

SUMMARY OF COMMUNITY-BASED ORGANIZATION AGREEMENTS AND OTHER DIRECT TREATMENT PROVIDERS
REQUEST TO THE HEALTH COMMISSION

This Agreement is for the provision of direct treatment/services that serves as an extension of DPH's service delivery system.

Vendor:	Five Keys Schools and Programs	Division/Section:	BHS
		Deputy Director:	Hillary Kunins
Address:	70 Oak Grove Street	DPH Administrator:	Yoonjung Kim
	San Francisco, CA 94107	Program Administrator:	Armando Vallin
Contact:	Steve Good	Phone:	415-734-3310
		Contract Analyst:	M Teresa García
		Phone:	628-754-9534
			628.271.7413

Request for approval of a new Agreement with **Five Keys Schools and Programs** to provide support services to clients in emergency stabilization units. The total proposed agreement amount is \$4,455,850, which includes a 12% contingency for the term of 11/15/2024 through 6/30/2027 (2 years & 8 months).

Mark only one for each question below:

1. Vendor Type: ☐ For Profit ☒ Non-Profit ☐ Government Entity
2. Is the Vendor a CMD Certified LBE? ☐ Yes ☒ No
3. Purchasing Authority: ☐ RFP ☒ Sole Source
Section 21A.4(a)(6)

4. Does DPH have other existing agreements with this Vendor? ☐ Yes ☒ No

If yes, approximately how many years has DPH been doing business with this Vendor? Provide explanation, as needed.

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AGREEMENT INFORMATION

Proposed Transaction

11/15/2024 to 6/30/2027

FUNDING SOURCES:

General Fund

MH Bridge Housing Grant

TOTAL DPH REVENUES:

Initial Year	All Ongoing Years <i>exclude initial year</i>	Total
0	0	0
\$1,050,311	\$2,928,127	\$3,978,438
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12% Contingency Amount

TOTAL AGREEMENT AMOUNT WITH CONTINGENCY*:

\$126,037	\$351,376	\$477,413
\$1,176,348	\$3,279,503	\$4,455,850

ONE-TIME COSTS:

ANNUAL AMOUNT WITHOUT CONTINGENCY*:

\$1,050,311	\$1,485,700	N/A

**Ongoing years excludes one-time costs.*

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PROPOSED UNITS OF SERVICES

Mode(s) of Service & Unit of Service (UOS)/ Number of Contacts (NOC) Definition	Number of Clients		Number of Units/ NOC	Unit Cost
	<input type="checkbox"/> Duplicated	<input checked="" type="checkbox"/> Unduplicated		
This is a Cost Reimbursement based Contract funded exclusively by a state grant. Support Services include case management, counseling, housing navigation, vocational services, and providing meals	530		311 (client day)	\$3,377

PRIMARY TARGET POPULATIONS

Agreement's Primary Target Groups	Five Keys Schools and Programs, aka Five Keys, welcomes and serves all ethnicities and populations within San Francisco with a focus to meet the cultural needs of adult individuals experiencing homelessness with moderate/sub-acute mental illness and/or substance use disorder, as well as those with moderate physical illness.
Agreement's Primary Target Neighborhood or Area	Services are intended to be offered to all San Francisco neighborhoods.

Purpose of Agreement:

The purpose of this program is to provide supportive services to Behavioral Health Services clients who have been placed in emergency stabilization units (ESUs). ESUs are short-stay SRO hotel rooms offering emergency respite, stabilization, and transition to the next level of housing or care. Stays in ESUs typically begin at seven days, with possible extensions up to 180 days. Behavioral Health Services (BHS)/Residential System of Care division funds 59 ESUs (across four sites) to address the immediate housing needs of individuals experiencing homelessness and facing moderate to sub-acute mental illness, substance use disorders, and/or moderate physical illnesses.

BHS received a Behavioral Health Bridge Housing (BHBH) that will fund the proposed contract with Five Keys Schools and Programs to offer support services to the individuals residing in these 59 units.

The service model will be delivered by an integrated care team that consists of a clinical care coordinator supervisor and five care coordinators. The model includes comprehensive baseline assessments of each client to evaluate factors that may influence care, such as diagnoses, current treatments, and mental health behavioral needs, along with the support services identified above.

Monitoring Report/Program Review & Follow-up:

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This Agreement will receive annual monitoring through the DPH Business Office of Contract Compliance (BOCC), including for performance and fiscal stability.

The following performance metrics have been established:

1. 90% of clients with referral needs will receive referrals related to public benefits (SSI/GA, Medi-Cal), transportation, employment, Primary Care, and/or Mental Health/Substance Use within 7 days of intake.
2. 80% of clients will be successfully transitioned to the next level of housing or care upon discharge from Emergency Stabilization Units.

Additionally, Five Keys has their own tracking system. DPH will review these metrics for potential additions to the above.

Health Equity and Inclusion Compliance:

The Vendor will provide the necessary information to comply with the Department's Office of Health Equity (OHE) requirements and will work collaboratively to remove systemic and operational barriers that impede providing appropriate levels of services to meet the needs of disadvantaged BIPOC stakeholders and communities.

Sole Source:

The Agreement is authorized under San Francisco Administrative Code Section 21A.4 (aka Bed Ordinance)

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Listing of Executive Director and Board of Directors:

Executive Director: Steve Good

Board of Directors: Tijuanna O. Eaton, President

Delia Ginorio, Treasurer

Paul Miyamoto, member

Sunny Schwartz, Founder & Secretary

Freya Horne. member

Michael Hennessey, Retired Member
Emeritus