



Western Arizona Council of Governments (WACOG)
Head Start Program
Request for Proposal for Services in Mohave County
Early Childhood Mental Health Consultant
2018-2019 School Year

Please contact Erica Jimenez, Head Start Disabilities & Mental Health Specialist with any questions at:

Phone: (928) 217-7152 or Email: EricaJ@wacog.com by:

PROPOSALS DUE BEFORE 5:00 PM, THURSDAY, FEBRUARY 14, 2019

Instructions

Western Arizona Council of Governments is currently seeking Early Childhood Mental Health Consultant services that provide mental health consultation and support to Head Start staff, children, families in **Mohave County (Lake Havasu City, Mohave Valley, Bullhead, Golden Valley, Kingman)** for the 2018-2019 school year (August 1, 2018 – July 31, 2019) with options to extend for 3 additional one-year terms.

Please read the Request for Proposal (RFP) and submit proposal that addresses each area outlined below in the response requirements to the contact named above by the corresponding due date. Proposals may be mailed or submitted in person no later than 5:00 pm on the date indicated above.

Minimum Qualifications

- A master's degree or above in mental health field.
- At least three (3) years of progressively professional experience in the delivery of early childhood mental health services.
- Must be licensed in the state of Arizona as a Licensed Clinical Social Worker (LCSW), Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapist (LMFT).
- Professional Liability Insurance with a minimum of \$500,000.
- Must remain in good standing with Arizona State Behavioral Health Examiners throughout contract term.
- Experience with Head Start or early childhood programs preferred. Bilingual English/Spanish preferred.
- Arizona Drivers License, clean driving record, and personal automobile insurance.
- Current Arizona Level One Fingerprint Clearance card.



Program Description

Head Start currently serves 1,070 children in the Head Start and Early Head Start program.

Mohave County (296 children)

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| Brian Meyer-Davis | 1 Preschool (3-5 year olds) Classroom |
| Bullhead City | 3 Preschool (3-5 year olds) Classrooms 2 Toddler (1-2 year olds) Classrooms |
| Cerbat | 1 Preschool (3-5 year olds) Classroom |
| Golden Valley | 1 Preschool (3-5 year olds) Classroom |
| Hubbs House | 1 Preschool (3-5 year olds) Classroom |
| Kingman North | 1 Preschool (3-5 year olds) Classroom |
| Mohave Valley | 1 Preschool (3-5 year olds) Classroom |
| Lake Havasu | 1 Preschool (3-5 year olds) Classroom |
| Nautilus | 2 Preschool (3-5 year olds) Classrooms |
| Oro Grande | 1 Preschool (3-5 year olds) Classroom |

La Paz County (20 children)

| | |
|------------------|---------------------------------------|
| Ehrenberg | 1 Preschool (3-5 year olds) Classroom |
|------------------|---------------------------------------|

Yuma County (754 children)

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|---------------------|---|
| Carlisle | 3 Preschool (3-5 year olds) Classrooms |
| Carver | 3 Preschool (3-5 year olds) Classrooms |
| Foothills | 3 Preschool (3-5 year olds) Classrooms |
| Helping Hand | 3 Preschool (3-5 year olds) Classrooms |
| Orange Grove | 1 Preschool (3-5 year olds) Classroom |
| Pecan Grove | 1 Preschool (3-5 year olds) Classroom 1 Early Head Start Classroom |
| Rancho Viejo | 6 Preschool (3-5 year olds) Classrooms 2 Toddler (1-2 year olds) Classrooms |
| San Luis | 4 Preschool (3-5 year olds) Classrooms 2 Toddler (1-2 year olds) Classroom |
| Wellton | 1 Preschool (3-5 year olds) Classroom |
| Gwyneth Ham | 7 Preschool (3-5 year olds) Classrooms 5 Infant/Toddler (0-2 years old) Classrooms |
| Yuma West | 2 Preschool (3-5 year olds) Classrooms |

The Early Childhood Mental Health Consultant teams with WACOG early education professionals to improve the social, emotional, and behavioral health of children enrolled in the WACOG Head Start Program in Yuma, La Paz, and Mohave Counties. The Early Childhood Mental Health Consultant meets with early care and education professionals and families to



explore strategies to help children develop social and emotional skills. The services include mental health promotion, prevention, early identification of mental health concerns, and referrals for treatment of children and families.

Scope of Work

1. The Mental Health Consultant assists Head Start program staff and families to identify and implement strategies to support children with mental health and social emotional concerns. The Mental Health Consultant works in collaboration with Disabilities/Mental Health Services Specialist, Center Managers, Family Development Advocates, Teachers, and Head Start Director.
2. The Mental Health Consultant assists teachers to improve classroom management and practices through strategies that include using classroom observations and consultations to address teacher and individual child needs and creating physical and cultural environments that promote positive mental health and social and emotional functioning.
3. The Mental Health Consultant assists staff in identifying and addressing prevalent child mental health concerns, including internalizing issues such as appearing withdrawn and externalizing issues such as challenging behaviors; and in helping both parents and staff understand mental health needs and interventions, and implement strategies to meet children's mental health and social and emotional needs.
4. The Mental Health Consultant is held to all policies, including limiting suspension and prohibiting expulsion, as described in Head Start Program Performance Standards §1302.17. Abide by the Head Start Standards of Conduct.
5. The Mental Health Consultant conducts initial observations in classroom(s) of all assigned centers within seven weeks of the first day of the of the centers' opening day with the purpose of identifying mental health issues, concerns, potential intervention, or need for consultation or referral for mental health services. Initial observations must include:
 - a. One observation per classroom with a focus on adult/child interaction, child/child interaction, and classroom environment and classroom management by completing a TPITOS or TPOT Short Form. Forms are provided by the program.
 - b. Initial observations not to exceed one hour maximum time per classroom.
6. The Mental Health Consultant conducts ongoing child observations in the classroom and provides intervention strategies and suggestions to teaching staff and parents to support individualized behavior support plans. Child observations are limited to a maximum of one (1) hour per child. Teacher meetings are limited to a maximum of one (1) hour per child. Parent meeting are limited to a maximum of one (1) hour per child.



