

RFQ 710-19-1010
Intensive In-Home Services
Centers for Youth and Families
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STATE OF ARKANSAS
 DEPARTMENT OF HUMAN SERVICES
 OFFICE OF PROCUREMENT
 700 Main Street
 Little Rock, Arkansas 72201

SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Centers for Youth and Families		
Address:	P.O. Box 251970		
City:	Little Rock	State:	AR Zip Code: 72225-1970
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned AR Certification #: _____ * See Minority and Women-Owned Business Policy		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Lindsey Cooper	Title:	Grants Administrator
Phone:	501-660-6869	Alternate Phone:	501-666-8686
Email:	lcooper@cfyf.org		
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.			
ILLEGAL IMMIGRANT CONFIRMATION			
By signing and submitting a response to this Bid Solicitation, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.			
ISRAEL BOYCOTT RESTRICTION CONFIRMATION			
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.			

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this Bid Solicitation will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: Melissa Dawson Title: President/CEO
Use Ink Only.

Printed/Typed Name: Melissa Dawson, President/CEO Date: _____

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's response to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Centers for Youth and Families	Date:	October 22, 2018
Authorized Signature:	<i>Melina Dawson</i>	Title:	President/CEO
Print/Type Name:	Melissa Dawson		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's response to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Centers for Youth and Families	Date:	October 22, 2018
Authorized Signature:	Melina Dawson	Title:	President/CEO
Print/Type Name:	Melissa Dawson		

SECTIONS 3, 4, 5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's response to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Centers for Youth and Families	Date:	October 22, 2018
Authorized Signature:	<i>Melina Dawson</i>	Title:	President/CEO
Print/Type Name:	Melissa Dawson		

PROPOSED SUBCONTRACTORS FORM

- Do not include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____ SUBCONTRACTOR NAME: _____

Yes No

TAXPAYER ID NAME: Centers for Youth and Families IS THIS FOR: Goods? Services? Both?

YOUR LAST NAME: Dawson FIRST NAME: Melissa M.I.: _____

ADDRESS: PO Box 251970

CITY: Little Rock STATE: AR ZIP CODE: 72225 COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member	✓		U of A-Board of Trustees	02/16	10/18	Kelly Eichler	0	Board Member
State Employee	✓		ACHI-Director of Policy	08/95	10/18	Suzanne McCarthy	0	Board Member

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Melina Dawson Title President/CEO Date 10/23/2018

Vendor Contact Person Melissa Dawson Title President/CEO Phone No. 501-666-8686

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____

EQUAL OPPORTUNITY EMPLOYMENT HRD-21

I. PURPOSE

To affirm Centers For Youth And Families' position regarding nondiscrimination in all matters relating to employment.

II. POLICY

The Centers will not discriminate against its employees or applicants for employment because of sex, sexual preference or orientation, race, color, religious opinions or affiliations, national origin, age, disability or veteran status provided they are qualified for employment for existing positions and that with reasonable accommodation can perform the essential functions of the job in question pursuant to Section 504 of the Rehabilitation Act of 1973 or veteran status.

III. PROCEDURE

- A.** All recruitment sources are notified by Human Resources of our equal employment opportunity policy.
- B.** All classified advertising includes the phrase "Equal Opportunity Employer".
- C.** The Centers maintains common facilities such as restrooms (gender excepted), lounges, cafeteria, and drinking fountains on a nonsegregated basis.
- D.** Supervisory personnel ensure that the principles of nondiscrimination are implemented in all policies and procedures affecting the employee's status with The Centers to include, but not limited to, recruitment, selection, interviewing, training, promotion, retention, discipline, termination, compensation, benefits, transfer, layoff, recall from layoff, and educational, social or recreational programs.
- E.** Management ensures this policy is communicated on a continuing basis to include, but not limited to employees engaged in employment, placement and training.

**DIVISION OF CHILDREN AND FAMILY SERVICES (DCFS)
INTENSIVE IN-HOME SERVICES
AREAS/COUNTIES**

- Please check each county in which you are willing to provide the service.
- Do not include additional information if not pertinent to the itemized request.
- Please return with your response packet.

AREA 4

- Columbia
- Lafayette
- Little River
- Miller
- Ouachita
- Union

AREA 5

- Baxter
- Boone
- Marion
- Newton

AREA 7

- Bradley
- Cleveland
- Lincoln

AREA 8

- Fulton
- Izard
- Lawrence
- Mississippi
- Randolph
- Sharp

Area 9

- Cleburne
- Crittenden
- Cross
- Independence
- Jackson
- Poinsett
- Stone
- White
- Woodruff

Area 10

- Arkansas
- Ashley
- Chicot
- Desha
- Drew
- Lee
- Monroe
- Phillips
- St. Francis

Well-Supported Practice Documentation

The Centers for Youth and Families' Intensive In-Home Services Program will meet the standard for a "well-supported practice" as defined by the Family First Prevention Act by October 1, 2019. The Centers will submit to DCFS documentation verifying inclusion on the Federal Clearinghouse's most current register of well-supported practices on or before October 1, 2019.

