

**Request for Qualifications  
Elementary Social, Emotional, Behavioral and Family Support**

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**COVER SHEET**

**Organization Information:**

Organization name: Southwest Youth and Family Services

Organization address: 4555 Delridge Way SW, Seattle, WA 98106

Describe your legal status and, if applicable, state of incorporation (for example, Washington State non-profit corporation, Washington State partnership, sole proprietorship:

Washington State non-profit corporation recognized as a 501 (c) 3 organization by the IRS

**Application Components and Checklist (submit in this order)**

- Cover Sheet
- Key People
- Previous Experience
- Tracking to Success
- Women and Minority Inclusion; Non-discrimination

**Contact Information:**

Contact person: Steve Daschle

(please print clearly)

Title: Executive Director

Mailing address: 4555 Delridge Way SW, Seattle, WA 98106

Day/Work phone: (cell) 206-214-8605

Email address: sdaschle@swyfs.org

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

2-9-12

Additional information is provided in Attachment 3.

## Key People

1. Depending on the service to be provided, key people will include immigrant and refugee family advocates from the Southwest Family Center; and case managers and child and family therapists from the Southwest Counseling Center. Both the Counseling and Family Centers are programs at Southwest Youth and Family Services. People in each of these positions have experience working with families to achieve age level expectations as outlined on WaKIDS; and working to achieve specific student indicators including having fewer than five absences per semester.

For instance, **Family Center** staff work with parents individually and in groups as liaisons between school staff and families; provide parents with information on what children should be doing to succeed in school; work with families with children in transition to enter kindergarten and middle school; and connect families in need to resources and supports in the community. Available Family Center staff include those bilingual in Cambodian, Spanish and Somali.

**Counseling Center** staff provide intensive case management for students with multiple risk factors; collaborate with school staff to address nonacademic barriers to learning; and use multi-tiered strategies to address significant or severe attendance and behavior issues.

All family case managers have been trained to use the Efforts to Outcomes data base to track service delivery; to maintain case files that collect data about progress toward goals and to administer survey forms to measure outcome achievement. Counseling staff are all Master's level therapists highly trained in recordkeeping to meet state mental health standards; and maintain case files including data on children's progress toward goals, including academic goals such as school attendance and resolution of disruptive behavior that can be a barrier to learning.

Both Family Center and Counseling Center staff members have experience working with families and students at Roxhill, Highland Park, West Seattle and Concord Elementary Schools, and Pathfinder K-8. These schools frequently request school based services and refer students and their families to SWYFS for services to address academic and behavior issues.

2. The Family Center director, Sili Savusa, and the Counseling Center director, Robert Gant, will lead programs to success. Sili Savusa has extensive experience working to implement projects and achieve outcomes in elementary schools, including supervising work with immigrant and refugee families; supervising collaborations and providing services and activities in local elementary schools; supervising and performing outreach leading to increased family involvement among underserved families or those with multiple risk factors; and serving on the Highline School District School Board. She has also trained staff to use the ETO and oversees data collection.

Robert Gant will also serve as a leader of this project. He served as the coordinator for the Southwest Network of the Seattle Youth Violence Prevention Initiative since its inception; he was recently promoted to Counseling Center director. From his role as network coordinator, he has extensive experience coordinating and supervising programs to achieve outcome and indicator-based results. He played a major role in the testing and development of the SYVPI data base, and trained and supervised staff in its use. The SYVPI data base tracks academic results achieved through SYVPI, including improved school attendance and improved academic performance.

### **Previous Experience**

- Southwest Youth and Family Services works primarily with very low and low income families and children; ELL families and children; and immigrant and refugee families and children. SWYFS also works with students at risk of academic failure and at risk of involvement with the juvenile justice system. Languages spoken by staff members who can serve elementary age students and their families include English, Cambodian, Spanish and Somali.
- Southwest Youth and Family Services has worked for over thirty years to improve academic achievement among children of low income and immigrant and refugee families. Family Center and Counseling staff members have strong relationships with family support workers, counselors and other elementary school staff that support delivery of services to focus children and their families. SWYFS is frequently called upon to serve families in crisis, and to work with families of focus students to remove barriers to learning than can include homelessness, loss of utilities, and immigration and other issues that can threaten family stability.

