



New Mexico Early Child Education and Care Department
Infant and Early Childhood Mental Health Consultation
Individual Application

SECTION I: INSTRUCTIONS

Due no later than 3 p.m. Monday, May 5, 2023. Applications must include all requested attachments. Please email to: ECECD.IECMHC@ececd.nm.gov. Incomplete or late applications will not be accepted or reviewed.

This contract application is specific to **Individual/Private Practice** mental health professionals that are interested in partnering with the New Mexico Early Childhood Education and Care Department (ECECD) to provide Infant and Early Childhood Mental Health Consultation (IECMHC) to New Mexico communities. If a contract applicant is selected, Falling Colors, ECECD’s third-party vendor, will issue a contract with a detailed scope of work and Falling Colors will have oversight of the contract and invoicing for services.

THESE DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF ECECD.

ACTION	RESPONSIBLE PARTY	DUE DATE
Application Period Opens	ECECD	April 6, 2023
Optional Pre-application Orientation Information Session Via Zoom	ECECD	April 21, 2023
Deadline to Submit Written Questions Not Addressed in Orientation Session	Applicant	April 26, 2023
Responses to Written Questions and posted to FAQ	ECECD	May 1, 2023
Submission of Application	Applicant	May 5, 2023
Contracts issued	Falling Colors	May 24, 2023

Pre-application Orientation Information Session.

Eligible applicants may attend the optional pre-application orientation session via Zoom from 12 p.m.-1p.m. on April 21, 2023. A recording will be posted on the SEED web page: [Social Emotional and Early Development \(SEED\) Initiative | Early Childhood Education & Care Department \(nmececd.org\)](#)
<https://us05web.zoom.us/j/88258105361?pwd=bnMxbmRKZjByZEM1dERLdlpwS204UT09>

Written Questions.

All questions about the application must be submitted via email to ECECD.IECMHC@ececd.nm.gov by April 26, 2023, at 3pm. Written responses to the questions will be posted on ECECD’s website, [Social Emotional and Early Development \(SEED\) Initiative | Early Childhood Education & Care Department \(nmececd.org\)](#) for the benefit of all eligible applicants, by 5pm May 1, 2023

Application Submission and Due Date.

Applicants must email completed and signed applications with all required attachments to ECECD.IECMHC@ececd.nm.gov no later than 3 pm MDST/MST on Monday May 5, 2023. Please include in the subject line of the email: “(Insert Your Name) – IECMHC Application 2023.” Late and incomplete submissions will not be accepted or reviewed by ECECD.

SECTION II: PURPOSE

ECECD seeks to build a statewide equity-informed infant and early childhood mental health consultation system. To achieve this goal, ECECD will contract with Infant Early Childhood Mental Health (IECMH) Consultants to make consultations available throughout the state, including with Tribes, Nations, and Pueblos. **This application seeks qualified individuals to act as individual consultants to contract with ECECD to provide IECMH Consultation.** There is a separate application for agencies to apply as an agency to employ consultants. It can be found on the website, under “Agency Application”.

By providing services to primary early childhood caregivers (e.g., educators, home visitors, parents) in New Mexico, ECECD's IECMH Consultation Program will support and strengthen the caregiving process and therapy, promoting optimal development for all children in a setting or service system. The IEMHC model is based off of [ECECD's Statewide Infant Early Childhood Mental Health Consultation Report and Three-Year Plan](#). This plan will be achieved by following ECECD's vision for IECMHC to:

- Provide child development information related to social-emotional development and mental health to caregivers that work directly with children ages zero-five and their families.
- Provide written and oral observations and strengths-based feedback to the caregivers who received IECMHC services.
- Meet with primary early childhood caregivers (e.g., educators, home visitors, parents) at assigned settings to review observations and develop and implement action plans.
- Participate in the development and implementation of programing and policy related to social-emotional learning, equity and overall quality practice.
- As appropriate, conduct standardized developmental, behavioral, and/or social-emotional screening and assessments for individual children referred for consultation. As seen fit by contracted consultant, provide referrals and follow-up with community services as needed.
- Participate in regular reflective consultation with a reflective consultant that is assigned by the ECECD IECMHC Coordinator.

Selected individuals will be responsible for the items outlined in Section V: Role and Responsibility, of this application, and any additional terms included in the contract or agreement with Falling Colors.

