



Illinois State Board of Education

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Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

February 2009

TO: Eligible Applicants

FROM: Christopher A. Koch, Ed.D.
State Superintendent of Education

SUBJECT: REQUEST FOR PROPOSALS (RFP): Prevention Initiative Birth to Age 3 Years:
2010

General Information

Eligible Applicants: Public school districts, public university laboratory schools approved by the Illinois State Board of Education (ISBE), charter schools, area vocational centers, and other entities with experience in providing educational, health, social and/or child development services to young children and their families are eligible to submit a proposal for the Prevention Initiative program for Ages Birth to 3 Years.

If the Prevention Initiative program is operated in or by a facility subject to licensure requirements of the Illinois Department of Children and Family Services (DCFS), then that facility must hold the appropriate licensure in accordance with rules promulgated by DCFS (see 89 Illinois Administrative Code, Chapter III: Department of Children and Family Services, Subchapter e: Requirements for Licensure; see <http://www.ilga.gov/commission/jcar/admincode/089/089parts.html>).

Applicants other than public school districts must provide evidence of existing competencies to provide early childhood education programs, to include the agency's mission statement, goals or policies regarding early childhood programs, a description of the agency's organizational structure (see Attachment 1b), and a list of any early childhood accreditations that have been achieved (see Attachment 1c).

Joint applications for funds may be submitted. However, in each case an administrative agent must be designated, and the joint proposal must have the signature of each district superintendent or official authorized to submit the proposal and agree to participate in the joint agreement. A school district or other eligible applicant can participate in only one proposal for a specific initiative.

Applicants that currently have a Prevention Initiative grant may apply for additional funding under this RFP to expand their existing program. Applicants that currently have a Parental Training grant may apply for additional funding to offer a prevention initiative program. Continuation applications will be completed through the Electronic Grant Management System (eGMS) accessible through IWAS.

APPENDIX C

AT A GLANCE REFERENCE SHEET: REQUIREMENTS FOR SELECTED PREVENTION INITIATIVE MODELS

Model Requirements	Healthy Families (HF)	Parents As Teachers (PAT)	Baby TALK	EHS-Center Based																								
Staff Training	Educational requirements = HS diploma Training – 4 day Core Training (provided by Ounce of Prevention) + ongoing inservice trainings	Initial training is the 5-day (33 hours), Born To Learn Prenatal –Three Years Institute. Follow-up day (6 hours) is 3-6 months after the initial training. Parent Educator is certified upon successfully completing the Institute. To maintain certification, annual in-service hours are required: 1 st year = 20 hours 2 nd year = 15 hours 3 rd year + = 10 hours Annual certification is required to use the PAT model and curriculum materials.	Baby TALK assumes that trainees bring into their work some professional background knowledge in early childhood development. Most Baby TALK practitioners have a bachelor's degree. Baby TALK Professional Development Training is four full days with the expectation that trainees will study curriculum after they leave training. Baby TALK Practitioners are certified for the year of their training, and they renew that certification annually through the Baby TALK Professional Association. Touchpoints Training, also offered by Baby TALK, is suggested as practitioners mature in their work.	For Parent Support staff : Minimum of a level 1 credential on the Career Lattice (45 hours training) For Childcare classroom staff: At least an AA degree																								
Staffing	Essential staff are a Program Supervisor (see below for Supervisor-to-Staff ratio), A Family Assessment Worker, and Family Support Workers (home visitors). Generally, the ratio of Assessment Worker to Support Workers is 1:4 or 1:5.	Minimum of 1 parent educator and 1 supervisor. Number of parent educators is determined by number of families to be served and intensity of services. Qualifications: 4-year degree in ECE or related field preferred. Supervised experience working with young children and their parents required.	Number of practitioners needed is dependent upon program design. Baby TALK recommends a minimum of two practitioners per community for the purpose of collaboration.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: left;">Age</th> <th colspan="2" style="text-align: center;">EHS (exceeds)</th> <th colspan="2" style="text-align: center;">NAEYC (Meets)</th> </tr> <tr> <th style="text-align: center;">Ratio</th> <th style="text-align: center;">Group Size</th> <th style="text-align: center;">Ratio</th> <th style="text-align: center;">Group Size</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">6 wk – 12 mo.</td> <td style="text-align: center;">1:4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">1:4</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: left;">12-24 mo.</td> <td style="text-align: center;">1:4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">1:4</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: left;">24-36 mo.</td> <td style="text-align: center;">1:4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">1:6</td> <td style="text-align: center;">12</td> </tr> </tbody> </table>	Age	EHS (exceeds)		NAEYC (Meets)		Ratio	Group Size	Ratio	Group Size	6 wk – 12 mo.	1:4	8	1:4	8	12-24 mo.	1:4	8	1:4	12	24-36 mo.	1:4	8	1:6	12
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Supervision	At least 1 ½ hours weekly. Maximum	Supervisor must attend	Baby TALK provides ongoing	As determined by the program																								