Indicators achieved through this work include improvement in school attendance among focus students; parents/guardians increasing participation in parent/teacher meetings and/or school activities; and parents/guardians having greater knowledge and engaging in more activities that promote early learning and school success. These outcomes and indicators have been documented in the Family Center and Seattle Youth Violence Prevention Initiative programs.

These goals and indicators have been achieved through delivery of services including

- intensive case management;
- connecting families to resources and community supports;
- acting as liaisons between school and families;
- providing parents on information about what to expect from and how to improve communication with schools;
- and engaging families with preschool children to prepare them for enrollment in kindergarten.

Staff from SWYFS have extensive experience collaborating with K-12 schools in two school districts and are highly knowledgeable about the education system. Family advocates, case managers and child and family therapists are consistently invited into elementary schools to provide on-site service, as well as to work with families off site. SWYFS accepts referrals from local elementary schools as well. In Seattle, SWYFS has coordinated, delivered services and successfully achieved outcomes with focus students and families at Roxhill, Highland Park, West Seattle and Concord Elementary Schools, by providing case management and support, counseling, and parent education on both education and behavioral management.

- Contacts include:

Marcy Slaughter, Head Start, Concord Elementary School  
723 S Concord St, Seattle WA 98108; (206) 252-8113

Pam Rago, Family Support Worker, Highland Park Elementary School  
1210 SW Trenton, Seattle, WA 98106 (206) 252-8240

Abdi Mohammed, BRIDGE.start Youth Intervention Specialist  
High Point Neighborhood House, 6400 Sylvan Way SW, Seattle, WA 98126  
(206) 760-3601

Mariko Lockhart, Director, Seattle Youth Violence Prevention Initiative  
City of Seattle, 700 5th Ave., Suite 1700, Seattle, WA 98104  
(206) 233-9715

The most significant barriers low income and immigrant and refugee families face are

- lack of support in managing cultural and language barriers;
- lack of access to materials such as books and school supplies;
- unfamiliarity with American educational processes and culture;
- low literacy in native languages;
- lack of access to community resources such as transportation, libraries and basic services.

Southwest Youth and Family Services addresses these challenges and barriers by

- providing staff who are bicultural, bilingual and knowledgeable about the requirements of education and other systems;
- providing bilingual and bicultural group and individual education for parents on accessing community resources;
- providing bilingual and culturally competent parenting education;
- providing bilingual assistance meeting basic needs;
- offering case management in Arabic, Cambodian, English, Samoan, Spanish and Somali; and offering counseling in English and in Spanish.

Services are provided on-site in schools; in families' homes; or in our building on Delridge Way Southwest. Services are provided at times that are convenient and culturally appropriate for students and families.

### **Tracking to Success**

1. In the past two years Southwest Youth and Family Services has utilized the data base Efforts to Outcomes (ETO) in the Family Center, which tracks service utilization and contract milestones leading to achievement of indicators and outcomes; and collected data on reported improvements in parents' increased participation in education related activities; and increases in parents' knowledge about school and academic expectations and knowledge.

Counseling Center counselors and case managers track school enrollment, engagement and attendance. Case managers tracked school attendance for youth involved with the Seattle Youth Violence Prevention Initiative; and counselors maintain thorough and accurate case files in the Counseling Center.

2. Southwest Youth and Family Services has used school and service data to track, report and continuously improve student outcomes, particularly in the Education Center. Where access to student academic information has been available, SWYFS has tracked enrollment and attendance; credits achieved and classes taken, and test scores. SWYFS has used student academic assessments to develop individualized plans and tracked progress on a weekly basis to ensure continuous improvement.

