



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

Original

AMENDMENT 001

RFP NO. OSCA 14-042

**TITLE: Specialized Treatment Provider
 for Treatment Court**

ISSUE DATE: March 5, 2014

CONTACT: Russell Rottmann

PHONE NO.: (573)522-6766

E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSALS NO LATER THAN: 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 <i>[Signature]</i>		DATE 3/11/2014
PRINTED NAME Rebecca Roller, Psy.D. LMFT		TITLE President
COMPANY NAME Sac River Counseling, Inc.		
MAILING ADDRESS 406 W. College #2		
CITY, STATE, ZIP Greenfield, MO 65166		
E-MAIL ADDRESS rroller@sacriver.net		FEDERAL EMPLOYER ID NO. 20-5187662
PHONE NO. 417-637-1476	FAX NO. 866-520-5586	

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED EXCEPT VIRTUAL COUNSELING</i>		
CONTRACT NO. OSCA 14-042-32	CONTRACT PERIOD July 1, 2014 through June 30, 2015	
CONTRACTS COORDINATOR <i>[Signature]</i>	DATE 4-22-2014	DEPUTY STATE COURTS ADMINISTRATOR <i>[Signature]</i>



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AUTHORIZED SIGNATURE <i>[Signature]</i>		DATE 3/11/2014
PRINTED NAME Rebecca Roller, Psy.D. / MFT		TITLE President
COMPANY NAME Sac River Counseling, Inc.		
MAILING ADDRESS 406 W. College #2		
CITY, STATE, ZIP Greenfield, MO 65661		
E-MAIL ADDRESS rroller@sacriver.net		FEDERAL EMPLOYER ID NO. 20-5187662
PHONE NO. 417-637-1476	FAX NO. 866-520-5586	

NOTICE OF AWARD (OSCA USE ONLY)

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

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Attachment 4: Fingerprints submitted to Dade County Courthouse

E-Verify

Vitaes

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	\$150	Per assessment
Assessment option (Multi-axial)	\$150	Per assessment
Assessment update	\$75	Per assessment
Case Management/Community Support	-	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)	13.33	Per ¼ hour
Early Intervention (Group Education)	5.00	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	13.33	Per ¼ hour
Extended Day Treatment	-	Per day
Family Conference	13.33	Per ¼ hour
Family Therapy	13.33	Per ¼ hour
Group Counseling (Associate SA Counselor)	-	Per ¼ hour
Group Counseling (QSAP)	5.50	Per ¼ hour
Group Counseling (Collateral relationship)	5.50	Per ¼ hour
Group Education	5.00	Per ¼ hour
Group Education (Trauma Related)	5.00	Per ¼ hour
Individual Counseling	13.33	Per ¼ hour
Individual Counseling (Collateral Relationship)	13.33	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	13.33	Per ¼ hour
Individual Counseling (Trauma Related)	13.33	Per ¼ hour
Medication Services	-	Per ¼ hour
Medication: [Medication Assisted Treatment (MAT)]	-	Per prescription

Missouri Recovery Support Specialist (MRSS)	—	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	—	Per ¼ hour
Relapse Prevention Counseling	—	Per ¼ hour
Residential Support	—	Per day
Treatment Court Day	13.33	Per ¼ hour
Virtual Counseling (Group)	13.33	Per ¼ hour
Virtual Counseling (Individual)	13.33	Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	—	Per test
Sample Collection with 1-panel on-site provided by vendor	—	Per test
Sample Collection with 2-panel on-site provided by vendor	—	Per test
Sample Collection with 3-panel on-site provided by vendor	—	Per test
Sample Collection with 4-panel on-site provided by vendor	—	Per test
Sample Collection with 5-panel on-site provided by vendor	—	Per test
Sample Collection with 6-panel on-site provided by vendor	—	Per test
Sample Collection with 7-panel on-site provided by vendor	—	Per test
Sample Collection with 8-panel on-site provided by vendor	—	Per test
Sample Collection with 9-panel on-site provided by vendor	—	Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	—	Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	—	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	—	Per test

Evidence Based Program and Practice curriculum being utilized:

Motivational Interviewing, CBT, DBTS; Matrix Model

Which Cognitive Behavioral intervention staff is qualified to deliver:

Staff members are licensed Clinical Psychologists. They have been trained in Motivational Interviewing, CBT, DBT

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. with contracted physician
 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	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
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OSCA 14-042 Treatment Court Specialized Service Providers

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

OSCA 14-042 Treatment Court Specialized Service Providers

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							

OSCA 14-042 Treatment Court Specialized Service Providers

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							
JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
38	Taney							
38	Christian							
39	Barry							

OSCA 14-042 Treatment Court Specialized Service Providers

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.

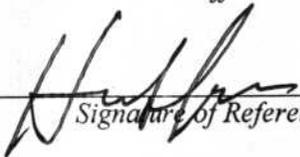
EXHIBIT A

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.

Offeror Name or Subcontractor Name: <u>Sac River Counseling, Inc.</u>	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	<u>Dade Co. Sheriff's Dept.</u>
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	<u>201 E. Water Greenfield, MO 65661</u>
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	<u>Max Huffman - Dade Co. Sheriff</u> <u>417-637-2312</u> <u>huffman@dadecountysheriff.org</u>
Dates of Prior Services:	<u>Jan. 2012 - Present</u>
Dollar Value of Prior Services:	<u>Sessions on a sliding scale? varied</u>
Description of Prior Services Performed:	<u>Evaluations of individuals while incarcerated</u> <u>Therapy at county jail while client incarcerated.</u>

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

3-12-14
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.

Offeror Name or Subcontractor Name: <u>See River Counseling, Inc.</u>	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	<u>Dade County Court</u>
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	<u>300 W. Water St. Greenfield, MO 65661</u>
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	<u>Mary McGee, Dade Co. Circuit Clerk</u> <u>417-637-2271</u> <u>mary.mcgee@courts.mo.gov</u>
Dates of Prior Services:	<u>July 2006 - present</u>
Dollar Value of Prior Services:	<u>\$90 per hour</u> <u>Sliding Scales that vary</u>
Description of Prior Services Performed:	<u>Court ordered therapy for anger management, substance abuse, family therapy and individual therapy.</u>

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:

Mary McGee
Signature of Reference Contact Person

3-12-14
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.

Offeror Name or Subcontractor Name: <u>Sac River Counseling, Inc.</u>	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	<u>Jim Kessler, Missouri Probation + Parole</u>
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	<u>1919 N. Range Line Rd., Joplin, MO 64801</u>
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	<u>Jim Kessler</u> <u>417-629-3200 x 264</u> <u>jim.kessler@doc.mo.gov</u>
Dates of Prior Services:	<u>2005 - present</u>
Dollar Value of Prior Services:	<u>Sliding scale \$10 Psychological Fees, Ins \$90 hr.</u>
Description of Prior Services Performed:	<u>Substance Abuse Evaluations</u> <u>" Treatment</u> <u>Psychoeducation Group for Substance</u> <u>Family Therapy</u>

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

3/12/14
Date of Signature

EXHIBIT B

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

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

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

Personnel	Background and Expertise of Personnel and Planned Duties
Personnel	Background and Expertise of Personnel and Planned Duties
1. <u>Rebecca Roller</u> (Name) <u>Psychologist</u> (Title) <u>Psychoeducation for substance abuse</u> (Proposed Role/Function)	<p>Dr. Roller is a Licensed Clinical Psychologist. She has provided psychoeducation for substance abuse since 2006. She also provides individual and family therapy. Her planned duties are to facilitate psychoeducation groups. She is also a licensed Marriage + Family Therapist.</p>
2. <u>Brandi Nairfalise</u> (Name) <u>Psychologist</u> (Title) <u>Individual Therapy, family therapy</u> (Proposed Role/Function)	<p>Dr. Nairfalise is a licensed Clinical Psychologist and obtained a post-degree certificate in Marriage and Family Therapy. She obtained education in substance abuse. She will provide individual therapy and family therapy.</p>
3. <u>Ruth Olmer</u> (Name) <u>Marriage + Family Therapist</u> (Title) <u>family therapy</u> (Proposed Role/Function)	<p>Ruth Olmer is a Provisionally licensed marriage + family Therapist. She is in the process of obtaining her Doctorate in Clinical Psychology. She will provide family therapy.</p>
4. <u>Jessara Wiley</u> (Name) <u>Practicum Student</u> (Title) <u>Co-facilitate Psychoeducation</u> (Proposed Role/Function)	<p>Ms. Wiley is in the process of obtaining her Doctorate in Clinical Psychology and Post-Degree Certificate in Marriage + Family Therapy. She will co-facilitate psychoeducation groups for substance abuse.</p>
5. <u>Cody Jefferies</u> (Name) <u>Practicum Student</u> (Title) <u>Co-facilitate Psychoeducation</u> (Proposed Role/Function)	<p>Mr. Jefferies is in the process of obtaining his Doctorate in Clinical Psychology and Masters Degree in Marriage and Family Therapy. He will co-facilitate psychoeducation for substance abuse groups.</p>
6. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	

EXHIBIT C

AFFIDAVIT OF WORK AUTHORIZATION

Comes now Rebecca Roller as President first being duly sworn on my oath
(NAME) (OFFICE HELD)

affirm Sac River Counseling The is enrolled and will continue to participate in a federal work
(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 Sac River Counseling 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)

Rebecca Roller
Printed Name

President
Title

3/13/14
Date

Subscribed and sworn to before me this 13th of March, 2014 I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of Dade, State of
(NAME OF COUNTY)

Missouri, and my commission expires on 3-4-15.
(NAME OF STATE) (DATE)

[Signature]
Signature of Notary

3/13/14
Date



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 <u> </u>	No <u> ✓ </u>
Describe and provide details:		

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

State of Missouri

**Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee of Psychologists
Psychologist**

Health Service Provider

VALID THROUGH JANUARY 31, 2016
ORIGINAL CERTIFICATE/LICENSE NO. 2011032530

BRANDI K NOIRFALISE
408 W COLLEGE #2
GREENFIELD MO 65661
USA

Pamela Dossse

EXECUTIVE DIRECTOR

Jan A. Pichler

DIVISION DIRECTOR

State of Missouri

**Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee of Psychologists
Psychologist**

Health Service Provider

VALID THROUGH JANUARY 31, 2016
ORIGINAL CERTIFICATE/LICENSE NO. 2006033497

REBECCA MARIE ROLLER
406 WEST COLLEGE #2
GREENFIELD MO 65661
USA

Patricia Deoase
EXECUTIVE DIRECTOR

Janet A. Ricketts
DIVISION DIRECTOR

JEREMIAH W. (JAY) NIXON
GOVERNOR



KEITH SCHAFER, Ed.D.
DIRECTOR

MARK STRINGER
DIRECTOR
DIVISION OF
BEHAVIORAL HEALTH
(573) 751-9499
(573) 751-7814 FAX

**STATE OF MISSOURI
DEPARTMENT OF MENTAL HEALTH**

1706 EAST ELM STREET
P.O. BOX 687
JEFFERSON CITY, MISSOURI 65102
(573) 751-4122
(573) 751-8224 FAX
www.dmh.mo.gov

March 7, 2014

Rebecca M. Roller, Chief Administrative Officer
Sac River Counseling, Inc.
406 West College #2
Greenville, MO 65661

Dear Ms. Roller:

Sac River Counseling's certification to provide alcohol and drug abuse treatment services is due to expire on March 31, 2014. Division staff will be unable to conduct the certification survey prior to the expiration date. Therefore, Sac River Counseling's supported recovery program will be granted temporary certification status to May 31, 2014.

