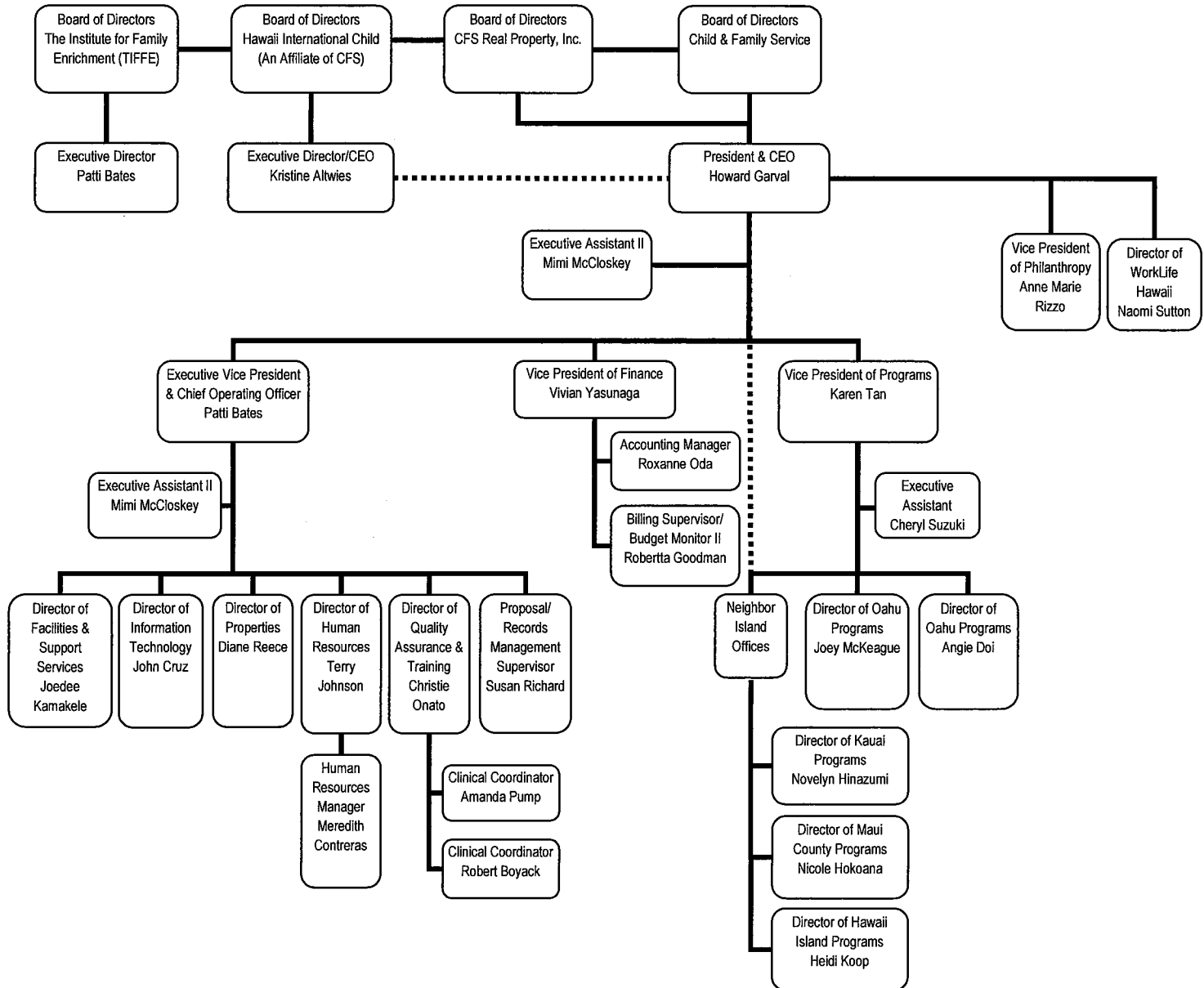
Patti Bates

(Typed Name)

