



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010290

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**BUYER 32
 304-558-2544**

***203115202 304-776-7606**
PSI MED INC
PO BOX 9569
S CHARLESTON WV 25309

DIVISION OF JUVENILE SERVICES
VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
07/14/2010				

BID OPENING DATE: **08/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		952-62		
<p>TO PROVIDE MENTAL HEALTH SERVICES TO VARIOUS CENTERS</p> <p>REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF JUVENILE SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH AN OPEN END CONTRCT FOR MENTAL HEALTH SERVICES TO VARIOUS JUVENILE DETENTION CENTERS LOCATED THROUGHOUT THE STATE OF WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS JULY 29, 2010 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED WILL BE ADDRESSED BY FORMAL ADDENDUM ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p>						

RECEIVED
 2010 AUG 12 AM 11:47
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304-344-8515** DATE: **8/10/10**

TITLE: **President/CEO** FEIN: **55-0708334**

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010290

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32
304-558-2544

*203115202 304-776-7606
 PSI MED INC
 PO BOX 9569
 S CHARLESTON WV 25309

DIVISION OF JUVENILE SERVICES
 VARIOUS LOCALES AS
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/14/2010				

BID OPENING DATE: **08/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO. S:</p> <p>NO. 1 ✓</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE <i>PSIMED, Inc.</i> COMPANY 8/10/2010 DATE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-344-8515	DATE 8/10/10
TITLE President/CEO	FEIN 53-0768334	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
DJS010290

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32 304-558-2544

***203115202 304-776-7606**
PSI MED INC
PO BOX 9569
S CHARLESTON WV 25309

DIVISION OF JUVENILE SERVICES
VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED 07/14/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **08/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-344-8515	DATE 8/10/10
TITLE President/CEO	FEIN 55-0788334	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010290

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32 304-558-2544

VENDOR
 *203115202 304-776-7606
 PSI MED INC
 PO BOX 9569
 S CHARLESTON WV 25309

SHIP TO
 DIVISION OF JUVENILE SERVICES
 VARIOUS LOCALES AS
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
07/14/2010				

BID OPENING DATE: **08/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-344-8515	DATE 8/10/10
TITLE President/CEO	FEIN 55-0708334	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010290

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**BUYER 32
 304-558-2544**

***203115202 304-776-7606**
PSI MED INC
PO BOX 9569
S CHARLESTON WV 25309

DIVISION OF JUVENILE SERVICES
VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/14/2010				

BID OPENING DATE: **08/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REV. 05/26/2009.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-344-8515	DATE 8/10/10
TITLE President / CEO	FEIN 55-0708334	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010290

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF
**BUYER 32
 304-558-2544**

VENDOR
 *203115202 304-776-7606
 PSI MED INC
 PO BOX 9569
 S CHARLESTON WV 25309

SHIP TO
 DIVISION OF JUVENILE SERVICES
 VARIOUS LOCALES AS
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/14/2010				

BID OPENING DATE: **08/12/2010** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 32</p> <p>RFQ. NO.: DJS010290</p> <p>BID OPENING DATE: 08/12/2010</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <i>304-344-8519</i></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): <i>Freddie Sizemore</i></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <i>304-344-8515</i>	DATE <i>8/10/10</i>
TITLE <i>President / CEO</i>	FAX <i>304-0788334</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010290

PAGE
7

ADDRESS CORRESPONDENCE TO ATTENTION OF
**BUYER 32
 304-558-2544**

***203115202 304-776-7606**
PSI MED INC
PO BOX 9569
S CHARLESTON WV 25309

DIVISION OF JUVENILE SERVICES
VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/14/2010				

BID OPENING DATE: **08/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DJS010290 ***** TOTAL:						<u>23,397.92</u> See bid page 19

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304-344-8515** DATE: **8/10/10**
 TITLE: **President / CEO** FEIN: **55-0708334** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

MENTAL HEALTH SERVICES SPECIFICATIONS
REQUEST FOR QUOTATION
WEST VIRGINIA DIVISION OF JUVENILE SERVICES
RFQ # DJS010290

FACILITIES TO BE CONTRACTED

The central office for the Division of Juvenile Services is located at 1200 Quarrier Street (2nd Floor), Charleston, WV 25301. However, delivery of services will be at the following locations.

The West Virginia Industrial Home for Youth is located at 7 Industrial Blvd., Industrial, (Harrison County) West Virginia 26375. This maximum secured correctional facility is a 206 bed facility.

