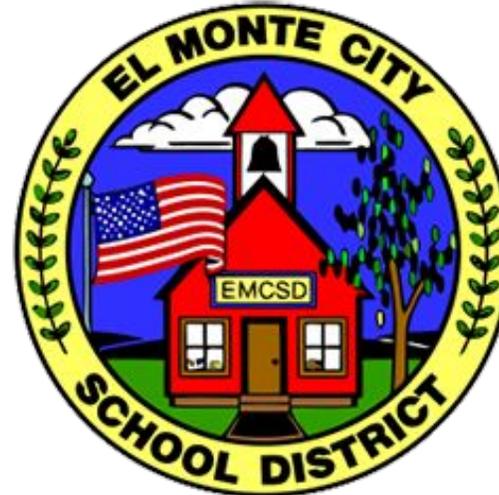




# More Than an Extra Pair of Hands: A Replicable, Intern-Powered Model for Comprehensive Needs Assessment





Christina Davila,  
Executive Administrator  
Jeff Seymour Family Center



Rosa Ocegueda  
District Social Worker



Ashley Arellano,  
Administrative Clerk

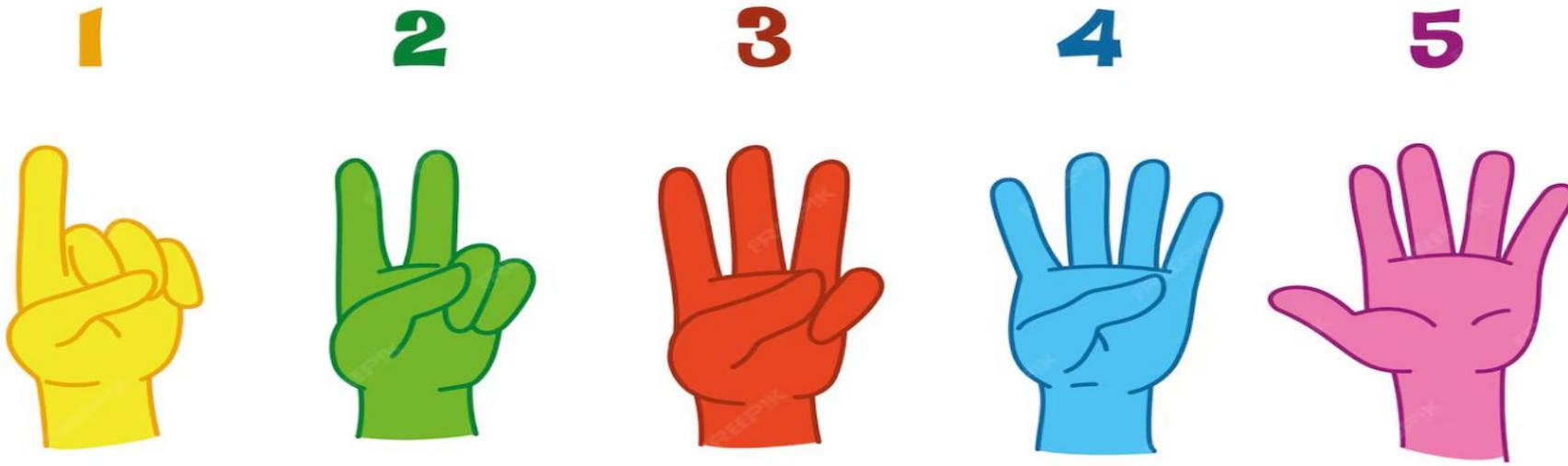


# Introduce yourself to your neighbor

1. Name
2. Organization/District
3. Role



Easy!



