

SAMPLE CONTRACT

Head Start Program

Early Childhood Mental Health Consultation

TERMS OF AGREEMENT:

1. General Provisions
 - a. This Agreement will cover children currently enrolled in Head Start Program.
 - b. Contractor shall provide an itemized monthly invoice.
2. Scope of Services
 - a. General Classroom Observations, Consultation & Coaching
 - i. Visit each classroom at least once per month.
 - ii. Provide child development information related to social-emotional development and mental health.
 - iii. Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.
 - iv. Provide written and oral observations and strengths-based feedback to classrooms on an annual basis.
 - v. Meet with classroom teams to review classroom observations and develop and implement plans as needed.
 - b. Staff Training
 - i. Support, coordinate, and provide staff trainings related to social-emotional and mental health issues at least once per quarter.
 - c. Programmatic Consultation
 - i. Participate in weekly staff team meetings.
 - ii. Participate in the development and implementation of mental health program and policy.
 - d. Parent Training
 - i. Recruit participants for at least one parent and one child group per year.
 - ii. Coordinate and facilitate parent and child groups.
 - e. Individualized Child- and Family-Centered Observations & Consultation
 - i. Conduct observations of individual children as assigned or referred for consultation.
 - ii. Meet with families to consult on child and family needs and create or follow-up on plans to support these needs.
 - f. Individual Child Screening, Assessment & Referral
 - i. Provide guidance to staff on selecting, implementing, and interpreting social-emotional screening and assessment tools and findings.
 - ii. Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referred for consultation.
 - iii. Provide child and family referral and follow-up to community services.
 - g. Home Visiting

- i. Conduct home visits to support the mental health needs of families and children.
 - ii. Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.
 - h. Other
 - i. Participate in regular supervision with Program Director and clinical supervisor.
 - ii. Contribute to federal, state, and local reporting requirements.
- 3. Responsibilities and Duties of Contractor
 - a. To provide Head Start Program with proof of certification and/or licensure, if applicable, through the duration of this Agreement.
 - b. To provide Head Start Program with a single point of contact for scheduling, receiving services, billing, and the fiscal component of this Agreement.
 - c. To provide Head Start Program with documentation of biweekly Clinical Supervision, including name and contact information of Supervisor.
 - d. To participate in planning for the execution of services listed as well as participating in program planning when expertise in Mental Health is needed or required.
 - e. To make every effort to follow-up with families referred for services within one (1) week and provide documentation of these efforts.
 - f. To submit monthly invoices by the 5th of the following month for service performed in the prior month, allowing enough time for appropriate documentation of services.
 - g. To assure that all invoices include:
 - i. Date of Service
 - ii. Category of Service
 - iii. Number of Hours billed for each category
 - iv. Any correlating In-Kind amount for billing services
 - h. To assure that staff, parents, and children receive appropriate referrals when they are in need of additional services and/or evaluations beyond the scope of what the Contractor can provide.
 - i. To provide the following services in an ethical as well as culturally and linguistically appropriate manner:

Service	Maximum Number of Hours Allotted
i. General Classroom Observations, Consultation & Coaching	832
ii. Staff Training	208
iii. Programmatic Consultation	104
iv. Parent Training	104
v. Individualized Child- and Family-Centered Observations & Consultation	416
vi. Individual Child Screening and Assessment as Assigned or Referred for Consultation & Referral to Community Services	104
vii. Home Visiting	208

viii. Other, including Supervision and Reporting	104
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- a. Maximum Number of Contractor Hours for this Term is 2080 across twelve (12) months.

j. Cost or Pricing

Service	Reporting Period
i. Contractor Hourly Service Rate	
ii. Contractor Service Hours for this Period	
iii. Subtotal (i x ii)	
iv. Estimated Travel Costs for this Period	
v. Maximum Amount for this Period (iii + iv)	

k. Head Start Program Responsibilities

- a. Provide Contractor with an orientation to Head Start Program.
- b. Provide Contractor with a single point of contact for scheduling.
- c. Provide regular meetings between Head Start Program Director and Contractor for Program Supervision and contract monitoring.
- d. Provide annual performance evaluation for Contractor based on the Scope of Services and Responsibilities and Duties of Contractor as outlined in this Agreement.
- e. Work with the Contractor to develop an appropriate referral process
- f. Support Contractor with contacting families if Contractor is having difficulties setting up appointments with families.
- g. Arrange logistics, e.g., room reservations and set-up of area, for trainings conducted by Contractor with adequate notice of these needs.
- h. Agree to pay Contractor \$[] per hour for all services provided under this Agreement. Hours to include:
 - i. Time spent at Head Start Program.
 - ii. Time spent meeting with families in their homes.
 - iii. Time allotted for writing reports and Supervision.

NOTE: this is not an all-inclusive list but provides a guideline for payment made to Contractor for certain activities.

- i. When required by Head Start Program, Head Start Program agrees to reimburse Contractor for mileage expenses. Such mileage reimbursements will be made at the prevailing rate per mile as outlines in Head Start Program Travel Policies.

APPENDICES:

1. Head Start Program description and site location.
2. Services by site, if applicable.