

## About This Database and User Guide

**Format:** Microsoft Access 2000.

The database contains data from the four key City departments that contract with health and human service providers and from the community-based organizations (CBOs) themselves. The information concerns contracts, cuts and effects of cuts for fiscal year 2003-04.

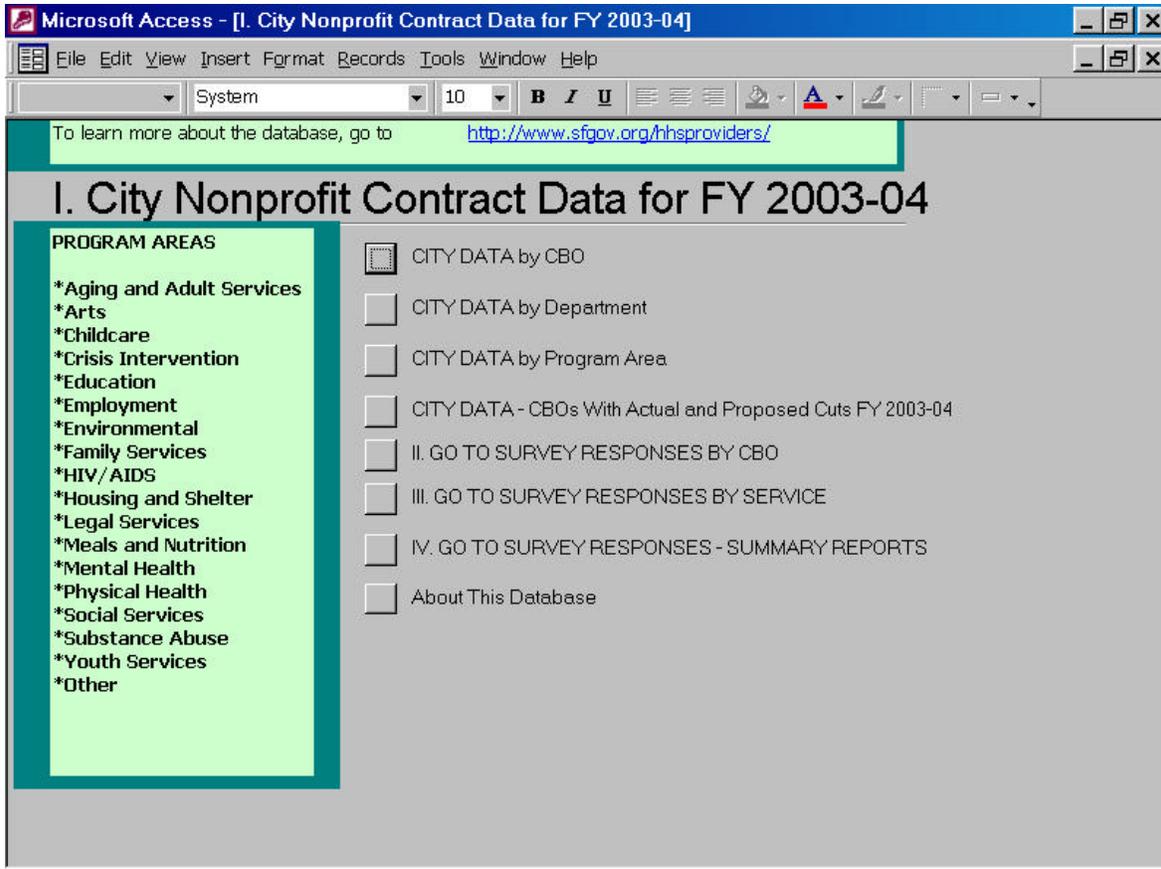
**CITY Contract Data for FY 2003-04 (Screen I)** contains information from the City about contracts held by nonprofit organizations that provide health or human services in San Francisco in fiscal year 2003-04. Only contracts with the departments of Aging and Adult Services, Children, Youth and Their Families, Human Services, and Public Health are included. *Those departments provided the data, which was not audited or otherwise verified by the Controller's Office.* The information was collected in January and March 2004, and does not reflect subsequent contracts or modifications to existing contracts. Excluded from this database is information about nonprofit organizations that contract with City agencies other than the four listed, service providers based outside of San Francisco, for-profit organizations and government entities.

