

House District OAHU-ALL
Senate District OAHU-ALL

**THE TWENTY- SIXTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

Log No:

For Legislature's Use Only

Rec'd JAN 28 2011

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):

JUDICIARY DEPARTMENT, 1ST CIRCUIT COURT

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Parents And Children Together

Db/a: PACT

Street Address: 1485 Linapuni Street, Ste. 105
Honolulu, HI 96819

Mailing Address: Same as above.

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RUTHANN QUITIQUIT

Title President & CEO

Phone # 808-847-3285

Fax # 808-841-1485

e-mail adminrquitiquit@pacthawaii.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

OAHU FAMILY VISITATION CENTER

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2011 – 2012 \$ 41,160.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

State \$ 184,000
Federal \$ 128,000
COUNTY \$ 0
Private/Other \$ 0

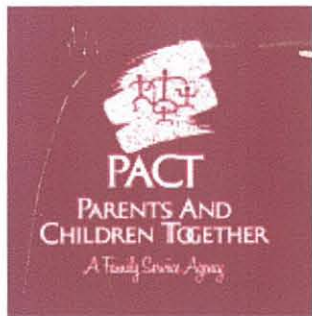
TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

RUTHANN QUITIQUIT, PRESIDENT & CEO

NAME & TITLE

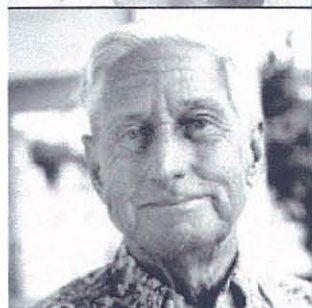
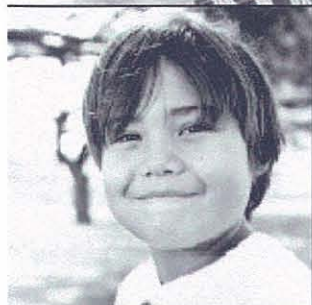
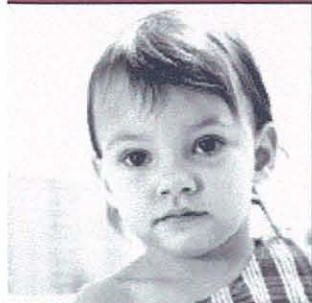
1/28/2011

DATE SIGNED



PACT PARENTS AND *ORIGINAL*
CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

Family Visitation Center



Grant-In-Aid FY 2011-2012

January 28, 2011



Application For Grants and Subsidies



Narrative



Application for Grants and Subsidies

I. Background and Summary

1. Brief Description of the Applicant's Background

Parents And Children Together is a multi-service family agency that has been serving individuals and families facing social and economic challenges for the past 42 years.

Parents And Children Together (PACT) proposes to provide domestic violence intervention services to protect children and custodial parents during child visitations and exchanges of children, and thereby is requesting \$41,160.00. This request for funding is a result of the reduction in funding the FVC received which resulted in a reduction in staff and services the FVC was able to provide to clients. PACT's Oahu Family Visitation Centers (FVC) is an important component in PACT's continuum of domestic violence services for the First Circuit Court on the Island of Oahu. It is during the post separation period that a victim and her children are in most danger. This program coordinates and provides safe visits for children with non-custodial parents and facilitates the transfer of children from one parent to another when there are mitigating concerns that impact the physical, emotional and psychological safety of parents and children who are victims of domestic violence.

2. Goals and Objectives

PACT's Family Visitation Centers proposes to provide Supervised Exchanges and Supervised Visitation. The primary goal of these services is to provide a safe environment where potentially harmful non-custodial parents can visit with their children. The objectives of the program are to:

- 1) Ensure the safety of parents and children during visitations;
- 2) Provide non-custodial parents an opportunity to maintain a relationship with their children;
- 3) Observe and document the interactions between non-custodial parents and children;
- 4) Model appropriate parenting behaviors for the visiting parent;
- 5) Continually identify any safety issues that could put the child or victim in harm's way;
- 6) Provide a minimum of 250 visits and exchanges for the fiscal year.

FVC utilization has continued to increase on the island of Oahu. FVC has consistently conducted more visitations than required or expected by the Judiciary, and has met or exceeded all commitments and projections for outcomes. Because of a reduction in funding staffing patterns were reduced which required families to be limited to only one visit with their child/children per week. That only allows families 1 ½ hours of time during a week to visit with their children. Families are placed on waiting lists when the limited number of staff is unable to accommodate their need to have visitation with their children. Prior to the reduction in funding the FVC was able to accommodate requests for more than one visit per family per week.



