



# **Tennessee Safe Baby Courts**

## Standards of Operation and Implementation Guide

Current Effective Date: DRAFT

This document is subject to modification.



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# Program at a Glance

## ***Mission***

To implement effective practices for families with cases in juvenile court which meet the mental health and developmental needs of children and improve outcomes for children and families.

## ***Introduction***

Tennessee Safe Baby Court (SBC) brings juvenile courts, the Department of Children's Services, and community organizations together to expedite permanency for young children and their families involved with the child welfare system. Cases in Safe Baby Court are treated as regular dependency and neglect cases but with a specialized approach to service delivery based in neuroscience research that supports that the most crucial developmental period is the first three years of a child's life. This program aims to prevent further maltreatment from occurring and addresses the trauma that a family may have already experienced. Specialized services are offered to children to ensure positive early learning experiences and provide wrap around support to parents to increase chances of family success.

Each Safe Baby Court consists of a family team, which works with and supports the families on the docket, and a stakeholder team, which seeks to continuously improve the Safe Baby Court process and increase services in each community. These specialized teams also provide an opportunity to address and improve structural issues within the child welfare process. Most teams will take about six months to become fully operational and begin working with their first family. Due to the intensive nature of this work, there should be no more than twenty cases on a docket at one time. The typical case spans a time frame of ten months. The success of Safe Baby Court requires full commitment from the judge, support from the child welfare agency, a highly skilled care coordinator, and quality resources provided by community partners.

## ***Outcomes for Safe Baby Courts***

- Prevent children from entering custody.
- Reduce the length of time for a child involved in the child welfare system to achieve permanency.
- Reduce the likelihood of repeat maltreatment.
- Increase community resources and involvement with families of young children.
- Increase community awareness of infant mental health and the impact of Adverse Childhood Experiences (ACEs) and trauma.

# Program Design

## ***Safe Baby Court Program Expectations***

- A SBC Court Coordinator is assigned to each site and will have the capacity to provide oversight to a maximum of twenty (20) cases assigned to the SBC program.
- Safe Baby Court is convened at least monthly. However, court may be held more frequently based upon the individual circumstances of the case and capacity of the Safe Baby Court site.
- The presence of infants and children is encouraged at all court appearances and team meetings.
- Family team meetings are held at least once a month. However, meetings may be held more frequently as necessary based upon individual family circumstances.
- Visitation is increased and prioritized to promote safe and healthy interactions that are individualized and meaningful between parent(s), caregivers and family members.
- Parents are enrolled in child-parent psychotherapy or a similar therapeutic model. Individual needs of participants are identified and addressed, with a focus on intergenerational trauma and its impact on young children and families.
- Support is provided to parents and caregivers through responding to the needs and traumatic stressors in a family's life.
- Community stakeholder meetings are held at least quarterly. Meeting minutes are distributed within a timeframe established by the SBC team local protocols.

## ***Statewide Criteria for Case Assignment to Safe Baby Court***

Core components are necessary to provide practice standardization among the SBC sites. The following criteria were established to provide consistency while respecting and preserving the uniqueness of each SBC site and allowing each court to meet the specific needs of the jurisdiction.

- One child in the family must be age birth through three (3) years old.
- Siblings, half siblings, or step siblings of the identified child (age birth through 3 years old) living in the household or deemed to have a significant relationship with the child and family are included in the SBC program.
- The children/family must be subject to the jurisdiction of the SBC.
- The case must meet the DCS criteria to file a petition or participate in a court case. DCS will maintain an open case throughout the life of the SBC case. The case may be assigned to Child Protective Services (Investigations or Assessments), Family Support Services, or Social Services.
- Participation in the SBC program is voluntary. The SBC Court Coordinator will discuss with the family the expectations and commitment of SBC. If the Court Coordinator is not available, the DCS case manager will provide this information. Information will be presented to the family in a non-coercive manner.
- Each SBC site may determine additional criteria to be considered when accepting or excluding a case from the SBC. Examples of selection/exclusion criteria include custody status (non-custodial, custodial, or both); allegation requirements (e.g. drug exposed child, neglect, physical abuse); availability of the parent to participate in the SBC program (e.g. incarceration, out of state, whereabouts unknown).
- If the legal status of a child involved in an SBC changes, the child is expected to remain in the program and continue to be provided services and oversight by the court and DCS until permanency is achieved or the Court orders a release. For example, if a non-custodial child enters DCS custody, the child will remain in the SBC program until permanency is achieved either through reunification, exit to relative/kin or adoption/guardianship.