David Kuchinski, LCSW

3711 Robinwood Circle, Bryant, Arkansas 72022

501-425-0126

dskuchinski@sbcglobal.net

Licensure

LCSW	Arkansas License	No. 1177-C	Expiration Date 2/28/2016
	Florida License	No. SW 12335	Expiration Date 3/31/2017

I have twenty years of clinical and management experience, nurturing a Recovery milieu, fostering a person-centered treatment continuum serving adults with serious and persistent mental illness. I believe in the power of relationships for positive change as a foundation to develop and maintain a therapeutic community.

Accomplishments

- Transformed the organization treatment model from Medical model to a Recovery-oriented, person-centered treatment model.
- Implemented person-centered treatment planning, integrated evidenced-based practices, established clinically based prescriptions and a service tracking practice that facilitated measurable outcomes.
- Nurtured high standards for quarterly clinical outcomes for treatment plan goal achievement, medication independence, consumer satisfaction and community integration.
- Assisted in earning multiple 3 year CARF accreditations and multiple commendations for Recovery milieu and Quality Assurance practices.
- Developed a simplified documentation process to maximize the skill set of Mental Health Paraprofessionals to meet RSPMI standards and satisfied manage care audits yielding 98% prior authorization approval and minimal audit deficiencies.
- Participated on multiple work groups with DHS, DBHS, Medicaid, Value Options and Mental Health Council to develop a new community-based, recovery-oriented system of care for the State.
- Wrote the criteria for the State's Act 911 Early Release program, served on the Act 911 Early Release Committee.

Professional Experience

Centers For Youth and Families

Chief Clinical Officer July 2018-present

- Provide clinical oversight for Residential, Outpatient, Therapeutic Foster Care, and Crisis Services.
- Supervises Utilization Management and Performance Improvement Committees.
- Training and supervising transition to Trauma Informed Care and Person-centered treatment milieu.
- Coordinating specialized Human Trafficking program.

Birch Tree Communities, Inc.

Chief Operating Officer January 2011-July 2018

- Provide clinical oversight to a residential/outpatient recovery-oriented program serving 440 adults with serious and persistent mental illness.
- Supervise branch operations for 12 branches across the state, assist in managing \$25 million budget.
- Serve on the Executive Team to assist in operationalizing the company mission and assist in supervising administration staff.
- Promote Recovery through Branch Leadership meetings, developing and implementing clinical policy and monitoring through peer review oversight.
- Promote strength-based staff and leadership development to 30+ Mental Health Professionals and 400+ Mental Health Paraprofessionals.
- Monitor multiple external audit processes, working proactively with manage care entity, adjusting clinical practice and documentation practices to achieve minimal audit deficiencies.
- Maintain positive working relationship with DHS, DBHS, Arkansas Medicaid, Value Options (managed care), Arkansas Mental Health Council and the Arkansas State Hospital.
- Assist in planning and implementation of CARF standards.
- Serve on the Quality Assurance and Admissions Committees.
- Spearhead and implement strategic planning.

Clinical Director January 2006-January 2011

- Coordinated and supervised clinical operations for 12 branches serving 450 adults.
- Served on Executive Team contributing to oversight and direction for branch operations.
- Developed and implemented policies and practices balancing Recovery principles, RSPMI, DD, CARF and managed care standards.
- Achieved a high percentage of prior authorization approval.
- Modeled a specialized staffing process for medically complex individuals.
- Chaired the Quality Assurance Committee and coordinated admissions.
- Developed current chart review tool for Peer Review.
- Assisted in implementation of EHR.

Branch Clinical Director June 1995-December 2005

- Provided clinical supervision to an interdisciplinary team at the AHC Branch, which is the original branch and served acute individuals.
- Transformed the treatment approach to a person-centered, strengths-oriented philosophy.
- Supervised and directed medically complex staffing and treatment outcomes.

Crisis House Director January 1995-May 1995

- Coordinated operations for a 15-bed crisis unit, providing clinical and administrative oversight to an interdisciplinary team and coordinated referrals from area mental health centers.

Site Coordinator/Primary Therapist May 1994-December 1995

- Provided treatment planning, case coordination, individual and group therapy to adults with serious mental illness.
- Provided clinical supervision and administrative oversight to 45 consumers, 3 Mental Health Professional and 30 Mental Health Paraprofessionals.