Unit of Service (UOS) data is provided only for the Department of Aging and Adult Services' (DAAS) contracts. Most DAAS contracts provide multiple services and each service has its own UOS. For reporting purposes, UOS information has been aggregated across services. For example, if a contract provides for 100 congregate meals and 100 home-delivered meals, those UOS have been combined to equal 200 senior meals.

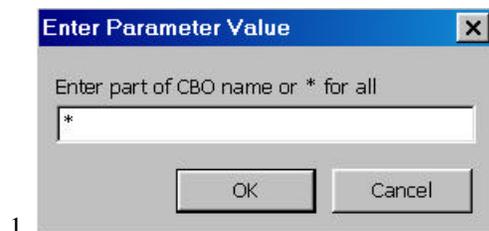
**Survey Data by CBO (Screen II), Service (Screen III) and Summary Reports** contain information that was provided by the 142 nonprofits that responded to the Controller's survey. With the exception of certain corrected totals, all survey data is as originally reported by the nonprofit organizations. Data for some community-based organizations (CBOs) may be incomplete if they did not complete questionnaires for all of their services. For the survey questions regarding actual and proposed budget cuts, if a cut to a CBO's funding was proposed and the cut occurred, only information on the actual cut is included. Only when a proposed cut did not occur is the information shown as a proposed cut.

## SAMPLE SEARCHES

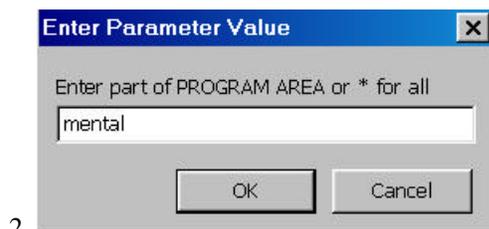
Below are examples of how to search for information in the database.  
From Screen 1 of the switchboard (pictured below), click the **CITY DATA by CBO** button.



You will then be asked to define the parameters of the search. You can choose to show all records or to limit the results.

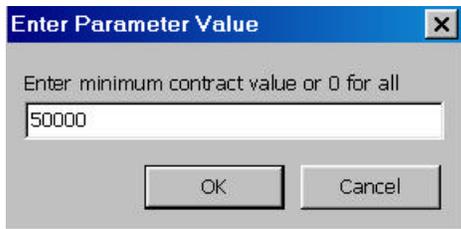


Enter "\*" to choose not to limit the results by CBO name.



Enter "mental." The results will return information for any CBO that has part or all of the word "mental" in its program areas, so both "mental health" and "environmental" programs will display.

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Enter "50000" so that only information on contracts valued at \$50,000 or more will display.

3.

The results screen will display:

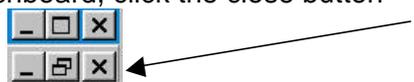
The screenshot shows a Microsoft Access window titled 'Microsoft Access - [NEW - NONPROFIT PROVIDERS : Select Query]'. The window contains a table with the following data:

Nonprofit Agency Name	Contract Name	Begin Date	End Date	Funding Dept.	Program Area	Total Contract Amount	FY
American Lung Association of San Francisco and San Mateo Counties	Childhood Asthma Initiative evaluation services.	7/1/2002	8/31/2003	DPH	Environmental, Family Services	\$98,214	
Arc San Francisco	7/02-6/06 Recycling Services	7/1/2002	6/30/2006	DHS	Environmental	\$217,000	
Asian & Pacific Islander Wellness Center	Integrated Services.	7/1/2002	2/28/2003	DPH	HIV/AIDS, Mental Health, Physical Health	\$199,285	
Asian & Pacific Islander Wellness Center	Integrated Services.	7/1/2002	2/28/2003	DPH	HIV/AIDS, Mental Health, Physical Health	\$136,590	
Asian & Pacific Islander Wellness Center	San Mateo County outreach and case management services	3/1/2003	2/29/2004	DPH	HIV/AIDS, Mental Health	\$65,247	
Asian Perinatal Advocates	7/03-6/04 Family	7/1/2003	6/30/2004	DHS	Family Services.	\$752,520	

At the bottom of the window, there is a record navigation bar showing 'Record: 1 of 151'.

