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**Required Performance and Staffing Deliverables**

**for**

**Training, Parent**

**Effective Date: 07/01/2024**

**TABLE OF CONTENTS**

**Section I - Summary Program Description** Page 1

**Section II - Required Performance and Staffing Deliverables**

1. Subject Matter Page 1
2. Target Population Page 2
3. Activities Page 3
4. Resources Page 6
5. Outcomes Page 7
6. Signature Statement of Acceptance Page 7

**Section III – Reporting and Accountability Requirements of this Contract**

1. Reporting Requirements for Contractors Page 8
2. Requirements for Contractors to Store Organizational Documents

on Site Page 10

**Section I - Summary Program Description:**

The New Jersey Department of Children and Families’ Family and Community Partnerships in the Office of Early Childhood Services administers the work of the NJ Early Childhood Comprehensive Systems Prenatal to Three (ECCS P-3) grant which encompasses the ECCS Parent and Family Engagement component for the ECCS grant.

The ECCS P-3 initiative is focused on advancing equity strategies by providing technical assistance and support through the state-wide County Council for Young Children (CCYC) infrastructure and Maternal Infant and Early Childhood (MIEC) stakeholder network. To suppoort these efforts, the Office of Early Childhood Services is continuing with its existing partnership with SPAN Parent Advocacy Network to engage a State Parent Lead for the ECCS P-3 grant. The State Parent Lead role is crucial for ensuring targeted attention to family leader outreach, engagement, training, technical assistance to state/community partners and parents, as well as development of plans to support ongoing engagement of parent leaders to be integrated within the strategic plan. The State Parent Lead will continue to support the ECCS P-3 leads with engaging, training and empowering family leaders to participate in meaningful shared planning and decision-making endeavors in ECCS P-3 and with various state projects, including Universal Home Visiting (UHV), Reach out and Read Early Relational Health Efforts, Maternal Child Health Block Grant (MCH-BG) /Title V, MIEC Home Visiting (MIECHV), Pritzker, Infant-Child Health Committee (ICHC) and other initiatives. Strategic education and awareness on the value and approach to family engagement is being conducted with stakeholders to create a shared vision and leadership within NJ and through out early childhood programs across the state.

**Section II - Required Performance and Staffing Deliverables**

**NOTE: After reviewing the required deliverables listed below,** **Contractors must sign the statement at the bottom of this Section II to signify acceptance of all of them. Please submit an executed copy as a PDF document with the title heading: *Required Performance and Staffing Deliverables*.**

1. **Subject Matter -** **The below describes the needs the contractor must address in this program, the goals it must meet, and its prevention focus.**

1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

One of the goals for the ECCS P-3 initiative is to increase state level capacity to advance equitable and improved access to services for underserved P-3 populations through the engagement of family leaders. Family Leaders having a voice at the table where decisions are being made is critcal to making sure families that are being served by programs have had input into those program deliverables and services.

2) **The goals to be met by this program are:**

The goals to be met by the ECCS P-3 initiative through family engagement is to increase state level capacity to advance equitable and improved access to services for underserved P-3 populations. Through the collaborative work with the State Parent Lead, the Office of Early Childhood Services aims to identify and support a cadre of family leaders to engage across the Family Engagement Continuum which serves as the foundational framework/tool for NJ's Family Engagement work. The program intends to support family leaders to build their leadership capacity to become Transformational Leaders who can help improve early childhood systems.

3) **The prevention focus of this program:**

The prevention focus for this program is engaging families that are being served by the early childhood systems and training them to be advocates and voices at the tables of those programs and through out the early childhood system. One way the NJ ECCS P-3 team has approached this is through alignment of the ECCS P-3 Advisory Council with the Infant-Child Health Committee (ICHC). The ICHC strategic plan has been updated to incorporate equity by prioritizing family leaders as shared decision makers within maternal, infant, early childhood (MIEC) systems. Another key role is the State Parent Lead for this program. The State Parent Lead should have some lived experience so they can bring their family perspectives as well as elevates those of other families to all decision-making tables. The State Parent lead assists with feedback and input on state level systems and processes to key stakeholders to ensure that family voices and perspectives from diverse, underrepresented communities are integrated at all levels. The State Parent lead also provides representation and supports family leaders to participate effectively in National, State, and local level events, advisory committees, workgroups, etc. The State Parent lead is a thought leader to brainstorm ways and help recruit, train, mentor, support, engage, and involve families in the ECCS, Help Me Grow, and Home Visiting efforts. They provide training, technical assistance, and support to the Early Childhood Specialists and other Early Childhood professionals around Family Engagement so they can continue to integrate diverse family voices and perspectives in their work.