## ***Data Reporting***

The official database for the SBC is Quest. Training and ongoing technical assistance will be provided to the court coordinators by the AOC to ensure efficacy and timeliness of data entry. Data will be monitored and regular reports will be generated by the AOC.

## ***Teams and Participants***

There are three key teams that participate in Safe Baby Courts. They are detailed below.

### **Safe Baby Court Team (SBCT)**

The following members are key components:

- Judge or Magistrate
- Court Coordinator
- DCS (to include local program and legal staff)
- Infant Mental Health Specialist
- Community Stakeholders (identified by each SBC site)

The roles and responsibilities of the SBC Team include, but are not limited, to:

- Develops the local criteria and protocol for selecting potential cases
- Participates in court hearings
- Participates in family team meetings (excluding the Judge/Magistrate)
- Ensures communication among team members is timely, accurate and informs decisions
- Provides support to the Court Coordinator
- Provides input into the resource needs for children and families
- Assists in the development of community resources and services

## Family Team

The family team works with and supports SBC families and attends family team meetings and court hearings. This team's goal is to improve each family's experience in the child welfare system and expedite the achievement of permanency and wellbeing. The team can include the:

- Court Coordinator
- DCS Case Manager
- Birth parents
- Supportive family and community members identified by the family
- Attorneys representing the children, parents, and DCS
- The child's CASA volunteer
- Infant Mental Health specialist
- Early intervention specialist working with the children
- Family's child-parent psychotherapist

## Stakeholder Team

The stakeholder team engages the community around the needs of infants and toddlers involved in the child welfare system. Their goal is to understand the barriers that interfere with supporting young children and families and then to facilitate a discussion around improvements. This team can include the:

- Child welfare agency staff
- Local leaders at government agencies serving children and adults (such as public health, Medicaid, and housing authority)
- Primary Health Care Providers & Dentists
- Attorneys representing children, parents, and the child welfare system
- Court Appointed Special Advocates and Guardians ad litem
- Mental Health Professionals & Infant Mental Health Specialists
- Indian child welfare agencies
- Law enforcement
- Substance abuse treatment providers
- Early intervention specialists
- Domestic violence service providers
- Representatives from colleges and universities
- Faith-based groups & other volunteer community leaders
- Members of foster parent organizations
- Child and family advocates
- Court Improvement Program staff
- State and local legislators



# Roles and Responsibilities

## ***Court Coordinator Role***

The Court Coordinator is an advocate for SBC families and plays a significant role in developing services within the community and collaborating with other agencies to meet the needs of the families. The Court Coordinator is responsible for:

- Convening and facilitating quarterly stakeholder meetings and distributing meeting minutes.
- Creating and maintaining an updated community partnership database and providing access to the SBC team members.
- Identifying new community partners or resources to enhance service delivery to children and families; strengthening partnerships and communicating regularly with existing and new community resources.
- Providing initial information regarding SBC to prospective families. This can occur at a Child and Family Team Meeting (CFTM), a preliminary court appearance after a petition has been filed with the court, or during a meeting that would be appropriate for discussing the SBC option and expectations with the family.
- Convening the team to discuss potential participants in SBC and making a recommendation to the Judge or designee for participation in the SBC program as outlined in the local protocol for each SBC.
- Convening and facilitating the monthly family team meeting when possible. CFTMs that are directly related to the family permanency plan, child placement moves, or potential removals into DCS custody will be facilitated by a DCS facilitator as outlined in DCS Policy 16A: *Child and Family Team Meeting Protocol*.
- Identifying and coordinating services and resources for the child and family in collaboration with the DCS case manager, as outlined in the family permanency plan, or identified in the family team meeting.
  - May provide direct services to the family when deemed appropriate such as, supervised visitation, home visitation, or transportation.

- May contact the provider to receive updates or confirmation of compliance
- Coordinating input from other professionals, such as infant mental health or addiction issues, as deemed appropriate for individual child and family circumstances.
- Providing support to the family and the court team by participating in team meetings and court appearances.
  - Attends all judicial hearings and provide updates to the court on the progress of the infant and family
  - Facilitates family team meetings, except when a DCS Facilitator is required, and documents outcomes
- Securing a location for the family team meeting that is conducive to family engagement, convenient to the schedule and logistics of the child and parent activities, and utilizes technology whenever possible to accommodate team members that cannot appear in person.
- Entering timely documentation and data into the Quest System.
- Setting the agenda and facilitating stakeholder team meetings.
- Attending ongoing trainings and staying updated on new research impacting the SBCT, as well as relaying this information to the team.
- Participating in monthly court coordinator calls.
- Coordinating training events for the local community related to SBC.
- Maintaining an email distribution list of community organizations, lawyers, and judicial leadership to facilitate efficient dissemination of information.
- Modeling compassion, respect, flexibility, patience, humility, and openness for members of the SBCT.