completely  
overwhelmed

**How would you rate your current capacity to conduct in-depth needs assessments for every student you identify?**

**[Your District]**  
**+ [Partner Colleges/Universities]**  
**+ [Structured Tools]**

---

**Tripled Capacity & Deeper Support**



# AGENDA

1. Finding the Partners and Formalizing Relationships
2. Bringing Together Resources
3. Internship Workflow





# FINDING THE PARTNERS AND FORMALIZING RELATIONSHIPS



# EMCSD PARTNERSHIP



## AA - Human Services

1 Semester: Fall & Spring  
120 Hours per semester

## Bachelors in Social Work/Human Services

1 year commitment

- 420 hours

## Masters in Social Work

1 year commitment

- 480 hours (1st year internship)
- 600 hours (2nd year internship)

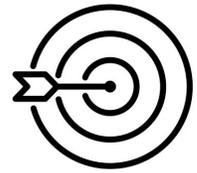
## Masters in Social Work

1 year commitment

- 480 hours (1st year internship)
- 600 hours (2nd year internship)



# PROGRAM GOALS



**Clearly define the goals of your intern program before implementation.**

## EMCSD Primary Goals

- Increase support for students identified under the McKinney-Vento Act.
- Expand access to Tier 2 mental health supports through short-term individual counseling.
- Improve family access to housing, food, healthcare, and basic needs resources.
- Reduce absenteeism linked to housing instability.
- Strengthen school–family relationships.



# ESTABLISHING UNIVERSITY PARTNERSHIPS



**Strong partnerships with Human Services, BSW, and MSW programs are essential.**

## Steps:

1. Identify accredited social work programs within commuting distance (Community Colleges, CSU's, UC's, private colleges, and online programs)
2. Contact field education departments
3. Establish Memorandums of Understanding (MOUs)
4. Clarify intern roles, supervision requirements, and evaluation processes

## Key Items to Align On:

- Internship hours required
- Learning objectives
- Supervision structure & Requirements
- Documentation expectations
- Background check and TB clearance requirements



# DEFINING THE INTERN ROLE



Interns should have structured, well-defined responsibilities.

## Interns may:

- Support with McKinney-Vento identification (incomplete data)
- Conduct Wellness Checks
  - a. Help families connect to Tier 1 services: food banks, uniform vouchers, backpack & school supplies, etc.
  - b. Schedule appointments for Tier 2 services
- Data entry into tracking sheet
- Support with macro projects
- Provide short-term counseling for students

# TRAINING FOR INTERNS



**Provide onboarding and ongoing training.**

## Initial Training Topics

- Social Work Intern Orientation (internal)
- Mandated Reporter (internal)
- Suicide Prevention & Crisis response procedures (internal)
- Intro to Jeff Seymour Family Center (internal)
- EMCSD Wellness Check Script & Role playing (internal)
- McKinney-Vento rights and protections (NCHE)
- Understanding Doubled-Up (NCHE)
- Psychological First Aid Training (National Child Traumatic Stress Network)

## Skill-Based Counseling Training

Encourage structured intervention models such as:

- Cognitive Behavior Intervention for Trauma in Schools (CBITS)
- Bounce Back (CBITS for Elementary)
- Coping skills strategies



