

**P.O. Box 104480  
2112 Industrial Drive  
Jefferson City, Missouri 65110- 4480**

**AMENDMENT 001  
RFP NO. OSCA 14-042  
TITLE: Specialized Treatment Provider  
for Treatment Court  
ISSUE DATE: March 5, 2014**

**CONTACT: Russell Rottmann  
PHONE NO.: (573)522-6766  
E-MAIL: osca.contracts@courts.mo.gov**

**RETURN PROPOSALS NO LATER THAN: April 8, 2014**

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Jefferson City Mo 65109

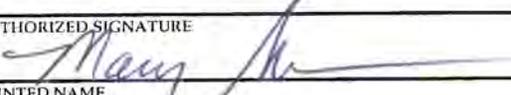
**CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2015**

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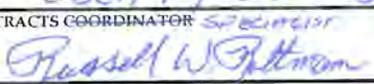
**VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI**

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the vendor and the Office of State Courts Administrator.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE 		DATE 6-26-14
PRINTED NAME MARY B. PARRIGON		TITLE COO
COMPANY NAME OZARK CENTER		
MAILING ADDRESS P. O. BOX 2526		
CITY, STATE, ZIP JOPLIN, MISSOURI 64803		
E-MAIL ADDRESS MBParrigon@freemanhealth.com		FEDERAL EMPLOYER ID NO. 43-0821959
PHONE NO. 417-347-7600	FAX NO. 417-347-7608	

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: IN ITS ENTIRETY AS SUBMITTED		
CONTRACT NO. OSCA 14-042-39	CONTRACT PERIOD July 1, 2014 through June 30, 2015	
CONTRACTS COORDINATOR 	DATE 7-31-2014	DEPUTY STATE COURTS ADMINISTRATOR 

**Office of State Courts Administrator  
P.O. Box 104480  
2112 Industrial Drive  
Jefferson City, Missouri 65110- 4480**

**RFP NO. OSCA 14-042  
TITLE: Specialized Treatment Provider  
for Treatment Court  
ISSUE DATE: February 24, 2014**

**CONTACT: Russell Rottmann  
PHONE NO.: (573)522-6766  
E-MAIL: osca.contracts@courts.mo.gov**

**RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014**

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Jefferson City Mo 65110 - 4480

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Office of State Courts Administrator  
Attn: Contract Unit  
2112 Industrial Dr  
Jefferson City Mo 65109

**CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2015**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI**

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PHONE NO. 417-347-7600	FAX NO. 417-347-7608	

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR

AMENDMENT 001 TO RFP OSCA 14-016

TITLE: SPECIALIZED TREATMENT PROVIDER FOR TREATMENT COURT

Prospective Offerors are hereby notified of the following changes and/or clarification:

Changes made to the following section:

2.19

**TRANSMITTAL LETTER/EXECUTIVE SUMMARY**

**PROPOSAL SPECIFICS:**

Ozark Center proposes to provide DWI and Adult Drug Court services for the 28<sup>th</sup> (Barton only), 29<sup>th</sup> (Jasper) and 40<sup>th</sup> (Newton and McDonald) Judicial Circuits in the State of Missouri. Ozark Center proposes to provide Drug Court and DWI Court services to male and female referrals for all services specified in the RFP to all counties noted on the pricing page. Ozark Center further agrees to all terms and conditions stated in this Request for Proposal. Should anything in this proposal contradict the terms and conditions of the RFP, Ozark Center agrees to waive the statement in the proposal and agree to the specific terms and conditions noted in the RFP.

**OZARK CENTER DRUG AND DWI COURT EXPERIENCE:**

Ozark Center currently provides Drug Court services to the 28<sup>th</sup>, 29<sup>th</sup> and 40<sup>th</sup> Judicial Circuits. We began providing adult Drug Court services with the 40<sup>th</sup> Judicial Circuit in 2005, and the 28<sup>th</sup> and the 29<sup>th</sup> Judicial Circuit in 2006. We also started providing DWI Court services in the 40<sup>th</sup> Judicial Circuit in 2012 and in the 29<sup>th</sup> District in 2014. DWI and Drug Court therapists, Joe Tobin and Spence Ellis have completed the National DWI and Drug Court Institute's. All services provided to this date have been for adults.

**OZARK CENTER DRUG COURT TREATMENT PHILOSOPHY, KNOWLEDGE BASE AND TREATMENT SERVICES:**

It is the policy of Ozark Center's New Directions substance abuse facility to identify policy and procedures for the purposes of managing day to day operations of the Drug Court Program services. Further, it is the policy of Ozark Center to establish in writing the philosophy of the intended services.

The Drug Court model transforms the roles of both the adult justice practitioners and the substance abuse treatment providers. The Judge is the central figure in the team effort focusing on sobriety, lawful behavior, and accountability as the primary goals. As a result, the judge takes on a major role—keeping participants engaged in treatment. Ozark Center can then focus effectively on developing a therapeutic relationship with the participant. Finally, Ozark Center can keep the court informed of each participant's progress so that incentives and sanctions can be provided.

The Drug Court creates an environment with clear and concise rules. Each participant's performance is immediately and directly communicated to the judge who, in turn provides incentives for progress or applies sanctions for noncompliance. The Drug Court establishes an environment the participant understands; a system in which clear choices are presented and individuals are encouraged to take control of their own abstinence and recovery.

The appeal of the Drug Court lies in many sectors: more effective supervision of offenders in the community; more credibility to the law enforcement function (arrests of drug offenders are, indeed, taken seriously, even by court systems that are inundated with cases); greater accountability of defendants for complying with conditions of releases and/or probation; greater coordination and accountability of public services provided, including reduced duplication of services and costs to the taxpayer; and more efficiency for the court system through removal of a class of cases that places significant resource demands for processing, both initially and with probation violations and new offenses that otherwise would undoubtedly occur. Dramatic as these benefits may be, however, they do not explain the tremendous personal impact that drug courts have on all who have been involved with them—even the casual observer of a drug court session.

Substance abuse treatment at Ozark Center is based on the following best practice models:

Holistic: This approach to recovery addresses all aspects of life, including housing, employment, education, mental health and healthcare services, addictions treatment, spirituality, social and family networks, and assists the client in accessing these supports.

Client driven: We believe that clients should lead, control, exercise choice over, and determine their own path of recovery by optimizing autonomy, independence, and control of resources to achieve a self-determined life. The recovery process should be self-directed by the individual, who defines his or her own life goals and designs a unique path towards those goals.

Strengths-based: Recovery focuses on valuing and building on the multiple capacities, resiliencies, talents, coping abilities, and inherent worth of individuals. By building on these strengths, clients leave non-productive life roles behind and engage in new life roles. The process of recovery should move forward through interaction with others in supportive, trust-based relationships.

Non-Linear: Research would indicate that recovery is not a step-by-step process but one based on continual growth, occasional setbacks, and learning from experience. Recovery begins with an initial stage of awareness in which a person recognizes that positive change is possible. This awareness enables the person to move on to fully engage in the work of recovery.

Bio-Psychosocial Model Our staff utilizes the Bio-Psychosocial model in understanding and treating chemical dependence. This model assumes that there are multiple pathways to addiction. As the multiple factors contribute to the development and progression of addiction, the disorder becomes primary and has its own symptoms and definable progression.

The Bio-Psychosocial model recognizes the following:

In some people a biological and/or genetic predisposition contributes to onset.

Psychological problems and a lack of coping skills can drive others to use mood-altering drugs to cope

Social and developmental factors related to impaired nurturing during early life can result in little or no coping skills and psychological pain. In this situation people may misuse alcohol and other drugs to alleviate symptomatology.

Cognitive Behavioral Therapy (CBT): CBT is a psychotherapeutic approach that addresses dysfunctional emotions, maladaptive behaviors and cognitive processes and contents through a number of goal-oriented, explicit systematic procedures. This technique acknowledges that there may be behaviors that cannot be controlled through rational thought. CBT is "problem focused" (undertaken for specific problems) and "action oriented" (therapist tries to assist the client in selecting specific strategies to help address those problems).

Motivational Interviewing (MI): MI is a method that works on facilitating and engaging intrinsic motivation within the client in order to change behavior. MI is a goal-oriented, client-centered counseling style for eliciting behavior change by helping clients to explore and resolve ambivalence. Compared with non-directive counseling, it's more focused and goal-directed. It departs from traditional Rogerian client-centered therapy through this use of direction, in which therapists attempt to influence clients to consider making changes, rather than using a non-directive approach to explore themselves. The examination and resolution of ambivalence is a central purpose, and the counselor is intentionally directive in pursuing this goal.

Dialectical Behavior Therapy (DBT): DBT combines standard cognitive-behavioral techniques for emotion regulation and reality-testing with concepts of distress tolerance, acceptance and mindful awareness. This is an evidence based, manualized therapy that is effective for working with individuals with mood regulation disorders. It consists of individual and group therapy specific to DBT.

Treatment Improvement Protocols(TIPs): TIPs are best practice guidelines for the treatment of substance abuse. The CSAT's (Center for Science and the Schools) Office of Evaluation, Scientific Analysis, and Synthesis draws on the experience and knowledge of clinical, research, and administrative experts to produce the TIPs, which are a series of best-practice manuals for the treatment of substance use and other related disorders.

Clinical pathways: These are tools used to manage the quality of treatment concerning the standardization of care processes. It has been shown that their implementation reduces the variability in clinical practice and improves outcomes. Clinical pathways promote organized and efficient patient care based on evidence based practice, thus optimizing outcomes in the acute care and residential settings.

Recovery Oriented System of Care (ROSC): This is a coordinated network of community-based services and supports that is person-centered and builds on the strengths and resiliencies of individuals, families, and communities to achieve abstinence and improved health, wellness, and quality of life for those with or at risk of alcohol and drug problems.

It is the policy of the New Directions Drug Court Program to establish a written program description for Drug Court Program treatment services:

The Drug Court Treatment Program is at least eighteen months in duration and classified as an Intensive Outpatient Program with progressive decrease in intensity through five program levels. Services will be offered during regular working hours and weekends and evenings for the convenience of those employed individuals. In addition, emergency evaluations and or counseling for the Drug Court participant is available through the Ozark Center Access Crisis Intervention Team.

Each participant is promoted to the next level by the Drug Court Judge, with the Drug Court Team's recommendation, based on the participant's meeting each level's requirements for completion. The Drug Court Judge may also return a participant to a more intensive level when the Drug Court Team recommends such action, based on a participant's regressive performance in treatment. In recognition of the complex needs inherent in the treatment of addiction problems, the following description of contact requirements of each level are expected durations and the Drug Court Team may adjust these in response to any participant's individual needs or specific needs of each Court. The Drug Court Team may also refer participants to other supportive services as their individual recovery may require, including utilizing residential treatment services. Residential treatment services have an expected duration of 2-4 weeks and should be considered if the individual requires a 24-hour structured environment to maintain abstinence. Therapy requirements for residential treatment will be consistent with the residential program rules and expectations. The Drug Court is the sole referral source for this program and must approve termination from the program for all participants.

#### Treatment Philosophy:

Following the Intake Assessment process, including a face-to-face diagnostic interview, an Initial Treatment Plan will be mutually developed between the participant and his/her counselor and signed by both. The treatment plan will be completed by the third day of service from time of admission to Ozark Center's Drug Court Program. The Treatment Plan will include anything necessary to assist the participant in accomplishing a successful program outcome. The Treatment Plan will be reviewed, revised and updated approximately every 30 to 90 days. The participant is expected to sign off on every review of the goals and objectives of their

Treatment Plan, including strategies and time frames, and each participant shall be given a copy each time. Treatment Plans are specific, detailed, individualized, and time-linked. The pace of treatment and the content of each Treatment Plan will be made available for review and acceptance by the Drug Court Judge. The accomplishment of the goals (or lack thereof) will be included in the Court progress reports for the Judge and Drug Court Team to review. The Drug Court Team has the final authority on the assignment of treatment level and approval of any changes in the treatment level.

Every effort will be made to arrange treatment services (days/times) and schedules to accommodate the participants if they are working, attending school, or are otherwise unable to participate in services only during the day. The scheduling of services, to include days, evenings, and weekends, will change when possible in order to meet participant's needs as they move through the program levels. Treatment services are comprised of five separate formats: individual counseling, group counseling, group education, community support groups and referral to resources/ancillary services in the community. As a part of the Treatment Plan, participants are required to participate in all five types of counseling services. Together they are designed to improve self-esteem, realize self-worth, teach honesty, responsibility and accountability, and to provide participants with effective thinking and decision-making skills. The treatment provider shall only provide treatment services at the request of the Drug Court Program Administrator.

