

## PERFORMANCE BASED CONTRACT GUIDELINES

### 1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE?

The purpose of the services to be provided by WJCS staff are to provide social emotional learning groups with an emphasis on teaching students DBT, cultural competency and organizational skills. The groups will focus on helping identified students at Ella Fitzgerald Academy learn and practice abbreviated DBT skills, develop cultural competency, improve their interpersonal skills, anxiety management and ways to improve their self-esteem. The group facilitators will teach these skills through the use of variety of different methods (ex: arts and crafts, music, movement and worksheets etc.). The skills will help the students to learn self-care, make good decisions, improve their organizational skills and manage overwhelming emotions in a positive manner.

The group sessions will take place over eighteen-weeks two times per week after school. Each group will highlight a new skill during each session. In addition, each group will start off with a mindfulness activity before introducing the new skill with a related activity to help reinforce the skill being taught that day.

WJCS will provide/support:

#### **Social Emotional Learning Groups:**

- WJCS staff will provide a series of work workshops for children focusing on developing their interpersonal skills, enhancing their understanding of race and culture, teaching organizational skills to help them improve in their academics and self-esteem building. These skills will be taught through the use of various different methods such as music, worksheets, interactive games and art projects. All activities will be adjusted according to grade and age.

### 2. AMOUNT OF SERVICE

(Set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

- Services will be provided on-site at Ella Fitzgerald Academy located at 77 Park Hill Avenue Yonkers, NY 10701 during the after-school hours.
- There will be a total of 36 groups for 144 students
- **Students:** The students that will participate will be identified by Dr. Wyatt and her school team.
- **Groups:** Each Group will be run for one hour with a minimum of two staff. The staff will start off each group with a mindfulness activity before highlighting the skill that they will work on for the day. Each group session will have some type of arts and crafts, music, movement or worksheet activity to help reinforce the skill.

**3. WHO IS SERVED?**

(Describe whether services are to be provided directly to students, to staff, etc.)

**Services to students:** Students will be selected by the building and principal and her team.

**4. WHO WILL PROVIDE SERVICES?**

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

WJCS staff involved in this service include:

- Over sight and supervision by LeRoy Ennis, LCSW, New York State licenses clinical social worker. LeRoy is extensively trained in dialectical behavioral therapy and he currently serves as the Director of WJCS-Yonkers School Based Satellite Clinics
- Doreen Dorcely Licenses Master level social worker who the lead clinician at our Cross-Hill Academy Satellite clinic. Doreen has been trained in Organizational Skills Management and she also participate in our school based DBT consultation team. Doreen is also a compassionate therapist and she is also artistically inclined.
- Wilhelmina Harris, BA is the coordinator for peer specialist at WJCS. Wilhelmina brings with her a wealth of experience. In addition to being a certified peer specialist she has been trained in several different treatment modalities such as organizational skills training, DBT, parent management training and encompass.

**4a. WILL THE CONTRACTOR BE UTILIZING ANY VOLUNTEERS, OR BE HIRING/UTILIZING ANY SUBCONTRACTORS IN FURTHERANCE OF THIS AGREEMENT? IF SO, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

(If the Contractor will be using any subcontractors, volunteers, and/or other agents other than the individuals identified in question #4 above or #7 below, they need to be disclosed here)

WJCS will not be utilizing any volunteers, subcontract any aspect of our services, or utilize any other agents

**5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

All students and families will be assured of confidentiality in sessions, consistent with HIPAA guidelines. A final report to the school will include number of students served and total number of individual and group sessions provided. The progress and achievements of the groups as a whole will be reported to the school administration. Individual student progress in therapy will be reported to parents and school as relevant.

**6. HOW WILL THE QUALITY BE JUDGED?**

(Set forth the method which will be used to evaluate contractor's performance)

The aim of these groups is to help the students become more socially and emotionally aware. The success of the group's will be measured by pre- and post-test that will be developed by WJCS and administered to the students.

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

- Dr. Frank O. Hernandez, Executive Director
- Seth Diamond, Executive Director of WJCS, will sign the contract for partnership with the Yonkers District. WJCS will be responsible for the contract through the administrative oversight of Pat Lemp, WJCS, Chief Clinical Officer. Fiscal responsibility in regard to invoice for payment will be managed through the WJCS Finance Department.

**CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION**

Name: WJCS  
Address: 845 North Broadway, White Plains, NY 10603  
Contact: Pat Lemp, LCSW, Chief Clinical Officer  
Address: WJCS, 845 North Broadway, White Plains, NY 10603  
Tele #: 914-761-0600, ext. 2207  
Email: plemp@wjcs.com

CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER: **13-1740071**

CONTRACTOR'S STATUS: **Not-for-Profit, 501c3 corporation, Westchester, NY**

School District Administrator Name: Dr. Frank O.Hernandez  
School District Administrator Title: Assistant Superintendent  
School District Administrator Phone No.: 914-376-8011  
School District Administrator Email: fhernandez2@yonkerspublicschools.org

**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

Yes, one of the goals of the ARP-ESSER funding is to support student social emotional developmental health.

**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

As a licensed Article 31 NYS Office of Mental Health Clinic provider WJCS does obtain student data from parents, students, and teachers. This data is kept confidential and will never be re-disclosed without expressed release

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

No, the data obtained and tracked is for the purposes of assessing ongoing academic functioning and improvements tied to mental health functioning. It is not utilized for any other purposes.

Performance Based Guidelines

Reviewed and approved by:

  
(Signature of School District administrator/employee)

Frank O. Hernandez

(Printed Name)