# BRAINSTORMING TIME

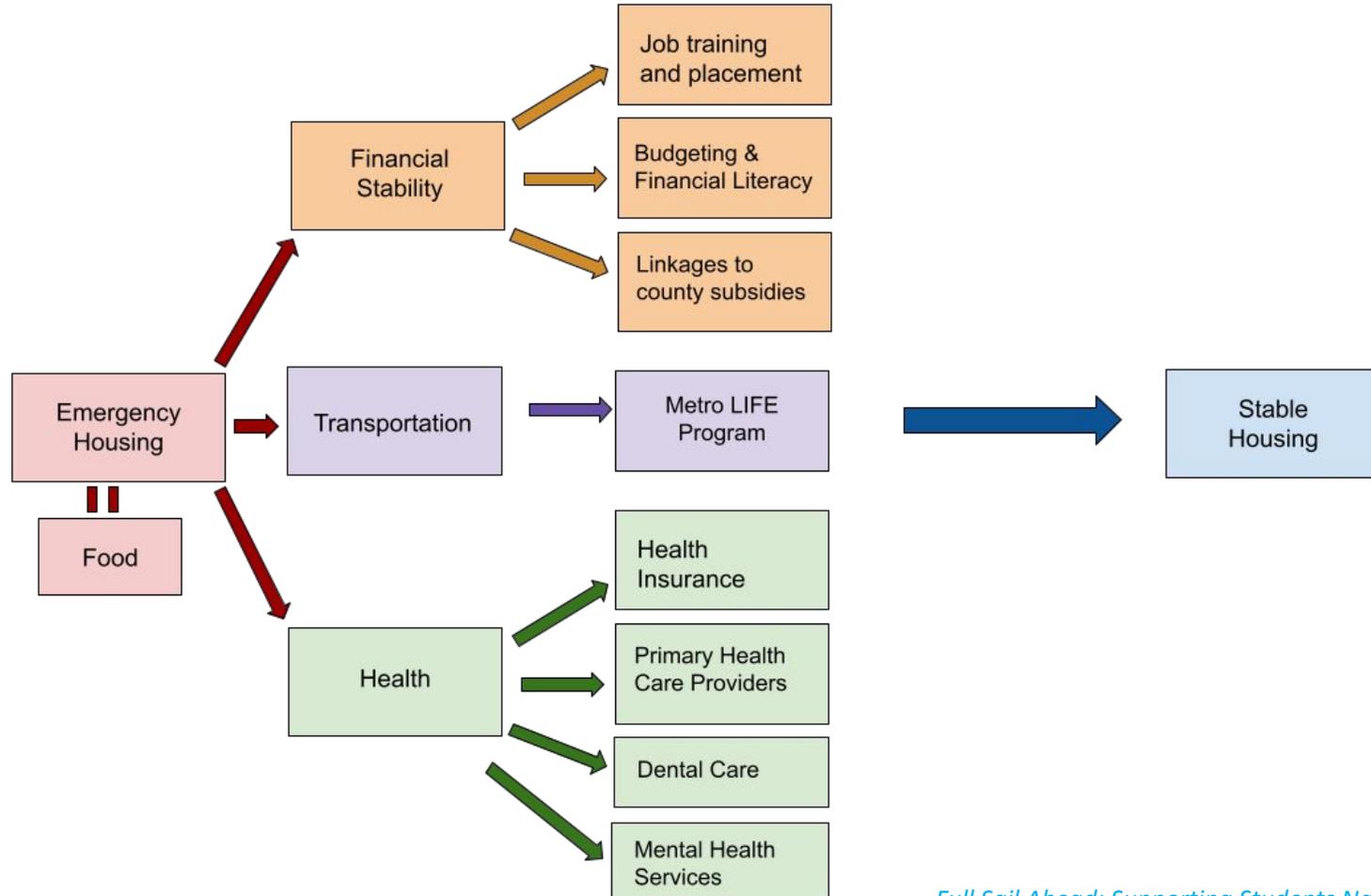
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# BRIDGING TOGETHER RESOURCES: JEFF SEYMOUR FAMILY CENTER



# IDENTIFYING NEEDS: RESOURCE MAPPING



# MISSION



*The Jeff Seymour Family Center's mission is to **unite the county and community** to strengthen individual, family, and neighborhood **protective factors** by increasing social connectedness, community mobilization, and access to needed supports and services.*

*The Jeff Seymour Family Center is housed within the El Monte City School District.*



# WHO WE ARE: A NETWORK OF PARTNERS

PHYSICAL & MENTAL HEALTH, BASIC NEEDS, EDUCATION, CIVIC ENGAGEMENT, AND SUSTAINABLE LIVING

Active SGV

LA Care Community Resource Center

Herald Christian Health Center

Union Bank

Day One

LAC Department of Children and Family Services

LAC Department of Mental Health

LAC Department of Public Health

El Monte Promise Foundation

El Monte/ South El Monte Emergency Resource Association

Enki Health Services

Foothill Family Services

Family Solutions

Meals on Wheels

Migrant Education Consortium

Our Saviour Center

Pacific Clinics

Para los Niños

Baby2Baby

San Gabriel Valley Conservation Corps

Western University, College of Dental Medicine –  
Dental Clinic

LACOE



# THE COMMUNITY WE SERVE

The El Monte City School District, We empower generations through learning, leadership, and community.