Centers for Youth and Families Adolescent Day Treatment Program Primary Therapist August 1993-May 1994

- Served a caseload of 20 at-risk teenage students in a therapeutic alternative school setting, providing treatment planning, case coordination, individual and group therapy.
-

Education

University of Arkansas at Little Rock-Little Rock, Arkansas
Master of Social Work; May 1993

University of Arkansas, Fayetteville, Arkansas
B.A. Psychology; May 1990

Karen S. Walker

512 Gates Ave • Wilmar, Arkansas 71675
Cell: (870) 460-4284 • ktcwalke@yahoo.com

OBJECTIVE: My goal is to empower and provide assistance to improve the social and psychological functioning of children and their families and to maximize the well-being of families in all areas of their lives.

Summary of Qualifications

- LEADERSHIP** Possess strong leadership ability, commitment, willingness to look to others for support, open to change, and the desire to go the extra mile.
- COMMUNICATION** Strong oral and written communications skills obtained through course work in public speaking and professional writing classes and attending leadership-training workshops.
- TECHNICAL SKILLS** Windows, IBM Operating Systems, Internet and E-mail systems. Proficient in Microsoft Word, Excel, Access, Power Point and Project Management programs with the ability to learn new software programs easily.

-
- EDUCATION**
- Licensed Master Social Worker (LMSW)** 2006: Arkansas
 - Masters in Social Work (MSW)** May 2006: University at Little Rock; Little Rock, Arkansas
 - Licensed Social Worker (LSW)** 2004: Arkansas
 - Bachelor of Science in Social Work**, August 2003: University of Arkansas; Monticello, Arkansas.
 - Certificate of Surgical Technician**, May 1990, University of Arkansas Medical Sciences; Little Rock, Arkansas.

SOCIAL WORK EXPERIENCE

The Centers for Youth and Families: Monticello, Arkansas: Program Manager
July 2009- present.

- ◆ Assures adherence to and insures compliance with all regulatory standards.
- ◆ Develops, integrates, and implements services and programs enhancing the agency's primary mission.
- ◆ Stays abreast of changes in specialty areas, e.g., changes in regulations, funding methods, mental health assessment and care, newer treatment modalities etc.
- ◆ Insures all professional and paraprofessional services delivered meet medical necessity.
- ◆ Same job responsibilities as a clinician.

The Centers for Youth and Families: Monticello, Arkansas: Clinician
July 2008-2009.

- ◆ Provides effective therapy services to clients as delineated in the treatment plan.
- ◆ Provides individual therapy, family therapy and other services outlined in the treatment plan.
- ◆ Conducts intakes/assessments.
- ◆ Documentation is completed according to timeliness and format delineated in the policy and procedures manuals for each type of client record entry.
- ◆ Provides linkage to intra and inter agency client processes.

DELTA COUNSELING ASSOCIATES: Warren, Arkansas: Service Center Director:
June 2006- July 2008.

- ◆ Provide psycho-social assessments, ongoing casework, counseling and crisis intervention.
- ◆ Individual, family and group therapy.
- ◆ Coordinate and facilitate psycho-social rehabilitation groups.
- ◆ Goal setting, treatment plans and discharge planning.
- ◆ Interagency Liaison

University at Little Rock: Midsouth Training Academy in Monticello, Arkansas: Trainer for foster parents and adoptive parents: June 2006-Present.

- ◆ Provided training to prospective foster parents and people interested in adopting children who are in DCFS custody.
- ◆ Helped foster/adoptive parents understand the challenges and rewards of rearing abused or neglected children.
- ◆ Completed home studies for foster/adoptive families.

DELTA COUNSELING ASSOCIATES: Warren, Arkansas: Children's Case Manager/Student Intern: August 2005-June 2006.

- ◆ Conducted school and home visits for children experiencing personal, family or school related difficulties.
- ◆ Performed case management and educational planning for adolescents.
- ◆ Worked directly with clients to set family goals.
- ◆ Provided self-pay clients services in psycho-social assessments, counseling, crisis intervention, and individual family therapy.

ARKANSAS DEPARTMENT OF HUMAN SERVICES: Division of Children and Family Services: Bradley County-Warren, Arkansas; September, 2003-August, 2005.

- ◆ Conducted Child Abuse investigations and maintained case management on Supportive Service cases, Protective Services cases and Foster Care cases.
- ◆ Prepared court reports, attend and participate in court hearings.
- ◆ Located resources for families and clients.
- ◆ Performed drug screenings.
- ◆ All other duties as assigned.