### **PROGRAM SERVICES:**

#### Assessment:

Sufficient information regarding the client and his/her problem will be gathered to determine eligibility and to facilitate an accurate diagnosis and individual treatment plan. Therefore, following entry into the Drug Court program an intake will take place on a walk in basis at the Ozark Center New Directions facility located at 305 Virginia, Joplin, Missouri.

All intakes will be completed by a qualified substance abuse professional. Ozark Center utilizes the ISAP intake process approved and required by the Department of Mental Health's Division of Alcohol and Drug Abuse. In order to utilize the ISAP, Ozark Center intends to bill the Department of Mental Health for all assessments and will not bill the Drug Court for any assessment services. All intakes will be documented and entered into the client service record. The counselor will conduct the face-to-face interview so as to be able to identify and document areas dealing with:

- Identifying information, to include name, age, sex, race, sexual orientation
- Presenting problem
- Problem development
- Screening for history of trauma and current personal safety
- Social and family history
- Psychiatric and substance abuse treatment history, to include the date, length of stay, outcome and name of the facility for all services
- Education and vocational history
- Medical history, including the Medical Screening Inventory
- Alcohol and/or drug history
- Observations of the client
- Recommendations for treatment and justification for the intensity of the treatment services
- Admitting diagnoses, including all five (5) axes as defined by the current version of DSM or ICD9

The Core of ISAP is the *Addiction Severity Index*, which provides an extensive assessment in seven important life domains. Measures of psychiatric disturbance and readiness to change were added to the protocol based on a review of the literature identifying variables able to discriminate between clients' treatment responsiveness. Additional assessments were included focusing on significant medical problems and on meeting Missouri Department of Mental Health reporting requirements. Other Instruments are noted below with a brief description:

*Brief Psychiatric Rating Scale-Modified* – assessment of psychopathology completed by a staff member after interactions with the client. This 22 item instrument uses a seven point scale to measure factors including somatic concerns, anxiety, emotional withdrawal, etc.

*Diagnostic and Statistical Manual of Mental Disorders (DSMIV)* – used to collect all of the relevant substance abuse and mental health diagnoses as well as the medical diagnoses related to these disorders. Includes the Global Assessment Functioning.

*Disposition* – The disposition questionnaire collects information about the actions taken as a result of the individual's assessment. These include services provided during the assessment, referrals to chemical dependency treatments, other referrals, and other services.

*Episode and General* – This report summarizes the demographic and general assessment information from the current episode.

*Felt-Distress 20* – 20 item client completed assessment of distress. It is taken from the items collected in the Missouri Symptom Checklist.

*HIV/STD/TB Risk Assessment* – This instrument assesses an individual's sexual behavior and history with regards to HIV risks. It is completed by staff with the information obtained from a clinical interview.

*Medical Evaluation Checklist – Emergency* – This staff completed checklist assesses serious complications of medical problems, including withdrawal and use problems. Additionally vital signs, head injury, chest and abdominal difficulties are reported.

*Medical Evaluation Checklist–Non-emergency* – This staff completed checklist evaluates the client's current medical status as part of a comprehensive assessment. It provides information on basic bodily systems.

*Missouri Symptom Checklist* – is a 98 item client completed assessment of psychopathology. The client rates each symptom on a point scale. This instrument measures depression, somatic concerns, phobic fears, hostility, compulsions and mental blocks, thought disorder, neurotic guilt, suspicion and mistrust, anxiety, sleep disturbance, and excitement.

*Quality of Life Questionnaire* – This client completed questionnaire assesses the overall quality of an individual's life as perceived by the individual. Sub-scales include housing and conditions of daily living, social relationships and support, vocational and educational functioning and leisure/recreational activities.

*Readiness to Change Questionnaire* – 12 item questionnaire that measure's the individual's current psychological and motivational profile toward change.

*Screening* – The screening can be completed on the phone or in person and addresses the individual's suitability for further assessment or other referrals.

*Service Needs* – Based on the assessment information collected, ISAP develops a set of treatment needs. These needs can serve as the basis of developing the treatment plan specific to the individual.

Assessment and Diagnostic Update:

Ozark Center provides an assessment and diagnostic update when a treatment court referral has already received a full intake assessment within the past six (6) months. This service consists of an update of the original assessment and an evaluation to develop treatment plan recommendations. This service will be provided by a Qualified Substance Abuse Professional and will not be completed when participants simply transfer levels of care. The assessment and diagnostic update will include updating of the Addiction Severity Index for adults and the GAIN for adolescents and a new diagnostic evaluation based on recent events.

Case Management/Community Service:

Ozark Center shall provide case management that is individualized and clinically appropriate based on each individual's needs. This service links the participant and/or significant other(s) to community resources and monitors the services throughout the Drug Court treatment program.

In addition to the services described above, the primary counselor assists each participant in accessing resources in the community and other ancillary services. He/she makes direct referrals and contacts with designated people who provide the necessary services specified in the Treatment Plan. These services are not part of the treatment providers plan and therefore Ozark Center is not responsible for the payment of these services. Some of those services include but are not limited to:

- Housing
- Prenatal Care
- Life Choices
- Community Clinic
- Victim Empathy Panels
- Mental Health Services
- Economic Security
- Vocational Rehabilitation
- Domestic Violence Programs
- Division of Family Services
- Veterans Administration
- Dental Services
- Literacy Services
- Emergency Needs (Food, Clothing, Shelter)
- Transportation Services
- Legal Aid
- Psychosocial Rehabilitation Services

Communicable Diseases Risk Assessment, Education, Testing and Counseling:

Ozark Center has a long time working relationship with the Jasper County Health Department and the Community Clinic to provide any necessary testing services for HIV, TB, STDs and hepatitis. None of these tests are conducted on-site at our facilities. Testing is arranged for by the counselor or nursing staff at any time during treatment and when screening indicates a need for testing. Ozark Center staff have a cooperative relationship with these entities and upon a signed release and permission from the Drug Court, shares information to allow for coordination of services. Ozark Center staff will arrange for individual counseling for all participants with positive test results but does not provide this service. Ozark Center does provide group education for all participants in the treatment court.

Day Treatment Services:

Day treatment services will consist of individualized, clinical services. Clinical services include, but are not limited to, individual and group counseling, group education services, family counseling and family group counseling. These structured therapeutic and educational services are designed to promote recovery from substance use and improve the client's daily functioning. It is provided by qualified staff in the Community Based Primary Treatment level of care.

Detoxification Services, Modified Medical:

The modified medical detoxification program of New Directions is designed to serve those individuals whose detoxification requires medication, 24 hour nursing care and physician supervision. Evidence of intoxication from alcohol and/or drugs may include, but is not limited to, drug testing, client-self-report of use, and physical symptoms such as unstable gait, slurred speech, or tremors. A person may be admitted, for detoxification purposes, who reports use within the past 48-72 hours and who has a documented history of withdrawal complications. A licensed physician and/or Advanced Practice Nurse (APN) who are involved in a collaborative arrangement are on call at all times. All services are delivered under the direction of the physician or APN in accordance with approved policies and procedures. Qualified registered or licensed nursing staff are on duty twenty-four (24) hours a day to meet the needs of those in the detoxification process. Other services such as individual counseling, community support and crisis intervention are provided as needed.

For purposes of this proposal, Ozark Center will provide social setting detoxification services to clients referred from the Drug Courts through its modified medical detoxification program but will be bidding the modified medical detoxification rate.

Detoxification, Medical Referral Services:

A referral agreement exists between Ozark Center and Freeman Health System to provide medical supervision and treatment for serious medical problems related to acute intoxication/withdrawal.

Drug and Alcohol Testing:

Ozark Center agrees to provide on-site drug tests, in accordance with the requirements of the individual Drug Court, on days and times as deemed necessary by the Drug Court. All urine sample collection will be observed by a staff person of the same sex as the participant. Drug tests must screen for substances for which the participant has a history of abuse or is currently suspected of using. We agree to utilize a drug testing kit approved by the OSCA and the Drug Court Team. It is understood we may be required to do a secondary confirmation on positive tests. If a secondary confirmation is required by the Drug Court, it is understood we will be reimbursed by the Drug Court for the secondary test. All test and results will be documented in the clinical record. Ozark Center agrees to administer a breathalyzer test, approved by the Drug Court, for participants suspected of alcohol intake. The breathalyzer will be calibrated in accordance with manufacturer's specifications. In the event of breathalyzer readings in excess of the statutorily defined limit for DWI, Ozark Center staff will take steps to ensure public safety and prevent the participant from putting himself/herself at risk. These steps shall include, but are not limited to, notifying the police. Ozark Center will complete a drug screen log for all participants in the Drug Court program and will utilize this form to communicate with the Drug Court Team. This form can be found as an attachment to this proposal.

Early Intervention – intake:

Early Intervention is provided as needed for those Drug Court clients that score low risk/low need on the RANT (Quadrant 4). An intake session consisting of approximately thirty (30) minutes will be needed to schedule classes and gather information.

Early Intervention – Group Education:

Low risk/low need Drug Court clients are provided with group education that consists of approximately ten (10) one-hour to one-half hour sessions. They groups are comprised of two (2) or more clients and they are offered on a weekly basis allowing clients to enter and exit the group during a specified topic rotation once they meet the Drug Court criteria.

Some of the Early-Intervention group topics provided are: relationships in recovery, relapse prevention, life management and goal setting, anger management, stress management, meditation, medication management, life skills, and the physical effects of drugs of addiction.

Early Intervention – Motivational Interviewing:

Two (2) to three (3) MI counseling sessions occur at the beginning and at the end of the eight (8) to twelve (12) week Early Intervention program. They are utilized to encourage and reinforce healthy life plans and choices.

Extended Day Treatment:

This service is provided when necessary and appropriate. Extended Day Treatment occurs in our residential/detox unit by our qualified nursing staff and adhere to the key functions as discussed in section 2.11.1 of the RFP.

Family Conference:

This is a service that coordinates care with, and enlists the support of the natural support system through meeting with family members, referral sources, and significant others about the participant's treatment plan and discharge plan. This service involves meeting with the family for activities that can include but are not limited to:

- Communicating about issues at home that are barriers to treatment plan goals;
- Identifying relapse triggers and establishing a relapse intervention plan;
- Participating in the discharge conference; and,
- Assessing the need for family therapy or other referrals to support the family system.

Family Therapy:

Ozark Center New Direction offers family therapy which consists of face-to-face counseling for one (1) or more significant other(s) designed to address and resolve the family's dysfunction, particularly as it relates to an alcohol and/or drug abuse problem, when necessary and appropriate. Ozark Center agrees that the client may participate in family therapy only if he or she is currently involved in treatment. When family therapy is provided, Ozark Center will invoice for service to only one (1) person. Ozark Center shall inform participants and significant others of any self-help groups available in the community. There shall be documentation in the client's record of any participation or refusal to participate in self-help groups. Family therapy is only provided by Qualified staff certified as LMFT or LPC with training that has an emphasis in Marriage and Family.

Group Counseling:

Ozark Center shall provide group counseling to groups of more than two (2) but not more than allowable by the Division of Alcohol and Drug Abuse standards. For Drug Court purposes the groups cannot exceed twelve (12) clients. Two facilitators are utilized when appropriate. The group counseling services shall be directly related to the attainment of objectives as defined in the written treatment plan. The group counseling session is a goal-oriented interaction between a qualified therapist and consumers and is for the purpose of promoting client functioning and recovery through client interaction and self disclosure.

Group Counseling (Co-Dependency):

This service consists of a face-to-face counseling and/or education, designed to address and resolve issues related to codependency and alcohol and/or other drug abuse in the family, provided to two (2) or more unrelated family members age thirteen (13) or older and/or below the age of thirteen (13) if such family member possesses the requisite social and verbal skills to participate in and benefit from counseling. In the event two or more members from a family attend the same group counseling session, an invoice will be submitted for only one of the family members, however, a progress note shall be entered in the records of all family members who are active consumers.