1. **Target Population - The below describes the characteristics and demographics the contractor must ensure the program serves.**

Target Population for ECCS P-3 is any and all parents/caregivers/custodian of children currently participating in the early childhood programs in their community or has older children that went through the system.

1. **Age:** N/A
2. **Grade:** N/A
3. **Gender:** N/A
4. **Marital Status**: N/A
5. **Parenting Status:** N/A
6. **Will the program initiative serve children as well as their parent or caregiver?** This program serves the parents or caregivers of the children.
7. **DCF CP&P Status:** N/A
8. **Descriptors of the youth to be served:** N/A
9. **Descriptors of the Family Members/Care Givers/Custodians required**

**to be served by this program initiative:** Any Family Member/Care Giver/Custodian that has had children in an early childhood program or system.

1. **Other populations/descriptors targeted and served by this program**

**initiative:** N/A

1. **Does the program have income eligibility requirements?** No
2. **Activities - The below describes the activities this program initiative requires of contractors, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, the staff delivering those services.**

1) **The level of service increments for this program initiative:** State Parent lead works a specific amount of time weekly specified in the Annex B for the ECCS P-3. Refer to Activities grant activities under question 8.

2) **The frequency of these increments to be tracked:** Monthly

3) **Estimated Unduplicated Clients:** N/A

4) **Estimated Unduplicated Families:** N/A

5) **Is there a required referral process?** No

6) **The referral process for enabling the target population to obtain the services of this program initiative:** N/A

7) **The rejection and termination parameters required for this program initiative:** N/A

8) **The direct services and activities required for this program initiative:**

The State Parent Lead along with the ECCS P-3/Help Me Grow staff will identify, recruit, train, mentor, and support family leaders so they can build the needed skills to progress from being a transactional leader to a transformational leader. To help strengthen this work, the State Parent Lead will serve as the co-chair for the Infant-

Child Health Committee and complete activities and tasks as outlined in the scope of work below.

Scope of Work for the State Parent Leader

**Early Childhood Comprehensive Systems and Help Me Grow**

•Assist and provide strategic input in the planning, development, and facilitation of ECCS/HMG activities as it pertains to parent leadership and developmental health promotion ongoing.

•Attend monthly to bi-monthly ECCS meetings: at least 12 meetings per year (Learning Community Meetings, Quarterly Meetings, etc…)

**Providing feedback/support/resources:**

•Provide feedback and input on state level systems and processes.

•Provide representation/support for National, State, and local level events, advisory committees, workgroups, etc as meetings are scheduled.

**ECCS Annual Meetings & Help Me Grow Forum – 3 meetings**

•Participate in the advisement and planning of said meetings, where applicable and feasible.

•Attend these meetings every year as scheduled

**Infant Child Health Committee – 4 quarterly meetings**

•Co-chair with ECCS/HMG Manager.

•Co-facilitate the engagement and orientation of parent leaders identified to participate in the ICHC

•Participate as a strategic thinker and advisor as the State Parent Lead in promoting family engagement within the ICHC and at the community level.

•Provide feedback and recommendations as necessary.

**Parent Leadership**

•Recruiting, engaging, and supporting parents/caregivers ongoing to at least 6 parent leaders per year.

**Family Engagement Huddles – Bi-monthly at least 6 per year**

•Participate and brainstorm ways to engage and involve families in the ECCS/HMG efforts

•Provide support to EC specialists and other EC professionals around Family Engagement

**Other Partner Meetings related to Early Childhood**

•Partnership for Families Quarterly Meetings – Quarterly: 4 meetings per year

•HV/CNJ CQI Quarterly Meetings- Quarterly: 4 meetings per year

**Miscellaneous activities as needed across Office of Early Childhood’s early childhood initiative**

•Support parent leaders to attend specific trainings, meetings and conferences

•Schedule or facilitate at least 2 parent trainings per year

9) **The service modalities required for this program initiative are:**

**a) Evidence Based Practice (EBP) modalities:** N/A

**b) DCF Program Service Names:** N/A

**c) Other/Non-evidence-based practice service modalities:** N/A

10) **The type of treatment sessions [OR prevention services] required for this program initiative are:** N/A

11) **The frequency of the treatment sessions [OR prevention services] required for this program initiative are:** N/A

1. **Providers are required to communicate with Parent/Family/Youth**

**Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:** N/A

13) **The professional development through staff training, supervision,**

**technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:** Ongoing monthly follow up with the state parent lead. Attendance at ECCS meetings, ICHC, annual meetings and other trainings per ECCS requirements and the MIEC system.

14) **The court testimony activities, which may address an individual’s compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:** N/A

15**) The student educational program planning required to serve youth in this program:** N/A

1. **Resources - The below describes the resources required of contractors to ensure the service delivery area, management, and assessment of this program.**

1) **The program initiative’s physical service site is required to be located in:** N/A

2) **The geographic area the program initiative is required to serve is:** Statewide

3) **The program initiative’s required service delivery setting is:** Engagement through phone calls, meetings and in person as needed.