SUPPLEMENTAL TRAINING: CPR, First Aide, Child Abuse and Neglect, HIPPA, Ethics, Dmg Testing, Foster/Adopt Pride.

REFERENCES: Excellent references will be available upon request.

HEATHER L. DURAN, L.C.S.W.

12101 Cherryside Drive
Little Rock, Arkansas 72211
(501) 350-8075

EDUCATION: **M.S.W., Social Work, University of Arkansas at Little Rock, 1997.**
Highlights: G.P.A.: 3.9 (4.0 index)

B.A., Psychology, University of Arkansas at Fayetteville, 1995.
Highlights: G.P.A.: 3.5 (4.0 index). Chancellor's List, Dean's List, Golden Key National Honor Society, Who's Who Among American College Students, Sorority House Manager, Booster Club, University Programs Fine Arts, Special Events, Celebrity Showcase, and Freshman Involvement Committees.

EMPLOYMENT: **The Centers for Youth and Families, Administration.**
Clinical Operations Director. Review of clinical records for compliance with Medicaid and Joint Commission Standards. Chair of UM/UR Committee. Provide Medicaid standards training and documentation training. Ongoing development, improvement and monitoring of EMR system. Serve on Performance Improvement Committee and Client Records Committee. Serve on the Mental Health Council of Arkansas Standardized Documentation Committee. Serve on various Mental Health Council of Arkansas subcommittees, including the Annual Behavioral Health Institute Committee, Children's Subcommittee and the Program Directors Committee. (May 2013 – present)

The Centers for Youth and Families, Administration.
Utilization Management/Utilization Review Program Manager.
Review of clinical records for compliance with Medicaid and Joint Commission Standards. Chair of UM/UR Committee. Clinical supervision of LMSW clinicians. Provide Medicaid standards training and documentation training. Helped to implement and develop Electronic Medical Record system. Ongoing development, improvement and monitoring of EMR system. Serve on Performance Improvement Committee and Client Records Committee. Serve on the Mental Health Council of Arkansas Standardized Documentation Committee. Serve on various Mental Health Council of Arkansas subcommittees, including the Annual Behavioral Health Institute Committee, Children's and the Program Directors Committee. (April 2005-May 2013)

The Centers for Youth and Families, School-Based Program.
Clinician. Primary responsibility was to provide individual, group, and family therapies as well as crisis intervention to children in the school

setting. Worked closely with teachers and school staff on developing behavior plans and making sure academic and behavioral needs are met. Maintained a caseload of 20 to 30 clients. Other responsibilities included supervision of Social Work students, L.M.S.W.'s, and other paraprofessionals. Assisted in the implementation of a new school-based day treatment program. Earned above expected ratings on annual employee evaluations. (August 2000- April 2005).

The Centers for Youth and Families, Elizabeth Mitchell Children's Center.

Clinician. Primary responsibility was to provide individual, group, and family therapy to clients and their families. As a clinician in the residential setting, responsible for overseeing client's total care and coordinating all aspects of their treatment. Maintained a caseload of 8 to 11 clients. Assessment, treatment, and discharge planning, crisis intervention and stabilization. Member of the multi-disciplinarian treatment team. Leader of specialized groups for victims and perpetrators of sexual abuse. Other responsibilities included training new clinicians, helping with supervision of social work and psychology interns, participating on Continuous Quality Improvement Teams, and designing and implementing special treatment protocols for clients. Earned above expected ratings on annual employee evaluations. (June 1997-August 2000).

Kumpuris, Davis, and Metrailler, P.A. Gastroenterology specialists. Worked independently on patient billing, medical files, accounting, CPT-ICD9 coding, computer operation. Demonstrated organizational skills in special projects for three physicians. Worked summer, holidays, and part-time during school since ninth grade. (1988 to 1997).

Play It Again Sports, Fayetteville, Arkansas.

Improved customer satisfaction using communication skills in sales work. Used excellent organizational skills in managing own department. Efficient on computer. Worked well with other employees. (1994-1995).

SPECIALIZED TRAINING:

Completed the Effective Leadership for System Change and the Zenger Miller FrontLine Leadership Courses. Completed the Introductory and Intermediate Theraplay Workshops, Play Therapy Training, Family Therapy Training, Post Adoption Resources Project, and Stress Management Workshop. Also attended various presentations at the Centers such as Parenting the Strong-Willed Child. Many Continuing Education Units over a sixteen year period covering a wide variety of mental health issues, treatment issues, ethics, techniques, interventions, and client populations.