Group Education:

Ozark Center shall provide group education to groups of more than two (2) but not more than allowable by the Division of Alcohol and Drug Abuse standards. For Drug Court purposes groups shall not exceed an average of thirty (30) clients per group per calendar month. The group education unit is the presentation of general information and application of the information to participants. Group education may include classroom style didactic lecture to present information about a topic and its relationship to substance abuse. Group may also include presentation of audio/visual materials that are educational in nature with required follow-up discussion.

Group Education (Trauma Related):

This service consists of presentation of recovery and trauma related information and its application, along with group discussion, directly related to the attainment of individualized treatment plan objectives in a gender specific format. Ozark Center staff provide all trauma related services through recognized evidence based practices.

Individual Counseling:

Ozark Center agrees to provide the Drug Court participants with individual counseling in which the participant will interact in a goal oriented process in a face-to-face manner with a counselor, in accordance with the treatment plan, to relieve symptoms and resolve problems related to alcohol and/or other drug abuse that interfere with the client's ability to function in society. Individual counseling will relate to interactions intended for the benefit of the client and/or if the service is related to the treatment plan goals of the client.

Individual Counseling (Co-Dependency):

This service consists of an individual face-to-face assessment, counseling, and/or education, designed to address and resolve issues related to codependency and alcohol and/or other drugs in the family, provided to a family member(s) age thirteen (13) or over and/or to a family member below the age of thirteen (13) who possess the requisite social and verbal skills to participate and benefit from counseling.

Individual Counseling (Co-Occurring Disorder):

Ozark Center provides individual counseling to individuals with co-occurring disorders, as part of our treatment program. This service consists of a structured, goal-oriented therapeutic interaction between a participant and a counselor designed to identify and resolve issues related to substance abuse and co-occurring mental illness disorder(s) which interfere with the participant's functioning and as identified in the treatment plan. Ozark Center staff are certified in co-occurring disorders or hold professional licenses and all have had extensive training. All co-occurring disorder services are done in accordance with the Center for Substance Abuse Treatment's publication, Substance Abuse Treatment for Persons with Co-Occurring Disorders (TIP 42). Clinical documentation of this service in progress notes in the participant's record will clearly distinguish this service from Individual Counseling for substance abuse. This service will not be used for the treatment of individuals whose psychiatric conditions meet criteria for admission to Community Psychiatric Rehabilitation Programs (CPRP). Ozark Center is a community mental health center and also provides adult CPRP services. Staff of the treatment court will follow internal referral procedures after consulting with the treatment court team.

Individual Counseling (Trauma Related):

Ozark Center provides trauma related individual counseling to appropriate individuals as part of our treatment program. This service consists of a structured, goal-oriented therapeutic interaction between a participant and a specially trained counselor designed to resolve issues related to psychological trauma, personal safety and empowerment of the client in the context of substance abuse problems. For purposes of this contract, psychological trauma shall refer to clusters of symptoms, adaptations, and reactions that interfere with the daily functioning of an individual who has experienced suffering, neglect, deprivation, physical abuse and injury, sexual abuse and/or exploitation, threatened sense of safety, or who meets the criteria for Post-Traumatic Stress Disorder (PTSD). Ozark Center utilizes several approved evidence-based treatment model for the delivery of this service. Providers of this service will be licensed mental health professionals who also meet QSAP requirements with specialized trauma training and/or equivalent work experience.

Medication Services:

Ozark Center offers medication services as a part of all programming. This service consists of a goal-oriented interaction to assess the appropriateness of medications to assist in a participant's treatment, to prescribe appropriate medications, and to provide ongoing management of the medication regimen. Medication services at Ozark Center are provided by a qualified advance practice nurse and include an assessment of the presenting condition, a mental status exam, a review of symptoms and screening for medication side effects, a review of client functioning, assessment of the participant's ability to self-administer, participant education regarding the effects of the medication and its relationship to the participant's chemical addiction and/or mental disorders, and prescription of medications when indicated.

Relapse Prevention Counseling:

Relapse prevention counseling is a professional intervention that assists an addicted person to define and cope with high-risk situations, identify and respond appropriately to internal and external cues that serve as relapse warning signals, and implements individualized strategies to reduce both the risk of relapse and the duration of relapse should it occur.

Residential Support:

The residential support service of New Directions is designed to serve those individuals whose substance abuse has progressed to the degree at which point they need a structured environment to begin the recovery phase. These individuals may be seen as being in need of temporary removal from the living situation in which they have existed prior to admission. The goal of this removal is to facilitate the recovery process.

The primary goal of the residential support service is to provide the client an alternative housing option for a specified period while the individual is engaged in intensive outpatient services. Along with this is the premise that the recovering person be committed to a new lifestyle structured to provide purposeful, useful and satisfying activities and relationships. It is the opinion of the treatment team that a continued short term program of individual and group therapy in conjunction with A.A./N.A. provides the best opportunity for the addicted person to accept his/her illness, commit to arresting the illness and develop a program for lifelong recovery. Other goals include:

- Stabilizing a crisis situation.
- Interrupting a pattern of extensive or severe substance abuse.
- Restoring physical, mental and emotional functioning.
- Promoting recognition of substance abuse problems and its effects on life.
- Promoting the individual's support systems and community reintegration.
- Developing recovery skills, including an action plan for continuing sobriety and recovery.

Screening Services:

Ozark Center shall provide the Drug Court a screening assessment on a face-to-face basis for all participants referred by the Drug Court, within seven (7) days of the date of referral. The Treatment Assessment Report form is included in this document as an attachment for reference and will be used as documentation for the initial screening.

Treatment Court Day:

Treatment court day services involve the participation of staff in Drug Court staffing and hearings as required by the Drug Court.

Treatment Planning:

Ozark Center agrees to develop a treatment plan for each Drug Court participant and review the document with the Drug Court Team within fourteen (14) days of admission to the program and periodically as directed by the Drug Court. Ozark Center agrees and understands that the Drug Court Team has the final authority on the assignment of treatment level and approval of any changes in treatment level. Ozark Center treatment staff intends to attend all weekly Drug Court staff meetings and hearings required by the Drug Court.

**PROGRAM SERVICE REQUIREMENTS:**

Intake/Assessment:

Assessment:

Sufficient information regarding the client and his/her problem will be gathered to determine eligibility and to facilitate an accurate diagnosis and individual treatment plan. Therefore, following entry into the Drug Court program an intake will take place on a walk in basis at the Ozark Center New Directions facility located at 305 Virginia, Joplin, Missouri.

All intakes will be completed by a qualified substance abuse professional. Ozark Center utilizes the ISAP intake process approved and required by the Department of Mental Health's Division of Alcohol and Drug Abuse. In order to utilize the ISAP, Ozark Center intends to bill the Department of Mental Health for all assessments and will not bill the Drug Court for any assessment services. All intakes will be documented and entered into the client service record. The counselor will conduct the face-to-face interview so as to be able to identify and document areas dealing with

- Identifying information, to include name, age, sex, race, sexual orientation
- Presenting problem
- Problem development
- Screening for history of trauma and current personal safety
- Social and family history
- Psychiatric and substance abuse treatment history, to include the date, length of stay, outcome and name of the facility for all services
- Education and vocational history
- Medical history, including the Medical Screening Inventory
- Alcohol and/or drug history
- Observations of the client
- Recommendations for treatment and justification for the intensity of the treatment services
- Admitting diagnoses, including all five (5) axes as defined by the current version of DSM or ICD9

The Core of ISAP is the *Addiction Severity Index*, which provides an extensive assessment in seven important life domains. Measures of psychiatric disturbance and readiness to change were added to the protocol based on a review of the literature identifying variables able to discriminate between clients' treatment responsiveness. Additional assessments were included focusing on significant medical problems and on meeting Missouri Department of Mental Health reporting requirements. Other Instruments are noted below with a brief description:

*Brief Psychiatric Rating Scale-Modified* – assessment of psychopathology completed by a staff member after interactions with the client. This 22 item instrument uses a seven point scale to measure factors including somatic concerns, anxiety, emotional withdrawal, etc.

*Diagnostic and Statistical Manual of Mental Disorders (DSMIV)* – used to collect all of the relevant substance abuse and mental health diagnoses as well as the medical diagnoses related to these disorders. Includes the Global Assessment Functioning.

*Disposition* – The disposition questionnaire collects information about the actions taken as a result of the individual's assessment. These include services provided during the assessment, referrals to chemical dependency treatments, other referrals, and other services.

*Episode and General* – This report summarizes the demographic and general assessment information from the current episode.

*Felt-Distress 20* – 20 item client completed assessment of distress. It is taken from the items collected in the Missouri Symptom Checklist.

*HIV/STD/TB Risk Assessment* – This instrument assesses an individual's sexual behavior and history with regards to HIV risks. It is completed by staff with the information obtained from a clinical interview.

*Medical Evaluation Checklist – Emergency* – This staff completed checklist assesses serious complications of medical problems, including withdrawal and use problems. Additionally vital signs, head injury, chest and abdominal difficulties are reported.

*Medical Evaluation Checklist–Non-emergency* – This staff completed checklist evaluates the client's current medical status as part of a comprehensive assessment. It provides information on basic bodily systems.

*Missouri Symptom Checklist* – is a 98 item client completed assessment of psychopathology. The client rates each symptom on a point scale. This instrument measures depression, somatic concerns, phobic fears, hostility, compulsions and mental blocks, thought disorder, neurotic guilt, suspicion and mistrust, anxiety, sleep disturbance, and excitement.

*Quality of Life Questionnaire* – This client completed questionnaire assesses the overall quality of an individual's life as perceived by the individual. Sub-scales include housing and conditions of daily living, social relationships and support, vocational and educational functioning and leisure/recreational activities.

*Readiness to Change Questionnaire* – 12 item questionnaire that measure's the individual's current psychological and motivational profile toward change.

*Screening* – The screening can be completed on the phone or in person and addresses the individual's suitability for further assessment or other referrals.

*Service Needs* – Based on the assessment information collected, ISAP develops a set of treatment needs. These needs can serve as the basis of developing the treatment plan specific to the individual.

Treatment Planning:

Ozark Center agrees to develop a treatment plan for each Drug Court participant and review the document with the Drug Court Team within fourteen (14) days of admission to the program and periodically as directed by the Drug Court. Ozark Center agrees and understands that the Drug Court Team has the final authority on the assignment of treatment level and approval of any changes in treatment level. Ozark Center treatment staff intends to attend all weekly Drug Court staff meetings and hearings required by the Drug Court.

Level of Treatment:

It is understood that for purposes of this contract a unit is defined as fifteen (15) minutes of face-to-face service. Ozark Center agrees to notify the treatment court if there is a need for detoxification services and will assist the treatment court in the referral process. Ozark Center will only provide treatment services at the request of the treatment court. Any exceptions and/or changes to the levels of service will be approved in writing by the treatment court and documented in the treatment record prior to services being provided.

Reporting Requirements:

Ozark Center agrees to document each service provided in the participant's clinical record. Progress notes will include the following information:

- Type of service;
- Date;
- Beginning and ending time;
- Synopsis of the service; and,
- Signature of service provider

Ozark Center will provide a monthly (or more frequently, if required by the Drug Court-see Progress Report form included in this proposal as an attachment) written summary report to the Drug Court's representation which shall include, but not be limited to the following:

- Program attendance;
- Compliance (including level of participation and assignments)
- Progress in treatment and achievement of goals
- Recommendations by the treatment provider concerning:
  - Current treatment services and any modifications needed
  - Concerns, suggested improvements or sanctions if warranted
  - Additional direction or recommendation for other services or actions.
- A summary of material covered in treatment in order for the judge to ask the participant open-ended questions about their treatment and progress; and
- Drug test results.

Ozark Center shall notify the Drug Court in the event of the following:

- Missed appointments
- Changes in the participant's treatment plan
- Incidents involving participants where threats, assaults or possible crimes may have occurred
- Positive urinalysis
- Need for additional services
- Changes in the participant's family and/or living situation

Upon referral, each Drug Court client will be evaluated for eligibility of Medicaid benefits, private insurance coverage or any other medical benefits. Ozark Center will submit an OSCA Monthly Medical Benefit Report indicating a summary of the number of participants who have medical coverage through Medicaid, private insurance or other sources (i.e. Missouri Department of Mental Health) as well as the dollar amount submitted for reimbursement. Ozark Center will also provide detailed supporting documentation to the Drug Court coordinator on a monthly basis for verification purposes. Supporting documentation will be submitted even when invoices are not submitted.

