



**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](mailto:osca.contracts@courts.mo.gov)**

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

**MAILING INSTRUCTIONS:** Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

**RETURN PROPOSAL TO:**

**(U.S. Mail)  
Office of State Courts Administrator  
Attn: Contract Unit or  
PO Box 104480  
Jefferson City Mo 65110 - 4480**

**(Courier Service)  
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**

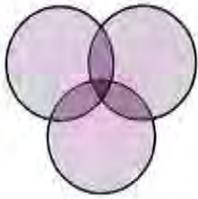
The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The vendor further agrees that the 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 3/6/14
PRINTED NAME Tom Petrizzo		TITLE Chief Executive Officer
COMPANY NAME Tri-County Mental Health Services, Inc.		
MAILING ADDRESS 3100 NE 83 <sup>rd</sup> Street, Suite 1001		
CITY, STATE, ZIP Kansas City, MO 64119		
E-MAIL ADDRESS <a href="mailto:tomp@tri-countymhs.org">tomp@tri-countymhs.org</a>		FEDERAL EMPLOYER ID NO. 43-1556416
PHONE NO. 816.877.0468	FAX NO. 816.468.6635	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: AS SUBMITTED		
CONTRACT NO. OSCA 14-042-35	CONTRACT PERIOD July 1, 2014 through June 30, 2015	
CONTRACTS COORDINATOR 	DATE 4-22-2014	DEPUTY STATE COURTS ADMINISTRATOR 



**TRI-COUNTY**  
**MENTAL HEALTH**  
**SERVICES, INC.**  
(816) 468-0400

3100 NE 83rd STREET

KANSAS CITY, MO 64119

FAX (816) 468-6635

March 6, 2014

Office of State Courts Administrator  
ATTN: Contracts Unit  
2112 Industrial Drive  
Jefferson City, MO 65109  
or  
PO Box 104480  
Jefferson City, MO 65110-4480

RE: RFP NO. OSCA 14-042  
Specialized Treatment Provider for Treatment Court

Attn: Russell Rottmann

Dear Mr. Rottmann:

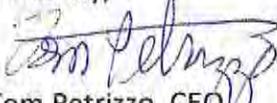
Thank you for the opportunity to submit the RFP for Specialized Treatment Provider for Treatment Court RFP NO. OSCA 14-042, for the period July 1, 2014 through June 30, 2015.

Tri-County Mental Health Services, Inc. has been a community based, private, non-profit provider of behavioral health and substance abuse services in the counties of Clay, Platte, and Ray in the state of Missouri for over 20 years. In addition, the agency, previously under the auspices of North Kansas City Hospital, has a successful 40 year history in the area. Further, we have been providing Specialized Treatment Court services for the past 14 years in Clay County and 9 years in Ray County and 2 years in Platte County.

We are pledged to work with the Office of State Court Administrator and any other organizations that you deem appropriate. We fully understand the contractual agreement as specified and are committed to honor the letter and the spirit of all provisions.

Thank you for your consideration. Please advise if additional information is desired, as we look forward to continuing and expanding drug court treatment programs in our community.

Sincerely,

  
Tom Petrizzo, CEO

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P. O. Box 104480  
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Title: Specialized Treatment Provider for Treatment Court

Return Proposal Submitted by: Tri-County Mental Health Services, Inc.  
3100 N.E. 83<sup>rd</sup> Street, Suite 1001  
Kansas City, Missouri 64119  
816-468-0400 – Phone  
816-468-6635 – Fax  
[tomp@tri-countymhs.org](mailto:tomp@tri-countymhs.org)

Contract Period: July 1, 2014 through June 30, 2015

Tri-County Mental Health Services, Inc. (Tri-County), a mental health and substance abuse treatment provider for over 40 years, respectfully submits this application specific to Specialized Treatment Provider for Treatment Courts in the Missouri counties of Clay, Platte, and Ray. This application/response to the RFP addresses Tri-County's commitment to evaluative criteria of Staff Qualifications and Responsibility and Reliability.

Tri-County believes with its strength and strong background in substance abuse treatment, its fidelity and reliability, its highly competent staff and providers, and its experience as a current drug court treatment provider, that Tri-County is the best qualified to meet the standards for Specialized Treatment Provider for Treatment Court(s) as specified by the Office of State Courts Administrator.

#### Executive Summary

Tri-County exists to provide prevention and recovery-oriented mental health and substance abuse services which are quality assured and responsive to consumer needs. Tri-County Mental Health Services, Inc. offers 24-hour per day, 365 days a year crisis response; a rare service among other mental health agencies in the area.

For more than 40 years, Tri-County Mental Health Services, Inc. has been effectively involved in mental health and drug and alcohol treatment. In 1973, Tri-County Community Health Center was established on the campus of North Kansas City Hospital as a mental health and substance abuse treatment provider. The agency provides a comprehensive array of treatment services in the Missouri counties of Clay, Platte, and Ray. These counties include urban, rural, and suburban areas. From the onset, services were delivered on-site, in the client home, in residential facilities and institutional settings.

In 1990, Tri-County Mental Health Services, Inc. created a new organization governed by a not-for-profit community board, introducing an innovative behavioral health care model to the community. The agency has progressed as a freestanding corporation and its growth includes ownership of facilities on the campus of Maple Woods Community College in Kansas City North. The agency is the primary provider of comprehensive behavioral health services to a community of more than 320,000 people who live north of the Missouri River

in Clay, Platte, and Ray counties. The Missouri Department of Mental Health, Division of Comprehensive Psychiatric Services has designated Tri-County Mental Health Services, Inc. to be the Administrative Agent for Clay, Platte, and Ray counties since 1973.

Tri-County's unique provider network allows the agency to deliver accessible, cost-effective services to thousands of people each year. In addition to hiring agency-based staff to provide services to the community, Tri-County out-sources clinical treatment for behavioral health problems to professionals who live and work throughout the three-county area. This includes private practitioners, social service agencies, and hospitals. Currently Tri-County has a site-based staff of 90, a network of 100 individual and agency providers, and more than 300 volunteers. By using these existing community resources, the agency has assembled the most professional collaborative team in the three-county area. By using these existing resources, the agency has successfully minimized overhead costs, maximized collaboration with other community providers, and stretched county, state, and federal funding to serve more people.

Tri-County's strong emphasis on prevention, assessment, education, and clinical services has earned the agency a regional and national reputation as a foremost provider of effective behavioral health solutions. For the 17th consecutive year, the Missouri Division of Alcohol and Drug Abuse have awarded grants for substance abuse prevention efforts sponsored by Tri-County. Tri-County Mental Health Services is currently certified by the Department of Mental Health (DMH), Division of Alcohol and Drug Abuse (ADA) through June 2015. Tri-County has been a certified substance abuse treatment provider approved by the Department of Mental Health (DMH), Division of Alcohol and Drug Abuse (ADA) since 1998. The current agency known as Tri-County Mental Health Services, Inc. has been certified by the Department of Mental Health, Division of Comprehensive Psychiatric Services, since 1990, as the designated Administrative Agent for Clay, Ray, and Platte counties. In 2008, Tri-County was also awarded certification as the first community behavioral health agency for Integrated Dual Disorder Treatment programming.

CARF has accredited Tri-County for a period of three years for Assessment and Referral, Outpatient Treatment, and Integrated Alcohol/Drug and Mental Health, Health Care Home, Substance Abuse Treatment for Adults and Adolescents and Treatment Court Services through May 2015. These programs join 11 other Tri-County program services that were previously accredited by CARF in 2000. Tri-County accreditation outcomes represent a prestigious level of national accreditation that can be awarded an organization which illustrates the organizations substantial conformance to services that are of the highest quality, measurable, and accountable.

In the past fiscal year, Tri-County served more than 8,000 residents, including more than 2,000 children. Programs include: Psychiatric Services; Assessment; Therapy Services; Intensive Outpatient Services; Crisis Services; Adult Case Management (Intensive/Rehabilitation/Maintenance); Day Program; Consumer-Run Drop-In Center; Employment Services; Children's Day Treatment; Children's Intensive Family-Based Services; Prevention and Wellness; Treatment Court; Health Care Home; and Adult and Adolescent CSTAR Services. The Clay County Drug Court program, which began in January 2002, has graduated approximately 140 participants as of January 2014. The Ray County Drug Court Program began operation in March of 2005 and has graduated 85 participants as of November 2013. The Sixth Judicial Court in Platte County implemented the county's first DWI Treatment court in April of 2011. The Platte County DWI Treatment Court has graduated a total of 31 participants as of February 2014.

Tri-County put into operation a wide array of evidence-based practices in community based co-occurring psychiatric and substance abuse treatment services, Dialectical Behavioral Therapy and Supported Employment services. Tri-County was cited by the President's National Drug Control Council for evidence-based community involvement for the prevention of Alcohol and Substance Abuse. In 2008, Tri-County was

the first community behavioral health center to be certified by State of Missouri Department of Mental Health as a provider of Integrated Dual Disorder Treatment of mental health and substance abuse disorders and in 2013 Tri-County was recognized as the Outstanding Performance IPS (Individual Placement Support) Supported Employment Agency.

As a member of the Adult Drug Court Team of the Seventh Judicial Circuit Court of Clay County, the Eighth Judicial Circuit Court of Ray County, and Sixth Judicial Circuit Court of Platte County, the agency works within the framework of the treatment courts including providing prompt treatment services during the day, evenings and weekends as needed. Historically, Tri-County has realized the issues that need to be identified in treating substance abuse.

Tri-County has experience in:

- Monitoring an individual's abstinence through frequent and random alcohol and drug testing
- Utilizing a coordinated strategy to govern responses to a participant's compliance
- Monitoring and evaluating the achievement of the program's goals and gauging its effectiveness
- Forging community partnerships to enhance Treatment Court's effectiveness
- Assist participants in accessing respite or residential service as clinically necessary
- Providing an array of counseling services including consultation and assistance in vocational endeavors, housing, and general daily living skills

The Mission Statement of Tri-County Mental Health Services, Inc. avows that Tri-County exists to provide recovery-oriented mental health, substance abuse and prevention services, which are quality assured and responsive to consumer needs. It is imperative that a treatment provider of the Treatment Court be able to provide an array of services beyond substance abuse treatment in order for the client to be successful. For example, Treatment Court participants may need assistance with:

- Inpatient/residential services
- Outpatient services
- Day Program services where clients can go for structured support
- Vocational skills
- Housing
- Medication services

The agency has all these services available and additionally has strategic partnerships and contracts with other organizations that share a similar mission. Tri-County provides behavioral health services to the three county detention centers in our service area of Clay, Platte, and Ray counties. We have been the preferred contracted provider for the three county detention centers for over 18 years.

Tri-County provides an adolescent and a general adult population outpatient Comprehensive Substance Treatment and Rehabilitation Program (CSTAR). The CSTAR program offers a flexible combination of clinical services, living arrangements and support services that are individually tailored for each client. CSTAR focuses on providing a complete continuum of recovery services, including extended outpatient services in the community. The CSTAR program provides intensive outpatient Day Treatment services, outpatient services, and supported recovery. The Department of Mental Health Division of Alcohol and Drug Abuse authorized Tri-County to expand its adult CSTAR program by adding an additional location in the rural northeast area of Richmond, Missouri to allow for easier access to substance abuse treatment services.

Treatment courts work by recognizing that unless substance abuse ends, fines and jail times are unlikely to prevent future criminal activity. Tri-County provides intensive outpatient treatment to assist alcohol and drug addicted defendants in breaking the cycle of addiction and criminal activity while simultaneously providing safety in the community. The collaboration of treatment and the judicial system increases the likelihood of successful rehabilitation of offenders through early, continuous, and intensive judicially supervised substance abuse treatment. Additionally, Tri-County has the community partnerships and resources to offer other appropriate rehabilitation services that will allow participants to become more integrated in the community as productive and responsible members of society.

The goals of the drug court program are to stop repeat offenders, improve treatment services and access, and allow criminal defendants the opportunity to address/arrest their addictions, reduce drug and drug-related offenses, and bring greater stability to the community by providing holistic treatment and services. The framework for the drug court lies in the structured ten key components. In cooperation and consultation with the Treatment Court, Tri-County adheres to the following goals and objectives:

- Integrate alcohol and drug treatment services with justice system case processing.
- Use non-adversarial approach to promote public safety while providing treatment to participants.
- Eligible participants shall be identified early and promptly placed in the drug court program.
- Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
- Abstinence is monitored by frequent alcohol and other drug testing.
- A coordinated strategy governs drug court responses to participant's compliance.
- Ongoing judicial interaction with each drug court participant is essential.
- Monitor and evaluate achievement of program goals to measure its effectiveness.
- Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
- The drug court builds partnerships in the community which enhance program effectiveness and generate local support.

Tri-County personnel and treatment providers, as well as members of the Sixth, Seventh and Eighth Judicial Circuit Courts attend state and/or national drug court trainings annually to keep abreast of improving standards and practices.

## **2.0 PERFORMANCE REQUIREMENTS**

Tri-County understands that with the awarding of this RFP, it shall provide services for the Office of State Courts Administrator (OSCA) and Treatment Courts in accordance with the provisions and requirements listed under Performance Requirements of this Request for Proposal. Tri-County understands OSCA and the treatment courts make guarantee of a minimum or maximum number of units of services utilized under this contract.

2.0.1 Tri-County Mental Health Services is currently certified by the Department of Mental Health (DMH), Division of Behavioral Health, as a substance abuse treatment provider through June 2015. Tri-County has been a certified substance abuse treatment provider approved by the Department of Mental Health (DMH), Division of Alcohol and Drug Abuse (ADA) since 1998. The agency has been certified by the Department of Mental Health, Division of Comprehensive Psychiatric Services, since

1990, and DMH designated Tri-County Mental Health Services to be the Administrative Agent for Clay, Ray, and Platte counties. Tri-County received a three (3) year CARF accreditation for an array of mental health and substance abuse treatment services in 2000 with our current accreditation through May 2015 (**Appendix B** contains copies of certificates). In 2008, Tri-County was also awarded certification as the first community behavioral health agency for Integrated Dual Disorder Treatment programming.

Tri-County agrees to remain certified by DMH for the duration of this contract.

Tri-County will serve only those participants who are referred by the treatment court based on recommendations from the District Attorney, Public Defender, Treatment Court Judge, and Treatment Provider. The primary participant must be a resident of the State of Missouri. Tri-County accepts and agrees that the treatment court is the sole referral source for this contract and must approve changes, including termination, of any participant from this program. Eligible treatment court candidates include those men and women involved in the justice system at the pre-conviction and/or post-conviction stages, including those who have been charged with or convicted of misdemeanor or felony offenses; whose offenses are non-violent and do not include drug trafficking or distribution solely for profit; and who have been positively screened, tested, and assessed for addictive disorders.

Each participant receives a chemical dependency, educational, employment, medical, and psychiatric assessment. A diagnosis of substance abuse or dependency defined in DSM-IV-TR Axis I is required. A Substance Use Disorder diagnosis will be required once the DSM 5 goes into effect in October 2014. An individualized treatment plan is developed for each participant based on the comprehensive assessment. While providing a continuum of alcohol, drug, and related rehabilitation and treatment services, Drug Court treatment individualizes treatment plans that address the specific needs of each participant. Tri-County provides many additional services that support the drug court participant and help to achieve and maintain sobriety, such as teaching daily living skills, vocational training, housing assistance, family counseling, and providing daily support systems. Drug testing on a frequent basis by random is used to monitor accountability as well as the participant's progress in treatment and continuing care. Treatment is a therapeutic intervention, and is used in tandem with incentives and graduated punitive sanctions/interventions to encourage positive outcomes. A non-adversarial approach is used, yet at the same time, prosecution and defense counsel seek to promote public safety while protecting the individual's due process rights. Successful completion by a participant may result in dismissal of the charges or other mitigation of sanctions as specifically outlined in the participant agreement which is executed prior to admission to the program.

Treatment services are offered during the daytime, evenings, and/or on weekends to assist participants in developing an alcohol/drug-free lifestyle. In addition to treatment services, participants are engaged in drug-free leisure activities as a group with family members to support their recovery. Tri-County Mental Health Services offers 24 hour day crisis services 365 days a year. Treatment Court participants receive a client handbook at time of admission that includes access numbers in the event of any crisis or emergency, as well as Tri-County Mental Health crisis line number. Participants are encouraged to contact their personal treatment counselor as well as their 12 Step Sponsor.

The agency provides face-to-face and telephone crisis intervention services to the general population, clients and non-clients, with the priority of ensuring the safety of the person seeking services, and of its community. Crisis intervention services also provide assessment of acuity and

timely access to the appropriate level of behavioral health treatment needed. A designated crisis intervention staff member is available during business hours to handle crisis telephone calls and walk-ins. Persons who present with urgent needs are offered an appointment within 48 hours. Crisis contacts are initiated after hours through the Crisis Line directly by dialing 1-888-279-8188. A Qualified Mental Health Professional (QMHP) will triage incoming calls for acuity and link the calls to the appropriate Mobile Crisis Response Team (MCRT) on-call member. There is a dedicated TDD line (800-955-8339) for hearing impaired callers.

Capable of crisis care, Tri-County's crisis response team is available 24 hours a day, 365 days a year; a service few other agencies in the area have available. The agency is also recognized for its rapid response to clients' needs for psychiatric assessments. Tri-County can set an appointment with a psychiatrist in its network within 24 hours of the time a client manifests a need.

Furthermore, Tri-County's staffing patterns and scheduling allow for evening and weekend appointments as a part of its urgent response program. In addition, satellite clinics enhance geographic accessibility of psychiatric services. Clinics are located in Platte City, Kansas City, Richmond, and Excelsior Springs. Services, therefore, are within easy access across the Northland area of Kansas City, Missouri and its surrounding communities.

Tri-County accepts and agrees to participate in any research project or outcome study initiated by or required of OSCA or the treatment court. Tri-County will comply with any recommendation required by OSCA or the treatment court. The agency, in all its services, always puts into place evaluation procedures and outcomes studies. Within the last contract period, the agency complied with any and all onsite visits from OSCA. With its commitment to evaluation, Tri-County is in a position to participate in any research project or outcome study initiated by or required by OSCA. Outcomes studies help Tri-County to continuously improve its delivery systems. Tri-County will not connect a personal computer or electronic computing device to an OSCA computer or network without prior written approval from OSCA

2.0.2 Tri-County currently provides services for the 7<sup>th</sup> Judicial Circuit Court in Clay County. The Seventh Judicial Circuit Court of Clay County has relied on Tri-County as its treatment provider since 2001 and has been the treatment provider for the Clay County Treatment Court program since its inception in January 2002. The program is located in Gladstone, Missouri of Clay County. In all avenues, Tri-County follows the parameters set by the Drug Court.

Ray County is the only county Tri-County serves in the 8<sup>th</sup> Judicial Circuit Court area. In 2004, the Eighth Judicial Circuit Court of Ray County selected Tri-County as its Treatment Provider for the Ray County Treatment Court program based on their working relationship with Tri-County and their trust in the agency's capabilities. The Adult Treatment Court in Ray County was implemented in January 2005.

At the request of the 6<sup>th</sup> Judicial Circuit Court District of Platte County, Tri-County Mental Health Services initiated a treatment program for a DWI Treatment Court in April 2011. The program is located in Gladstone, Missouri of Clay County.

Tri-County is certified as the Specialized Treatment Provider for Clay, Platte, and Ray counties as the current treatment provider for the treatment courts in Clay, Platte and Ray counties.

The treatment program sites for the Clay and Platte County Treatment are located in Clay County. Clay County Treatment Court participants are responsible for their own transportation. Platte County Treatment Court participants attend a treatment program in Clay County. Participants of the Platte County Treatment Court are provided with transportation assistance to and from the program site if needed. The treatment program site is accessible via public transportation. The treatment program for the Ray County Treatment Court is located in Ray County and easily accessible.

- 2.0.3 Tri-County will abide by the treatment court decision in determining the composition of groups for counseling and education purposes. Group services are at the heart of treatment and a variety of group activities are provided. Groups will include traditional educational groups, problem solving groups, skill building groups, client interaction groups, values clarification groups, family groups, co-occurring groups, and recreational groups. Self-help groups also provide mentors to those actively involved in Drug Court Treatment Programs. Gender specific and culturally relevant strategies are addressed in group therapy as well as any co-occurring disorders.
- 2.0.4 Tri-County does not anticipate any changes but In the event that Tri-County would secure new or different facilities, OSCA and the court(s) would be notified within the required thirty (30) days prior to the date of relocation, and said facility would be approved by the court(s). In November 2013, the Clay County Drug Court County changed location of the treatment facility to 6060 N. Oak Trafficway, Gladstone, in Clay County Missouri. OSCA and the courts were notified in writing 30 days in advance and the facility was approved by the courts. In February 2014, the Platte County Treatment Court program was moved to 6060 N. Oak Trafficway, Gladstone, in Clay County Missouri. OSCA and the courts were notified in writing.
- 2.0.5 There is no “one-size-fits-all” approach to advance the recovery of individuals under criminal justice supervision with substance abuse and/or mental health disorders, or to reduce their likelihood of reoffending. Treatment, support, and supervision must be tailored to individuals’ needs and risk levels. Research supports the effectiveness and cost-effectiveness of some behavioral interventions for people with behavioral health issues under the supervision of the criminal justice system. Yet not all treatment is equally effective, and it’s important to ensure that individuals with behavioral health disorders have access to evidence-based practices and programs (EBPs). EBPs, when implemented as designed (i.e., with high fidelity), are critical to improve outcomes, maximize investments, and build support for further expansion of services.

