

**Ready by Five Early Childhood Millage  
Request for Proposal Information**

**Healthy Development – Niche Family Supports  
Child and Family Advocate Programming**

**RELEASE DATE: December 8, 2023**

**PLEASE NOTE**

**The deadline for all proposals is: January 8, 2024, at 3 p.m.**

**This deadline is firm, no exceptions.  
Any submission received past this deadline will not be  
considered.**



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## SECTION ONE: READY BY FIVE MILLAGE FUNDING OVERVIEW

### I. Funding Details

First Steps Kent seeks proposals for quality programming meeting specifications in this Request for Proposals (RFP).

All services will be paid on an actual cost reimbursement. The Service Provider will be reimbursed for the actual expenses incurred each month. Agencies awarded funding will agree to expend all payments for the actual cost of services and solely for the purpose(s) as specified in the Service Provider Agreement. Agencies awarded funds may not invoice Ready by Five above the awarded allocation for each fiscal period.

The contract period will begin on April 1, 2024, and ends on September 30, 2024. An opportunity to apply for continued funding for 2024-2025 will be issued in April 2024.

Agencies awarded funding will provide a program implementation timeline during the contracting process. Services are expected to commence with the contract's start date and in accordance with this timeline.

All awards are contingent on the annual Kent County tax capture and are subject to the availability of actual tax funds captured and the appropriation by the Kent County Board of Commissioners for each fiscal period.

**The following estimate is currently available for this RFP: \$202,000**

*Note: First Steps Kent reserves the right to modify the amount of funding allocated. These figures represent a best estimate. All figures above are rounded. Actual amounts available to award may vary as they are contingent on the actual annual Kent County property tax capture.*

The requested millage funds may not supplant existing private foundation or other philanthropic funds as well as state, local, and/or federal funds already in use by the Proposing Agency and which are supporting services.

By applying, the Service Provider agrees that all additional available sources of funding will be leveraged to cover program costs.

The Service Provider will seek additional sources of funding in addition to Ready by Five Early Childhood Millage funds such as grants, state, local and federal funds, collect donations, and implement cost sharing.

Additionally, services funded by the Ready by Five Millage are not "free" as there is a cost to Kent County taxpayers for these services. By asking families who participate in specific types of services to share some of the cost, there is an increased awareness of the value of a service as well as increased buy-in as families may assist with covering some of the cost. Cost Sharing is a policy that requires a co-payment from the family for whom services are provided. Shared costs are based on a sliding scale. Unless stated as an exempt program type or scenario, each Service Provider must implement the Ready by Five Cost Sharing and/or Donation Policy.

Please Note: Cost Sharing is different than a donation contribution that is given on a voluntary basis by a family participating in services. For complete details and requirements on Cost Sharing and Donations, see the Cost Sharing Policy and Donation Policy in the [Ready by Five Service Provider Manual](#).

#### *A. Allowable Costs*

Funding is designed to cover the cost of direct services and reasonable administrative costs. Funding cannot be used to purchase equipment and property. Please see the [Ready by Five Service Provider Manual](#), Section 3.5 for complete details.

## II. Overview of Request for Proposals

Services are for expecting parents and children birth through the age of five living in Kent County.

#### *Healthy Development Services*

Healthy Development programming will focus on improving outcomes related to healthy births, child health, and well-being as well as ensuring children are developmentally on track. Programming will demonstrate success in supporting positive health behaviors that drive better outcomes for children from birth through five years, as well as expectant parents.

Proposals may include the following type of programming: Niche Family Supports, specifically, the Child Family Advocate Programming.