SECTION III: FUNDING

Funding is subject to the availability of current and future federal, state or private funding sources for the period of the contract (State FY23 and FY24). No guarantee is made or implied by the State of New Mexico or ECECD as to the amount allocated to any award. If a contract application is selected, Falling Colors, ECECD's third-party vendor, will issue a contract with a scope of work and Falling Colors will have oversight of invoicing for services. The Unique Entity Identifier (UEI) is required for subrecipients of federal funding. If you do not have a UEI, please indicate "do not have UEI" at the end of the application in the provided space and please begin the process of requesting one from sam.gov

SECTION IV: QUALIFICATIONS

Required Qualifications

Consultant must have a master's degree in behavioral health, social work, counseling, psychology, or marriage and family therapy and is licensed or eligible to be licensed in one of the required fields. The ideal candidate will have more than two years post-master's mental health experience and experience providing IECMHC.

1. Consultant must be able to work with adults in groups and individually, communicate effectively, engage in conversation about racism, bias, and equity, and develop and implement supportive strategies for individuals they are working with to foster strong relationships. Consultants must have at least two years of experience as a mental health professional.
2. Consultant must possess attributes, skills, and specialized knowledge critical to this work as follows:
 - a. Facilitate partnerships
 - b. Culturally sensitive
 - c. Flexible
 - d. Empathetic
 - e. Curious
 - f. Knowledge of early care and education systems
 - g. Knowledge of Infant Early Childhood Mental Health Consultation
 - h. Knowledge of child development
 - i. Understanding of the impacts of stressors on child development and mental health
 - j. Understanding of how domestic and community violence can impact mental well-being
 - k. Understanding the relationship between adult mental illness and infant social and emotional development.

Preferred Qualifications

Consultants providing IECMHC services in the community will preferably possess the following:

1. Knowledge of early childhood mental health, including attachment relationships, typical and atypical child development, the underlying causes of challenging and troubling behaviors, best practices and evidence-based practices, curricula in working to support young children’s social-emotional development, knowledge of how mental health services and concepts differ across different cultures, and knowledge of the mental health service delivery system.
2. The ability to build strong, collaborative relationships, conduct observations of children and environments and use the results of these observations to set goals and develop individualized plans, the ability to partner and work collaboratively with staff and families, the ability to work as part of a team to support children and families, and the ability to motivate and engage staff and family members. Skills may also include practical skills, such as writing and documentation skills, organizational skills, self-management skills and the ability to efficiently manage time and communication skills.
3. Training or experience providing consultation services and working in early childhood settings.
4. Experience, especially clinical experience, working with children ages zero to five and their families.
5. Experience working in a classroom setting and/or consulting with early childhood educators.
6. Experience working with historically marginalized and culturally diverse populations.

Required time commitment.

Services	Time range (minimum)
Direct Services (initial assessment, action plan, observation, etc.)	12 hours per week
Professional Development (initial training, and continuous training required by ECECD)	10 hours per month *
Reflective Consultation (individual and group)	5 hours per month

*Professional Development hours vary, with a higher time commitment during the first year.

SECTION V: ROLE AND RESPONSIBILITY

If a consultant is selected to provide the contracted services identified above, the consultant must abide by the following terms and conditions:

A. Personnel

1. The contracted consultant must maintain all of his or her own personnel documents. The following documents must be in each consultant’s personnel file and kept up to date:
 - a. Background check/clearance,
 - b. CPR/First Aide Certification
 - c. Professional Liability insurance (up to \$1,000,000 per claim and 3,000,000 per annual)
 - d. Valid driver’s license
 - e. Valid car insurance
2. Contracted consultants must pass and maintain a background check in accordance with 8.9.6 NMAC, et seq. The individual consultants must submit fingerprint cards and the appropriate fees to the ECECD Background Check Unit. An ECECD eligibility letter must be in the personnel file prior to having any unsupervised direct or potential contact with children.
3. Physical requirements-ability to work with active children, ages 3-5.

B. Professional Development

Consultants must participate in all training required by ECECD, which is approximately 10 hours per week, during the first year (e.g., consultative practice, training in evaluation tools and methods, and reflective practice).

C. Evaluation

Consultant must participate in all aspects of data collection and evaluation in collaboration with an ECECD evaluator.

D. Consultation

1. ECECD will direct consultant assignments to programs to conduct IECMHC (see Section F. Provider Assignment/Coordination of Services). Each consultant will be expected to be available for approximately 60% of monthly hours for direct onsite consultation (and maintain 40% for other activities, such as training and administrative tasks).
2. Direct onsite consultation will include:
 - a. An initial assessment (tool provided by ECECD)
 - b. Classroom or program observations (tool provided by ECECD)
 - c. Developing action plans with achievable goals that addresses the specific need of the child, classroom, and/or program.