Tri-County Treatment Court programs are based upon Evidence Based Practices as provided under the National Registry of Evidence based Programs and Practices (NREPP) and the Substance Abuse & Mental Health Services Administration (SAMHSA). All of Tri-County Treatment Court programs have a manualized curriculum to help guide treatment that includes Cognitive Behavioral Therapy, Motivational Enhancement Therapy, Motivational Interviewing, 12 Step Facilitation, Relapse Prevention, Contingency Management, Integrated Dual Disorders Treatment (IDDT), and Medication Assisted Treatment (MAT) is available in addition to other practices and interventions. The Risk and Needs Triage (RANT) is also utilized.

- 2.0.6 Tri-County will comply with any formal contract amendment in the event any programmatic changes to this contract as a result of statute, rule or regulation, or court order adopted after the proposal receipt, would materially alter the services provided.

## **2.1 Cost Avoidance**

Tri-County assists persons who present for behavioral health services within the limits of the resources available to provide those treatment services.

Tri-County does not discriminate in the provision of services based on race, creed, marital status, gender, sexual orientation, national origin, disability, age, or socio-economic status. Tri-County provides behavioral health services to the residents of Clay, Platte, and Ray counties through public funding mechanisms and the application of a sliding fee scale. Public funds and the sliding fee scale are applied to persons who are ineligible for Medicaid, Medicare, or other insurance benefits, and who have insufficient other resources. If a third party requires a drug court participant to pay any cost-sharing (such as co-payment, coinsurance, or deductible) Tri-County will bill appropriately. A Standard Means Table (SMT) is utilized to determine the amount of co-pay for services that does not exceed a co-pay of \$200.00 per month for services. A Treatment Court participants' co-pays are based on income and recomputed when there is a change in financial status. The amount of the co-pay is identified to the treatment court participant that would provide that payment.

Tri-County may prioritize the application of public funding based on the availability of resources and the type and severity of the behavioral health need assessed. Prioritization will occur in accordance with priority and target populations as defined by the Missouri Department of Mental Health. All persons will be assisted in accessing resources appropriate to their needs.

Tri-County understands the Treatment Court is the last source of payment for services after other payment sources are exhausted. Persons having commercial insurance who wish to receive services at Tri-County will be responsible for designated co-pays and deductibles set forth by the individual's insurance plan. The application of a sliding scale fee will be applied to client accounts with commercial insurance only if the plan includes no mental health benefits or if the needed service is excluded from the insurance plan (e.g., case management, day program, etc.). Tri-County understands the Treatment Court's liability for cost-sharing amounts shall not exceed the amount the Treatment Court would pay under Tri-County's price for the service based on the Pricing Page included in this RFP.

- 2.1.1 Tri-County will provide quarterly reports to OSCA as necessary, detailing third party savings within the time frame required in this RFP utilizing the Third Party Savings Report (Attachment 2) indicated in this RFP. Tri-County will maintain records to ensure that all money collected from third party resources are identified on behalf of the participants and will be available for audit and review as requested by OSCA.
- 2.1.2 Tri-County understand we may retain up to 100 percent of its third party collections if the total collections received do not exceed the total amount of Tri-County's financial liability for the treatment court participant, there are no payments made by OSCA related to fee-for-service, and such recovery is not prohibited by Federal or State law.

## **2.2 Program Services**

### **2.2.1 Assessment**

Tri-County provides services to all treatment court participants based on each individual treatment court Phase requirements. Tri-County Mental Health Services, Inc. provides four (4) treatment

phases that, in total, span approximately 12-18 months in its current work with Clay County Adult Treatment Court, Platte County Adult Treatment Court, and Ray County Adult Treatment Court. . Contacts for each phase indicates “minimum” number of contacts, but officers and treatment specialists may make more contacts if they deem it clinically appropriate to the participant’s recovery. The number of contacts is determined in weekly Treatment Court meetings. Tri-County is able to accommodate the Clay, Platte Court, and the Ray County Treatment Courts in treatment as indicated. Tri-County understands there is no guarantee of minimum/maximum number of service units.

Any individual identified as a candidate for the Drug Court Treatment program is screened for admission. Defense counsel may recommend the candidate for participation in the Treatment Court program and will then notify the Prosecutor. The Prosecutor will review the case for eligibility and when approved, notify the treatment provider to be screened for suitability. The treatment provider conducts an initial screening for substance abuse history and to determine whether or not the participant could benefit from substance abuse treatment. The participant must have a DSM-IV-TR diagnosis of Substance Abuse or Dependency with absence of the need for immediate detoxification services. Participants will be required to have a Substance Use Disorder diagnosis that meets the DSM 5 requirement once it becomes effective October 2014. There should be no evidence of mental, physical, social, or environmental complications which would prevent the participant from benefiting from treatment. Determination that the participant does not present a likelihood of serious physical harm to self or others, and that the participant resides in or has ready access to a living environment that does not place the participant in imminent danger is made at the time of screening. The Treatment Court Team, consisting of the Judge, Prosecutor, Probation and Parole, and Treatment Provider will make the decision to enter a candidate into the Treatment Court program.

All DWI/Drug Court Treatment services begin with a comprehensive alcohol and drug assessment including a baseline urinalysis. The assessment tool currently used for all three Treatment Courts is Initial Standardized Assessment Protocol (ISAP). The ISAP is a structured interview that contains questions relevant to clients’ problems with substance abuse. In addition to drug and alcohol abuse, the interview also covers problems in areas such as employment, physical and mental health, social relations, and criminality. The complete interview focuses on both the client’s earlier life and current conditions for treatment plan development. Beginning April 2014, the Treatment Courts will use the Addiction Severity Index (ASI). The ISAP is an older version of the ASI and we will develop the ASI in our current Electronic Medical Record (EMR) for use in April 2014.

If additional behavioral health services are indicated, the participant is referred to appropriately licensed and credentialed psychiatrists or nurse practitioners who provide comprehensive psychiatric evaluations. Evaluations assess pertinent client social history, substance abuse history, mental status, symptoms and diagnosis, with a recommended plan for treatment. Indicated pharmacologic interventions are prescribed and the prescribing practitioner or nursing staff actively monitor client response. The psychiatrist or psychiatric nurse refers the client to appropriately qualified and trained clinicians when specialized therapy needs are indicated and coordinates care with other providers involved.

Assessment, along with a full network of certified substance abuse treatment services, is in place at Tri-County Mental Health Services, Inc. Tri-County is experienced at face-to-face intake assessments and is able to meet and even exceed OSCA’s standard of establishing these sessions with clients within seven (7) calendar days of the date of referral. Screening determines eligibility and appropriateness for participation in Drug Court treatment and is completed by drug court staff.

Since Tri-County has a positive working relationship with the county jails by providing treatment services to incarcerated offenders, face-to-face screenings are at times conducted while the client is still being detained in the county jail to determine whether or not the participant could benefit from substance abuse treatment. This allows the participant to accept the need for treatment and engage in services more quickly once they are released from jail.

The assessment identifies specific types of services and intensity of substance abuse treatment needed, and is completed by the treatment court staff. This face-to-face session allows the Tri-County treatment staff to engage the new candidate on a cooperative level and thoroughly explain the assessment procedure and its purpose. Tri-County will administer the Initial Standardized Assessment Protocol (ISAP) to each treatment court candidate to establish a base line for severity of treatment needs in the following areas: drug and alcohol use; medical status; psychological status; family and social relationships; legal status; and financial and occupational status. The assessment provides a clear indication of the level of impairment caused from chemical dependency use. Qualified staff will complete the assessment and use the findings to develop an individualized treatment plan. Jan, I want you to briefly review the addendum that covers the CARF specific areas.

### **2.2.2 Assessment-Five-Axis Diagnosis**

Psychiatric Diagnoses are categorized by the Diagnostic and Statistical Manual of Mental Disorders, 4th. Edition (DSM-IVTR), published by the American Psychiatric Association. It also lists known causes of these disorders, statistics in terms of gender, age at onset, and prognosis as well as some research concerning the optimal treatment approaches. Tri-County personnel are qualified diagnosticians that meet or exceed the minimum qualifications as stated in the certification standards listed in this RFP. Qualified diagnosticians use this manual when working with patients in order to better understand their illness and potential treatment and to help 3rd party payers (e.g., insurance) understand the needs of the patient.

The DSM-IV uses a multi-axial or multidimensional approach to diagnosing because rarely do other factors in a person's life not impact their mental health. It assesses five dimensions as described below:

#### **Axis I: Clinical Syndromes**

- This is what we typically think of as the primary diagnosis (e.g., to include but not limited to: substance abuse/dependence, learning disorder, depression, schizophrenia, social phobia).

#### **Axis II: Developmental Disorders and Personality Disorders**

- Developmental disorders include autism and mental retardation, disorders which are typically first evident in childhood
- Personality disorders are clinical syndromes which have more long lasting symptoms and encompass the individual's way of interacting with the world. They include but are not limited to Obsessive Compulsive, paranoid, Antisocial, and Borderline Personality Disorders.

#### **Axis III: Acute medical/physical conditions**

- Acute medical/physical Conditions may play a role in the development, continuance, or exacerbation of Axis I and II Disorders. Physical conditions such as brain injury or HIV/AIDS that can result in symptoms of mental illness are included here.

#### **Axis IV: Severity of Psychosocial Stressors**

- Events in a person's life, such as death of a loved one, starting a new job, college, unemployment, and even marriage can impact the disorders listed in Axis I and II. These events are both listed and rated for this axis.

#### **Axis V: Highest Level of Functioning**

- On the final axis, the clinician rates the person's level of functioning both at the present time and the highest level within the previous year. This helps the clinician understand how the above four axes are affecting the person and what type of changes could be expected.

A growing number of persons with co-occurring mental and substance abuse disorders are involved in the criminal justice system, with an associated number of these individuals appearing before the court. In most cases, the co-occurring disorders either directly resulted in this arrest or contributed to it. It is critical that staff understands, identifies, and accommodates the court process to the unique features of defendants with co-occurring disorders. The effective handling of individuals with co-occurring disorders will improve both public safety and public health outcomes. Tri-County has the resources to work effectively with participants who have co-occurring disorders as evidenced by being the first agency in the state to be certified by the Missouri Department of Mental Health. Tri-County assesses individuals with co-occurring disorders and recommends interventions for their stages of recovery.

As the current Adult Treatment Provider for the Seventh Judicial Circuit Court of Clay County, the Sixth Judicial Court of Platte County, and the Eighth Judicial Circuit Court of Ray County, Tri-County completes a comprehensive assessment on all drug court participants. Once an individual is approved for Drug Court and the Prosecuting Attorney notifies Tri-County, the agency makes the initial contact within twenty-four (24) hours after the referral. Tri-County is able to complete the assessment within fewer than seven (7) days. This comprehensive assessment is used to obtain a Diagnostic Statistical Manual IV Text Revision (DSM- IV-TR) diagnosis on five axes to evaluate levels of substance abuse and/or mental health needs. Potential treatment court participants are further screened for eligibility by Probation and Parole staff as part of their regular pre-trial screening process. The Treatment Court Judge, in consultation with the Treatment Court Team, will determine the suitability of a person as a Treatment Court participant. Each week the Treatment Team will meet to review cases which have been referred and a team decision will be made regarding their continued appropriateness for Treatment Court participation. Participation in the Treatment Court program is not denied on the basis of inability to pay fees, fines, or restitution.

Upon implementation of the DSM 5/ICD-10, Tri-County will render all diagnoses in accordance with DBH requirements.

### **2.2.3 Assessment Update**

In the event that a treatment court participant has received an assessment from any other program operated by Tri-County within the past six (6) months, Tri-County will administer an assessment update upon admission. This service will consist of an update of a consumer's assessment and an evaluation to develop treatment recommendations.

- 2.2.3.1 The assessment and diagnostic update will be administered and completed by a Qualified Substance Abuse Professional (QSAP). The update will not be completed when consumers transition from the various levels of service within the same agency. The assessment and diagnostic update will consist of updating the Initial Screening Assessment Protocol (ISAP) and a new face-to-face diagnostic evaluation completed by a qualified diagnostician as defined in certification standards.

### **2.3 Case Management/Community Support**

Tri-County is a community-based, non-profit organization functioning on local governance. Therefore, community-based settings with continual case supervision in those settings are an integral element of the agency and are among treatment court modalities. The primary Treatment

Counselor's function involves conducting initial assessments and orienting clients to the program, monitoring progress with the treatment plan, monitoring the client's compliance with the program requirements, reinforcing the client's lifestyle changes by supporting and encouraging and/or providing information as he/she moves along the path of recovery.

Case management services are available to all Clay, Platte, and Ray County clients seeking drug and alcohol treatment. The purpose of case management is to ensure access to treatment, support services, and promote the recovery process. The community support staff provides services to assist the client to engage in activities to promote independence in the community in which the client lives. Community support staff link the client with housing and vocational/employment opportunities and encourage involvement in their community to develop a natural support system. Case management services offer support to Individuals during the treatment and recovery process. The primary function is to help clients evaluate their strengths and needs, assist them in setting goals, link them with needed services, advocate for their rights and support them in working toward self-sufficiency. Some needs that can be addressed include but are not limited to:

- Medical
- Legal
- Employment
- Transportation
- Education
- Housing
- Family
- Childcare
- Budgeting
- Life and social skills
- Leisure skills
- Mental health

Community Support services will be delivered to those clients enrolled in a CSTAR program. Tri-County understands Community support services are specific activities conducted with or on behalf of a particular participant in accordance with an individual rehabilitation plan to maximize the participant's adjustment and functioning within the community while achieving sobriety and sustaining recovery, promoting participant independence and responsibility, and maximizing the involvement of natural support systems. These services are delivered in an amount and scope defined by each individual's plan, and may not contain all services.

Because addiction affects so many facets of the addicted person's life, a comprehensive continuum of services promotes recovery and enables the substance abuse client to fully integrate into society as a healthy, substance-free individual. The continuum must be designed to provide engagement and motivation, primary treatment services at the appropriate intensity and level, and support services that will enable the individual to maintain long-term sobriety while managing life in the community. Treatment must be structured to ensure smooth transitions to the next level of care, avoid gaps in service, and respond rapidly to the threat of relapse. Case management can help accomplish all of the above.

Case management is a set of social service *functions* that helps clients access the resources they need to recover from a substance abuse problem. The functions that comprise case management - assessment, planning, linkage, monitoring, and advocacy - must always be adapted to fit the

particular needs of a treatment or agency setting. The resources an individual seeks may be external in nature (e.g., housing and education) or internal (e.g., identifying and developing skills).

Helping the client to attain safe and affordable housing is a priority, reflecting Tri-County's commitment to providing community based services wherever possible. Tri-County manages a total of 31 semi-independent housing units in Liberty, MO, Riverside, MO and Kansas City, MO.

Tri-County also addresses its clients' transportation needs. With its contracts with Northland Taxi and the Area Transportation Authority (ATA) bus lines, it is able to secure either taxi transportation or bus line vouchers for individuals who are unable to secure their own transportation to appointments and therapy services. Clients in need of access to affordable, usable transportation receive services designed to link them with resources in the community.

When necessary, Tri-County will help arrange childcare so the clients needing that level of assistance will be able to consistently remain active in treatment. The agency works with the Missouri Department of Social Services Family Support Division, and if the Treatment Court participant verifies financial eligibility, he/she has access to childcare. The YMCA Childcare is located in the Northland Human Services Building where Tri-County is housed, making the service even more accessible to clients. If a client does not meet the financial eligibility standards of the Family Support Division, Tri-County's counselor will help the client review the YMCA's sliding scale fee to assess if childcare is affordable.

#### **2.4 *Communicable Diseases Risk Assessment, Education, Testing & Counseling***

Tri-County Mental Health Services has a working relationship with the Ray, Clay, and Platte County Health Department agencies. These agencies are available in the community to provide any necessary testing services for human immunodeficiency virus (HIV), tuberculosis (TB), sexually transmitted Diseases (STDs) and hepatitis for treatment court consumers at any time during the course of treatment. Tri-County personnel; will assist the treatment court participant in arranging testing for HIV, TB, STD's and/or hepatitis at any time during the course of their treatment. Tri-County personnel will make referrals and cooperate with appropriate entities to ensure coordinated treatment as necessary for any treatment court participant with a positive test. Tri-County personnel will arrange for individual counseling for consumers prior to testing for HIV. Tri-County personnel will arrange for individual post-test counseling for consumers who test positive for HIV or TB. Tri-County personnel will provide group education with substance abuser and/or significant others of abuser to discuss risk reduction and myths/facts about HIV/TB/STD/hepatitis and risk factors for contacting these diseases. The Initial Standardized Assessment Protocol (ISAP) includes a brief HIV/STD/TB Risk Assessment that is completed at the time of assessment conducted by a Qualified Substance Abuse Professional (QSAP). Tri-County shall refer a consumer for HIV testing to a community provider that provides HIV pre-test counseling and HIV post-test counseling in accordance with the Missouri Department of Health and Senior Services (DHSS) Rule (19 CSR 20-26.030) as mandated by state law.

#### **2.5 *Day Treatment***

Day treatment program services, where clients can go for structured support is available through Tri-County. Structured day treatment services are provided by Tri-County in the general adult population CSTAR program. Day Treatment is a more intense form of treatment allowing clients to live at home and go to treatment during the day. Treatment sessions are usually longer and clients may attend sessions for 3-12 hours per day and 3-6 days per week. This type of program is used for clients trying to overcome substance abuse, as well as for persons experiencing acute mental health

deterioration that affects normal functioning. This type of treatment is also recommended for clients transitioning from residential treatment to the community. Treatment is usually group education and therapy, individual counseling, and structured therapeutic activities. This type of treatment is often very effective for many people because it combines the best parts of inpatient treatment (intensive care and strict goals) and outpatient treatment (the ability to continue working, being with family, a flexible schedule, and lower cost).

## **2.6 Detoxification (Social Setting)**

Because of its long-time experience in drug treatment and its collaborative network within the community, detoxification and residential services are made available to any participant in the Treatment Court programs.

Tri-County does not provide social detoxification. The only Social Detoxification program in the Kansas City Metro area is the Salvation Army MO-SOS (Missouri Shield of Service) program and provides services for Jackson County male residents only.

Treatment Court participants needing social detoxification services will be assisted in accessing that service. Average length of stay varies from 3-5 days. Special attention is given to clients' nutritional needs during detoxification. Social detoxification and residential services consists of 24-hour, 7 days a week, 365 days a year, supervised monitoring, aid and counseling to assist the client in withdrawal from alcohol, other drugs, or both, in a safe, humane, and effective manner. The service is provided by trained staff in a residential setting that allows for 24 hour supervision, room and board, and structured non-treatment activities.

## **2.7 Detoxification (Modified Medical)**

Tri-County continues its relationship with Heartland Center's Medically Monitored Inpatient Detoxification (MMID) Program to provide modified medical detoxification services. MMID is a stand-alone inpatient facility in Kansas City for individuals who are experiencing acute withdrawal from alcohol and/or other drugs and who require medical monitoring to ease the discomfort of withdrawal. MMID provides a 16 bed unit for Modified Medical Detox services.

Heartland Center's MMID Program features 24-hour inpatient medical monitoring and support, Compassionate care by licensed and experienced physicians and nurses, comfortable, residential setting, individual counseling, transition planning, and immediate admission. The length of stay varies according to the needs of each individual but typically lasts five days.

Tri-County has also developed a working relationship with New Vision, a medical stabilization service located in Research Hospital and Truman Medical Center-Lakewood. New Vision is a medical stabilization service for those with alcohol, drug, and health related issues. The program accepts appropriate clients who are experiencing incapacitation due to substance use or are experiencing acute withdrawal symptoms. The service is provided by qualified hospital personnel which includes a Medical Director and nursing staff. The diagnosis of need for inpatient admission can only be made by a licensed physician.

The service begins with a medically supervised hospital stay for the inpatient treatment phase, which typically lasts for three (3) days. Upon admission, initial assessments of the client's fundamental needs are accomplished through a medical history, physical, a complete laboratory workup, and a nursing assessment. The service consists of 24 hour, medically supervised monitoring, aid, and

counseling and medication administration, as prescribed, to assist an intoxicated person's withdrawal from alcohol, other drugs, or both, in a safe, humane, and effective manner. Counseling, community support, and other services as necessary are provided to resolve immediate crises.

## **2.8 Early Intervention (Intake)**

The ADA Early Intervention Services program is briefly described as providing evaluation, education, and early intervention services for individuals with problems or risk factors related to substance use and score low on the RANT (Quadrant 4).

Tri-County personnel do not provide Early Intervention services

## **2.9 Early Intervention (Group Education)**

Tri-County personnel do not provide Early Intervention group education services.

### **2.9.1 Topics for Early Intervention Groups**

Tri-County does not offer an Early Intervention program. The treatment court curriculum offers a variety of education topics that are included in Early Intervention topics such as:

- Impact of substance abuse on families and social relationships

- Motivation and Stages of Change

- Decision Making and Understanding Criminal Thinking Errors

- Goal setting

- Anger Management

- Stress Management

- Relapse Prevention

- What is Recovery?