## III. Requirements of All Funded Agencies

#### *A. Ready by Five Service Provider Manual*

1. [The Ready by Five Service Provider Manual](#) lays out all policy expectations and guidelines for programs funded by the Ready by Five Early Childhood Millage. All agencies awarded funding will be expected to comply with all the policies, procedures, responsibilities, guidelines, terms, and conditions stated in the manual.
2. Through the proposal certification process, each agency will be asked to acknowledge the following specific policies included in the Ready by Five Service Provider Manual:
  - Policy 1.8: Data Collection Policy and Procedures
  - Policy 4.2: Program and Fiscal Assessment
  - Policy 3.3: Family/Individual Donations
  - Policy 3.4: Cost Sharing

B. Program Monitoring and Reporting Requirements

1. All agencies will attend all scheduled Service Provider meetings as well as participate in the Ready by Five Provider Network Quality Improvement Consortium meetings and initiatives.
2. All agencies are required to participate in an annual program assessment. During the assessment, compliance with specifications in the Service Provider Agreement and the Ready by Five Service Provider Manual will be reviewed.
3. Each year First Steps Kent will conduct one fiscal assessment of Service Provider’s performance to assure financial compliance with Generally Accepted Accounting Principles (GAAP) and all financial policies as outlined in the Ready by Five Service Provider Manual.
4. Agencies awarded funding will be required to report actual costs for reimbursement purposes, submit monthly individual-level data, and submit reports as follows:

	Monthly Invoice (By the 10 <sup>h</sup> of the month)	Monthly Demographic, Service, and Referral Data Submission (by the 15 <sup>th</sup> of each month)	Quarterly Report (By 30 <sup>th</sup> of April, July, October, and January)	Additional Details
<b>How Submitted:</b>	<i>Submitted through e-Climpact</i>	<i>Submitted to KCHD</i>	<i>Submitted through e-Climpact</i>	
<b>Actual Expenses</b>	★			<i>Program financials provided upon request from FSK</i>
<b>Number Served</b>		★	★	
<b>Number of Encounters</b>		★		
<b>Ready by Five Indicators</b>		★		
<b>Program Specific Outcome</b>			★	
<b>Narrative Explanation of Variances &amp; Implementation Timeline Update</b>			★	

5. Service providers will be required to submit monthly data submissions at the individual level for each child and expecting parent served to the Kent County Health Department via a secure link.
  - a. Information for each individual served includes demographics, service information, and referral tracking (if applicable to your program).
  - b. This data submission follows a very specific .csv file format with required fields and codes as defined in the [Ready by Five Data Standards](#) document.
  - c. Agencies will be required to sign a data agreement with First Steps Kent and Kent County Health Department as part of the contracting process.

6. From data and reports submitted as described above, contract metrics will be tracked as follows:
- First Steps Kent uses the average monthly amount as an estimation to identify programs that may be underspending or overspending. All Service Providers will be required to provide a narrative to explain why there is a deviation from the average monthly amount (specifically, the annual award/total number of months in the award period) of projected expenses if 10% or greater.
  - The actual number of individuals served by a Service Provider will be compared to the projected number as detailed in the Service Provider Agreement. Service Provider will be required to provide a narrative to explain why there is a deviation in the estimated number of individuals served if 10% or greater.
  - Encounter units will be tracked as part of the contract monitoring process. Actual encounters will be compared to the projected number of encounters per individual served stated in the Service Provider Agreement. The number of encounters per individual will be confirmed during the contracting process. Service Providers will be required to report on encounters completed. If applicable, agencies will explain why there is a deviation in the number of actual units completed throughout the contract period.
  - Information from the monthly Demographic, Service, and Referral data submissions sent to Kent County Health Department will be reconciled with the number of individuals served and encounter units stated in the contract as well as numbers submitted in the quarterly reports and overall spending.

<b>Source of Information:</b>	Numbers in Contract	Quarterly Report	Monthly Data Submission to KCHD	Monthly Invoices
<b>We are looking at:</b>	Number Served Number of Encounters	Number Served Number of Encounters	Number Served Number of Encounters	Spending to Date

*Do these match?*

#### IV. Equity and Inclusion Statement

Ready by Five investments will support an early childhood system that helps all children and families thrive, regardless of race, ethnicity, and household income so that socioeconomic conditions are no longer predictors of kindergarten and later school success. In their approach to identifying needs in Kent County, agencies will consider group-based factors and deploy targeted approaches that address the varying needs and circumstances of each group eligible for Ready by Five funded services. Ready by Five has a comprehensive interest in improving equity among all demographic groups, especially communities of color and families in households with incomes at or below 200% of the Federal Poverty Level.