## ***DCS Case Manager Role***

Every SBC case will have an assigned DCS worker, which may be a Child Protective Services, Family Support Services or Family Services Worker. They will provide case management services according to DCS policy and will collaborate with the SBC team to support the family.

## ***Community Partner Role***

Collaboration with community stakeholders is a critical component to the SBC model and essential to achieving goals and outcomes. The community partner is critical to:

- Providing services for children and families involved in the SBC
- Participating in family team meetings, as applicable
- Participating in monthly stakeholder meetings

# Timelines and Procedures

*The listed activities occur after a Juvenile Court has been identified to implement SBC and the contract with DCS has been negotiated. The timeline for initiating the following activities will be developed in collaboration with DCS, AOC and the TDMHSAS.*

## Implementation Timeline and Procedures

Estimated Time for Completion	Person Responsible	Actions Required
1-2 months	Judge, local DCS leadership, Central Office DCS, AOC, TDMHSAS	<ul style="list-style-type: none"> <li>• Determine the judge who will have jurisdiction over these cases.</li> <li>• Identify key players &amp; DCS staff that will be part of the team.</li> <li>• Hire the court coordinator. <ul style="list-style-type: none"> <li>◦ Determine job plan/duties based on the county's needs, advertise position, interview, complete reference and background checks, salary negotiation process, and start date.</li> </ul> </li> </ul>
1 month	Judge, Court Coordinator, DCS local staff, Central Office DCS, AOC, TDMHSAS	<ul style="list-style-type: none"> <li>• Initial planning meeting to discuss: <ul style="list-style-type: none"> <li>◦ The initial training and who to invite to this training</li> <li>◦ Resources to support the court—what can we begin developing/identifying now?</li> <li>◦ Identify any issues/barriers to implementation</li> <li>◦ Communication to staff/ information to share</li> </ul> </li> <li>• Court coordinator contacts DCS Resource Linkage staff to discuss resources in the area.</li> <li>• The judge invites participation in the SBC and sends out invitations for an initial kick off meeting.</li> <li>• Key players attend initial training about Safe Baby Court, infant mental health, and intergenerational trauma.</li> <li>• Determine local criteria for a child/family to be included in the Safe Baby Court docket.</li> <li>• Determine a county specific protocol for working with families in the SBC.</li> </ul>

1-2 months	Judge, Court Coordinator, DCS local staff, Community Partners, Central Office DCS, AOC, TDMHSAS	<ul style="list-style-type: none"> <li>• Host initial kickoff stakeholder meeting with interested community partners and other SBC members.</li> <li>• Identify clinicians that can lead child/parent psychotherapy.</li> <li>• After kickoff meeting, the Court Coordinator will meet individually with each potential SBC member. <ul style="list-style-type: none"> <li>○ Develop rapport with the community resource partners</li> <li>○ Discuss their role in the SBC approach</li> <li>○ Assess what they can bring to the table to for families in SBC</li> </ul> </li> </ul>
1 month	Judge, Court Coordinator, Central Office DCS, AOC, TDMHSAS	<ul style="list-style-type: none"> <li>• Court coordinator attends specialized pre-service SBC training in Nashville.</li> </ul>
1 month	Court Coordinator	<ul style="list-style-type: none"> <li>• Develop email list for their county to facilitate meeting invitations and transmission of other information the members need.</li> </ul>
1 month	Judge, Court Coordinator, DCS local staff, Central Office DCS, AOC, TDMHSAS	<ul style="list-style-type: none"> <li>• Establish a workflow process for the SCB meetings, including agenda development and logistical arrangements.</li> <li>• Begin reviewing cases to determine the first families that will participate in the team.</li> </ul>