CENTERS FOR YOUTH AND FAMILIES, INC.
Job Description

JOB TITLE: FAMILY INTERVENTION SPECIALIST
DEPARTMENT: INTENSIVE IN-HOME SERVICES
REPORTS TO: CLINICAL SUPERVISOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Master's Degree (preferred) or bachelor's degree in social work, counseling, psychology or related field
At least one year experience working with children and families
Valid Arkansas driver's license with record acceptable to insurance carrier

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feet; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

CENTERS FOR YOUTH AND FAMILIES, INC.
Job Description

A. Essential Duties

1. Take a systems approach to help families develop a social support network
2. Provide face to face services to families (3) three times per week. Including daytime, events and weekends as needed.
3. According to treatment plan use appropriate therapeutic coaching, parenting skills education, facilitate educational achievement and teach age appropriate personal habits and social skills.
4. Help families access community resources
5. Maintain caseload of no more than (5) five families
6. Provide direct services to parents and/or assist parents in accessing services from other providers

B. Supervision

1. Attend treatment plan meeting for assigned clients
2. Attend weekly individual and team supervision by a master's level practitioner along with consultation by a licensed practitioner

Prior Experience

Centers for Youth and Families, founded as an orphanage in 1884, is a collection of programs that benefit children and families in Arkansas. The Centers provides a comprehensive continuum of care for the community at large as well as for targeted vulnerable populations including foster children and parents, victims of human trafficking, mentally and behaviorally disturbed youth, impoverished youth, learning disabled youth and high-risk pregnant and parenting mothers. Serving more than 2,000 children and family members annually, The Centers continues its mission *“to provide specialized prevention, intervention and treatment services that promote emotional and social wellness for children and families in Arkansas.”*

The Centers has successfully maintained multiple contracts with the Arkansas Department of Human Services that are similar to the proposed Intensive In-Home Services Program. These contracts include: Comprehensive Residential Treatment in Little Rock and Monticello, Therapeutic Family Homes Program, Adolescent Sexual Adjustment Program, Respite Care and Counseling Services.

Our Comprehensive Residential Treatment Programs in Little Rock and Monticello provide services for children and adolescents with serious emotional and behavioral problems. Children and youth who have not responded to outpatient services receive intensive psychiatric help and on-site education through this program. Services provided include: individual and family therapy, group therapy, psychiatric evaluation and oversight of all treatment, educational services; and treatment focused milieu providing 24-hour care and supervision through trauma-informed trained staff. Treatment is directed by an on-staff child and adolescent psychiatrist. Therapy services are provided by licensed professional staff and education is provided by certified teachers.

The Centers' Therapeutic Family Homes program recruits, trains and approves families to serve as Therapeutic Foster Families. Children and youth served are between the ages of three and eighteen, are in the custody of DCFS and are experiencing emotional, behavioral, and adjustment problems associated with family dysfunction and foster care. The specially trained foster parents in our program have access to clinical assistance on a 24-7 basis; crisis intervention/stabilization; individual, group, family therapy; case management services; medication management; and coordination of services with other providers, including linkage to identified services.

The Therapeutic Family Homes Program's Adolescent Sexual Adjustment Program (ASAP) is a specialized treatment and placement program designed to facilitate the reintegration/orientation of low to medium-risk male adolescent sex offenders back into the community via the use of foster families and staff with specialized training and extensive experience working with the juvenile sexual offender population.

Additionally, Centers for Youth and Families has a state contract to provide Respite Care to sustain the foster family, adoptive family, or biological family and maintain the child's

placement by providing time-limited and temporary relief from the ongoing responsibility of daily care. The Centers has a contract to provide Respite Care in DCFS Areas V, VI, and VII.

The Centers' contract with the Arkansas Department of Human Services for Counseling Services was also similar to the work being proposed in the Intensive In-Home Services Program. Licensed mental health professionals provided counseling services in the individual's home or community-based setting utilizing a family-centered approach; intended to strengthen existing family functioning for families whose children were at risk of an out-of-home placement or had experienced an out-of-home placement and were planning on reunification. The program encouraged families to build upon their existing strengths, to develop capacities to meet their needs and to acquire new skills. Services were provided to individuals that were already involved with DCFS and delivered on a 24 hour a day, 7 day a week basis.