## **2.10 Early Intervention (Motivational Interviewing-Individual)**

Tri-County does not offer this service.

## **2.11 Extended Day Treatment**

Tri-County does not offer an Extended Day Treatment program but offers a continuous evaluation of the consumer's level of functioning throughout all phases of the treatment court program.

### **2.11.1 Key Service Functions**

During the assessment and throughout the course of treatment, Tri-County evaluates the participant's physical condition and need for detoxification services. A medical history is part of the screening/assessment phase. A participant may be referred/seen by a Tri-County psychiatrist to determine any co-occurring diagnosis or need for medication services. Tri-County staff monitors general health needs and meet with consumers about medical concerns. Disease prevention, risk reduction and reproductive health education are all a part of the curriculum. Consumers are educated about medications that may be prescribed as well as the benefit of medication compliance. Tri-County treatment court staff consults with staff psychiatrists and a nurse to confirm medications prescribed and consults with consumers on the use of over-the-counter medications.

## **2.12 Family Conference**

Tri-County does not provide separate individual treatment to family members of the identified client in treatment court based on the DMH definition of Family Conference, Tri-County does provide educational groups to family members for support. Family Education is based on the Hazelden

Matrix Family Unit curriculum. Family education group helps families understand the process of addiction and recovery. Staff providing Family Conference Services are credentialed as a Qualified Substance Abuse Professional (QSAP) or an Associate Substance Abuse Counselor (RASAC I & II).

### **2.13 Family Therapy**

Family members and/or significant others (defined as spouse, parent, partner, or child) as identified by the client are enlisted as support for the addicted client in working toward their treatment goals. In the Spring of 2009, the Ray County Drug Court Treatment program implemented a group curriculum based on Claudia Black's Family Strategies and Claudia Black's "Addiction in the Family" for those participants and significant others to have the opportunity to address how the family is a part of the addicted system. The program helps family members in understanding addictive disorders and their impact on families, and those who work with a family member or members in a relationship with someone actively in addiction or in recovery. It is used quite effectively with spouses, partners, parents, and adolescent or adult age children.

The principal theme is that addiction does not just affect the addicted person, but belongs to the entire family. The family, including the addict, will be able to recognize codependency as its own addictive process and how addiction and codependency are multigenerational. This begins the process of recognizing the social and emotional impact of addiction on their own family and allows for open and honest discussion with each other. In a therapeutic setting it is easy for the practitioner, the addicted person, and the family to view the addicted person as the identified client, the addicted person is the predominant focus. Family Strategies facilitates shifting perspective to the family system and the family members.

Family therapy consists of counseling and/or education for the primary consumer and one or more family members of the same family designed to address and resolve the family's dysfunction, particularly as it relates to an alcohol and/or other drug abuse problem. If more than one family member is an active consumer in the treatment program, Tri-County will invoice services for only one consumer and enter a progress note into each family member's record that is an active consumer.

This service is a planned, face-to-face, goal-oriented therapeutic interaction with a qualified staff member in accordance with an individual rehabilitation plan. The purpose of family therapy is to address and resolve problems in family interaction related to the substance abuse problem and recovery. Family therapy shall be performed by a person who is licensed in Missouri as a marital and family therapist; or is certified by the American Association of Marriage and Family Therapists; or has a doctoral degree or master's degree in psychology, social work or counseling and has at least one (1) year of supervised experience in family counseling and has specialized training in family counseling; or has a doctoral degree or master's degree in psychology, social work or counseling and receives close supervision from an individual who meets the requirements; or is a degreed, qualified substance abuse professional who receives close supervision from an individual who meets the requirements. Tri-County assures OSCA that our personnel meet the certification standards to provide Family Therapy.

### **2.14 Group Counseling (Associate SA Counselor)**

Group counseling services are at a minimum provided by an associate counselor, or an intern/practicum student that meets the requirements for registration, supervision, and professional development as set forth by the Missouri Substance Abuse Professional Credentialing Board (MSAPCB) or the appropriate board of professional registration within the Missouri Division of

Professional Registration for licensure as a psychologist, professional counselor, social worker, or marital and family therapist. Tri-County assures OSCA that our personnel meet the certification standards to provide Group Counseling.

**2.14.1** Group counseling is the goal-oriented therapeutic interaction that facilitates individual disclosure of issues which permits generalization of the issue to the larger group, promotes positive help-seeking and supportive behaviors, and encourages productive and positive interpersonal communication. Developing motivation and action by group members through peer pressure, structured confrontation and constructive feedback are benefits of group counseling. Group counseling sessions do not exceed twelve (12) clients in order to promote client participation, disclosure and feedback.

**2.15 Group Counseling (QSAP)**

Group counseling is provided by a Qualified Substance Abuse Professional/ Qualified mental health and substance abuse staff, licensed or certified in compliance with all state and local requirements. Additionally, staff members providing psychological counseling are credentialed by Tri-County to perform services specific to their training and experience and meet certification standards.

**2.15.1** Group counseling involves a small group of people (usually 6-12) who meet together weekly, along with a counselor, to talk about their struggles and problems. These groups can take a variety of forms. Some focus on a specific topic or problem, while others address a number of different concerns. Group counseling sessions do not exceed twelve (12) clients in order to promote client participation, disclosure and feedback.

When people come into a group and interact freely with other group members, they tend to recreate those difficulties that brought them to counseling in the first place. Under the skilled direction of the group facilitators, the group is able to give support, offer alternatives, or gently confront the individual. In this way, the difficulty is resolved, alternative behaviors are learned, and the individual develops new social skills or ways of relating to people. Group counseling has been found to be a very effective means of treatment and, in some cases, the best form of treatment for a particular individual or a particular type of concern.

The benefits of group counseling are that a participant can:

- Learn more about how you are perceived by others.
- Experience a sense of acceptance and belonging.
- Discover that you are not alone in the difficulties you are experiencing.
- Hear ideas from others which enhance your ability to make decisions and solve problems.
- Benefit from the experience of being helpful to others.
- Learn to constructively express your feelings and ideas to others.
- Gain encouragement by observing the successes of others.

Group counseling provides an environment where the participant can learn from others, and give and receive feedback. By interacting with other members, the participant becomes exposed to a variety of different perspectives and learns new ways to address problems. This gives the participant an opportunity to try new ways of behaving and learn more about how to interact socially.

**2.16 Group Counseling (Collateral Relationship)**

Tri-County personnel do not provide this service separately for family members as we encourage family members to participate in family counseling and/or education.

2.16.1 *Tri-County does not provide Group Counseling (Collateral Relationship) and does not bill for this service.*

## **2.17 Group Education**

Group education services are at the heart of treatment and a variety of group activities are provided including traditional educational groups, problem solving groups, skill building groups, client interaction groups, values clarification groups and recreational groups. Additional activities are more individual based on the needs a particular group/population. Clients learn positive assertiveness, communication, conflict resolution, decision-making and stress management skills. Tri-County's linkage to community service agencies provides assistance from Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Cocaine Anonymous (CA), Dual Recovery Anonymous (DRA) and Gambling Anonymous (GA).

Tri-County has implemented a comprehensive, evidence-based, individualized treatment curriculum with more than twenty years of research and development by the Matrix Institute on Addictions. It's a federally recognized model by Center for Substance Abuse Treatment (CSAT), National Institute on Drug Abuse (NIDA), Office of National Drug Control Policy and Department of Justice (National Synthetic Drugs Action Plan, and is under review by the National Registry of Effective Programs and Practices (SAMHSA).

The Matrix Model is a comprehensive, multi-format program that covers six key clinical areas:

- Individual/conjoint therapy
- Early recovery
- Relapse prevention
- Family education
- Social support
- Urine testing

It's an integrated therapeutic model incorporating:

- Cognitive behavioral
- Motivational enhancement
- Couples and family therapy
- Individual supportive/expressive psychotherapy and psycho-education
- Twelve Step facilitation
- Group therapy and social support

Treatment Improvement Protocols (TIPs) are best practice guidelines for the treatment of substance abuse, provided as a service of the Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment (CSAT). CSAT's 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 distributed to a growing number of facilities and individuals across the country. The audience for the TIPs is expanding beyond public and private substance abuse treatment facilities as alcoholism and other substance abuse disorders are increasingly recognized as major problems.

Tri-County utilizes the following SAMHSA/CSAT Treatment Improvement Protocols:

1. TIP 35 Enhancing Motivation for Change in Substance Abuse Treatment

This TIP, *Enhancing Motivation for Change in Substance Abuse Treatment*, embraces a fundamentally different way to conceptualize motivation. In this approach, motivation is viewed as a dynamic and changeable state rather than a static trait. This TIP shows how clinicians can influence this change process by developing a therapeutic relationship, one that respects and builds on the client's autonomy and, at the same time, makes the treatment counselor a participant in the change process. The TIP also describes different motivational interventions that can be used at all stages of change, from pre-contemplation and preparation to action and maintenance. The goal of this TIP is to make readers aware of the research, results, and promise of motivational interventions in the hope that they will be used more widely in clinical practice and treatment programs across the United States.

## 2. TIP 8 Intensive Outpatient Treatment for Alcohol and Other Drug Abuse

This TIP, titled *Intensive Outpatient Treatment for Alcohol and Other Drug Abuse*, describes the level of care that is provided by intensive outpatient treatment (IOT) programs and the range of services and service components that are included in such programs. Practical information for staffing IOT programs and for addressing clinical challenges that arise in the IOT setting is provided. The treatment needs of special groups, such as women and ethnic and cultural minorities are addressed. Improving the quality of services in IOT programs is discussed and suggestions for obtaining public and private funding are presented. A separate chapter addresses legal issues.

Tri-County further utilizes Motivational Enhancement Therapy techniques as a client-centered approach for initiating behavior change by helping clients to resolve ambivalence about engaging in treatment and stopping alcohol and drug use. This approach employs strategies to evoke rapid and internally motivated change in the client, rather than guiding the client stepwise through the recovery process. The first treatment session focuses on providing feedback generated from the initial assessment to stimulate discussion regarding personal substance use and to elicit self-motivational statements. Motivational interviewing principles are used to strengthen motivation and build a plan for change. Coping strategies for high-risk situations are suggested and discussed with the client. In subsequent sessions, the therapist monitors change, reviews cessation strategies being used, and continues to encourage commitment to change or sustained abstinence. Clients are sometimes encouraged to bring a significant other to sessions. Tri-County Education groups do not exceed 30 clients per calendar month.

### **2.18 Group Education (Trauma Related)**

Tri-County does not offer specific Trauma Related Group Education but does address recovery and how it relates to trauma related information through gender-specific groups. Substance abuse is a problem that extends to people of all ages, cultures, genders, and backgrounds. However, research suggests that men and women experience drug and alcohol addiction differently. Not only do they have different biological responses and co-morbid factors, but they also have separate reasons for turning to drugs and alcohol in the first place. Given these differences, men and women often fare best in gender-specific recovery programs. Gender specific groups emphasize empowerment and are designed to help consumers develop the strengths and skills necessary for more directly addressing trauma and its impact. Research suggests men and women have different brain chemistry. For example, women may be more sensitive than men to the rewarding and reinforcing effects of drugs. These physiological differences may help explain why women become addicted to a drug more quickly than men.

Women also have different predisposing risk factors, psychological disorders, and family and social risk factors than men. Trauma caused by sexual, physical, or emotional abuse is extremely common among female users and can lead to depression, anxiety, low self-esteem, shame, guilt, and post-traumatic stress disorder (PTSD). Women are twice as likely as men to develop PTSD. Women who have experienced trauma often struggle with trust and interpersonal skills, which makes them highly sensitive to group dynamics and interactions with men. For women, addiction and trauma are often inter-related, so an effective substance abuse treatment approach has to address all of these issues at once.

Gender-specific treatment groups also help patients discuss highly sensitive and personal issues that are unique to their gender. Unlike men, women do best in environments that allow them to connect with other women in a cohesive social network. In female-only groups, women can concentrate on their own needs without worrying about social approval and the welfare of others. They feel safe to discuss topics and memories that are uncomfortable to disclose in a co-ed group.

### **2.19 Individual Counseling**

Each drug court participant is assigned a counselor, but as previously mentioned, a team of certified, licensed counselors are readily available. The principal drug court treatment counselor provides the primary psychological counseling. Qualified mental health and substance abuse staff, licensed or certified in compliance with all state and local requirements, provide counseling services. Additionally, staff members providing psychological counseling are credentialed by Tri-County to perform services specific to their training and experience. Tri-County provides individual goal-oriented face-to-face counseling that relates to the treatment plan to relieve symptoms and resolve problems related to alcohol/drug dependency that interfere with the client's ability to function in society.

Individualized Drug Counseling focuses directly on reducing or stopping the addict's alcohol and/or illicit drug use. It also addresses related areas of impaired functioning such as employment status, illegal activity, family/social relations as well as the content and structure of the client's recovery program. Through its emphasis on short term behavioral goals, individualized drug counseling helps the participant develop coping strategies and tools for abstaining from drug use and then maintaining abstinence. Individual counseling consists of a goal oriented process by which the participant and the counselor interact face-to-face to resolve problems related to substance abuse that interferes with the participants' ability to function in society. The addiction counselor encourages 12-Step participation and makes referrals for needed supplemental medical, psychiatric, employment, and other services. Individuals are encouraged to attend sessions one or two times per week, or as deemed necessary.

Specialized treatment needs outside the scope of the Treatment Court counselor's expertise are coordinated through an appropriate and highly qualified clinician in the community. Tri-County operates an extensive provider network, identified by specialty, and works collaboratively with other behavioral health agencies to ensure service response consistent with client treatment needs. This strong provider network, funded by Tri-County, means that each person receives the best counseling suited to his or her needs.

It is easy for treatment to focus on the identified consumer while overlooking the need for family involvement. Service to family members intended to benefit the family or family member's own problems, needs, or treatment plan goals are services considered for each family member.

## **2.20 Individual Counseling (Collateral Relationship)**

Collateral visits are face-to-face sessions with spouses or significant others, family members, or other significant persons with personal relationships (not official or professional) in the life of the client, that focus on the client's treatment needs to support the achievement of the client's treatment goals. Tri-County does not provide this service separately for family members as we encourage family members to participate in family counseling and/or education. If more intensive services are required that family member is referred for services as needed.

## **2.21 Individual Counseling (Co-Occurring Disorder)**

Many people who abuse substances are also afflicted with mental illness. When an individual is both an addict and diagnosed with a mental health problem, this individual is said to have "co-occurring disorders" or a "dual diagnosis." Individuals with co-occurring disorders need to receive treatment for both of these problems, in a coordinated manner, in order to recover. Tri-County recognizes that dual diagnosed individuals require special attention, and offers services that are specifically designed for this high-risk group.

2.21.1 Tri-County provides individual counseling for Co-Occurring Disorders in accordance with the Center for Substance Abuse Treatment's publication, Substance Abuse Treatment for Person's with Co-Occurring Disorders (TIP 42). Individual staff in the Clay County Treatment Court, the Platte County Treatment Court and the Ray County Treatment Court are trained in Motivational Interviewing. Tri-County personnel are licensed by the Missouri Division of Professional Registration as a mental health professional who is practicing within their current competence and/or include persons certified by the Missouri Substance Abuse Professional Credentialing Board (MSAPCB) as a professional working in co-occurring disorders who is practicing within their current competence. Qualifying credentials include Co-Occurring Disorders Professional and Co-Occurring Disorders Professional –Diplomate.

## **2.22 Individual Counseling (Trauma Related)**

Tri-County Drug Court Treatment staff are licensed mental health professionals who are QSAP qualified but do not specialize in trauma training. Our professional staff coordinates brief inpatient care (3 to 5 days) when necessary to stabilize individuals suffering from severe behavioral health conditions. Access to information, resources, referrals and direct intervention is offered through Tri-County's 24-hour crisis line (1.888.279.8188 or TDD (Hearing & speech impaired) 1.800.955.8339) Professional staff are available to individuals, schools and other community organizations whenever a crisis event occurs.

## **2.23 Medication Services**

Tri-County provides medication services as appropriate to those consumers with identified mental health disorders. This service is a goal-oriented interaction to assess the appropriateness of medications to assist in a consumer's treatment, to prescribe appropriate medications, and to provide ongoing management of a medication regimen. These services are provided by staff psychiatrists/physician or a qualified advanced practice nurse, licensed by the State of Missouri.

2.23.1 Staff psychiatrists and/or advanced practice nurses evaluate, prescribe and monitor the effectiveness of medications prescribed for consumers of Tri-County by completing an assessment of the consumer's presenting condition, mental status exam, review of symptoms and screening for side effects. Tri-County personnel meet the certification standards pursuant to Section 335.016, RSMo.

2.23.2 Tri-County Staff Psychiatrists/APN complete a face-to-face assessment of the client's presenting situation and a mental status exam. Clients are educated on medication side effects and effects of medication as it relates to chemical addiction and/or mental health. The psychiatrist and/or APN evaluate the client level of functioning for self-administration of medication prescribed.

#### **2.24 Medication**

Tri-County provides Medication Assisted Treatment (MAT) the use of medications, in combination with counseling and behavioral therapies, as well as social support that can improve the chances of a full recovery keeping the client comfortable at the same time. Although not for everyone, it is an important part of the range of services available to those struggling with addiction to alcohol or other drugs. Medications are useful at different stages of treatment and can be helpful in treating any withdrawal symptoms like depression, anxiety, and sleeplessness one might be experiencing. These medications also stay in the system to ward off drug cravings and have a calming effect on the body which can help the client to focus on counseling. They also interfere with relapse triggers that help maintain recovery.

#### **2.25 Missouri Recovery Support Specialist (MRSS)**

Tri-County does not currently employ/contract with MRSS staff in the treatment court program.

#### **2.26 Peer Support Recovery Mentor (MRSS-P)**

Tri-County does not currently employ/contract with Peer Support Recovery Mentors in the treatment court programs.

#### **2.27 Relapse Prevention Counseling**

Tri-County's Relapse Prevention approach to the treatment of alcohol and drug addicted clients consists of a collection of strategies intended to enhance self-control. Specific techniques include exploring the positive and negative consequences of continued use, self-monitoring to recognize drug cravings early on and to identify high-risk situations for use, and develop strategies for coping with and avoiding high-risk situations and the desire to use. A central element of this treatment is educating participants about potential triggers/problems and helping them develop effective coping skills. Tri-County treatment providers are trained in the Gorski model of Relapse Prevention Therapy (RPT) using cognitive-behavioral strategies based on the theory that learning processes play a critical role in the development of maladaptive behavioral patterns. Individuals learn to identify and correct problematic behaviors. Relapse prevention encompasses several cognitive-behavioral strategies that facilitate abstinence as well as provide help for people who experience relapse. Relapse Prevention counseling helps a substance abuser define and cope with high-risk situations, identify and respond appropriately to internal and external cues that serve as relapse warning signs, and implement individualized strategies to reduce both the risk of relapse and the duration of relapse should it occur.

RPT intervention strategies can be grouped into three categories: coping skills training, cognitive therapy, and lifestyle modification. Coping skills training strategies include both behavioral and cognitive techniques. Cognitive therapy procedures are designed to provide clients with ways to reframe the habit change process as learning experience with errors and setbacks expected as mastery develops. Finally, lifestyle modification strategies such as meditation, exercise, and spiritual practices are designed to strengthen a client's overall coping capacity.

In clinical practice, coping skill training forms the cornerstone of Relapse Prevention Therapy, teaching participant's strategies to:

- (a) Understand relapse as a process,
- (b) identify and cope effectively with high-risk situations,
- (c) cope with urges and craving,
- (d) implement damage control procedures during a lapse to minimize its negative consequences,
- (e) stay engaged in treatment even after a relapse, and
- (f) learn how to create a more balanced lifestyle.

Research indicates that the skills individuals learn through relapse prevention therapy remain after the completion of treatment. In one study, most people receiving this cognitive-behavioral approach maintained the gains they made in treatment throughout the year following treatment. Tri-County's goals are to assist each client in understanding the physical and mental consequences of substance abuse, teaching clients ways to restore physical health while learning to recognize and stop behaviors and symptoms that can lead to relapse. Clients are motivated to accept and enjoy long term recovery through supportive individual and group education. Each client is provided with an individual relapse prevention plan, including helpful techniques, a temporary sponsor, and a comprehensive list of appropriate 12 Step meetings.

### **2.28 Residential Support**

Tri-County does not provide residential support services. However, Tri-County's long-term contract and working relationship with several facilities in the Kansas City area provides immediate access to residential treatment. Tri-County's experience in working with residential treatment started in 1974 when, under the auspices of North Kansas City Hospital, the agency operated a Drug Rehabilitation Unit. Tri-County has a long standing relationship with ReDiscover which provides a full spectrum of residential and outpatient programs including a Women and Children's Program in addition to a Co-ed program. ReDiscover also provides gender specific treatment for women who are involved with the Missouri Department of Corrections.

Additional agencies that Tri-County has established working relationships with for residential services include Pathways and Renaissance West. Pathways utilizes an individualized, holistic approach to recovery and adult substance abuse treatment services that includes outpatient counseling and/or an intensive residential program providing services that treat all aspects of substance abuse in a safe, comfortable, and healthy environment.