The Rubenstein Center is located at 141 Forestry Camp Road, Davis, (Tucker County) West Virginia 26260. This minimum security correctional facility is an 84 bed facility.

The Vicki Douglas Juvenile Center is located at 900 Emmett Rousch Drive, Martinsburg, (Berkley County) West Virginia, 25401. This center is a 24 bed facility which serves residents from the eastern part of the state.

The Northern Juvenile Center is located at 1000 Chapline Street, Wheeling (Ohio County) West Virginia, 26003. This center is a 19 bed facility which serves residents from the northern panhandle of the state.

The Lorrie Yeager Juvenile Center is located at 907 Mission Drive, Parkersburg, (Wood County) West Virginia, 26103. This center is a 24 bed facility which serves residents from the north central part of the state.

The Sam Perdue Juvenile Center is located at 843 Shelter Road, Princeton, (Mercer County) West Virginia, 24740. This center is a 24 bed facility which serves residents from the southern part of the state.

The J.H. "Tiger" Morton Juvenile Facility is located at 60 Manfred Holland Way, Dunbar, (Kanawha County) West Virginia, 25064. This center is a 24 bed facility and serves residents from the south central region of the state.

The Donald R. Kuhn Juvenile Center is located at One Lory Place, Julian (Boone County) West Virginia, 25529. This is a 48 bed facility which serves residents from all over the state.

The J.M. "Chick" Buckbee Juvenile Center is located at One Jerry Lane, Augusta (Hampshire County) West Virginia, 26704. This center is a 24 bed facility which serves residents from the Potomac Highlands region in West Virginia.

The Gene Spadaro Juvenile Center is located at 106 Martin Drive, Mt. Hope (Fayette County) West Virginia, 25880. This center is a 24 bed facility which serves the residents south eastern region of the state.

The Robert Shell Juvenile Center is located at 2 O'Hanlon Place, Barboursville (Cabell County) West Virginia, 25504. This is a 24 bed facility which serves residents in the central western region of the state.

FUTURE PROGRAMS

Jones Building Specialized Treatment Unit will be located on the grounds of the WV Industrial Home for Youth 7 Industrial Blvd., Industrial, (Harrison County) West Virginia 26375. It will be a 44 bed specialized treatment unit serving Adolescent Sex Offenders from across the state of West Virginia.

Davis Center for Females will be located on Blackwater Falls Road in Davis (Tucker County) West Virginia 26260. It will be a 24 bed unit serving the female Corrections population of the Division of Juvenile Services.

SERVICES / STAFF TO BE PROVIDED

1. **Psychiatric Services**— Mandated Board Certified Child and Adolescent Psychiatrist with a minimum of five (5) years experience working with the incarcerated juvenile population must be on staff. The Psychiatric Staff should have experience with special populations, including but not limited to, sex offender treatment and substance abuse treatment programming with the juvenile population within an institutional setting. The psychiatrist will be responsible for prescribing and monitoring psychotropic medications, conducting intake evaluations on all residents that are referred as new intakes and all residents currently on psychotropic medications. Quarterly follow-up appointments must be maintained for all residents on the psychiatric caseload. Psychiatric on-call services must be provided twenty-four hours a day, seven days a week. Peer reviews, administrative meetings, and additional services to be provided upon request of the Division of Juvenile Services Director or designee.

2. **Regional Administrator** – Shall be a forty (40) hours a week position. Duties and recommendations will be reviewed by the Divisions Assistant Director of Programs and Treatment in conjunction with the Deputy Director or designee. Travel will be required. Travel expenses will be the responsibility of the vendor. The Regional Administrator's Clinical expertise and guidance will be utilized to assist in the development of appropriate programs and treatments in various areas, for the Division's resident population. The Regional Administrator will assist with specialized programs and/or treatment for those residents determined to have special needs. The Regional Administrator will assist, in monitoring implemented plans and collecting statistical data and providing data analysis. The Regional Administrator must have a Master's degree in Psychology, Counseling or Social Work with a minimum of five (5) years direct clinical experience working with the child and adolescent population. Their experience must include research, curriculum development and implementation of clinical programs with the emphasis on rehabilitation and community reentry to address issues of sex offender treatment, criminology, and trauma. Must have a minimum of five (5) years administrative experience in the

organization and implementation of training programs, supervision of program facilitators, program implementation, management of multiple services/contracts in a correctional environment, statistical data collection and data analysis. This position will be Responsible for the development of clinical programs and methods used for evaluation of the aforementioned programs for the purpose of Continued Quality Assurance and evaluation of programs effectiveness.

