

**24978**

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Diane G. Balistreri  
Coordinator, Office for Women

**DATE:** February 21, 2012

**SUBJECT:** Authority to enter into an agreement with My Sisters' Place, Inc. to provide domestic violence education and training services for an amount not-to-exceed \$960,035 for the period January 1, 2012 to December 31, 2014

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The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement (the "Agreement") with My Sisters' Place, Inc. ("My Sisters' Place") to provide domestic violence education and training services, including:

- school-based education through its Domestic Violence Education and Prevention (DVEP) program;
- education, training and domestic violence expert assistance to hospitals, healthcare providers and facilities in the County through its Operation Safety program; and
- a coordinator of training.

The proposed Agreement will have a term of three years beginning January 1, 2012 and ending December 31, 2014 for an amount not-to-exceed Nine Hundred Sixty Thousand Thirty-Five Dollars (\$960,035) to be paid quarterly pursuant to an approved budget, of which

- \$310,565 will be funded in 2012. Of this not-to-exceed amount, the County's share will be \$216,672: \$151,425 through the budget of the Office for Women, and \$65,247 which is the County's share of the Federal/State/County domestic violence money administered by the Office for Women under an Interdepartmental Cooperative Plan with the Department of Social Services ("IDCP"); New York State's share will be \$47,742, which is the State share of the IDCP; and the Federal government's share will be \$46,151, which is the Federal share of the IDCP.
- \$319,934 will be funded in 2013. Of this not-to-exceed amount, the County's share will be \$223,223: \$156,018 through the budget of the Office for Women, and \$67,205 which is the County's share of the IDCP; New York State's share will be \$49,175, which is the

State share of the IDCP; and the Federal government's share will be \$47,536, which is the Federal share of the IDCP.

- \$329,536 will be funded in 2014. Of this not-to-exceed amount, the County's share will be \$229,926: \$160,706 through the budget of the Office for Women, and \$69,220 which is the County's share of the IDCP; New York State's share will be \$50,649, which is the State share of the IDCP; and the Federal government's share will be \$48,961, which is the Federal share of the IDCP.

The proposed Agreement is the result of a Request for Proposals ("RFP") which was sent out to 33 organizations throughout Westchester and the surrounding area and was made available on the County's Web site where it could be accessed by additional organizations including minority- and women-owned businesses. As a result, My Sisters' Place was the only agency to submit a proposal.

Through the school-based DVEP program, My Sisters' Place works with schools and various community organizations throughout Westchester to provide classroom presentations, discussion groups, individual counseling and an extracurricular program. By educating teens, they are given the tools to recognize the signs of abuse and break the cycle of violence, possibly preventing their involvement in an abusive relationship. My Sisters' Place developed this program based on its experience that educating teens themselves is the most effective way to stop teen dating abuse. There are several aspects which make this program valuable and unique. My Sisters' Place is able to reach thousands of middle and high school students on multiple levels because of the program's various components. The classroom presentations provide students with information to expand their knowledge of the issue. The discussion groups promote increased involvement and interaction while allowing teens to speak openly with each other. The individual counseling sessions, which are initiated by the students, are important because students are able to discuss private matters without fear of what others would think. My Sisters' Place even went one step further and created a program (S.A.F.E.R.) where teens have the opportunity to get involved and raise awareness of domestic violence through various community projects, walks, and other events.

Education and training of professional communities is one of the state-mandated functions of non-residential domestic violence programs. Through the Operation Safety program, healthcare providers gain the proper education and training required to properly respond to the specific needs of domestic violence victims. As a result, victims receive the medical assistance they need as well as obtain vital information about domestic violence services available in Westchester.

As a result of the trainings provided by My Sisters' Place's Training Coordinator, domestic violence service providers are better equipped to assist victims with the struggles they face. The training program not only increases the safety of victims, but also reduces duplication of services within the domestic violence community by educating service providers on the specific needs of victims, preventing them from having to go to numerous agencies for assistance.