As established in the Certification Standards, this letter will serve as a temporary certificate that will enable your program to remain certified through May 31, 2014. You will be contacted within this time frame to schedule your certification site survey.

Sincerely,

A handwritten signature in cursive script that reads "Rhonda Turner".

Rhonda Turner, MEd, LCSW
Manager of Certification and Program Monitoring
Division of Behavioral Health

RT/cb

ec:



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466

Gail Vasterling
Acting Director

Jeremiah W. (Jay) Nixon
Governor

09/12/2013

FAMILY CARE SAFETY REGISTRY
Background Screening Results - Inquirer
Registrant: OLMER, RUTH
Registrant Number: 63648387

SAC RIVER COUNSELING INC
ATTN: REBECCA ROLLER
928 E DADE 68
DADEVILLE, MO 65635

The Family Care Safety Registry (FCSR) received your request for a background screening on 09/12/2013. The background screening, confirmation #182909165, conducted on 09/12/2013, indicated the following:

No finding reported in the background screening.

The results above were confirmed by searching the following state databases that contain Missouri data only, using the above registrant's name, date of birth and Social Security number:

- Criminal history records maintained by the MO State Highway Patrol
- Sex Offender Registry records maintained by the MO State Highway Patrol
- Child abuse/neglect records maintained by the MO Department of Social Services
- Foster parent licensure records maintained by the MO Department of Social Services
- Child care licensure records maintained by the MO Department of Health and Senior Services
- Employee Disqualification List maintained by the MO Department of Health and Senior Services
- Employee Disqualification Registry maintained by the MO Department of Mental Health

A copy of this background screening has been provided to the individual registrant. If finding(s) were indicated, you may obtain specific information about these results by contacting the FCSR toll free at 866-422-6872, or by submitting your request in writing to the Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO, 65102. The request must be signed and must include your name, address, telephone number, the reason for requesting the information, the registrant's full name and Social Security number, and the confirmation number from the first paragraph above.

The FCSR provides background screening information for employment purposes only. Any person who uses the information obtained from the registry for any purpose other than that specifically provided for in sections 210.900 to 210.936 is guilty of a class B misdemeanor, RSMo §210.921.3. The FCSR bases criminal history identification on the name, Social Security number and date of birth provided by the inquirer, not by the use of fingerprints. Please be advised that you must contact your licensing representative or other agency contact to determine whether this background screening meets state agency requirements for licensure, certification or registration. If you have questions or need assistance, you may contact the FCSR's toll free call center at 866-422-6872, or visit our Internet site at <http://health.mo.gov/safety/fcsr/>.

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Gail Vasterling
Acting Director

Jeremiah W. (Jay) Nixon
Governor

09/12/2013

FAMILY CARE SAFETY REGISTRY
Background Screening Results - Inquirer
Registrant: ROLLER, REBECCA
Registrant Number: 62579144

SAC RIVER COUNSELING INC
ATTN: REBECCA ROLLER
928 E DADE 68
DADEVILLE, MO 65635

The Family Care Safety Registry (FCSR) received your request for a background screening on 09/12/2013. The background screening, confirmation #182908043, conducted on 09/12/2013, indicated the following:

No finding reported in the background screening.

The results above were confirmed by searching the following state databases that contain Missouri data only, using the above registrant's name, date of birth and Social Security number:

- Criminal history records maintained by the MO State Highway Patrol
- Sex Offender Registry records maintained by the MO State Highway Patrol
- Child abuse/neglect records maintained by the MO Department of Social Services
- Foster parent licensure records maintained by the MO Department of Social Services
- Child care licensure records maintained by the MO Department of Health and Senior Services
- Employee Disqualification List maintained by the MO Department of Health and Senior Services
- Employee Disqualification Registry maintained by the MO Department of Mental Health

A copy of this background screening has been provided to the individual registrant. If finding(s) were indicated, you may obtain specific information about these results by contacting the FCSR toll free at 866-422-6872, or by submitting your request in writing to the Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO, 65102. The request must be signed and must include your name, address, telephone number, the reason for requesting the information, the registrant's full name and Social Security number, and the confirmation number from the first paragraph above.

The FCSR provides background screening information for employment purposes only. Any person who uses the information obtained from the registry for any purpose other than that specifically provided for in sections 210.900 to 210.936 is guilty of a class B misdemeanor, RSMo §210.921.3. The FCSR bases criminal history identification on the name, Social Security number and date of birth provided by the inquirer, not by the use of fingerprints. Please be advised that you must contact your licensing representative or other agency contact to determine whether this background screening meets state agency requirements for licensure, certification or registration. If you have questions or need assistance, you may contact the FCSR's toll free call center at 866-422-6872, or visit our Internet site at <http://health.mo.gov/safety/fcsr/>.

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Gail Vasterling
Acting Director



Jeremiah W. (Jay) Nixon
Governor

09/19/2013

FAMILY CARE SAFETY REGISTRY
Background Screening Results - Inquirer
Registrant: NOIRFALISE, BRANDI KAY
Registrant Number: 62943755

SAC RIVER COUNSELING INC
ATTN: REBECCA ROLLER
928 E DADE 68
DADEVILLE, MO 65635

The Family Care Safety Registry (FCSR) received your request for a background screening on 09/12/2013. The background screening, confirmation #182925063, conducted on 09/12/2013, indicated the following:

No finding reported in the background screening.

The results above were confirmed by searching the following state databases that contain Missouri data only, using the above registrant's name, date of birth and Social Security number:

- Criminal history records maintained by the MO State Highway Patrol
- Sex Offender Registry records maintained by the MO State Highway Patrol
- Child abuse/neglect records maintained by the MO Department of Social Services
- Foster parent licensure records maintained by the MO Department of Social Services
- Child care licensure records maintained by the MO Department of Health and Senior Services
- Employee Disqualification List maintained by the MO Department of Health and Senior Services
- Employee Disqualification Registry maintained by the MO Department of Mental Health

A copy of this background screening has been provided to the individual registrant. If finding(s) were indicated, you may obtain specific information about these results by contacting the FCSR toll free at 866-422-6872, or by submitting your request in writing to the Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO, 65102. The request must be signed and must include your name, address, telephone number, the reason for requesting the information, the registrant's full name and Social Security number, and the confirmation number from the first paragraph above.

The FCSR provides background screening information for employment purposes only. Any person who uses the information obtained from the registry for any purpose other than that specifically provided for in sections 210.900 to 210.936 is guilty of a class B misdemeanor, RSMo §210.921.3. The FCSR bases criminal history identification on the name, Social Security number and date of birth provided by the inquirer, not by the use of fingerprints. Please be advised that you must contact your licensing representative or other agency contact to determine whether this background screening meets state agency requirements for licensure, certification or registration. If you have questions or need assistance, you may contact the FCSR's toll free call center at 866-422-6872, or visit our Internet site at <http://health.mo.gov/safety/fcsr/>.

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Gail Vasterling
Acting Director



Jeremiah W. (Jay) Nixon
Governor

09/19/2013

FAMILY CARE SAFETY REGISTRY
Background Screening Results - Inquirer
Registrant: WILSON, JENNIFER ARLENIA
Registrant Number: 62870595

SAC RIVER COUNSELING INC
ATTN: REBECCA ROLLER
928 E DADE 68
DADEVILLE, MO 65635

The Family Care Safety Registry (FCSR) received your request for a background screening on 09/12/2013. The background screening, confirmation #182926782, conducted on 09/12/2013, indicated the following:

No finding reported in the background screening.

The results above were confirmed by searching the following state databases that contain Missouri data only, using the above registrant's name, date of birth and Social Security number:

- Criminal history records maintained by the MO State Highway Patrol
- Sex Offender Registry records maintained by the MO State Highway Patrol
- Child abuse/neglect records maintained by the MO Department of Social Services
- Foster parent licensure records maintained by the MO Department of Social Services
- Child care licensure records maintained by the MO Department of Health and Senior Services
- Employee Disqualification List maintained by the MO Department of Health and Senior Services
- Employee Disqualification Registry maintained by the MO Department of Mental Health

A copy of this background screening has been provided to the individual registrant. If finding(s) were indicated, you may obtain specific information about these results by contacting the FCSR toll free at 866-422-6872, or by submitting your request in writing to the Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO, 65102. The request must be signed and must include your name, address, telephone number, the reason for requesting the information, the registrant's full name and Social Security number, and the confirmation number from the first paragraph above.

The FCSR provides background screening information for employment purposes only. Any person who uses the information obtained from the registry for any purpose other than that specifically provided for in sections 210.900 to 210.936 is guilty of a class B misdemeanor, RSMo §210.921.3. The FCSR bases criminal history identification on the name, Social Security number and date of birth provided by the inquirer, not by the use of fingerprints. Please be advised that you must contact your licensing representative or other agency contact to determine whether this background screening meets state agency requirements for licensure, certification or registration. If you have questions or need assistance, you may contact the FCSR's toll free call center at 866-422-6872, or visit our Internet site at <http://health.mo.gov/safety/fcsr/>.

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Gail Vasterling
Acting Director



Jeremiah W. (Jay) Nixon
Governor

09/24/2013

FAMILY CARE SAFETY REGISTRY
Background Screening Results - Inquirer
Registrant: WILEY, JESSARA
Registrant Number: 62113686

SAC RIVER COUNSELING INC
ATTN: REBECCA ROLLER
928 E DADE 68
DADEVILLE, MO 65635

The Family Care Safety Registry (FCSR) received your request for a background screening on 09/24/2013. The background screening, confirmation #186872128, conducted on 09/24/2013, indicated the following:

No finding reported in the background screening.

The results above were confirmed by searching the following state databases that contain Missouri data only, using the above registrant's name, date of birth and Social Security number:

- Criminal history records maintained by the MO State Highway Patrol
- Sex Offender Registry records maintained by the MO State Highway Patrol
- Child abuse/neglect records maintained by the MO Department of Social Services
- Foster parent licensure records maintained by the MO Department of Social Services
- Child care licensure records maintained by the MO Department of Health and Senior Services
- Employee Disqualification List maintained by the MO Department of Health and Senior Services
- Employee Disqualification Registry maintained by the MO Department of Mental Health

A copy of this background screening has been provided to the individual registrant. If finding(s) were indicated, you may obtain specific information about these results by contacting the FCSR toll free at 866-422-6872, or by submitting your request in writing to the Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO, 65102. The request must be signed and must include your name, address, telephone number, the reason for requesting the information, the registrant's full name and Social Security number, and the confirmation number from the first paragraph above.

The FCSR provides background screening information for employment purposes only. Any person who uses the information obtained from the registry for any purpose other than that specifically provided for in sections 210.900 to 210.936 is guilty of a class B misdemeanor, RSMo §210.921.3. The FCSR bases criminal history identification on the name, Social Security number and date of birth provided by the inquirer, not by the use of fingerprints. Please be advised that you must contact your licensing representative or other agency contact to determine whether this background screening meets state agency requirements for licensure, certification or registration. If you have questions or need assistance, you may contact the FCSR's toll free call center at 866-422-6872, or visit our Internet site at <http://health.mo.gov/safety/fcsr/>.

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Gail Vasterling
Acting Director



Jeremiah W. (Jay) Nixon
Governor

09/25/2013

FAMILY CARE SAFETY REGISTRY
Registration Notification
Registrant Number: 49724017

CODY RYAN JEFFRIES
1950 S SCENIC AVE APT B105
SPRINGFIELD, MO 65807

Dear FCSR Registrant:

The Family Care Safety Registry (FCSR) has processed your registration. An initial screening was run as part of the registration process, and your results are:

No finding reported in the background screening.

