

**CONTRACT BETWEEN:  
RPC EARLY CHILDHOOD EDUCATION PROGRAM  
and  
MENTAL HEALTH CONSULTANT**

**1. PARTIES:**

The Mental Health Consultant, Elise Belknap, PhD, LPC, NCC, hereinafter, will be referred to as the Independent Contractor.

The Champaign County Regional Planning Commission, a unit of Champaign County government, hereinafter, will be referred to as RPC.

**2. TERMS:**

The term of the contract will be effective July 1, 2023. This contract may be terminated with a 30-day written notice by either party.

**3. PAYMENT OF SERVICES:**

The Contractor's fee is \$150.00 per hour for up to 8 hours per week of services. Service hours will not exceed 10 hours per week unless prior approval has been given by the Early Childhood Division Director in writing. Mileage will be reimbursed at the current government rate. If the mileage rate changes, the contractor will be notified.

The Contractor will provide RPC with a bill for mileage on a monthly basis.

The Contractor will provide RPC with a bill that describes the services provided, site (if applicable), cost, dates services provided, and total cost for all on a monthly basis.

The Contractor will charge RPC a cancellation fee of \$100 for any appointment missed or cancelled late.

The Contractor will not charge RPC for appointments the contractor cancels or misses.

**4. SERVICES TO BE PROVIDED:**

The Contractor will provide the following.

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.

- Establish and maintain a system of service for children whom parents or teachers have social- emotional and behavior concerns through:
  - General Classroom Observations, Consultation & Coaching
    - Visit each site at least once per month.
    - Provide child development information related to social-emotional development and mental health.
    - Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.
    - Provide written and oral observations and strengths-based feedback to classrooms on an annual basis.
    - Meet with classroom teams to review classroom observations and develop and implement plans as needed.
  - Staff Training
    - Support, coordinate, and provide staff trainings related to social-emotional and mental health issues at least once per quarter.
  - Programmatic Consultation
    - Participate in staff team meetings.
    - Participate in the development and implementation of mental health program and policy.
    - Weekly reflective consultation with Director, Service Area Managers, site management, social skills and prevention coaches, and S-E committees.
  - Parent Training
    - Provide workshops and trainings for families as needed.
  - Individualized Child and Family Centered Observations & Consultation
    - Conduct observations of individual children as assigned or referred for consultation.
    - Meet with families to consult on child and family needs and create or follow-up on plans to support these needs.
    - Provide child and family referral and follow-up to community services.
    - Conduct home visits to support the mental health needs of families and children if needed.
    - Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young

children.

- Conformity to Head Start Program Performance Standards to children, families and staff have an ongoing source for social-emotional and behavioral education and services.
- Establish formal and informal relationships with community resources providing social-emotional and behavioral services.
- Establish and maintain a systematic procedure to track the provision of screening services.
- Establish and maintain a system which ensures ongoing communication with parents of children with identified social-emotional or behavioral concerns with efforts to facilitate a behavioral/treatment plan and follow-up.
- Provide outcome reports each quarter that address the requirements of the grants.
- Work with parents to familiarize them with information and education concerning topics of social-emotional learning and behavioral concerns.
- Develop and monitor treatment plan for any child needing support to develop age-appropriate cooperative behavior.

RPC will provide the following.

- Provide Contractor with an orientation to the RPC Program.
- Provide regular meetings between Director, Assistant Director, the Child and Families Services Manager and Contractor for program supervision and contract monitoring.
- Provide annual performance evaluation for Contractor based on the scope of services and responsibilities and duties of Contractor as outlined in this Agreement.
- Work with the Contractor to develop an appropriate referral process.
- Support Contractor with contacting families if Contractor is having difficulties setting up appointments with families.
- Arrange logistics, e.g., room reservations and set-up of area, for trainings

conducted by Contractor with adequate notice of these needs.

**5. EMPLOYMENT STATUS:**

The Contractor acknowledges that for the purposes of services rendered pursuant to this Contract that s/he is not an employee of RPC and amounts paid pursuant to this Contract do not constitute compensation paid to an employee of RPC for such purposes as collection or qualification of benefits.

**6. NONDISCRIMINATION:**

The contractor agrees to comply with Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, the Constitution of the United States, the 1970 Constitution of the State of Illinois and any laws, regulations or orders, State or Federal, which prohibit discrimination on the grounds of race, sex, religion, national origin, inability to speak or comprehend the English language, or by reason of disability.

**7. CONFIDENTIALITY:**

The Contractor agrees that any information obtained concerning persons served by RPC will remain confidential. The Contractor agrees not to disclose any information concerning said persons without written authorization from said persons, and only for purposes directly connected with the administration of the program and services, or as may be required by State or Federal law.

**8. LIABILITY:**

RPC assumes no liability for actions of the Contractor under this Contract. The Contractor agrees to hold harmless, RPC, against any and all liability loss, damage, cost, or expenses arising from wrongful or negligent acts of the Contractor, which RPC may sustain, incur, or be required to pay as a result of Contractor's performance under this Contract.

**9. MONITORING AND EVALUATION:**

The Contractor agrees to maintain records on forms provided by RPC.

- Bill for services
  - To submit invoices on a monthly basis for service performed in the pay period, allowing enough time for appropriate documentation of services.
  - To assure that all invoices include:
    - Dates of Service

- Category of Service
  - Number of Hours billed for each category
  - Any correlating In-Kind amount for billing services
- Cancellation/no-show fees will be charged at \$100 unless the Contractor is responsible for the cancellation, or 24-hour notice is given.
- Document mental health plans:
  - To participate in planning for the execution of services listed as well as participating in program planning when expertise in Mental Health is needed or required.
- Document contacts with families
  - To make every effort to follow-up with families referred for services within one (1) week and provide documentation of these efforts.
- Current Registered License or Certification and insurance on file with RPC.
- Secure and assume responsibility for clinical supervision as needed.

*Erige Beltrug*

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Signature of Early Childhood Mental Health Consultant

*7/1/2023*

\_\_\_\_\_  
Date

*[Handwritten Signature]*

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Signature of CEO of Champaign County  
Regional Planning Commission

*07-01-2023*

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Date