Renaissance West is one of Kansas City's longest standing treatment programs and offers culturally specific services which include residential and outpatient programs. Renaissance West also provides a comprehensive substance abuse treatment program for women and pregnant and post-partum women and their children with an average stay of 30 days.

Residential care provides intense supervision and is viewed as a "jump start" method to launch treatment court participants on the road to recovery. Drug testing and all other protocols are followed while the participant is in residential care.

### **2.29 Treatment Court Day**

Tri-County's Treatment Court is similar to other treatment courts in the United States, in that it imposes direct judicial supervision on defendants. This means that in addition to a requirement for reporting to an assigned case manager or probation officer (and appropriate treatment programs), defendants must return to court every few weeks.

The Court calls defendants to the podium one by one and reviews the records of the defendant's compliance or non-compliance with treatment and/or behavioral requirements. Failures such as a missed random urine test, a test which results in a positive analysis for drugs or alcohol, or a missed class, etc. result in an immediate consequence being imposed by the court on the date of the review. The treatment providers provide records for each client as current as the day previous to the court appearance. These reports indicate the required number of individual appointments and group sessions required by each phase of the respective drug court program, as well as serving as documentation of need for any additional services the drug court treatment team deems necessary. Court progress reports are developed to meet the specific needs of each drug court.

**2.30 Virtual Counseling (Group Counseling)**

Tri-County does not offer web based services for group counseling.

**2.31 Virtual Counseling (Individual Counseling)**

Tri-County does not offer web-based virtual counseling for individual counseling sessions.

**2.32 Drug/Alcohol Testing**

Tri-County has extensive experience in drug testing both as the current treatment provider for the Clay County Drug Court, Platte County DWI Court and Ray County Drug Court, in addition to its own counseling services including an ADA certified outpatient drug and alcohol treatment program, general adult population CSTAR program, and an adolescent CSTAR program. Urine sample collection, on-site drug tests, confirmation submission and the Breathalyzer test are among the methods used. The initial drug test follows the verbal screening for drug use in order to identify illicit drug usage. Throughout the offender's involvement in the Treatment Court, urinalysis testing is random. During Phases I and II treatment, as specified by the Seventh Judicial Circuit Drug Court Treatment, Sixth Judicial Circuit DWI Court and Eighth Judicial Circuit Drug Court Treatment, clients are required to submit to a minimum of two-to-four tests per week. Testing continues throughout the client's involvement in Drug Court.

Under the federal Clinical Laboratory Improvement Amendments (CLIA) of 1988, the Office of Licensure and Certification evaluates laboratories that perform testing on human specimens. CLIA requirements also apply to laboratories seeking payment under the Medicare and Medicaid programs. Avertest has been exclusively focused on drugs of abuse testing for more than 15 years. They have used this experience as well as national and international industry standards, including the *Drug and Alcohol Testing Industry Association (DATIA)*, to develop proven testing protocols. Furthermore, each of the team members is required to complete extensive training.

Avertest contracts with Substance Abuse and Mental Health Administration (SAMHSA) certified laboratories to seamlessly provide any necessary confirmation testing as well as the laboratory work for higher complexity, lower volume testing requirements. Avertest provides drug testing and EtG testing for the Seventh Judicial Circuit Drug Court program for Clay County and the Sixth Judicial Circuit DWI Treatment Court in Platte County.

Norchem retains various certificates of accreditation from several government agencies and independent organizations. They are in recognition of continued compliance with laboratory standards. Norchem is certified through the Department of Health and Human Services and has a CLIA Laboratory Certificate of Compliance ID#03D0936918. Norchem provides drug and EtG testing for the Eighth Judicial Circuit Drug Treatment Court in Ray County.

Redwood Toxicology laboratories also provides drug testing for the Ray County Drug Treatment Court and maintains licensure and certifications from several state and federal agencies. This includes certification from the U.S. Department of Health and Human Services (CMS / CLIA), the Substance Abuse and Mental Health Services Administration (SAMHSA). Department of Health and Human Services (DHHS) CMS, CLIA '88, #05D0707588.

Those laboratories which are certified by the Department of Health and Human Services (DHHS) / Substance Abuse and Mental Health Services Administration (SAMHSA) are required to maintain the "gold standards" within the drug testing industry. The EtG test is a biomarker test that detects the presence of ethyl glucuronide in urine samples. Usually, it is used to monitor alcohol consumption in individuals who are legally prohibited from drinking alcohol by the justice system or restricted from drinking by their employers.

The EtG test is just one of many biomarker tests available to confirm the presence of alcohol in urine samples. These tests are used to document abstinence and detect relapse, but they can also be used in clinical settings to screen for drinking problems, evaluate interventions for alcohol problems and motivate changes in drinking behavior.

Negative results are available within 24 hours with a confirmation taking up to 48 hours. In addition, on-site testing is conducted using FDA approved non-instrumented drug tests and alcohol Breathalyzer equipment. Occasionally, the Drug Courts will order use of other FDA approved methods of detection such as the patch or oral swabs.

Random drug screenings are administered by an outside lab testing service. All drug screens are collected by a qualified staff member and are directly observed by a staff member of the same sex using the proper chain of custody procedures. In addition, the drug court treatment program utilizes the County Sheriff's Department in collaboration with the Department of Probation and Parole as a collection site for random drug screens for drug court treatment participants that are collected and observed by qualified staff of the Sheriff's Department and/or Probation and Parole officers. All Breathalyzers are calibrated in accordance with the manufacturer's specifications and checked by the Missouri State Highway Patrol. Should a client present a reading in excess of the statutorily defined limit for DWI, staff will take the appropriate steps to ensure public safety and prevent the participant from putting himself/herself at risk.

## **2.4 Program Service Requirements**

### **2.4.1 Intake/Assessment**

All services begin with a comprehensive alcohol and drug assessment including a baseline urinalysis. The assessment tool currently used by the Clay County, Platte County and Ray County Treatment Courts is the Initial Standardized Assessment Protocol (ISAP). A Qualified Substance Abuse Provider (QSAP) completes a face-to-face intake session with all treatment court referrals within seven (7) calendar days of the date of referral unless otherwise amended and/or directed by the treatment court. All exceptions will be documented in the consumer record.

### **2.4.2 Tri-County's assessment with treatment participants assesses any history of trauma related events in their life as well as addressing their current safety. The ISAP is a structured interview that contains questions relevant to clients' problems with substance abuse as evidenced by the Addiction Severity**

Index (ASI) and meets all DMH certification standards. The assessment is completed by a QSAP meeting certification standards as listed in this RFP.

In addition to drug and alcohol abuse, the interview also addresses problems in areas such as employment, physical and mental health, social relations, and criminality. The complete interview focuses on both the client's earlier life and current presenting situation. The assessment includes the standard general demographic data of name, age, gender, race, sexual orientation, and presenting problem as well as co-occurring problems such as:

- Mental illness;
- Medical evaluation relating to HIV/STD/TB/Risk and Service needs;
- Pre-existing or re-occurring physical health difficulties;
- Alcohol and drug use history;
- Degree of psychopathology;
- History of involvement in the criminal or juvenile systems;
- Social and family history;
- Educational and vocational history including socio-economic;
- Potential support available for the client's recovery;
- Treatment history including the date, length of stay, outcome and name of the facility for all psychiatric and substance abuse services;
- History of trauma and current personal safety

Assessment also includes past treatment history, family history, psychological disorders, medical problems, HIV and sexually transmitted diseases, TB and gender-related concerns. The questions presented in the ISAP elicit a broad spectrum of information relevant to the client's substance abuse problems as well as recommendations and clinical justification for the level of care of the treatment services.

Tri-County will also screen for any entitlements the consumer may be eligible for or have access to such as Medicaid, private insurance or other medical benefits.

Consistent documentation of the same information using the ISAP interview with individual clients on multiple occasions makes it possible to monitor the client's progress, making it easier to follow up on individual clients. When the same type of client information is documented, information about groups of clients becomes comparable, regardless of the program or agency. The ISAP interview also facilitates collaboration between various programs and agencies since it establishes a common language. Process-tracking capabilities are in place and outcome evaluations during and after treatment are conducted on those clients in the Tri-County system.

The assessment process identifies the specific needs of female participants. The primary treatment counselor will address the following issues specific to women:

- Linkage to child care services that will enable the mother to remain consistently active in treatment
- Daytime and evening treatment programming
- Safe houses or transitional living arrangements as well as Respite care
- Abuse issues
- Emotional or family issues
- Medical/psychiatric care

The Circuit Court will have screened alcohol and drug offenders and advised the eligible participants about program requirements. Persons referred to the treatment provider are screened for substance abuse as defined in the DSM-IV-TR. However, it is in the assessment phase that the physical and mental health of the client will determine the unique origins and patterns of alcohol and drug problems. The results of the assessment will determine recommendations made for individualized treatment services. Treatment services provided by Tri-County staff are holistic and comprehensive including providing psychiatric consultations, addressing vocational training and job coaching, assisting with housing needs, offering social and athletic activities that are alcohol and drug-free, and supplementing clients' transportation expenses through Tri-County's contract with Northland Taxi, Ray County Transportation, and the Area Transportation Authority (ATA) bus line. Treatment is available in a number of settings including detoxification, acute residential, day treatment, and outpatient treatment at clinics closest to the client's residence.

- 2.4.3** A face-to-face five-axis diagnostic interview shall be conducted as part of the assessment by a licensed physician, licensed psychologist, licensed clinical social worker, or licensed professional counselor. The diagnostician will also have at least one (1) year experience in treating persons with substance disorders.

## **2.5** *Treatment Planning*

The Individual Treatment/Rehabilitation Plan (ITRP) is a working document developed by the client and clinician outlining in measurable terms the expected outcomes, objectives and interventions of treatment as well as the criteria for discharge. It is the central document in the chart serving as both a guide for treatment and documentation of the need for services.

Tri-County utilizes the ISAP as an assessment tool, which encompasses the Addiction Severity Index (ASI). The Addiction Severity Index is a widely used tool for assessment of substance abuse related problems. This tool allows for the client to participate in the treatment planning process by rating the intensity of problem areas of the seven domains allowing for a factual representation of the client's life pattern. The ASI identifies the client needs or problems using a semi-structured interview format. The treatment plan guides the delivery of services by establishing goals and objectives to address those problems. Treatment goals are established to address problems identified by the ASI. The treatment plan objectives and interventions map the course of treatment for both the client and counselor. A diagnostic summary is completed in order to pull together all of the available assessment information into one integrated interpretation of the client's current status and attempts to paint a clear picture of the client's personal history, strengths and challenges. Proper assessment of the participant with the appropriate treatment recommendations becomes crucial. Today's substance abuser presents with a host of other issues to include mood disorders, trauma issues, family dysfunction and medical related issues. In order for treatment to be successful, all issues must be addressed simultaneously. The agency also incorporates the Stages of Change for clients as indicated at time of assessment and throughout the course of treatment to assist in directing treatment planning.

Transition planning will occur as part of ITRP and ITRP reviews through the development of goals and objectives related to successful program completion, goals that are specifically related to assisting the individual's transition to another level of care or community aftercare supports, and status of the individual's goal and objective achievement.

For individuals in Substance Abuse Services (CSTAR, Adolescent Substance Abuse Services, Drug Court), the transition plan is completed at a change in level or phase of service, or if the consumer is in need of a service that is not available through the agency, and is filed in the provider chart. The

Transition/Treatment Review Plan has been revised to incorporate the five (5) Domains of Recovery as suggested by the Department of Mental Health (DMH), Alcohol and Drug Administration (ADA).

As the current Adult Drug Court Treatment provider for the Sixth Judicial Circuit Court of Platte County, the Seventh Judicial Circuit Court of Clay County, and the Eighth Circuit Court of Ray County, Tri-County is experienced at developing individual treatment plans and is able to exceed OSCA's standard of initiating an individualized treatment plan with the client within fourteen (14) days of admission to the program. An initial treatment plan is developed at the time of assessment and additional treatment goals are identified by the third treatment visit in addition to periodically review the participant's progress in treatment through documented treatment review/transition plans and/or quarterly reviews.

Tri-County understands and agrees the treatment court has the final authority on the assignment of treatment level and approval of any changes in treatment level. Tri-County personnel will attend all meetings as required by the treatment court.

Additionally, Tri-County provides crisis response 24 hours a day, 365 days a year. With the agency's main site plus four additional satellite clinics and its contract providers across the three county areas, Tri-County is in a position to provide same day intervention. A tremendous benefit to the Treatment Court participant is that the individual, through team meetings, becomes acquainted with the entire team of counselors. Therefore, if the case manager or counselor with whom the client has worked is not available, anyone on the team can effectively take care of the treatment services.

The flexibility of the current programs allows a great amount of individualization within each level. The program structure allows the participants to be moved among the levels of care. Although the ideal situation is to have participants continually moving to a lesser treatment level, a participant may move from a less to a more intensive level of treatment if events indicate the need. Individual, on-going evaluation of a participant's needs and assignment of the participant to appropriate services enhances the program's efficacy.

## **2.6 *Level of Treatment***

Tri-County is experienced in providing multiple levels of drug treatment services to accommodate diverse client situations, cultural competencies, and rehabilitation needs.

Experienced in working with those individuals facing difficulties in drug and alcohol addiction, Tri-County has all systems in place to provide any level of service needed for each individual in the Drug Court Treatment program.

Treatment Court team meetings and evaluation of each participant held every other week (or more frequently if necessary) help to determine the level of treatment needed. Tri-County provides treatment services per the Treatment Team's assessment regarding each individual's need of various services.

Units of service are reflected in the pricing page presented in the RFP as requested and Tri-County recognizes OSCA's definition of a unit of service is equal to fifteen (15) minutes of face to face service.

- 2.6.1 Detoxification is the process of withdrawing a person from alcohol, other drugs or both in a safe, humane, and effective manner. The goals of detoxification services are to help persons become alcohol and drug-free in a safe manner without suffering severe physical consequences of

withdrawal. Social or medical detoxification services shall be provided or arranged, when clinically indicated; and involved in continuing treatment. Each person shall be oriented to treatment resources and recovery concepts and shall be assisted in making arrangements for continuing treatment. Should a client require detoxification services, Tri-County will notify the treatment court and assist in the referral process for such services.

- 2.6.2 Tri-County understands and agrees that treatment services will be provided 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 participant's treatment record prior to services being provided.

## **2.7 Reporting Requirements**

Tri-County holds to an excellent standard in documentation of client services. Individual client progress notes are electronically signed and dated documenting achievement of identified objectives and treatment goals, significant events or changes in the life of the client served, and the delivery of services that support the individual plan. Clinical Services provided to clients and the client's response to services will be documented in a systematic manner. Progress notes are necessary to clinically track services provided to clients and to assess client progress. They are used by all members of the treatment team for coordination of services.

The primary purpose of the progress note is to record information which shows client movement in relation to his/her treatment goals. A progress note will be used to document all client contacts and services. The following will be included.

Type of service  
Month, day and year of service  
Time (of day) of service  
Start time and End time of the transaction  
Synopsis of the service activity and client response  
Units of service billed, if any  
Service Code or notation of not billed  
Location/setting of service  
Electronic signatures and credentials of person providing the service

Periodic review of client contacts and services will be completed by agency designees.

Progress notes will be completed within 72 hours of service delivery.

The following is the recommended format for progress noting:

Situation (S):                Statement of client situation, reason for the intervention

Intervention (I):            Synopsis of the intervention provided by the clinician

Response (R):                Client's response to the intervention

Plan (P):                      Plan for client actions and future interventions

2.7.1 Treatment team meetings established by the Clay County Treatment Court, Platte County Treatment Court, and the Ray County Treatment Court are conducted prior to court to discuss individual progress or obstacles, current phase of treatment, incentives and/or sanctions. The frequency of these treatment team meetings is determined by each individual court. Additionally, the meetings already established by the Clay County Treatment Court, Platte County Treatment Court and the Ray County Treatment Court include Tri-County providing written summaries of information such as:

- Program attendance

- Level compliance and completion of assignments

- Progress in treatment and reporting movement in achieving treatment plan goals and objectives

- Recommendations by the treatment provider regarding current services and suggestions for modifications (if any), concerns, and/or need for additional services

- Synopsis of material covered in treatment to allow judge to ask pertinent, open-ended questions

- Drug test results along with other facts and findings.

2.7.2 The agency notifies the Drug Court Treatment Team within twenty (24) hours in the event of one or more of the following issues:

- Missed or Broken appointments

- Positive urinalysis

- Changes in the participant's treatment plan

- Need for additional services

- Changes in the participant's family and/or living situation

- Incidents involving participants where threats, assaults or purported crimes may have occurred.

All above issues are discussed with Drug Court Treatment Team in staffing prior to the court docket.

Tri-County has the expertise to follow through with any type of reporting form that the Treatment Court teams of Clay, Platte or Ray counties wish to use. In addition, because of its reporting expertise and experience, Tri-County is able to provide reports as required by OSCA.

2.7.3 Each participant is evaluated at time of referral for eligibility of Medicaid benefits, private insurance coverage or any other medical benefits. Tri-County complies with the DCCC and submits an OSCA Monthly Medical Benefit Report that indicates a summary of the number of participants who have medical coverage through Medicaid, or private insurance or other sources (Missouri DMH or SROP funds) as well as the dollar amount submitted for reimbursement. Supporting documentation is provided to the treatment court coordinator on a monthly basis even when invoices are not submitted.

### **3.0 CONTRACTUAL REQUIREMENTS**

#### **3.1 Entire Agreement**

Tri-County agrees performance for this contract shall be governed solely by the requirements contained in RFP No. OSCA-14-042. Tri-County understands there will be a formal binding contract agreement/amendment signed and approved by a representative of OSCA and Tri-County that consists of : (1) the RFP, amendments thereto, and/or Best and Final Offer (BAFO) requests(s) with

RFP changes/additions, (2) Tri-County's proposal including Tri-County's BAFO, and (3) OSCA's acceptance of the proposal by "notice of award".

3.1.1 Tri-County agrees we will abide by the complete agreement of the contract and our performance shall be governed solely by the specifications and requirements contained therein. Any changes will be accomplished through a formal contract amendment signed and approved by Tri-County and OSCA representatives and no other method/document shall be used as an amendment or modification.

### **3.1.2 Non-Exclusive Agreement**

Tri-County agrees the contract is not an exclusive agreement and our services are at the discretion of the treatment court(s). OSCA or the treatment court may award contracts to more than one provider per circuit/county in conjunction with or in replacement of Tri-County's services.

3.1.3 Tri-County acknowledges OSCA reserves the right to award contracts to more than one provider per/circuit/county.

### **3.2 Contract Period**

The original contract period is July 1, 2014 through June 30, 2015 as noted on the cover page of the RFP. Tri-County understands the state of Missouri or treatment court is not bound by this contract for any commitment in excess of the original contract period.

### **3.3 Renewal Options**

Tri-County understands and agrees OSCA has the right to renew the contract for five (5) additional one (1) year periods or any portion thereof and maintain all requirements and specification of the contract. Prices for each renewal shall be mutually agreed to by both vendor and OSCA. OSCA does not automatically exercise the option for renewal.

3.3.1 Tri-County acknowledges OSCA reserves the right to offer/request renewal of the contract at a price less than quoted and request additional testing for new substances.

### **3.4 Price**

Pricing for services shall be as indicated on the pricing page and the state shall not pay for any additional costs as listed in the contract.

3.4.1 All prices shall be consistent with those authorized by DMH.

### **3.5 Federal Funds Requirement**

Tri-County understands and agrees the procurement(s) may involve the expenditure of federal funds. Tri-County will not provide any statements, documents or other information regarding any program/project funded with federal dollars without the prior approval of OSCA.

### **3.6 Invoicing and Payment**

Tri-County has the capability to receive electronic fund transfers (EFT) from the State of Missouri and OSCA. All invoices will be submitted as required and only for delivered services as listed on the Pricing Page. Tri-County's application was filed 12/18/2009 and we have received payments.

3.6.1 Tri-County will submit all invoices to the treatment court(s) no later than the 10<sup>th</sup> day of the month following the most recent month of service. Tri-County will adhere to all requirements of this contract with regard to the itemization of units, pricing, and a detailed monthly log. Tri-County understands we are eligible only for payments specified on the pricing page and are not entitled to other payments or reimbursements including insurance, maintenance, licensing, etc. The monthly log will include the OSCA Monthly Medicaid Benefit Report (MMBR) with a summary of the number of participants who have medical coverage through Medicaid, private insurance or other funds such as MO DMH, SROP funds and include the dollar amount submitted for reimbursement. The MMRB will be provided to the treatment court coordinator monthly even when invoices are not submitted.

3.6.2 Tri-County understands and agrees the invoices will contain all information requested from OSCA.

3.6.3 Tri-County understands and agrees OSCA shall pay vendor in accordance with the prices stated on the Pricing Page for services delivered.

3.6.4 Tri-County understands and agrees payment will not be based on the number of treatment court(S) participants.

3.6.5 Tri-County understands and agrees only payments and/or reimbursements specified on the pricing page will be made to the contractor.