The following contract managers can verify qualifying experience:

DCFS Tammy Allen	501-682-8742	tammy.allen@dhs.arkansas.gov
DCFS Mcgon Bush	501-682-8433	megon.bush@dhs.arkansas.gov

NAME Kuchinski, Charles David
 STUDENT NUMBER 335686621 BIRTH 10/01/68

U.A.L.R.
 UNIVERSITY OF ARKANSAS AT LITTLE ROCK
 LITTLE ROCK, ARKANSAS 72204

COURSE	TITLE	GRADE	CREDIT HOURS	QUALITY POINTS
Graduate Academic Record				
Program: MASTER OF SOCIAL WORK Major: SOCIAL WORK				
----- 1991 FALL -----				
ADMITTED TO GRADUATE SCHOOL: REGULAR				
Admitted Program: MASTER OF SOCIAL WORK Major: SOCIAL WORK				
----- 1992 FALL -----				
SOWK 8301	CLINICAL SOC WK METH I	A	3.00	12.00
SOWK 8371	STATISTICS FOR SOC WORK	A	3.00	12.00
SOWK 8231	ADDICTIONS TREATMENT	A	2.00	8.00
SOWK 8503	CLINICAL INTERNSHIP I	B	5.00	15.00
Current AHRs 13.00 EHRs 13.00 OHRs 13.00 OPTS 47.00 GPA 3.61				
Cumulative AHRs 45.00 EHRs 45.00 OHRs 45.00 OPTS 156.00 GPA 3.61				
----- 1993 SPRING -----				
SOWK 8602	CLINICAL INTERNSHIP I	A	5.00	20.00
SOWK 8302	CLINICAL SOC WK METH I	A	3.00	12.00
SOWK 8399	ADMIN/PLANNING FOR PRACT	A	3.00	12.00
SOWK 8234	PERSONALITY THEORY	A	2.00	8.00
SOWK 8254	JUVENILE DELINQUENCY	A	2.00	8.00
Current AHRs 15.00 EHRs 15.00 OHRs 15.00 OPTS 60.00 GPA 4.00				
Cumulative AHRs 60.00 EHRs 60.00 OHRs 60.00 OPTS 216.00 GPA 3.60				
** End of Graduate Record **				
----- 1992 FALL -----				
SOWK 7301	FNDN OF SOC WRK PRAC I	A	3.00	12.00
SOWK 7330	HUMAN BEH/SOC ENV I	B	3.00	9.00
SOWK 7350	SOC WEL POLICY/SERVICES	B	3.00	9.00
SOWK 7390	ETHNIC/GENDER DYNAMICS	A	3.00	12.00
SOWK 7403	SOCIAL WRK INTERNSHIP I	B	4.00	12.00
Current AHRs 16.00 EHRs 16.00 OHRs 16.00 OPTS 54.00 GPA 3.375				
Cumulative AHRs 16.00 EHRs 16.00 OHRs 16.00 OPTS 54.00 GPA 3.375				
----- 1992 SPRING -----				
SOWK 7370	RESEARCH I	B	3.00	9.00
SOWK 7391	EST/COOPERATELOGY	B	3.00	9.00
SOWK 7302	FNDN OF SOC WRK PRAC II	B	3.00	9.00
SOWK 7331	HUMAN BEH/SOC ENV II	A	3.00	12.00
SOWK 7404	SOCIAL WRK INTERNSHIP II	A	4.00	16.00
Current AHRs 16.00 EHRs 32.00 OHRs 32.00 OPTS 55.00 GPA 3.438				
Cumulative AHRs 32.00 EHRs 32.00 OHRs 32.00 OPTS 109.00 GPA 3.408				
**** No Further Entries This Column ****				

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 CONSENT OF THE STUDENT

Kuchinski, Charles David
 2716 West Magnolia
 Little Rock, AR 72256

STATE OF ARKANSAS
SOCIAL WORK LICENSING BOARD
P. O. Box 251965
Little Rock, AR 72225



Asa Hutchinson
Governor

Ruthie Baha
Executive Director

Phone: 501-372-5071

Fax: 501-372-6301

Email: swlb@arkansas.gov

Website: arkansas.gov/swlb

February 12, 2018



C. David Kuchinski Jr, LCSW
3711 Robinwood Circle
Bryant, AR 72022

C. David Kuchinski Jr, LCSW;

This is to notify you that your licensure as a Social Worker has been approved for the period of March 1, 2018 through February 28, 2020. The attached wallet-size license card will serve as confirmation of license renewal.

Please remember to retain your continuing education documentation for a period of two-years in the event you are audited. If audited, you will be required to submit documented proof that you attended *all* of the continuing education you listed on your summary sheet. If you are unable to provide proof that you attended the workshops, an administrative hearing will be held to consider revocation of your license.

In order to renew your license for your new expiration date, (February 28, 2020) you must obtain 48 hours of social work continuing education between the dates of March 1, 2018 through February 28, 2020. Only hours obtained between these dates will apply toward your next renewal period. Please see the Board's website for specific requirements for continuing education.