Understanding that student success is connected to family and neighborhood environment, the Jeff Seymour Family Center is focused on providing support services to people who live and work in the greater El Monte/ South El Monte Community.



# REQUEST FOR SERVICE

Our Request for Service Form can be filled out by community members, partnering agencies, and/or district staff. It serves as the starting point to a **centralized referral process, facilitating linkages to support services, resources and programs.**



**Request for Service Form**  
 10900 Mulhall St.  
 El Monte, CA 91731  
 626-442-1354

Log # \_\_\_\_\_

Fax to: 626-444-6834  
 Email: jeffseymourfamilycenter@emcsd.org

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

Adult/Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Child Name: \_\_\_\_\_ Age:  Grade:  School: \_\_\_\_\_  
 Child Name: \_\_\_\_\_ Age:  Grade:  School: \_\_\_\_\_  
 Child Name: \_\_\_\_\_ Age:  Grade:  School: \_\_\_\_\_  
 Child Name: \_\_\_\_\_ Age:  Grade:  School: \_\_\_\_\_

Ethnicity:  African American  American Indian  Chinese  Hispanic  Vietnamese  Caucasian  Other: \_\_\_\_\_  
 Preferred Language:  English  Spanish  Chinese  Vietnamese  
 Medi-Cal: Yes  No  Family/Child is already receiving service(s) with the \_\_\_\_\_

**Reason for Request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Urgent (Reason for Urgency) Note: If emergency, please call 911

<p><b>BASIC NEEDS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Food</li> <li><input type="checkbox"/> Clothing</li> <li><input type="checkbox"/> Emergency housing resources</li> <li><input type="checkbox"/> Transportation                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Low/No Cost Bikes</li> </ul> </li> <li><input type="checkbox"/> Utility Assistance Programs</li> <li><input type="checkbox"/> Traffic Diversion (Bike Citations)</li> <li><input type="checkbox"/> School Supplies (EMCSD only)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Backpack/Supplies</li> <li><input type="checkbox"/> Uniform</li> </ul> </li> </ul>	<p><b>HEALTH AND WELLNESS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Care Services</li> <li><input type="checkbox"/> Youth Vaccines &amp; Physical Examinations (EMCSD only)</li> <li><input type="checkbox"/> Dental services                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Youth (0 to 20 years old)</li> <li><input type="checkbox"/> Pre and Post Natal Care</li> </ul> </li> <li><input type="checkbox"/> Child development/behavioral concerns</li> <li><input type="checkbox"/> Bicycle Safety, Education and Repair</li> <li><input type="checkbox"/> Community Bike Rides</li> <li><input type="checkbox"/> Health + Nutrition Workshops</li> <li><input type="checkbox"/> Beat the Streets Wrestling (7-13)</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Early Childhood Education (0-5 years old)</li> <li><input type="checkbox"/> College Savings</li> <li><input type="checkbox"/> College Planning Support</li> <li><input type="checkbox"/> Job Training Program (18-24)</li> <li><input type="checkbox"/> Credit Recovery + HS Diploma (14-24)</li> <li><input type="checkbox"/> Academic Support- tutoring</li> <li><input type="checkbox"/> Probation Youth Services</li> <li><input type="checkbox"/> Parent Workshops</li> </ul>	<p><b>FAMILY SUPPORT</b>                  (Complete EMCSD referral form for the following Services labeled EMCSD only)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School-based counseling (EMCSD only)</li> <li><input type="checkbox"/> Adult Counseling Services (EMCSD only)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual Counseling <input type="checkbox"/> Marriage <input type="checkbox"/> Family</li> </ul> </li> <li><input type="checkbox"/> Parent Support Classes</li> <li><input type="checkbox"/> Mental Health Services (Counseling)</li> <li><input type="checkbox"/> GAP (Grandparents as Parents)</li> <li><input type="checkbox"/> Migrant Education</li> <li><input type="checkbox"/> EMCSD Parent Center</li> <li><input type="checkbox"/> AAPI Parent Group</li> </ul>