4) **The hours, days of week, and months of year this program initiative is required to operate:** Monday through Friday from 9:00-5:00. Weekends and later hours may be needed based on family outreach needs

5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?** N/A

6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** Will attend evenings / weekend trainings, meetings and conferences as needed for the grant

7) **The language services (if other than English) this program initiative is required to provide:** N/A

8) **The transportation this program initiative is required to provide:** N/A

9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of staff to clients, shift requirements, supervision requirements, education, content knowledge, staff credentials, and certifications:** State Parent Lead requires a parent that has gone through the early childhood systems and knows how to advocate and help train other parent leaders. The State Parent Lead dedicates specific hours per week to ECCS P-3 work. Hours are detailed in the Annex B yearly.

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:** N/A

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** Uses phone, electronic devices and conferencing for meetings and trainings.

12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** Partnerships / Collaborations with Early Childhood systems partners.

1. **The data collection systems this program initiative requires:** Data from the engagement and support of parent leaders through ECCS P-3
2. **The assessment and evaluation tools this program initiative**

**requires:** Evaluation plan through John Hopkins University is being used to highlight the family engagement work through ECCS P-3.

1. **Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of contractors for this program.**

1) **The evaluations required for this program initiative:** ECCS P-3 Evaluation through John Hopkins University

2) **The outcomes required of this program:**

1. **Short Term Outcomes**: Ongoing engagement of Parent leaders
2. **Mid Term Outcomes:** Parent leaders are being integrated at state and community tables so their voice is being heard.
3. **Long Term Outcomes:** Early Childhood programs and systems will start to incorporate family engagement in their practices.

3) **Required use of databases:** N/A

4) **Reporting requirements:** Reporting quarterly the activities being completed by the state parent lead through the ECCS P-3 work.

1. **Signature Statement of Acceptance:**

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF’s termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

**Section III – Reporting and Accountability Requirements of this Contract**

Contractors are required to produce the following reports in accordance with the criteria set forth below, in addition to the reports related to the delivery and success of the program services specified in the Required Performance and Staffing Deliverables.

**A: Reporting Requirements for Contractors**

1. **Audit** or **Financial Statement** (Certified by accountant or accounting firm.)   
   A copy of the Audit must be submitted to DCF by all contractors expending over $100,000 in combined federal/state awards/contracts if cognizant with any department of the State of NJ. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from contractors expending under $100,000 that are not cognizant with any department of the State of NJ. Note: Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Contractors are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy: <https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf>

2) **DCF Notification of Licensed Public Accountant Form** (NLPA)**-and-** copy of **Non-Expired Accountant's Certification**

Contractors must ensure DCF form is used, and 2 signatures are provided. Not required for contractors expending under $100,000 in combined federal/state awards or contracts. The $100,000 threshold includes fee-for-service reimbursements made via Medicaid. Also, the NLPA is a State of NJ form and need only list federal/state funds received via contracts with the State of NJ.

Contractors are to submit this form with each Audit, providing info related to the year subsequent to the audit.

Not Applicable Note: Must state your agency will not exceed $100,000 in combined Federal/State awards or contracts.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/NLPA.docx>

3) Photocopies of Licensed Public Accountant firm’s **license to practice**, and most recent **external quality control review** to be submitted with the NPLA.

4) **Reports of Expenditures** **(ROE)**: submitted quarterly

A. Scheduled Payments Contract Component: To be submitted two times during the contract year: Interim (15 days from the end of the6th month, and Final (120 days after the end of the fiscal year); or in accordance with any separate DCF directive to file additional ROEs for specific contracted programs**. Quarterly ROEs must be submitted for contracted program budgets funded with federal grants.** The format for the ROE must match that of the Annex B budget form.  **Note:**  Must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (CRM Section 6)

B. Fee for Service Contract Component: Not Required

Website: <https://nj.gov/dcf/providers/contracting/forms/>

5) **Level of Service (LOS) Reports**

Enter the cited DCF Standard Template Form for each month the number of youth, adults and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

Website: <https://www.nj.gov/dcf/providers/contracting/forms/>

Quarterly reports submitted to the ECCS Manager

6) **Significant Events Reporting:**

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed with the NJ Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy: <https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf>

Website: <https://www.state.nj.us/treasury/purchase/forms.shtml>



**B: Requirements for Contractors to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request**

1. Affirmative Action Policy/Plan
2. Copy of Most Recently Approved Board Minutes
3. Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
4. Personnel Manual & Employee Handbook (include staff job descriptions)
5. Procurement Policy