Future renewal notice reminders will be mailed to the address on file in the Board office approximately two months prior to the expiration date of your license. It is your responsibility to notify the Board of any change in address and to renew your license in a timely manner even if you do not receive the reminder.

Congratulations on your license renewal, and please contact the Board office if you have questions or need additional information.

Please watch the Board's website on a regular basis for updates or changes that may affect your license.

Please remove card carefully!
Bend back and forth along crease
before separating.

The card to the left is your new social work license card, which reflects your new expiration date. This is the only card you will receive. Please punch it out carefully along the perforated line.

If lost or stolen, an additional card may be requested by written request and a cashier's check or money order in the amount of twenty dollars (\$20).

Please keep this letter for your records. You may wish to make a copy before you remove the card.



Arkansas
Social Work License Card

License No. Expiration Date:

1177-G 2/28/2020

C. David Kuchinski Jr, LCSW
3711 Robinwood Circle
Bryant AR 72022

Card bearer is licensed and in good standing with the Arkansas
Social Work Licensing Board

Chairman

UNIVERSITY OF ARKANSAS AT LITTLE ROCK LITTLE ROCK, ARKANSAS 72204

SSA: 479256205

Student No: 100254948

Date of Birth: 27-Aug-1955

Date Issued: 30 Jul 2008

OFF

Record of: Karen Sue Walker
Current Name: Karen Sue Walker
P.O. Box 144
Wilmar, AR 71675

Page: 1

Issued To: Human Resource Centers for
Youth & Families
PO Box 251970
Little Rock, AR 72225-1970

Course Level: Graduate
Student Type: First-Time Graduate

Current Program

College : Professional Studies
Major : Social Work

Secondary

College : Professional Studies
Major : Conflict Mediation

Events: Admit Grad School: Regular
CSWE Accredited

Degrees Awarded Master of Social Work 13-MAY-2006

Primary Degree
Major : Social Work

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R
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Institution Information continued:

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00
Good Standing

2005 Spring

SOWK 7391 M Assessment & Diff Diagnosis 3.00 A 12.00
SOWK 8309 M Intergenerational Fam Thrpy 3.00 B 9.00

Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.50
Good Standing

2005 Summer

SOWK 7603 M Adv Social Wk Intrmshp 6.00 CR 0.00
SOWK 8191 M GS: Advanced Standing Seminar 1.00 B 3.00
SOWK 8293 M Sem: Advanced Standing Seminar 2.00 B 6.00

Ehrs: 9.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00
Good Standing

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R
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2005 Fall

SOWK 8301 M Advanced Direct Practice I 3.00 A 12.00
SOWK 8503 M ADP Internship I 5.00 CR 0.00

Ehrs: 8.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00
Good Standing

INSTITUTION CREDIT:

2003 Fall

PSYC 7330 M SEM: Design ADR Sys for Orgs 3.00 A 12.00
SPCH 7323 M Conflict Analysis & Interven 3.00 B 9.00

Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.50
Good Standing

2004 Spring

SOWK 7370 M Soc Wk Res Meth 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00

Good Standing

2004 Fall

SOWK 8371 M Statistics For Soc Work 3.00 B 9.00

***** CONTINUED ON NEXT COLUMN *****

2006 Spring

SOWK 8302 M ADP Methods II - Family 3.00 B 9.00
SOWK 8390 M ADP Methods III - Group 3.00 B 9.00

SOWK 8504 M ADP Internship II 5.00 CR 0.00
Ehrs: 11.00 GPA-Hrs: 6.00 QPts: 18.00 GPA: 3.00

Good Standing

***** CONTINUED ON PAGE 2 *****



JUL 30 2008

24

UNIVERSITY OF ARKANSAS AT LITTLE ROCK LITTLE ROCK, ARKANSAS 72204

SSN: 429256205

Student No: 100263948 Date of Birth: 27 AUG 1965

Date Issued: 30-JUL-2008
OFFL

Record of: Karen Sue Walker
Level: Graduate

Page: 2

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	46.00	30.00	102.00	3.40
OVERALL	46.00	30.00	102.00	3.40

***** END OF TRANSCRIPT *****



Karen Sue Walker

 Registrar

AR 302578

25

#6877



Jikki has a copy



**Arkansas
Social Work License Card**

License No.

2382-C

Expiration Date:

7/31/2019

Karen Sue Walker, LCSW

P O Box 144

Wilmer AR 71675

Card bearer is licensed and in good standing with the Arkansas
Social Work Licensing Board.

