

SAMPLE	DESCRIPTION OF SERVICES Example from Department of Public Health
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1) DESCRIPTION OF SERVICES:

a) Summary

- i) As part of the Connecticut Early Childhood Comprehensive Systems goal to increase the number of parents and providers trained as partners and participating in their communities as advocates for children, DPH shall fund the Ages & Stages Training of Trainers (A&S TOT) presented by the Children’s Trust Fund (CTF) and presented by the CTF Help Me Grow Program and CTF staff. DPH funding as provided under this contract shall only pay for the contractor’s presenter/consultant fee, airfare to and from Connecticut, lodging and meals, while making the presentations hereinafter described. The contractor is co-author of the Ages & Stages (A&S) Basic and Social-Emotional (SE) curricula and sole provider of such training.
- ii) The contractor shall travel from Eugene, Oregon to Connecticut to conduct two (2) A&S TOT training Workshops at the Village of South Farms of Benchmarks, **(insert address)** on 7/28/08-7/29/08 from 9:00 a.m. to 5:00 p.m. each day.
- iii) Trainings conducted by the contractor at such Workshops shall be provided to physicians who provide pediatric care and to community-based childcare providers throughout Connecticut by the Children’s Trust Fund Help Me Grow Program As a result of participation in the Workshops, physicians shall be able to train other physicians and community-based childcare providers on the use of the A&S Questionnaire (ASQ) and A&S Social- Emotional (ASQ:SE) screening tools.
- iv) The goals of such Workshop trainings are:
 - 1) To increase the number of physicians who involve families in utilizing the ASQ and ASQ-SE questionnaire to monitor their child’s development related to social-emotional behavior and motor skills.
 - 2) To initiate a coordinated effort statewide within pediatric medical practices to offer the ASQ and ASQ-SE as a consistent developmental screening tool

b) Definitions

The ASQ is a parent-friendly, child-centered screening tool used to identify developmental delays in children during their first five years of life (ages 0 to 5). Service providers offer the ASQ Questionnaire to parents for parents’ completion at home. The ASQ is thereafter scored by professionals who provide families with healthcare, early child care and education, and social service programs.

c) Credentialing Criteria for Workshop Participants

- i) Workshop participants must have previous experience and training with the ASQ/ASQ-SE and have knowledge of early childhood development, and are required to attend both sessions conducted under this contract.

- ii) Applicants for the Workshop include previous experience and training in their registration information and CTF shall verify such information prior to approving applicant to participate in the Workshop(s).
- d) The Contractor shall conduct such Workshops, as follows:
 - i) The contractor shall create an outline and agenda for each Workshop session and submit both to DPH for DPH review by **July 1, 2008**.
 - ii) The contractor shall deliver the Workshop(s) utilizing existing ASQ and ASQ:SE curricula and resources, with CTF staff providing administrative support such as registration and logistical assistance throughout both Workshop days.
 - iii) Such Workshop training days shall be a combination of lecture (the first day provides a "model" training for both the ASQ and the ASQ:SE), case studies and scoring exercises, training practice (e.g., review PowerPoint slides, practice sharing information back with other participants), as well as review of materials for any edits necessary to individualize the presentations for use in Connecticut. Participants shall keep all of the materials they are given at the Workshop(s) which such participants shall use to provide trainings for their organizations on ASQ and ASQ:SE.

2) Reporting Requirements:

The contractor shall submit one program narrative report and one financial expenditure report to the Department in accordance with the following schedule and criteria:

REPORTING PERIOD	REPORT DUE BY
July 28, 2008 through July 29, 2008	August 15, 2008

a) Program Narrative Report:

The contractor shall submit one program narrative report to the Department that shall include but not be limited to the following information:

- i) Summary of the A&S Workshop activities related to ASQ and ASQ:SE such as lectures, case studies and scoring exercises, training practice (e.g., review PowerPoint slides, practice sharing information back with other participants), as well as review of materials for any edits necessary to individualize the presentations for use in Connecticut ,including but not limited to the following activities :
 - 1) Dates and location of A&S training Workshops
 - 2) Training program outline and agenda(s)
 - 3) Names of training program facilitators
 - 4) Number of participants and each such participant's credentials

b) Expenditure Report:

The contractor shall submit one financial expenditure report for all expenses incurred as a result of conducting contracted activities, in a format provided by the Department.

3) **Payment Schedule:**

Payment shall be made by the Department according to the following schedule upon Department's receipt of satisfactory deliverables and receipt and approval of properly executed invoices from the Contractor:

Payment #	Amount	Conditions	On or After:
1	\$2,125	Upon full execution of the contract	May 15, 2008
2	\$2,125	Upon receipt of program narrative and expenditure report	August 15, 2008

4) The total amount of payment made under this contract shall not exceed \$4,250.

Approved Budget
May 1, 2008 - August 1, 2008

Line Item	Cost
Consultant Fee @ \$1,500/day One (Two day) A&S Questionnaire (ASQ) and ASQ-Social-Emotional (SE) Train the Trainer's Workshop (2 full days of training – July 28 and July 29, 2008)	\$3,000
Travel Expenses Maximum aggregate for Airfare / Lodging / Meals	1,250
Total Maximum Cost	\$4,250