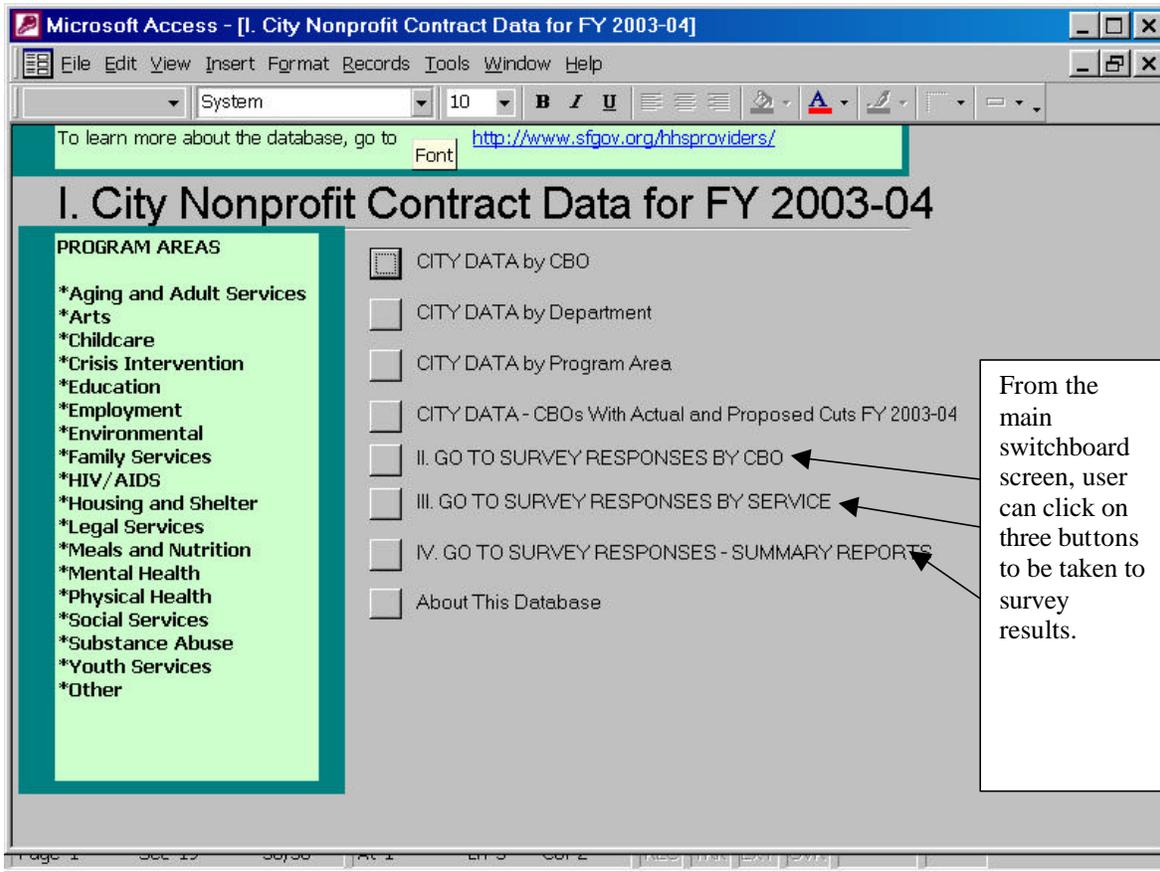
(Only partial results are displayed here, but in the database you can scroll to the right or down to see full results)

To exit the results and return to the switchboard, click the close button



to return to the main switchboard:

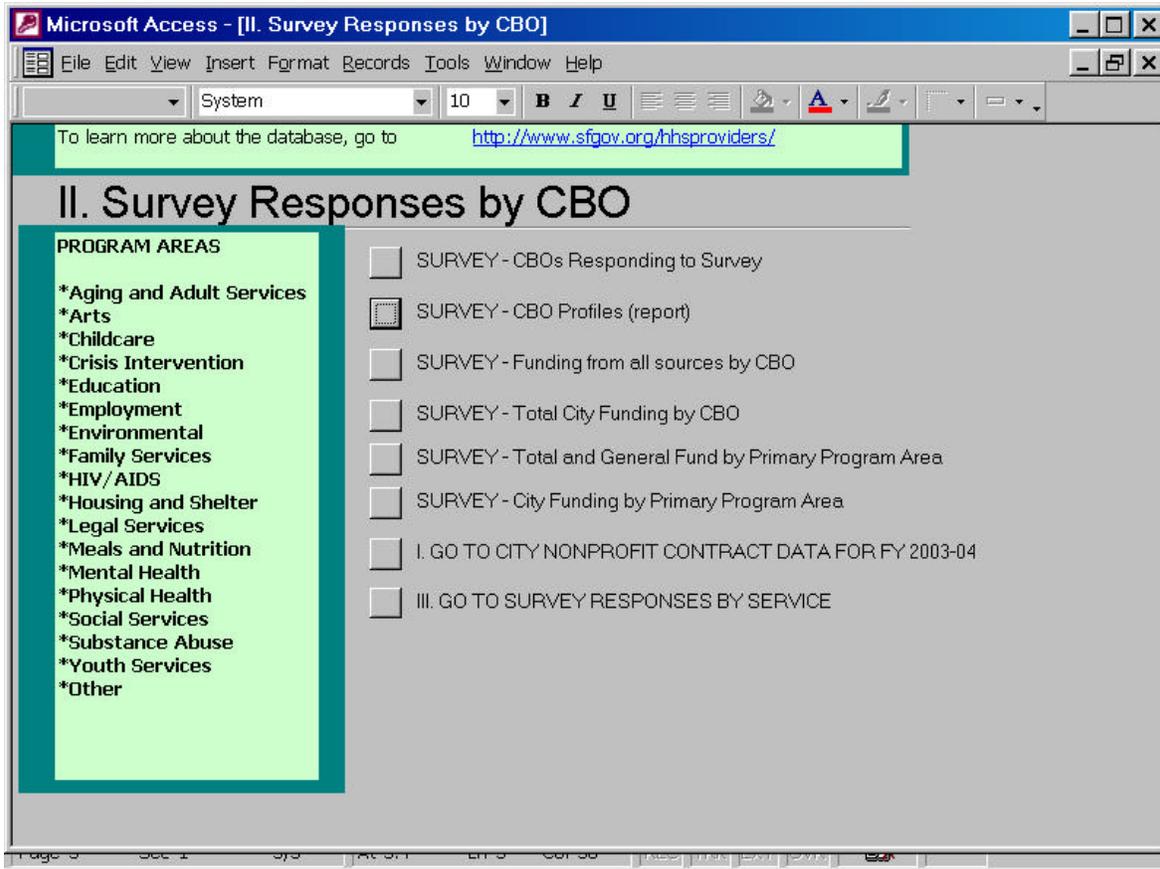
# Controller's Office Database of Nonprofit Health and Human Service Providers



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## Controller's Office Database of Nonprofit Health and Human Service Providers

From the main switchboard, choose **II. GO TO SURVEY RESPONSES BY CBO**. The following screen will appear:



If you choose **SURVEY - CBO profiles (report)** and don't limit the search, three pages of information on each CBO will display as follows:

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Microsoft Access - [Surveypp3-5 by CBO]