My Sisters' Place will subcontract with Hope's Door, Inc. ("Hope's Door") to provide additional domestic violence education services to schools throughout Westchester through its Students Terminating Abusive Relationships (S.T.A.R.) program.

Please be advised that Section 459-c of the New York Social Services Law directs social services districts, such as the County, to offer and provide non-residential services to victims of domestic violence, whether eligible or ineligible for public assistance. Non-residential services programs must have the ability to provide the following services:

- 1) Information and Referral services
- 2) Advocacy
- 3) Counseling
- 4) Community education and outreach activities
- 5) Hotline services

The proposed Agreement will promote the public health, safety and general welfare by educating middle and high school students in an effort to end teen dating violence. By educating teens, they are given the tools to recognize the signs of abuse and break the cycle of violence, possibly preventing their involvement in an abusive relationship. The ultimate goal is to break the cycle of violence and prevent their involvement in an abusive relationship now or in their future, thereby reducing pain and suffering, public safety costs and medical costs. In addition, training services will enhance the quality of services provided and responses to victims of domestic violence. A number of curricula developed by My Sisters' Place will be implemented in trainings and presentations. As a result, domestic violence service providers and healthcare providers will be better equipped to assist victims, increasing victim safety and reducing duplication of services within the domestic violence community by educating service providers on the specific needs of victims, preventing them from having to go to numerous agencies for assistance. This ultimately saves time and taxpayer dollars.

The goals and objectives of the proposed Agreement (as more fully described in Schedule A) are for My Sisters' Place and Hope's Door to collectively provide on an annual basis:

- 600 presentations to at least 85 schools and community organizations reaching approximately 7,500 students throughout Westchester
- three peer discussion groups
- 50 individual counseling sessions for teens
- 60 trainings/presentations to service providers, government agencies, faith-based organizations, colleges, and community organizations
- 80 trainings/presentations to healthcare professionals

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women, which will be responsible for monitoring My Sisters' Place's performance by means of site visits, as well as their quarterly statistics and narratives.

The effectiveness of the school-based DVEP and S.T.A.R. programs will be determined by pre- and post-tests provided to students. Outcome results will be measured by their understanding of teen dating violence dynamics; their knowledge of the warning signs of teen relationship

violence; and their understanding of the impact of gender stereotyping. The following outcomes are expected:

- 80% of students will show an increased understanding of teen dating violence dynamics
- 85% of students will show demonstrated knowledge of the warning signs of teen relationship violence
- 80% of students will show an increased understanding of the impact of gender stereotyping

The effectiveness of the Operation Safety program will be determined by in-depth evaluation forms distributed to healthcare providers. Outcome results will be measured by participants' knowledge about the dynamics of domestic violence; their skill or comfort level in screening, assessing and/or responding to patients who may be victims of intimate partner violence; and their knowledge about domestic violence services available in Westchester County. The following outcomes are expected:

- 85% of attendees will increase their knowledge about the dynamics of domestic violence
- 85% of attendees will gain or increase skill or comfort level in screening, assessing and/or responding to patients who may be victims of intimate partner violence
- 85% of attendees will increase their knowledge about domestic violence services available in Westchester County

The effectiveness of the training program will be determined by in-depth evaluation forms. These forms will evaluate the trainer(s) as well as the content covered and quality of the overall presentations. Outcome results will be measured by participants' knowledge about the dynamics of domestic violence and other forms of victimization; ability to relate the importance of domestic violence awareness to their professional or personal lives; and knowledge about domestic violence services available in Westchester County. The following outcomes are expected:

- 85% of attendees will increase their knowledge about the dynamics of domestic violence and other forms of victimization
- 85% of attendees will be able to relate the importance of domestic violence awareness to their professional or personal life
- 85% of attendees will increase their knowledge about domestic violence services available in Westchester County (external trainings only)
- 85% of attendees will gain or increase skill or comfort level for performing job functions (internal trainings only)

Accordingly, I recommend approval of the attached proposed Resolution.

