

Request for Proposals

Project Evaluation

Children's Mental Health Multidisciplinary Treatment Team

Proposals submitted by email to:

Lesley Barraball, Director of Mental Health Services

lbarraball@carizon.ca

Carizon Family and Community Services

1855 Notre Dame Drive N.

St. Agatha, ON

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Proposal Submission Deadline: August 12, 2016.

Background

Carizon provides intensive treatment services to children through day and residential treatment programs. Our children live with complex social, emotional and psychological challenges. They also often have significant learning challenges and have experienced significant psychological trauma. In addition, we are seeing more and more children who have autism spectrum disorders and challenges with sensory integration. All of these issues have a significant impact on how children relate to their environment and to people around them, and how the significant people in their lives respond to them. Our children are often a “puzzle” to the people around them, leaving the children feeling misunderstood and rejected, and the adults feeling helpless and frustrated. It is our role to establish an excellent understanding of each child we serve and to ensure that as a result, the child and his or her family, school and community also understand them better

Recognizing that our children are presenting as increasingly more complex, we applied for a grant from the Ontario Trillium Foundation to expand our multidisciplinary treatment team to include the expertise of professionals from service sectors other than mental health (e.g. psychology, occupational therapy, speech and language therapy, etc.). These professionals will provide specialized assessments to our children, enhance our understanding of their unique strengths and needs, and provide treatment recommendations to our program staff. The enhanced knowledge will allow us to develop individualized treatment approaches that are better suited to the strengths and needs of each child, allowing them to successfully develop enhanced coping skills, experience increased academic success, and develop needed social and emotional skills to successfully reintegrate into their family homes and community schools.

Through this grant we hope to:

- a) receive comprehensive diagnoses and treatment recommendations for each child
- b) improve the effectiveness of our individualized treatment interventions
- c) learn how to modify our therapeutic environments to address the sensory needs of the children we serve
- d) learn how to use specialized equipment and technology to support children with specialized needs
- e) build our knowledge, skills and confidence in providing service to children with specific diagnoses/challenges so they experience increased success
- f) provide evidence regarding the effectiveness of an expanded multidisciplinary team to make a case for ongoing funding
- g) share our findings with other children’s mental health service providers

Primary purpose of the evaluation:

- To evaluate our learning from this project, and more specifically to evaluate the expected outcomes listed above

Scope of Activities

It is expected the submitted proposal will cover, at minimum, the following project requirements:

1. Co-development of the project evaluation framework in collaboration with the Agency. Core elements of the evaluation plan will include:
 - develop key evaluation focus
 - determine methodology, develop instruments & tracking tools
 - determine methods and frequency of data collection
 - develop project 'logic model'
 - timeline for evaluation activities
2. Conduct the evaluation
 - Work with project leads to determine scope of the evaluation
 - Implement evaluation using plan developed
3. Reporting
 - Regular communication & meetings with project partners to ensure progress
 - Presentation of findings to project leads
 - Prepare draft and final evaluation report prior to the end of the project
 - Prepare summary report of the project for a broad community audience prior to the end of the project
4. Signatories
 - Include the names and signatures of appropriate authorized personnel

Roles & Responsibilities

Project Lead	Evaluator
Provide fee for service agreement for the contact duration	Develop evaluation framework & timeline along with monitoring tools within the first month of contract
Provide a single point of contact to the evaluator	Initiate monitoring cycles and evaluation activities with the Agency and stakeholders
Provide timely responses to requests for reporting & monitoring	Meet with project lead on a regular basis or as needed

Participate in meetings, planning sessions as needed by the evaluator	Provide final written report prior to the end of the project.
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Budget

The budget assigned for this contact is \$10,000 over approximately one (1) year.

Ownership of Project Data

Carizon retains ownership of all data collected through the evaluation process.

Closing Date & Time

Submissions must be received by email to Lesley Barraball (lbarraball@carizon.ca) by 4:00pm on August 12, 2016. Submissions should be no longer than 3 – 4 pages, plus appendices. Candidates will be contacted for a follow up interview after 2 weeks.

References and Previous Work

Please include 2 – 3 professional references for previous evaluation work conducted. You may also provide links to evaluation work found online or attach 2 – 3 evaluations with your email submission.

Questions

Questions of clarification about the Request for Proposal should be sent in writing to Lesley Barraball (lbarraball@carizon.ca).