SWYFS has had access to Seattle Public Schools student data for students enrolled in the credit retrieval program through its Education Center. There is significant overlap between students enrolled in services and those enrolled in Seattle schools. Given adequate access to data, whether through the Office for Education or directly from Seattle Public Schools, SWYFS is confident that resources exist within the organization to support cross training and professional development between program staff to ensure that all staff can use this system to include elementary school students as needed, to ensure access to data and tracking.

In the past two years specifically, counselors and case managers have used school attendance data as a measure of increased engagement in education for the SYVPI. Students who have received counseling, case management and other SYVPI services have demonstrated a measurable increase in school attendance, and SWYFS has actively participated in the development and use of data to measure this outcome.

3. Southwest Youth and Family Services has used daily and weekly academic grade and attendance data to improve student outcomes in its Education Center. Staff members use data regarding student attendance, weekly academic progress, assessment results to refine service plans, and to communicate between programs on student progress. The information is also used to develop student specific

learning plans designed to lead to re-entry in a comprehensive high school and graduation.

4. Sample data reports attached.

**Woman and Minority Inclusion; Non-discrimination**

1. If Southwest Youth and Family Services is selected by the school district, we do not anticipate subcontracting or hiring additional employees. Our intent is to increase the numbers of hours worked by current employees.

Southwest Education Center

Attendance

JAN 2011-12

M T W T H F M T W T H F M T W T H F M T W T H F M T W T H

TOTAL  
DAYS MTH %

**Seattle Public**

	3	4	5	9	10	11	12	16	17	18	19	23	24	25	26	30	31	TOTAL	DAYS	MTH %
Student name						UA										UA		15	88%	
Student name			EA														UA	15	88%	
Student name																	WITHDRAWN	17	100%	
Student name								UA										16	94%	
Student name	A	A	W															0	0%	
Student name									UA					UA	UA	UA	UA	12	71%	
Student name				UA		UA	UA					UA	UA	UA	UA		UA	9	53%	
Student name	EA	EA	EA						UA									13	76%	
Student name			UA		UA													15	88%	
Student name																	WITHDRAWN	17	100%	
Student name	A		UA						EA									14	82%	
Student name				UA		UA												15	88%	
Student name						UA							UA					15	88%	
Student name	A			UA	UA		UA						UA		UA	UA	UA	8	47%	
Student name	W																	0	0%	
Student name									S			UA	UA					6	35%	
Student name									UA									16	94%	
Student name	A	UA	UA		UA	UA			UA				UA	UA	UA	UA		7	41%	
Student name									S									7	41%	
Student name																S	UA	1	6%	
Student name	A			UA		UA			UA				UA		UA		UA	10	59%	
Student name	A			UA												UA	WITHDRAWN	14	82%	
Student name	A								UA				UA					15	88%	
Student name					UA												WITHDRAWN	15	88%	
Student name																S		2	12%	
Student name									S									7	47%	
Student name				S	A	A			A			UA	UA	UA	UA	UA	UA	1	6%	
Student name																		17	100%	
Student name	W																	0	0%	
Student name																				
Student name																				
<b>Highline Public</b>																				
Student name	A				UA	UA							UA	UA			UA	10	59%	
Student name						UA							UA				UA	14	82%	
Student name	UA	UA	UA		UA	UA	UA		UA				UA	UA	UA	UA	W	0	0%	
Student name	EA	EA	EA		EA	EA	EA		EA				EA	EA	EA	EA	EA	0	0%	
Student name	UA	UA	UA				UA						UA	UA	UA	UA	UA	7	41%	
Student name					UA								UA					14	82%	

5 New Students  
15 Withdrawn

Instructors: Lisa Gascon/Matt Hamilton  
Program Manager: Bryan K Hayes

**Monthly Program Target and Narrative Report -- 2011**

<b>I. PERFORMANCE TARGETS</b>	<b>2010 - Cumulative (including this invoice)</b>	<b>2010 - This Invoice</b>	<b>11-Jan</b>	<b>11-Feb</b>	<b>11-Mar</b>	<b>11-Apr</b>	<b>11-May</b>
# youth/family completing intake screening	185	0	53	73	28	56	6
# youth with signed Disclosure of Information forms	246	3	0	29	0	44	6
# youth with signed FERPA forms	129	0	0	6	0	16	4
Number of youth still engaged in network recommended services at three months	120						26
Number of youth still engaged in network recommended services at six months	120						14
Number of youth engaged in recommended services for one year without restrictions or sanctions related to violent behavior	120						10
<b>Totals:</b>	<b>920</b>	<b>3</b>	<b>53</b>	<b>108</b>	<b>28</b>	<b>116</b>	<b>66</b>