Ozark Center understands that all reports, documents, and materials developed or acquired under this contract shall be the property of the state of Missouri and no reports, documents, or material prepared as required by this contract shall be released to the public without the prior written consent of OSCA.

**CONTRACTUAL REQUIREMENTS:**

Invoicing and Payment:

Immediately upon award of the contract Ozark Center will submit or will have already submitted a properly completed State Vendor ACH/EFT application, since the State of Missouri intends to make contract payments through electronic funds transfer (EFT).

Ozark Center agrees to submit:

- A detailed monthly invoice to the Drug Court no later than the 10<sup>th</sup> day of the month immediately following the most recent month of service. The invoice will contain all information requested by the Office of State Courts Administrator and include an itemized total of the number of units (1/4 hours/hourly/daily/per test) with the pricing of each unit in accordance with the attached pricing page.
- A detailed monthly log of all participants services provided to each participant during the month being invoiced.
- An OSCA Monthly Medical Benefit Report (MMBR) indicating a summary of the number of participants who have medical coverage through Medicaid, private insurance or other sources, as well as the dollar amount submitted for reimbursement.
- Detailed supporting documentation for the MMBR to the treatment court coordinator on a monthly basis for verification purposes. Documentation is to be submitted even when invoices are not submitted

Ozark Center agrees to abide by all details in section 3 – contractual requirements as well as Section 4 – instructions and requirements.

The four (4) forms following this section are forms that Ozark Center will provide to each Drug Court and include a Drug Court Screen Log Sheet, a participant progress report, an end of the month report and the treatment assessment screening report, which will be completed and sent to the court on a monthly basis.

\_\_\_\_\_  
Mary B. Parrigon, COO

\_\_\_\_\_  
Date



**DRUG COURT PROGRAM  
DRUG COURT/D.O.C. PARTICIPANT PROGRESS REPORT**

**DEFENDANT INFORMATION**

<b>Name</b>		<b>Entry Date</b>		<b>Level</b>	
<b>Week #</b>		<b>Court Case #</b>		<b>Date Began Level</b>	

**COURT APPEARANCES**

<b>Appearances Scheduled</b>		<b>Failures to Appear</b>		<b>Custody Days</b>	
<b>Last Court Appearance</b>		<b>Next Court Appearance</b>		<b>Judge</b>	

**DRUG TEST RESULTS**

<b>Total # of Tests Submitted</b>		<b>Total Drug Tests Submitted</b>		<b>Total Submitted Since Last Court Date</b>	
<b>Total # of Positive Tests</b>		<b>Total Drug Tests Positive</b>		<b>Total Positives Since Last Court Date</b>	
<b>Total # of Refusals</b>		<b>Total # of Drug Test Refusals</b>		<b>Total Refusals Since Last Court Date</b>	

**MEETINGS**

<b>Date</b>	<b>Cumulative</b>			<b>Since Last Court</b>	
	<b>Last Meeting</b>	<b>Attended (hrs)</b>	<b>Missed</b>	<b>Attended (hrs)</b>	<b>Missed</b>
<b>Educational Group</b>					
<b>Process Group</b>					
<b>Individual Group</b>					
<b>Family Group</b>					
	<b>Last Meeting</b>	<b># of Meetings</b>	<b># Missed</b>	<b># of Meetings</b>	<b># Missed</b>
<b>Diversion Meetings</b>					

<b>NARRATIVE</b>

Attach Court Cost Payment Log if applicable.

\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Date



**DRUG COURT/D.O.C. PROGRAM  
TREATMENT ASSESSMENT/SCREENING REPORT**

Patient Name	Ozark Center Number	Date

**This Drug Court Candidate was interviewed and assessed by:**

\_\_\_\_\_ and admission to Drug Court  
Substance Abuse Counselor Name

Treatment is \_\_\_\_\_ in Level \_\_\_\_\_ at \_\_\_\_\_  
Recommended/Not Recommended

location

**Drug Test Results:** \_\_\_\_\_

**ASI Results:**

Sub-indices Severity Levels:

Medical _____	Legal _____
Employment/Support _____	Family/Social _____
Alcohol _____	Psychiatric _____
Drug _____	

**SOCRATES Results:**

Sub-Scale Totals: P \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ A \_\_\_\_\_ M \_\_\_\_\_

Interpretation: \_\_\_\_\_

**Narrative Summary:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

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**PRICING PAGE**

The vendor must provide firm, fixed prices for the services identified below. Should a contract award be made based upon the vendor's proposal, the prices stated herein shall be legally binding for the entire contract period.

Number	Service Description	Vendor Firm, Fixed Unit Price	Unit of Service
	Assessment	344.60	Per assessment
	Assessment option (Multi-axial)	344.60	Per assessment
	Assessment update	113.42	Per assessment
	HIV or TB Post test counseling	n/a	Per ¼ hour
	Individual Counseling	13.33	Per ¼ hour
	Individual Counseling (Co-Occurring Disorder)	13.72	Per ¼ hour
	Individual Counseling (Trauma related)	17.25	Per ¼ hour
	Individual Counseling (Collateral Relationship)	16.36	Per ¼ hour
	Relapse Prevention Counseling	13.33	per ¼ hour
	Case Management	11.09	per ¼ hour
	Family Conference	13.33	per ¼ hour
	Codependency Individual Counseling	16.36	per ¼ hour
	Codependency Group Counseling	5.75	per ¼ hour
	Family Counseling	17.25	per ¼ hour
	Social Setting Detoxification	129.96	per day
	Residential Support	19.83	per day
	Day Treatment	85.50	Per day
	Extended Day Treatment	n/a	Per day
	Group Counseling	5.75	Per ¼ hour
	Group Counseling ( Collateral relationship)	5.75	Per ¼ hour
	Group Education	5.00	Per ¼ hour
	Group Education (Trauma Related)	5.75	Per ¼ hour
	Medication Services	27.53	Per ¼ hour

**PRICING PAGE - continued**

	Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	45.00	per test
	Sample Collection with 1-panel on-site provided by vendor	2.50	Per test
	Sample Collection with 2-panel on-site provided by vendor	5.00	Per test
	Sample Collection with 3-panel on-site provided by vendor	7.50	Per test
	Sample Collection with 4-panel on-site provided by vendor	10.00	Per test
	Sample Collection with 5-panel on-site provided by vendor	12.50	Per test
	Sample Collection with 6-panel on-site provided by vendor	12.50	Per test
	Sample Collection with 7-panel on-site provided by vendor	12.50	Per test
	Sample Collection with 8-panel on-site provided by vendor	12.50	Per test
	Sample Collection with 9-panel on-site provided by vendor	12.50	Per test
	Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	0	per test
	Drug Testing: Breathalyzer (Equipment provided by vendor)	5.00	per test
	Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	0	per test
	Treatment Court Day	13.33	per ¼ hour

**Pricing Page (Continued)**

**Instructions:** Below is a list of the Judicial Circuits and Counties in the State of Missouri. Check either the applicable counties or the entire Judicial Circuit(s) that your agency shall provide services. Check the appropriate level of service that shall be provided: Adult, Family, and Juvenile. Check the applicable gender for which services shall be provided.

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	JUVENILE	MALE	FEMALE
1	Clark						
1	Schuyler						
1	Scotland						
2	Adair						
2	Knox						
2	Lewis						
3	Grundy						
3	Harrison						
3	Mercer						
3	Putnam						
4	Atchison						
4	Gentry						
4	Holt						
4	Nodaway						
4	Worth						
5	Andrew						
5	Buchanan						
6	Platte						
7	Clay						
8	Carroll						
8	Ray						
9	Chariton						
9	Linn						
9	Sullivan						
10	Marion						
10	Monroe						
10	Ralls						
11	St. Charles						

OSCA 14-042 Treatment Court Specialized Service Providers

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	JUVENILE	MALE	FEMALE
12	Audrain						
12	Montgomery						
12	Warren						
13	Boone						
13	Callaway						
14	Howard						
14	Randolph						
15	Lafayette						
15	Saline						
16	Jackson						
17	Cass						
17	Johnson						
18	Cooper						
18	Pettis						
19	Cole						
20	Franklin						
20	Gasconade						
20	Osage						
21	St. Louis						
22	St. Louis City						
23	Jefferson						
24	Madison						
24	St. Francois						
24	Ste. Genevieve						
24	Washington						
25	Maries						
25	Phelps						
25	Pulaski						
25	Texas						
26	Camden						
26	Laclede						
26	Miller						

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	JUVENILE	MALE	FEMALE
26	Moniteau						
26	Morgan						
27	Bates						
27	Henry						
27	St. Clair						
28	Barton	X	X	X		X	X
28	Cedar						
28	Dade						
28	Vernon						
29	Jasper	X	X	X		X	X
30	Benton						
30	Dallas						
30	Hickory						
30	Polk						
30	Webster						
31	Greene						
32	Bollinger						
32	Cape Girardeau						
32	Perry						
33	Mississippi						
33	Scott						
34	New Madrid						
34	Pemiscot						
35	Dunklin						
35	Stoddard						
36	Butler						
36	Ripley						
37	Carter						
37	Howell						
37	Oregon						
37	Shannon						

OSCA 14-042 Treatment Court Specialized Service Providers

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	JUVENILE	MALE	FEMALE
38	Taney						
38	Christian						
39	Barry						
39	Lawrence						
39	Stone						
40	McDonald	X	X	X		X	X
40	Newton	X	X	X		X	X
41	Macon						
41	Shelby						
42	Crawford						
42	Dent						
42	Iron						
42	Reynolds						
42	Wayne						
43	Caldwell						
43	Clinton						
43	Daviess						
43	DeKalb						
43	Livingston						
44	Douglas						
44	Ozark						
44	Wright						
45	Lincoln						
45	Pike						

**RENEWAL OPTION**

The Office of State Courts Administrator shall have the sole option to renew the contract for in one (1) year increments or any portion thereof. for a maximum total of five (5) additional years.

Prices for the renewal period shall be requested no later than 30 days prior the effective renewal.

**EXHIBIT A**

**PRIOR EXPERIENCE**

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name: OZARK CENTER</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Jasper County Drug Court
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	Judge David Dally 601 S. Pearl Street, Room 316 Joplin, MO 64801 417-625-4320
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	David C. Dally, Circuit Judge 601 S. Pearl Street, Room 316 Joplin, MO 64801 417-625-4320 <u>David.dally@courts.mo.gov</u>
Dates of Prior Services:	Providing services since 2005
Dollar Value of Prior Services:	Approximately \$35,000 annually
Description of Prior Services Performed:	Ozark Center receives funds to support Drug Court services for adult substance abuse clients. Center provides intake assessment services, medication management, individual therapy, family therapy, group counseling and group education services to individuals with a substance abuse disorder.

*As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:*

  
 \_\_\_\_\_  
*Signature of Reference Contact Person*

6/25/14  
 \_\_\_\_\_  
*Date of Signature*

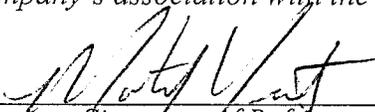
**EXHIBIT A**

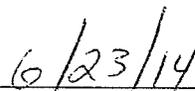
**PRIOR EXPERIENCE**

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name: OZARK CENTER</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Newton County Drug Court
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	Judge Timothy Perigo 101 S. Wood Neosho, MO 64850 417-451-8234
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Marty Yust, Drug Court Administrator 101 S. Wood Neosho, MO 64850 417-451-8286 <u>Marty.yust@courts.mo.gov</u>
Dates of Prior Services:	Providing services for approximately 10 years.
Dollar Value of Prior Services:	Approximately \$35,000 per year.
Description of Prior Services Performed:	Ozark Center receives funds to support Drug Court services for adult substance abuse clients. Center provides intake assessment services, medication management, individual therapy, family therapy, group counseling and group education services to individuals with a substance abuse disorder.