The results above were confirmed by searching the following state databases that contain Missouri data only, using your name, date of birth and Social Security number:

- Criminal history records maintained by the MO State Highway Patrol
- Sex Offender Registry records maintained by the MO State Highway Patrol
- Child abuse/neglect records maintained by the MO Department of Social Services
- Foster parent licensure records maintained by the MO Department of Social Services
- Child care licensure records maintained by the MO Department of Health and Senior Services
- Employee Disqualification List maintained by the MO Department of Health and Senior Services
- Employee Disqualification Registry maintained by the MO Department of Mental Health

If a finding is reported, you may request the specific details or appeal the accuracy of the transfer of the information to the FCSR by submitting a written request that includes your name, address, Social Security number and/or registrant number, and signature, to the Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO, 65102, or by FAX to 573-522-6981. See 19 CSR 30-80.040 for a full statement of what such an appeal should include.

Please keep this letter as confirmation of your registration with the FCSR. This is the only time you will need to register with the FCSR. If your name or address changes, it is your responsibility to notify the FCSR. If you have questions concerning the FCSR, please call our toll-free call center at 866-422-6872, or visit our Internet site at <http://health.mo.gov/safety/fcsr/>.



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Attachment 3 Collector Standards

MISSOURI GUIDELINES FOR DRUG/ALCOHOL COLLECTIONS

Ten Principles of a Good Testing Program¹

1. Design an effective drug detection program, place the policies and procedures into written form (drug court manual) and communicate the details of the drug detection program to the court staff and clients alike.
2. Develop a client contract that clearly enumerates the responsibilities and expectations associated with the court's drug detection program.
3. Select a drug-testing specimen and testing methodology that provides results that are scientifically valid, forensically defensible and therapeutically beneficial.
4. Ensure that the sample-collection process supports effective abstinence monitoring practices including random, unannounced selection of clients for sample collection and the use of witnessed/direct observation sample-collection procedures.
5. Confirm all positive screening results using alternative testing methods unless participant acknowledges use.
6. Determining the creatinine concentrations of all urine samples and sanction for creatinine levels that indicate tampering.
7. Eliminate the use of urine levels for the interpretation of client drug-use behavior. A drug test is either positive (drug presence is as or above the cutoff concentration) or negative (none detected; drug level is below the cutoff concentration).
8. Establish drug-testing results interpretation guidelines that have a sound scientific foundation and that meet a strong evidentiary standard.
9. In response to drug-testing result interpretation guidelines that have a sound scientific foundation and that meet a strong evidentiary standard.
10. Understand that drug detection represents only a single supervision strategy in an overall abstinence monitoring program.

¹ Carey, Paul, L. M.S. The Drug Court Judicial Benchbook. National Drug Court Institute (2011). Chapter 6 The Fundamentals of Drug Testing (p.113).

COLLECTOR MINIMUM STANDARDS

Any individual who collects specimens for testing acts as an official representative of the court who is required and trusted to work within the law. A collector shall refrain from manifesting bias or prejudice, or engaging in harassment, including but not limited to race, sex, gender, national origin, ethnicity, disability, age, sexual orientation or marital status.

Qualifications:

1. A minimum of 21 years of age;
2. Legal United States resident or legally eligible to work in the United States;
3. May be subject to drug and alcohol testing by the local drug court;
4. Shall be subject to background checks by the local court at the collector's expense which will include but may not be limited to: Employment history and references, fingerprint checks for open and closed federal and state criminal records, Sex Offender Registry and the Family Care Safety Registry;
5. DATIA certification and experience are recommended.

Requirements:

1. Provide monitoring function for the team by collecting urine, saliva, breath and/or hair samples;
2. Document contact with participants and forward to the court within a timely manner so information can be used during staffing sessions as determined by the local court team;
3. Be reasonably available to appear in court if requested;
4. Participate in on-going training such as the Essential Elements of Drug Court (NADCP.org) and drug collection/detection procedures and tampering techniques;
5. Competent in the procedures of drug and alcohol testing as outlined by the local court;
6. Review and understand the local policy and procedure manual and the agreement between the participant and the court;
7. Have a general understanding of drug addiction, alcoholism and treatment;
8. Abide by additional standards, roles and responsibilities set forth by the local court.

Code of Ethics:

1. Abide by all municipal, state and federal statutes;
2. Maintain professionalism at all times and treat participants with dignity and respect;
3. Maintain the confidentiality and privacy of the participant;
4. Duty to report all actions to the court;
5. Any prior relationships with participants or family members must be reported to the team;
6. Shall not loan money, property, co-sign loans or accept gifts, favors or promises from participants or family members;
7. No fraternization with any participant or family members;
8. Shall not establish a personal or business relationship with participants or family members;
9. Shall not be under the influence of drugs or alcohol when performing duties;
10. Shall not monitor participants at AA, NA or other self-help meetings whose members wish to preserve anonymity;
11. Shall not observe or obtain urine samples or perform urinalysis testing while conducting home, employment or other site visits.

COLLECTION PROCEDURES

Contracted collectors will be required to follow the procedures below for collection, control and testing of participant urine specimens which ensures the confidentiality and reliability of all test results:

General Procedures:

1. Collectors shall be the same gender as the participant submitting the specimen.
2. There shall be no physical contact between collector and participant during specimen collection.
3. Specimen collection will be in a secure location which provides privacy from other participants, uninvolved staff and sanitary conditions.
4. Collectors will collect urine specimens as directed by the drug court coordinator/administrator.
5. No participant shall participate in the collection of another participant's urine specimen or have access to collected urine specimens or drug testing equipment and supplies.

Pre-collection:

1. The participants' identity should be confirmed with a valid photo ID.
2. The participant will sign a label and the chain of custody form if the specimen is being submitted to a lab.
3. The participant will be limited to no more than 24 ounces of water within one hour.
4. All staff handling urine specimens will wear protective gloves.
5. Participants will either wash their hands or wear protective gloves prior to and during specimen procurement in order to prevent contamination of urine specimen.
6. Participants will remove clothing from the groin and buttocks areas to ensure devices are not present which would allow alteration of urine sample.
7. Any item or substance that could be used to dilute, substitute or adulterate shall be immediately reported to the court.
 - a. Such items may include, but are not limited to the following:
 - (1) containers or vials of liquid or urine that could be utilized to substitute or dilute a participant's urine:
 - (2) devices used to supply substances in lieu of the participant providing a fresh specimen;
 - (3) any contraband such as salt, bleach, iodine, visine, soap or other substances that could be used to adulterate urine, and
 - (4) any other contraband identified during the collection process.
 - b. A notice of these prohibited items should be included in the participant manual.
 - c. All confiscation of such items should be documented in a report to the court program along with a photo of the item. If unable to confiscate item, do not apprehend or attempt to use force. Describe the item in detail in a report to the court.

Collection Process:

1. All collections will be directly observed (witnessed full-frontal).
2. Participants are allowed a maximum of one hour to produce a sample. Those who refuse or fail to produce a urine specimen of at least 30cc (1 oz or half a bottle) within one hour will be considered refusal and no further subsequent attempts to collect the sample shall be conducted.
3. Urine should be collected in the standard individual container provided by a laboratory.
 - a. Disposable collection cups may be used to collect urine specimen and then poured into the bottle.

Post Collection Process:

1. The sample should be tested for creatinine and temperature (reject if not 90° - 100° F). Other tests may include specific gravity, pH, color and odor to detect possible 'flushing' patterns.
2. The participant will place the cap on the bottle, secure it and rinse the bottle before giving it to the collector.
 - a. The collector will ensure the cap is secured.

- b. All urine collected for drug testing which is not submitted to the laboratory or used for on-site testing will be disposed of in a toilet and the toilet shall be flushed.
 - c. Urine which is spilled shall be cleaned up promptly with a 10 percent liquid bleach solution or any environmental protection agency approved hospital disinfectant which destroys bacteria.
 - d. The specimen container will be disposed of in a dedicated trash container to which participants do not have access.
3. For specimens submitted to a lab:
 - a. The label will be placed on the container in the presence of the participant.
 - b. The collector should ensure the evidence tape is placed over the container lid immediately following specimen collection.
 - c. The collector must complete the lab form, initiate and sign the chain of evidence section on the day collected.
 - d. Specimens shall be placed in a refrigeration unit within 24 hours in a secured area until transported to a laboratory for analysis.
 - e. The collector will make arrangements for the transportation of all urine specimens sent to a laboratory.
 4. When the specimens are forwarded via the U.S. Postal Service or United Parcel Service, the individual relinquishing the specimens will sign the chain of evidence section in the "To" section indicating "USPS" or "UPS".
 5. For on-site tests:
 - a. A chain of custody form may be used similar to one on page 6 of the standards.
 - b. Confirmation tests should be performed if an on-site test result is questionable or a participant contests the results.

ATTACHMENT 4

Collector Background Checks/Family Care Safety Registry

The following are the procedures individuals must complete in order to be considered for a contract for collector services with OSCA and the court.

Criminal Background Checks

1. The contractor can report to their nearest Police Department or Sheriff's Office to be fingerprinted on an Applicant Fingerprint Card. (If the PD or SO has a livescan device then that may be used as well. The PD or SO will need to print the card to provide to the applicant when complete.)
2. The contractor's personal information should be entered into the various fields on the fingerprint card (Name, DOB, SSN, etc.)
3. The Employer field should list the court's name and address.
4. The ORI (Originating Agency Identifier) of the court should be placed in the ORI field on the fingerprint card.
5. The "Reason Fingerprinted" field on the fingerprint card must state "Contractor."
6. The court can mail the fingerprint card to the following address:

Missouri State Highway Patrol
Criminal Justice Information Services Division
P.O. Box 9500
Jefferson City, MO 65102 - 9500

7. A check or money order in the amount of \$36.50 (if submitted after March 19, 2012) made payable to "The Criminal Records System Fund" should accompany the fingerprint card.

Family Care Safety Registry

1. Non-commissioned trackers must register with the Family Care Safety Registry. The contractor's personal information must be entered into the various fields on the registration form (Name, DOB, SSN, etc.)
2. The Employer Associated with this Registration field should list the court's name, address and telephone number.
3. The registration form must be signed by the contractor in blue or black ink.
4. Online registration for the Family Care Safety Registry can be found at:

<http://health.mo.gov/safety/fcsr/index.php>

The online registration requires the contractor's social security number and a valid credit card. The cost is \$10.00 plus a \$1.00 processing fee.

5. Registration forms can also be mailed using the a fillable pdf version of the form which can be found at:

<http://health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf>

OSCA 14-042 Treatment Court Specialized Service Providers

The completed registration form along with a photocopy of the contractor's Social Security card and \$10.00 fee mail to:

Missouri Department of Health and Senior Services
Family Care Safety Registry
P.O. Box 570
Jefferson City, MO 65102 - 0570

**STATE OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR**

TERMS AND CONDITIONS -- REQUEST FOR PROPOSAL

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the state of Missouri for which the equipment, supplies, and/or services are being purchased. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an RFP or to a contract.
- c. **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- e. **Contractor** means the person or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- f. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- g. **Contractor** means a person or organization who is a successful contractor as a result of an RFP and who enters into a contract.
- h. **Exhibit** applies to forms which are included with an RFP for the contractor to complete and submit with the sealed proposal prior to the specified opening date and time.
- i. **Request for Proposal (RFP)** means the solicitation document issued to potential contractors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- j. **May** means that a certain feature, component, or action is permissible, but not required.
- k. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a proposal being considered non-responsive.
- l. **Pricing Page(s)** applies to the form(s) on which the contractor must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the contractor with the sealed proposal prior to the specified proposal opening date and time.
- m. **Shall** has the same meaning as the word **must**.
- n. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the state of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the state of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the Office of State Courts Administrator.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the state of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cole County, Missouri.