# ONGOING PROGRAM AND SERVICES

**A space for collaboration and innovation**

- Dental Clinic (Tuesdays and 1st Wednesday)
- Health Clinic (Tuesday and Thursday)
- JSFC Pump Track and Outdoor Recreation Area (Monday – Friday 3pm – 7pm)
- Community Garden - Open to Public
- Food Bank \*By Appointment
- Fall Family Resource Fair
- Wellness Festival
- Learn to Bike Classes
- Cultural/Community Events
- Donation Distributions
- Clothing Swaps
- **JSFC Design Team Meetings**



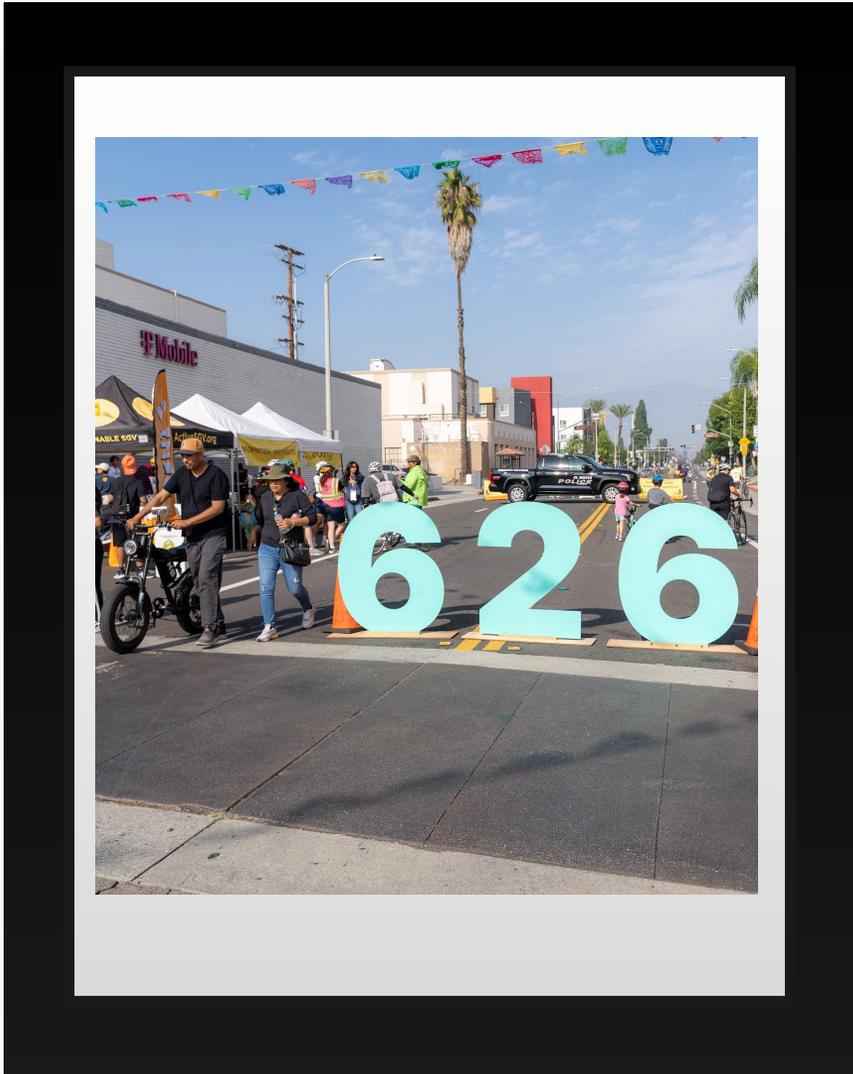
# BASIC FUNCTIONS OF JSFC

- A **physical space** for families to go
- **Brings together partners** on a consistent basis
- Centralized **referral system**
- Family **resource HUB** where families can connect with information, services, and helpful programs.



