



Supported by the Kent County Ready by Five Millage

Ready by Five Early Childhood Millage

2021 Service Provider COVID-19 Response and COVID-19 Service Rate Description

Updated: May 26, 2021 – Effective July 1, 2021 and August 1, 2021

Service Provider COVID-19 Response

In 2019, Service Partners responded to Ready by Five's Request for Proposals. Selected agencies were awarded contracts that went into effect on March 1, 2020.

In response to the rapid spread of COVID-19, Governor Whitmer issued a "Stay at Home Order" on March 23, 2020. The State of Michigan has continued varying degrees of closures among institutions and highly recommended that all follow consistent physical distancing measures.

In a matter of a few weeks, the setting for organizations to start and deploy new services dramatically shifted to an unimaginable situation. First Steps Kent (FSK) understands the challenges Service Providers are currently facing to provide in-person services and meet contractual obligations established in each Ready by Five Service Provider Agreement.

As such, FSK is temporarily allowing all Service Providers delivering services defined in Service Provider Agreements to deliver modified services than initially described in each Service Provider Agreement to comply with COVID-19 social distancing requirements. These services may be modified to be delivered virtually, through electronic communication, online, telephone, mail, and home drop off as long as COVID-19 social distancing requirements are in place.

Important Updates as of May 26, 2021

In light of restrictions being eased by the State of Michigan, COVID-19 Rates will begin to sunset. Once these rates have sunset, agencies will no longer be able to invoice under these codes. This will happen in two phases:

Phase 1 codes that will sunset on June 30, 2021:

- Professional Development Participation (Code: COVID-PDP)
- Technology Access for Program Staff and Families (COVID-TAF)

Phase 2 codes that will sunset on July 31, 2021:

- Early Development Activity Delivery (Code: COVID-EDAD)
- Family Support (Code: COVID -FS)

FSK is encouraging standard services as defined in each service provider agreement to resume as long as services can be provided safely. To ensure the safety of service provider staff and families, FSK will allow Service Providers to continue to deliver services in a modified format to ensure compliance with local MDHHS and KCHD requirements as well as the CDC's COVID-19 social distancing recommendations. This means services typically delivered in-person may be modified to

be delivered virtually, through electronic communication, by telephone, through mail, and/or by program materials being dropped off at the individual's home.

COVID-19 Service Rates

In addition to modified services, only Service Providers with Agreements ending in December 2021 may temporarily invoice for defined additional activities up to the monthly maximum defined in their Service Provider Agreement.

For all COVID-19 Service Rates:

- Service Providers may not invoice for more than one rate per each encounter.
 - Specifically, Providers may not invoice for a family receiving a virtual or telephonic Home Visit or Navigation *plus* a Family Support service. The Family Support rate is intended for families receiving support in addition to and separate from standard service encounters.
 - A family encounter is defined as a phone call, virtual visit, or conversation exchange through email, text, or other electronic mode.
- Service Providers may only invoice for staff positions who are funded by the Ready by Five Early Childhood Millage.
- A Service Provider must be able to produce documentation as described for each service during the annual assessment.
- Ready by Five Millage funds may only be expended solely for the purposes specified in the Service Provider Agreement and the COVID-19 Service Rates as described in this document.
- Service Providers must continue to follow the current CDC's social distancing recommendations while delivering services.
- FSK will notify Service Providers at minimum 10 business days in advance when a COVID-19 Service Rate will be discontinued.

Invoicing:

- Invoicing for the Unit Rate will continue as outlined in the Ready by Five invoice submittal process and schedule. Service Provider must bill for the modified services as outlined in the Service Provider Agreement first.
- The Service Provider may submit up to two invoices. A second, separate invoice form will be provided by Ready by Five to invoice for COVID-19 Service Rates. The financial contact at your agency will be provided electronic versions of both invoice forms. (If you need this document resent, reach out to Cati Cortes at ccortes@firststepskent.org.)
- Documentation must be submitted with the Special COVID-19 Invoice as specified for each rate. (See description and templates below.)

Please review descriptions and requirements for each rate carefully.