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

- a. It shall be the contractor's responsibility to ask questions, request changes or clarification, or otherwise advise the Office of State Courts Administrator if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from contractors regarding specifications, requirements, competitive proposal process, etc., must be directed to the Contracts Coordinator, unless the RFP specifically refers the contractor to another contact. Such communication should be received at least ten calendar days prior to the official proposal opening date.
- b. Every attempt shall be made to ensure that the contractor receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all contractors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, contractors are advised that unless specified elsewhere in the RFP, any questions received less than ten calendar days prior to the RFP opening date may not be answered.
- c. Contractors are cautioned that the only official position of the State of Missouri is that which is issued in the RFP or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The Office of State Courts Administrator monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among contractors, price-fixing by contractors, or any other anticompetitive conduct by contractors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The Office of State Courts Administrator reserves the right to officially amend or cancel an RFP after issuance.

4. PREPARATION OF PROPOSALS

- a. Contractors **must** examine the entire RFP carefully. Failure to do so shall be at contractor's risk.
- b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the RFP, any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The contractor may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the proposal. In addition, the contractor shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Proposals which do not comply with the requirements and specifications are subject to rejection without clarification.

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- d. Proposals lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFP.
- e. In the event that the contractor is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an RFP, such a contractor may submit a proposal which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the Office of State Courts Administrator and the contractor, if such contractor is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the RFP. Any such contractor needs to include in the proposal, a complete list of statutory references and citations for each provision of the RFP which is affected by this paragraph.
- f. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the RFP.
- h. Prices offered shall remain valid for 90 days from proposal opening unless otherwise indicated. If the proposal is accepted, prices shall be firm for the specified contract period.

5. SUBMISSION OF PROPOSALS

- a. Proposals must be submitted hard copy, delivered to the Office of State Courts Administrator, Contracts Coordinator. All proposals must (1) be submitted by a duly authorized representative of the contractor's organization, (2) contain all information required by the RFP, and (3) be priced as required. Delivered proposals must be sealed in an envelope or container, and received in the Office of State Courts Administrator no later than the exact opening time and date specified in the RFP.
- b. The sealed envelope or container containing a proposal should be clearly marked on the outside with (1) the official RFP number and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- c. A proposal which has been delivered to the Office of State Courts Administrator may be modified by signed, written notice which has been received by the Contracts Coordinator prior to the official opening date and time specified. A proposal may also be modified in person by the contractor or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a proposal shall not be honored.
- d. A proposal which has been delivered to the Office of State Courts Administrator may only be withdrawn by a signed, written notice or facsimile which has been received by the Contracts Coordinator prior to the official opening date and time specified. A proposal may also be withdrawn in person by the contractor or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a proposal shall not be honored.
- e. Contractors delivering a hard copy proposal to Office of State Courts Administrator must sign and return the RFP cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the contractor of all RFP terms and conditions. Failure to do so may result in rejection of the proposal unless the contractor's full compliance with those documents is indicated elsewhere within the contractor's response.

6. PROPOSAL OPENING

- a. Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. The contents of the responses shall not be disclosed at this time.
- b. It is the contractor's responsibility to ensure that the proposal is received by Office of State Courts Administrator by the official opening date and time.
- c. Proposals which are not received by the Office of State Courts Administrator prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

7. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the Contracts Coordinator before contract award. Upon discovering an apparent clerical error, the Contracts Coordinator shall contact the contractor and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a contractor shall be subject to evaluation if deemed by the Office of State Courts Administrator to be in the best interest of the state of Missouri.
- c. Unless otherwise stated in the RFP, cash discounts for prompt payment of invoices shall not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- d. Awards shall be made to the contractor whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, responsibility of the contractor, and all other evaluation criteria specified in the RFP and any subsequent negotiations.
- e. In the event all contractors fail to meet the same mandatory requirement in an RFP, the Office of State Courts Administrator reserves the right, at its sole discretion, to waive that requirement for all contractors and to proceed with the evaluation. In addition, the Office of State Courts Administrator reserves the right to waive any minor irregularity or technicality found in any individual proposal.
- f. The Office of State Courts Administrator reserves the right to reject any and all proposals.
- g. When evaluating a proposal, the state of Missouri reserves the right to consider relevant information and fact, whether gained from a proposal, from a contractor, from contractor's references, or from any other source.
- h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
- i. Negotiations may be conducted with those contractors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing contractors.
- j. Any award of a contract shall be made by notification from the Office of State Courts Administrator to the successful contractor. The Office of State Courts Administrator reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by Office of State Courts Administrator based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the state of Missouri.
- k. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.
- l. The Office of State Courts Administrator reserves the right to request clarification of any portion of the contractor's response in order to verify the intent of the contractor. The contractor is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

8. CONTRACT/PURCHASE ORDER

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- a. By submitting a proposal, the contractor agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the RFP, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including the contractor's BAFO, and (4) Office of State Courts Administrator's acceptance of the proposal by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Contracts Coordinator or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

9. INVOICING AND PAYMENT

- a. The state of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the Office of State Courts Administrator.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears. The state of Missouri shall not make any advance deposits.
- e. The state of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the State's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the state of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

10. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

11. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received pursuant to a contract shall be deemed accepted until the Office of State Courts Administrator has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The state of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The state of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the State may have.

12. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the Office of State Courts Administrator, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the State's acceptance of or payment for said equipment, supplies, and/or services.

13. CONFLICT OF INTEREST

- a. Officials and employees of the state agency, its governing body, or any other public officials of the state of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

14. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the state of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the state of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the state of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the state of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

15. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the Office of State Courts Administrator may cancel the contract. At its sole discretion, the Office of State Courts Administrator may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide the Office of State Courts Administrator within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.

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- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the Office of State Courts Administrator will issue a notice of cancellation terminating the contract immediately.
- c. If the Office Of State Courts Administrator cancels the contract for breach, the Office of State Courts Administrator reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the Office of State Courts Administrator deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the state of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the State for any period in which funds have not been appropriated, and the State shall not be liable for any costs associated with termination caused by lack of appropriations.

16. COMMUNICATIONS AND NOTICES

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

17. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Office of State Courts Administrator immediately.
- b. Upon learning of any such actions, the Office of State Courts Administrator reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

18. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

19. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the Office of State Courts Administrator shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the Office of State Courts Administrator until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

20. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

21. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.



Company ID Number: 618606

**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 Sac River Counseling, 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 or to verify the entire workforce if the contractor so chooses.

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 with the FAR E-Verify clause") 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



Company ID Number: 618606

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 Sac River Counseling, Inc.	
Rebecca Roller	
Name (Please Type or Print)	Title
Electronically Signed	11/20/2012
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	11/20/2012
Signature	Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	Sac River Counseling, Inc.
Company Facility Address:	310 East Hewitt Avenue
	Suite C
	Greenfield, MO 65661
Company Alternate Address:	
County or Parish:	DADE
Employer Identification Number:	205187662

Brandi K. Noirfalise, Psy.D.

EDUCATION:

Doctor of Psychology in Clinical Psychology

The School of Professional Psychology at Forest
Springfield, Missouri
September 2011

Post-Graduate Certificate in Marriage & Family Therapy

The School of Professional Psychology at Forest Institute
Springfield, Missouri
August 2009

Master of Arts in Clinical Psychology,

The School of Professional Psychology at Forest Institute,
Springfield, Missouri,
April 2008 *Honors Received: Magna Cum Laude*

Bachelor of Science in Psychology

Drury University
Springfield, Missouri
May 2006 *Honors Received: Summa Cum Laude*

LICENSURE:

Licensed Psychologist- State of Missouri

September 2012

Licensed Professional Counselor- State of Missouri

February 2010

Supervised Marital and Family Therapist- State of Missouri

June 2009

POST-DOCTORAL RESIDENCY:

September 2011 to September 2012: **Burrell Behavioral Health
Springfield, Missouri**

Supervisor: Cheryl A. Thornton, Psy.D.

- Residency accredited by Association of Psychology Post-Doctoral and Internship Centers (APPIC)
- Received training in Dialectal Behavior Therapy (DBT)
- Received specialized training in Parent-Child Interaction Therapy (PCIT)
- Participated in NIMH funded research for the Recovery After Initial Schizophrenia Episode (RAISE) as a Family Educator
- Facilitate Managing Anxiety and Managing Depression Psychoeducation Groups
- Conduct intake interviews, record psychosocial histories, and implement treatment plans
- Provide individual psychotherapy to adults, adolescents, children, families and couples
- Administer and interpret assessment instruments (ECBI, SESBI).

APA ACCREDITED INTERNSHIP:

September 2010 to August 2011 **Robert J. Murney Clinic at Forest Institute,
Springfield, Missouri**

Supervisors: AnnElise Parkhurst, Ph.D., Judith Gonzalez, Psy.D., Glenna Weis, Ph.D., David Mrad, Ph.D.

- Internship accredited by the American Psychological Association (APA)
- Conduct intake interviews, record psychosocial histories, and implement treatment plans
- Provide individual psychotherapy to adults, adolescents, children, families and couples
- Administer, score, and interpret psychological assessments
- Compose integrated psychological evaluation reports
- Co-facilitate interpersonal process group
- Provide individual supervision to practicum students
- Co-facilitated group supervision with Ginger Holczer, Psy.D.
- Receive two hours of individual clinical supervision per week

- Participate in weekly empirically validated case conceptualization
- Coordinate placement and provide supervision of students at the Evening Report Center
- Attend monthly didactic seminars on various psychological topics
- Conduct individual therapy at the Gay and Lesbian Organization (GLO)
- Participated as a Teacher's Assistant "TA" for Qualitative Research with Kristina Brown, Ph.D.

PROFESSIONAL PRACTICE EXPERIENCE:

October 2012 to present

Sac River Counseling, Greenfield, MO

Duties Include: Individual, couples, family children, adolescents, and adults outpatient therapy and psychological assessments. Primary theoretical used: Cognitive Behavior Therapy, Dialectical Behavior Therapy and Interpersonal Therapy. Children two to seven years old are treated using evidenced based Parent-Child Interaction Therapy.

January 2008 to July 2010

Sac River Counseling, Greenfield, MO

Duties Included: Providing therapy for children, adolescents, adults, couples, families and probation and parole clients. Primary theoretical orientations utilized Humanistic, Systems and Cognitive Behavioral Therapy. Psychoeducational Programs such as Love & Logic, Relationship Smarts and Substance Abuse groups were taught. It was also common practice to collaborate with other professionals in the area including teachers and physicians. Assessments were conducted under supervision and included instruments such as The Piers-Harris, Wechsler Intelligence Scale for Children-Fourth Edition, Conner's Continuous Performance Test, Attention Deficit Disorders Evaluation Scale-Third Edition, Eyberg Child Behavior Inventory, Conner's Behavior Rating Scale, Wechsler Individual Achievement Test, Substance Abuse Subtle Screening, Millon Inventories and State-Trait Anger Expression

Inventory-2. Additionally, invaluable experience was gained in obtaining prior authorizations from Medicaid. Supervisor: Dr. Rebecca Roller.