### **3.7 Vendor Liability**

Tri-County shall be responsible for any injury or damage as a result of negligence of any equipment or service provided under the requirements and specification of the contract. Tri-County assumes responsibility to save the State of Missouri, including its agencies, employees, and assigns, from all expense, liability or payment arising from a negligent act. Tri-County agrees to hold the State of Missouri, including its agencies, employees, and assigns, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

3.7.1 Tri-County shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assigns.

3.7.2 Tri-County shall not be liable for the following: 1) third-party claims against the state for losses or damages (other than those listed above); 2) loss of, or damage to, the state's records or data; or 3) consequential damages (including lost profits or savings) or incidental damages, even if Tri-County is informed of their possibility.

### **3.8 Vendor Status**

Tri-County is an independent contractor offering services to the general public and does not represent it or our employees to be an employee of the State of Missouri. Tri-County assumes all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

### **3.9 Subcontractors**

Any subcontracts for the products/services described herein include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by Tri-County and the Office of State Courts Administrator and to ensure that the Office of State Courts Administrator is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the Office of State Courts Administrator and Tri-County. Tri-County understands and agrees that we shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. Tri-County agrees and understands that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve Tri-County of the responsibility for providing the products/services as described and set forth herein.

### **3.10 Confidentiality**

Tri-County agrees and understands all discussions, information gained as a result of service delivery/performance shall be confidential and no reports, documentation or other materials pertinent to the contract shall be released to the public without prior written consent of the OSCA.

3.10.1 Tri-County shall maintain strict confidentiality of all consumer information and records supplied to us by the treatment court. The contents of such records shall not be disclosed to anyone other than the treatment court or OSCA and the patient/consumer or the patients/consumer's parent or legal guardian unless such disclosure is required by law.

In order to participate in the Treatment Court program, defendants must sign all appropriate releases of information provided by the judicial agencies and treatment provider. All treatment court participants sign a confidentiality statement which meets both Federal Alcohol and Drug Abuse Confidentiality Standards and HIPAA requirements. All information regarding participants' status and progress in treatment, including drug testing results, will be discussed openly in Treatment Court staffing sessions and are not protected by rules of confidentiality. All participants will also sign a release so that their progress through Treatment Court can be monitored. The confidentiality waiver shall extend six months past the completion of the Treatment Court program.

3.10.2 Tri-County assumes liability for all disclosures of confidential information by the contractor and/or Tri-County's subcontractors and employees.

3.10.3 Tri-County understands and agrees all records processed and created by Tri-County in the performance of services contain personal information that is restricted from release pursuant to

state and federal law, specifically Sections 32.057 and 32.091, RSMo. Tri-County ensures any personnel with access to any report, return or other information received by OSCA in connection with the administration of the tax laws of the state of Missouri will comply with Section 32.057, RSMo. Tri-County further understands any person making unlawful disclosure of information in violation of such Section shall, upon conviction, be guilty of a Class D felony.

3.10.4 Tri-County assumes liability for any and all unauthorized disclosures of confidential information by Tri-County and/or Tri-County personnel. In the event records or copies of confidential information are to be destroyed, Tri-County will accomplish such destruction in a manner prescribed by OSCA and ensure the obliteration of all data and prevent improper or unauthorized disclosure of the personal, restricted information. Tri-County contracts with a certified vendor that ensures the shredding and destruction in order to satisfy this requirement. Tri-County will comply with OSCA record retention and destruction.

### **3.11 Authorized Personnel (Immigrant Responsibility Act)**

By signing the RFP, Tri-County understands, agrees and certifies the following:

Tri-County shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If Tri-County is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that Tri-County has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state.

### **3.12 Assignment**

Tri-County agrees and understands that, in the event the Office of State Courts Administrator consents to a financial assignment of the contract in whole or in part to a third party, any payments made by the State of Missouri pursuant to the contract, including all of those payments assigned to the third party, shall be contingent upon the performance of Tri-County in accordance with all terms and conditions, requirements and specifications of the contract.

### **3.13 Insurance**

Tri-County understands and agrees that the State of Missouri cannot save and hold harmless and/or indemnify Tri-County or employees against any liability incurred or arising as a result of any activity of Tri-County's performance under the contract. Tri-County maintains liability insurance that is deemed sufficient to protect the State of Missouri, its agencies, its employees, its consumers, and the general public against any such loss, damage and/or expense related to Tri-County's performance under this contract as follows:

- ✓ General Liability
- ✓ Automobile Liability
- ✓ Workers Compensation and Employers' Liability
- ✓ Professional Liability

### **3.14 Property of State**

All reports, documentation, and material developed or acquired by Tri-County as a direct requirement specified in the contract shall become the property of the State of Missouri. Tri-County agrees and understands all discussions with us and all information gained by us as a result of our performance under the contract shall be confidential and no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the OSCA.

### **3.15 Termination**

Tri-County understands and agrees OSCA maintains the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to Tri-County at least thirty (30) calendar days prior to the effective date of such termination. Tri-County shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

3.15.1 It is understood and agreed OSCA may terminate any agreements they may have with Tri-County if the service is deemed to be unsatisfactory or fails to meet the goals and objectives of the Treatment Court(s). Any termination shall be by giving written notice to Tri-County at least thirty (30) days prior to the effective date.

### **3.16 Transition**

Upon award of the contract, Tri-County shall work with OSCA and any other organizations designated by OSCA to insure an orderly transition of services and responsibilities under the contract and to insure the continuity of those services required by OSCA.

3.16.1 Upon expiration, termination, or cancellation of the contract, Tri-County shall assist OSCA to insure an orderly transfer of responsibility and/or the continuity of those services required under the terms of the contract to an organization designated by the OSCA, if requested in writing. Tri-County shall provide and/or perform any or all of the following responsibilities:

Tri-County shall deliver, FOB destination, all records, documentation, reports, data, recommendations, etc., which were required to be produced under the terms of the contract to OSCA and/or to the designee within seven (7) days after receipt of the written request.

3.16.2 Tri-County shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by OSCA in order to insure the completion of such service prior to the expiration of the contract.

### **3.17 No Actions, Suits, or Proceedings**

Tri-County warrants there are no actions, suits, proceedings, pending or threatened that will have any adverse effect on our ability to fulfill our obligations under this contract. Tri-County will notify the state of Missouri immediately if we are notified or become aware of any of the above conditions.

### **3.18 Warranty of Vendor Capability**

Tri-County warrants we are financially capable of fulfilling all requirements of the contract, have no legal proceedings that may threaten our performance of this contract, and Tri-County is a validly organized entity with authority to enter into this contract. Tri-County is not prohibited by any loan, contract, financing arrangement, trade covenant or similar restriction from entering into this contract.

3.18.1 Tri-County covenants we have no other contractual relationship that would create any actual or perceived conflict of interest. Tri-County agrees for the term of this contract, neither Tri-County nor any of our employees will enter into any other contractual relationship that could create such a conflict.

### **3.19 Business Compliance**

Tri-County is in compliance with laws of conducting business in the state of Missouri. Tri-County certifies with the signing of the signature page of the original document and amendment signature page(s) that we and any subcontractors are currently in compliance and shall remain in compliance with said laws for the duration of this contract. Tri-County will provide documentation of compliance at any time so requested by OSCA. Compliance to conduct business in the state of Missouri includes but is not limited to:

- Registration of Business name
- Certificate of authority to transact business/certificate of good standing Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

### **3.20 Audit and Records Clause**

Tri-County agrees any pertinent state or federal agency has the right to examine and audit all records relevant to the execution and performance of this contract. The term "records" includes all paper or electronic data to include books, documents, accounting procedures and practices, and other data. Tri-County implemented an electronic medical record in November 2010. All treatment court documentation is filed electronically with the exception of group logs.

3.20.1 Tri-County agrees to retain all records relative to this contract for the duration of this contract and a minimum of three (3) years following completion and/or termination of this contract. We further agree that if an audit, litigation, or other action involving such records begins before the end of the three (3) year period, we will maintain the records for three (3) from the date that all issues arising out of the action are resolved, or until the end of the three (3) year period, whichever is later.

3.20.2 Tri-County agrees to cooperate fully with any audit or investigation from federal, state or local law enforcement agencies.

#### **4.0 PROPOSAL INTRUCTIONS AND REQUIREMENTS**

Tri-County has organized our proposal as follows:

- Transmittal Letter
- Table of Contents
- Signed RFP and RFP Amendment Cover Pages (if any)
- Pricing Page
- Renewal Options
- Exhibit A – Vendor’s References
- Exhibit B – Personnel Expertise Summary
- Exhibit C – Affidavit of Work Authorization
- Exhibit D – Miscellaneous Information
- Exhibit E – Debarment Certificate
- Appendix A: Tri-County Mental Health Services, Inc. brochures
- Appendix B: DMH Certification and CARF Accreditation

4.1.2 Tri-County agrees to comply with any and all requirements, terms, conditions and provisions of the RFP.

4.1.3 Tri-County’s proposal includes an original document, and two (2) paper copies. The front cover of the original proposal is labeled “original” and the front cover of the copies is labeled “copy”.

Tri-County submits one (1) copy of the proposal electronically in PDF format. The electronic, PDF version is e-mailed to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov).

#### **4.2 Conciseness/Completeness of Proposal**

Tri-County has provided information in this proposal that demonstrates our years of experience and expertise in behavioral health service delivery as well as community partnerships that assist in the holistic continuum of care important for the recovery of our consumers. We have excluded unnecessary information.

#### **4.3 Open Records**

Tri-County is aware our proposal is an open record upon award of the RFP pursuant to Section 610.021, RSMo. Our proposal is not considered confidential and no portion of our proposal will be sealed or marked as confidential.

#### **4.4 Contract Compliance**

Tri-County has followed submission suggestions and is in agreement with all pre-printed terms and conditions as stated in the RFP. Tri-County agrees that in the event of conflict between any of our terms and conditions and those contained in the RFP that the RFP shall govern.

#### **4.5 Proposal Evaluation/Contract Award**

Tri-County understands OSCA reserves the right and anticipates making multiple and partial contract awards and OSCA reserves the right to clarify any and all portions of any offer.

4.5.1 Tri-County understands OSCA reserves the right to clarify any and all portions of any offer.

**4.5.2 Exhibit A** lists current customers who contract with Tri-County to provide a treatment court program in the 6<sup>th</sup> Circuit Court (Platte County), 7<sup>th</sup> Circuit Court (Clay County); and the 8<sup>th</sup> Circuit Court (Ray County).

**4.5.3 Exhibit B** includes all personnel information and provides detailed resumes, and copies of the licenses/certifications held by the staff and sub-contractors.

Tri-County's professional staff supports the effectiveness of the agency's involvement as a member of the Treatment Court Teams in Clay, Platte and Ray Counties.

Tri-County's leadership and the counseling staff involved with the Treatment Courts include:

**JoAnn Werner, MS.Ed, LPC, Associate Director**

**Jan Pool, MA, CRADC, CCDP-D, Substance Abuse Treatment Coordinator**

**Timothy G. Donaldson, MA, LCSW, CRAADC**

**Joe Jacobson, MS, LCSW**

**Erika Nail, PLPC**

**Robert Weidman, CADC**

**Dawn Peterson, CRADC, Lead Treatment Court Counselor**

**Donna Bennet, RSA Professional, MFT**

**Laurence Ganschow, CRADC**

**Christopher Kinghorn, CRADC**

**Kendra Minnick, CRAADC**

With this staff, Tri-County has surrounded itself with the best in counseling services for substance abuse treatment and addiction recovery. This staff currently is active in providing Treatment Services for the Clay County Drug Court, established in January 2002, the Ray County Drug Court, established in January 2005, and the Platte County Treatment Court established in May 2011. Because of each individual's background and experience and because the team collaborated to set up the three treatment courts, the staff and providers are highly capable to continue these services.

4.5.4 All personnel are currently hired and providing services for the three treatment courts.

4.5.5 Tri-County has utilized Exhibit B to summarize personnel information and have included current, detailed resumes for all personnel listed.

4.5.6 Tri-County has included a copy of all licensures and/or certifications for all personnel listed in Exhibit B. Tri-County assures OSCA all personnel meet the certification standards to provide services listed in Tri-County's response to OSCA RFP No. 14-042.

#### **4.6 Responsibility and Reliability**

The vision of Tri-County Mental Health Services, Inc. is to continue its expansion through coordination and maximization of existing community resources, which enhance each individual's access to needed care. Since Tri-County's existence is based on multi-agency/multi-system programs, it is evident that not only is it able to work with community providers, but that those providers already are a part of its network.

Many persons seeking help for substance use problems also experience one or more mental health conditions at the same time (known as a dual disorder or co-occurring condition). Tri-County provides recovery services uniquely tailored to persons experiencing dual disorders. Integrated services are delivered through a single team of substance abuse and mental health professionals who deliver services to address each problem.

An important element of Tri-County's vision is to provide a continuum of care for individuals suffering from chemical dependency. Coupled with this vision to best assist those with chemical dependency is a strategic plan of assessment, treatment and streamlining services to benefit people in the community. It is the philosophy of Tri-County Mental Health Services, Inc. that persons suffering from the symptoms of chemical dependency or an addiction to alcohol require a wide array of clinical interventions to help facilitate their individual recovery.

Tri-County's Comprehensive Substance Abuse Treatment Program (CSTAR) offers a flexible combination of clinical services, living arrangements and support services that are individually tailored for each consumer. CSTAR focuses on providing a complete continuum of recovery services, including extended outpatient services in the community and, where possible, close to home.

As a member of the Adult Drug Court Team of the Seventh Judicial Circuit Court of Clay County, the Eighth Judicial Circuit Court of Ray County, and Sixth Judicial Circuit Court of Platte County, the agency works within the framework of the treatment courts including providing prompt treatment services during the day, evenings and weekends as needed. Historically, Tri-County has realized the issues that need to be identified in treating substance abuse.

Tri-County has experience in:

- Monitoring an individual's abstinence through frequent and random alcohol and drug testing
- Utilizing a coordinated strategy to govern responses to a participant's compliance
- Monitoring and evaluating the achievement of the program's goals and gauging its effectiveness
- Forging community partnerships to enhance Treatment Court's effectiveness
- Assist participants in accessing respite or residential service as clinically necessary
- Providing an array of counseling services including consultation and assistance in vocational endeavors, housing, and general daily living skills

The Mission Statement of Tri-County Mental Health Services, Inc. avows that Tri-County exists to provide recovery-oriented mental health, substance abuse and prevention services, which are quality assured and responsive to consumer needs. It is imperative that a treatment provider of the Treatment Court be able to

provide an array of services beyond substance abuse treatment in order for the client to be successful. For example, Treatment Court participants may need assistance with:

- Inpatient/residential services
- Intensive Outpatient services
- Day Program services where clients can go for structured support
- Vocational skills
- Housing
- Medication services

The agency has all these services available and additionally has strategic partnerships and contracts with other organizations that share a similar mission. Tri-County provides behavioral health services to the three county detention centers in our service area of Clay, Platte, and Ray counties. We have been the preferred contracted provider for the three county detention centers for over 18 years.

Services include psychiatric treatment, individual counseling, substance use and anger management groups. This allows the consumer to have a connection to treatment before they are released and encourages continuity of services after release from incarceration.

Tri-County has provided treatment court programming for over 14 years. Tri-County's Treatment Court programs provide efficient use of community resources to increase substance offender accountability to help break the cycle of alcohol and drug addiction and criminal activity, and improve the quality of life for treatment court participants and residents of our community. Criminal behavior among drug addicted offenders often results from having to support an addiction; not from deep-seated criminality. It is our belief that the supervised placement of select drug and alcohol offenders in a highly structured, therapeutic program can be an effective alternative to incarceration. Moreover, diverting offenders under criminal justice sanctions adds to the accountability that the criminal justice system strives to achieve. It is our belief that the legal/judicial and treatment systems each share a common goal that can be better achieved through a collaborative approach utilizing a full range of resources available. Treatment courts combine intensive judicial supervision, mandatory drug testing, escalating rewards and sanctions, and treatment to help substance-abusing offenders break the cycle of addiction and the crimes that often accompanies it. Treatment court judges work with prosecutors, defense attorneys, probation officers, and drug treatment specialists to require appropriate treatment for offenders, monitor their progress, and ensure the delivery of other services, like education or job skills training, to help offenders remain crime and drug-free.

The treatment court teams developed Orientation Handbooks for each Circuit Court that provide detailed outlines of the treatment curriculum, rules of the court/program, probation and parole involvement, responsibilities of participants, and guidelines to successful movement toward graduating from drug court. Tri-County is proposing in the RFP to be re-certified as a Specialized Treatment Provider for Treatment Court(s) in Clay, Platte, and Ray Counties; the 7<sup>th</sup> Judicial Circuit Court, the 6<sup>th</sup> Judicial Circuit Court, and the 8<sup>th</sup> Judicial Circuit Court respectively. We understand OSCA may award certification to other offeror's for the same circuit courts/counties. Tri-County is currently the treatment court provider for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Judicial Circuit Courts who have active adult treatment courts in operation.

4.6.1 Tri-County has provided **Exhibit A** forms for each treatment court that we provide treatment programming. Each Exhibit A is signed by a representative of the court who may be reached to confirm the service contracts.

4.6.2 Tri-County has presented a detailed, comprehensive description in Section 2 Performance Requirements and Section 4.6 Responsibility and Reliability, of all products and services we propose to deliver as the Specialized Treatment Court Provider for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Judicial Circuit Courts.

4.6.3 Tri-County has included two (2) brochures (**Appendix A**) that provide an overview of the wide array of services Tri-County provides as well as a brochure specific to substance use treatment services. In the past we submitted examples of documentation (ASI, progress notes, treatment court reports and treatment review forms). All documentation is now electronic and may be submitted as requested by OSCA.

#### **4.7 Debarment Certification**

Tri-County certifies our organization is not presently nor proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. Tri-County has completed **Exhibit E** and is included in our proposal.

#### **4.8 Final Determination**

Tri-County understands OSCA reserves the right to reject any bid for reasons it deems appropriate, which may include but not limited to: 1) receipt of information from any source regarding unsatisfactory performance of similar services by Tri-County within the past five (5) years, and/or 2) inability of Tri-County to document responsible and reliable past performance similar to services required in this contract, and/or 3) failure of Tri-County to provide references.

#### **4.9 Affidavit of Work Authorization and Documentation**

Pursuant to Section 285.530, RSMo, Tri-County affirms our enrollment and participation in a federal work authorization program. A completed, signed, notarized copy of **Exhibit C (Tri-County's Affidavit of Work Authorization) and our Memorandum of Understanding with E-Verify is attached. Exhibit C includes:**

A valid, completed copy of the first page of the proposal identifying Tri-County Mental Health Services, Inc. as the bidder and valid copy of the signature page completed and signed by Tri-County, the Social Security Administration, and the Department of Homeland Security-Verification Division. All signatures are electronically signed.

4.9.1 Tri-County understands the state of Missouri reserves the right to reject any offer determined unacceptable for reasons which may include but are not limited to 1) failure of Tri-County to meet mandatory general performance specifications; and/or 2) failure of Tri-County to meet mandatory technical specifications; and/or 3) receipt of information from any source regarding delivery of unsatisfactory services by Tri-County within the past three (3) years. Tri-County further understands the state of Missouri reserves the right to clarify any and all portions of any offer.

#### 4.10 Employee Bidding/Conflict of Interest

Tri-County is a private, not for profit entity that is governed by a 15 member Board of Directors that represents all three (3) counties in our identified service area, Clay, Platte, and Ray counties. No employee, subcontractor, or Board of Director is an employee of the State of Missouri, a member of the General Assembly, a statewide elected official, other political subdivisions or publicly funded institutions.

Name of State Employee, General Assembly Member, or Statewide Elected Official	
In what office/agency area they employed?	
Employment Title:	
Percentage of ownership interest in vendor's organization:	0 %

**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.

Service Description	Vendor Firm, Fixed Unit Price	Unit of Service
Assessment	155.25	Per assessment
Assessment option (Multi-axial)	155.25	Per assessment
Assessment update	60.00	Per assessment
Case Management/Community Support	6.00	Per ¼ hour
Communicable Disease Assessment/Education/Testing		Per ¼ hour
Day Treatment		Per day
Detoxification (Social Setting)		Per day
Detoxification (Modified Medical)		Per day
Early Intervention (Intake)		Per ¼ hour
Early Intervention (Group Education)		Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)		Per ¼ hour
Extended Day Treatment		Per day
Family Conference		Per ¼ hour
Family Therapy	12.40	Per ¼ hour
Group Counseling (Associate SA Counselor)	5.20	Per ¼ hour
Group Counseling (QSAP)	5.98	Per ¼ hour
Group Counseling ( Collateral relationship)		Per ¼ hour
Group Education	2.30	Per ¼ hour
Group Education (Trauma Related)		Per ¼ hour
Individual Counseling	12.40	Per ¼ hour
Individual Counseling (Collateral Relationship)		Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	12.40	Per ¼ hour
Individual Counseling (Trauma Related)		Per ¼ hour
Medication Services	51.36	Per ¼ hour

Medication: [Medication Assisted Treatment (MAT)]	See attached.	Per prescription
Missouri Recovery Support Specialist (MRSS)		Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)		Per ¼ hour
Relapse Prevention Counseling	12.40	Per ¼ hour
Residential Support		Per day
Treatment Court Day	6.00	Per ¼ hour
Virtual Counseling (Group)		Per ¼ hour
Virtual Counseling (Individual)		Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	6.00	Per test
Sample Collection with 1-panel on-site provided by vendor	4.00	Per test
Sample Collection with 2-panel on-site provided by vendor	4.00	Per test
Sample Collection with 3-panel on-site provided by vendor	4.00	Per test
Sample Collection with 4-panel on-site provided by vendor	4.00	Per test
Sample Collection with 5-panel on-site provided by vendor	4.00	Per test
Sample Collection with 6-panel on-site provided by vendor	5.00	Per test
Sample Collection with 7-panel on-site provided by vendor	5.00	Per test
Sample Collection with 8-panel on-site provided by vendor	5.00	Per test
Sample Collection with 9-panel on-site provided by vendor	5.00	Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)		Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	5.18	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)		Per test

**Evidence Based Program and Practice curriculum being utilized:**

- 1) Socrates; 2) MATRIX Model; 3) Motivational Interviewing;
- 4) Contingency Management

**Which Cognitive Behavioral intervention staff is qualified to deliver:**

RANT; CBT

**Please indicate if Medication Assisted Treatment (MAT) is provided. If you do not provide MAT, how and with whom MAT services are arranged and how all services are coordinated.**

## Medication Assisted Treatment

(2014)

<b>Medication</b>	<b>Cost per month</b>	<b>Cost per dose</b>
Antabuse 250 mg - #30	\$129.99	\$4.33
Antabuse 500 mg - #30	\$176.99	\$5.90
Revia 50 mg -- #30	\$136.99	\$4.57
Vivitrol 380 mg injection – #1	\$750.00	\$750.00
Campral 333 dose pack-- #180	\$191.99	\$1.07
Campral Dr 333 dose pack -- #180	\$191.99	\$1.07
Naltrexone -- #30	\$41.72	\$1.40

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 and the applicable gender that shall be provided: DWI, Adult, Veterans, Family and Juvenile.