<sup>1</sup> evidenced by agreeing to and signing off on participation in recommended services for youth/family

<b>II. OTHER INDICATORS</b>	<b>2010 - Cumulative (including this invoice)</b>	<b>2010 - This Invoice</b>	<b>11-Jan</b>	<b>11-Feb</b>	<b>11-Mar</b>	<b>11-Apr</b>	<b>11-May</b>
Total # of youth referred who are SYVPI priority populations			53	73	29	24	26
90% of referrals answered within 48 hours			53	73	29	24	26
# youth/families engaging in services recommended in intake/screening within 30 days of enrolling			N/A	N/A	N/A	N/A	N/A

Month/Year: December 2011

11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	2011 Total
28	2	6	4	6	5	21	288
3	2	6	4	1	5	9	109
3	1	6	4	6	6	1	53
7	3	10	3	3	16	32	100
7	3	16	9	11	18	7	85
1	3	3	5	4	50	0	76
<b>49</b>	<b>3</b>	<b>47</b>	<b>29</b>	<b>31</b>	<b>100</b>	<b>70</b>	<b>711</b>

11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	2011 Total
	11	6					222
	11	6					222
							0
N/A	N/A						



## MONTHLY STATUS REPORT

Agency:	Southwest Youth and Family Services	Program:	SYVPI Case Management
Person Completing Form:		Phone & E-mail:	
Report Period:			

Milestones & Performance Commitments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Contract Goal
# of unduplicated youth carried over from 2010	27												27	25
# of referrals received	7	6	6	4	5	6	3	5	7	8	3	4	64	
# of unduplicated youth who complete intake & assessment	21	8	4	7	1	0	1	1	0	13	3	0	59	64
<b># of new participants who develop and sign an ISP</b>	21	8	4	7	1	0	1	1	0	13	2	0	58	51
# of youth who receive case management monthly (unduplicated for the month)	48	52	54	61	62	62	63	63	63	66	66	66	63	<b>63 per month</b>
<b># of unduplicated youth achieving one service plan goal*</b>	0	0	4	26	0	6	4	1	0	4	2	5	52	50
<b># of additional service plan goals achieved**</b>	0	0	1	1	0	18	7	7	10	0	1	0	45	25
<b>Total # of service plan goals achieved</b>	0	0	5	27	0	24	11	8	10	4	3	5	97	75

\*Youth must be active for at least 30 days prior to completing a service plan goal and the goal must be included in the youth's ISP for the Agency to invoice for the goal.

\*\* 25 additional service plan goals will be achieved; not to exceed five types of service plan goals per youth.

**SPS Class List with Marks SP\_G033P**

916 Education Service Centers

School Year: 2011 - 2012

Run Date: 02/02/2012

Andrews, Kaaren Period: 01

Term 2 Final Mark (S1)

HSC1261 - E2

PHYSICAL SCIENCE 2

Pupil No.	Name	Gr	Mark	Final Mark	Abs	Late	Att Cr	Comments	Abs				
									Cit	Eff	Ex	UA	
6086797	[REDACTED]	11			43.	23							43.
6386965	[REDACTED]	11			22.	54						1.5	20
7006935	[REDACTED]	11			39.	29							39.

Total number of students: 3

Absence totals reflect the number of classes missed, not period

Attachment 3

**Involvement of Current and Former City Employees**

Southwest Youth and Family Services has no employee or volunteer currently employed by the City or employed by the City in the past two years who is working or assisting the organization with the response to this RFQ or on completion of an awarded contract.