*As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:*

  
 \_\_\_\_\_  
*Signature of Reference Contact Person*

  
 \_\_\_\_\_  
*Date of Signature*

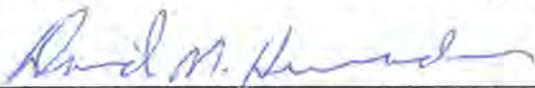
**EXHIBIT A**

**PRIOR EXPERIENCE**

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name: OZARK CENTER</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Barton County Drug Court
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	Judge James Bickel 100 West Cherry, Suite A Nevada, MO 64772 417-448-2550
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	David Heumader, Drug Court Administrator 100 West Cherry, Suite A Nevada, MO 64772 417-448-2550 <a href="mailto:David.heumader@courts.mo.gov">David.heumader@courts.mo.gov</a>
Dates of Prior Services:	Providing services for approximately 10 years.
Dollar Value of Prior Services:	Approximately \$25,000
Description of Prior Services Performed:	Ozark Center receives funds to support Drug Court services for adult substance abuse clients. Center provides intake assessment services, medication management, individual therapy, family therapy, group counseling and group education services to individuals with a substance abuse disorder.

*As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:*



*Signature of Reference Contact Person*

*6-23-2014*

*Date of Signature*

**EXHIBIT A**

**PRIOR EXPERIENCE**

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name: OZARK CENTER</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Jasper County Mental Health Fund Board
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	Sarah McConnell, Chairman 615 Hampton Place Joplin, MO 64801 417-483-8804 <a href="mailto:Smdmc2000@sbcglobal.net">Smdmc2000@sbcglobal.net</a>
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Sarah McConnell, Chairman 615 Hampton Place Joplin, MO 64801 417-483-8804 <a href="mailto:Smdmc2000@sbcglobal.net">Smdmc2000@sbcglobal.net</a>
Dates of Prior Services:	Services provided for approximately 20 years.
Dollar Value of Prior Services:	Approximately \$150,000 annually
Description of Prior Services Performed:	Ozark Center receives funds to support outpatient behavioral health services for mental health and substance abuse clients. Outpatient services are essential services to the citizens of Jasper County who might not otherwise receive services. Ozark Center provides medication management, individual therapy, family therapy, group counseling and group education services to individuals with a substance abuse disorder. Services are tailored to the individual needs of each client.

*As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:*

*Sarah A. McConnell, Chair*      *June 25, 2014*  
 \_\_\_\_\_  
 Signature of Reference Contact Person      Date of Signature

**EXHIBIT A**

**PRIOR EXPERIENCE**

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name: OZARK CENTER</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Newton County Mental Health Fund Board
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	Evelyn Harmon, Chairman 13735 Kenney Lane Neosho, MO 64850 417-389-1741 <a href="mailto:eharmon55@gmail.com">eharmon55@gmail.com</a>
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Evelyn Harmon, Chairman 13735 Kenney Lane Neosho, MO 64850 417-451-0434 <a href="mailto:eharmon55@gmail.com">eharmon55@gmail.com</a>
Dates of Prior Services:	Services provided for approximately 20 years.
Dollar Value of Prior Services:	Approximately \$200,000 annually
Description of Prior Services Performed:	Ozark Center receives funds to support outpatient behavioral health services for mental health and substance abuse clients. Outpatient services are essential services to the citizens of Newton County who might not otherwise receive services. Ozark Center provides medication management, individual therapy, family therapy, group counseling and group education services to individuals with a substance abuse disorder. Services are tailored to the individual needs of each client.

*As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:*

  
\_\_\_\_\_  
Signature of Reference Contact Person

  
\_\_\_\_\_  
Date of Signature



**EXHIBIT B**

**PERSONNEL EXPERTISE SUMMARY**

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided.)

Personnel	Background and Expertise of Personnel
1. Kelly BoKay, MS, LPC, CRAADC	Missouri Licensed Professional Counselor, Certified Reciprocal Advanced Alcohol and Drug Counselor. Board Certified Licensed Professional Counselor, Medication Assisted Reciprocal Specialist, Providing Substance abuse services in 1993. Title: Program Director
2. James Childers, MS, LPC, MARS	Missouri Licensed Professional Counselor, Medication Assisted Reciprocal Specialist. Has been a member of The Jasper County Drug Court Team since 2012. Providing substance abuse services since 2007. Title: Clinical Supervisor
3. David Clyde, MS, PLPC, RASACII	Provisionally Licensed Professional Counselor in Missouri, Recognized Alcohol and Substance Abuse Counselor II, Providing substance abuse counseling Since 2011. Title: Substance Abuse Counselor
4. Rick Davis, MS, LPC	Licensed Professional Counselor, Master of Science Degree in Psychology, Certified Substance Abuse Counselor I. Providing substance abuse services Since 2000. Title: Substance Abuse Counselor
5. Spence Ellis, MS, CRAADC	Certified Reciprocal Advanced Alcohol and Drug Counselor, Providing substance abuse counseling since 1985. Title: SATOP Administrator, Substance Abuse Counselor
6. Amy Manrique, MS, PLPC, RASACII	Provisionally Licensed Professional Counselor in Missouri, Recognized Alcohol and Substance Abuse Counselor II, Drug Court team member in Barton County for over 2 years. Has been providing Substance abuse counseling since 2012. Title: Substance Abuse Counselor
7. Patrick Pennell, BS, CRADC	Certified Reciprocal Alcohol and Drug Counselor, Has been providing substance abuse counseling Since 1992 Title: Substance Abuse Counselor

**EXHIBIT B**

**Page 2**

**PERSONNEL EXPERTISE SUMMARY**

**(Also attach resumes for key personnel)**

<b>Personnel</b>	<b>Background and Expertise of Personnel</b>
8. Joe Tobin, BS, CRADC	Certified Reciprocal Alcohol and Drug Counselor Providing substance abuse counseling services since 1997. Has been a treatment court team member for over 5 years in Newton/Mcdonald counties. Title: Substance Abuse Counselor

**Kelly A. BoKay, M.S., LPC, BCPC, CRAADC**

8358 Dylan Lane  
Joplin, Missouri 64804  
[kabokay@freemanhealth.com](mailto:kabokay@freemanhealth.com)  
(417) 850-0138

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**EDUCATION**

**PITTSBURG STATE UNIVERSITY** - Pittsburg, Kansas  
Masters – Counseling Psychology; 1999

**MISSOURI SOUTHERN STATE COLLEGE** - Joplin, Missouri  
Bachelor of Science – Criminal Justice Administration; 1989

**SOUTHWEST MISSOURI STATE UNIVERSITY** - Springfield, Missouri  
Bachelor of Science – Psychology, Minor in Sociology; 1987

**HONORS**

Alpha Chi Honor Society; Outstanding Criminal Justice Student; Award of Individual Excellence; Dean’s list; Magna Cum Laude – MSSC

**RELEVANT  
EXPERIENCE**

3/00 to present

**OZARK CENTER NEW DIRECTIONS**

305 Virginia Joplin, Missouri 64803  
(417)347-7730

Direct Supervisor: Del Camp

Program Director

Supervise day treatment, CSTAR, residential and SATOP staff that provide group and individual therapy for adult substance abuse and co-occurring clients; Other duties have included Director of Prevention program; SATOP instructor for OEP/WIP; Case management, Crisis counseling, Committee membership, Involvement with budget development, Assistance in writing grants for both Federal and State contracts, Discipline/direct supervision of line staff, Provision of clinical supervision for staff licensure and State certification, Hiring responsibilities, Quality assurance, Collecting data for quarterly reports, among others. Report directly to the Program Director. In addition I have completed a number of specialized training programs on developing supervisory skills, Motivational Interviewing, Medication Assisted Therapy, PTSD, working with Co-Occurring Disorders, and many others.

2/98 to 3/00

**INTER-TRIBAL TREATMENT CENTER** - Miami, Oklahoma

Substance Abuse Counselor

Individual and Group counseling and education for adolescent and adult substance abuse clients; DWI instructor; DWI assessments; Victim Impact Coordinator/Facilitator; Grant research/writer; Urinalysis Coordinator; Substance Abuse Prevention; Case management.

6/94 to 6/97            **LAFAYETTE HOUSE** - Joplin, Missouri  
Substance Abuse Counselor  
Individual/Group counseling and education for female substance abuse clients;  
SATOP Coordinator/Facilitator; Crisis intervention with victims of abuse; Case  
management.

8/89 to 11/92        **MISSOURI DEPARTMENT OF PROBATION/PAROLE** Liberty, Missouri  
Probation/Parole Officer  
Supervised adult offender activities; Court appearance/testimony; Conducted  
Pre-Sentence Investigations; Monitored inmates released on house arrest;  
Urinalysis coordinator; Conducted home visits; Case management.

**CERTIFI-  
CATIONS**            Certified Reciprocal Advanced Alcohol & Drug Counselor (CRAADC)  
Internationally Certified Alcohol & Drug Counselor (ICADC)  
Licensed Professional Counselor (LPC)  
Board Certified Professional Counselor (BCPC)  
Medication Assisted Reciprocal Specialist (MARS)

**AVAILABILITY**    Will provide 30 day notice to current employer.

**REFERENCES**      Available upon request.

American Psychotherapy Association  
recognizes

**Kelly A. Bokay, MS**

for having met the requirements to become a

**Board Certified Professional Counselor**

with all the rights, benefits and privileges pertaining thereto, providing certification requirements are met annually and the Psychotherapist's Oath of the American Psychotherapy Association is upheld.

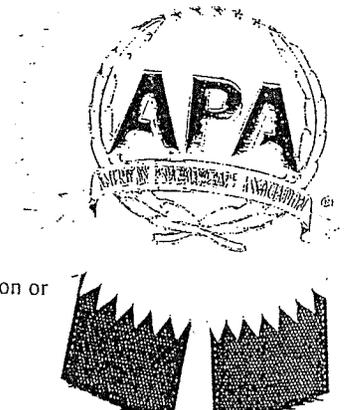
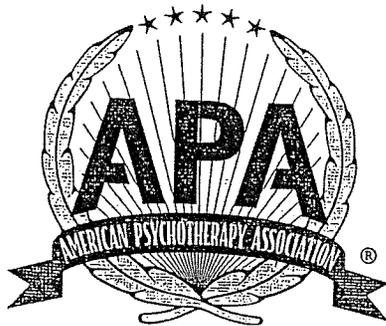
*Robert L. O'Block*

Robert L. O'Block, M.Div., Ph.D., Psy.D., D.Min.  
Founder & Chief Executive Officer

*Dan Reidenberg*  
Daniel J. Reidenberg, Psy.D., CRS  
Chair, American Psychotherapy Association

Awarded  
January 2008

Member ID  
9785



This certificate is the property of the American Psychotherapy Association, and in the event of its suspension, revocation or invalidation for any reason, it must be returned on demand to the American Psychotherapy Association.

41

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration  
Division of Professional Registration  
Committee for Professional Counselors  
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015  
ORIGINAL CERTIFICATE/LICENSE NO. 2003028945

KELLY A BOKAY

*Luci Keesh*

EXECUTIVE DIRECTOR

*Jane A. Rackus*

DIVISION DIRECTOR

No. 1642

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Kelly A. BoKay*

Continues to meet the standards and qualifications of a  
Certified Reciprocal Advanced Alcohol Drug Counselor  
as determined by the Board.

 CRADC

President

Expiration Date: 10/31/2014

Missouri Substance Abuse  
Professional Credentialing Board

NO:6037

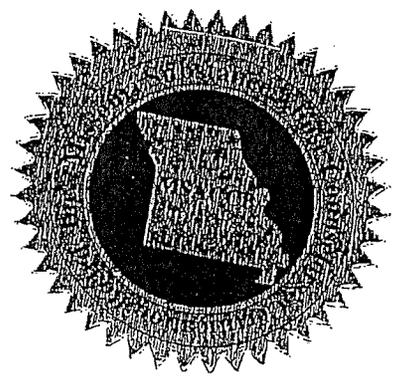
Hereby recognizes that

**Kelly Bokay**

has completed the required training and passed the Medication Assisted Treatment Specialist Examination and is hereby conferred the title of

**Medication Assisted Treatment Specialist**

Awarded on the 8th day of December, 2010



*[Handwritten Signature]*  
\_\_\_\_\_  
President

*[Handwritten Signature]*  
\_\_\_\_\_  
Secretary

47

# JAMES M. CHILDERS, LPC

## OBJECTIVE

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To continue growth in the mental health field as a clinician as well as in administrative and supervisory roles.