3. Public Purpose and Need to be Served

Initiated in 1994, PACT's Family Visitation Centers (FVC) program is one of the earliest established programs of its kind in the nation. PACT's FVC is one of the most progressive visitation programs being implemented, and is an important community resource that was specifically designed to protect victims from encountering their batterers during child visitations and exchanges, and to provide an opportunity for the children to have safe contact with their non-custodial parent during a contentious and potentially violent separation while protecting children from becoming caught in the cross fire of friction and abuse between parents who are separating and/or divorcing. Further, the FVC protects victims of battering and their children from violent perpetrators who can use unsupervised child visitations as an opportunity to continue to perpetrate fear and violence. Many perpetrators of domestic violence attempt to use this period of separation to harass, threaten, or harm their former partners, or to manipulate or kidnap the children.

4. Target Population to be Served

The Family Visitation Center serves target populations involved with domestic violence, including:

- Victims and survivors of domestic violence;
- Batterers and perpetrators of domestic violence;
- Grandparents who desire to maintain contact with the children;
- Low to high socioeconomic communities;
- Clients with learning disabilities;
- Clients with physical disabilities;
- Clients with mental health disabilities;
- Clients who are hearing impaired; and
- Clients with English as their second language or limited English proficiency.

5. Geographic Coverage

Oahu Family Visitation Center has two locations -- Kalihi and Waipahu. Services are available to families in need of supervised visitation and exchange services on the island of Oahu.

The Family Visitation Center is committed to working with all families in need of center-based visitation services and will make the necessary adjustments for any and all clients who need additional services such as language interpretation and or wheelchair accessible visitation rooms.



II. Service Summary and Outcomes

1. Scope of Work

FVC is designed to provide a safe location where child visitations can occur in a warm, nurturing, and secure environment. During a professional visit a Visitation Monitor observes and documents interactions and provides intervention as needed. The FVC is comfortably designed to provide four (4) simultaneous visits in separate visiting rooms. Each room is filled with toys, books, games, and videos that are age appropriate.

FVC services adhere to the principle to provide the least restrictive environment that still ensures safety and acceptable behaviors. Therefore, the range of visitation services includes:

1. Supervised Exchanges

This service allows children to transfer from one parent to another without the parents making any contact. The exchanges are secure and supervised by a security guard and Visitation Monitor and occur at the Family Visitation Centers.

2. Supervised Visitation

This service provides an assigned Visitation Monitor or Program Supervisor to chaperone--at all times remain with-- the child(ren) and the non-custodial parent in the Center for the duration of the entire visit. Before the child is released to the Visitation Monitor the victim is able to discuss any safety concerns. The Family Visitation Centers staff supervises the parent/child visits, provide intervention whenever necessary and model behavior for parents in order to enhance parenting skills. The primary focus of supervision is to safeguard the child's safety and to facilitate parent/child interactions. Particular emphasis is placed on facilitating the parents' and children's initial contact and separation. An observation form is completed by staff after each visit.

3. Intermittent Supervision

This service allows parents to visit with their children in the Center with limited or minimal supervision. A Visitation Monitor will observe the visits periodically while always having audio access to the visit room. This allows parents and children to be together in the room with no Visitation Monitor physically present in the visitation room. Visits are still occurring in a secure center with security guard services.

4. Begin/End Supervision

This service allows parents to visit with their children in the Center without ongoing direct supervision. The visiting parent is checked into visitation room the room by the security guard, and at the end of the visit the parent is released by the security guard. Audio access is available at all times due to the design of the program. Therefore, if intervention is needed in these visits it will be immediately apparent from hearing what is happening behind the partition walls that do not reach the ceiling. Begin/End visitations in the FVC provide a minimal level of oversight.



The FVC service process is described below, with explanations of key procedures, and is followed by a Work Plan table, which summarizes services, activities and the assignment of responsibilities.

Responsibilities

The Program Supervisor, Senior Visitation Monitor, and Visitation Monitors are responsible for supervising all visitation and exchanges that occur in the Center. FVC security will check in all visiting parents when entering the Center fifteen minutes before the start of the visit. The use of a metal detector and the visual inspection of all personal belongings are implemented to ensure that the staff and clients are safe. Fifteen minutes after the arrival of the visiting parent, a Visitation Monitor, Senior Visitation Monitor or Program Supervisor greets the custodial parent and child(ren) outside of the Center in the parking lot and walks the child(ren) into the center. The Visitation Monitor, Senior Visitation Monitor or Program Supervisor remains with the child(ren) and visiting parent, observing the interaction, and listening to the conversation. This helps to ensure that all parties are adhering to the Center's required guidelines. The child(ren) remains in the Center for one-and-a-half hours to visit with his or her parent. At the end of the visit, the Visitation Monitor, Senior Visitation Monitor or Program Supervisor walks the child(ren) out of the Center and back to the custodial parent. Once the child(ren) and custodial parent have left the Center's parking area, the visiting parent must wait another fifteen minutes at the Center before leaving the Center's premises. This ensures compliance with restraining orders and adherence to safety precautions.

2. Projected Timeline

See attached.

3. Quality Assurance and Evaluation

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in PACT's programs. PACT maintains a Performance & Quality Improvement Program to support the agency's mission and to ensure that targeted goals and outcomes are achieved, both with the highest possible quality of services and in compliance with accredited standards of care. PACT constantly evaluates its performance and seeks consumer input to:

- Be accountable to stakeholders: consumers, funders and the community
- Continually improve the way it does business and serves the community, and
- Enhance its ability to contribute to a better quality of life for Hawaii's families and children.

