

SUBJECT: Community-based Strategies for Providing Early Childhood Mental Health Consultation Invitation to Apply for Scholarship and Stipend

Convene a team and apply! Your community could benefit from participation in this short-term project aimed at building a community-based model of mental health consultation for children 0-5 in early learning settings. In total, three to six community teams from across the state will be selected for participation.

Who will be selected?

Communities that apply with the ability to commit a diverse and comprehensive team of approximately 8-10 members that includes *at minimum representation from the early learning, early intervention and mental health systems, service providers and at least one parent (two parent representatives per team are preferable)*.

What do you get?

Members of selected community teams will participate in a fully-funded 3-day Institute, September 23-25, 2008, focused on strategies to provide local mental health consultation for young children. The Institute includes research and practice-based training, technical assistance, peer sharing and time for your team to develop next steps to take in your community to advance mental health consultation to early learning organizations and providers.

When does this happen?

- August 8, 2008: Community applications for scholarships and stipends are due by 5:00 pm via email to Constance Atteridge at the Council for Children and Families, Constance@ccf.wa.gov
- September 23-25, 2008: Attend the Institute at the Seattle Airport Marriott.
- January 2009: Final follow-up with conveners

If you believe your community might be interested in participating in this opportunity, please see the following detailed description of the project, potential benefits for your community and requirements for participation.

If you have questions, please contact the project coordinator, Helen Jones at hjones@comcast.net or 509-326-6521.



**Washington State Mental Health Transformation Project /
Department of Early Learning / Council for Children & Families**

COMMUNITY TRAINING INSTITUTE

**Community-based Strategies
for Providing
Early Childhood Mental Health Consultation**

Invitation to Apply for Fully Funded Participation (Scholarship & Stipend)

Background

This is a short-term project aimed at building a community-based model of mental health consultation for children 0-5 in early learning settings. Three to six community teams will be selected for participation.

Communities from across the state are invited to apply to participate in the Institute, which will be fully funded and also include a small award for the team's follow up efforts (Scholarship & Stipend). The Scholarship will support travel, meal and lodging costs related to the attendance of a diverse and comprehensive team at the September 23-25, 2008 Institute. The Stipend is intended to seed follow-up efforts.

Benefits of Participating

Through participation in the Institute, community teams will have access to research and practice-based training, technical assistance, peer sharing and time for each team to develop strategies to pursue in their community to advance mental health consultation to early learning organizations and providers.

Benefits of participating in the project include:

1. A better understanding of the systems related to mental health services and early learning that exist in your community, the signs and impact of family stress, and promising approaches for working with families.
2. Identification of community-specific strategies to pursue to build stronger supports for and advance mental health consultation to early learning organizations and providers.
3. Opportunity to communicate with conveners, which include the Council for Children and Families, Department of Early Learning and the Mental Health Transformation Project, about community efforts and how state-level partners might advance this community-based model of mental health consultation.

Scholarships & Stipends

Community Scholarships and Stipends will be offered in the amount necessary to support travel to and from the Institute for all team members, and to provide grants of \$500 to each community to seed continuing efforts to advance mental health consultation to early learning organizations and providers. Reimbursement for child care for parent team members, when costs are not covered by anyone else, will also be offered.

Lodging arrangements and costs and meals as specified below will be provided the Institute.

- September 23: Lunch, dinner, snack and lodging
- September 24: Breakfast, lunch, snack and lodging
- September 25: Breakfast and lunch

Participation Requirements

1. Team formation: Communities are to form teams of approximately 8-10 individuals.

Required team members:

- *Representative from the early learning community*
- *Representative from early intervention*
- *Representative from mental health systems*
- *Service provider representative*
- *At least one parent (two are preferable), including guardians, foster parents, and others who have had experience with the mental health system on behalf of the young children in their care are especially encouraged as team members; however, our primary goal in including parent representation is to ensure parent leadership is part of the community development process*
- *The convening/fiscal entity*

Communities may include other team members from the following areas:

- Mental Health professionals with knowledge about young children
- Local public health & child care health consultants
- Strengthening Families Washington pilot sites (see www.strengtheningfamilies.wa.gov for more information)
- Pediatricians & physicians
- Regional Support Network
- Child Welfare
- School Districts
- First Steps providers
- Child Care Resource & Referral
- 0-3 Early Intervention (ITEIP)
- Community Experts in ECMH
- Family Support Program
- Child care (center, home, FFN) administrators and frontline providers
- Individuals who experience issues related to mental health services for children
- Ethnic-specific organizations
- Home visiting professionals
- Mental health or social/emotional coaches/consultants
- Local decision makers
- Head Start/Early Head Start/ECEAP Administrators and Staff

Existence of a Strengthening Families Washington pilot site, community mental health action team or early learning coalition may also be considered as further evidence of community readiness, but is not required.