September 2008- January 2009

Greene County Justice Center, Springfield, MO
Duties Included: Providing individual therapy for incarcerated individuals, conducting intakes, substance use history, assessing suicidal ideation, consulting with other health professionals regarding health issues of inmates, and participation in weekly group and individual supervision with Dr. Bradley Powers.

April 2008-December 2008

Sac River Counseling, Greenfield, MO
Duties Included: Providing individual therapy for children, adolescents, couples, family and probation and parole clients; in addition, participating in weekly individual supervision, and conducting psychological evaluations at the practicum level. Supervisor: Dr. Rebecca Roller.

April 2008- October 2008

Springfield Lutheran School, Springfield, MO
Duties Included: Facilitating large group discussions on bullying, self-esteem, and relationships, providing individual therapy, and facilitating small group discussions in preparation for high school to eighth graders. Supervised by Dr. Jennifer Baker.

January 2007-March 2007

T.A. in Family Interventions, Springfield, MO
Duties Included: Assisting Dr. Kristina Brown in the presentation of material to class. Providing tutoring to graduate students and conducting an online forum associated with weekly assignments for students. Time invested per week approximately ten hours.

April 2007 – October 2007

Carol Jones Recovery Center, Springfield, MO
Duties Included: Facilitating parenting class, Love & Logic to inpatient clients being treated for substance abuse problems. Supervised by Dr. Jennifer Baker.

January 2006 – April 2008

Robert J. Murney Clinic, Springfield, MO
Duties Included: Providing individual, couple,

and family therapy, conducting intake interviews, participating in weekly group supervision and weekly individual supervision, and conducting psychological evaluations with the following instruments: Minnesota Multiphasic Personality Inventory-2nd Edition, Rorschach (Exner Comprehensive (Method), Beck Anxiety Inventory, Beck Depression Inventory-2nd Edition, House-Tree-Person, Kinetic Family Drawing, NEO-PI-R, Roberts Apperception Test, Rotter's Incomplete Sentence Blank, Wechsler Abbreviated Scale of Intelligence, Wechsler Adult Intelligence Scale-3rd Edition and Wide Range Achievement Test. Supervision was provided by: Dr. Jennifer Baker, Dr. W.K.A. Robison, and Dr. Cheryl Thornton

PROFESSIONAL CERTIFICATIONS & SPECIALIZED TRAINING:

Post-Graduate Certificate in Marriage & Family Therapy

The School of Professional Psychology at Forest Institute, Springfield, Missouri

Completion Date: August 2009

Relationship Smarts, Springfield, Missouri

Completed: January 2009

Child Welfare Facilitator Training, Springfield, Missouri

Completed: September 2008

Family Wellness Training, Springfield, Missouri

Completed: January 2008

Healthy Marriage and Family Formation Training, Springfield, Missouri

Completed: December 2007

Within Our Reach, Springfield, Missouri

Completed: August 2007

Keeping Love Alive (Divorce Busting), Springfield, Missouri

Completed: March 2007

Prevention Relationship Enhancement Program (PREP), Springfield, Missouri

Completed: February 2007

Smart Steps, Springfield, Missouri

Completed: May 2007

Love and Logic, Springfield, Missouri
Completed: October 2006

PSYCHOEDUCATIONAL GROUPS REQUIRING SPECIALIZED TRAINING:

January 2009-April 2009	Relationship Smarts <i>Group Facilitator</i>
October 2008-November 2008	Love & Logic <i>Group Facilitator</i>
September 2007- June 2008	Smart Steps for Stepfamilies <i>Group Facilitator</i>
July 2007- August 2007	Prevention Relationship Enhancement Program (PREP) <i>Group Facilitator</i>
December 2006- October 2007	Love & Logic <i>Group Facilitator</i>

HONORS AND AWARDS:

March 2010	Missouri Association of Marriage and Family Therapy: Student of the Year
October 2009	Grand Marshal at Graduation Ceremony, The School of Professional Psychology at Forest Institute.
August 2007-July 2008	President's List, The School of Professional Psychology at Forest Institute Maintained GPA of 4.0 for an Academic Year
August 2008-July 2009	President's List, The School of Professional Psychology at Forest Institute Maintained GPA of 4.0 for an Academic Year
August 2009- May 2010	President's List, The School of Professional Psychology at Forest Institute Maintained GPA of 4.0 for an Academic Year

December 2007

Clinical Training Scholarship

July 2006- July 2007

Dean's List, The School of Professional Psychology
at Forest Institute
Maintained GPA of 3.75 for Entire Semester

RESEARCH:

Doctoral Dissertation

Committee Chair: Jennifer Baker, PsyD.

Committee Member: Kristina Brown, Ph.D.

Noirfalise, B. (2010). *The necessary elements in psychoeducational training for stepfamilies from the clients' perspective*. The School of Professional Psychology at Forest Institute.

Master's Thesis

Committee Chair: Jennifer Baker, PsyD.

Committee Member: Kristina Brown, Ph.D.

Noirfalise, B. (2008). *The necessity for psychoeducational training in remarriage and stepfamily formation*. The School of Professional Psychology at Forest Institute.

PROFESSIONAL PRESENTATIONS:

Noirfalise, B. (2012, May). *How to Build Resilient Children*. Presentation at Burrell Behavioral Health: Children's Mental Health Week, Springfield, Missouri.

Brown, K. & Noirfalise, B. (2009, September). *When I Think About Leaving: Helping Families of Divorce in Rural Communities*. Presentation at the Building the Foundation: Relationship Education in Rural Communities, Springfield, Missouri.

Noirfalise, B. (2008, September). *The Necessity for Psychoeducational Training in Stepfamily for Community Members*. Presentation at the 5th Annual Building the Foundation for Healthy Marriage and Family Formation Fall Conference, Springfield, Missouri.

Noirfalise, B. & Aldridge, D. (2008, March). *The Necessity for Psychoeducational Training in Stepfamily Formation*. Presentation at the Missouri Association of Marriage and Family Therapy Annual Spring Conference, St. Louis, Missouri.

Aldridge, D. & **Noirfalise, B.** (2008, March). *New Thoughts on Working with Families Dealing with Disabilities*. Presentation at the Missouri Association of Marriage and Family Therapy Annual Spring Conference, St. Louis, Missouri.

CONFERENCES ATTENDED:

March 2012	RAISE Conference (NIMH)
November 2011	Dialectical Behavior Therapy- Making It Work In Our Communities (State of Missouri)
October 2011	Mindfulness- Marsha Linehan
March 2010	Missouri Association of Marriage and Family Therapy (MOAMFT)
September 2009	Building the Foundation: Relationship Education in Rural Communities
April 2009	Missouri Association of Marriage and Family Therapy (MOAMFT)
September 2008	5th Annual Building the Foundation for Healthy Marriage and Family Formation Fall Conference
March 2008	Missouri Association of Marriage and Family Therapy (MOAMFT)

VOLUNTEER WORK:

December 2006- April 2007	Carol Jones Recovery Center Duties Included: Spending approximately six to ten hours per week in preparation and teaching of parenting classes to women at an inpatient substance abuse treatment facility.
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PROFESSIONAL MEMBERSHIPS:

November 2005 – Present	American Psychological Association (APA)
July 2007 - Present	American Association of Marriage and Family Therapy (AAMFT)
August 2007- Present	Missouri Psychological Association (MOPA)
July 2007- October 2010	Association for Play Therapy * Student Member
September 2007- Present	Ozarks Chapter of Marriage & Family Therapy (OCMFT)

COMMITTEE MEMBERSHIPS:

January 2009-May 2009	Privacy and Security Committee Appointed by Student Council. Duties include assisting in the development of a subcommittee chaired by students to assist in educating cohorts in relation to HIPAA policies and procedures.
September 2008-August 2009	Academic Resource Group Served as a committee member to help students organize and prepare material for use in yearly comprehensive examinations.
May 2008-May 2009	Student Council Served as a third year student representative.
July 2007- January 2009	Academic and Student Affairs Advisory Committee

This appointment was obtained from nominations of the faculty to serve as a liaison between the Board of Directors and the student body.

Diversity In Practicum and Internship Seminars:

August 2006	Religion in the United States: Current Trends
April 2007	Gender: Sexual Assault Against Women
May 2007	Age: End-of-Life Issues
July 2007	Disability: Clients with Assistance Dogs
August 2007	Age: Grandparents Raising Grandchildren
October 2007	Middle-Class African Americans
November 2007	Homeless Individuals
January 2008	Unseen Disabilities
February 2008	Domestic Violence: Same Gendered Partners
April 2008	Rural Culture
May 2008	Very Religious Clients
July 2008	Middle Eastern Culture
August 2008	Teen-Age Mothers

Academic Experience:

The School of Professional Psychology at Forest Institute, Springfield, Missouri

Adjunct Instructor:

-Family Intervention (MFT 533), August 2012.

Adjunct Instructor:

-Family Assessment (MFT 856), May 2012.

Adjunct Instructor:

- Family Therapy (MACP 530), November 2011.

Adjunct Instructor:

-DIPI (Diversity Issues in Practicum and Internship) - Rural Populations (Psy 5251A), August 2011.

Adjunct Instructor:

-DIPI (Diversity Issues in Practicum and Internship) - Rural Populations (Psy 5251 B), August 2011.

Teacher's Assistant (TA):

-Qualitative Research (PSY 9061), May 2011.

Guest Instructor:

-*Therapy with Stepfamilies* in Specific Interventions in Family Therapy (MFT 862), July 2010.

Teacher's Assistant (TA):

-Family Interventions (PSY 533), January 2007.

REBECCA M. ROLLER

EDUCATION

- FOREST INSTITUTE OF PROFESSIONAL PSYCHOLOGY** October 2006
Doctorate of Psychology - Clinical Psychology
• Specialization in Marriage and Family Therapy
• Dissertation: "Quest as a Moderating Variable to Religious Orientation"
- M.A. in Clinical Psychology April 2004
• Thesis: "A New Framework for Religious Orientation"
- SOUTHWEST MISSOURI STATE UNIVERSITY**
B.A. in Sociology and Secondary School Teacher Education December 1982
• Minors: Psychology and History
-

WORK EXPERIENCE

- SAC RIVER COUNSELING, INC.** **SEPTEMBER 2007 – PRESENT**
310 East Hewitt Ave, Suite C
Greenfield, MO 65661
(417) 637-1476
President
- FAMILY INSTITUTE OF THE OZARKS
(RESIDENCY)** **SEPTEMBER 2006 – SEPTEMBER 2007**
315 South Main, P.O. Box 309
Bolivar, MO 65613
(417) 326-2902
Supervisor: Dr. Ron Kemp
- ALLIED MENTAL HEALTH (INTERNSHIP)** **APRIL 2005 – SEPTEMBER 2006**
100 South Prewitt
Nevada, MO 64772
(417) 667-8700
Supervisors: Randy Nobel, Psy.D.
Holly Chatain, PhD
Jeep Helm, LCSW, LMFT
- FOREST INSTITUTE CLINIC** **APRIL 2002 – MARCH 2005**
1322 South Campbell
Springfield, MO 65807
(417) 865-8943
Supervisors: Jeep Helm, LCSW, LMFT
Jennifer Baker, Psy.D., LMFT
Mark Stocks, Psy.D.