# BRAINSTORMING TIME

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# INTERNSHIP WORKFLOW



	Q1			Q2			Q3			Q4		
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Intern Recruitment & Orientation	▲											
McKinney Vento Student Identification	█						█					
Wellness Checks Conducted				█								
Community Building Events			█			█	█				█	
Reflection & Evaluation										█		

▲ LOREM



# INTERN OUTREACH SCRIPT

## Intern Script to contact McKinney-Vento families

<p><b>If the family answers the phone go to section 1</b></p> <p>↓</p>	<p><b>If the family does not answer, leave a voicemail.</b></p> <p>Hi my name is _____ and I am calling from the Jeff Seymour Family Center. I am calling on behalf of the El Monte City School District to see if there is an opportunity to connect you to any resources available through the center. I will give you a call back another day or you can call the center at 626-442-1354 and ask for Christina Davila to schedule a call.</p>
--	--

### SECTION 1 - Introduction

Hi, my name is \_\_\_\_\_ and I am calling from the Jeff Seymour Family Center. I am calling on behalf of the El Monte City School District to see if there is an opportunity to connect you to any of the resources available through the center. Do you have 10 minutes to go through a list of resources we have available for your family?  
(Fill out the Wellness Check Form).

**If No,** ask the parent for a preferred time/date to call back

**If Yes,** (Go over the Wellness Check-Needs Assessment form)

- Confirm physical address, email address, and children enrolled in the district
- Are there any urgent needs that the family has?
- and proceed to [SECTION 2](#)

Do you have all your materials ready?

- **Script** in English and Spanish
- **Wellness Check Form** - with contact information filled out already
- Community Liaison contact sheet



# JSFC RESOURCE PRINTOUT

Homelessness	
<p><b>211</b> Call 2-1-1- 24 hours, 7 days a week or visit 211 LA. LA County is the central source for providing information and referrals for all health and human services in LA County</p>	<ul style="list-style-type: none"> <li>• Including housing</li> <li>• Senior services</li> <li>• Nutritional assistance</li> <li>• And more.</li> </ul>
<p><b>San Juan Diego Community Services Center</b> ▼ 4171 North Tyler Avenue, El Monte, CA 91731 (626) 575-7652</p>	<ul style="list-style-type: none"> <li>• Motel vouchers</li> <li>• Basic needs</li> <li>• Housing stabilization programs</li> <li>• Rental assistance</li> <li>• utility bill assistance</li> </ul> <p>*For people in the San Gabriel Valley, including people who are homeless or undocumented.</p>
<p><b>Union Station Homeless Services - San Gabriel Valley (Family Solutions Center)</b> 626-240-4550</p>	<ul style="list-style-type: none"> <li>• Case management</li> <li>• Emergency</li> <li>• Temporary housing</li> <li>• Basic needs</li> </ul>
<p><b>Housing First Program</b> (562) 923-4545 x. 2254</p>	<ul style="list-style-type: none"> <li>• Housing for <u>unhoused</u></li> </ul>
<p><b>Volunteers Of America - El Monte Outreach And Access Center</b> 4501 Santa Anita Ave El Monte CA 91731 Monday through Friday, 7:00am to 6:00pm. (626) 442-4357</p>	<ul style="list-style-type: none"> <li>• Homeless you services</li> <li>• Housing and shelter</li> <li>• Children &amp; family services</li> <li>• Veteran services</li> <li>• Education &amp; empowerment</li> <li>• Recovery &amp; Re-entry</li> <li>• Victims Assistance Sanctuary</li> </ul>
<p><b>Our Saviour Center</b> 4368 Santa Anita Ave, El Monte, CA 91731 (626) 774 - 2926</p> <p>*Driver's License or California I.D need transportation</p>	<ul style="list-style-type: none"> <li>• 7 day emergency Motel/Hotel vouchers (1st of the month)</li> <li>• Temporary Housing for individuals &amp; families facing homelessness.</li> <li>• Food Bank</li> <li>• COVID-19 resources</li> <li>• Youth development programs</li> </ul>
<p><b>Los Angeles County Department of Public Social Services (DPSS)</b> 3352 Aerojet Ave, El Monte, CA 91731 Monday- Friday <u>8AM</u>- 5 PM</p>	<ul style="list-style-type: none"> <li>• Services provided to documented people</li> <li>• Emergency financial assistance if you go in person.</li> </ul>