# RESOLUTION

Upon a communication from the Coordinator of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement (the "Agreement") with My Sisters' Place, Inc., for the period of January 1, 2012 to December 31, 2014, for provision of domestic violence education and training services, including:

- school-based education through its Domestic Violence Education and Prevention (DVEP) program
- education, training and domestic violence expert assistance to hospitals, healthcare providers and facilities in the County through its Operation Safety program, and
- a coordinator of training; and be it further

**RESOLVED**, that My Sisters' Place, Inc. will subcontract with Hope's Door, Inc. to provide additional domestic violence education services to schools throughout Westchester through its Students Terminating Abusive Relationships (S.T.A.R.) program; and be it further

**RESOLVED**, that in consideration for services to be rendered, My Sisters' Place, Inc. shall be paid an amount not-to-exceed Nine Hundred Sixty Thousand Thirty-Five Dollars (\$960,035), to be paid quarterly pursuant to an approved budget, of which

- \$310,565 will be funded in 2012. Of this not-to-exceed amount, the County's share will be \$216,672: \$151,425 through the budget of the Office for Women, and \$65,247 which is the County's share of the Federal/State/County domestic violence money administered by the Office for Women under an Interdepartmental Cooperative Plan with the Department of Social Services ("IDCP"); New York State's share will be \$47,742, which is the State share of the IDCP; and the Federal government's share will be \$46,151, which is the Federal share of the IDCP;
- \$319,934 will be funded in 2013. Of this not-to-exceed amount, the County's share will be \$223,223: \$156,018 through the budget of the Office for Women, and \$67,205 which is the County's share of the IDCP; New York State's share will be \$49,175, which is the State share of the IDCP; and the Federal government's share will be \$47,536, which is the Federal share of the IDCP; and
- \$329,536 will be funded in 2014. Of this not-to-exceed amount, the County's share will be \$229,926: \$160,706 through the budget of the Office for Women, and \$69,220 which is the County's share of the IDCP; New York State's share will be \$50,649, which is the State share of the IDCP; and the Federal government's share will be \$48,961, which is the Federal share of the IDCP; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the

Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

<u><b>2012</b></u>	<u><b>2013</b></u>	<u><b>2014</b></u>
87,447 MSP DVEP	90,070 MSP DVEP	92,769 MSP DVEP
<u>71,693</u> MSP Training	<u>73,846</u> MSP Training	<u>76,061</u> MSP Training
<b>159,140 Trust funds</b>	<b>163,916 Trust funds</b>	<b>168,830 Trust funds</b>
44,290 MSP DVEP	45,619 MSP DVEP	46,987 MSP DVEP
62,135 MSP Operation Safety	63,999 MSP Operation Safety	65,919 MSP Operation Safety
<u>45,000</u> Hope's Door STAR	<u>46,400</u> Hope's Door STAR	<u>47,800</u> Hope's Door STAR
<b>151,425 Tax levy funds</b>	<b>156,018 Tax levy funds</b>	<b>160,706 Tax levy funds</b>

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
263	11	111M	4380	T111	\$159,140	2012
101	11	0900	4380	N/A	\$151,425	2012
263	11	111N	4380	T111	\$163,916	2013
101	11	0900	4380	N/A	\$156,018	2013
263	11	111O	4380	T111	\$168,830	2014
101	11	0900	4380	N/A	\$160,706	2014

**Budget Funding Year(s)** 2012-2014      **Start Date:** 1/1/2012      **End Date:** 12/31/2014  
 (must match resolution)

\$960,035  
 (must match resolution)

**Funding Source:** Tax Dollars \$669,822  
 State Aid \$147,566  
 Federal Aid \$142,647  
 Other \_\_\_\_\_

## **Schedule A**

### **Scope of Services**

MSP and Hope's Door have been the principle providers of domestic violence prevention education and training services in Westchester County for over 25 years. Each year, the two agencies provide highly targeted, effective and comprehensive education to thousands of youth and MSP directly provides highly specialized trainings to more than a thousand professional service providers in the medical, social service, governmental, and legal spheres. With funding under this grant, MSP's Domestic Violence Education and Prevention (DVEP) Program and Hope's Door will provide prevention education presentations in various middle and high school classrooms; facilitate teen peer discussion groups in three high schools per year; coordinate Students Against Dating Violence teen forums in the same high schools as the peer discussion groups; and offer individual counseling to teens. All of youth programming explores the dynamics of teen dating/domestic violence and bullying while also exploring alternatives to these dynamics, and information about resources available for victims. My Sisters' Place will continue our ongoing work of raising awareness of and preparing individuals, communities, and professional organizations to recognize and better work with victims and survivors of domestic and intimate partner violence through its trainings for healthcare professionals and service providers.