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	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	X					X	X
7	Clay		X				X	X
8	Carroll							
8	Ray		X				X	X
9	Chariton							
9	Linn							
9	Sullivan							
10	Marion							
10	Monroe							
10	Ralls							
11	St. Charles							
12	Audrain							
12	Montgomery							
12	Warren							

OSCA 14-042 Treatment Court Specialized Service Providers

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
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	VETERANS	JUVENILE	MALE	FEMALE
26	Moniteau							
26	Morgan							
27	Bates							
27	Henry							
27	St. Clair							
28	Barton							
28	Cedar							
28	Dade							
28	Vernon							
29	Jasper							
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	VETERANS	JUVENILE	MALE	FEMALE
38	Taney							
38	Christian							
39	Barry							
39	Lawrence							
39	Stone							
40	McDonald							
40	Newton							
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 90 days prior the effective renewal.

**EXHIBIT A**

**VENDOR'S REFERENCES**

**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:</b> <u>Tri-County Mental Health Services, Inc.</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	Clay County Treatment Court
<b>Address of Reference Company:</b> ✓ Street Address ✓ City, State, Zip	11 S. Water Liberty, MO 64068
<b>Reference Contact Person Information:</b> ✓ Name ✓ Phone # ✓ E-mail Address	Jill Norris 816-407-3969 jill.norris@courts.mo.gov
<b>Dates of Prior Services:</b>	1-2000 -- current
<b>Dollar Value of Prior Services:</b>	N/A
<b>Description of Prior Services Performed:</b>	Treatment program and funding for participants.

*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:*

Jill Norris  
Signature of Reference Contact Person

3/10/14  
Date of Signature

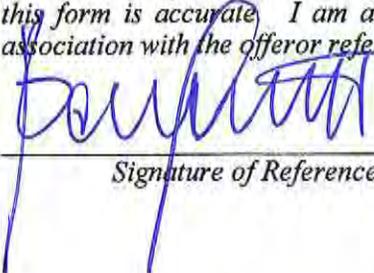
**EXHIBIT A**

**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:</b> <u>Tri-County Mental Health Services, Inc.</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Ray County Treatment Court
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	100 W. Main, PO Box 594 Richmond, MO 64085
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Judge David Miller 816-776-3525 david.miller@courts.mo.gov
Dates of Prior Services:	1/2005 -- present
Dollar Value of Prior Services:	N/A
Description of Prior Services Performed:	Treatment program and funding for participants.

*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

07 March 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:</b> <u>Tri-County Mental Health Services, Inc.</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	Platte County Treatment Court
<b>Address of Reference Company:</b> ✓ Street Address ✓ City, State, Zip	415 3rd Street, Ste. 10 Platte City, MO 64079
<b>Reference Contact Person Information:</b> ✓ Name ✓ Phone # ✓ E-mail Address	Jill Norris 816-407-3969 jill.norris@courts.mo.gov
<b>Dates of Prior Services:</b>	May, 2011 -- present
<b>Dollar Value of Prior Services:</b>	N/A
<b>Description of Prior Services Performed:</b>	Treatment program and funding for participants.

*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:*

*Jill Norris*  
Signature of Reference Contact Person

*3/10/14*  
Date of Signature

# **EXHIBIT B**

## **PERSONNEL EXPERTISE SUMMARY**

**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 and Planned Duties
1. <u>JoAnn Werner, LPC</u> (Name) <u>Associate Director</u> (Title) <u>Tri-Co. Clinical Director</u> (Proposed Role/Function)	See attached.
2. <u>Janet L. Pool, CRADC, CCDP</u> (Name) <u>Diplomat</u> <u>Substance Abuse Treatment Coord.</u> (Title) <u>Tri-County Liaison</u> (Proposed Role/Function)	See attached.
3. <u>Tim Donaldson, LCSW, CRAADC</u> (Name) <u>Program Coordinator</u> (Title) <u>Supervisor</u> (Proposed Role/Function)	See attached.
4. <u>Joe Jacobson, LCSW, CRADC</u> (Name) <u>Counselor II</u> (Title) <u>Treatment Counselor</u> (Proposed Role/Function)	See attached.
5. <u>Dawn Peterson, CRADC</u> (Name) <u>Lead Drug Court Counselor</u> (Title) <u>Supervisor</u> (Proposed Role/Function)	See attached.
6. <u>Kendra Minnick, CRAADC</u> (Name) <u>Outpatient Counselor</u> (Title) <u>Treatment Counselor</u> (Proposed Role/Function)	See attached.

**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 and Planned Duties
1. <u>Laurence Ganschow, CRADC</u> (Name) <u>Outpatient Counselor</u> (Title) <u>Treatment Counselor</u> (Proposed Role/Function)	See attached.
2. <u>Robert Wiedenman, CADC</u> (Name) <u>Outpatient Counselor</u> (Title) <u>Treatment Counselor</u> (Proposed Role/Function)	See attached.
3. <u>Erika Nail, PLPC</u> (Name) <u>Outpatient Counselor</u> (Title) <u>Treatment Counselor</u> (Proposed Role/Function)	See attached.
4. <u>Christopher Kinghorn, CRADC</u> (Name) <u>Outpatient Counselor</u> (Title) <u>Treatment Counselor</u> (Proposed Role/Function)	See attached.
5. <u>Donna Bennett, RSA Professional</u> (Name) MFT <u>Outpatient Counselor</u> (Title) <u>Treatment Counselor</u> (Proposed Role/Function)	See attached.
6. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	

# 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. 001666

JOANN WERNER

*Joann Werner*

EXECUTIVE DIRECTOR

*James A. Pickens*

DIVISION DIRECTOR

# JoAnn Werner

Executive with comprehensive experience in behavioral health services and program management.

## *Visionary leader able to see the big picture and map positive action.*

- Initiated concept and secured \$250,000 in state funding for “supervised independent living” program.
- Composed and completed successful grant proposal for \$1.4 million HUD 19-unit housing project for disabled adults.
- Implemented evidence based practice programs for individuals with co-occurring and self-harming diagnoses (1<sup>st</sup>-of-its-kind in area).
- Established contract with the Division of Vocational Rehabilitation for the development of new services and new funding revenues.

## *Organized pacesetter who initiates valuable programs and drives cost-effective operations.*

- Achieved 90% improvement in fiscal audit sanctions in 1<sup>st</sup> year of oversight.
- Ensured strict maintenance of State of Missouri Department of Mental Health (DMH) certifications required to provide adult outpatient substance abuse treatment.
- Established \$300,000 contract through collaboration with the Clay, Platte, Ray Mental Health Tax Levy Board and the state of Missouri Department of Mental Health.
- Initiated new contract DMH for adolescent substance abuse treatment.

## *Consensus builder and team motivator adept at unifying departments toward common goals.*

- Consistently generates enthusiasm and a sense of ownership among project participants.
- Interfaces effectively with providers, community leaders, and a variety of funders.
- Significantly improved communication and awareness of prevention and treatment services in the rural communities of Platte and Ray counties.

Comment by former Executive Director: *“I continue to be impressed with your ability to handle difficult matters which require judgment, tact and courage. Your ethical and professional approach creates a good example for others.”*

LPC certification, 1993

MS Ed, Counseling Psychology, 1991, University of Kansas

BA, Psychology, 1974, University of Kansas

Member: American Counseling Association

Licensed Professional Counselor Association (Missouri)

## Professional Experience

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TRI-COUNTY MENTAL HEALTH SERVICES, INC.

1996 - Present

### **Associate Director, 2001 – Present**

- Assists Executive Director in all agency operational and fiscal responsibilities.
- Direct oversight and management of 65 associates, oversight of all clinical operations, Prevention Programs, and Health Information Management and Health Care Home.

### **Director of Treatment and Prevention Services, 1998 –2001**

- Provider of quality outpatient behavioral health services to a population of 320,000+.
- Coordinate provider network agencies for all clinical and prevention programs serving persons diagnosed with serious mental illness and/or substance abuse problems.

### **Program Manager, Comprehensive Psychiatric Rehabilitation, 1996 –1998**

- Managed all community services offered by CPR programs for adults with serious mental illness.

RESEARCH MENTAL HEALTH SERVICES

1993 - 1996

### **Team Leader, Comprehensive Psychiatric Rehabilitation**

- Supervised 10 clinical case managers and qualified mental health professionals.

KANSAS STATE DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

1977 – 1992

**Consultant** (part time), ‘82 – ‘92

**Supervisor, Child Support Enforcement Unit, ‘77 – ‘92**

- Ensured federal and state compliance through development and implementation of enforcement program.

## Additional Experience

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PRN Counselor	1991 – 1993
Group Process/Education for Codependency & Family Issues	Addiction Recovery Unit, Shawnee Mission Medical Center
Private Practice Counselor for adults, adolescents, and families	
Therapist for medical and nursing students and their families	University of Kansas Medical Center
Counselor/Consultant for children and families	St. John/Holy Family Catholic School

**Missouri Substance Abuse Professional Credentialing Board**

Hereby Certifies that

***Janet L. Pool***

Continues to meet the standards and qualifications of a  
Certified Co-Occurring Disorders Professional - Diplomate  
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.**

**Missouri Substance Abuse Professional Credentialing Board**

Hereby Certifies that

***Janet L. Pool***

Continues to meet the standards and qualifications of a  
Certified Reciprocal Alcohol Drug Counselor  
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.**

# JAN POOL

## OBJECTIVE

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Position as Substance Abuse Treatment Coordinator

## EMPLOYMENT

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2004-Present Tri-County Mental Health Services, Inc. Kansas City, Mo.  
Substance Abuse Treatment Coordinator

Oversee all substance abuse treatment programs; planning, coordinating, and implementing substance abuse counseling activities and coordinating with other departments, divisions, agencies, and community organizations to ensure the maximum utilization of resources available for chemical dependency treatment and rehabilitation. Provide overall program leadership and clinical supervision of counseling staff and coordination of therapeutic services for programs, clients, and families.

2003-2004 Clay County Prosecutor Liberty, Mo.  
Drug Court Treatment Coordinator

Serve as liaison between treatment provider and the court to ensure treatment services are rendered timely and effectively; audit client files and billing procedures; develop curriculum and assist client with needs and communication; collaboration and referral to other community services for client needs

2002 - 2005 Addiction Recovery Services, Inc. Kansas City, Mo.  
Drug Court Program Manager

Conduct individual and group counseling, establish working relationships with other agencies in the community, complete file reviews, facilitate clinical staffing, develop and implement QA/QI, monitor program budget and complete quarterly reports to improve program schedule, financial issues, and treatment services

2001-2002 Family Guidance Center St. Joseph, Mo.  
Counselor

Conduct individual, family and group counseling, completed assessments ASI/ISAP, developed treatment goals, collaboration with Probation and Parole office

2000-2002 Preferred Family Healthcare St. Joseph, Mo.  
Clinical Supervisor

Adolescent CSTAR program, supervision of staff, conduct baseline training and monthly in-service training, complete assessments, secured referrals from outside agencies, complete file reviews, QA/QI reports, facilitate clinical

staffing, maintain billing requirements, developed programs curriculum, oversee daily operations of program

1999-2000 Columbia Health Systems, Inc. Overland Park, Ks.

Program Director

Conduct individual, family, group counseling, complete assessments, consult with probation and parole, develop treatment goals, monitor JCAHO compliance, adhere to budget outline, conducted SATOP treatment

1993-1999 Johnson County Mental Health Olathe, Ks.

Senior Counselor/Aftercare Coordinator

Supervision of direct care staff, developed program curriculum, management of program in compliance with state regulations, ensured quality of documentation of services according to program standards

## EDUCATION

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1993 - 1995 Liberty University Lynchburg, Va.  
Masters Degree in Counseling

1989 - 1992 Park University Parkville, Mo.  
Bachelors Degree in Addiction Studies  
Summa Cum Laude

1990-Present  
Certified Reciprocal Alcohol Drug Counselor-Missouri

2009-Present  
Certified Co-Occurring Disorders Professional-Diplomate--Missouri

## PROFESSIONAL MEMBERSHIPS/ACTIVITIES

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National Association of Drug Court Professionals, Missouri Addiction Counselors Association, Kansas Association of Addiction Professionals, Licensed Professional Counselor, Advanced Relapse Prevention Therapist, Certified SATOP Instructor, Platte County Drug Task Force, Missouri Certified Substance Abuse Counselor II, Kansas Certified Alcohol/Drug Counselor III, Former Psychiatric Missouri Licensed Practical Nurse, presented community and education lectures in public schools on mental health and substance abuse issues

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration  
Division of Professional Registration  
State Committee for Social Workers  
Clinical Social Worker (LCSW)



VALID THROUGH SEPTEMBER 30, 2016  
ORIGINAL CERTIFICATE/LICENSE NO. 002278

TIMOTHY BROWN, DDM

  
EXECUTIVE DIRECTOR

  
DIVISION DIRECTOR

No. 920

**Missouri Substance Abuse Professional Credentialing Board**

Hereby Certifies that

***Timothy G. Donaldson***

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



President

Expiration Date: 10/31/2015

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<b>Education</b>	M.A. Counseling Psychology, University of Missouri, Kansas City	1980
	B.A. Secondary Education, permanent certification, Rockhurst College	1973
	Post-graduate coursework in Counseling Psychology towards Ph.D.	
	Certified Substance Abuse Counselor II	
	Licensed Clinical Social Worker	

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**Professional Experience**

**Addiction Recovery Services, Inc.** *September 1997-current*

- Provides substance abuse services for adults. Services include individual, group and family counseling.
- Provide services for inmate population and drug court participants.

**Skylander Psychological Services, Inc.,** *May 1993 - current*

- Provides day treatment for those suffering serious and persistent mental illness.
- Provides targeted case management and case management for individuals with mental illness and substance abuse disorders.

**Tri-County Mental Health Services, Inc.** *May 1992 - current*  
**Community Consultant**

- Responsible for establishing working relationships with area agencies to improve service delivery and coordination.
- Consult with agency staff regarding resources in our delivery system
- Provide direct clinical services under emergency situations.
- Reports directly to Executive and Clinical Directors.

**Tri-County Mental Health Services, Inc.** *November 1991 - May 1992*  
**Director, Outpatient Services**

- Responsible for the establishment, development and oversight of all programs and services offered through the outpatient department.
- Responsible for budgetary issues relating to outpatient services
- Reported to Executive Director

**North Kansas City Hospital** *April 1984 - November 1991*  
**Outpatient Therapist, Recovery Program**

- Provided individual, marital and group therapy to patients with substance abuse disorders.
- Interagency linkage with appropriate agencies in assisting those in treatment to secure other resources and/or opportunities.

**North Kansas City Hospital**  
**Supervisor, Clinical Case Manager**

July 1982 - November 1991

- Responsible for serving clients suffering from mental illness. Performed individual and family therapy and psycho-educational groups.
- Responsible for activities relating to the establishment and maintenance of contact with agencies that further serve to meet the needs of this population.
- Supervised other case management staff and reported to the manager of the service unit.

**Transitional Living Consortium**  
**Vocational Specialist**

1980 - 1982

- Developed vocational program for chronic emotionally disabled individuals at Western Missouri Mental Health Center.
- Provided vocational case management for clients; facilitated pre-employment and post-employment support groups; provided counseling to clients; developed client business; provided job placements as needed.
- Served as liaison with Missouri Department of Vocational Rehabilitation and Western Missouri Mental Health Center.

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration  
Division of Professional Registration  
State Committee for Social Workers  
Clinical Social Worker (LCSW)

VALID THROUGH SEPTEMBER 30, 2016  
ORIGINAL CERTIFICATE/LICENSE NO. 2008007498

JOSEPH E. JACOBSON, JR

  
EXECUTIVE DIRECTOR

  
DIVISION DIRECTOR

No. 1797

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Joseph E. Jacobson Jr.***

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



President

Expiration Date: 10/31/2016

# Joe Jacobson LCSW, CRADC

## Work Experience

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### Mid Missouri Counseling LLC, Owner/Operator, Oct '04-present

- Operate an outpatient substance abuse and mental health program

### Addiction Recovery Services, Feb '05-present

- Substance Abuse Counselor, provide outpatient substance abuse counseling to adults within the CSTAR program and Ray County Drug Court program

### Missouri Veterans Home, Spring '09-Fall '09

- Social Work Supervisor, provided interim supervision to BSW staff until FT Supervisor was hired

### Midwest Clinical Forensics, Sept '03- Oct '04

- Director of Substance Abuse Services, provided outpatient substance abuse education to adult sex offenders

### Pathways Community Behavioral Healthcare Inc., Dec '98-May '03

- Intake Coordinator, travel to 6 different offices and perform assessment and intake screenings for adult substance abusers. Provide outpatient individual and group therapy for adult offenders

### Midwest ADP, Dec '97-Dec '98

- Substance Abuse Counselor, provide outpatient substance abuse counseling to convicted DWI offenders. Facilitate the OEP, WIP, and CIP programs as stipulated by the Missouri SATOP statutes

### West Central Missouri Mental Health, Jan '97-Dec '97

Assistant Director, Supervise the daily workings of the 20 bed adult residential substance abuse facility. Provide supervision to 4 therapists and 10 mental health techs. Provide inpatient substance abuse counseling.

### Scott Greening Center-KC, May '95- Dec '96

Substance Abuse Counselor/Family Therapist, Perform in-home family assessments with adolescents and their guardians. Provide outpatient substance abuse counseling to adolescents within the CSTAR program. Provided CSTAR programming at the Hilltop coeducational facility through the Jackson County Juvenile Court.

### Adolescent Center for Treatment, Nov '93-April '95

Adolescent Recovery Advisor, provide group education to adolescents in a 30 day residential substance abuse facility. Provide behavioral monitoring to maintain a therapeutic milieu

### Comprehensive Mental Health Services, Feb '92-Nov '93

Associate Substance Abuse Counselor, Provide outpatient substance abuse counseling to adolescents within the CSTAR program.