PACT takes action based on findings of the quality process to: build on strengths; eliminate or reduce identified problems; determine possible causes when data reveal issues of concern; develop solutions and replicate Best Practices; and implement and monitor the effectiveness



of corrective action plans. PACT's quality activities are designed to maintain confidentiality of consumer and business information and comply with the confidentiality, privacy and security of information mandates as established by the Health Insurance Portability and Accountability Act. Please see PACT's PQI Plan in the attachments.

Improvement activities encompass all programs, employees, contracted services, volunteers, vendors and partners and all are expected to participate related to their individual services and adhere to standards established by the organization.

The quality improvement activities of PACT are organized according to Council on Accreditation standards with a consumer-service focus. An integrated approach is used to improve outcomes, processes and systems while sustaining services and initiating action for identified opportunities. The improvement cycle includes:

- Opportunity identification;
- Assessment and analysis of data;
- Implementation of solutions, and
- Evaluation of the implemented solution.

Data from stakeholders, long term planning, operational processes and staff input, case record review, output and outcome measurements, monitoring of purchased services and consumer satisfaction provide the genesis for the improvement cycle.

Findings from quality improvement activities are shared with personnel, consumers, management and Board of Directors in a clear, concise, and timely manner.

Each of PACT's programs performs ongoing monitoring and development of program outcome measurements, according to the agency's Plan-Do-Check-Act quality assurance process. On an annual basis, the FVC's quality team reviews, assesses and makes recommendations on areas for service improvement, based on an examination of quarterly performance data. These recommendations are developed into output/outcome measurements and incorporated into plans for program improvement. The output/outcome data is reported on each quarter through the Program Health Quarterly Update report. This report is reviewed by the Program Director, Vice President of Programs, the Director of Quality Assurance and Training, and the Program Committee of the Board. The Program Health Quarterly Update report guides the planning and implementation of areas of needed and/or desired quality improvements associated with adherence to best practice standards, effective service delivery and culturally relevant intervention.

Since input from the above quality improvement activities is ongoing, the Program Director is able to continuously assess and act upon any concerns or trends that might indicate the need for a revision in how services are delivered. This assessment process incorporates input from Family Visitation Center staff as well as from the Vice President of Programs and the Director of Quality Assurance and Training. Once the quality improvement assessment has



been completed, a plan of action is developed and appropriate changes to service delivery are made.

This process of ongoing assessment, planning and implementation of changes in service delivery is the foundation that provides for the best service delivery possible. By gathering and incorporating feedback from clients and community partners, documenting service delivery in clients' records, and monitoring internal program implementation processes—quality improvement for service delivery is meaningful and beneficial to the program clients.

4. Measures of Effectiveness

- Eighty percent (80%) of custodial parents will report feeling safe.
 - ▶ *Ninety-three point seven percent (93.7%) of custodial parents reported feeling safe in fiscal year 2010.*
- Fifty percent (50%) will report an increase in visitation.
 - ▶ *Fifty seven point five percent (57.5%) of consumers reported an increase in visitation during fiscal year 2010.*
- Ninety percent (90%) of visits will be incident free.
 - ▶ *Ninety-five percent (95%) of visits was incident free in fiscal year 2010.*
- To provide 250 visits exchanges for the fiscal year.

III. Financial

Budget

1. Please see attached budget forms, detailing the operating expenses of PACT's Oahu Visitation Center for fiscal year 2011 – 2012.
2. Quarterly funding requests for the fiscal year 2011-2012 are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
10,290.00	10,290.00	10,290.00	10,290.00	41,160.00

3. The Family Visitation Center has applied for funding from the Judiciary for FY 2011-2015.



IV. Experience and Capability

A. Necessary Skills and Experience

In fiscal year 2009-2010, FVC conducted a total of 4,532 hours of visitations and exchange services, and provided services to 283 unduplicated families. The Oahu PACT Family Visitation Center is a member of the National Supervised Visitation Network. The FVC Program Director and Program Supervisor regularly attend Quarterly Focus Groups sponsored by the Lead Family Court Judge for the First Circuit. The Program Director holds leadership roles with other organizations involved in the amelioration of domestic violence in Hawaii. She is the Board Chair for the Hawaii State Coalition Against Domestic Violence, the Chair for the Shelter subcommittee, a member of the Oahu Domestic Violence Task Force, and a member of the Family Justice Center Site Location Committee. The Program Director administers PACT's Ohia Domestic Violence Shelter, The Lehua Transitional Home for Victims of Domestic Violence and two Child Welfare Visitation Centers.

PACT's Family Visitation Centers (FVC) program, one of the six initial programs in the nation, is considered to be a model program in the field of domestic violence. FVC provides a safe and nurturing environment where non-custodial parents who, in most cases, are perpetrators of domestic violence can visit their children. FVC has been providing services with contracts through the State of Hawaii Judiciary for over nine years.