#### **Teen Education**

##### **Classroom Presentations**

MSP's Domestic Violence Education and Prevention (DVEP) Program and Hope's Door work with schools and community organizations throughout Westchester County to provide educational prevention presentations to teens, serving both middle and high school students. Presentations are offered in 1-, 2-, and 3-day options and are provided with the collaboration of school educators, often taking place in health classes. The goal of the presentations is to get the students involved in their own learning experience about the issue of dating violence. Using various techniques such as discussion, role play, and supplemental materials, our educators work *with* students to expand their knowledge of teen dating violence and healthy friendships.

##### **Peer Discussion Groups**

Both MSP and Hope's Door will provide peer discussion groups that will be offered over five weeks to small groups of youth and will continue to explore the topics presented during classroom presentations. These groups will expand the range of discussed issues, while continuing to expose the distinctions between healthy relationships and violence, encouraging group members to deeply engage with these concepts.

##### **Individual Counseling**

Although many teens are familiar with dating violence, our classroom presentations and RAP groups might be the first time they have had the words to label their experiences as abusive. Often students have additional questions, or would like to speak with someone privately about their own experiences with teen dating violence, sexual assault, or family violence. Individual

support services for teens, provided by both MSP and Hope's Door, will focus on providing counseling, safety planning, information, referrals, and resources to individual youth. Many of the students who will participate in individual support services will be self-referred, but many will also be referred by school personnel, parents, community organizers and friends.

### **Students Against Dating Violence**

MSP and Hope's Door will also partner to offer peer education and leadership opportunities. The development and activities of the groups will be based on the award-winning and highly recognized program models of MSP's Students Advocating for Equality in Relationships (SAFER) and Hope's Door's Students Terminating Abusive Relationships (STAR). MSP will continue its work with volunteers through the SAFER program, focusing on projects and group activities primarily run from MSP offices. Hope's Door will continue its work with STAR chapters in schools across Westchester County. Both SAFER and STAR will give participants opportunities to increase their awareness and understanding of domestic violence, develop leadership skills, and act as connections between MSP and Hope's Door and their peers. SADV members will have opportunities for further engagement with MSP and Hope's Door, who will act in advisory and guiding capacities for the activities.

### **Training for Service Providers**

The MSP Training Program will provide an array of informative, skill-enhancing trainings to MSP staff and volunteers, college students, and Westchester County service professionals in social service, governmental agencies, mental health and other settings. Topics will be diverse while always pertaining to domestic violence, stalking, and human trafficking in an effort to help professionals provide services to survivors of domestic violence in a way that recognizes the inherent dignity, strengths, and agency that each survivor possesses. Trainings will be provided that range in focus and maximize the use of MSP's existing curricula while being planned in conjunction with the needs identified by requesting agencies/organizations. MSP's Training Program will provide trainings rich in relatable information and skill building opportunities. All trainings will relate professionals' general service approaches, roles and programs with best-practice suggestions for serving victims rooted in the expertise of MSP as a domestic violence services provider.

### **Training for Healthcare Facilities**

MSP's Operation Safety Program will continue to provide trainings tailored for a variety of medical, mental health, and educational settings. Trainings will continue to focus on enhancing health care workers' understanding of the dynamics of domestic and intimate partner violence and, the need for routine screening, and, through these sessions, will continue its design of helping health care providers grasp the impact of violence and abuse on the health and well-being of their patients so they can respond to victims in a way that is both sensitive and effective. The Operation Safety Program will continue to provide training for any professional working in a healthcare setting, including physicians, registered nurses, social workers, physicians' assistants, certified nursing assistants, home health aides, nursing and medical students, and other healthcare providers.