## V. Engaging Parent Voice

First Steps Kent believes that parents know best about the services they need. All providers of direct services are required to collect and interpret feedback from parents about their level of satisfaction with services.

In addition to ensuring satisfaction with service, Ready by Five is seeking proposals from agencies who engage and empower families as partners to shape the direction of program delivery.

Information about how to engage parents is available on the [Center for the Study of Social Policy's Parent Leader Network](#) website.

## SECTION TWO: REQUEST FOR PROPOSAL SPECIFICATIONS

### I. Overview

Health through the early years is an important contributor to later educational success and life-long health. Nationally and in Kent County, data supports the need for services beginning in a child's early years and before kindergarten entry. First Steps Kent is seeking equitable interventions and programming that support all children and address the significant disparities in health, well-being, and developmental concerns among groups.

Healthy Development Services provide programming to expectant parents and children through age five currently residing in Kent County, Michigan. Programming will demonstrate success in supporting positive health behaviors and drive better health and developmental outcomes for children ages birth through five years as well as expectant parents.

### II. Description, Attributes and Results of Services

Models in this area will focus on improving outcomes related to healthy births, child health, and well-being as well as ensuring children through age five are developmentally on track. Programming will build on the family or child's strengths while supporting individualized needs. Programs may work in a specialized way with populations to provide services that are centered around specific cultural and/or group-based needs.

All models must employ professionals with expertise that is applicable to the model. This may include professionals who are registered nurses, nurse practitioners, educators, social workers, community health workers, or other similarly trained professionals. All positions funded by Ready by Five must complete a background check upon hire, maintain current professional licensing as required by the model, complete training as required by the model, and complete all training required by First Steps Kent.

#### *Program Type - Niche Family Supports*

This program type will fund agencies who have experience reaching, supporting, and connecting families who would benefit from specialized services and support. This RFP encourages agencies who have an established position of trust and experience reaching and supporting families who would otherwise not be reached by programming to apply. Relevant areas for this specific RFP may include:

- Families who are refugees or New Americans,
- Families from urban neighborhoods with the highest rates of poverty,
- Families enduring housing insecurity, a history of trauma, or experiencing a complex set of needs to achieve economic self-sufficiency and well-being.

Programs will work to promote positive parenting practices and ensure families are supported and empowered with knowledge of how to access the available resources and services that support the healthy development and early learning of their young children.



*Additional Specifications*

This program will support up to five (5) The Child and Family Advocate (CFA) positions. The CFA provides support to children and their families through a family-centered, goal-oriented relationship. Families are encouraged and supported with setting and achieving goals for their child’s developmental journey, as well as family-specific goals that ensure a family has financial and healthy stability. This role ensures families with the most complex needs receive referrals and successfully access community resources, early childhood information and programs that support the healthy development of their young children.

Programming will be co-located within center-based early care and education classrooms that serve families from urban neighborhoods with the highest rates of poverty, with a priority on the following agencies and programs:

- Hispanic Center Western Michigan -- La Escuelita. Located at: 50 Antoine St SW, Grand Rapids,
- Phyllis Fratzke Early Childhood Learning Laboratory (GRCC), Located at: 210 Lyon St NE, Grand Rapids
- Refugee Education Center - Hands Connected Classrooms. Located at: 2530 Eastern Ave SE, Grand Rapids
- YMCA - Jaqueline Baber Bey Child Development Center. Located at: 415 Martin Luther King Jr St SE, Grand Rapids
- David D Hunting YMCA Child Development Center. Located at: 475 Lake Michigan Dr NW, Grand Rapids
- Steepletown - Early Learning Center. Located at: 641 Vries St SW, Grand Rapids

See Exhibit A for additional details about the classroom types and number of children served. Additional classroom locations may be served if there is capacity within the program plan.

The programming provided will align with the support provided through Early Head Start (if applicable) and the IECMHC services (Arbor Circle’s KEEP program – see Exhibit B for additional information) currently operating in these classroom locations.