## EXPERIENCE

---

2007–Present      Ozark Center      Joplin, MO

*Substance Abuse Counselor / Supervisor*

- Supervision of clinical staff in both the inpatient and outpatient treatment centers
- Responsible for the recruitment and training of new staff, as well as the training and retention of current staff.
- Intake coordinator responsible for the majority of clinical assessments for substance related treatment, Compulsive Gambling, process addiction as well as SATOP(CIP, SROP and Level Four) clients.
- Primary clinical leason/counselor for the Jasper County Drug Court.
- Responsible for the development and implementation of drug and alcohol treatment programs.
- Provide individual counseling to substance abuse, gambling and process addicted clients.
- Facilitate counseling and educational groups for clients receiving substance abuse/dependance related treatment.
- Administer intakes and facilitate groups for Anger Management and Alternative to Violence programs.
- Serve as a member of the Missouri Continuing Education Consortium and the Missouri Rentry Program.
- Supervision of Practicum working toward Bachelor of Science in Psychology with an Substance Abuse Counseling Emphasis

2006–2006      PSU Counseling Center      Pittsburg, KS

*Intern*

- Provided individual counseling to PSU students.
- Maintained client records for the Counseling Center.
- Performed strengths based assessments.

2006–2006      Heartland Behavioral Health Center      Nevada, MO

*Intern*

- Provided individual and group counseling to youth ages 5-17.
- Maintained client records for the Heartland Behavioral Health Center.

2005–2006 PSU Testing Center Pittsburg, KS  
*Assistant Director (Graduate Assistant)*

- Scheduled, supervised and administered computer based testing and paper/pencil testing.
- Maintained financial records for the Testing Center.
- Maintained Testing Center Computers

2004–2005 Celltron Galena, KS  
*Ditmco Programmer*

- Programmed the computerized stations for military and civilian projects.
- Analyzed wiring diagrams for discrepancies.
- Developed operational procedures for various aspects of the testing department.

2003 New Horizons Pittsburg, KS  
*Business Office Manager*

- Responsible for client billing of Medicare and Medicaid
- Maintained clients' personnel accounts.
- Maintained payroll for over 75 employees.

2001–2002 USD 250 Pittsburg, KS  
*Psychology Para-Professional*

- Administered psychological testing to students for potential placement in special needs programs.
- Observed behaviors of students in a natural setting.
- Organized and filed students' records.

2000–2001 Mental Health Center of N. E. Kansas Emporia, KS  
*Attendant Care Worker*

- Provided community support for at-risk youth, ages 5-18.
- Provided support for clients staying in a crisis house.
- Transported clients to and from various appointments.

1999–2000 Sunflower Industries Emporia, KS  
*Attendant Care Worker*

- Supervised eight behaviorally challenged residents between the ages of 13 to 18.
- Taught residents how to perform tasks associated with independent living.
- Organized and supervised extra-curricular activities.

CONTINUING EDUCATION CERTIFICATIONS AND CREDENTIALS

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2007	Missouri Division of Professional Registration Provisional License Professional Counselor (PLPC) Credential.	Jefferson City, MO
2009	Missouri Division of Professional Registration License Professional Counselor (LPC) Credential.	Jefferson City, MO
2010	Missouri Substance Abuse Professional Credentialing Board Medication Assisted Recovery Specialist (MARS) Credential.	Jefferson City, MO
2010	Missouri Substance Abuse Professional Credentialing Board Medication Assisted Recovery Specialist (MARS) Credential.	Jefferson City, MO
2010	The Missouri Council on Problem Gambling Certified Compulsive Gambling Counselor (CCGC) Credential.	Jefferson City, MO
2011	EMDR – Humanitarian Assistance Programs Eye Movement Desensitization and Reprocessing (EMDR) certification.	Joplin, MO
2012	Missouri Substance Abuse Professional Credentialing Board Clinical Supervision certification	Jefferson City, MO

EDUCATION

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2005-2006	Pittsburg State University M.S. in Community Counseling. ▪ Graduated Summa Cum Laude.	Pittsburg, KS
1997-2001	Emporia State University Bachelor of Arts, Psychology. ▪ Graduated Cum Laude.	Emporia, KS
1992-1994	U.S Naval Avionics F/A-18 ▪ Aviation Electronics System Integration A1 ▪ Aviation Electronics Test Set Intermediate Maintenance Technician ▪ Night-Attack Intermediate Aviation Electronics Test Set Operator/ Maintenance	Millington, TN

# Fittsburg State University

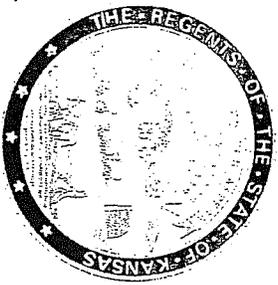
by the authority of the Board of Regents and upon the recommendation of the  
Graduate Faculty has conferred upon

James M. Childers  
the degree

Master of Science

and all the Honors and Distinctions belonging to this Degree in consideration  
of the satisfactory completion of the Course of Study prescribed by the Faculty  
of the University.

Given at Fittsburg, Kansas, on the fifteenth  
day of December, in the year of our Lord  
two thousand and six.



*Nelson D. Kalle*  
Chairperson, Board of Regents

*Tom W. Bryant*  
President

*Reginald Shuster*  
President, Faculty and Graduate Studies

*Lee R. Christian*  
Registrar



State of Missouri

Department of Insurance, Financial Institutions and Professional Registration  
Division of Professional Registration  
Committee for Professional Counselors  
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015  
ORIGINAL CERTIFICATE/LICENSE NO. 2007034754

JAMES MARSHALL CHILDERS

*Lois Hesk*

EXECUTIVE DIRECTOR

*Jan A. Packer*

DIVISION DIRECTOR

No. 6041

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*James Childers*

Continues to meet the standards and qualifications of a  
Medication Assisted Recovery Specialist  
as determined by the Board.



President

Expiration Date: 4/30/2016

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7112

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*James Childers*

Continues to meet the standards and qualifications of a  
Certified Compulsive Gambling Counselor  
as determined by the Board.



President

Expiration Date: 4/30/2016

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

**David Clyde**  
2502 Village Ct  
Joplin, MO 64804  
417-437-8632  
dclyde@cableone.net

**Summary:** I have over 20 years experience in management with specific experience in training and development of employees and managers. I transitioned to counseling in 2011. Since transitioning to counseling I have developed specific skills in Dialectical Behavioral Therapy, Prolonged Exposure treatment for PTSD, family therapy, and substance abuse counseling. Additionally, I have expanded my skills to include negotiation, mediation, conflict management systems design, and family group conferencing.

**Employment:** Ozark Center Joplin, MO  
**Mental Health Counselor** April 2011 to Present

- Evaluated clients' physical and mental condition based on review of client information.
- Developed and implemented treatment plans based on clinical experience and knowledge.
- Monitored clients' use of medications.
- Guided clients in the development of skills and strategies for dealing with their problems.
- Prepared and maintained all required treatment records and reports.
- Counseled clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
- Spearheaded Smoking Cessation efforts within the organization.
- Collected information about clients through interviews, observation, and tests.
- Encouraged clients to express their feelings and discuss what was happening in their lives, and helped them to develop insight into themselves and their relationships.
- Maintained confidentiality of records relating to clients' treatment.
- Acted as client advocates in order to coordinate required services and to resolve emergency problems in crisis situations.
- Modified treatment activities and approaches as needed in order to comply with changes in clients' status.
- Gathered information about community mental health needs and resources that could be used in conjunction with therapy.
- Referred patients, clients, and family members to community resources and to specialists as necessary.

Pilot Travel Centers Inc  
**Restaurant General Manager /**

Joplin, MO  
June, 2005 to April, 2011

**Training Manager**

- Managed daily operations of the restaurant
- Maintained staffing levels to ensure quality service and improve sales.
- Maintained appropriate records and reports to provide sales and profit information to the corporate office
- Train crew members and management.
- Maintained a succession plan
- Trained general managers and co-managers for regional restaurants
- Developed strategic plans to achieve corporate goals and personal goals.
- Monitored food costs through inventory and projected usage.
- Maintained operations within corporate standards to ensure quality, service, and cleanliness to standard on a daily basis.
- Improved sales by over 30% over 5 years.
- Improved profits 120% over a 5 year period.

Jack in the Box

Bryan, Texas

**Restaurant Training Manager / Multi**

April, 2000 to May, 2005

**Unit General Manager**

- Management of daily operation to ensure quality, service, and cleanliness met corporate standards
- Represented my area as part of the restaurant managers counsel to the regional counsel. The counsel was tasked with identifying systemic problems within the region and promoting solutions to those problems. Another representative represented the regional systemic problems to the corporate office.
- Trained restaurant managers for the region.
- Monitored staffing levels to ensure there was sufficient staffing to meet sales demands.
- Managed three restaurants simultaneously as a restaurant general manager.
- Developed strategic plans to improve sales for the multi-unit operations.
- Met with regional training managers to discuss training strategies and develop training programs based on a job analysis.

Tidmore Enterprises

College Station, Texas

**Restaurant General Manager /**

May, 1997 to April, 2000

**Training Manager**

- Managed daily operations of the restaurant
- Maintained staffing levels to meet sales requirements
- Trained managers for the company
- Maintained operations to meet quality, service, and cleanliness requirements

- Developed new strategies to improve speed of service and reduce job stress for employees.
- Initiated new sales objectives to better serve the college students that made up the primary customer base
- Increased same store sales over the prior year by 100% through the implementation of new sales strategies (Aggie Bucks) and improved speed of service.

**Education:** Missouri State University Springfield, MO  
**Certificate in Conflict and Dispute Resolution** 2014

Assemblies of God Theological Seminary Springfield, MO  
**MA Counseling** 2012

Southwest Assemblies of God University Waxahachie, Texas  
**BS Church Ministries** 2008

**Additional Training:**

- Prolonged Exposure (PE) therapy
- Dialectical Behavioral Therapy (DBT)
- Military Culture
- Marriage and Family Therapy
- Mediation
- Family Group Conferencing
- Smoking Cessation
- Conflict Management Systems Design
- Principled Negotiation

**Languages:**

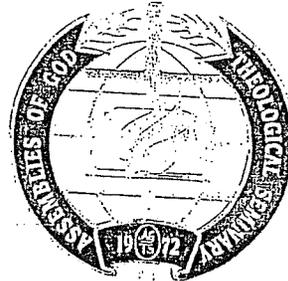
Spanish Functional in elementary Spanish

**License:**

- Provisionally Licensed Professional Counselor (PLPC)
- Tobacco Treatment Specialist (TTS)
- Recognized Associate Substance Abuse Counselor II (RASACII)

**References:** Available upon request

# Assemblies of God Theological Seminary



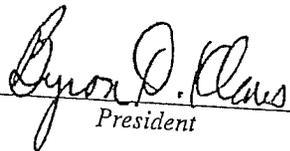
Upon the recommendation of the Faculty of the Assemblies of God  
Theological Seminary, and by the authority of the Board of Directors,  
and in the exercise of powers granted by the State of Missouri,  
We hereby confer on

DAVID L. CLYDE

the degree of

MASTER OF ARTS IN COUNSELING  
CUM LAUDE

with all the honors, rights, and privileges to that degree appertaining.  
In testimony whereof the seal of the Seminary and the signatures of the  
duly authorized officers are hereunto affixed at Springfield, Missouri,  
this first day of August, 2012.