2. Preparation for the Institute: Teams selected for participation will be asked to meet once prior to the Institute to address topics related to team formation and functioning (suggested discussion questions to be provided). Teams will be asked to provide a summary biography for team members prior to the Institute. Materials, including the US Department of Health and Human Services document entitled,

“Early Childhood Mental Health Consultation,” will be provided as pre-reading for teams.

3. Institute attendance: There is to be a minimum of 80% team attendance at the Institute.
4. Follow-up: Following the Institute, teams will implement actions they identified to advance mental health consultation to early learning organizations and providers in their community. Initial follow-up will be conducted by the Council for Children & Families (CCF) by October 31, 2008. It is the intent of the sponsor agencies, CCF, Department of Early Learning (DEL,) and the Mental Health Transformation Project (MHTP) to maintain communication with community teams from November 2008 through January 31, 2009 to track action taken at the local level, status of the community teams, their plans for continuing efforts to advance mental health consultation to early learning organizations and providers, and gather ideas about what is needed to sustain efforts.
5. Community Team Convening/Fiscal Entity: Each team must identify a convening/fiscal entity accepting responsibility for receipt and utilization of the Scholarship & Stipend. This entity must also be represented on the community team. The Scholarship & Stipend for the community will be transferred to the convening/fiscal entity for its use to support travel by team members to the Institute and for its distribution consistent with the action plan. The convening/fiscal entity must also accept responsibility for convening and conducting one meeting of the team prior to the Institute, distributing pre-reading and other materials to team members, providing a summary biography of team members to the host agency prior to the Institute, and convening and conducting follow-up meetings of the team as needed to accomplish and track progress on the action plans. They will also serve as the point of contact for the host agency.

The Timeline

- August 8, 2008: Community applications for scholarships and stipends are due by close of business via email to Constance Atteridge at the Council for Children and Families, Constance@ccf.wa.gov
- August 15, 2008: Three to six communities selected for participation
- August 16-22, 2008: Selected communities hold one meeting of the team (suggested discussion questions to be provided)
- September 23-25, 2008: Institute at the Seattle Airport Marriott.
- October 2008: Community teams begin implementation of identified actions
- October 2008: CCF to follow-up with communities on status of community teams, activity and their plans for continuing efforts to advance mental health consultation to early learning organizations and providers.
- November 2008 – January 2009: Community teams continue with implementation of identified actions
- November 2008 – January 2009: Follow-up by the Institute sponsors with community teams on action taken at the local level following the training, status of the community teams, their plans for continuing efforts to advance mental health consultation to early learning organizations and providers, and gather ideas about what is needed to sustain efforts.

The Institute

The Institute will be held at the Seattle Airport Marriott on September 23-25, 2008 (see section below for specific Institute costs covered by the host agency). Specific hours for each day of the Institute are as follows:

- Sept 23: 10:00 a.m. – 8:00 p.m. (lunch, dinner and snack provided)
- Sept 24: 9:00 a.m. – 4:30 p.m. (breakfast, lunch and snack provided)
- Sept 25: 8:30 a.m. – 12:30 p.m. (breakfast and lunch provided)

Topics related to community-based strategies for providing early childhood mental health consultation will be addressed such as:

- *What is it?*
 - Early childhood mental health: What is it? How is it done? What does it look like?
 - Early learning: What is it? What does the research indicate?
 - Cultural frameworks for this work
- *How do you structure and finance it?*
 - Components for infrastructure development
 - Examples of how systems of services have been created and financed
 - Supportive policy making
 - Actions of key agencies in Washington demonstrating endorsement of this approach
- *What does it look like in communities?*
 - Community based models of early childhood mental health consultation
 - Strategies to pursue in your community to advance mental health consultation to early learning organizations and providers

To maximize learning and application to communities represented, overviews of the topic will be provided, common definitions will be created and theories shared. Panelists from communities engaged in developing community based models of early childhood mental health consultation will share their experiences and families will share stories about what this is like for families to experience. Policy makers and agency leads will also share their perspectives about what it takes to support communities. There will be time for community teams to digest what has been shared, to ask questions, and to formulate their community approach.