POPULATIONS

- Adults
- Children/Adolescents
- College
- Inpatient/Outpatient
- Couples and Families
- Geriatric
- Sexually Abused
- Low Income

EXPERIENCES

- Psychological Testing
- Mental Status Exams
- Psychosocial Histories
- Individual Psychotherapy
- Couple & Family Psychotherapy
- Alcohol/Drug Abuse Counseling
- Crisis Intervention
- Parenting Skills Training

P

- Board Member – Missouri Association of Marriage & Family Therapists
- Adjunct Professor at Forest Institute of Professional Psychology
- Board Member – OACAC (Ozark Area Community Action Corporation)
- Drug-Free School Advisory Committee – Greenfield, MO
- Love and Logic Instructor
- PREP® Instructor at Greene County Jail, Redeemer Lutheran, Forest Clinic

ASSESSMENT EXPERIENCE

- Achenbach Child Behavior Checklist
- Beck Anxiety Inventory
- Beck Depression Inventory – 2nd Edition
- Bender Anxiety Inventory
- Career Attitudes and Strategies Inventory
- Career Occupation Preference System
- Conners Adult ADHD Rating Scales
- House-Tree-Person
- Kinetic Family Drawing
- Millon Inventories
- MMPI – Adolescent
- Minnesota Multiphasic Personality Inventory – 2nd Edition
- Myers Briggs Type Indicator
- Roberts Apperception Test
- Rorschach (Exner Comprehensive Method)
- Rotters Incomplete Sentence Blank
- State-Trait Anger Expression Inventory-2
- Street Skills Survival Questionnaire
- Substance Abuse Subtle Screening Inventory
- Taylor – Johnson Temperament Analysis (Criss Cross)
- Thematic Apperception Test
- Weschler Abbreviated Scale of Intelligence
- Wechsler Adult Intelligence Scale
- Wechsler Intelligence Scale for Children – 3rd Edition
- Wide Range Achievement Test-Revised
- Woodcock-Johnson Achievement Test

OTHER WORK EXPERIENCE

OZARKS MARRIAGE MATTERS
2726 South Williams Avenue
Springfield, MO 65807
(417) 823-3477

June 2004 – March 2005
Supervisor: Dr. Jennifer Baker

Position: Development Director

Responsibilities: Adminstrate federal grant awarded to the organization by the Institute for Youth Development. Establish grant management accounting, budgeting and reporting procedures and assist in various grant development activities. Represent organization at public speaking engagements and oversee CASL (Community Action Service Learning) volunteers from Southwest Missouri State University. Assist organization in building

REBECCA M. ROLLER

capacity to help identify and apply for future funding opportunities. Responsible for conducting three grant writing workshops and creating and distributing a Grant Writing Resource Manual.

**FOREST INSTITUTE – HEALTHY MARRIAGE
FORMATION GRANT**
2885 West Battlefield
Springfield, MO 65807
(417) 823-3477

April 2004 – June 2004
Supervisor: Debbi Steinmann

Position: Graduate Assistant

Responsibilities: Assisted director of the Healthy Marriage Formation Grant in grant related activities. Created contact database, assisted in the implementation and updating of web site, conducting organizational workshops and meetings, and research.

DUCK CREEK TECHNOLOGIES
1630 South Killingsworth
Bolivar, MO 65613
(417) 777-6970

2000 – 2002
Supervisor: Doug Roller, CEO

Position: Co-Founder – Chief Marketing Officer

Responsibilities: Established company identity in the market by creation of marketing collateral (logos, product names, trademarks, etc.). Also served as liaison between the customer and development staff to assist in the construction of new product features. Identified and established strategic partnerships within the industry and represented the organization at various public speaking engagements and product demonstration opportunities. Also assisted in the creation of company contracts as well as internal policies and procedures.

AGENCY MANAGEMENT SERVICES
3 Waterside Crossing
Windsor, CT 06095
(860) 285-8748

1989 – 2000
Supervisor: Ed Olsen, Sr. Vice President

Position: 2nd Vice President Technical Support/Product Management

Responsibilities: Managed national Customer Technical Support Department across four regional divisions. Assisted Product Development in the creation of new product features and maintenance of customer usability across all agency rating software product lines. Represented the rating organization at user meetings, conventions and other events.

REBECCA M. ROLLER

BAKER MANAGEMENT
Hillside Estates
Bolivar, MO 65613

1988 – 1989
Supervisor: Jack Baker

Position: QMRP (Qualified Mental Retardation Professional)

Responsibilities: Coordinated the day-to-day operations of a 60-bed facility for the mentally handicapped. Worked with the Springfield Regional Center in developing Individualized Habilitation Plans for each resident and assisted the administrator in staffing, training and other administrative activities.

MT. VERNON SCHOOL DISTRICT
400 West Highway 174
Mt. Vernon, MO 65712
(417) 466-7525

1987 – 1988
Supervisor: Dan Breeden

Position: High School Instructor – Social Sciences

Responsibilities: Taught and assisted in selecting the curriculum for the following courses at the high school level.

- . History to 1877
- . Economics
- . Current Events
- . Government

FRANK PHILLIPS COLLEGE
1301 Roosevelt Street
Borger, TX 79007
(806) 274-5311

1982 – 1987

Position: Adjunct Instructor

Responsibilities: Taught the following courses on the Spearman campus.

- . Adolescent Development
- . General Psychology
- . General Sociology
- . History from 1877

SPEARMAN INDEPENDENT SCHOOL DISTRICT
403 East 11th Avenue
Spearman, TX 79081
(806) 659-2032

1982 – 1987
Supervisor: Kenneth Friemel

Position: High School Instructor – Social Sciences

Responsibilities: Taught and assisted in selecting the curriculum social studies courses at the high school level. Sponsored several school organizations and alternated trips to Washington D.C. and New York for students enrolled in Government and Economics.

REBECCA M. ROLLER

PROFESIONAL LICENSURE

- Licensed Psychologist (Health Service Provider) – Missouri
 - Licensed Marriage and Family Therapist - Missouri
 - Prepare/Enrich Instructor Training
 - PREP (Prevention Relationship Enhancement Program)
 - Missouri and Texas lifetime secondary school teaching certificates
 - Becoming Parents Instructor Training
-

AAWARDS

- Graduate Assistantship – Healthy Marriage Formation Grant 2004
 - President’s Academic Award 2002
 - Dean’s List 2002 – 2005
 - Kappa Delta Pi – International Honor Society in Education 1982
 - National Dean’s List 2003 – 2005
 - Who’s Who Among Students in American Universities & Colleges 2003 – 2005
 - Distinguished Service Award – MO Asso. Of Marital & Family Therapists 2013
-

PROFESSIONAL ASSOCIATIONS

- American Psychological Association
 - American Association of Marriage and Family Therapists
 - Ozark Chapter of Marriage and Family Therapists
 - Psi Chi National Honor Society in Psychology
 - MOPA (Missouri Psychological Association)
-

REFERENCES

Dr. Jennifer Baker, PsyD, LMFT
2885 West Battlefield
Springfield, MO 65807
(417) 823-3477

Dr. Judith Gonzalez, PsyD, LMFT
2885 West Battlefield
Springfield, MO 65807
(417) 823-3477
jgonzalez@springfield.edu

Jeep Helm, LCSW, LMFT
Counseling Associates of Springfield
1722 South Glenstone
Springfield, MO 65804
(417) 881-9518

Dr. Ron Kemp, D.Min
315 South Main, P.O. Box 909
Bolivar, MO 65613
(417) 326-2902

REBECCA M. ROLLER

CIRRICULUM VITAE

Personal Data: Ruth M. Olmer (Dye)

Educational Background

- 2009-Present **The School of Professional Psychology at Forest Institute**
Springfield, Missouri
Doctor of Psychology—Clinical Psychology
- 2009-2012 **The School of Professional Psychology at Forest Institute**
Springfield, Missouri
Master of Arts—Marriage and Family Therapy,
- 2005-2009 **Erskine College**
Due West, South Carolina
Bachelor of Arts—Psychology

MFT Licensure

- Fall 2012-
Present **Provisionally Licensed Marriage and Family Therapist**
Sac River Counseling In.- Greenfield, MO
Duties: Provided outpatient individual, probation/parole, couples, and family therapy to children, adolescents, adults, and families of many cultural/ethnic backgrounds, socioeconomic statuses, and sexual orientations. Psychotherapy was based on several theoretical orientations, including, but not limited to, cognitive-behavioral therapy, structural family therapy, solution-focused, narrative, experiential, and emotion-focused therapy. Documentation included psychosocial histories, genograms, treatment plans, and progress notes. Performed various psychological evaluations for adults, adolescents, and children. The assessment instruments included but were not limited to: WMS-IV, WISC-IV, WAIS-IV, WASI-II, WIAT-III, MMPI-2, MMPI-2-RF, Jessness Inventory-Revised, MCMI-III, MPACI, MACI, SASSI-III, and ERASOR. Relational evaluations were also conducted for couples using the TJTA, FIRO-B, MSI-R, and DAS. All interpretive reports were based on the test results, clinical interviews, and a few collateral interviews. The reports

focused on diagnostic clarification and treatment recommendations and were followed with client feed-back sessions.

Licensed Supervisor: Rebecca Roller, Psy.D, LMFT

Fall 2012-
Present

Provisionally Licensed Marriage and Family Therapist

Midwest Assessment & Psychotherapy Solutions- Springfield, MO

Duties: Provided outpatient individual, probation/parole, couples, and family therapy to children, adolescents, adults, and families of many cultural/ethnic backgrounds, socioeconomic statuses, and sexual orientations. In-home therapy services were also provided. Psychotherapy was based on several theoretical orientations, including, but not limited to, cognitive-behavioral therapy, structural family therapy, solution-focused, narrative, experiential, and emotion-focused therapy. Documentation included psychosocial histories, genograms, treatment plans, and progress notes.

Licensed Supervisor: Kristina Brown, Ph.D, LMFT

Clinical Training

Spring 2012-
Summer 2013

Clinical Practicum—Sac River Counseling Inc.
Greenfield, Missouri

Duties: Provided outpatient individual, probation/parole, couples, and family therapy to children, adolescents, adults, and families of many cultural/ethnic backgrounds, socioeconomic statuses, and sexual orientations. Psychotherapy was based on several theoretical orientations, including, but not limited to, cognitive-behavioral therapy, structural family therapy, solution-focused, narrative, experiential, and emotion-focused therapy.

Documentation included psychosocial histories, genograms, treatment plans, and progress notes. Performed various psychological evaluations for adults, adolescents, and children. The assessment instruments included but were not limited to: WMS-IV, WISC-IV, WAIS-IV, WASI-II, WIAT-III, MMPI-2, MMPI-2-RF, Jessness Inventory-Revised, MCMI-III, MPACI, MACI, and SASSI-III. Relational evaluations were also conducted for couples using the TJTA, FIRO-B, MSI-R, and DAS. All interpretive reports were based on the test results, clinical interviews, and a few collateral interviews. The reports focused on diagnostic clarification and treatment recommendations and were followed with client feed-back sessions.

Licensed Supervisor: Rebecca Roller, Psy.D, LMFT

Spring 2011-
Spring 2012

Clinical Practicum—Robert J. Murney Clinic
Springfield, Missouri

Duties: Provided outpatient individual, couple and family therapy to children, adolescents, adults, and families of many

cultural/ethnic backgrounds, socioeconomic statuses, and sexual orientations. Psychotherapy was based on several theoretical orientations, including, but not limited to, cognitive-behavioral therapy, structural family therapy, solution-focused, narrative, experiential, and emotion-focused therapy. Documentation included psychosocial histories, genograms, treatment plans, and progress notes. Performed various psychological and relational evaluations for adults and children. The assessment instruments included but were not limited to: Stanford-Binet Intelligence Scale-5, Rotter Incomplete Sentence Blank, Achenbach System of Empirically Based Assessment, TJTA, FIRO-B, MSI-R, and DAS. Interpretive reports were based on the test results, clinical interviews, and a few collateral interviews. The reports focused on diagnostic clarification and treatment recommendations and were followed with client feed-back sessions.