# WELLNESS CHECK FORM

Attempt 1: \_\_\_\_\_ by \_\_\_\_\_  
 Attempt 2: \_\_\_\_\_ by \_\_\_\_\_  
 Attempt 3: \_\_\_\_\_ by \_\_\_\_\_  
 Attempt 4: \_\_\_\_\_ by \_\_\_\_\_

## EMCSD Wellness Check Needs Assessment

Declined Services on \_\_\_\_\_  
 Requested call back on \_\_\_\_\_  
 Language Barrier \_\_\_\_\_  
 Wellness Check on \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Please include all children in the family, even children 0-5**

Child name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ School: \_\_\_\_\_ PERM ID: \_\_\_\_\_  
 Child name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ School: \_\_\_\_\_ PERM ID: \_\_\_\_\_  
 Child name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ School: \_\_\_\_\_ PERM ID: \_\_\_\_\_  
 Child name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ School: \_\_\_\_\_ PERM ID: \_\_\_\_\_

Housing Status:  Doubled/tripled up (sharing housing with others)  Staying in Shelter  
 Unsheltered/Inadequate (living in car, park, etc)  Motel/ Hotel

### Basic Needs

\_\_\_\_ Family has requested a referral to LA County Emergency Housing (Family Solutions or Motel Vouchers)  
 \_\_\_\_ Family has asked for information on local food banks/pantries

### Possible Barriers to Educational Success

School Attendance  Clothing  School Records  
 Immunizations  ID / Birth Certificate  Tutoring/Academic Support  
 School Supplies  Before/After school Care

### Summary of Services/Referrals Needed

School Supplies  Medical  Utility Assistance  
 Uniforms  Dental  Transportation (Metro Card)  
 Backpacks  Vision  Dispute Resolution Info  
 Hygiene Kits  Health Insurance Enrollment  Diapers  
 Early Childhood Education  College Savings (K - 6th)  Other: \_\_\_\_\_  
 Tutoring (Shelter/Motel)  Public Assistance  
 Counseling (CalFresh, WIC, etc.)

Family has given verbal consent to share information with partnering agencies to follow up:  
 Name: \_\_\_\_\_  
 Interv/Staff: \_\_\_\_\_



**JEFF SEYMOUR  
WELLNESS  
CHECK**

**1**

**Tier 1 Cases  
(Interns)**

Info is sent via email  
In person appointments are  
made as needed.

(Case close w/in 2 wks.)

