



Sample Contract Activity Descriptions

(The contracting questions are identified below.)

The following are sample Contract Activity Descriptions (CADs) in the core service areas that would be approved. All three descriptions provide adequate information to be followed to submit the proposal. In addition to the four contracting questions, Planning Consultants take into consideration other factors when reviewing/approving contract activity descriptions, such as Smart Start legislation, NCPC policies and procedures and/or guidelines, etc.

- WHAT? (What service will be provided?)
- BY WHOM? (Who will provide this service?)
- FOR WHOM? (Who will receive this service?)
- HOW? (How will this service be provided?)
- WHERE? (Where will the service be provided?)

EARLY CARE AND EDUCATION

Child Care Resource and Referral (CCR&R)

(PSC 3125)

Child Care Resource and Referral (CCR&R) is an activity designed to promote continuous quality improvement of child care centers and/or homes. Services that are provided using Smart Start dollars in this activity include: 1) Technical assistance in the form of coaching and modeling to early childhood educators working in licensed and/or G.S. 110 child care facilities serving children birth to five years old. The Technical Assistance activity will be focused on improving facilities star levels, star rating education and program standard points, ITERS/ECERS/FCCERS, and CLASS scores. 2) Training for DCDEE credit hours provided on child care related topics and coordination of CEU opportunities. Smart Start funds may be used to cover expenses for resource and referral meetings and/or special events.

- *Please customize the CAD to reflect funded services provided locally by your partnership or a direct service provider (DSP).*
- *You may also add target population, frequency/duration of service, staffing, other contracted services, or other pertinent information decided locally.*

HEALTH SUPPORT

Child Care Health Consultation (CCHC)

(PSC 3414)

The Child Care Health Consultation model promotes healthy and safe environments for children in child care settings through targeted and comprehensive consultation, group training and general resource sharing. The CCHC follows the North Carolina CCHC Service Model for implementation of the activity by providing the following services to child care facilities, staff and others as needed.

1) Targeted consultation consisting of short technical assistance (onsite, telephone, email) focused on a specific issue or identified need. 2) Comprehensive consultation consisting of long-term technical assistance that involves observation, on-going assessment using the NC Child Care Health and Safety Assessment, and the development of a quality improvement plan that may include multiple areas of identified need. 3) Group training and general resource sharing of up-to-date information on regulations and best practices for development, health and safety in areas such as nutrition and physical activity; inclusion of children with special health care needs and developmental disabilities; safe sleep practices and policies; injury prevention; and increased access to primary, preventive health care and health insurance. Documentation is maintained for all consultation and training. The Child Care Health Consultant (CCHC) is a Registered Nurse with a Degree in Nursing (ASN or BSN) or a health professional with a minimum of a Bachelor's Degree in health education or a health-related field. The health professional is or will become a qualified CCHC in North Carolina through the completion of the NC Child Care Health Consultant Training Course and receipt of a certificate of qualification. Smart Start funds may be used for health and safety related assessment, technical assistance/training, and/or age appropriate health and safety awareness materials. Non-cash grants may be provided for eligible child care participants. The Be Active Kids component may dispense materials and grants to facilities who participate in training.

- *You may also add target population, frequency/duration of service, staffing, other contracted services, or other pertinent information decided locally.*

FAMILY SUPPORT

Parents as Teachers™ (PAT)

(PSC 5509)

The Parents as Teachers (PAT) program will provide: (1) personal visits, based on recommended dosage for each family's number of risk factors; (2) 12 group connections per program year; (3) annual developmental screenings and a health review that includes a record of hearing, vision and general health status; and (4) referrals to community resources provided to families as needed. The PAT program will serve a target population with at least one risk factor and identified as most appropriate for PAT services in the community. The parent educator will have a Bachelor's degree in a human service related field and experience relevant to serving the target population. Parent educators will be PAT trained and certified, and will implement the program with model fidelity. The program will submit an annual report to PAT and participate in the Quality Endorsement and Improvement process as required by PAT National Center (PATNC). Smart Start funds may be used to fund meetings and conferences and up to two FTE parent educators with no more than .5 FTE time spent on the PAT Model Fidelity, Visit Tracker, mentoring, and local and national reports. In addition, upon fund availability non-cash items may be issued to program participants that display a need. One PAT certified supervisor will manage the program up to .25 FTE.

- *You may also add target population, frequency/duration of service, staffing, other contracted services, or other pertinent information decided locally.*