  
Byron D. Claus  
President

A m i n

  
Academic Dean

55

State of Missouri

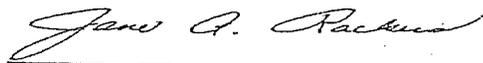
Department of Insurance, Financial Institutions and Professional Registration  
Division of Professional Registration  
Committee for Professional Counselors  
Provisional License Professional Counselor

VALID THROUGH MAY 14, 2015  
ORIGINAL CERTIFICATE/LICENSE NO. 2013014436

DAVID L. CLYDE  
KELLY BOKAY-2003028945  
OZARK CENTER-NEW DIRECTIONS  
3010 MCCLELLAND BLVD  
JOPLIN MO 64801  
USA



EXECUTIVE DIRECTOR



DIVISION DIRECTOR

56



MAYO CLINIC

Certificate #06-13-034

Mayo Nicotine Dependence Center  
Rochester, Minnesota  
hereby grants to

**David Clyde, MA**  
Certification as a  
Tobacco Treatment Specialist

Effective Date: July 1, 2013

Expiration Date: July 1, 2015

Richard D. Hurt, M.D.  
Director,  
Nicotine Dependence Center

Sheila Stevens, MSW  
Coordinator,  
Education Program

57

## Resume

Richard Davis MS LPC  
703 w 3st  
Pittsburg, Ks. 66762  
620-231-6127  
Email-aum2@yahoo.com

**Education** Pittsburg State University , Pittsburg, Ks.  
5-01 Master's of Science in Psychology (Community Counseling)  
5-99 Bachelor of Science in Psychology, Substance Abuse Emphasis  
1997 Substance Abuse Counselor Certification

**Honors** Chi Sigma Iota  
Phi Kappa Phi

## Experience

1997-1999 Addiction Treatment Center , Girard, Ks.  
-facilitate client treatment  
-administer intake screenings  
-facilitate educational groups  
-provide outpatient counseling

1999-2000 Pittsburg State University-Testing Office  
-administer tests under State and APA guidelines  
-manage testing schedules and provide information

2000-2003 Pittsburg State University-supervised practicum  
-Supervision hours in Marriage and Family Therapy

2002-2003 Counselor (Family Therapy)- Truancy Diversion  
Program at Pittsburg State University

2002-2004 Lecturer-PSU-Pharmacology and Substance Abuse and  
Fieldwork in Psychology

2002 Licensure- LPC

2000-present Ozark Center ,Joplin. Mo.  
-Substance Abuse Counselor  
Provide substance abuse counseling and education  
For adult substance abuse clients in a group and  
Individual setting.

## References

Dr.Robert Sheverbush-MFT Practicum Supervisor-PSU  
Dr.Rick Lindskog- Psychology Professor-PSU  
Dr David Hurford-Chairman Psychology Dept. PSU

# Pittsburg State University

by the authority of the Board of Regents and upon the recommendation of the  
Graduate Faculty has conferred upon

Richard Davis

the degree

Master of Science

with all the Honors and Distinctions belonging to this Degree in consideration  
of the satisfactory completion of the Course of Study prescribed by the Faculty  
of the University.

Given at Pittsburg, Kansas, on the twelfth  
day of May, in the year of our Lord  
two thousand and one.



*Clyde Davis III*  
Chairman, Board of Regents

*Tom W. Bryant*  
President

*Oliver D. Hendry*  
Dean of Graduate Studies and Research

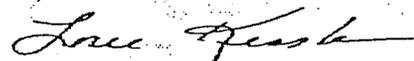
*Lee R. Christman*  
Registrar

State of Missouri

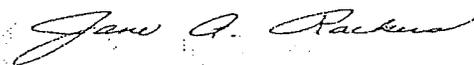
Department of Insurance, Financial Institutions and Professional Registration  
Division of Professional Registration  
Committee for Professional Counselors  
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015  
ORIGINAL CERTIFICATE/LICENSE NO. 2003028356

RICHARD G DAVIS



EXECUTIVE DIRECTOR



DIVISION DIRECTOR

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# SPENCER L. ELLIS

Phone (417) 235-3001 Cell (417) 235-9740

e-mail: CounselVision@aol.com

## OBJECTIVE

To work in an established setting which provides a challenge for growth and advancement opportunities commensurate with my initiative in counseling, clinical supervision, medical office management, interpersonal skills and leadership style.

## PROFESSIONAL PROFILE

- 31 years clinical and technical experience in varied outpatient/inpatient substance abuse and mental health settings.
- Creative team player and skilled problem solver with 27 years supervisory experience, managed from 20-360 personnel.
- Polished writer and orator, diverse multitasking skills, computer literate in Microsoft Office and desktop publishing.
- Compassionate counselor; extensive psychopharmacology knowledge; incorporates Covey skills into daily practice.

## PROFESSIONAL EXPERIENCE

2006-Present **SATOP Administrator/Alcohol and Drug Abuse Counselor** Ozark Center New Directions, Joplin, MO 64803  
 Supervise operations of SATOP activities for Ozark Center in Joplin, Neosho, Anderson and Lamar. Schedules, coordinates, and trains personnel for clinical, educational, and administrative program activities. Certified in all SATOP programs and as administrator. Program liaison between Ozark Center and Missouri Department of Mental Health. Conducts screenings and clinical intakes for SATOP and ADA programs. Provides treatment and education through individual counseling, group process, and group education. Represented Freeman Health System on local TV for health spots. Expertise sought by other program administrators for advice. Created additional program opportunities greatly increasing consumer access.

2003-2006 **Director, Alcohol and Drug Abuse Services** Clark Community Mental Health Center, Monett, MO 65708  
 Provide substance abuse evaluations, education and treatment for residents of Barry, Lawrence and Dade counties. Quickly earned state certifications to successfully revitalize a lapsed Substance Abuse Traffic Offenders Program, 2003. Coordinate and instruct evening education programs, Weekend Intervention Programs, and Clinical Intervention Programs for DWI offenders. Work with state agencies for referral and consultation on clients with substance abuse issues.

1997 - 2003 **OPERATIONS MANAGER for a Community Hospital** Dyess AFB, Abilene, TX 79607  
 Managed 20 personnel in an outpatient mental health clinic, family advocacy and substance abuse prevention, education and treatment program. Performed diagnostic evaluations, case management, developed treatment plans, directed team meetings, provided clinical supervision, trained counselors, instructed classes, conducted briefings/seminars to medical staff and community, taught suicide prevention strategies. Proactive management earned 98% rating from Joint Commission of Accreditation on Healthcare Organizations, a benchmark for all Air Force Life Skills Centers. Medical Group Top 4 Council President, and Wing Top 3 Council member. Hospital Superintendent for 360 personnel and operating budget of eight million dollars; conducted organizational analysis identifying opportunities for program growth. Managed administrative/training aspects of 20 member Critical Incident Stress Management team. Performed Air Staff Combat Command Staff Assistance Visit to evaluate and recommend clinical/management practice changes. Retired as Master Sergeant, USAF, May 2003.

1987 - 1997 **CLINIC MANAGER for a Regional Hospital** RAF Lakenheath, United Kingdom  
 Program oversight for inpatient alcoholism rehabilitation, inpatient psychiatric unit, family advocacy, and outpatient mental health clinic with 54 assigned personnel. Performed psychological testing, intake evaluations, case management, psychiatric nursing interventions, quality control, statistical reports, community briefings, classroom instruction, corporate liaison for European catchment area. Spearheaded "Tiger Team" to successfully convert a 28-day inpatient program into a tiered progression Partial Hospitalization Program. Supervised 27 technicians assigned to 5 work-centers. Organized and coordinated transcontinental conferences for collateral training during career field merger of inpatient and outpatient technicians.

1982 - 1987 **TECHNICIAN/TEAM LEADER for Regional Medical Center** Wiesbaden AFRMC, Germany  
 Managed administrative operation for 28-day alcoholism rehabilitation center, liaison to respective aftercare programs.

## EDUCATION

2010 **MASTER of ARTS ORGANIZATIONAL MANAGEMENT / Human Resource Focus** Ashford University  
 2003 **BACHELORS of SCIENCE in LIBERAL ARTS / Psychology Focus** Excelsior College  
 1988 **ASSOCIATES DEGREE in ALLIED HEALTH SCIENCES** Community College of the Air Force

## PROFESSIONAL DEVELOPMENT

2011 **Medication Assisted Recovery Specialist** Missouri Substance Abuse Counselors Certification Board  
 2010 **Clinical Supervisor** Missouri Substance Abuse Counselors Certification Board  
 2003 **Offender's Management Unit Administrator/Instructor** Missouri Substance Abuse Traffic Offenders Program  
 2001 **Certified Reciprocal Advanced Alcohol Drug Counselor** Missouri Substance Abuse Counselors Certification Board

PROFESSIONAL MEMBERSHIPS

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Board of Directors, Missouri Addictions Counselors Association (MACA) 2004-2006; MACA member 1994-2007; National Alcohol And Drug Addictions Counselors (NAADAC) 1994-2007; American Legion 2003-present.

COMMUNITY ACTIVITIES

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Board of Directors, Monett Youth Center 2009-2012; Board of Directors, Barry/Lawrence Fellowship of Christian Athletes 2004-2006; Attend Monett First United Methodist Church 2003-present; Actively supported Methodist Youth Group, Monett High School Band Boosters and athletics .

REFERENCES FURNISHED UPON REQUEST

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# Ashford University

Upon the recommendation of the faculty and by virtue of the authority vested in the Board of Trustees,

Ashford University hereby confers upon

**Spencer H. Felts**

the degree

**Master of Arts**

Organizational Management

with all the Rights and Privileges thereunto appertaining.

In testimony whereof, this degree is granted at Winston in the State of Iowa, on the fifteenth day of November, in the year One Thousand and Ten.

*James M. ...*  
President and Chief Executive Officer



*William ...*  
Chairman of the Board of Trustees

No. 5216

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Spencer L. Ellis*

Continues to meet the standards and qualifications of a  
SATOP Qualified Professional  
as determined by the Board.



President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 1342

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Spencer L. Ellis***

Continues to meet the standards and qualifications of a  
Certified Reciprocal Advanced Alcohol Drug Counselor  
as determined by the Board.

A handwritten signature in black ink, appearing to read "Spencer L. Ellis", is written over a horizontal line. To the right of the signature, the letters "CRADC" are written in a smaller, less legible script.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6424

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Spencer L. Ellis*

Continues to meet the standards and qualifications of a  
Medication Assisted Recovery Specialist  
as determined by the Board.



President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

# Amy Maria Manrique

651 S. 180th St  
Pittsburg, KS 66762

(620-249-8143)  
ammanriq@hotmail.com

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## Education

Master of Science May 2012  
Clinical Mental Health Counseling  
Pittsburg State University, Pittsburg, Kansas  
GPA: 4.0

Bachelor of Arts May 2010  
Pittsburg State University, Pittsburg, Kansas.  
Major: Psychology Minor: Philosophy  
Major GPA: 4.0 Overall GPA: 3.9435

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## Counseling Experience

Substance Abuse Counselor May 2012 - Present  
Ozark Center New Directions, Joplin, MO

- Counsel individual clients
- Facilitate group education classes
- Facilitate group counseling classes

Counseling Intern August 2011 – May 2012  
Missouri Southern State University ACTS Office, Joplin, MO

- Counseled individual clients
- Co-facilitated groups
- Completed 5-axis diagnoses
- Developed treatment plans

Counseling Intern June 2011 – May 2012  
Truancy Diversion Program at Pittsburg State University, Pittsburg, KS

- Co-counseled groups and families
- Counseled families with children who were truant from school

Counseling Intern May 2011 – August 2011  
Lafayette House, Joplin, MO

- Co-counseled individual clients.
- Facilitated groups.
- Worked with clients whose primary presenting issue was substance dependence and/or abuse.
- Collaborated with supervisor on treatment planning and 5-axis diagnoses.

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## Other Employment Experience

Graduate Assistant August 2010 – May 2011  
The Center for the Study of Poverty and Student Achievement  
Pittsburg State University, Pittsburg, KS

- Worked extensively with Microsoft Word and Excel

Projectionist August 2010 – January 2011  
ShowPlex Cinemas, Pittsburg, KS

Assistant Manager November 2006 – August 2010  
Dickinson Theatres, Pittsburg, KS

- Problem-solved with other members of management team.
- Managed the frontline staff (12-18 people)
- Responsibilities included:
  - Stock Inventory and Ordering
  - Employee and Show Schedule
  - Projection and General Theatre Maintenance
  - Managing money

Frontline Employee June 2005 – November 2006  
Dickinson Theatres

---

### Professional Organizations

- Chi Sigma Iota - President February 2012 - Present
  - American Counseling Association – Student Member April 2011 - Present
- 

### Specific Skills

- Certified QPR Gatekeeper Trainer February 2012
  - American Red Cross Certified in Disaster Mental Health Services May 2011
  - American Red Cross Certified in Psychological First Aid June 2011
- 

### Honors Organizations

Phi Kappa Phi March 2012 - Present

Lambda Sigma Society August 2007 - May 2008  
Office Held: Reporting Secretary

Pittsburg State University Honors College August 2006 – May 2010

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### Honors

- Graduated Magna Cum Laude Spring 2010  
Pittsburg State University
  - Departmental Academic Honors Fall 2009  
Pittsburg State University
  - Presidential Scholarship Fall 2006.– Spring 2010  
Pittsburg State University
- 

### Scholarly Interests

- Suicide Prevention
  - Technology Use in Counseling
- 

### Presentations

Manrique, A.M. (2012). *Get More Bang for Your Buck! Using Our Increasingly Media-Driven Society to Your Advantage*. Presented at Kansas Counseling Association Annual Convention, Topeka, KS.