## Operational Program Timeline and Procedures

Timeline	Estimated Time for Completion	Person Responsible	Actions Required
Daily	Ongoing	Court Coordinator	<ul style="list-style-type: none"> <li>Continuously enter data and documentation into the database.</li> <li>Keep organized records of court dates and appointments.</li> <li>Perform administrative functions to implement and maintain the SBC.</li> </ul>
Monthly	Ongoing	Court Coordinator	<ul style="list-style-type: none"> <li>Participate in monthly check-in calls.</li> <li>Participate in monthly calls with court coordinators across the state.</li> <li>Schedule and facilitate meetings with the key SBC members.</li> <li>Schedule and facilitate stakeholder meetings.</li> </ul>
Monthly	Ongoing	Court Coordinator, Judge & DCS staff	<ul style="list-style-type: none"> <li>Schedule and participate in family team meetings and court dates.</li> <li>Participate in monthly SBC meetings.</li> <li>Participate in stakeholder meetings.</li> <li>Participate in trainings intermittently</li> </ul>
Monthly	Ongoing	Central Office DCS, AOC, TDMHSAS	<ul style="list-style-type: none"> <li>Schedule and lead monthly check-in phone calls with the court coordinator. <ul style="list-style-type: none"> <li>Plan, problem solve, and support the court coordinator in performing duties</li> <li>Identify topics needing training/info on</li> </ul> </li> <li>Schedule and lead monthly calls with court coordinators across the state.</li> <li>Continuous program evaluation and data monitoring.</li> <li>Organize training opportunities for court coordinators.</li> </ul>
Annually	Ongoing	Central Office DCS, AOC, TDMHSAS	<ul style="list-style-type: none"> <li>Submit SBC Annual Report to legislative committees by 2/1</li> </ul>



# Ongoing Support

## ***Support to the Court Coordinator***

Professional development and ongoing support to the court coordinator enhances the ability to effectively manage the SBC cases. DCS, AOC, and TDHSAS coordinate and create resources to enhance the Court Coordinator's development and provide training and networking opportunities. These agencies provide the following support to the Court Coordinator and SBC team:

- Monthly conference calls with all Court Coordinators statewide
- Monthly conference calls individually with each Court Coordinator
- On-boarding for new Court Coordinators
- Information sharing from state or local agencies regarding training and other resources
- Information sharing from national experts such as Zero to Three
- Peer to peer opportunities to shadow other court coordinators

## ***Training Requirements***

### **Initial Training**

*Who is required to attend?* DCS staff, Court Coordinator, and Judge/Court personnel.

*What will this training cover?* Safe Baby Court Teams, the implementation plan, infant mental health, and federal requirements about early intervention. Child welfare topics such as visitation, substance abuse, federal early intervention regulations, and models of judicial leadership in dependency proceedings will be discussed.

*Who will train?* Central Office DCS, AOC, TDMHSAS

### **Court Coordinator Pre-service Training**

*Who is required to attend?* Court Coordinators

*What will this training cover?* Family Engagement, Infant Mental Health, Overview of the Courts and Different Hearings, Developing Quality Permanency Plans, and Facilitating Child & Family Team Meetings.

*Where will this training be held?* Nashville.

*Who will train?* The trainers will include representatives from DCS, AOC, TDMHSAS, and TBI

### **Court Coordinator Ongoing Trainings**

*Who is required to attend?* Court Coordinators. These trainings are optional to other members of the SBCT.

*What will this training cover?* The themes will vary from topics including substance abuse treatment, early childhood development, facilitator skills, child welfare, documentation, and other topics. Court coordinators may request trainings or volunteer to train the coordinator group on a topic they are knowledgeable in.

*When?* These trainings will be offered periodically or as requested. Some will include webinars, educational videos, and in class trainings.

*Where will this training be held?* This will vary and may be online or held in classrooms.

*Who will train?* The trainers will vary depending on the training and region.

### **Ongoing Trainings for SBCT**

*Who is required to attend?* Various members of the SBCT who would benefit from the training. Who should attend will vary based on the training being offered.

*What will this training cover?* The themes will vary depending on the needs of the SBCT. Members of the SBCT may request trainings or volunteer to train the group on a topic they are knowledgeable in.

*When?* These trainings will be offered intermittently depending on need and training offerings.

*Where will this training be held?* This will vary depending on the training and trainer.

*Who will train?* The court coordinator will be instrumental in planning and scheduling these trainings. The court coordinator may serve as the trainer but may also reach out to other organizations to deliver trainings as well.

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# Contract, Budget and Reimbursement

## ***Contract and Budget***

The contract will be between DCS and the grantee. An example of the scope of services and deliverables is provided below:

**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF CHILDREN'S SERVICES  
AND  
Grantee**

This Grant Contract, by and between the State of Tennessee, Department of Children's Services (DCS), hereinafter referred to as the "State" and Grantee, hereinafter referred to as the "Grantee," is for the provision of Safe Baby Court, as further defined in the "SCOPE OF SERVICES."