**Westchester County Office for Women - DV Education and Training  
2012-2014 Schedule A**

<b>TEEN EDUCATION</b>			
<b>Presentations</b>	<b>Total Objective Per Year</b>	<b>MSP Commitment</b>	<b>Hope's Door Commitment</b>
<b>Number of Schools:</b> These programs will make presentations to the following number of schools and community organizations per year:	85 number of schools	55 schools/ community organizations	30 schools/ community organizations
<b>Number of Presentations:</b> These programs will make the following number of presentations per year: A presentation is defined as either a classroom hour or one community presentation. A two-day presentation counts as two presentations.	600 presentations	400 presentations	200 presentations
<b>Number of students:</b> These programs will reach the following number of students:	7,500 students	4950 students	2550 students
<b>Peer Discussion Groups</b>	<b>Level of Service-Goal</b>	<b>MSP</b>	<b>Hope's Door</b>
These programs will provide the following number of groups.	3 groups 5 weeks in duration	2 groups	1 group
<b>Individual Counseling</b>	<b>Level of Service-Goal</b>	<b>MSP</b>	<b>Hope's Door</b>
<b>Individual Counseling</b> These programs will provide individual domestic violence counseling to teens who request it.	50 individual client sessions	33 sessions	17 sessions
<b>SADV</b>	<b>Level of Service-Goal</b>	<b>MSP</b>	<b>Hope's Door</b>
Teen leadership and peer education opportunities will be provided through MSP's Students Advocating for Equality in Relationships (SAFER) and Hope's Door's Students Terminating Abusive Relationships (STAR). Each agency will continue their work educating and empowering teens through their existing program activities.		MSP will continue its SAFER activities, primarily located in MSP offices. 1 in-school group will be established in the fall of the 2012-13 school year. 1 group project will be planned for previously identified at risk teens.	Hope's Door will continue its work with the 7 established STAR chapters.

<b>TRAINING FOR SERVICE PROVIDERS</b>		<b>MSP</b>	
This program will provide the following number of training presentations to service providers, government agencies, faith-based organizations, colleges, and community organizations per year:		60 trainings: 25 internal MSP trainings 35 external trainings	
<b>TRAINING FOR HEALTHCARE FACILITIES</b>		<b>MSP</b>	
This program will provide the following number of trainings to healthcare professionals about the impact of domestic violence and proper tools for identifying a victim per year:		80 presentations for 840 healthcare professionals	

**As a result of participating in teen education presentations, the following outcomes are expected:**

- 80% of students will show an increased understanding of teen dating violence dynamics.
- 85% of students will show demonstrated knowledge of the warning signs of teen relationship violence.
- 80% of students will show an increased understanding of the impact of gender stereotyping

These outcomes will be measured through the use of pre-tests and post-tests distributed before the initial presentations and after final presentations.

Both MSP and Hope's Door will report on outcomes measures associated with the presentations each provides. Data pertaining to these outcome measures will be gathered through the use of unified pre/post-tests.

**As a result of participating in trainings for service providers, the following outcomes are expected:**

- 85% of attendees will increase their knowledge about the dynamics of domestic violence and other forms of victimization.
- 85% of attendees will be able to relate the importance of domestic violence awareness to their professional or personal life.
- 85% of attendees will increase their knowledge about domestic violence services available in Westchester County. (External only)
- 85% of attendees will gain or increase skill or comfort level for performing job functions. (Internal only)

These outcomes will be measured through evaluation forms collected at the time of training.

**As a result of training offered through Operation Safety, the following outcomes are expected:**

- 85% of attendees will increase their knowledge about the dynamics of domestic violence.
- 85% of attendees will gain or increase skill or comfort level in screening, assessing and/or responding to patients who may be victims of intimate partner violence.
- 85% of attendees will increase their knowledge about domestic violence services available in Westchester County.

These outcomes will be measured through evaluation forms collected at the time of training.