E. Supervision

1. ECECD will offer reflective/clinical consultation to consultants that are providing IECMHC services.
2. The contracting consultants must participate in group reflective consultations held by an identified reflective consultant virtually, approximately 1-2 hours per month.

F. Provider Assignment/Coordination of Services

1. ECECD will work with contracted consultants to establish eligible Early Childhood Education (ECE) sites where services will be offered.
2. Consultant will be responsible for notifying ECECD of progress with programs, per provided ECECD policies and procedures.

G. Documentation

Consultant must document all IECMHC services provider in accordance with all ECECD (see Section D.2) and HIPAA requirements and professional standards.

H. Child Neglect and Abuse Reporting

1. As required by law, all contracted consultants are mandated to report suspected abuse, neglect, or exploitation of children to the Children, Youth and Families Department’s (CYFD) Statewide Central Intake and Child Abuse Hotline (1-855-333- SAFE [7233] or #SAFE from a cell phone), the appropriate law enforcement agency, or the appropriate tribal entity.
2. After any suspected abuse, neglect or exploitation is reported to the appropriate agency as required immediately above, the contracted consultant must report the same to the identified ECECD program coordinator.

I. Grievances

1. Contracted consultants must provide written notification to ECECD of any ECE site that has filed a grievance or complaint about the contracted services identified herein.
2. Contracted consultant must report any complaints against themselves, including licensure violations or any investigations conducted by the New Mexico Regulation and Licensing Board.

SECTION VI: COMPENSATION

If awarded, ECECD will contract with individual consultants per an agreed upon budget.

- \$80-\$125 per hour (based on budget submitted as part of this application)
- 60% of billed time must be in direct onsite consultation hours
- 40% other responsibilities (i.e., case notes, data entry, reflective consultation, professional development, and additional administrative time).

SECTION VII: APPLICANT INFORMATION

APPLICANTS NAME

STREET ADDRESS	CITY	STATE	ZIP
EMAIL		TELEPHONE NUMBER	

SECTION V: APPLICATION QUESTIONS- please use the spaces below to answer the following questions

Describe your experience working with adults as it relates to children’s social-emotional development and mental health:

Describe your understanding of IECMHC and the services it provides:

Describe your experience working with culturally, socially and economically diverse families and program staff:

What training or experience do you have related to structural racism, health inequities, or implicit bias?

SECTION VI: BUDGET

Use the table and instructions below to request your budget: *This Contract Period will be from June 1, 2023- June 30, 2024 (13 months). Any budget amendments would be subject for approval by ECECD and/or Falling Colors.*

(Monthly Hours X Requested Hourly Rate X 13 months = Total Budget)

Monthly Hours:	Requested Hourly Rate	Contract Period	Total Budget
		13 Months	

SECTION VII: REQUIRED ATTACHMENTS

Attachment 1 (PDF File): Resume. Please attach a resume demonstrating that you meet the qualifications outlined above and include your name and contact information in the resume.

SECTION VIII: APPLICANT CERTIFICATION

I, _____ certify under penalty of law that I have read the full contents of this Application and that, to the best of my knowledge, information and belief, the information contained in this Application and any attachments, is true and correct.

I further certify under penalty of law that I am an authorized applicant to provide the IECMHC services set forth above, and that if awarded, I will fulfill all agreements, requirements, and conditions described in this Application and abide by all applicable state and federal laws and regulations.

I further certify under penalty of law that:

- I have actual and personal knowledge of the information provided in this Application and certify that it is true and correct in all material respects; and
- I am familiar with and agree that if awarded, I will comply with all applicable rules and regulations, including prohibitions on conflicts of interest, and cost reimbursement requirements (including reimbursable and non-reimbursable expenses, documentation requirements, and provisions for determining reimbursable amounts).

I further certify under penalty of law that if awarded a contract to provide the IECMHC services set forth above, I will provide the services according to all contractual requirements.

Print Name of Applicant	
Federal Unique Entity ID (UEI) – if not yet received, please indicate this <i>(The UEI is used to apply for Federal financial assistance and subrecipients.)</i>	
Signature of Applicant <i>(Digital Signature permitted)</i>	
Date Application Completed	