2021 COVID-19 Rates include:

- Professional Development Participation (Code: COVID-PDP)
- Early Development Activity Delivery (Code: COVID-EDAD)
- Family Support (Code: COVID -FS)
- Technology Access for Program Staff and Families (COVID-TAF)

2021 DESCRIPTION OF COVID-19 SERVICE RATES

Professional Development Participation

Code: COVID-PDP

Rate will discontinue on June 30, 2021.

Ready by Five will offer reimbursement for staff participating in specific professional development activities.

Professional Development (PD) activities are defined as staff time to participate in any of the following:

- Early Childhood topic seminar or lecture
- Equity and Inclusion seminar or lecture
- Program-specific required training (as defined by the program model)
- Ready by Five Technical Assistance and meetings
- Coursework in Early Childhood development
- Training in behavioral health supports for parents and/or young children

Documentation: One of the following must be maintained on file at the Service Provider's location:

- Certificate from session with employee's name -or-
- Manager documenting PD activity, date and signoff that PD occurred with flier or other documented details on the session maintained on file

Submitted with invoice: **List of PD activity** completed, **date** and **name(s) of staff** who participated and **total number of hours per training**. (See template below)

Rate: \$75/hour

*Note: Service providers may only invoice for staff positions who are funded by the Ready by Five Early Childhood Millage. This rate does not cover time related to clinical supervision requirements.

Early Development Activity Delivery

Code: COVID-EDAD

Rate will discontinue on July 31, 2021.

Update Effective: March 8, 2021

Programs may design developmental, age appropriate, activities to mail or deliver to a child's home for children age five and younger.

Rate includes expenses for materials, staff time to develop materials and mileage/postage to deliver materials.

Children receiving materials must receive activity kits appropriate for their age and development.

Activities for all children must be developmentally appropriate. Activities for children ages 3 and 4 years of age must follow guidelines as defined in the [Michigan Department of Education Standards of Quality for Prekindergarten](#) -OR- [Early Childhood Standards of Quality for Infants and Toddler Programs](#).

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Documentation: Log of **all households reached**, and for each household the **number of children receiving activities in each household**, the **name of the staff person developing and/or delivering materials**, and the **date materials were delivered or postmarked** must be maintained by Service Provider. This must be kept on file by the Service Provider. Do not submit this information to FSK or KCHD.

Submission with invoice: Submit the **total number of households and number of children receiving a delivered activity listed by zip code**, and **staff person(s) involved** with activity. Include a **brief written description of the materials** delivered (1-2 paragraphs). Within the description reference the MDE Early Childhood Education Standard Learning Expectation or Standards of Quality for each activity. (See template below).

Rate: \$50 per household delivery

**Family Support
Code: COVID -FS**

Rate will discontinue on July 31, 2021.

Update Effective: March 8, 2021

Staff time to offer support such as resources and information to families. Support may occur by text, video call, or telephone. This support is for families who are not engaged in services paid as a standard rate.

Purpose of support may include one or more of the following:

- Determining and supporting needs related to housing, food, and other social determinants of health
- Enrolling in a Ready by Five service
- Enrolling in digital prompts for early learning information program
- Connecting to resources for ASQ screenings and activities supporting development
- Connecting to information related to early childhood
- Offering time to troubleshoot with benefits and accessing services
- Connecting family with emotional wellbeing information and resources for the parent or the child

Staff time for general outreach to families is included in this rate. **Providers may only invoice for services where information and/or referral is accepted by the family.**

For referrals that are not specific to one child (i.e. there is a referral for the family to a food pantry), count only one target child in a household.

Documentation:

- Log of **all families reached, the support they received, date** and the **staff person providing support** must be maintained by Service Provider.
- Service Providers may request Ready by Five Translation and Interpretation Services for translation support. Also note **households requesting translation** services that required the Provider to utilize external translation services in this document.
- Documentation of the families receiving services must be kept on file by the Service Provider. Do not submit this information to FSK or KCHD.

Submission with invoice: An aggregate **count of households/families served, number of children reached listed by zip code, number of children receiving translation services** and the **name of the staff person(s) providing support**. Counts for outreach do not need to be included. (See template below).