Verifiable Experience & References for the Past Three Years

Type of Service	Year	Contract Number	Contracting Agency	Contact Person	Phone Number
Access And Visitation	2002-Present	S-11-340-J-8041	State of Hawaii Judiciary	Maureen Kiehm	Phone: (808) 539-4406 Maureen.N.Kiehm@courts.state.hi.us
State Judiciary	2003-Present	J 08134	State of Hawaii Judiciary	Maureen Kiehm	Phone: (808) 539-4406 Maureen.N.Kiehm@courts.state.hi.us
Judiciary Violence Against Women Recovery Act	November 2010-to Present	J11110	State of Hawaii Judiciary	Maureen Kiehm	Phone: (808) 539-4406 Maureen.N.Kiehm@courts.state.hi.us



B. Facilities

PACT has 51 locations on five islands. Service locations meet all the requirements of the American Disabilities Act (ADA) regarding client and employee access as well as OSHA requirements for safety. Every effort is made to maintain services which are centrally located in each community where target populations are served. PACT has a Facilities Manager to ensure that all sites provide maximum accessibility and supports for service delivery. The Director of Quality Assurance and Training oversees a Safety Program which includes facilities compliance with all safety regulations (such as OSHA), including fire drills and monthly facilities inspections.

PACT's main administrative offices are located at 1485 Linapuni Street, Suite 105, Honolulu, 96819, in a federally-funded Community Resource Center at the Kuhio Park Terrace and Kuhio Homes public housing community in the heart of Kalihi. This location also serves as the site for PACT's Economic Development Center; Early Head Start and Head Start program; Family Center services for residents of public housing; Neighborhood Place services for prevention of abuse and neglect; a children's library and community technology center; and a Teen Center for youth ages 7-18, as well as the State DHS Nuuanu and Kuakini Units and a branch office of Kokua Kalihi Valley. The facility is owned by the State of Hawaii and is ADA compliant.

Family Visitation Centers offer services from two locations. The main center is centrally located in urban Honolulu's Kalihi area at 1613 Houghtailing Street. Its hours of operation are 12:30 p.m. to 8:30 p.m. Monday through Friday, and 9 a.m. to 5 p.m. Saturday and Sunday.

The second FVC is in the Waipahu Westgate Shopping Center, and opens only on Sundays from 9:00 a.m. - 5:00 p.m. It is located at 94-366 Pupupani Street. Both locations have easy access via both automobile and the bus line. The Houghtailing Street facility is equipped with four visitation rooms and an office space for the Program Supervisor and Visitation Monitors. Three visitation rooms are equipped with age appropriate toys, books, games and videos for children's enjoyment. One visitation room is equipped for infants and toddlers with a changing table and age appropriate toys. The Waipahu facility has three visitation rooms each equipped with toys, games, and books for children's enjoyment. Parents are able to pack a snack or a meal for their children to enjoy during the visitation. Each center provides a small refrigerator and microwave for parents to use for the provision of snacks while visiting with their children.

Both centers are designed to provide safety and visual privacy for each visitation room. Walls do not extend to the ceiling nor do any of the doors have locks on them. This allows the security guard and Visitation Monitors the ability to listen to visits and to visually inspect interaction between parents and children or enter the room if necessary. The FVC is also equipped with a silent alarm system and a panic button alarm so that one could call for help or push a button if assistance becomes necessary without further escalating a volatile situation. The most important aspect of the Family Visitation Centers are that provide a warm and nurturing place where



children feel safe, custodial parents feel safe leaving their children, and visiting parents feel respected. The FVC is always maintained to be neat and clean and filled with fun activities. The rooms are decorated for holidays, and staff provides special treats for visitors. This all adds to the ambiance of a user-friendly, safe and inviting center.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

PACT believes an employee model provides for the best accountability and supervision and does not use subcontractors. Family Visitation Centers have a total of 16 staff (full-time and on-call) that provides direct services to FVC clients. The regular Family Visitation Centers staff included in this proposal are:

- Program Director
- Program Supervisor
- Senior Visitation Monitor
- On-Call Visitation Monitor, and
- Security Guard.

This request is to increase funding to support additional hours for on call staff to provide visitation services. On Call Visitation Monitors are utilized when ever the center has requests for visitation. The center is run by one full time Program Supervisor and one full time Senior Visitation Monitor. All other visits are conducted by on call visitation monitors. The more funding available for on call staff increases the centers ability to schedule more visits, thus is increasing a family's access to visitation services. This funding will eliminate the need to place families on a waiting list, and will assist in accommodating requests for more than one visit per week when requested.

The Program Director for Family Visitation Centers is responsible for the overall planning, implementation, and oversight of program, including the direct supervision and oversight of the Program Supervisor.

The Program Supervisor provides direct supervision to one Senior Visitation Monitor one Security Guard, and all additional hourly personnel. This includes reviewing case file records and managing monthly reports. In addition to supervision, the Program Supervisor also provides direct services to clients such as conducting intakes, scheduling visit, supervising visits, attending community meetings, and completing program reports.