Handwritten signature

Chairman

**STATE OF ARKANSAS
SOCIAL WORK LICENSING BOARD**

Mailing Address:

PO Box 251965 Little Rock, AR 72225-1965

Physical Address:

2020 W. Third, Suite 518 Little Rock, AR 72205

Phone: 501-372-5071 www.arkansas.gov/swlb
Fax: 501-372-6301 Email: swlb@arkansas.gov

NAME Duran, Heather Lenae
 STUDENT NUMBER 431435689 BIRTH 09/07/72

U.A.R.K.
 UNIVERSITY OF ARKANSAS AT LITTLE ROCK
 LITTLE ROCK, ARKANSAS 72204

COURSE TITLE GRADE CREDIT HOURS QUALITY POINTS

Graduate Academic Record

Secondary Schools:

Hall High School 00/00 - 00/00

Higher Education Institutions:

U of Ark-Fayetteville
 U of Ark-Little Rock

Program:

Primary Program:
 MASTER OF SOCIAL WORK
 Major: SOCIAL WORK

----- 1995 FALL -----

ADMITTED TO GRADUATE SCHOOL: REGULAR

Admitted Program:

Primary Program:
 MASTER OF SOCIAL WORK
 Major: SOCIAL WORK

SOWK 7301 FNDN OF SOC WRK PRAC I B 3.00 9.00
 SOWK 7330 HUMAN BEH/SOC ENV I A 3.00 12.00
 SOWK 7350 SOC WEL POLICY/SERVICES A 3.00 12.00
 SOWK 7390 ETHNIC/GENDER DYNAMICS A 3.00 12.00
 SOWK 7403 SOCIAL WRK INTERNSHIP I CR 4.00 0.00
 CREDIT/NO CREDIT

AHRS EHRS QHRS QPTS GPA
 Current 16.00 16.00 12.00 45.00 3.750
 Cumulative 16.00 16.00 12.00 45.00 3.750

***** No Further Entries This Column *****

COURSE TITLE GRADE CREDIT HOURS QUALITY POINTS

----- 1996 SPRING -----

SOWK 7302 FNDN OF SOC WRK PRAC II A 3.00 12.00
 SOWK 7331 HUMAN BEH/SOC ENV II A 3.00 12.00
 SOWK 7391 PSYCHOPATHOLOGY A 3.00 12.00
 SOWK 7370 RESEARCH I A 3.00 12.00
 SOWK 7404 SOCIAL WRK INTERNSHIP II CR 4.00 0.00

AHRS EHRS QHRS QPTS GPA
 Current 16.00 16.00 12.00 48.00 4.000
 Cumulative 32.00 32.00 24.00 93.00 3.870

----- 1996 SUMMER II -----

SOWK 8215 DOMESTIC VIOLENCE A 2.00 8.00

AHRS EHRS QHRS QPTS GPA
 Current 2.00 2.00 2.00 8.00 4.000
 Cumulative 34.00 34.00 26.00 101.00 3.880

----- 1996 FALL -----

SOWK 8207 CHILD BEHAVIOR AND TRTMT A 2.00 8.00
 SOWK 8301 CLINICAL SOC WK METH I A 3.00 12.00
 SOWK 8371 STATISTICS FOR SOC WORK A 3.00 12.00
 SOWK 8503 CLINICAL INTERNSHIP I CR 5.00 0.00
 CREDIT/NO CREDIT

AHRS EHRS QHRS QPTS GPA
 Current 13.00 13.00 8.00 32.00 4.000
 Cumulative 47.00 47.00 34.00 133.00 3.880

***** No Further Entries This Page *****

Heather Lenae

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05/13/97

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Duran, Heather Lenae
 7201 West 43rd
 Little Rock AR
 72204

PAGE 01 OF 02

NAME Duran, Heather Lenae

STUDENT NUMBER 431435689

BIRTH 09/07/72

U.A.R.K.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK

LITTLE ROCK, ARKANSAS 72204

COURSE	TITLE	GRADE	CREDIT HOURS	QUALITY POINTS	COURSE	TITLE	GRADE	CREDIT HOURS	QUALITY POINTS
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----- 1997 SPRING -----

SOWK 8302	CL SOC WK METH II	A	3.00	12.00					
SOWK 8390	ADMIN/PLANNING FOR PRACT	A	3.00	12.00					
SOWK 8271	RESEARCH PROJECT	A	2.00	8.00					
SOWK 8504	CLINICAL INTERNSHIP II	CR	5.00	0.00					

	AHRS	EHRS	QHRS	QPTS	GPA
Current	13.00	13.00	8.00	32.00	4.000
Cumulative	60.00	60.00	42.00	165.00	3.929

** End of Graduate Record **



Heather Lenae

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05/13/97

Duran, Heather Lenae
 7201 West 43rd
 Little Rock AR
 72204

PAGE 02 OF 02