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References Furnished Upon Request

# Pittsburg State University

by the authority of the Board of Regents and upon the recommendation of the  
Graduate Faculty has conferred upon

Amy Maria Marriquet

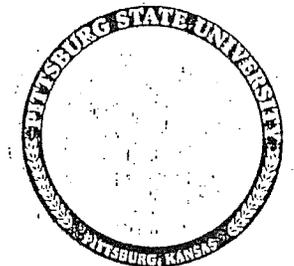
the degree

Master of Science

Counseling

with all the Honors and Distinctions belonging to this Degree in consideration  
of the satisfactory completion of the Course of Study prescribed by the Faculty  
of the University.

Given at Pittsburg, Kansas, on the eleventh  
day of May, two thousand and twelve.



Ed M Kecknie  
Chairperson, Board of Regents

Sta A Scott  
President

Cezayirli Snyder  
Dean of Learning and Graduate Studies

Delhi Drove  
Registrar

69

No. 6811

# Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

***AMY M. MANRIQUE***

has met all the standards and qualifications required of an  
associate substance abuse counselor as determined by the  
Credentialing Board and is hereby conferred the title of

***RECOGNIZED ASSOCIATE SUBSTANCE ABUSE COUNSELOR II***

Awarded on **JUNE 6, 2012**



President

*Cliff Johnson* MSACCB

Secretary

*Alicia Ozemburg* MSACCB

70

# Patrick Gary Pennell

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<b>Objective</b>	To obtain an entry level position with Marck Recycling.		
<b>Experience</b>	November 2011 – Present	Ozark Center New Directions	Joplin, MO
	<b>Counselor</b>		
	<ul style="list-style-type: none"><li>▪ Conduct individual session</li><li>▪ Conduct Group Sessions</li><li>▪ Complete ADA and SATOP assessments</li></ul>		
	April 2007 – April 2010	Sigma House Recovery Center	Springfield, MO
	<b>Associate Director</b>		
	<ul style="list-style-type: none"><li>▪ Supervise Counselors</li><li>▪ Establish and maintain policy and procedures</li><li>▪ Develop and implement new programs</li></ul>		
	June 2003 – March 2007	Lafayette House	Joplin, MO
	<b>CSW Supervisor/Transportation Supervisor</b>		
	<ul style="list-style-type: none"><li>▪ Supervise Community Support Workers</li><li>▪ Schedule and Implement Transportation Plan for Clients</li><li>▪ Work with outside agencies such as Probation and Parole and DFS</li></ul>		
	May 1998 – April 2003	Clark Comm. Mental Health Ctr.	Monett, MO
	<b>Program Director – Alcohol and Drug Abuse Programs</b>		
	<ul style="list-style-type: none"><li>▪ Implemented new programs</li><li>▪ Maintained program certification</li><li>▪ Handled budgeting, personnel management, and public relations</li><li>▪ Conducted SATOP programs</li></ul>		
	July 1993 – May 1998	Clark Comm. Mental Health Ctr.	Aurora, MO
	<b>Community Support Worker</b>		
	<ul style="list-style-type: none"><li>▪ Developed, implemented and re-evaluated treatment plans</li><li>▪ Dealt directly with agencies such as Probation and Parole, DFS, and educational facilities</li><li>▪ Conducted SATOP programs</li></ul>		
<b>Education</b>	1987 – 1992	Central Missouri State University	Warrensburg, MO
	<ul style="list-style-type: none"><li>▪ B.S., Psychology Minor – Criminal Justice</li></ul>		
<b>Professional Certifications</b>	SATOP Comprehensive Qualified Professional, September 1996 CSAC I, October 1987, Class A CDL		
<b>References</b>	Available upon request.		

Be it known that the

# Central Missouri State University

Board of Regents,  
having been advised by the faculty that

**Patrick Gary Pennell**

has successfully completed the course of study  
for the degree of

**Bachelor of Science**  
**Psychology**

and is qualified to receive same, do hereby confer  
said degree with all the honors, rights, privileges  
and responsibilities thereunto appertaining.

In testimony of, this diploma, duly signed and the seal of the  
university affixed, is issued at the university in the city  
of Warrensburg, state of Missouri, this ninth day of  
May in the year nineteen hundred and ninety-two A.D.

*Ed Ellis*

President of the University

*James D. Estom*

Vice President of the Board of Regents



*Samuel L. Curran*

President of the Board of Regents

*Stanton B. Cox*

Secretary of the Board of Regents

No. 6946

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Patrick G. Pennell*

Continues to meet the standards and qualifications of a  
Medication Assisted Recovery Specialist  
as determined by the Board.



President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 5370

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Patrick G. Pennell*

Continues to meet the standards and qualifications of a  
SATOP Qualified Professional - REACT  
as determined by the Board.



President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

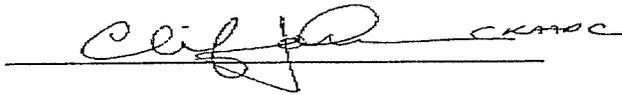
No. 1795

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Patrick G. Pennell*

Continues to meet the standards and qualifications of a  
Certified Reciprocal Alcohol Drug Counselor  
as determined by the Board.

A handwritten signature in black ink, appearing to read "Patrick G. Pennell", written over a horizontal line. To the right of the signature, the letters "CRADC" are written in a smaller, less legible script.

President

Expiration Date: 10/25/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

**Joseph M. Tobin BS, CRADC**

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**Experience**

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Jan 2004- Current Ozark Center Joplin and Neosho MO

**Substance Abuse Counselor**

- Evaluate and treat clients with substance use disorder
- Provide appropriate referrals to psychiatric services
- Group and Individual therapy to implement treatment plan developed for client
- Member of Missouri Drug Court Team in McDonald and Newton Co

Oct 2002-Dec 2003 Oklahoma Department of Mental Health Vinita, OK

**Substance Abuse Counselor**

- Provide counseling to inmates in medium security correctional facility
- Group and individual therapy
- Responsible for 12-16 inmates during eight week treatment program

**Education**

**Bachelor of Science**

Pittsburg State  
University

**Associate of Science**

Neosho Community College

**Certifications**

CRADC

SATOP

# Pittsburg State University

by the authority of the Board of Regents and upon the recommendation of the Faculty has conferred upon

Joseph M. Tobin

the degree

Bachelor of Science

Social Work

with all the Honors and Distinctions belonging to this Degree in consideration of the satisfactory completion of the Course of Study prescribed by the Faculty of the University.

Given at Pittsburg, Kansas, on the seventeenth day of December, in the year of our Lord one thousand nine hundred and ninety-six.



*Charles E. Nolan*  
Chairperson, Board of Regents

*Robert K. Ratzliff*  
Vice President for Academic Affairs

*John A. Dailong*  
President

*Lee R. Christensen*  
Registrar

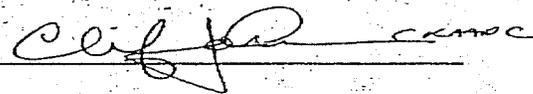
No. 2208

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Joseph M. Tobin*

Continues to meet the standards and qualifications of a  
Certified Reciprocal Alcohol Drug Counselor  
as determined by the Board.



President

Expiration Date: 10/31/2014

78

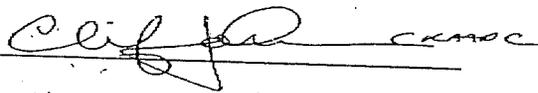
No. 5445

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Joseph M. Tobin*

Continues to meet the standards and qualifications of a  
SATOP Qualified Professional  
as determined by the Board.



President

Expiration Date: 10/31/2014

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**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATION**

Comes now Mary B. Parrigon as Chief Operating Officer first being duly sworn on my oath, affirm OZARK CENTER is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that OZARK CENTER does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 285.530, RSMo).*

<u><i>Mary B. Parrigon</i></u> Signature (person with authority)	<u>Mary B Parrigon</u> Printed Name
<u>Chief Operating Officer</u> Title	<u>Mary B. Parrigon</u> Mary B. Parrigon
	<u>6-26-14</u> Date

Subscribed and sworn to before me this 26<sup>th</sup> of June 2014. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of Jasper, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on April 21, 2018.  
(NAME OF STATE) (DATE)

<u><i>Mary J. Kyser</i></u> Signature of Notary	<u>6.26.14</u> Date
--	------------------------



**MARY J. KYSER**  
My Commission Expires  
April 21, 2018  
Jasper County  
Commission #14496002

**EXHIBIT D**

**MISCELLANEOUS INFORMATION**

**Outside United States**

If any products and/or services bid are being manufactured or performed at sites outside the continental United States, the bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Describe and provide details:		

RFP OSCA 11-036

**EXHIBIT E**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

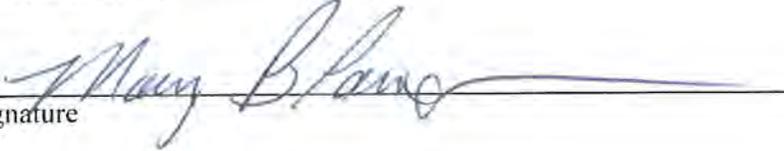
Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Mary B. Parrigon, Chief Operating Officer  
Name and Title of Authorized Representative

Signature 

Date 6-26-14



*Having demonstrated compliance with certification standards  
for organizations providing substance abuse treatment,*



## Ozark Center

*is fully certified by*

The Department of Mental Health  
Division of Alcohol and Drug Abuse

*to provide the following services:*

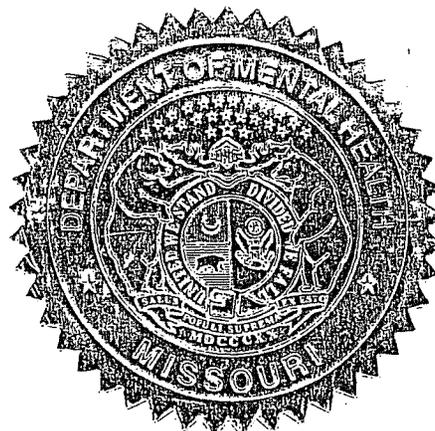
CSTAR-General Population  
Detoxification-Modified Medical  
Outpatient-Community-Based Primary Treatment with Residential Support  
Outpatient-Intensive Outpatient Rehabilitation  
Outpatient-Supported Recovery  
Compulsive Gambling

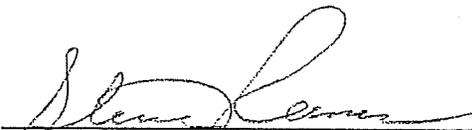
1281

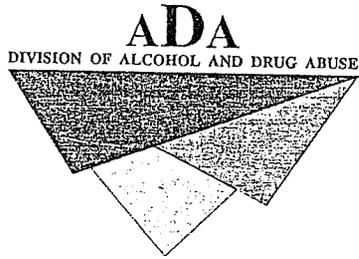
Certificate Number

August 1, 2012—July 31, 2015

Date



  
Deputy Director



Department of Mental Health  
Division of Alcohol and Drug Abuse

Certifies that



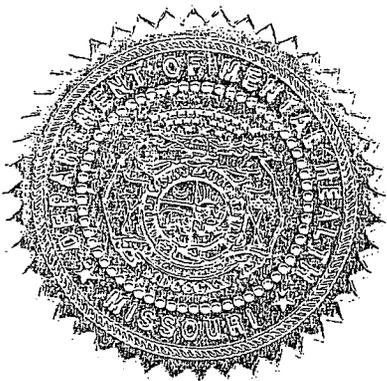
# Ozark Center

is in compliance with certification standards for:

## Substance Abuse Traffic Offender Program (SATOP)

in the following programs:

- ♦ Offender Management Unit (OMU)
- ♦ Offender Education Program (OEP)
- ♦ Weekend Intervention Program (WIP)
- ♦ Adolescent Diversion Education Program (ADEP)
- ♦ Clinical Intervention Program (CIP)

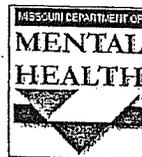


1283

Certificate Number

August 1, 2012 through July 31, 2015

Certification Date



SATOP Director, Division of Alcohol and Drug Abuse