The Visitation Monitors are responsible for all direct services to clients to include scheduling visits, conducting intakes with clients, and providing supervised visitations. Visitation Monitors are responsible for maintaining client's records and ensuring all client information is current. Visitation Monitors are also responsible for checking in with the Custodial Parents before each visit to see if there are any safety concerns the FVC needs to be aware of to ensure the visits run safely. The Visitation Monitors also are



responsible for checking in with the Visiting Parent before each visit to answer any questions or to address any concerns the parent may have with visitation, or possible needs for referrals to community agencies.

The Security Guard provides security screening for all non-custodial parents who use visitation services. The Security Guard scans in all non-custodial parents with a metal detector and checks their personal belongings prior to the start of the visit. This safety measure helps to ensure safety for clients and staff. The security guard is also responsible for monitoring the parking lot before and after visits occur to make sure there are no safety issues. If there is any suspicious activity the Security Guard immediately notifies the Program Supervisor and the Visitation Monitor on staff. The demand for judicial requests for court-related service verification and documentation, an additional part-time security guard is needed for staff support when the FVC receives a subpoena for official copies of FVC records to be delivered in time for a court hearing. The FVC receives on average three to five subpoenas a month. In addition, the on-call-time Security Guard will provide additional security for the Waipahu site which is located on the second floor of the Westgate Shopping Center in Waipahu. In this role, the security guard will: escort children with a Visitation Monitor to and from the parking lot, collect client fees from clients, and ensure that unauthorized persons do not enter the FVC without prior consent. These additional security measures would be beneficial for increased safety for the staff and children using services in Waipahu.

Staff Qualifications

The Program Director

The Program Director is responsible for the overall planning, implementation and oversight of the Family Visitation Centers, including the program's vision and excellence in the area of domestic violence. The Program Director provides direct supervision to the Program Supervisor, addresses the concerns of all clients as needed, and provides coverage when the FVC is short staffed, and maintains and collects all data and reporting information that is crucial for funding requirements. The minimum qualifications for a the Program Director is a master's degree in social work, psychology, counseling, or equivalent human service field and three year's experience in collaborating multi-agency programs and two years supervisory experience. Marci Lopes is the current Program Director and formerly PACT's FVC Program Supervisor. Marci has earned a Master's of Science in Counseling Psychology degree with an emphasis in Marriage and Family Therapy. Marci is also working on her Certified Substance Abuse Certificate and has over two years of experience working with families in a substance abuse treatment facility. Marci has over nine years of supervisory experience in the field of human services and has worked with such programs as Early Head Start, and therapeutic group homes on the island of Oahu, and work with the mentally ill.

The Program Supervisor

The Program Supervisor is responsible for ensuring that the day-to-day operations of the Center are carried out in an efficient and effective manner; collaborating with court-



ordered custody evaluators to ensure that custody reports are submitted on time, addressing the needs of clients; and following requirements and guidelines established by the funding source. The Program Supervisor also ensures that all court-ordered subpoenas are delivered to the appropriate parties and provides court-ordered testimony when necessary. The minimum qualifications for the Program Supervisor are a bachelor's degree in social work, psychology, counseling or equivalent human services field. Three year's experience in working with children and their families, and supervisory experience is preferred. Monique Valverde is the current Program Supervisor. She has a bachelor's degree in psychology and over three years of experience working with children and their families. Monique Valverde is working on a master's degree in Counseling Psychology from Chaminade University.

The Senior Visitation Monitor

- Schedules families for weekly visits and documenting each interaction objectively;
- Supervises visits which the FVC deems to be difficult in nature;
- Provides intake assessment to new clients;
- Provides follows up with court ordered subpoenas and their delivery;
- Addresses concerns and complaints with all clients;
- Assists with coordinating staff training and team building activities;
- Reports to and consults with the Program Supervisor as indicated, and
- Provides supervisory and programmatic oversight in the absence of the Program Supervisor.

The minimum qualifications for the Senior Visitation Monitor are a bachelor's degree in social work, psychology, counseling or equivalent human services field with one year experience in direct services to children and high-risk families. Liberty Cadiz is the current Senior Visitation Monitor. She has a bachelor's degree in Family Resources from the University of Hawaii.

The Visitation Monitors

The Visitation Monitors provide family visitation services to families and objectively documents interactions with parents and their child(ren). The Visitation Monitor makes necessary interventions and is the first responder to any inappropriate comments made during visits and to any child who may be resistant to visitation with the non-custodial parent. The Visitation Monitors are responsible for providing completed observation forms for each visit and/or exchange. When the Program Supervisor and Senior Visitation Monitor are not available the Visitation Monitors are trained to conduct client intakes when needed. The minimum qualifications for a Visitation Monitor are a bachelor's degree in human services or related field required and one year experience in direct services to children and high-risk families, preferred. Currently the Family



Visitation Centers has 12 on-call Visitation Monitors with advance degrees in the fields of criminal justice, education, counseling, and law.