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	staff-to-supervisor ratio is 6:1	Supervisor Training (first 2 days of Institute). Advanced Training available but not required. Qualifications: 4-year degree in ECE or related field Demonstrated ability to work with adults and children Supervisors should hold a minimum of monthly staff meetings and should meet individually with parent educators at least once a month. Parent educators should receive an annual observation of a home visit and receive an annual written performance review and progress towards professional goals.	technical support through a variety of media following training. Certified practitioners report their progress on an annual basis as they renew through the Baby TALK Professional Association. Other supervision is dependent on the sponsoring organization's supervisory structures.	
Case Load	A maximum of 15 cases/full-time home visitor if all participants are seen weekly with no more that 25 cases, regardless of service intensity levels of participants.	Weekly visits = 12-14 families Every 2 weeks = 24 families	Case load is determined by program design. When serving families who are at greatest risk, Baby TALK programs must deliver services with frequency and intensity, requiring a lower family/practitioner ratio.	For Parent Support staff: 1 FTE for 25-30 families For Child Care classroom staff, see above.
Frequency of home visits/group services	Visits are weekly for at least the first 6-9 months of enrollment. There are criteria for decreasing the level of intensity after that point.	Home visits – Based on family need. Monthly visit required by model. High-needs families should receive more intense visits, either weekly or bi-monthly. Group meetings – Monthly required. Frequency based on needs and interest of families.	Program design should provide for a minimum of twice/monthly services. For families facing challenges, a minimum of weekly contacts is recommended.	At least twice a month.
Curriculum	No specific curriculum is required,	Parents as Teachers Born to	Baby TALK Curriculum is	Creative Curriculum for Infants and Toddlers, High/Scope for

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	though there is a requirement that the program use a curriculum. Commonly used curricula include PIPE, San Angelo, HELP at Home, and others.	Learn Curriculum - covers prenatal to 36 months – has weekly and monthly visit plans and comes in Spanish and English. Other curriculum and training available – Working with Teen Parents Supporting Care Providers Working with Families with Special Needs Children	provided to all trainees. It covers prenatal through preschool and provides materials for personal visits, group activities, and specialized populations such as teen parents, parents in need of adult education services, and families whose children have special needs. Most curriculum components are available in Spanish.	Infants and Toddlers, or another formal curriculum
Program Model Consultants' Contact Information	Bill McKenzie bmckenzie@ounceofprevention.org	Clare Eldredge celdredge@adi.org	Claudia Quigg cquigg@babytalk.org	Sue Reynolds suealice@gmail.com

**PREVENTION INITIATIVE
BIRTH TO THREE BUDGET WORKSHEET**

Function	Expenditure Account	Salaries (Obj. 100s)	Benefits (Obj. 200s)	Purchased Services (Obj. 300s)	Supp. & Mat. (Obj. 400s)	Capital Outlay (Obj. 500s)	Other (Obj. 600s)	Non-capitalized Equipment (Obj. 700s)
2210	Improvement of Instruction (Professional Development)	Substitutes for Staff to Attend Training	Related Benefits: .Life Insurance .Medical/Health Insurance .Retirement/Pension .FICA	Registration fees for Professional Development Meals Mileage Hotel Accommodations Speakers and Consultants for staff development Transition Training	Supplies & Materials for staff development activities Transition materials			
2300	General Administration	Secretary/Clerical	Related Benefits: .Life Insurance .Medical/Health Insurance .Retirement/Pension .FICA	Audit Fee (prorated) Worker's Comp.* Unemployment Comp.* Equipment Lease/Service Contract (prorated) Equipment Repair and Maintenance	Administrative/Office Supplies & Materials (prorated)			
2540	Operation & Maintenance of Plant Services	Janitor (prorated)	Related Benefits: .Life Insurance .Medical/Health Insurance .Retirement/Pension .FICA	Contractual Custodial Services (prorated) Phone (prorated) Worker's Comp.* Unemployment Comp.*	Cleaning Supplies (prorated) Utilities – Electric/Gas/Water (prorated)			
2560	Food Services (Infants and Toddlers in center-based program only)				Food/Snacks and related food supplies for Infants and Toddlers in center-based program only			
3000	Community Services	Parent Coordinator Parent Educator Parent Advocate Caseworker Screening Staff Bus Driver for family/parent activities	Related Benefits: .Life Insurance .Medical/Health Insurance .Retirement/Pension .FICA	Worker's Comp.* Unemployment Comp.* Sub-contracted Services Guest Speaker for Parent Activities/Meetings Contracted Screening Services Catering Services for family/parent activities In-District Travel/Mileage Field Trip Fees Contractual Bus Service	Supplies and Materials for Parent Activities/Meetings Screening Supplies and Materials Food, snacks, food preparation supplies for family, parent, infant and toddler activities Gas, oil Equipment/Furniture < \$500/unit	Equipment & Furniture >\$500/unit	Equipment & Furniture >\$500/unit but less than capitalized threshold set by District (Must have a BOARD APPROVED threshold for equipment costs to use this object.)	
4000	Payments to Other Districts and Governmental Units			Services by College, ROE/ISC, Special Education Cooperative			Not a purchase Flow through funds to another LEA	