7. The Mental Health Consultant is to assess the problem(s) and/or concern(s) and to refer parents to the appropriate agency for follow-up and/or treatment.
8. The Mental Health Consultant documents parent consultations on a Head Start Contact Report with information such as parent and child's names, date, time, site, non-specific discussion topic, and possible follow-up.
9. The Mental Health Consultant conducts individual mental health screenings/observations with prior parental consent for children who have atypical behavior or development in the classrooms. Provide feedback and assist with developing effective interventions for children with atypical behavior or development;
10. The Mental Health Consultant provides technical assistance to classroom staff to support accurate implementation of Center of Social Emotional Foundations for Early Learning (CSEFELS) and Ages and Stages Questionnaires (ASQ-3 and ASQ-SE). Also assists staff in using TPITOS and TPOT forms to develop appropriate strategies for children, and provide training as needed.
11. The Mental Health Consultant submits a copy of the Center Visit Report to the Center Manager upon departure of each visit, and includes a copy to the Disabilities & Mental Health Services Specialist with the monthly billing.
12. The Mental Health Consultant may facilitates staff meetings at individual sites designed to provide support, improve inter-personal relationships, improve communication, and address mental health issues as appropriate as requested by the Head Start Director.
13. The Mental Health Consultant may provide training on mental health practices in coordination with the Disabilities & Mental Health Services Specialist as requested by WACOG.
 - a. A Head Start Training Record will be completed by the CONSULTANT when training is given to staff and parents regarding a specific topic in support of mental health.
14. The Mental Health Consultant submits monthly billing reports to the Disabilities & Mental Health Specialist within 10 days of the end of each month. Billing reports to include records of each center visit/consultation/activity, mileage logs, . . .
15. The Mental Health Consultant must be available for scheduling of consultations (phone, email, or in person) outside of regularly scheduled visits.



16. The Mental Health Consultant participates in Head Start Self Assessment, Community Assessment, and Health Services Advisory Council activities annually.

Schedule

Services are provided on site at Mohave WACOG Head Start centers. Initial onsite visit to complete TPITOS and TPOTS is scheduled by the Disabilities Mental Health Specialist and the Mental Health Consultant. Ongoing parent consultations and classroom child observations are scheduled by the Disabilities and Mental Health Specialist and Mental Health Consultant as referrals are submitted and approved by the Disabilities and Mental Health Specialist. A regular schedule of onsite mental health consultations involve a licensed mental health professional, program staff and parents utilizing a multi-disciplinary team planning approach to address strengths and identified areas of concern.

Equal Opportunity

This institution is an equal opportunity employer. During the performance of this contract, the Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin; complying with all provisions of EEO Executive Order No. 11246.

This institution is also an equal opportunity provider. In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Response Requirements

(Organization Name, if applicable)

(Contact Name)

(Address, City, State, Zip)

(Phone Number)

(Email)

a. Experience and Qualifications

Include documentation of all qualifications listed for each individual involved in providing services.

b. Certification/License

Provide copies of education degrees and Certification/License for each individual involved in providing services. Also include proof of insurance and copies of Arizona Fingerprint Clearance cards for each individual.

c. Process, Approach to be Used, and Methodology

Describe how you would provide the services detailed within the context outlined in the program description, specifically addressing



- a. Prior relevant experience, including your experience with programmatic and child and family centered consultation,
- b. Your approach to promoting children's mental health,
- c. Your approach to effectively implementing mental health consultation in Head Start, including your ability to partner and build relationships with families and staff.

d. Provision of Services/Availability

Include available days and hours, and weekly allotment of hours available to the program.

e. Cost Estimate

1. Submit a quote for the current contract term including proposed hours of services and any proposed reduction of rate. Priority is given for willingness to offer in-kind (non-federal share) to the program in writing.

Rate: List your regular hourly rate and the amount willing to donate per hour as in-kind towards the program's non-federal share requirement. **Total contract not to exceed \$13,350.00 per contract year.**

f. References

Include letters and contact information from three references which can attest to your ability to provide services as described in this proposal.

Evaluation Criteria and Selection Process

Consultant selection and award of contract will be made on the basis of the respondent receiving the most points based on the following:

- Experience and Qualification of the proposer (25 points)
- Process, Approach to be Used, and Methodology (20 points)
- Provision of Services/Availability (20 points)
- Cost Estimate (15 points)
- In-Kind Contribution (10 points)
- References (10 points)

Submit Proposals by mail or personal delivery in sealed envelope to WACOG Main Office before 5:00 PM on Thursday, February 14, 2019 to:

Western Arizona Council of Governments
HEAD START MENTAL HEALTH CONSULTATION PROPOSAL –MOHAVE COUNTY
Attention: Deb Schlamann, Head Start Director
1235 S. Redondo Center Drive
Yuma, AZ 85365

WACOG is an equal opportunity employer and provider.