

### Prevention Initiative Scope of Services

The Prevention Initiative (PI) program provides early childhood programming for prenatal parents and at risk children birth to age three in community-based organizations (CBOs), using center-based and home visiting program models. “At risk” children are those who, because of their home and community environment, are subject to such language, cultural, economic and like disadvantages and have been determined, as a result of screening procedures, to be at risk for academic failure.

Community-based organizations operating PI programs using a Department of Family and Support Services (DFSS) contract must adhere to the following contract requirements/terms of agreement.

**Authorized organization official:** *Please read this document in its entirety. After reading, please sign on the last page as evidence that you have read, understand and agree to all the requirements.*

<b>Program Administration</b>	
<b>General Admin</b>	<p><b>All PI CBOs</b> will use the Child Outcome Planning and Assessment (COPA) system, or whatever child and family data tracking system DFSS uses, for all required program information requirement.</p>
	<p><b>All PI CBOs</b> must serve residents of the City of Chicago in facilities located within the city limits.</p>
	<p><b>All PI CBOs</b> must not charge fees for PI program participation, including fees for parents and children; additionally, parents who participate in the parental education component may be eligible for reimbursement of any reasonable transportation and child care costs associated with their participation. If funding from the Child Care Assistance Program is used in collaboration with state or federal dollars, then state required co-payments are allowed.</p>
	<p><b>All PI CBOs</b> will adhere to the most stringent requirement when there is a conflict or difference in requirements AND the CBO uses both federal (Head Start and/or Early Head Start) and state (Preschool For All and/or PI) funding streams from which the requirements are generated, i.e., layered funding.</p>
	<p><b>Center-Based:</b> All CBOs must hold current IL Department of Children &amp; Family Services and City of Chicago child care licenses, and provide copies of such licenses to DFSS via uploading into eDocs in COPA by the designated deadline.</p>
	<p><b>Center-Based:</b> All classrooms at the site must be approved as PI center-based classrooms. If a site decides to open a new classroom, they must apply to DFSS for approval of that classroom to ensure it meets PI requirements. If PI funding is not available, a plan must be worked out with DFSS.</p>
<b>Staffing, Professional Development &amp; Reporting</b>	<p><b>All PI CBOs</b> must notify DFSS of staff resignation/termination no later than the final day of the employment; this must be submitted via COPA. CBOs have six weeks to replace qualified staff.</p>
	<p><b>All PI CBOs</b> must provide DFSS with individual staff professional development plans for both center-based and home visiting programs that include an outline of the resources and activities to fulfill the plan.</p>
	<p><b>All PI CBOs</b> must submit the required annual parent involvement and education report for ISBE to DFSS via COPA by the designated deadline.</p>
	<p><b>Center-Based:</b> All teachers are full time classroom staff and cannot hold an administrative role outside the classroom.</p>

<b>Staffing, Professional Development &amp; Reporting (continued)</b>	<b>Center-Based:</b> Two teachers are required in each classroom at all times and each qualified teacher may serve no more than one group of children. Programs will follow DCFS licensing rules for the appropriate age group for staffing at nap time.
	<b>Center-Based:</b> Group size and ratio must follow these required guidelines: ratio for infants 1:4 and group size 8; ratio for toddlers 1:4 and group size 12; ratio for two year olds 1:6 and group size 12.
	<b>Center-Based:</b> PI teaching staff must hold either a bachelor’s or associate’s degree in early childhood education or child development; teacher assistants must have at least 30 college credit hours, of which 15 must be in child development/early childhood education. Staff lists and qualifications are to be uploaded into COPA by the designated deadline.
	<b>Center-Based:</b> A qualified substitute replacement must be in place when a key staff person’s absence exceeds three weeks. DFSS must be notified of these extended absences/leaves via COPA and replacement credentials must be uploaded into COPA eDocs.
	<b>Center-based with children under 24 months only:</b> Family Support Specialists (FSS) must hold at least a bachelor’s degree in human services or social work or equivalent or a Level 5 Gateways to Opportunity Family Specialist credential. All credentials of a candidate must be approved by DFSS prior to hiring that candidate. Infant Toddler Specialists (ITS) must hold a Level 5 Gateways to Opportunity Infant Toddler credential.
	<b>Home Visiting:</b> All programs must have full-time staff with the following qualifications: Supervisor, BA or MA in early childhood education or related field; Home Visitors, BA in early childhood education or related field or a Level 5 Gateways to Opportunity Family Specialist credential; Case Managers BA in social work or related field or a Level 5 Gateways to Opportunity Family Specialist credential. Staff lists and qualifications are to be uploaded into COPA by the designated deadline.
<b>Planning</b>	<b>All PI CBOs</b> must conduct an annual program evaluation/assessment and submit a quality improvement/action plan to DFSS after it is initially developed and again after the action steps are completed, by the designated deadline.
<b>Fiscal</b>	<b>All PI CBOs:</b> Reimbursements will be approved based on Early Childhood Block Grant/ISBE allowable and budgeted expenses.
	<b>All PI CBOs:</b> DFSS has the right to use relevant data to make program decisions regarding funding levels.
	<b>All PI CBOs:</b> Funding is contingent on programs implementing all expectations and requirements as specified in relevant regulations and the DFSS Implementation Manual.
	<b>Center-Based:</b> Programs will be reimbursed at 100% of their allocation level as long as monthly enrollment of eligible children does not fall below 80%. If enrollment drops below 80% for two consecutive months, DFSS will discuss action needed with the CBO, which may include an action plan for reducing funded capacity. The CBO will be paid at 100% until an action plan is executed, including the two months of low enrollment.
	<b>Center-Based:</b> Salaries must comply with the following minimum salary requirements: teacher with an AA \$25,000 per year; teacher with a BA \$32,000 per year; teacher assistant \$22,880 per year; FSS \$32,000 per year; ITS \$37,000 per year.