The Security Guard

The Security Guard provides security for Family Visitation Center staff and clients and assists staff with a number of office duties. The Security Guard monitors the parking lot before, during, and after visitations to ensure that unauthorized persons are not waiting in the area to serve, harass, or confront clients; intervenes in potential security threats as required; maintains an accurate record of clients using the Center; calculates and compiles client usage and cancellations on a monthly basis, creates new client files, provides copies for subpoenaed documents, and answers the telephone and assumes responsibility for assessing and collecting client fees.

The minimum qualifications for the Security Guard are a high school diploma or equivalent, knowledge of basic security guard responsibilities, knowledge and ability to provide non-violent crisis intervention. The FVC has two on-call security guards who provide guard services on the weekends. Gregory Morales, the only full-time security guard, has been with the FVC for nine years and is dedicated to working with families in need of supervised visitation. Gregory continues to participate in ongoing and relevant trainings related to domestic violence, de-escalation strategies, and child abuse and neglect issues. Gregory has also provided security training for new security guards at PACT FVCs on the islands of Oahu and Kauai.

B. Organization Chart

See attached organizational chart

VI. Other

A. Litigation

There is no litigation pending for Parents And Children Together.

B. Licensure or Accreditation

PACT is fully accredited by the Council on Accreditation (COA) and by Healthy Families America (HFA). PACT is also a member of the Child Welfare League of America (CWLA) and a member of the Hawaii Association for the Education of Young Children.



Budget



BUDGET

(Period July 1, 2011 to June 30, 2012)

Applicant/Provider:


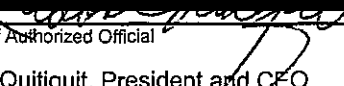
Parents And Children Together

RFP No.:

Date Prepared: 1/27/2011

Contract No. (As Applicable):

Family Visitation Center

BUDGET CATEGORIES	Total Budget (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	30,900.00	0.00	0.00	
2. Payroll Taxes & Assessments	4,498.00	0.00	0.00	
3. Fringe Benefits	0.00	0.00	0.00	
TOTAL PERSONNEL COST	35,398.00	0.00		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0.00	0.00	0.00	
2. Airfare, Out-of-State	0.00	0.00	0.00	
3. Audit Services	0.00	0.00	0.00	
4. Contractual Services - Administrative	0.00	0.00	0.00	
5. Contractual Services - Subcontracts	0.00	0.00	0.00	
6. Insurance	0.00	0.00	0.00	
7. Lease/Rental of Equipment	0.00	0.00	0.00	
8. Lease/Rental of Motor Vehicle	0.00	0.00	0.00	
9. Lease/Rental of Space	0.00	0.00	0.00	
10. Mileage	0.00	0.00	0.00	
11. Postage, Freight & Delivery	0.00	0.00	0.00	
12. Publication & Printing	0.00	0.00	0.00	
13. Repair & Maintenance	0.00	0.00	0.00	
14. Staff Training	0.00	0.00	0.00	
15. Substance/Per Diem	0.00	0.00	0.00	
16. Supplies	0.00	0.00	0.00	
17. Telecommunication	0.00	0.00	0.00	
18. Transportation	0.00	0.00	0.00	
19. Utilities	0.00	0.00	0.00	
20. Administrative Costs	5,762.00	0.00	0.00	
21. Beneficiary Costs	0.00	0.00	0.00	
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	41,160.00	0.00		
C. EQUIPMENT PURCHASES	0.00	0.00	0.00	
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	0.00	0.00		
SOURCES OF FUNDING	(a)	Budget Prepared By: Jay Yanos  847-3285		
	(b)	[REDACTED]		
	(c)	Signature of Authorized Official  Date 1/27/2011		
	(d)	Ruthann Quitiquit, President and CEO Name and Title (Please type or print)		
TOTAL REVENUE	0.00	For State Agency Use Only		
		Signature of Reviewer		Date

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Parents And Children Together Family Visitation Center

Period: July 1, 2011 to June 30, 2012

Date Prepared: January 27, 2011

POSITION NO.	POSITION TITLE	NOTES	FULL TIME EQUIVALENT	ANNUAL SALARY A	MONTHLY SALARY A	NO. OF MONTHS B	% OF TIME BUDGETED TO REQUEST C	TOTAL SALARY BUDGETED IN REQUEST A x B x C
1	Program Director			-	-	12	0.00%	0.00
2	Program Supervisor			-	-	12	0.00%	0.00
3	Senior Visitation Monitor			-	-	12	0.00%	0.00
	On Call Visitation Monitor	2,377 Hrs @ \$13.00		30,900	2,575	12	100.00%	30,900.00
7	Administrative Assistant			-	-	12	0.00%	0.00
8	Security Guard			-	-	12	0.00%	0.00
9	On Call Security Guard			-	-	12	0.00%	0.00
	On Call Security Guard			-	-	12	0.00%	0.00
				-	-			
TOTAL:								30,900.00

JUSTIFICATION/COMMENTS: We do a median salary and PACT receives comparables from Hawaii Employers Council