Licensed Supervisors: William Robison, Psy.D, LMFT

Fall 2010

Pre-Clinical Practicum—Robert J. Murney Clinic
Springfield, Missouri

Duties: Completed 75 hours observing therapy and discussing the cases of various psychological trainees. Observed cases included a diverse clientele of various socioeconomic statuses and cultural/ethnic backgrounds. The clients consisted of individuals, couples, and families. Interventions and discussions used a diverse range of therapeutic approaches.

Licensed Supervisor: William Robison, Ph. D., LMFT

Thesis & Dissertation

Olmer, R. (current). *A single-subject study examining the efficacy of evidence-based couple relationship education administered via the computer.* Unpublished doctoral dissertation, The School of Professional Psychology at Forest Institute, Springfield, Missouri. Dissertation Chair: Jennifer Baker, Psy.D., LMFT.

Olmer, R. (2012). *Efficacy of couple relationship education.* Unpublished master's thesis, The School of Professional Psychology at Forest Institute, Springfield, Missouri. Thesis Chair: Jennifer Baker, Psy.D., LMFT.

Dye, R. (2008). *The Lack of Effect Exercise had on Perceived Stress Levels in College Students.* Unpublished undergraduate thesis, Erskine College, Due West, SC. Advisor: Robert Elsner, Ph.D.

Publications, Presentations, and Posters

Olmer, R., & Brown, K. S. (current). Divorce Mediation. *Encyclopedia of Family Studies.*

Olmer, R., & Brown, K. S. (current). Involuntary Childlessness. *Encyclopedia of Family Studies*.

Dye, R. & Olmer, S. (2012, April). "*I Want a Divorce!*": *Dealing with Couples Who Divorce While in Therapy*. Presentation at the Missouri Association of Marriage and Family Therapy 2012 Annual Conference, Springfield, Missouri.

Olmer, S. & Dye, R. (2012, April). "*Without Forgiveness There is No Future*": *An Examination of Infidelity Recovery & a Trauma Based Treatment Approach*. Poster Session Presented at the Missouri Association of Marriage and Family Therapy 2012 Annual Conference, Springfield, Missouri.

Olmer, S. & Dye, R. (2012, April). *Mind Body Skills Training: Involving the Family in PTSD Therapy*. Poster Session Presented at the Missouri Association of Marriage and Family Therapy 2012 Annual Conference, Springfield, Missouri.

Higgins, K., Duckworth, R., & Dye, R. (2011, April). *Racial/Ethnic differences in father/daughter relationships based on Father/Daughter Relationship Questionnaire*. Poster presentation at the Annual Missouri Association of Marriage and Family Therapists Conference at St. Louis University, St. Louis, Missouri.

Dye, R. (2008, April). *The Lack of Effect Exercise had on Perceived Stress Levels in College Students*. Research presentation made at the Carolina Psychology Conference, Raleigh, NC.

Psychoeducational Groups, Facilitator, and other Training

Spring 2013 **Civil and Family Mediation Certification**

Facilitators: Charlene Hayes

Missouri State University

Participated in the required 40-hour certification training in civil and family mediations leading to a certificate of completion and qualification for conducting civil and family mediations. The purpose of the course was to build the skills necessary for facilitating mediations and educate participants on ethical and legal responsibilities of the facilitator in the state of Missouri.

Winter 2012 **All I Want for Christmas is a Better Relationship**

Co-Developer and Facilitator

Assembled a development team to create a four hour psychoeducation course for couples. The purpose of the course was to assist couples in reconnecting and working together for a better relationship. Each hour focused on one topic: fun for two,

managing finances together, healthy fighting, and keeping sex alive.

Summer 2012 **Love and Logic Facilitator**

Fall 2012 Facilitated two six week Love and Logic courses focusing on
Spring 2013 psychoeducating voluntary and court mandated adults on skills related to effective parenting, creative problem-solving with children, age-appropriate expectations, and proper punishment techniques.

Summer 2012 **Within Our Reach Facilitator Training**

Facilitators: Dr. Jennifer Baker & Virginia Datema

The School of Professional Psychology at Forest Institute Participated in the required 3-day education and experiential training, leading to a certificate of completion and qualification for facilitating Within Our Reach. Gained specialized experience and skills related to facilitating a four hour course designed to help economically disadvantaged couples achieve their goals in relationships, family, and marriage. The curriculum is designed to build on the existing strengths of the couple and add critical life and relationship skills that will help participants to create safer, more stable couple relationships, and by extension, better environments for their children.

Summer 2012 **Within My Reach Facilitator**

Facilitated a four hour course designed to build relationship skills and decision making to assist individuals in achieving their goals in relationships, family, and marriage. The fundamental premise of the curricula is that the decisions one makes in romantic attachments will affect the possibility of success in every other aspect of life especially in child rearing and employment.

Summer 2012 **Summer Lovin' Co-Developer**

Assisted in the development of a five week psychoeducation course developed for the purpose of reestablishing healthy communication and relationship patterns within couples wanting to improve their current relationship. Topics focused on communication, finances, parenting, sex, and restoring passion.

Summer 2011 **Anger Management for Women Facilitator**

Facilitated four weeks of group psychoeducation for understanding and successfully managing anger. Participants included women mandated by the court to complete an anger management course.

Spring 2011 **Love and Logic Facilitator Training**

Facilitator: Dr. Glenna Weis

School of Professional Psychology at Forest Institute
Participated in education and experiential training for a total of 8 hours, leading to a certificate of completion and qualification to facilitate Love and Logic. Gained specialized experience and skills related to effective parenting, creative problem-solving with children, age-appropriate expectations, and proper punishment techniques.

Spring 2010 **Within My Reach Facilitator Training**

Facilitator: Dr. Jennifer Baker

School of Professional Psychology at Forest Institute
Participated in the required 3-day education and experiential training, leading to a certificate of completion and qualification for facilitating Within My Reach. Gained specialized experience and skills related to facilitating a course designed to build relationship skills and decision making to assist individuals in achieving their goals in relationships, family, and marriage. The fundamental premise of the curricula is that the decisions one makes in romantic attachments will affect the possibility of success in every other aspect of life especially in child rearing and employment.

Volunteer Experience

Spring 2010 Convoy of Hope
Springfield, Missouri
Volunteer

Duties: Managed a booth at the Convoy of Hope event with information about services through Operation US.

Professional Development

2011-Present ***Diversity in Practicum and Internship (DIPI) Seminars***
Supervisor: Kristina Brown, Ph. D., LMFT
The School of Professional Psychology at Forest Institute
Topics:

Rural Populations

A group discussion and a 10 hour workshop presented by Dr. Brandi Noirfalise, Psy.D.

Transgender Awareness

A viewing of the 90-minute documentary, *Southern Comfort*, followed by a group discussion.

A Poverty Simulation

An interactive simulation of the strains of families of lower income

Domestic Abuse

A group discussion and six hour workshop concluded with and interactive simulation of the life style of individuals suffering from domestic abuse

Clinical Issues in Working with Transgendered and Intersexed Populations

A group discussion and a ten hour workshop presented by Dr. Gerald Porter, Ph.D.

Autism Spectrum

A group discussion and a ten hour workshop presented by Dr. Michele Williams, Ph.D.

2011-Present ***Continued Education and Training***

Topics:

He Said – She Said: Understanding and Treating Problems with Porn Use

A two hour continued education course presented by Dr. Libby Bennett, Psy.D. & Ryan Duckworth, BA

Baby Boomers & Beyond: Interventions for Sexuality & Intimacy

A two hour continued education course presented by Dr. Libby Bennett, Psy.D.

Rekindling Sexual Desire Following Infidelity

A two hour continued education course presented by Dr. Libby Bennett, Psy.D. & Dr. Ginger Holczer, Psy.D.

Working with Families with a Special Needs Child

A two hour continued education course presented by Dr. Kristina Brown, Ph.D., LMFT & Tucker Brown, M.Ed

Helping Children Through Grief

A two hour continued education course presented by Dr. Rebecca Roller, Psy.D.

Dialectical Behavioral Therapy: Advanced Introduction

A three hour continued education course presented by Dr. Libby Tyner, Psy.D.

Autism Transition to Adulthood

An online module developed by the ASD Youth Coalition and Presented by Karen Allen, M.Ed.

Rorschach Performance Assessment System (R-PAS) Training Workshop

A four hour continued education course presented by Dr. Adam Andreassen, Ph.D.

April 2012 **2012 Missouri Association for Marriage and Family Therapy Conference**

The School of Professional Psychology at Forest Institute
Topics:

Context and Connection: Helping Clients Transform Their Life Narratives

A seven hour continued education course presented by Dr. Monica McGoldrick, LCSW., Ph.D.

Divorce Law and Process Basics for MFT's

A one hour continued education course presented by Susan Amato, JD. & Matthew Voorhees, JD.

Identifying Suicidal Individuals in Family Therapy

A one hour continued education course presented by Nick Porta, BS. & Ben Hunter, BS.

April 2011 **2011 Missouri Association for Marriage and Family Therapy Conference**

Saint Louis University
Topics:

Dyadic Developmental Psychotherapy/Attachment-Focused Family Therapy

A seven hour continued education course presented by Dr. Daniel Hughes, Ph.D.

Technology and Love: Why Facebook is Bad and Sexting is Good

A one hour continued education course presented by Dr. Kristina Brown, Ph.D., LMFT

Attachment and Social Engagement in Late Life: Interventiona for Older Adults

A one hour continued education course presented by Stacy Ogbeide, M.S., Barbara Farrell, B.A., & Gaston Rougeaux-Burnes, B.S.

In-Home Therapy from the Trenches: Skills, Benefits, and Pitfalls

A one hour continued education course presented by Jason Malousek, M.A. & Lindsey Colburn, M.A.

Related Work Experience

- January 2009 Family Counseling Center
Anderson, SC
Duties: Attended individual and group counseling sessions for victims and perpetrators of Domestic Violence. Assisted in closing case files and assessed final diagnosis using the DSM-IV-TR. Attended Domestic Violence court cases.
- Fall 2008 SI Teacher for General Psychology
Due West, SC
Duties: Attended general psychology class and facilitated two SI sessions a week. Assisted professors in reinforcing concepts and theories learned in class and guide students towards more effective study methods.