The selected agency will implement the CFA program as described below:

<b>Model Standards</b>	The model for CFA support is aligned with the Head Start Parent, Family, and Community Engagement (PFCE) Framework’s national best practices as described within the <a href="#">Early Head Start Building Partnership with Families Series</a> .
<b>Co-Location Classroom Support</b>	Position supports with tracking and addressing issues related to non-attendance. If a child has irregular attendance, the CFA provides partners with the family with a strengths-based approach to identify strategies and solutions to reduce the number of days a child is tardy or not in attendance.  CFAs may attend home visits with the classroom teacher or schedule independent home visits to provide support to families.  This role regularly checks in with the center and classroom education team, and all additional partners supporting families in the classroom environment to ensure there is coordination and cohesion with supports being provided to children and their families.

	<p>These supports are more relational in nature, provided by individuals who have a certification or degree in early education and training in strength-based family engagement strategies as described above.</p> <p>The CFA’s approach identifies equity, inclusiveness, cultural and linguistic responsiveness, and positive goal-oriented relationships as important drivers for positive child and family outcomes.</p> <p>Note: CFAs may not be utilized to provide classroom coverage to meet minimum student-to-staff classroom ratios required as by licensing.</p>
<p><b>Family Support</b></p>	<p>CFA services are available to families in the classroom setting during child drop off and pick up times.</p> <p>Programs will work with parents to establish individualized goals or plan to encourage individual behavior change that will support parental well-being as well as their child’s early development.</p> <p>Programs will work to promote positive parenting practices and ensure families are supported and empowered with knowledge of how to access the available resources and services that support the healthy development and early learning of their young children.</p> <p>All programs will establish a program-specific protocol to ensure families with an identified need are connected to further assessment, community resources, or programming. CFAs meet with families upon enrollment to provide SDOH screenings and information on available early childhood resources and support. CFAs may identify the needs of families through formal screening as well as conversation with individuals served. If a family’s circumstances change, screenings at any time in the year will be offered.</p> <p>As needs are identified, CFAs will offer connection to information and resources. As referrals are offered, CFAs will:</p> <ul style="list-style-type: none"> <li>• Address barriers to access and utilization of services, information, and resources.</li> <li>• Ensure families receive information on all options of services available and offer the level of service specific to the need of each family.</li> <li>• Have clear procedures for tracking referral success.</li> </ul> <p>CFAs continue to check in with all children’s families at least once monthly.</p> <p>CFAs may be trained as a <a href="#">MDHHS Community Partner</a> to offer specialized skills with supporting families applying for programs through MiBridges system including Medicaid benefits, CDC subsidy, and food assistance.</p>

	<p>Additionally, CFAs will:</p> <ul style="list-style-type: none"> <li>• Provide trusted, accessible, person-centered care with culturally responsive, trained, and supported staff who use best practices in the field.</li> <li>• Identify the needs of families through formal screening as well as conversation with individuals served.</li> <li>• Ensure families are not only successfully connected but connected with the appropriate level of services.</li> <li>• Develop procedures to ensure families requiring interpretation services are effectively served.</li> <li>• Remain up to date on current service, resources, and information.</li> <li>• Plan up to four (4) family engagement events each year that provide information on topics areas that are responsive to the needs and requests of families served.</li> </ul>
<b>Specific Tools Utilized</b>	<p>CFAs will have a consistent screening approach for determining the needs of all children and families engaged by the program. The CFA program will designate a specific screening tool to ensure needs related to the <a href="#">Social Determinates of Health</a> are identified by the agency.</p> <p>Programs may opt to include multiple screening tools (i.e., ASQ screening) to further identify and guide families to resources.</p>
<b>Case Load</b>	32 children per 1 FTE

**Results:** All programs applying under this RFP will increase access to information that imparts knowledge and skills to parents and other adult caregivers about their child’s development thus impacting one or more of the following result Indicators:

- Increased referral completion and follow-through.
- Increase in the number of children and expecting parents engaged in support.
- Increase in the number of families receiving referrals to additional ongoing support.

### III. Contract Specifications

If awarded funding, the following contract terms will be in place for all programs funded under this Service and Program Category. See Section One for full details.