Sponsor agencies

Department of Early Learning (DEL), Council for Children and Families (CCF) and the Mental Health Transformation Project (MHTP)

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Instructions for Community Applications for Scholarships

Applications are to be emailed to Constance Atteridge at the Council for Children and Families at Constance@ccf.wa.gov by August 8, 2008 and are to include the following information:

1. Community Name.

2. Convening/Fiscal entity. The convening/fiscal entity must accept responsibility for receipt and utilization of the Scholarship and Stipend, and must also be represented on the community team. The convening/fiscal entity must also accept responsibility for convening and conducting one meeting of the team prior to the Institute, distributing pre-reading and other materials to team members, providing a summary biography of team members to the host agency prior to the Institute, and convening and conducting follow-up meetings of the team as needed to accomplish and track progress on the action plans. They will also serve as the point of contact for the host agency.

Provide name, title and contact information (address, phone and fax numbers, and e-mail address(es) for the lead individual from the convening/fiscal entity. Please note if this entity is currently registered in the State Vendor Registry, and if so, under what name).

Convening/Fiscal Entity Name: _____

Contact person: _____

Title: _____

Email: _____

Phone #: (_____) _____ Fax #: (_____) _____

This entity is registered in the State Vendor Registry: (Check the appropriate box.)

No

Yes, under the name: _____

3. For each confirmed community team member, provide the name, title and organization represented or, list as "parent" if person is a parent representative not connected to organization.

Confirmed Community Team Members

Name: _____ Title: _____

Organization: _____

4. For each community team members not confirmed at time of application, provide his/her name, title and organization, along with brief information regarding the status of each (e.g., contacted but out of town, contacted, interested and reviewing commitments/schedule, not contacted).

Unconfirmed Community Team Members

Name: _____ Title: _____

Organization: _____

Status of contact: _____

Name: _____ Title: _____

Organization: _____

Status of contact: _____

Name: _____ Title: _____

Organization: _____

Status of contact: _____

Name: _____ Title: _____

Organization: _____

Status of contact: _____

5. Tell us why your community is ready to build consultation for families with young children. List supporting coalitions, pilot/demonstration projects that exist in your community such as a Strengthening Families Washington pilot site, or a community mental health action team or early learning coalition.

6. In some instances, organizations may be willing to cover costs of representatives attending the Institute. This savings to the project would allow us to extend participation to more communities. Please identify team members whose travel, lodging and/or meal costs will be paid by their organization. List the team member name, the supporting organization and identify the costs covered.

<i>Team member name</i>	<i>Supporting Organization</i>	<i>Mileage or airfare to Seattle (check)</i>	<i>Lodging at the Seattle Airport Marriott 9/23- 25/08 (check)</i>	<i>Meals not included with the Institute</i>

List others as needed on an additional page.

7. Identify team members whose participation costs would NOT be supported by an agency/organization, and any parent representatives requiring reimbursement for child care costs. Provide an estimate of these costs at a sufficient level of detail to guide reviewers in calculating a Scholarship award amount that ensures full participation by all identified community team members. (NOTE: Stipend amount will be the same for each team. Stipends for follow up work will not be affected by travel or child care costs supported by Scholarships.)

<i>Team member name</i>	<i>Mileage or airfare to Seattle (\$ amount)</i>	<i>Lodging in addition to 9/23 and 9/24</i>	<i>Meals (not including meals provided during the Institute</i>	<i>Child Care costs</i>

<i>Team member name</i>	<i>Mileage or airfare to Seattle (\$ amount)</i>	<i>Lodging in addition to 9/23 and 9/24</i>	<i>Meals (not including meals provided during the Institute</i>	<i>Child Care costs</i>
Team Estimated Costs	\$	\$	\$	\$
TOTAL Team Estimated Costs			\$	

8. Statement of commitment for all team members to participate in the project, including the pre-work and implementation of the strategies through January 2009. Additionally, a statement that 80% or more of the team will attend the September 23-25 Institute.

We agree to participation as described above. (Check the appropriate box) <input type="checkbox"/> No <input type="checkbox"/> Yes
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9. Our intent is to encourage diverse stakeholder representation on community teams. Please include information about special circumstances that may need to be addressed to ensure full participation of team members or other costs for services not identified previously. (Describe below or on a separate page as needed.)

10. Our intent is to encourage a cross-section of communities. Please include explanations about how any proposed divergence in team size, arrangements for convening/fiscal entity or other matter related to team functioning address community circumstances more effectively than the arrangements stated in the invitation and instructions. (Describe below or on a separate page as needed.)