<b>Fiscal (continued)</b>	<b>Home Visiting and Innovative:</b> Programs will be reimbursed at 100% of their allocation level as long as monthly expectations and/or enrollment of eligible families does not fall below 80%. If enrollment drops below 80% for two consecutive months, DFSS will discuss action needed with the CBO, which may include an action plan for reducing funded capacity. The CBO will be paid at 100% until an action plan is executed, including the two months of low enrollment.
	<b>Home Visiting:</b> Salaries must comply with the following minimum salary requirements: home visitor \$32,000 per year; case manager \$32,000 per year.
<b>Auditing &amp; Monitoring</b>	<b>For all PI CBOs,</b> DFSS has the right to audit the implementation of program requirements including, but not limited to, the children enrolled, the placement of qualified staff, program quality and professional development.
	Monitoring of program quality will be completed using DFSS tools aligned with all program requirements and ExceleRate, the state Quality Rating and Improvement System.
<b>Program Operations</b>	
<b>General Operations</b>	<b>All PI CBOs</b> must use the IL Early Learning Guidelines and IL Birth to Five Program Standards, as they apply to the program model implemented.
	<b>Center-Based:</b> All PI classrooms are full day and operate for 12 months per year. Programs may layer funding from other sources to achieve this.
<b>Eligibility, Enrollment &amp; Attendance</b>	<b>All PI CBOs</b> must have a written procedure for selection criteria for funded enrollment that follows PI income requirements and IL State Board of Education priorities. CBOs must implement the written procedure for selection criteria.
	<b>All PI CBOs</b> must have a procedure for verifying a family’s income and keep the documentation of the verification on site.
	<b>All PI CBOs</b> are responsible for ensuring that DFSS has the necessary enrollment documentation for all children enrolled in the PI program and that it’s entered into COPA, per DFSS policies and procedures.
	<b>Center-Based:</b> CBOs must serve children who are six weeks to under age three on or before September 1 <sup>st</sup> of the program year. Children who are age eligible for PFA are not eligible for PI.
	<b>Center-Based:</b> Attendance must be documented daily in COPA.
	<b>Home Visiting:</b> CBOs must serve families who are prenatal or have children who are birth to under age three on or before September 1 <sup>st</sup> of the program year. Children who are age eligible for PFA are not eligible for PI.
	<b>Home Visiting:</b> Enrollment, including prenatal participants, will be documented in COPA.
<b>Education &amp; Family Engagement</b>	<b>All PI CBOs</b> must screen children with the Ages & Stages Questionnaire (ASQ) developmental screening within 45 calendar days of enrollment and annually after that within 45 days of the start of each program year.
	<b>All PI CBOs</b> must screen children with the ASQ-Social Emotional (ASQ-SE) within 60 days of enrollment and annually after that within 60 days of the start of the program year. (An alternative social-emotional screener may be used if approved by DFSS.)
	<b>Center-Based:</b> All CBOs must offer a research-based infant toddler educational curriculum.
	<b>Center-Based:</b> All CBOs must use Teaching Strategies GOLD to assess each child in the program and meet required deadlines for checkpoints. Checkpoints must be supported by documentation.