3. **Program Director, Sex Offender Specific Unit** – Must have a Master’s Degree in Psychology, Counseling, Social Work or a related field with a minimum of five (5) years direct clinical evaluation and treatment experience with the juvenile sexual offender population. Candidates must be a professional member of the Association for the Treatment of Sexual Abusers (ATSA). Candidates must also have experience with the use of the polygraph reports and the ABEL assessment in the clinical setting. The Program Director will be responsible for the clinical oversight of the Sex Offender Specific Unit at the Industrial Home for Youth and other programs throughout the WV Division of Juvenile Services where juvenile sexual offenders are served. The Program Director will also serve as a liaison with the WV Division of Juvenile Services to coordinate all clinical services provided to juvenile sexual offenders. The Program Director will participate in all management and clinical meetings related to the Sex Offender Specific Unit. The Program Director will be responsible for providing a statistical report of services (to include counseling sessions provided, treatment activity, and progress of residents etc.), quality assurance and outcome measurement as directed by the WV Division of Juvenile Services. The Program Director will provide in-service training for the WV Division of Juvenile Services staff on issues related to the treatment and management of juvenile sexual offenders. The training will be for all staff members that encounter the Sex Offender Population within the Division of Juvenile Services. The immediate staff will be at the WV Industrial Home for Youth but if the program spreads to other facilities this person will provide training there too.
4. **Psychiatric Clinical Facilitator** – Must have a Bachelor’s degree in behavioral science field ~~or~~ and a minimum of five (5) years experience working with the mentally ill population in a correctional or detention facility. This person must have knowledge of behavior management, psychotropic medications and basic treatment interventions with the mentally ill population. The Psychiatric Clinical Facilitator will assist the psychiatrist as needed.
5. **Physician’s Assistant PRN** - Must be licensed to practice in the State of West Virginia and be experienced in the treatment of individuals (preferably Juveniles) with a diagnosis of psychiatric involvement. All individuals utilized in this classification must have their credentials on file with the Division of Juvenile Services prior to rendering services.

6. Nurse Practitioner- PRN - Must be licensed to practice in the State of West Virginia and be experienced in the treatment of individuals (preferably Juveniles) with a diagnosis of psychiatric involvement. All individuals utilized in this classification must have their credentials on file with the Division of Juvenile Services prior to rendering services.
7. **Psychiatric Services – PRN** - Must be provided by a Board Certified Child and Adolescent Psychiatrist with a minimum of five (5) years experience working with the juvenile population. The PRN Psychiatric Staff should have experience with special populations, including but not limited to, sex offender treatment and substance abuse treatment with the juvenile population in an institutional setting. Peer reviews and additional services to be provided upon request of the Division of Juvenile Services Director or designee.

SPECIFICATIONS

The intent of the agency is to provide comprehensive mental health services to all juveniles committed to the Division of Juvenile Services. Delivery of these services must be in compliance with WV Division of Juvenile Services' policies and procedures, NCCHC Standards and ACA Guidelines.

- A. Within sixty (60) days of award, vendor will provide the Division of Juvenile Services, policy and procedure manuals to address the mental health related standards in compliance with NCCHC, ACA Standards and the Division of Juvenile Services policies and procedures.
- B. Vendor will provide psychiatric triage to determine the need for psychiatric evaluations for residents currently on medications or all residents that are referred for mental health services.
- C. Consultations will be provided for all residents appropriately referred for mental health services within 7-10 days.
- D. Vendor will provide mental health crisis intervention services that will be available 24/7 via on-call duties. A list of available on-call mental health staff will be provided with names and contact numbers. (Mental health equivalent of the duty officer) Vendor will also provide quarterly notification(s) in writing to of the mental health professionals' on-call for all contracted facilities, to include names and contact numbers.
- E. Crisis intervention for all residents will be provided as needed.
- F. Assistance with critical incident debriefing upon request of the Division of Juvenile Services, Director or designee.
- G. On-site visits to all juvenile facilities will be conducted quarterly for chart review, signatures and for compliance standards.
- H. The Regional Administrator shall provide annual updates for all program modules, as well as providing training for all program facilitators and will

be responsible for statistical data collection and reporting as well as auditing for quality service delivery.

