

## **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 offer social-emotional learning groups throughout the summer. The focus is to help students learn and practice social skills, such as cooperative play, frustration management and interpersonal skills. The group facilitators will teach these skills through the use of a variety of different methods (ex: arts and crafts, music, movement and worksheets etc.). The goal is for the skills to assist the students in practicing self-care, making good decisions, and managing overwhelming emotions in a positive manner.

The group sessions will take place over the five weeks of summer programming. The groups will meet twice per week during the summer school day. Each group session will highlight a new skill. Each group will start off with a mindfulness activity and then introduce the new skill of the day. Skills that will be taught, and practiced, are active listening, coping ahead, self-soothing and distress tolerance skills, etc. Each new skill introduced will be accompanied by a related activity to help reinforce the skill taught that day.

Services will be continued at Roosevelt-ECS for students and families.

### **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, in the school buildings identified by the Yonkers School District for summer programming and continued services from the school year.
- **Students:** The students attending summer school programming and the summer enrichment programs will participate as well as those receiving services at RHS during the year.
- **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.)

Students who are attending summer school, continued services for students and summer enrichment programs in the school buildings identified by the district.

### **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 will 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
- WJCS has a number of clinicians who are employed in our six Yonkers School Based licensed sites; they will be providing the services.
- Solange Morel, a bilingual family support worker, and Wilhelmina Harris, who both have life experience as parents of children with disabilities, will be involved. Each has experience facilitating social-emotional learning groups. Each of them is also assigned to a WJCS Yonkers School Based clinic throughout the school year.

**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?)

WJCS will meet with the district administrators in each building, as they deem necessary, to keep them updated on the progress of the groups. If any concerns arise during the groups that involve the safety of a student(s), WJCS will inform the appropriate district staff in the building. The results of the questionnaires that will be given at the end of the summer will also be shared with the district.

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

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

The aims of these Social Emotional groups will be to help students become more socially and emotionally aware. The success of the group will be measured with a post-test knowledge questionnaire, designed to assess skills acquired throughout the summer groups. WJCS will develop and administer the questionnaire and will share the results with the district.

**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)

- Elaine Shine, 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**

**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, the services are aligned to the ESSR grant which includes providing social emotional support for students.

**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.**

WJCS will receive names and grades of the students participating in the summer programming. WJCS will not be inputting any student data into our agency records. If a student becomes a client of WJCS' Article 31 mental health clinic, appropriate HIPPA and confidentiality procedures will be followed.

**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:

E. Mire 3-30-23  
(Signature of School District administrator/employee)

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(Printed Name)