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Parents And Children Together

RFP No.: _____ Period: 07/01/11 to 06/30/12

Date Prepared: 1/27/2011

Contract No.: Family Visitation Center
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	2,364.00
Unemployment Insurance (Federal)	As required by law	0.00%	-
Unemployment Insurance (State)	As required by law	0.89%	275.00
Worker's Compensation	As required by law	5.09%	1,573.00
Temporary Disability Insurance	As required by law - .80% of gross to TDI wage limit	0.80%	247.00
SUBTOTAL:			4,459.00
FRINGE BENEFITS:			
Health Insurance	Personnel Policy	\$410/month/EE less 1.5% of EE gross wages - Varies by employee	-
Retirement	Personnel Policy	4% of gross wages for participating employees	-
SUBTOTAL:			-
TOTAL:			4,459.00

JUSTIFICATION/COMMENTS:

Required & Supporting Attachments



Workplan



Oahu Family Visitation Center Work Plan

FY 2012 - 2014

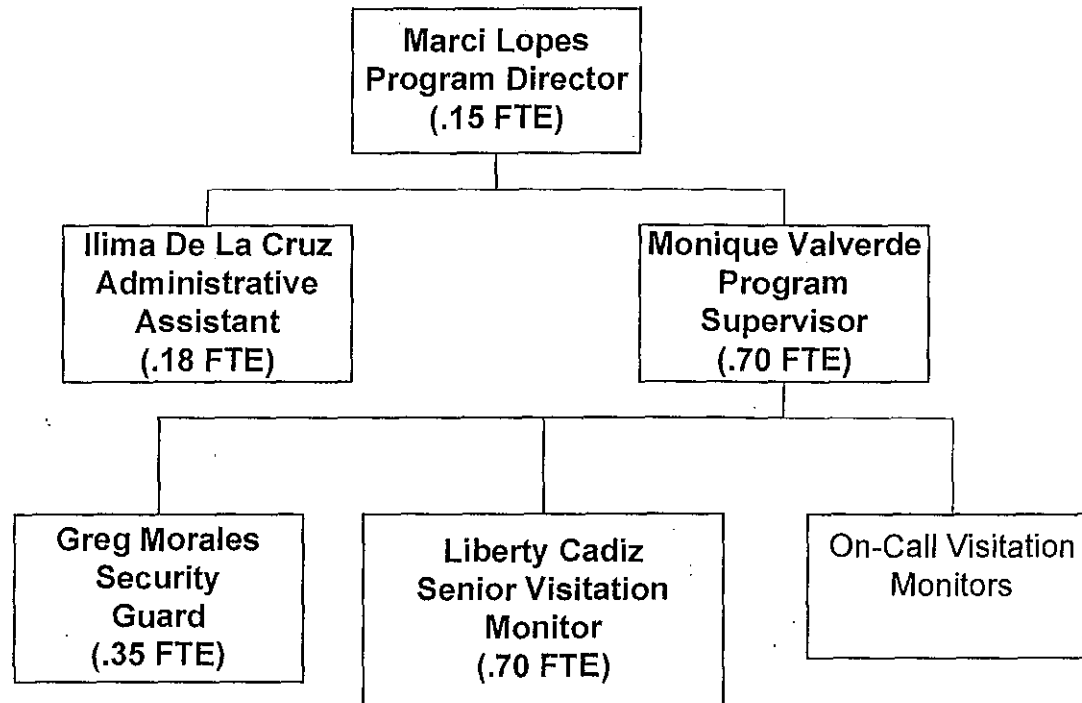
Service Activities & Program Requirements	Title of Responsible Staff	FY 2011 - 2012												FY 2012-2013											
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Monthly Staff Training	Program Supervisor	•																						•	
Staff Individual Supervision Session (1x monthly)	Program Supervisor	•																						•	
FVC Staff Team Meetings (1x quarter)	Program Supervisor	•			•			•			•			•			•			•			•		
Accepting new referrals / entering client data into MIS (daily)	Program Supervisor & Senior Visitation Monitor	•																						•	
New Orientations for clients upon referral (daily)	Program Supervisor & Senior Visitation Monitor	•																						•	
Individual client sessions (As needed)	Program Supervisor & Program Director	•																						•	
Risk Assessment & Safety Planning & referrals	Program Supervisor and all Visitation Monitors	•																						•	
Attending Quarterly Focus Group Meetings with 1st Circuit Lead Judge	Program Director / Program Supervisor	•																						•	
Crisis Intervention, Information, & Referral	All Staff	•																						•	
Preparing Court Documentation for Supoenas (as needed)	Program Supervisor/ Senior Visitation Monitor	•																						•	
Participation with Oahu Domestic Violence Task Force (DVTF) Monthly Meetings and Subcommittee meetings.	Program Director	•																						•	
Participation with Quarterly Hawaii State Coalition Against Domestic Violence (HSCADV) and annual conference	Program Director	•			•			•			•			•			•			•			•	•	
Quarterly PQI Case Review	All Staff	•			•			•			•			•			•			•			•		
PQI Quality Reports	Program Supervisor		•			•			•			•			•			•			•			•	