- Food Bank
- Uniform Vouchers
- Backpacks/Supplies
- Referrals/ Info for Medical/  
Dental Clinics
- Utility Discount programs
- College Savings Information

**2**

**Tier 2 Cases  
(Interns & Admin. Clerk)**

Appointment is Mandatory

(2 weeks- 1 month)

- Birth certificates
- California ID
- School Counselor check-in
- Basic needs (clothes, diapers, &  
hygiene kits)
- Hotspots
- Tutoring (LACOE & Partners)

**3**

**Tier 3 Cases  
(Interns, Admin Clerk,  
Social Worker,  
Executive Admin. )**

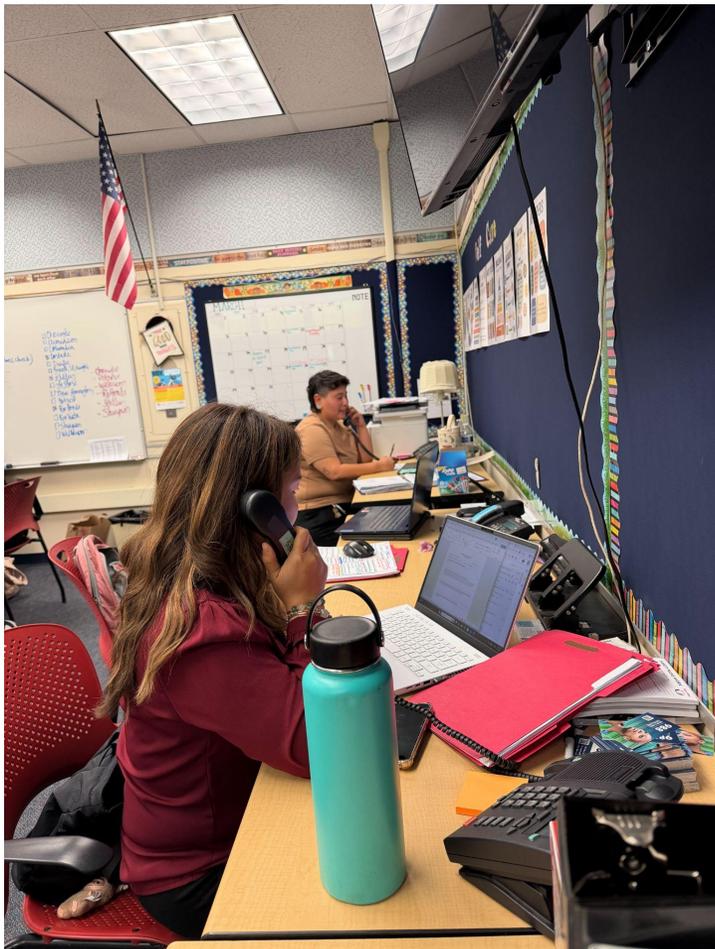
Light Case Management

(Months/ Ongoing)

- Emergency Housing
- Legal Resources
- Transportation
- Mental Health Support (School-  
based counseling)
- Before/After School Care
- Tutoring (School on Wheels)
- Seasonal Donations



# INTERNS



# IMPACT



# 2024-2025 IMPACT REPORT

**184**  
**Families Served**

**315**  
**Students Supported**

Key findings include:

- **Dominance of Basic Needs:** The most frequently cited needs involve school supplies (uniforms and backpacks), food, clothing, and emergency housing.
- **Digital Divide Concerns:** A substantial number of families requested internet hotspots, indicating ongoing challenges with digital equity.
- **Health and Wellness Gaps:** Families frequently sought assistance with Medi-Cal enrollment, dental services for youth, and mental health counseling.
- **Linguistic and Ethnic Profile:** The served population is predominantly Hispanic, with Spanish and English as the primary languages, though requests in Chinese, and Vietnamese indicate a diverse community.



# Looking Forward ...



1. Refining our Tracking System
2. Simplifying Documentation
3. Increasing Partnerships



# QUESTIONS

Click icon to add picture



# THANK YOU!

## Contact Information

Christina Davila  
[cdavila@emcsd.org](mailto:cdavila@emcsd.org)

Rosa Ocegueda  
[rocegueda@emcsd.org](mailto:rocegueda@emcsd.org)

Ashley Arellano  
[aarellano@emcsd.org](mailto:aarellano@emcsd.org)

## Resources