Professional Organizations and Memberships

- 2012-Present Delta Kappa – The International Marriage and Family Therapy Honor Society Eta Chapter, Cofounder
Secretary 2012-2013
- 2012-Present AAMFT – American Association of Marriage and Family Therapists, Pre-Clinical Member
- 2011-Present Psi Chi
International Honor Society in Psychology
Vice-President 2011-2012
- 2009-2012 Society of Marriage and Family Therapy Graduate Students,
President 2010-2011
- 2009-Present Society of Sport Psychology
Secretary 2009-2010, Student Council Liaison 2010-2011
- 2009-Present Military Psychology Student Group

Professional References

Kristina Brown, Ph.D., LMFT
Director of the Marriage and Family Therapy Program
Advisor
SMFT Supervisor
Thesis and Dissertation Reader
Forest Institute of Professional Psychology
2885 W Battlefield Rd
Springfield, MO 65807

Rebecca Roller, Psy.D., LMFT
Practicum Supervisor
SMFT Supervisor
Sac River Counseling Inc.
305 N. Grand St. #C
Greenfield, MO 65661

Jennifer Baker, Psy.D., LMFT
Director of Center for Professional Solutions and the Operations Us Grant
Thesis and Dissertation Chair
Forest Institute of Professional Psychology
2885 W Battlefield Rd
Springfield, MO 65807

William Robison, Psy.D., LMFT
Practicum Supervisor
Burrell Behavioral Health Services
1300 East Bradford Parkway
Springfield, MO 65804

Tessara Wiley

SUMMARY OF QUALIFICATIONS

- Capable in psychotherapeutic treatment and client-interaction, with abilities that continue to advance through active practicum and doctorate-level educational experiences
- Developing skills in psychological assessment administration, scoring, and interpretation
- Excellent analytical thinking and problem solving experience from practicum, work, and classroom learning
- Equipped time management skills from being a successful full-time student, maintaining a professional internship, participating in extracurricular activities, and holding two part-time jobs
- Proficient leadership and interpersonal communication abilities from holding officer and committee positions in multiple organizations

EDUCATION

Forest Institute Springfield, MO *Expected Graduation: May 2016*
Doctor of Psychology in Clinical Psychology
Master of Arts in Clinical Psychology *Expected Completion: December 2013*
Post Degree Certificate in Marriage and Family Therapy *Expected Completion: December 2014*
Cumulative GPA: 3.84/4.0

Missouri State University Springfield, MO *Graduated May 2011*
Bachelor of Science in Psychology and Criminology
Graduate Certificate in Forensic Child Psychology *Completed August 2011*
Cumulative GPA: 3.89/4.0. *Magna Cum Laude*

- Honors College Program
- National Society of Collegiate Scholars
- Board of Governors Scholarship

PROFESSIONAL EXPERIENCE

Sac River Counseling Greenfield, MO **August 2013-present**
Graduate Provider

- Provide psychotherapy to individuals, couples, families, and groups in a rural community private practice setting
- Administer, score, and interpret psychological assessments for the purpose of diagnosis, multidisciplinary collaboration, and/or treatment recommendations
- Complete paperwork in a timely and thorough manner, including psychosocial histories, treatment plans, progress notes, and evaluation reports
- Attend weekly group supervision and bi-weekly individual supervision with a licensed psychologist to ensure appropriate client care
- Enhance and maintain professional development by staying current on best practice treatments, collaborating with other professionals, and continuously monitoring personal experiences
- Improve professional aptitude by familiarizing self with commonly used assessments, techniques, and insurance billing codes necessary for business growth and success

Robert J. Murney Clinic Springfield, MO

January 2013-August 2013

Graduate Provider

- Provided psychotherapy to individuals, couples, and families in an outpatient community mental health setting
- Completed paperwork in a timely and thorough manner, including psychosocial histories, treatment plans, and progress notes
- Attended weekly group supervision and bi-weekly individual supervision with a licensed social worker to ensure appropriate client care
- Enhanced and maintained professional development by staying current on best practice treatments, collaborating with other professionals, and continuously monitoring personal experiences
- Improved professional aptitude by observing recorded sessions of self and other training clinicians, providing a receiving feedback, and applying knowledge to future client interactions

Child Advocacy Center Springfield, MO

August 2010-December 2010

Intern

- Read and interpreted manuals depicting history, research articles, theories, and prevention tactics related to child abuse
- Observed every process of the center, including multidisciplinary team meetings, case work, and forensic interviews both live and recorded
- Sorted client charts and updated a list of mental health professionals for the 17 counties served by the CAC
- Shadowed investigators, family-child service workers, and alternate care employees in the Children's Division to better understand the full scope of team resources
- Wrote weekly logs on experiences, incorporating questions, ideas, and insights from previous university courses

EMPLOYMENT EXPERIENCE

Regional Girls Shelter Springfield, MO

January 2011-May 2013

Resident Care Worker

- Provided daily assistance to young ladies ages 12-20 years old who were in the state's custody for behavior misconduct or unsuitable home conditions
- Encouraged and evaluated residents in their ability to uphold personal and treatment team goals, enhance their lifestyle decisions, treat others with respect, and demonstrate personal dignity
- Administered medication, supervised family and friend interactions, and managed physical and emotional emergencies

Sunshine Center Independence, MO

June 2008-August 2009

Para Worker

- Reassured concerned parents of their children's well being by helping with pick ups, drop offs, answering questions, and following all specialized instructions, including those for children given medical diagnoses
- Utilized patience and listening skills to solve disputes among children ages 1-6 years old
- Cared for infants and special needs children unable to walk, talk, or feed themselves
- Entertained children during free play and encouraged good listening and appropriate responsiveness during lessons

ASSESSMENT EXPERIENCE

Cognitive Assessments *Administration and Interpretation*

- Wechsler Adult Intelligence Scale Fourth Edition (WAIS-IV)
- Wechsler Intelligence Scale for Children Fourth Edition (WISC-IV)
- Wechsler Abbreviated Scale of Intelligence Second Edition (WASI-II)

Objective and Diagnostic Assessments *Administration and Interpretation*

- Minnesota Multiphasic Psychological Inventory Second Edition (MMPI-2)
- Minnesota Multiphasic Psychological Inventory RF (MMPI-RF)
- Millon Clinical Multiaxial Inventory Third Edition (MCMI-III)
- Substance Abuse Subtle Screening Inventory Third Edition (SASSI-III)
- State-Trait Anger Expression Inventory Second Edition (STAXI-2)
- Connor's Continuous Performance Task Second Edition (CPT-II)

Projective Assessments *Administration and Interpretation*

- Rorschach Inkblot Test (Rorschach)

Other Assessments

- Taylor-Johnson Temperament Analysis (TJTA)
- Fundamental Interpersonal Relations Orientation-Behavior Assessment (FIRO-B)
- Piers-Harris Children's Self-Concept Scale (Piers-Harris 2)
- Marital Satisfaction Inventory Revised (MSI-R)

PROFESSIONAL DEVELOPMENT AND TRAINING

Love and Logic Trained Facilitator through Forest Institute

Within Our Reach Certified Facilitator through Forest Institute

Family Group Conferencing Trained Facilitator through Missouri State University

MOPA Conference 2011 Volunteer and Attendee

MOAMFT Conference 2012 Volunteer and Attendee

LEADERSHIP EXPERIENCE AND ASSOCIATION MEMBERSHIPS

Delta Kappa Honors Organization Forest Institute <i>Membership Vice President</i>	May 2013-present
Sex Therapy Student Organization Forest Institute <i>Vice President</i>	May 2013-present
GLEE Student Organization Forest Institute <i>President</i>	May 2012-May 2013
Psi Chi and Psychology Club Missouri State University <i>President</i>	February 2008-May 2011
Gamma Phi Beta Sorority Missouri State University <i>Education Vice President and Charter Member</i>	September 2008-May 2011
Alpha Phi Sigma Missouri State University <i>Undergraduate Vice President</i>	August 2010-May 2011
Order of Omega Honors Fraternity Missouri State University <i>Initiated Member</i>	December 2010-May 2011
Rho Lambda Honorary Society Missouri State University <i>Initiated Member</i>	February 2010-May 2011
Big Brothers Big Sisters Springfield, MO <i>Mentor</i>	January-May 2009

Cody Jeffries

Sac River Counseling, Inc.
 406 College Street – Suite B
 Greenfield, MO 65661
 Tel: (417) 637-1476

EDUCATION

Master of Arts, Marriage and Family Therapy, School of Professional Psychology at Forest Institute, Springfield, MO, 2016 (expected).

Bachelor of Arts, Psychology, Pre-Seminary Certification for the Lutheran Church—Missouri Synod, Concordia University, Seward, NE, 2010.

HONORS AND AWARDS

Fall 2007 – Fall 2010	Selected to Term Honors List at Concordia University every semester since first eligible
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ASSOCIATION MEMBERSHIPS AND OFFICER POSITIONS

February 2013 – Present	Delta Kappa (International Marriage and Family Therapy Honors Society)
2009 – 2010	President, Sigma Tau Delta (International English Honors Society)
2009 – 2010	Secretary/Treasurer, Pre-Seminary Club
2008 – 2010	Member, Sigma Tau Delta
2008 – 2010	Member, Pre-Seminary Club

PROFESSIONAL MEMBERSHIPS

January 2013 – Present	Member, American Association for Marriage and Family Therapy (AAMFT)
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THERAPY EXPERIENCE

August 2013 – Present	Graduate Provider, Sac River Counseling, Greenfield, Missouri
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January 2013 – August 2013 Graduate Provider, Robert J. Murney Clinic, Springfield, Missouri

ASSESSMENTS

Administered

Dyadic Adjustment Scale (DAS)
Rorschach, R-PAS System
Kinetic Family Drawing
Fundamental Interpersonal Relations Orientation-Behaviour (FIRO-B)
Jessness Inventory – Revised (JI-R)
Substance Abuse Subtle Screening Inventory – Third Edition (SASSI-3)
Symptom Assessment – 45 (SA-45)
Taylor-Johnson Temperament Analysis (T-JTA)
Wechsler Abbreviated Scale of Intelligence – Fourth Edition (WASI-IV)
Wechsler Adult Intelligence Scale – Fourth Edition (WAIS-IV)
Wechsler Intelligence Scale for Children – Fourth Edition (WISC-IV)

Scored

Attention Deficit Disorders Evaluation Scale – Third Edition, Home Version (ADDES-3 HV)
Attention Deficit Disorders Evaluation Scale – Third Edition, School Version (ADDES-3 SV)
Dyadic Adjustment Scale (DAS)
Fundamental Interpersonal Relations Orientation-Behaviour (FIRO-B)
Minnesota Multiphasic Personality Inventory (MMPI)
Rorschach, R-PAS System
Symptom Assessment – 45 (SA-45)
Taylor-Johnson Temperament Analysis (T-JTA)
Wechsler Abbreviated Scale of Intelligence – Fourth Edition (WASI-IV)
Wechsler Adult Intelligence Scale – Fourth Edition (WAIS-IV)
Wechsler Intelligence Scale for Children – Fourth Edition (WISC-IV)

Interpreted

Attention Deficit Disorders Evaluation Scale – Third Edition, Home Version (ADDES-3 HV)
Attention Deficit Disorders Evaluation Scale – Third Edition, School Version (ADDES-3 SV)
Dyadic Adjustment Scale (DAS)
Fundamental Interpersonal Relations Orientation-Behaviour (FIRO-B)
Jessness Inventory – Revised (JI-R)
Rorschach, R-PAS System
Minnesota Multiphasic Personality Inventory-Two (MMPI-2)
Minnesota Multiphasic Personality Inventory-Two – Restructured Form (MMPI-2-RF)

Millon Clinical Multiaxial Inventory – Third Edition (MCMI-III)
Substance Abuse Subtle Screening Inventory – Third Edition (SASSI-3)
Taylor-Johnson Temperament Assessment (T-JTA)
Wechsler Adult Intelligence Scale – Fourth Edition (WAIS-IV)
Wechsler Intelligence Scale for Children – Fourth Edition (WISC-IV)

TEACHING EXPERIENCE

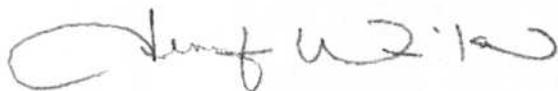
Jeffries, C. (March, 2013). *Psychology in the Bible*. Psychoeducational Bible study presented to members of Faith Lutheran Church, Springfield, MO.

INTERESTS

Marriage and Family Therapy, Assessments, Report Writing, Religion and Spirituality.

REFERENCES

(Upon Request)



9/24/2013