File Edit View Tools Window Help

70% Close

*Survey responses, by CBO*

**CBO:** A Home Away From Homelessness

**Primary program area:** Education

**All program areas:** Childcare, Education/Academic Support, Meals and nutrition, Youth Services

<b>CITY FUNDING</b>			<b>ALL FUNDING</b>		
DAAS			Federal direct		
DHS			State direct		
DPH			SF General Fund	\$155,000	32%
DCYF	\$155,000	100%	Other SF	\$0	0%
Other			Donations	\$150,000	31%
<u>Total</u>	<u>\$155,000</u>		Foundations	\$178,000	37%
			Dues		
			Other		
			<u>Total</u>	<u>\$483,000</u>	

**FTEs** 5

**Number of services on which CBO reported** 1  
(service detail to follow)

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Microsoft Access - [Surveypp3-5 by CBO]

File Edit View Tools Window Help

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**Survey responses, by CBO**

CBO: A Home Away From Homelessness

Service: Afterschool Enrichment, Meal, Advocacy, Mentoring Homeless Children

Service name, description: Afterschool enrichment meal and advocacy program for homeless children & youth

Program area: Other

Total funding: \$480,000

City funding: \$156,000

Unduplicated clients: 376

<u>Gender of clients (in percent)</u>		<u>Other client characteristics (in percent)</u>	
Male	53	Immigrants	0
Female	47	Low-income	0
Transgender	0	Homeless	100
<u>Ethnicity of clients (in percent)</u>		<u>People w/ HIV/AIDS</u>	
African American	39.5	Lesbian/gay/bisexual	0
Asian/Pacific Islander	5.5	Mental/physical disability	0
Latino/Hispanic	27.2	Seniors	0
Native American	0	Youth	100
White, non-Hispanic	9.5		
Other	18.3		

Services offered in following languages:

English, Spanish

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Microsoft Access - [Surveypp3-5 by CBO]

File Edit View Tools Window Help

65% Close

**Survey responses, by CBO**

CBO: A Home Away From Homelessness

Service: Afterschool Enrichment, Meal, Advocacy, Mentoring Homeless Children

Funding for this service in 2003-04: Actual cut

Effects of actual cut

Budget reduction: \$12,000

Fewer clients

Fewer units

Staff layoffs (FTE)

Other effects: Use cash reserves or sell assets, Forego increases in salaries or benefits, we'll combine positions & hope to increase volunteers