<b>Education &amp; Family Engagement (continued)</b>	<b>Center-Based:</b> All CBOs must implement the Continuity of Relationship program model and accompanying policies, detailed in the DFSS implementation manual. This means children and caregiver teachers stay together until the child is age eligible to transition to preschool.
	<b>Center-Based:</b> CBOs must offer a research-based parent engagement curriculum.
	<b>Center-Based:</b> CBOs must complete two parent teacher conferences each year.
	<b>Center-Based with children under 24 months only:</b> CBOs must have a full-time ITS on staff at each site that has PI classrooms. This position is a non-classroom position and engages with PI staff in a supervisory capacity.
	<b>Center-Based with children under 24 months only:</b> CBOs must offer an appropriate parent education and involvement component, including an FSS. The caseload for an FSS is no more than 36 families.
	<b>Center-Based with children under 24 months only:</b> CBOs will conduct a minimum of two visits in the home per year, or as needed.
	<b>Center-Based with children under 24 months only AND Home Visiting:</b> CBOs must include families as full partners in the PI program, developing and implementing an Individual Family Services Plan (IFSP) that identifies the family’s goals, responsibilities, timelines, and strategies for achieving these goals, including the services provided to the child and the family.
	<b>Center-Based with children under 24 months only AND Home Visiting programs:</b> The IFSP is initially completed within the first 60 days of enrollment for center-based programs and within the first 30 days of enrollment for home visiting programs, is reviewed periodically and updated at least every six months.
	<b>Home Visiting:</b> CBOs must offer a research-based parent engagement/home visiting/child development curriculum.
	<b>Home Visiting:</b> Home visits will be made a minimum once every two weeks per family; duration of each visit will be roughly an hour, depending on content and what’s going on in home. Parent involvement staff persons are required to do personal encounters with each family monthly.
<b>Home Visiting:</b> Group socialization activities are offered to all enrolled families monthly.	
<b>Home Visiting:</b> Home visitor caseload requirement is maximum 24 families per home visitor. If program also staffs a Case Manager, the caseload is maximum 48 families per Case Manager.	

**Approval Signature for the Prevention Initiative Scope of Services**

_____	_____
<b>Signature</b>	<b>Date</b>
_____	_____
<b>Print Name</b>	<b>Title/Position</b>

Organization Name \_\_\_\_\_ P.O. Number \_\_\_\_\_ / \_\_\_\_\_

**FY 2017 Preschool for All/Prevention Initiative Scope of Services Addendum**

**Organization Name:** \_\_\_\_\_ **P.O. #:** \_\_\_\_\_ / \_\_\_\_\_

**Main Office Address/Zip Code:** \_\_\_\_\_

**Program Model/Option(s) and Expected Enrollment:** Check all that apply.

- Preschool for All: \_\_\_ children
- Prevention Initiative Center-Based: \_\_\_\_\_ children
- Prevention Initiative 2 year old classroom(s): \_\_\_\_\_ children
- Prevention Initiative Home Visiting: \_\_\_\_\_ families
- Prevention Initiative Innovative: \_\_\_\_\_ families

**Check appropriate agency type:**

- Private/Public Non-Profit
- Private/Public For Profit
- Charter School System

<b>Program Staff Name</b>	<b>Contact Number</b>	<b>Email Address</b>
Program/Executive Director(s)		
Fiscal Staff		
Board Chairperson (if applies)		

**1. Provide a brief description of the program options and service operations for the Preschool for All/Prevention Initiative programming, include beginning and ending dates, days and hours of operation, and major goals and/or deliverables.**

**FY 2017 Preschool for All/Prevention Initiative Scope of Services Addendum**

**2. Submit the following information with this Addendum:**

- A listing of all sites with site director names, addresses/zip codes, contact numbers, email addresses.
  
- Attach a copy of both the city and state licenses; if a license is expiring within 30 days of submission of this Addendum, attach supporting documentation for verifying application of licensing renewal. (If updated to COPA, please reference.)

**3. How many days of the year will the program close for weekday holidays and other non-service days? List/attach closure days:**

**4. Attach a copy of current organizational chart, including full-time, part-time, consultants and key positions.**