

ATTACHMENT 4
RFP 1104 Infant Toddler Regional Resource Centers

Infant Toddler and IECMHC Milestone Definitions

I/T Milestone #1: Basic Technical Assistance

Technical assistance is provided through all modes of written and verbal communication (phone, email, mail, virtual meeting, and/or fax).

I/T Regional Services provide all individuals working in licensed and registered programs, individual programs, and the community with access to information on topics such as:

- best practices for infant/toddler child care,
- indicators of quality infant/toddler child care programs,
- business administration practices for infant/toddler child care services, and
- regulations governing program compliance.

Payment is based on the number of basic technical assistance service units provided multiplied by the per unit of service rate proposed by the selected applicant, not to exceed the applicable regional rate contained in **Attachment 2**.

The unit cost includes:

- intake and consultation,
- research and material development (if appropriate),
- data collection,
- NYS-approved database system software requirements (Currently MATCH and MITCH), and
- related administrative costs.

I/T Milestone #2: Intensive Technical Assistance

This information is tailored to address the specific needs of the provider/program. Technical assistance is provided for at least one hour in person and/or virtually. Virtual services cannot exceed 40% of the annual number of units of service.

I/T Regional Services provide licensed and registered programs with access to information on such topics as:

- best practices for infant/toddler child care,
- indicators of quality infant/toddler child care programs,
- business administration practices for infant/toddler child care, and
- regulations governing program compliance.

Payment is based on the unit cost rate per hour proposed by the selected applicant, not to exceed the applicable regional rate contained in **Attachment**

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2 multiplied by the number of contact hours of intensive technical assistance provided, regardless of the number of people served.

The unit cost includes:

- intake,
- preparation,
- travel time and expenses,
- consultation,
- data collection,
- NYS-approved database system,
- research and material development (if appropriate), and
- related administrative costs.

I/T Milestone #3: Training

This milestone refers to a group presentation that can be conducted in any location or virtually (in accordance with OCFS policy) on a variety of topics aimed at improving services to infants/toddlers.

Payment is based upon the unit cost rate per hour proposed by the selected applicant, not to exceed the applicable regional rate contained in **Attachment 2** multiplied by the number of hours for each training session.

The unit cost includes:

- preparation time,
- travel to the training site,
- data collection,
- NYS-approved database system, and
- training materials.

Milestones 4-5: Infant Early Childhood Mental Health Consultant Services (IECMHC)

IECMHC services include: outreach services and I/T mental health consultation services.

IECMHC Milestone #4: Consultant Outreach Services

Outreach includes information and referral to other services/providers such as Early Intervention Specialists, developmental screening, etc. IECMHC may use outreach funding to provide educational materials and supplies, adaptive equipment and classroom materials to support positive interactions and behaviors. Technical assistance is provided through all modes of written and verbal communication: phone, email, virtual meeting, and/or fax. Data gathered from this milestone must be entered in MITCH or other data systems per OCFS direction in partnership with ECLC. IECMHC Regional Services

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outreach to educate providers and provide access to information on such topics as:

- best practices for social emotional wellness of infants and toddlers in child care,
- addressing challenging behaviors, and
- supporting continuity of care.

Payment is based on the number of basic technical assistance service units provided multiplied by the per unit of service rate proposed by the selected applicant, not to exceed the applicable regional rate contained in **Attachment 2**.

The unit cost includes:

- intake and consultation,
- research and material development (if appropriate), and
- related administrative costs such as a Data Specialist to maintain and grow investment in MITCH and IT-CHILD assessment data collection and analysis. <https://socialemotionalchild.org/introduction-to-child>

IECMHC Milestone #5: Consultation Services

Services include and are not limited to I/T mental health consultation services, utilization of IT-CHILD tool and other assessments that may include Early Childhood Environmental Rating scale (ECRS), Infant Toddler environmental rating scale (ITERS), Devereux Early Childhood Assessment for Infants and Toddlers (DECA-I/T), or Classroom Assessment Scoring System (CLASS) assessment tools to determine needs. Each IECMHC will serve an average of 12 cases annually and for each case will: develop goals in conjunction with the Early Care provider; provide coaching and mentoring services tailored to an individual provider or program's identified needs; and offer strategies to support social emotional development and reduce challenging behaviors.

Consultation services may include:

- outline expectations with all parties,
- teacher(center)-specific/provider meeting,
- plan development,
- plan implementation,
- observations and plan check ins,
- administer and score assessment tools (post-test),
- pre- and post-test data collection and data submission to MITCH or other data system per OCFS direction in participation with ECLC,
- revisit goals meetings, and
- Diversity Equity Inclusion Accessibility (DEIA) services <https://ocfs.ny.gov/programs/childcare/deia-toolkit.php>.

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Payment is based on the number of basic technical assistance service units provided multiplied by the per unit of service rate proposed by the selected applicant, not to exceed the applicable regional rate contained in Attachment 2.

The unit cost includes:

- intake and consultation,
- assessment, and
- related administrative costs.

Infant Toddler Core Regional Functions and Services #6 - General Services:

This category would cover all activities and services not already identified through the I/T Regional Services and IECMHC Services.

These services, which are not identified in the measurable milestones, will be considered Regional General Services. Payments to cover the costs of these services will be made each quarter of the contract. Payments are based on a unit cost fee to be paid per quarter proposed by the selected applicant, which must be a minimum of 10% and not exceed 40% of the total funding amount for the applicable region listed on **Attachment 2**.

Some of the activities may include but are not limited to:

- General administration and management functions, including but not limited to: Staffing and personnel development, planning and operations, fund development, reporting requirements, submission of (A-133) annual audits to OCFS and the flow of day-to-day operations within the organization.
- Compiling data about supply and demand for I/T services and IECMHC services in the systems of record such as MATCH and MITCH.
- In the community, development of public education and other resource materials, networking with other human services programs, and marketing I/T and IECMHC services.

Additional tasks of the Data Specialist to maintain and grow investment in MITCH and IT-CHILD assessment data collection and analysis and data system cost requirements.

Funding for optional strategies is included in the total available Milestone funding identified on Attachment 2.

I/T Optional Additional Milestone #7: Quality Child Care Regional Infant Toddler-Specific Strategies

Strategies proposed must be different than the above required milestones and must be equitable based on the needs of the communities served. OCFS review and approval is required prior to implementation. I/T lead agencies will design services for region-specific strategies for improving the quality of care

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for Infants and Toddlers in legally exempt child care, licensed, and registered child care programs.

The strategies may include:

- costs of additional intensive technical assistance beyond that required for Milestone 2,
- Pyramid Model training and support (<http://www.nysecac.org/contact/pyramid-model>) ,
- incentive payments to providers to participate in technical assistance services and meet quality improvement goals,
- small grants to meet needs of Special needs children,
- DEIA education <https://earlycareandlearning.org/our-programs/diversity-equity-inclusion-belonging-deib/>, <https://ocfs.ny.gov/programs/childcare/deia-toolkit.php> and support, and/or
- other locally defined strategies.

Payment is based on the number of milestones provided multiplied by the unit cost proposed by the selected applicant not to exceed the applicable regional rate listed on **Attachment 2**. Offerers must propose unit costs and annual milestones for each of the strategies it proposes under this category.

The unit costs may be distinct unit costs for different strategies. If strategies include small grants for the purchase of equipment or other materials for the provider, then the grant portion of the reimbursement will be limited to the actual funds granted to the provider.

Funding for these optional strategies may come from Infant Toddler CORE Regional Services or funding for IT Regional Milestones if no impact to mandated service delivery.