<b>Funding Details:</b>	
Contract start and end dates*:	April 1, 2024 – September 30, 2024
Monthly reimbursement type:	Actual Cost
Type of service:	Direct
Cost sharing required for this program?	Yes, this is required
Qualify for Milestone payment?	Yes, all program types qualify
<b>Program Monitoring Requirements:</b>	
Annual program assessment required?	Yes, this is required
Annual fiscal assessment required?	Yes, this is required
Monthly child/parent data submission to KCHD required?	Yes, this is required

*\*All awards are contingent on the actual annual Kent County tax capture and are subject to appropriation by the Kent County Board of Commissioners for each fiscal period.*

#### IV. Agency Requirements and Proposal Criteria Breakdown

All proposals will be reviewed by the Ready by Five Resident Proposal Review Board. This body will recommend what proposals are funded and for how much.

Organizations must meet all requirements listed below to be considered for funding.

Proposing Agency must possess the potential ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Proposing Agency’s integrity; record of past performance; and financial and technical resources. First Steps Kent reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposing Agency fails to satisfy First Steps Kent.

<b>Required Criteria</b>
The proposed Agency’s financial audit shows the organization to be in good financial standing.
The Proposing Agency has adequate funding to cover program costs and plans to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
The Proposing Agency has clearly explained how current funding will not be supplanted by Ready by Five Early Childhood Millage Funds.
The expenses include descriptions and calculations (where applicable) and provide sound reasoning for why each budget item is necessary.
The submitted proposal is complete.

The Ready by Five Resident Proposal Review Board may consider historical performance of previously funded programs as well as the following evaluation criteria to select recipient organizations based on their responses to the RFP.

<b>Programming Criteria</b>	<b>Total Points</b>
The narrative provides a clear plan for services (intake, enrollment, discharge, the setting service is provided, how often service takes place, and how the program is delivered). Proposal meets all the specifications outlined in this RFP. New and expanded services include a special consideration for underserved populations and geographies not currently served.	30
There is clear evidence that describes the effectiveness of this program.	10
The proposing agency has described how parents will be engaged as key stakeholders by a) collecting and incorporating parent feedback in programming, and b) engaging with parent partners to provide voice within programming decisions.	15
Demonstrates how formalized partnership(s) with community partners will reach and engage families as well as fully serve families.	10
Equity and inclusion are fostered within the organization at the leadership and staff levels.	20
Proposed staff FTEs and costs are comparable to all providers applying under this RFP.	15
<b>Total Possible Points</b>	<b>100</b>

*\*Proposals must meet a minimum of 70 total points to be considered for funding.*

## SECTION THREE: REQUEST FOR PROPOSAL (RFP) PROCESS

### I. Directions for Submission of Proposals

#### **A. The deadline for proposals is January 8, 2024, at 3 p.m.**

This deadline is firm, no exceptions. First Steps Kent is not responsible for delays caused by any occurrence. Under no circumstances shall submissions received after the time be considered.

#### **B. Proposals will only be accepted in electronic format and must be submitted through the e-CImpact system.**

- All forms and required information must be submitted by the stated deadline.
- In addition to the online proposal, agencies must submit three letters from partners recommending the proposed services for funding, an organizational chart that shows how all positions included in the proposal will fall in the organization's staff structure, the most recent audited financials, a signed Proposing Agency Agreement, and a signed Proposal Certification Statement.
- If a proposal is missing elements, First Steps Kent may disqualify the proposal from further consideration.
- The e-CImpact system is accessible by any computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari).
- For all new agency users, your agency EIN number is required to set up a profile. Profiles set up on e-CImpact through AAAM, the Heart of West Michigan United Way or other funders using the e-CImpact system are separate from First Steps Kent.
- To access the Ready by Five e-CImpact website, please go to: <https://agency.e-cimpact.com/login.aspx?org=FirstStepsKent>
- Please bookmark the address to easily access e-CImpact at your convenience.
- The e-CImpact user guide with instructions on how to set up a profile and submit an proposal can be found here: <https://www.firststepskent.org/uploads/images/EC-Impact-Agency-Training-Manual.pdf>
- In the situation your agency has technical issues with e-CImpact, please contact First Steps Kent at [readybyfivekent@firststepskent.org](mailto:readybyfivekent@firststepskent.org). Please allow two business days for First Steps Kent to respond.
- All additional materials and updates will be posted on the First Steps Kent website at: <https://www.firststepskent.org/articles/2024funding>

## II. RFP Timeline

A. First Steps Kent reserves the right to change the RFP schedule. First Steps Kent also reserves the right to cancel, reissue, or make corrections or amendments to the RFP due to errors or changes identified by First Steps Kent and to otherwise modify the terms of the RFP at any time.