**A. SCOPE OF SERVICES AND DELIVERABLES:**

- A.1. The Grantee shall provide all services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. The Grantee shall develop and implement an evidenced based specialized infant and toddler court, in Grantee County, with the Juvenile Court Judge. The Safe Baby Court (SBC) model shall serve children zero to thirty-six (0-36) months of age and their families and the SBC shall carry the same powers as the Juvenile Court that created it. The goal of the SBC court involvement shall:
  - a. Provide more frequent professional and judicial oversight; and,
  - b. Monitor the family's progress
  - c. Identify a Care Coordinator to provide community outreach and engage provider services for infants, young children and adult mental health and substance abuse services, coordinate monthly team meetings, perform administrative functions to implement and maintain the project and assist with identifying and coordinating training opportunities.
- A.3. The Grantee shall implement the SBC with children at risk of custody or in state custody, by giving specialized attention to these children and their families to:
  - a. Reduce time to permanency of children by surrounding at-risk families with support services;
  - b. Reduce incidences of repeat maltreatment among children;

- c. Reduce the long-term and short-term effects of traumatic experiences occurring on a child's brain development;
  - d. Increase the personal, familial, and societal accountability of families; and,
  - e. Promote effective interaction and the use of resources among public and private, state and local agencies for:
    - 1. Child and family;
    - 2. Mental health; and,
    - 3. Community services.
- A.4. The Grantee, on a quarterly basis, shall work with the Department of Children's Services (DCS) to provide data in support of the reporting requirements established by SB887/HB862.
- A.5. DCS shall consult the Administrative Office of the Courts (AOC), the Council of Juvenile and Family Court Judges and the Department of Mental Health and Substance Abuse Services to:
- a. Define, develop and gather outcome measures
  - b. Collect, report and disseminate the program data including an annual report to be submitted by February 1, 2019 to the Civil Justice Committee of the House of Representatives to:
    - i. Summarize the results of the programs' operation during the previous calendar year, including data on outcomes achieved in zero to three (0-3) courts compared to the outcomes achieved by other courts exercising similar jurisdiction; and,
    - ii. Any cost savings associated with the achievement of the goals state in TCA 37-1-902.
  - c. Coordinate training for the juvenile court judges and staff who will administer the programs; and,
  - d. Develop standards of operation, including procedures and protocols, for SBC programs prior to the creation, establishment, and commencement of the programs on January 1, 2018.

Each SBC contract will include a line item budget.

ATTACHMENT REFERENCE

GRANT BUDGET				
Additional Identification Information As Necessary				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: DATE END: DATE				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/finance/topic/fa-policyinfo>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.



# ***Reimbursement***

## **Instructions for reimbursing a non-state employee:**

An individual must provide a current IRS form W-9 to DCS fiscal before any payment may be processed to him/her. Along with the W-9, the individual should include a brief explanation of the nature of the payment(s) to be made (i.e. reimbursement of travel, etc.)

Please allow up to 10 business days for setup in the state's accounting system. It is not necessary for the individual to wait until submittal of the request for reimbursement is ready before sending the W-9. For instance, if the individual knows that they have incurred travel charges because they have booked a flight/hotel and that they will be seeking reimbursement, they may submit the W-9 at that time so that there will not be additional delays after the documented reimbursement request is received.

Note that if multiple requests for reimbursement are submitted for the same individual, the W-9 need only be submitted one time.

If an individual wishes to receive payment via automated funds transfer, an additional form must be completed and returned to the Department of Finance and Administration per the instructions on the form. DCS fiscal can provide a copy of this fillable form upon request.

When submitting a request for reimbursement, appropriate documentation of expenditures must accompany the request. For instance, if submitting a reimbursement for travel this would include a statement from the hotel which reflects payment of the balance, receipts for parking, etc. Note that travel will only be reimbursed up to established rates under current statewide travel regulations (<https://www.tn.gov/finance/fa/fa-travel/fa-travel-regulations.html>). A standard template should be used for all travel claims.

No reimbursement will be processed without appropriate documentation of the actual expenditure having already taken place (ie. money will not be advanced for expenses to be incurred).

**Instructions for reimbursing a state employee:**

State employees must be reimbursed for expenditures incurred during the course of employment through the normal means of seeking reimbursement from his/her own agency. For instance, an employee seeking reimbursement for travel expenditures should seek reimbursement for this travel by submitting a travel claim in Edison. The state agency will then seek reimbursement from DCS through the normal interagency process.

# Resources

Quality Improvement Center for Research-Based Infant-Toddler Court Teams

<http://www.qicct.org/>

Zero to Three

[www.Zerotothree.org](http://www.Zerotothree.org)

Teaching Important Parenting Skills (TIPS) for Great Kids

[www.tipsforgreatkids.com](http://www.tipsforgreatkids.com)