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## **Education**

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- 2004-Master of Social Work, University of Missouri-Kansas City
- 1993- Bachelor of Science, Addiction Studies, Park College
- 1990 – Bachelor of Arts, History, University of Central Florida

## **Licensure/Certification**

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- Licensed as a Clinical Social Worker in Missouri in 2008
- Certified Reciprocal Alcohol and Drug Counselor (CRADC) in 1995

REFERENCES AVAILABLE UPON REQUEST

No. 5235

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Dawn A.G. Peterson***

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



President

Expiration Date: 10/31/2015

No. 2663

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Dawn A.G. Peterson***

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



President

Expiration Date: 10/31/2015

# Dawn A. Glaser

## CREREDENTIALS

M.S.W., Administrative Track, University of Kansas—May 2004 L.M.S.W Kansas  
B.S.W., Double major Social Work/Spanish, William Woods University—May 1998  
SATOP Certification (QSAP)—December 2004; SATOP QP—January 2010  
Certified Reciprocal Alcohol Drug Abuse Counselor (CRADC), MO—September 2002

## EMPLOYMENT EXPERIENCE

Midwest ADP, INC. July 2007-present Full Time

### *DRUG COURT SUPERVISOR – LEAD COUNSELOR*

- Oversee day to day operation of Drug Court • Provide clinical supervision to counselors • Foster team work
- Organize and supervise weekly clinical staffing to discuss pressing client issues as a team
- Quality assure billing • Audit client files • Maintain records UA Logs, Group Logs, Client Roster
- Maintain communication between various agencies to coordinate services (Drug Court Administrator, POs, Attorneys, Trackers-Law Enforcement, Local Mental Health Facility and MWADP administration)
- Monitor and assign caseloads • Assist in hiring and firing • Orientate new counseling staff and clients
- Report to court several times a month with written Court Reports and verbal reports to the judge.
- Update and Create policies and procedures • Provide CEU opportunities • Manage program design
- Monitor UA supplies for various types of alcohol/drug tests and reorder when necessary
- Outreach to gather community resources for client needs and case management services
- Maintain clinical caseload as Lead Counselor (groups, individual counseling, maintaining treatment plans)

Midwest ADP, INC. July 2004-July 2007 Full Time

### *OUTPATIENT SATOP COUNSELOR*

- Provide individual and group counseling • Complete intakes, assessments, and discharges
- Develop and update specialized, individualized treatment plans with clients.
- Establish and present educational material • Facilitate group therapy
- Peer Review files to ensure quality assurance • Complete DRI screenings and OEPs

JoCo Mental Health Center-Adolescent Center for Treatment (A.C.T.) May 2003-October 2004 PRN

### *ADOLESCENT RECOVERY ADVISOR*

- Applied behavior modification with limitation, redirection and encouragement, or consequence
- Supervised visitors, volunteers, and AA/NA speakers who bring Meetings to the Center
- Consulted and communicated with other staff to ensure therapeutic treatment

DCCCA-First Step House January 2004-May 2004 PRN

### *NIGHT MONITOR & TRANSPORTATION SPECIALIST*

- Lead Good-night Group • Monitored clients while they sleep
- Transported clients to and from appointments • Maintained accurate medication records
- Observed and performed Urinanaylses • Completed copy jobs and other clerical tasks

Substance Abuse Center of Eastern Kansas, INC. (S.A.C.E.K.) August 1998–May 2003 Full Time

### *INPATIENT COUNSELOR/CASE MANAGER*

- Provided individual and group counseling. • Taught series of Relapse Groups.
- Wrote and facilitated Special Topic groups. • Prepared and presented Lectures.
- Developed and updated specialized, individualized treatment plans with clients.

## PRACTICUM EXPERIENCE

<i>Administrative, MSW--D.C.C.A., INC.</i>	Lawrence, KS	August 2003–April 2004	727 hours
<i>Clinical, BSW--Phoenix Programs, INC.</i>	Columbia, MO	September 1997–April 1998	554 hours

No. 3869

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Kendra S. Minnick***

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



A handwritten signature in cursive script, appearing to read 'Kendra S. Minnick', is written over a horizontal line.

President

Expiration Date: 10/31/2014

# KENDRA S. MINNICK

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## EDUCATION AND CERTIFICATION:

WASHBURN UNIVERSITY, Topeka, KS  
Master of Social Work, May, 2001

MISSOURI WESTERN STATE COLLEGE, St. Joseph, Missouri  
B.S. in Business Education, 1973, Missouri Life Time Teaching Certificate  
A.S. in Executive Secretary, 1972

Current  
CRAADC  
ICAADC

Renewable  
Licensed Master Social Worker in Kansas  
Kansas AAPS Certification  
Kansas CADC III  
Kansas Senate Bill 123 Certification for Assessment and Treatment  
KCGC Problem Gambling Certification

## FIELD TRAINING:

**MENORAH MEDICAL CENTER MENTAL HEALTH UNIT, Overland Park, Kansas**  
**Intern – Clinical Social Work Position – January to May 2001**

Conducted psychotherapy for outpatient clients including clients in rehab. Participated in psychiatric assessments/evaluations. Conducted biopsychosocial assessments for adults with acute symptoms of anxiety, depression, mania, or psychosis and/or undergoing detoxification from substance abuse. Prepared treatment plans. Provided crisis intervention/assessment of suicidality. Co-facilitated psychoeducational groups on depression/bipolar/anxiety disorders. Facilitated cognitive therapy groups on healthy relationships, problem solving, codependency, relapse prevention, anger management, and resiliency.

**MENNINGER MENTAL HEALTH CLINIC at MENORAH, Overland Park, Kansas**  
**Intern – Psychiatric Social Work Position – August to December 2000**

Member of multidisciplinary treatment team. Provided individual, group, and family therapy on acute inpatient unit specializing in treatment for depression, anxiety, suicidal ideation/attempts, chemical/alcohol detox, dual diagnosis, emotional/sexual/physical trauma, obsessive/compulsive disorder. Conducted biopsychosocial assessments, developed individualized treatment/discharge plans. Documented all client contact in accordance with legal, ethical, and agency guidelines. Facilitated daily multi-family group therapy for inpatient and outpatient clients.

**METROPOLITAN ORGANIZATION TO COUNTER SEXUAL ASSAULT (MOCSA)**  
**Kansas City, Missouri**

**Intern – Therapist I Position – January, 2000 to May, 2000**

Conducted individual psychotherapy sessions with children and adults sexual abuse survivors. Co-facilitated support groups for adult survivors of sexual abuse. Co-conducted group therapy sessions with sex offenders. Cooperated with Probation and Parole regarding treatment of sex offenders. Participated in multidisciplinary team meetings. Prepared treatment plans. Charted progress notes. Consulted with supervisors to assure delivery of highest standard of services to clients and improve counseling techniques.

**PROFESSIONAL EXPERIENCE:**

**CLAY COUNTY DRUG COURT**  
**Drug Court Counselor**  
**Midwest ADP, Gladstone, MO**

**2007-Present**

Provide intensive outpatient counseling and treatment to Clay County Drug Court clients which consist of non-violent felons with substance related charges that are sentenced to treatment for a minimum of 16 months. Utilize client centered therapy, motivational interviewing, and cognitive behavioral therapy techniques to facilitate positive therapeutic progress toward a beneficial state of living. Utilize a team approach to include all clinical staff, Probation Office, Judge, Prosecuting Attorney, and Drug Court Coordination. Presently conduct 2 weekly process groups to facilitate catharsis, clear thinking, good judgment, and emotional recognition assisting clients in achieving goals in recovery. Conducted weekly, 2 hour, psychoeducational groups to include applying coping skills in daily life, disease concept of addiction, post acute withdrawal syndrome, recovery and relapse dynamics, stress management, spirituality and self help groups, values, shame and guilt. Attend court 3 times a month with client.

**THE GUIDANCE CENTER**

**Recovery Services Program Manager**  
**Atchison, Leavenworth, Oskaloosa, Kansas**

**Jan 2006 - Oct 2006**

Promoted program development within three county area. Monitored and ensured compliance with all documentation, report submission, and other requirements of funding sources to include AAPS, SB67, SB123. Prepared reports and other documentation for timely submission as required. Developed referral sources within the community and service area. Maintained current list of referral sources and maintained effective working relationship. Attended required State AAPS and other essential meetings and maintained contact with AAPS staff to be consistently aware of current expectations and requirements for Center's program. Received exceptional scores on all site visits by AAPS. Trained new staff for Recovery Services Program. Managed Recovery Services staff in all locations. Prepared budget for Recovery Services. Conducted monthly team meetings. Maintained active client caseload.

**Qualified Mental Health Professional**  
**Alcohol and Drug Specialist, , Atchison and Leavenworth Kansas**

**Sept 2001 - Oct 2006**

Provided outpatient counseling to adolescents and adults with substance abuse issues. Conducted individual psychotherapy sessions. Facilitated psychoeducational groups. Conducted biopsychosocial assessments. Developed individualized treatment/discharge plans. Completed DUI, SA, and SB123 Evaluations for court. Created wrap-around program with Solutions, Vocational Rehabilitation, Employment Services, Probation and Parole, SRS, Kaw Valley, City and County Courts, Benedictine College. Conducted training seminars for community agencies/college. Documented all client contact in accordance with legal, ethical, and agency guidelines. Developed strong substance abuse program for Atchison County area. Utilized KCPC, MAST, SASSI, ASI.

**PATHWAYS COMMUNITY SUPPORT, St. Joseph, Missouri**  
**Family Focused Behavior Aide**

**1998-1999**

Provided support services, counseling, and supervision to at-risk children, adolescents, and their families in family home, group home, school, and community environment using individualized module. Evaluated family dynamics in home environments. Maintained written documentation including progress notes/monthly reports. Collaborated with health/community agencies for development of treatment plans. Motivated/encouraged participation in treatment. Developed positive non-judgmental relationships. Provided crisis intervention.

**A STEP BEYOND FOR YESTERDAY'S CHILD, St. Joseph, Missouri**  
**Owner/Operator**

**1995-1997**

Created unique boutique sensitive to social/cultural desires of diverse population. Counseled, trained deaf volunteer/Spanish speaking newcomer from Venezuela both desiring to establish small businesses. Administered all business operations.

<b>POLICE DEPARTMENT, St. Joseph, Missouri</b>	<b>1982-1995</b>
<b><u>Administrative Assistant to Chief of Police 1988-1995</u></b>	
Developed/administered Police \$4.8 million budget. Special Commissioned. Supervised clerical staff. Co-signed financial documents. Coordinated/supervised payroll/personnel record keeping/purchasing of supplies and services/bid solicitation. Performed/supervised administrative departmental work in hiring, termination, special leaves, disciplinary actions. Created functional restitution system with county/municipal courts. Composed/prepared office correspondence.	
<b><u>Secretary to Chief of Police 1982-1988</u></b>	
Assisted in budgeting/purchasing. Prepared office correspondence/confidential departmental materials/payroll. Composed detailed analysis on major disasters. Managed all office operations.	
<b>POLICE PENSION BOARD, St. Joseph, Missouri</b>	<b>1982-1995</b>
<b><u>Recording Secretary</u></b>	
<b>SCHOOL DISTRICT, St. Joseph, Missouri</b>	<b>1981-1982</b>
<b><u>Secretary to Superintendent of Schools</u></b>	
<b>SHIRTSWORKS, INC. St. Joseph, Missouri</b>	<b>1978-1981</b>
<b><u>Office Manager</u></b>	
<b>SCHLITZ &amp; BLUE RIBBON DISTRIBUTING, St. Joseph, Missouri</b>	<b>1974-1975</b>
<b><u>Bookkeeper/Secretary</u></b>	
<b>MATTINGLY'S, St. Joseph, Missouri</b>	<b>1967-1973</b>
<b><u>Cashier and Sales</u></b>	

**TEACHING EXPERIENCE:**

<b>SCHOOL DISTRICT, St. Joseph, Missouri</b>	<b>1997-1998</b>
<b><u>Substitute Teacher K-12</u></b>	
<b>CENTRAL HIGH SCHOOL, St. Joseph, Missouri</b>	<b>1976-1977</b>
<b><u>Business/Secretarial Instructor</u></b>	
<b>SCHOOL DISTRICT, St. Joseph, Missouri</b>	<b>1975</b>
<b><u>Substitute Teacher K-12</u></b>	
<b>HIGHLAND COMMUNITY JUNIOR COLLEGE, Highland, Kansas</b>	<b>1973-1974</b>
<b><u>Business/Secretarial Instructor</u></b>	
<b>MISSOURI WESTERN STATE COLLEGE, St. Joseph, Missouri</b>	<b>1972-1973</b>
<b><u>Student Assistant to Professor of Business</u></b>	

**RESEARCH PROJECT:**

*Impact of Clinton's Sexual Relationship on Women Who Have Been Sexually Exploited by Male Professionals.* This study explored the role environmental factors play in contributing to revictimization of women with a history of sexual abuse.

**NONPROFIT/VOLUNTEER ORGANIZATION EXPERIENCE:**

<b>HEADSTART</b>	<b>2000-2003</b>
Volunteer. Provided support in classroom. Assisted in supervision of children on field trips.	
<b>DEAF COMMUNITY</b>	<b>1979-Present</b>
Advocate, Liaison, Counselor, Interpreter. Interpreted for private organizations/individuals at funerals, weddings, and special events. Translated counseling sessions and grief support groups.	
<b>Government Agencies 1982-1995.</b> Responded to emergency calls for sheriff/police. Provided crisis intervention. Assisted in report taking, investigations, and municipal/state court hearings.	
<b>LEADERSHIP ST. JOSEPH</b>	<b>1990-Present</b>
<b>Families In Crisis Research Project - 1990.</b> Studied social services available. Produced, directed 6-week television series geared toward middle class family on substance abuse, self esteem, stress, etc.	
<b>Steering Committee Member - 1992.</b> Analyzed previous class to determine future projects.	
<b>ALLIANCE FOR STRONGER FAMILIES</b>	<b>1990-1993</b>
<b>Board Member.</b> Joint public/private forces to strengthen families.	
<b>Education Committee Chairperson 1991-1992.</b> Provided public education on family values.	
<b>UNITED WAY OF GREATER ST. JOSEPH</b>	<b>1991-1992</b>
<b>Allocations Committee Member.</b>	

**CITIZENS FOR NEIGHBORHOOD SAFETY AND STABILITY**  
**Founding Board Member.**

**1989-1992**

**WYATT PARK BAPTIST CHURCH**

**1979-1992**

**Deaf Committee Member 1979-1992.** Translated church service. Planned special events for deaf/developmentally disabled. Budget preparation.

**Director of Special Ministries 1988-1992.** Provided education on needs of deaf culture. Encouraged deaf leadership participation. Facilitated support group for families.

**Sign Language Instructor 1982-1991.** Conducted sign language classes. Rejuvenated signing skills of adult deaf trained in sign in state schools as children who returned to untrained households.

**Deaf Awareness Conference Coordinator 1989.** First in area. Workshops designed for/taught by deaf/hearing; i.e. deaf leadership, deaf culture, ASL, Signed English, deaf choir, family issues.

**Nursery Committee Chairperson 1979-1981.** Directed/organized 50 volunteers to provide routine care, educational development opportunities, social interaction for children, birth-4 years.

**MO ASSO. OF SOUTHERN BAPTIST INTERPRETERS Jefferson City, MO 1987-1992**

**Founding Member 1987-1992.** Established guidelines. Plan statewide training/conferences.  
**State Secretary 1988-1989.**

**MONTESSORI PRESCHOOL**  
**Board Member.**

**1981-1983**

No. 4647

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

*Laurence R. Ganschow*

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

**Larry Ganschow, CRADC, SQP, CCS**

**Qualifications**

**CRADC** Status with MSAPCB Missouri since 2008.

**SQP** Status with MSAPCB Missouri since 2011.

**CCS** Status with MSAPCB Missouri since 2013.

**Wisconsin Qualifications History:**

***Clinical Substance Abuse Counselor II*** 1993 – 2008.

***Clinical Supervisor In-Training*** (WCB, ICRC)  
2005-2008.

Clinic manager experience: October 1999-2001, & 2008.

Substance abuse halfway house experience:  
1986 to 1987, And 2004 to 2006.

**Work History:**

***Midwest ADP.*** Gladstone, MO.

Platte County DWI Court Counselor. 4/11 to present.

SATOP / SROP Counselor: 5/17/11 to 4/11.

***KCCC at Western Regional Diagnostic Correctional Center.***

St. Joseph, MO.

Counselor: Therapeutic Community: 12/08 to 12/09

Assessment counselor: 1/10 to 5/10.

***Aro Behavioral Health Care, Inc.*** Wisconsin.

Outpatient counselor 10/97 to 10/99 and 3/01 to present

Clinic manager/Coordinator 10/99 to 3/01 and 2008.

***qAM (quality Addiction Management)***

5/06 to 11/06:

2422 N. Grandview Boulevard. Waukesha, Wisconsin.

Case management of methadone patients.

***Genesis Behavioral Services.*** 07/03 to 02/06:

Program Coordinator for Halfway house/CBRF / Dept. of Corrections contracted programs.

Genesis Detoxification Center. AODA group facilitator for Milwaukee's "public detox" program. 2835 N. 32<sup>nd</sup> Street. Milwaukee, Wisconsin. 11/02 to 07/03.

Additional work history available since September, 1986.

No. 6157

# Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

**ROBERT S. WIEDENMANN III**

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

**CERTIFIED ALCOHOL DRUG COUNSELOR**

**Awarded on NOVEMBER 11, 2013**



*Cliff J. ...*  
\_\_\_\_\_  
President

*Alicia Benberg*  
\_\_\_\_\_  
Secretary

## Robert S. Wiedenmann III

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### OBJECTIVE

To join an innovative and progressive recovery facility wherein my experience, education and skill-sets can provide consumers with real, life changing results.

### PROFESSIONAL SKILLS

- Developing and maintaining positive and effective relationships with consumers, case managers and staff.
- Efficient at processing charts, progress reports and documentation in a professional and timely manner.
- Knowledge in the Twelve Step Fellowship: working with a sponsor, attending meeting and currently sponsoring individuals in recovery.

### EDUCATION

- Rockhurst University: Earned 96 credit hours
- Department of Mental Health: Missouri Medication Aid Certification
- Dialectical Behavior Therapy: 11 hour training certificate
- Recognized Substance abuse Counselor II
- CADC: Certified Alcohol and Drug Counseling

### WORK EXPERIENCE

**Substance Abuse Counselor, Addiction Recovery Services, Richmond, Missouri; February 2013-Present**

- Assumes responsibility of assigned case load, evaluates and develops treatment plans and prepares documentation as rendered.
- Provides individual and group counseling and family therapy.
- Confers with public, private and community organizations providing services to clients to effectively coordinate referrals and services to clients.

**Program and Operation Assistant, Welcome House, Kansas City, Missouri; April 2011-May 2013**

- Data Processing of demographics, writing thank you letters to donors and other components as assigned by director.
- Provided individual counseling.

**Substance Abuse Counselor/House Supervisor, The Benilde Hall Program, Kansas City, Missouri; July 2009-September 2011**

- Provided individual and group counseling, lectures and other components to clients as assigned.
- Ensured the safe custody and accountability of the clients while maintaining the appearance, cleanliness and safekeeping of the facility. Responsible for monitoring activities of clients and ensuring compliance with Benilde Hall rules and conditions.
- Managed the outreach program for feeding the homeless.

State of Missouri

Division of Professional Registration  
Provisional License Professional Counselor

VALID THROUGH JULY 01, 2016  
ORIGINAL CERTIFICATE/LICENSE NO: 2013022738

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 JULY 01, 2016  
ORIGINAL CERTIFICATE/LICENSE NO: 2013022738

ERIKA D NAIL  
TIFFANY GUTHRIE-2005016767

  
EXECUTIVE DIRECTOR

  
DIVISION DIRECTOR

USA

# Erika Nail

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## Education

Master of Arts, Webster University, Kansas City, Missouri (2009)  
Emphasis: Counseling

Bachelor of Arts, Park College, Parkville, Missouri (1997)  
Double Major: Human Services and Sociology

## Experience

Ray County Drug Court Counselor, Addiction Recovery Services, Richmond, Missouri; June 2013-present

- Assumes responsibility of assigned case load, interviews, pre-screens, evaluates, and develops treatment plans and prepares documentation as rendered
- Provides individual counseling, group counseling, family therapy
- Confers with public, private and community organizations providing services to clients to effectively coordinate referrals and services to clients
- Provide screening services for new clients including, drug court assessment, and drug court screening.

Community Support Worker, Addiction Recovery Services, Richmond, Missouri; July 2012-June 2013

- Assist individuals in developing resources and skills to address and manage symptoms and cravings related to their substance abuse disorder in order for them to be successful in all areas of living
- Develop and revise individual treatment plans.

QMHP, Skylander Psychological Services, Kansas City, Missouri; October 2009-present

- Complete initial and annual BioPsychoSocial Assessments on clients receiving case management services with Tri-County Mental Health
- Supervise Skylander day program staff. Monitor all paperwork, complete annual Behavioral Health Assessments, and treatment plans.
- Assist clients in the community live as independent as possible through monthly home visits. Complete annual treatment plans, quarterly reviews. Monitor medication compliance and assist client with follow through on all mental and physical health needs. Identify resources to assist with daily living and budgeting.