B. The timeline for this RFP is:

12/8/2023	RFP Issued – Posted on First Steps Kent website
12/8/2023	Pre-Proposal Conference
12/20/2023	Question and Answer Period Closes – 5 p.m.
12/29/2023	Final questions and revisions to RFP (if necessary) posted to First Steps Kent website
1/8/2024	RFP Proposal Submittal Deadline – 3p.m.
1/19/2024	Ready by Five Resident Proposal Review Board (RPRB) Allocation Meeting
1/25/2024	First Steps Kent Commission – Review and Approve RPRB Allocation Recommendations
By 2/1/2024	Agencies will receive preliminary notification of award.
4/1/2024	Contract start date (Note: Award is contingent on approval by the Kent County Board of Commissioners approval. This date may change based on when the County’s meeting and agenda schedule).

## III. Question and Answer Period

A. All questions, clarification, and interpretations of the RFP must be submitted in writing.

- Requests must be made in writing during the period of December 8, 2023, through the deadline of December 20, 2023, 5 p.m. All questions must be submitted using the online form provided by First Steps Kent. No additional questions will be accepted after this deadline.
- All questions must be submitted in writing via the following on-line form [[CLICK HERE](#)]
- Questions will not be accepted by any other means including, but not limited to, verbal communication, text messages, email communication, and/or by phone.

B. All answers to questions will be published on the First Steps Kent website accessible at:

<https://www.firststepskent.org/articles/2024funding>

C. It is the respondent’s sole responsibility to monitor all inquiries (including those submitted by other agencies and published by First Steps Kent) to properly prepare a proposal for submission.

D. Two types of questions generally arise. One may be answered by First Steps Kent to offer clarification of a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP. First Steps Kent staff will make that decision.

- E. All final answers and notification of amendments to the RFP will be posted on the First Steps Kent website (<https://www.firststepskent.org/articles/2024funding>) by December 29, 2023, at 5 p.m.

#### IV. Resident Proposal Review Board

- A. The Ready by Five Resident Proposal Review Board is the body who reviews and determines a recommendation for whether a proposal should be funded and how much funding will be allocated. These recommendations are reviewed and approved by the First Steps Kent Board of Directors and final approval is decided by the Kent County Board of Commissioners.
- B. The Resident Proposal Review Board will use the Criteria Rubric included in each RFP to guide discussion as they evaluate and score the proposals based on the organization's responses to the RFP questions. Proposals must meet the minimum required points to be considered for funding.
- C. Questions and communication will only be sent to the Primary Contact listed in your agency e-C Impact profile's contact information (please double check the email and phone contact information for this individual is correct prior to submitting). First Steps Kent will reach out by email to Proposing Agencies with questions from the Resident Proposal Review Board. Answers and clarifications will be considered in the proposal review process. Agencies should expect to receive questions between the dates of January 8, 2024 through January 19, 2024. Questions will be sent through the e-C Impact system to the Agency's Primary Contact.

## Exhibit A: Partner Detail

Address	Program Name	Early Head Start (No of Students)	Great Start Readiness Program (GSRP (No of Students)	Philanthropy Partner Support (WKKF) (No of Students)
50 Antoine St SW	La Escuelita (Hispanic Center Western Michigan)	0	32	0
	<i>Number of 0-3-year-olds currently served</i>	0	0	0
	<i>Number of 4-year-olds currently served</i>	0	32	0
210 Lyon St NE	Phyllis Fratzke Early Childhood Learning Laboratory (GRCC)	8	24	0
	<i>Number of 0-3-year-olds currently served</i>	8	0	0
	<i>Number of 4-year-olds currently served</i>	0	24	0
2530 Eastern Ave SE	Hands Connected (Refugee Education Center)	16	0	0
	<i>Number of 0-3-year-olds currently served</i>	16	0	0
	<i>Number of 4-year-olds currently served</i>	0	0	0
415 Martin Luther King Jr St SE	Jaqueline Baber Bey Child Development Center (YMCA)	8	0	0
	<i>Number of 0-3-year-olds currently served</i>	8	0	0