Rate: \$75 per family reached and provided support (Code: COVID-FS)

Note: COVID-FSTL is being discontinued, as Service Providers may request Translation and Interpretation Service for this rate.

COVID-19 Service Rate - Technology Access for Program Staff and Families

Code: COVID-TAF

Rate will discontinue on June 30, 2021.

Update Effective: March 8, 2021

To spend down unused funds, and support virtual programming, Ready by Five will offer reimbursement for the purchase of tablets and "hot spot" internet access point for use by families who currently do not have access to internet or necessary hardware to participate in virtual Ready by Five services. Qualifying purchases would include property costing less than \$1,000 per unit. Service Partners may use this COVID-19 Rate to purchase:

- Tablets costing under \$1,000 per unit
- Chromebook, netbook, or small laptop costing under \$1,000 per unit
- Mobile hotspot units
- Monthly data for hotspots or cellular data plans up to \$50 per month, per unit. Reimbursement is available on a month-by-month basis. FSK cannot guarantee reimbursement will continue for long-term data contracts.

Purchases must be made before December 31, 2021.

Hardware is for use by individuals enrolled in Ready by Five services and/or staff funded by Ready by Five.

Reimbursements invoiced under this rate cannot exceed your program's total to-date estimated allocation for 2021.

Fees related to Insurance, service packages and special add-ons will not be covered. If purchasing agency is tax exempt, fees rated to tax will not be covered. Submit requests for to:

readybyfivekent@firststepskent.org

Step 1: Approval for Purchase

Service Provider will need prior written approval from First Steps Kent. Please allow up to 5 business days for approval. Submit requests for purchase to: readybyfivekent@firststepskent.org

To process an approval, First Steps Kent will need the following information:

- Number and type of hardware units your agency plans to purchase and approximate cost of each
- A brief description of the use of the hardware being purchased
- Description of your agency's internal controls in place to track the technology assignments
- Description of how your agency plans to safeguard sensitive information that may be housed on the tablets
- Notification if your agency is not tax exempt.

Step 2: Documentation and Invoicing

Ensure you have prior approval from FSK before purchasing items.

Once the items have been purchased, you will submit for reimbursement. Submit for expenses using the Special COVID-19 invoice form and documentation as outlined in the related template below.

List all units separately on the invoice.

With your invoice, submit documentation of the purchase for each unit (i.e. sales receipt or statement for service).

2021 COVID-19 SERVICE RATE DOCUMENTATION

To be submitted with the COVID-19 Invoice (beginning April 2021)

Ready by Five COVID-19 Rate: Professional Development Participation Code: COVID-PDP		
Rate will discontinue on June 30, 2021.		
Name/Description of Professional Development Activity Completed & Date	Name of Staff Completing Activity	Total Hours For This Training
		TOTAL HOURS OF TRAINING FOR THE MONTH: [INSERT AT THE BOTTOM OF THE COLUMN.]

Early Development Activity Delivery Code: COVID-EDAD		
Rate will discontinue on July 31, 2021		
Zip Code	Total Number of HOUSEHOLDS Reached	Total Number of CHILDREN Reached
TOTAL		
Name(s) of Staff Person Developing or Delivering Materials:		
Written Description of Materials Delivered (1-2 paragraphs). Reference the MDE Early Childhood Education Standard Learning Expectation or Standards of Quality for each activity in this description.		

Family Support Code: COVID -FS Rate will discontinue on July 31, 2021.			
Zip Code	Number of Households/Families Reached	Number of Children Reached	Name of Staff Providing Support
TOTAL			

Ready by Five COVID-19 Service Rate - Technology Access for Program Staff and Families (COVID-TAF) Rate will discontinue on June 30, 2021.				
Agency Name: Program Name: For Month of: Date of Prior Approval from FSK:				
<i>Make</i>	<i>Model</i>	<i>Description (i.e. tablet, Chromebook)</i>	<i>Serial Number</i>	<i>Cost of Unit</i>
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL PURCHASE				\$