Community Support Worker, Mental Health Resources, Kansas City, Missouri 64116, July 2002-July 2012

- Provide community support to adults who suffer from mental illness by linking them to community resources
- Monitor medication compliance and assist client with follow through on all mental and physical health needs.
- Identify resources to assist with daily living and budgeting

Intensive In-home Therapist, Gillis Center, Kansas City, Missouri; June 2000-October 2001

- Provide in home services to two families at a time who are at risk of having children removed from the home
- On call 24/7 to families in crisis
- Complete daily reports on family progress and tasks completed
- Identify resources, provide guidance, and examples to help families improve their situation to ensure child's safety
- Attend weekly Family Support Team Meetings at DFS to report family progress
- Facilitated access for clients to obtain housing, vocational skills, and socialization in the community

Alternative Care Worker, Division of Family Services, Jackson County, Missouri; June 1999-June 2000

- Caseload of 42 Children currently in foster care
- Facilitated weekly parent/child visits
- Dictated any information/conversation about child in care and custody and completed a court report describing family efforts and progress
- Collaborated with family and foster family to reach goal of reunification

Coordinator, Nova Center, Liberty, Missouri; June 1997-June 1999

- Supervised two staff members who give direct care to consumers
- Facilitated a day program for 10 developmentally disabled women age 18-65
- Ensured women received a structured, entertaining and safe program for 6 hours a day
- Dictated in daily charts and completed annual report to inform KCRC and residential care facility on consumer progress

No. 3094

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Christopher S. Kinghorn***

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

**Christopher S. Kinghorn****Objective**

*To obtain a position as an addiction specialist which will allow me to incorporate my personal, academic, and technical knowledge in assisting individuals seeking recovery.*

**Experience**

*Related field only*

**05/11 – Present**

**Midwest ADP – Gladstone, MO.**

**SATOP Counselor/Drug Court Counselor**

**Duties:**

- *Individual counseling and treatment plans*
- *Facilitate therapy and education groups*
- *Recommendations to the courts*
- *Advancement recommendations*
- *Discharge and graduation recommendations*

**~~03/07 – 05/11~~**

**Challenges Inc. Overland Park, KS.**

**Group/Individual Counselor**

**Duties:**

- *Facilitate group therapy and education groups*
- *Individual counseling and progress reports*

**05/03 – 01/09**

**Mainstream Men's Center – Bonner Springs KS.**

**Primary/Supervising Counselor**

**Duties:**

- *Involved in all phases of Case Management from intake to discharge*
- *Training and supervision of Counselors, Technicians, and Field Practicum students.*
- *Facilitate therapy and education groups*
- *Individual counseling*
- *Medication monitoring*

**05/04 – 03/07**

**Kansas City Community Center – Independence, MO.**

**Drug Court Counselor**

***Duties:***

- *Individual counseling and Case Management of Drug Court clients*
- *Treatment recommendations*
- *Advancement recommendations*
- *Facilitate therapy and education groups*
- *Treatment planning and follow-up*
- *Discharge and graduation recommendations*

**Education**

**Kansas City Kansas Community College**

**AAS – Addiction Counseling**

**DeVry University**

**AAS – Electronic Technology**

**Overall GPA – 3.43 (141 total hours)**

**Credentials**

**CRADC, SQP, ICADC**

**References**

***Available upon request***

State of Missouri

Division of Professional Registration  
Licensed Marital & Family Therapist

VALID THROUGH FEBRUARY 29, 2016  
ORIGINAL CERTIFICATE/LICENSE NO. 2007008882  
DONNA M BENNETT

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration  
Division of Professional Registration  
State Committee of Marital & Family Therapists  
Licensed Marital & Family Therapist

VALID THROUGH FEBRUARY 29, 2016  
ORIGINAL CERTIFICATE/LICENSE NO. 2007008882

DONNA M BENNETT

  
EXECUTIVE DIRECTOR

  
DIVISION DIRECTOR

No. 3595

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Donna M. Bennett***

Continues to meet the standards and qualifications of a  
Registered Substance Abuse Professional  
as determined by the Board.



President

Expiration Date: 4/30/2014

No. 5141

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

***Donna M. Bennett***

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



President

Expiration Date: 4/30/2014

## Donna M. Bennett

### RESUME

- 2011-Current      DWI Counselor. MidWest ADP. Providing group, individual and case management services to multiple DWI offenders.
- 2010-2011      Family Therapist. ReStart, Inc. Provided counseling services to homeless families, children and individuals.
- 2005-2010      Program Manager. Swope Health Services, Inc.-Imani House. Oversaw management of inpatient and outpatient substance abuse services, and SATOP programming.
- 2004-2005      Director of Social Services. ReStart, Inc. Oversight of social services department, shelters, transitional housing, staff development, and in-house substance abuse program.
- 2001-2004      Executive Director. Community Services League. Operation of 7 locations providing housing, employment, and emergency assistance services.
- 1998-2001      Executive Director. Milestones Human Services, Inc. Operation of a criminal justice social service agency providing community based and in-custody services for substance abusers and sex industry workers at 5 locations.
- 1984-1998      Deputy Director. Community Awareness & Treatment Services. Operation, clinical oversight, program development for 10 community based program providing substance abuse and homeless services.  
 Program Director. Redwood Center. Operation of a 49 bed inpatient substance abuse program for homeless multiply diagnosed men.  
 Assistant Director. Redwood Center. Program oversight of a 49 bed inpatient substance abuse program.  
 Counselor. Redwood Center. Provided direct individual and group substance abuse treatment in a residential milieu.
- 1980-1984      Health Worker. Ozanam Reception Center, St. Vincent DePaul Society. Provided health assessment, intake and referral in a 24 hour social model detoxification center.
- 1977-1979      Counselor. Champaign County Council on Alcoholism. Duties included intake, assessment, treatment and referral in a modified social model detoxification center.

### EDUCATION

- 1994      M. A. Counseling-Marriage & Family Therapy, San Francisco State University  
 1989      B. S. Clinical Psychology, San Francisco State University

### LICENSE/CERTIFICATION

Marriage & Family Therapist – Missouri  
 Registered Substance Abuse Professional – Missouri  
 SATOP Qualified Professional - Missouri

**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATIONS**

**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATION**

Comes now Susie Schneider as Human Resources, Mgr. first being duly sworn on my oath  
TriCounty Mental Health Services, Inc. is enrolled and will continue to participate in a federal work  
(NAME) (OFFICE HELD)  
(COMPANY NAME)

authorization program in respect to employees that will work in connection with the contracted services  
related to OSCA 14-042 for the duration of the contract, if awarded, in accordance with  
(RFP NUMBER)

RSMo Chapter 285.530 (2). I also affirm that Tri-County Mental Health Services, Inc. does not and will not knowingly  
(COMPANY NAME)

employ a person who is an unauthorized alien in connection with the contracted services related to

OSCA 14-042 for the duration of the contract, if awarded.  
(RFP NUMBER)

*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).*

[Signature]  
Signature (person with authority)

SUSIE SCHNEIDER  
Printed Name

HR Manager  
Title

3/6/14  
Date

Subscribed and sworn to before me this 6 of March 2014. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of Clay, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on 9-13-17.  
(NAME OF STATE) (DATE)

[Signature]  
Signature of Notary

3/6/14  
Date



Company ID Number: 187275

**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION  
MEMORANDUM OF UNDERSTANDING**

**ARTICLE I**

**PURPOSE AND AUTHORITY**

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Tri-County Mental Health Services Inc (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

**ARTICLE II**

**FUNCTIONS TO BE PERFORMED**

**A. RESPONSIBILITIES OF SSA**

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

Company ID Number: 187275

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Tri-County Mental Health Services Inc

**Susie Schneider**

Name (Please Type or Print)

Title

*Electronically Signed*

02/04/2009

Signature

Date

Department of Homeland Security -- Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

02/04/2009

Signature

Date

# **EXHIBIT D**

## **Miscellaneous Information**

**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:		

**EXHIBIT E**

**DEBARMENT CERTIFICATE**

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).

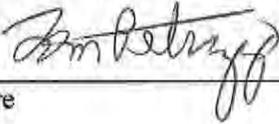
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (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.

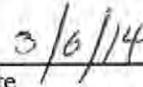
Tom Petrizzo Chief Executive Officer

\_\_\_\_\_  
Name and Title of Authorized Representative

Signature



Date



# **APPENDIX A**

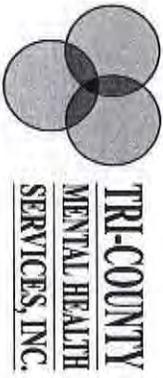
## **Agency Brochure**

### **Agency Substance Abuse Treatment Brochure**

**Q.** When you or a loved one is suffering from a mental health challenge or illness, where do you turn for professional assistance?

**Treatment fee**

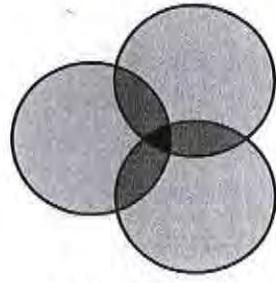
Tri-County Mental Health Services is committed to providing services to residents of Clay, Platte and Ray counties in Missouri. Appropriate fees are determined for each client. The cost of individual treatment is based on a number of factors including household income and the number of dependents living in the household. In some cases, private insurance is accepted. In addition, public funding may be available to cover the costs of treatment for those who meet financial eligibility guidelines.



3100 NE 83rd Street, Suite 1001, Kansas City, MO  
 Office Hours are 8:30 a.m. to 5 p.m., Monday - Friday.  
 Saturday hours are also available  
 Call 816.468.0400 to schedule an appointment

**AFTER HOURS CRISIS LINE**  
 1.888.279.8188 or  
**TDD (Hearing & speech impaired)**  
 1.800.955.8339  
 Check out our website: [www.tri-countymhs.org](http://www.tri-countymhs.org)

Services are also available at our Community Clinics:  
 Excelsior Springs, 1325 B Italian Way  
 North Kansas City, 2103 Swift St.  
 Platte City, Platte County Health Department, 212 Marshall Rd.  
 Richmond, Ray County Health Dept.  
 820 E. Lexington



**TRI-COUNTY  
 MENTAL HEALTH  
 SERVICES, INC.**

**“Offering Hope.....”**



**A.** Turn to Tri-County Mental Health Services, Inc. We offer high-quality, confidential behavioral health care services to all residents of Ray, Platte and Clay counties in Missouri



## “Welcome to Tri-County!”

Tri-County's mission is to provide recovery-oriented mental health, substance abuse and prevention services that are quality assured and responsive to consumer needs. Our staff believes in the potential of individuals of all ages – kids, adolescents, adults and older adults. Our team of experts is dedicated to helping each person improve the quality of his/her life and to offer hope and independence.

## “We're here to help. . . .”

Through the years, Tri-County has helped thousands of consumers along the road to recovery and independence. We strive to bring a full range of confidential and effective behavioral health services to all residents of Clay, Platte and Ray counties. To provide affordable quality care, we link our services with dozens of mental health practitioners and established community agencies that focus on all human services needs of individuals and families.

## “We care!”

Tri-County's values are posted in our lobby for all to see. They can be summed up as follows.

- Offering hope to all that we serve
- Being responsive to the needs of all
- Behaving with integrity at all times

Our strong emphasis on prevention, assessment, education and treatment services has earned the agency a regional and national reputation as a leading and caring provider of behavioral health solutions. Most recently, Tri-County has assumed a leadership position in the treatment of co-occurring disorders of mental illness and substance addiction.

We are also striving to help all mental health providers in the Northland to better serve the needs of those with personality disorders through training in Dialectical Behavior Therapy. Tri-County is accredited by CARF and certified by the Missouri Department of Mental Health

**“Our array of services is designed to meet the needs of the community.”**

**Crisis Intervention:** Access to information, resources, referrals and direct intervention is offered through Tri-County's 24-hour crisis line. Our professionals are available to individuals, schools and other community organizations whenever a crisis event occurs.

**Assessment and Evaluation:** During the first visit, consumers meet with mental health professionals to discuss treatment options and available resources.

**Community Support:** Caring professionals help consumers live independently, providing guidance with budgeting, cooking and other independent living skills. Community Support Caseworkers also link individuals with services such as housing, transportation and employment counseling.

**Medication Support:** Staff psychiatrists and nurses evaluate, prescribe and monitor the effectiveness of medications prescribed for children and adults.

**Outpatient Services:** Individual and group therapy provided at convenient community locations.

**Inpatient/Crisis Stabilization:** Our professional staff coordinates brief inpatient care (3 to 5 days) when necessary to stabilize individuals suffering from severe behavioral health conditions.

**Day Treatment Program:** Available for youth and adult, consumers are involved in learning independent living and other coping skills in a supportive environment, which also includes social and recreational activities.

**Employment Services:** In partnership with the Division of Vocational Rehabilitation, Tri-County provides consumers intensive support in their efforts to return to the workforce through vocational evaluation, job clubs, job site assessments, development and coaching.

**Substance Abuse Treatment:** Tri-County provides outpatient substance abuse treatment services, and inpatient programs as indicated by need. Tri-County is the designated treatment provider for the Clay and Ray County Drug Court Program.

**Compulsive Gambling Counseling:** Certified counselors offer comprehensive treatment and resources to help individuals recover from gambling addiction.

**Youth and Children's Services:** Family-centered treatment focuses on helping children succeed at school and at home. Certified counselors and therapists work with family members to improve relationships and address a variety of behavioral issues faced by children.

**Older Adult Services:** This program addresses the unique needs of older adults suffering from depression and other mental health issues. Our program coordinator provides assessments and evaluations, as well as a variety of outreach services in community settings.

**Prevention Programs and Services:** As a State certified Community 2000 Regional Support Center, our prevention specialists target teens and adolescents by sponsoring drug- and alcohol-free events and community education programs via 15 school-based teams throughout Clay, Platte and Ray counties. Youth With Vision is a nationally recognized group composed of youth from all 15 teams, while the Northland Coalition serves as a steering committee with representatives from the community who volunteer their services.

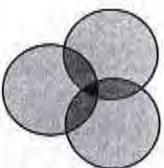
## RECOVERY IS POSSIBLE

County Mental Health Services, Inc. provides comprehensive alcohol and drug treatment services to individuals whose lives have become unmanageable as a result of substance use problems.

Regardless of the drug of choice, everyone has a chance at a new life. Everyone, including family and friends, benefits from the peace and stability that recovery from addiction provides.



Tri-County Mental Health Services substance abuse treatment programs are accredited by CARF and the State of Missouri Division of Behavioral Health



**TRI-COUNTY**  
**MENTAL HEALTH**  
**SERVICES, INC.**

### Tri-County Mental Health Services

3100 NE 83rd Street, Suite 1001

Kansas City, Missouri 64119

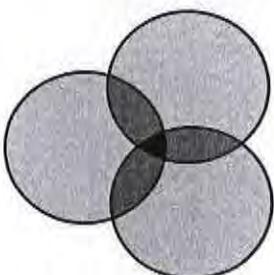
Phone: 816/468-0400

Fax: 816/468-6635

[www.tri-countymhs.org](http://www.tri-countymhs.org)

24-Hour Crisis Line: 1-888-279-8188

TDD: 1-800-955-8339



**TRI-COUNTY**  
**MENTAL HEALTH**  
**SERVICES, INC.**

### Substance Abuse Treatment Services





# CSTAR

The Comprehensive Substance Abuse Treatment and Rehabilitation Program (CSTAR) offers a flexible combination of clinical and supportive services that are individually tailored for each consumer. Services vary in duration and intensity depending on the needs of the consumer. CSTAR focuses on providing a complete continuum of recovery services, including extended outpatient services in the community and, where possible, close to home. Tri-County offers both an Adult and Adolescent evidence-based CSTAR program with services located in Clay, Platte, and Ray counties.

The adolescent CSTAR program is designed to meet the unique needs of adolescents using alcohol or other drugs by teaching the skills needed to cope with problems and develop the necessary attitudes and skills to support recovery. Family involvement is an integral part of the treatment model.

## Services offered include:

- Individual Counseling
- Group Counseling
- Addiction Education
- Family Education and Counseling
- CoDependency Counseling
- Co-Occurring Diagnosis Recovery
- 12-Step Education and Support
- Community Support Services
- Social Skills Development
- Liaison with Schools
- Liaison with both adult and juvenile court systems

The CSTAR program features an abstinence-based treatment model that focuses on the development of healthy behaviors and lifestyle choices.



## TREATMENT COURTS

Tri-County provides community-based treatment for the criminal justice population in Clay, Platte and Ray Counties through a partnership with the courts and the prosecutor's office. The Treatment Court allows non-violent offenders the opportunity to recover from substance use problems through a structured treatment program in lieu of prison.



## CO-OCCURRING DISORDERS TREATMENT

Many persons seeking help for substance use problems also experience one or more mental health conditions at the same time (known as a dual disorder or co-occurring condition). Tri-County provides recovery services uniquely tailored to persons experiencing co-occurring disorders. Integrated services are delivered through a single team of substance abuse and mental health professionals who deliver services to address each problem.

# **APPENDIX B**

## **Certifications & Accreditations**



State of Missouri

## Department of Mental Health

# Certification

The Missouri Division of Comprehensive Psychiatric Services certifies that

*Tri-County Mental Health Services, Inc.*

is in compliance with the standards established for

### MENTAL HEALTH PROGRAMS

July 1, 2011 through June 30, 2015

Certified Programs:

Community Psychiatric Rehabilitation for Adults  
Community Psychiatric Rehabilitation for Children and Youth  
Outpatient Mental Health  
Access Crisis Intervention

Certificate Number: 3102-12679

Deputy Director, Comprehensive Psychiatric Services

This certification does not in itself constitute designation by the Department of Mental Health of eligibility for receipt of county mill tax funds pursuant to RSMo 205.875-205.890.



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

## **Tri-County Mental Health Services, Inc.**

*is fully certified by*

**The Department of Mental Health  
Division of Alcohol and Drug Abuse**

*to provide the following services:*

**CSTAR-General Population  
Outpatient-Community-based Primary Treatment  
Outpatient-Outpatient Rehabilitation  
Outpatient-Supported Recovery  
Prevention-Primary**



**922**

Certificate Number

**July 1, 2011—June 30, 2015**

Date

  
Deputy Director



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

## **Tri-County Mental Health Services**

*is fully certified by*

**The Department of Mental Health  
Division of Behavioral Health**

*to provide the following services:*

**CSTAR Adolescent**



**1497**

Certificate Number

**March 25, 2013—June 30, 2015**

Date

  
Deputy Director



State of Missouri

Department of Mental Health

# Designation

The Missouri Division of Comprehensive Psychiatric Services designates

*Tri-County Mental Health Services, Inc.*

as a

**COMMUNITY MENTAL HEALTH CENTER  
HEALTHCARE HOME**

July 1, 2013 through June 30, 2015

Chief Clinical Officer, Department of Mental Health



**Three-Year Accreditation**

**Organization**

Tri-County Mental Health Services, Inc. (TCMHS)  
3100 Northeast 83rd Street, Suite 1001  
Kansas City, MO 64119

**Organizational Leadership**

JoAnn Werner, LPC, Associate Director  
Christie Holm, LPC, Director of Quality and Compliance  
Richard Odiam, LCSW, Outpatient Services Manager  
Thomas H. Cranshaw, Chief Executive Officer  
Grant Piepergerdes, M.D., Senior Psychiatrist  
Jim Schmidt, Chairperson, Board of Directors

**Survey Dates**

March 5-7, 2012

**Survey Team**

Mwamburi A. Shake, Ph.D., Administrative Surveyor  
Christine S. Walkons, CCS-M, LPC, CAAC, Program Surveyor  
Anju Verma, Program Surveyor  
Algen E. Williams Sr., AAPS, Program Surveyor

**Programs/Services Surveyed**

Case Management/Services Coordination: Integrated: AOD/MH (Adults)  
Case Management/Services Coordination: Mental Health (Adults)  
Case Management/Services Coordination: Mental Health (Children and Adolescents)  
Community Integration: Mental Health (Adults)  
Community Integration: Mental Health (Children and Adolescents)  
Crisis Intervention: Mental Health (Adults)  
Crisis Intervention: Mental Health (Children and Adolescents)  
Drug Court Treatment: Alcohol and Other Drugs/Addictions (Adults)  
Intensive Family-Based Services: Mental Health (Children and Adolescents)  
Outpatient Treatment: Alcohol and Other Drugs/Addictions (Adults)  
Outpatient Treatment: Mental Health (Adults)  
Outpatient Treatment: Mental Health (Children and Adolescents)  
Prevention/Diversion: Alcohol and Other Drugs/Addictions (Adults)  
Prevention/Diversion: Alcohol and Other Drugs/Addictions (Children and Adolescents)

**CARF INTERNATIONAL**  
6951 East Southpoint Road  
Tucson, AZ 85756 USA  
Toll-free 888 281 6531  
Tel/TTY 520 325 1044  
Fax 520 318 1129

**CARF-CCAC**  
1730 Rhode Island Avenue, NW, Suite 209  
Washington, DC 20036 USA  
Toll-free 866 888 1122  
Tel 202 587 5001  
Fax 202 587 5009

**CARF CANADA**  
1400 - 10020 101A Avenue NW  
Edmonton, AB T5J 3G2 CANADA  
Toll-free 877 434 5444  
Tel 780 429 2538  
Fax 780 426 7274

Community Employment Services: Job Development  
Community Employment Services: Job Supports  
Community Employment Services: Job-Site Training

*Governance Standards Applied*

### **Previous Survey**

August 19-21, 2009

Three-Year Accreditation

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## **Survey Outcome**

**Three-Year Accreditation**

**Expiration: May 2015**

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# **SURVEY SUMMARY**

**Tri-County Mental Health Services, Inc. (TCMHS), has strengths in many areas.**

- TCMHS has a dedicated and supportive board of directors, executive director, and management team that demonstrate commitment to maintaining quality services. The leadership demonstrates teamwork, collaboration, and good communication, which benefit the persons served. The leadership of the organization is clearly a strength of the organization.
- TCMHS has developed effective mechanisms for collecting outcomes data that demonstrate that the services provided are effective, efficient, accessible, and satisfactory to the persons served. Input from persons served, personnel, and other stakeholders is continuously collected to monitor the level of satisfaction with these services.
- TCMHS enjoys a positive presence in the community and a long and respected history of service in its tri-county region. The organization is a valued partner in the community. The organization works hard to form and maintain collaborative community relationships. These collaborative relationships enhance its ability to achieve maximum recovery efforts for the persons served.
- TCMHS utilizes evidence-based practices to enhance the recovery of the persons served, which currently include Dialectical Behavior Therapy (DBT), Illness Management and Recovery (IMR), Co-occurring Disorders: Integrated Dual Disorder Treatment, Family-to-Family Support, and Employment Services. TCMHS received the highest fidelity score in the state for its Employment Services.
- TCMHS maintains a well-organized and comprehensive system of fiscal management and control that supports the operation of services, continued fiscal stability, and the capacity to develop innovative programs for the persons served.