Effects of proposed cut

Budget reduction

Fewer clients

Fewer units

FTE

Other effects

Effects of cut in non-City funding

Non-City Budget reduction

Fewer clients

Fewer units

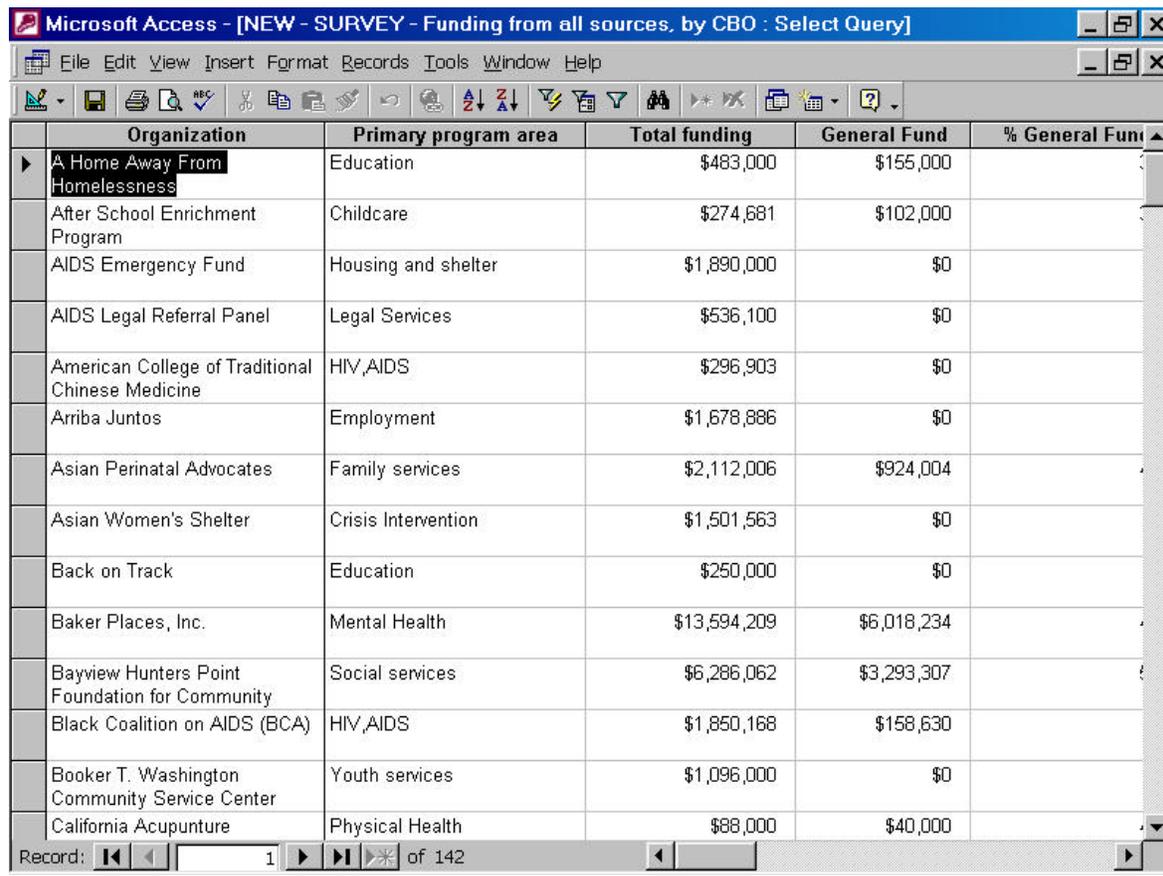
FTE

Other effects

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## Controller's Office Database of Nonprofit Health and Human Service Providers

Other buttons on the survey screens provide survey results in a format that can be copied and pasted into a spreadsheet. An example:



Organization	Primary program area	Total funding	General Fund	% General Fund
A Home Away From Homelessness	Education	\$483,000	\$155,000	
After School Enrichment Program	Childcare	\$274,681	\$102,000	
AIDS Emergency Fund	Housing and shelter	\$1,890,000	\$0	
AIDS Legal Referral Panel	Legal Services	\$536,100	\$0	
American College of Traditional Chinese Medicine	HIV/AIDS	\$296,903	\$0	
Arriba Juntos	Employment	\$1,678,886	\$0	
Asian Perinatal Advocates	Family services	\$2,112,006	\$924,004	
Asian Women's Shelter	Crisis Intervention	\$1,501,563	\$0	
Back on Track	Education	\$250,000	\$0	
Baker Places, Inc.	Mental Health	\$13,594,209	\$6,018,234	
Bayview Hunters Point Foundation for Community	Social services	\$6,286,062	\$3,293,307	
Black Coalition on AIDS (BCA)	HIV/AIDS	\$1,850,168	\$158,630	
Booker T. Washington Community Service Center	Youth services	\$1,096,000	\$0	
California Acupuncture	Physical Health	\$88,000	\$40,000	

(partial display)

### Database Navigation

#### Row Height and Column Width

Some text may be hidden due to the row height or column width. To adjust the size, point to the row or column boundary you want to move until it becomes , and then drag the boundary.

#### Sorting

You may re-order most of the report results by right-clicking in a column and then clicking **Sort Ascending** or **Sort Descending**.

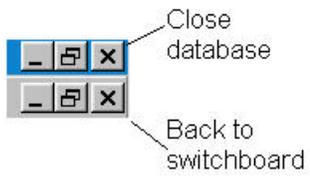
#### Filtering

You may filter your results by right-clicking in the cell by which you want to filter and choosing **Filter by Selection** or **Filter Excluding Selection**.

To remove sorting or filtering, go to the **Records** menu and select **Remove Filter/Sort**.

## Controller's Office Database of Nonprofit Health and Human Service Providers

After opening a switchboard item you may close it by selecting one of the two close buttons in the top right corner.



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