

Agreement of Partnership

This is an agreement made and entered into on date between SEK-CAP Head Start 0-5 and name of partnering agency

Agency Address:

Agency Address:

Federal Identification Number:

Agency Telephone Number:

Agency Telephone Number:

Contact Person for SEK-CAP, Inc.:

Email addresses:

Contact Person for partnering agency

Email addresses:

Partnering agency and SEK-CAP Head Start Zero to Five in consideration of mutual promises, covenants and agreements made by each party to the other, the parties agree as follows:

1. SEK-CAP Head Start shall pay partnering agency beginning on or about date the sum of _____ per hour for the purpose of securing psychological and mental health services for children, families and staff in name the locations for service delivery.

*Services must be provided by a Qualified Mental Health Professional (QMHP) to be charged at the _____ per hour rate. If mental health consultants do not meet the QMHP requirement, a decreased fee will be negotiated by the parties. In addition, SEK-CAP Head Start will pay ___ cents per mile for all mileage driven for the purpose of providing mental health services described in this agreement.

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MH Contract year service to be rendered

Services to be provided include:

A. Perform **psychological testing, evaluation and follow-up** of children needing special help as requested by the Head Start Center Team or Home Based Family Educator. This is to include **participation on the Positive Behavior Support Team** as identified by the team and the development of **written** recommendations for classroom and home use using the consultation form designated by Head Start.

B. Participate in **training** to provide educational opportunities for Head Start staff as requested.

C. **Deliver one Second Step Anti-Violence Curriculum lesson** per month to **small** groups of children in each assigned classroom. During this time the mental health consultant will also observe the environment and provide **written** recommendations.

D. *Participate in **one additional hour of consultation** per month in each site to provide training and support for staff, children and families' mental wellness. (One hour per site each month to team with center staff or be available for parent consultation). This could be an appointment with a specific family if the need arises. The family session could be scheduled in the center if there is a private space or in the family home if the family chooses. Providing mental health consultation to Head Start staff for personal concerns will be scheduled on an individual basis outside of the workplace.

*One regularly scheduled visit one hour in length per month to provide Second Step anti-violence training for children (1 Hour) and consultation for staff or parents (1 Hour) will fulfill terms C & D of the contract. If the center is a part-time center, visits must be scheduled for both classes individually which would result in a total of 3 hours of consultation per site per month and may be done in two separate visits. Full year centers and full year home based sites will require full year service from mental health consultants.

E. Participate in **one scheduled parent meeting** per year to provide training on a subject requested by the majority of the parents in that cluster. This training will be done during a regularly scheduled parent meeting. The training will be scheduled for **thirty minutes with time for questions following the training session**. This meeting is held during the evening hours and has been scheduled for the entire year. (Calendar enclosed) Please provide Head Start staff with a list of training regarding mental health issues that will match the expertise of the provider. The list will be shared with the parents to give them a choice of subjects for their individualized training.

F. **Home Based Zero to Five:** Counsel with parents concerning problems of their children and techniques of working with them in the home and community as the need arises. This may be done in a clinical setting or on a home visit depending on the preference of the parent. Providers who are serving home based families will also schedule to be present at **three group socializations** per year and provide parent education on needs identified by the group.

G. **Share general information** about cases.

H. **Assist with referrals** when the Head Start team determines other members of the child's family are having problems which may affect the mental health of the child. For example: drug abuse, child neglect and abuse, marital problems and depression.

I. Identify a person from your staff to serve on the **Mental Health Advisory Committee**. This person will meet with Head Start management personnel on a quarterly basis a maximum of two hours per meeting. The strategies for this group are to work on the following:

- Leadership
- Vision
- Capacity building-Improving staff knowledge both in Head Start and the Mental Health center around mental health issues in the field of early intervention
- Refine our consultation model to promote Best Practice as identified in Attachment A
- Identify and track outcomes
- Identify and discuss current research

J. **Participate in data collection** as deemed appropriate by the aforementioned Mental Health Advisory Committee.

K. Mental Health professionals identified to work with Head Start families and staff will **meet Key Competencies and Basic Experience Requirements** as identified in Attachment B.

L. **Participate in Positive Behavior Support Training** as requested by SEK-CAP.
(Annual training will be a minimum of three days)

M. Be open to **attend training** to increase awareness around the issues of Infant/Toddler Mental Health or any other issues which will improve early intervention service delivery.

2. The **services** of the Mental Health Services Provider are available to Head Start participants and families and staff **on a referral basis**. (Up to three visits with pre-approval from the Director of Early Childhood Services...additional visits will require further consideration).
3. This agreement may be terminated or renegotiated in its entirety at any time by sending written notification thereof at least thirty (30) days in advance to the other party.
4. In the event that mental health services cannot be provided on any scheduled day, the Head Start program shall be reimbursed at the aforementioned rate, or the services will be rescheduled at the convenience of Head Start site.

This agreement between name of provider and SEK-CAP Zero to Five Head Start, will take effect on date

Mental Health Service Provider

SEK-CAP Head Start Zero to Five

Date

Date

Attachment A

Principles and Values for Best Practice in Early Childhood Mental Health as identified by SEK-CAP Head Start

- Strengths Based
- Individualized
- Relationship Based
- Family Focused
- Preventative
- Inclusive
- Culturally Competent
- Attentive to Staff Wellness
- Integrated with Other Services
- Linked to Community Services

Attachment B

Basic Requirements for mental health consultants as identified by SEK-CAP Head Start:

- Experienced with young children (prefer experience with the zero to five population)
- Experienced with Head Start
- Understand the Head Start approach: Integration of service components (parent involvement, family centered, holistic approach)
- Ability to make a long term commitment to working with the program (building relationships)

Key Competencies for mental health consultants as identified by SEK-CAP Head Start:

- Knowledgeable about a variety of intervention strategies
- Knowledgeable about child development
- Knowledgeable about family systems
- Observation and communication skills
- Organizational skills
- Understand a holistic, best practice approach to children's mental health
- Able to integrate mental health activities and philosophies with other preschool components
- Understand low income families, cultural differences and group dynamics
- Sensitive to community's attitudes towards mental health issues
- Knowledgeable about community resources
- Able to honor diverse perspectives and facilitate communication