	<i>Number of 4-year-olds currently served</i>	0	0	0
475 Lake Michigan Dr NW	<b>David D Hunting YMCA Child Development Center</b>	8	0	0
	<i>Number of 3-year-olds currently served</i>	8	0	0
	<i>Number of 4-year-olds currently served</i>	0	0	0
641 Vries St SW	<b>Early Learning Center (Steepletown)</b>	0	32	32
	<i>Number of 3-year-olds currently served</i>	0	0	32
	<i>Number of 4-year-olds currently served</i>	0	32	0
	<b>Total Current Placements: 160</b>	40	88	32

## Exhibit B: Description of Keeping Early Education Positive Supports

	<b>KEEP Mental Health Consultant (Arbor Circle)</b>
<b>Program Goal</b>	The KEEP program provides specialized consultation to develop clinical-based strategies that promote positive early education experience that ensures children with developmental concerns or social emotional concerns are successful in the classroom setting and at home.
<b>Supports</b>	<p>Supports are more clinical in nature, provided by clinically licensed master level social workers who have either received their IMH-II endorsement or are actively pursuing it and two years direct clinical experience with 0-5 population and/or post-partum mothers.</p> <p>The Mental Health Consultation intervention model includes: 1. Screening, 2. Assessment (including developmental screenings), and 3. Clinical Consultation.</p> <p>Clinical consultation sessions are provided through observations and contacts at the centers and at home with families.</p> <p>Specific interventions can include re-designing the physical environment or practices to be more responsive to child’s needs, individual training or education for early education center staff and parents on ways to promote wellness for each child engaged in KEEP’s services.</p>
<b>Case Load</b>	11 center-based classrooms per 1 FTE For Individual/family caseloads are 15-20 children.
<b>Model Standards</b>	The KEEP program follows the evidence-based <a href="#">Infant Early Child Mental Health (IECMH)</a> model.
<b>In-Classroom Support</b>	<p>Mental Health Consultants approximately 1-2 hours for each child engaged in services each month to observe individual lesson plans and positive guidance plans in the classroom setting.</p> <p>Supports address any children with a behavioral concern or developmental delays within the classroom setting.</p> <p>The MHC work consults with teachers and site directors to create plans of action that address concerns identified in the classroom setting, ensuring teachers are equipped with strategies to support children within the classroom setting.</p>

	<p>Once a child is referred for services, weekly contact between the MHC and education team is planned for the first 4 months of service, and twice monthly contact thereafter.</p> <p>MHCs provide full in-classroom support for the enrollment period that typically ranges from 9-12 months. Monthly observations and consultation occur. Consultation can be increased based on the needs of children in each classroom.</p>
<p><b>Family Support</b></p>	<p>The MHC partners with the child’s parent(s). The MHC conducts observation and provides support to the family within the child’s home setting.</p> <p>With direction and feedback from the family, the MHC develops a plan that ensures the parent(s) are empowered to become change agents for their children at home, have strategies to effectively navigate supports within the school system, and access any additional resources to support the specific needs of their child.</p> <p>External referrals are facilitated to meet the immediate needs of children and families that are outside of the KEEP scope.</p>
<p><b>Specific Tools Utilized</b></p>	<p>The ASQ, DECA, TPITOS and TPOT are completed during the initial observations and utilized throughout care to inform the MH Consultant, parent, and child care staff what the needs are.</p>
<p><b>Locations Offered:</b></p>	<p>GSRP and EHS classrooms including:</p> <ul style="list-style-type: none"> <li>• GRCC - Early Childhood Learning Lab</li> <li>• Hispanic Center West Michigan - La Escuelita</li> <li>• YMCA - Jaqueline Barber Bay Child Development Center</li> <li>• YMCA - David D Huntington Child Development Senter</li> <li>• Refugee Education Center - Hands Connected</li> <li>• Steepletown - Early Learning Center</li> </ul>