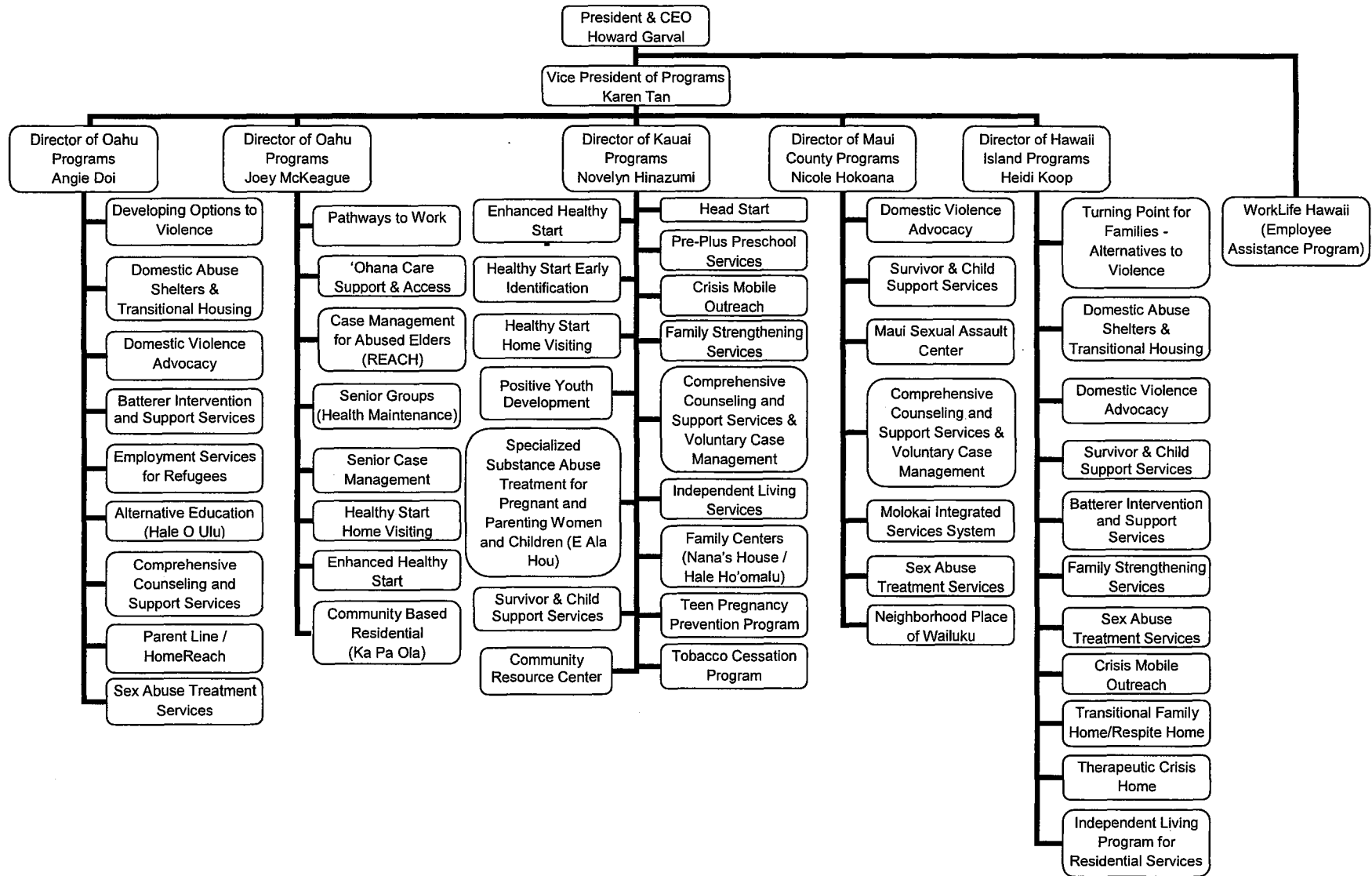
Executive Vice President & COO

(Title)

Child & Family Service Organization Chart



Child & Family Service Organization Chart



Child & Family Service
Transitional Housing Program - Oahu
Organization Chart

