



Empowering People, Enriching Communities

Ozarks Area Community Action Corporation

Carl Rosenkranz, Executive Director

215 S. Barnes Avenue
Springfield, MO 65802-2204
Office: 417-862-4314 | Fax: 417-864-3499
www.oac.ac

July 11, 2017

Mental Health Contract Services 2017-2018

The Ozarks Area Community Action Corporation is now accepting bids for Mental Health contracts that will be used to supplement the Head Start Mental Health Program in complying with the following Head Start Program Performance Standards. *1302 Program Operations: Subpart C - Education and Child Development Program Services, Subpart D- Health Program Services, Subpart E – Family and Community Engagement program Services.*

These bids are being accepted for providing mental health services for the 2017-2018 program year. Services are to begin September 2017 and go through the end of the program year in August 2018. Bids must be sent or delivered in sealed envelopes, plainly marked "BID" and sent to the attention of Teresa Dickey, Director of Family and Community Partnerships, OACAC Head Start, 215 S Barnes, Springfield, MO, 65802, no later than 4:00 p.m. Friday, August 4, 2017. Mental Health Consultants must be able to provide the minimum days allotted for each center they wish to bid (Remember we serve children in the summer at some locations).

OACAC Head start is looking for Mental Health providers that will provide mental health promotion, prevention, early identification of mental health concerns and referral for treatment of children and families. It is important to early child and family work that the Mental Health provider has experience with and ability to: facilitate and value a family –centered approach to services, use evidence-based practices have knowledge of and sensitivity to the first language of families, and use treatment methods that reflect the culture-specific values and treatment needs of families.

The list of services to be provided may include, but is not limited to, the following: Assessments and therapy for children referred from screenings must be completed in these Head Start Classrooms during their hours of operation.

- Head Start Full Day Full Year Centers operate Monday through Friday, September, 2017, through August 2018 (please note this includes SUMMER 2018)
 - Full Day Part Year Centers operate Monday through Friday, September, 2017, through May 2018.
 - Extended Day Part Year Centers operate Monday through Friday, September, 2017, through May 2018.
 - Part Day Part Year Centers operate Monday through Thursday, September 2017, through May 2018.
 - All federal holidays are observed.
- I. OACAC Counselors (on staff) will provide mental health screens and rescreens for all children in the Head Start Program within the first 45 days of enrollment. Based on the screening results the Mental Health Consultant will provide assessments, therapy, and referrals for further evaluations. The Mental Health Consultant will be designated to explain the referral to the parents and written parental consent will be obtained. All diagnostic information should be routed to OACAC Head Start Central Office. Assessments and therapy are to be billed to Medicaid/Managed Care and insurance for eligible children and to Head Start for non-eligible children.
 - II. Meet with the Behavior Support team, as schedule permits, if "at risk" child continues to exhibit difficult behavior after initial observation and interventions. The Behavior Support team consists of Head Start Counselors, Parents/Guardians, Education Staff, Mental Health Professional, and Director of Family and Community Partnerships as needed. Area Supervisors, Family Advocates, Child Development Specialists or other team members from Head Start may be asked to attend. Mental Health Consultant will assist with suggestions for behavior support plan and may attend follow up team meetings, if needed. At least, four weeks will be allowed between team meetings. Assist in determining effectiveness of plan and need for further interventions.
 - III. Review with parents results of evaluations from mental health screenings and referrals. If child meets criteria

for having a disability, this should be done at the time of Individualized Education Program (IEP) meetings which are usually all held on one day at the Center (may be scheduled individually for some children). Assist classroom teachers with suggestions for classroom goals for children who are determined to have a disability. Other conferences should be scheduled with parents on an individual basis.

- IV. Consult with teachers as needed throughout the school year regarding classroom interventions and occasionally with parents. There will be additional reimbursement for this time with Head Start staff. Provide on-site therapies for children as needed, billing Medicaid/Managed Care for children who are eligible. Children covered by third party insurance should be billed to their insurance companies. Children not covered by insurance or Medicaid/Managed Care will be paid for by Head Start up to seven sessions after approval or these children will be served by Head Start mental health staff as approved by the Head Start Director and the Director of Family and Community Partnerships. Further sessions will require further approval.
- V. Provide one informational meeting to local Head Start parent group regarding mental health issues.
- VI. Advise the OACAC Head Start program on best practices regarding mental health, child development, and other needs of parents, families, and children.
- VII. Attend training session's specific to the contractors provided by Head Start. All contractors are also welcome attend all Head Start In-service trainings.
- VIII. There will be a travel allowance for time and mileage reimbursed from the contractors office or home (whichever is closer) to the Head Start site.

Upon acceptance of any bid, a formal contract is required along with a related party transactions clause to be executed by both parties prior to OACAC incurring any costs. Payment for services will be made after presentation of an individual invoice or statement for each child's services, preferably on a monthly basis, during the school year.

OACAC reserves all rights to reject or accept bids on the basis of programmatic experience regardless of bid amount, or any other basis upon which a proposal may be deemed "best" or most advantageous, in order that we can best meet the overall program needs and criteria.

All bidders must furnish resumes, state licenses, and a copy of their liability insurance and a copy of their background check or have one done through Family Care Safety Registry for each clinician. The Consultant is to pay all expenses and workman's comp insurance. If additional services beyond the basic program are agreed upon, an additional fee for service will be negotiated. Please bid an hourly fee for such additional services, should they be requested, as well as costs for the entire program of services previously described. Bidders should also indicate if they accept Medicaid/Managed Care assignments. The Consultant will report to the Head Start Counselor and/or the Director of Family and Community Partnerships. All classroom visits, referrals, individual consultations, teacher consultations, etc. will be scheduled through the Head Start Central Office.

If any additional information is needed, please email me.

Sincerely,

Teresa Dickey
Director of Family and Community Partnerships
OACAC Head Start
tdickey@oac.ac