Service Activities & Program Requirements	Title of Responsible Staff	FY 2011 - 2012												FY 2012-2013											
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Quarterly PQI Consumer Satisfaction Surveys sent at discharge and annually.	Program Supervisor	•			•			•			•			•			•			•			•		
PQI Quality Reports	Program Supervisor & Program Director																								
Judiciary Quarterly Report (30th of the following months, including July 2013).	Program Supervisor & Program Director				•			•			•			•			•			•			•		
Judiciary Year End Report	Program Supervisor & Program Director													•											

Organizational Charts

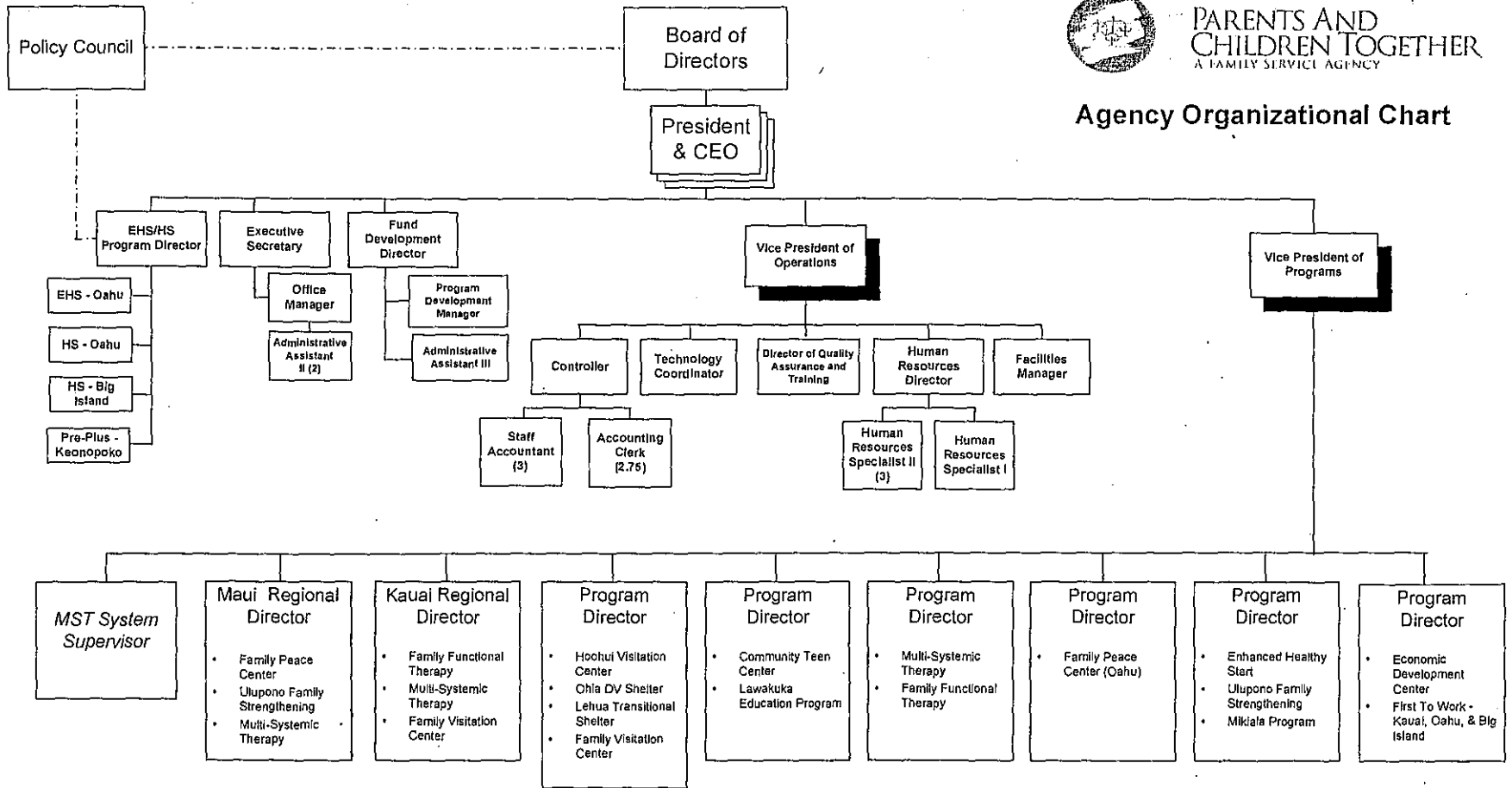


Parents and Children Together Oahu Family Visitation Center





Agency Organizational Chart



Declaration Statement



**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said 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:

- (1) 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;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow 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 to purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) 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.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Parents And Children Together

(Typed Name of Individual or Organization)


(Signature)

January 30, 2008

(Date)

Ruthann Quitiquit

(Typed Name)

President & CEO

(Title)