- I. Vendor will be responsible for employment and payment of any necessary contractual staff and/or agencies necessary for the provision of said care.
- J. The vendor is expected to provide all equipment and supplies necessary for the performance of these obligations except as otherwise delineated within this document.
- K. Vendor will be responsible for prescribing and monitoring all Psychotropic medications with follow-up appointments with the psychiatrist provided at a minimum of every ninety (90) days for all residents on an active psychiatric caseload.
 1. Physicians will abide by the West Virginia State Medicaid formulary as the primary prescribing source. The Division of Juvenile Services will be responsible for providing all necessary prescription pharmaceuticals. When medications are not covered by the formulary, the prescribing psychiatrist will provide written documentation of the necessity for a non-formulary prescription. Pharmaceutical will be obtained in a timely and expedient manner. When formulary medications cannot be utilized, a letter/note of justification must be provided for billing documentation purposes.
 2. Each facility has on-site telemedicine capabilities. When this option is used, it will be the responsibility of the contractor to fax copies of all appropriate documentation directly to the appropriate facilities. Originals will be mailed to the proper facility within twenty-four (24) hours, to be filed in the resident's permanent medical/mental health file. It is understood that there are some medications that cannot be phoned in, but all appropriate steps shall be taken in order to provide the prescribed meds at the earliest possible time. Any necessary documentation will be forwarded immediately.
 3. Orders for necessary prescription pharmaceuticals will be sent to the appropriate facility within two hours of the evaluation completion, or will be phoned in to the designated pharmacy, by the prescribing psychiatrist.
- L. The Contractor shall be responsible for assuring that all the required registrations, licenses, and credentials associated with this contract are active and in good standing.

The Contractor shall provide the Division of Juvenile Services with current resumes and licenses, required by statute, on all applicable qualified health care professional employees as well as those subcontracted professional employees. Licensed individuals, who have license restrictions or mandatory disciplinary stipulations upon their scope of practice, are unacceptable candidates for employment within the correctional setting. Copies of all and/or certifications for any employees to be utilized through this contract will be provided for review. Mental health professionals who

have been convicted of a felony in accordance with any State or Federal law are unacceptable.

- M.** Contractor will ensure that all mental health professionals working within a juvenile facility will maintain the security of the facility while performing their duties. Any incident related to the security of the facility will be reported verbally to that facilities administrator immediately, and provide a written incident report within twenty-four (24) hours.
1. All persons will abide by division and/or facility rules and regulations.
 2. All persons entering a Division of Juvenile Services facility are subject to search.
 3. All vehicles on grounds will be secured with keys removed.
- N.** Vendor will be responsible for development and maintenance of psychiatric chronic care database for residents receiving mental health services. A computer-generated report will be provided to the Division of Juvenile Services Director or designee on a monthly basis. At a minimum the database will include: Resident Name; DJS #; Facility; Sex; Axis Diagnosis; Medications and Dates for the following events: Initial Appointment; Scheduled Visits and Follow-up Appointments.
- O.** The contractor shall provide quality management services to support the provision of the comprehensive mental health services. The Contractor shall be responsible for all costs incurred for these services. Quality management support services shall be system-wide and shall be in place within six months of contract award.
- P.** The Division will utilize the clinical expertise of the mental health staff, as requested by the agency's Assistant Director of Programs and Treatment and/ or the Deputy Director or designee, in the form of guidance and /or recommendations in the Division's efforts to improve/develop and implement programs and treatments for the Division's Juvenile population. Consultations with the Division of Juvenile Services treatment staff to assist in the development/design and/or plan of implementation of the following plans and programs, in compliance with all federal and state applicable laws with regard to the juvenile population, as well as Agency policy and procedures, ACA Guidelines and NCCHC Standards as applicable:
1. Individualized Treatment Plans
 2. Behavior Management Plans.
 3. Domestic Violence Intervention Prevention
 4. Anger Management
 5. Trauma Recovery
 6. Sex Offender Specific Treatment

7. Continuous Quality Improvement Program to include audits for mental health services. Audits will be completed on a quarterly basis and the results will be available upon request.
 8. Annual updates will be provided to the Basic Academy Classes Lesson Plans as recommended by the NCCHC guidelines and as scheduled by the West Virginia Division of Juvenile Services.
 9. Therapeutic Recreation
 10. Substance Abuse Treatment
 11. Gender Specific Treatment
- Q.** Medical/Mental Health records shall be managed according to NCCHC and ACA Standards. The WV Division of Juvenile Services shall possess sole ownership of all resident records upon resident release from the agency's care and custody. The medical provider will be responsible for and maintenance of mental health records for the length of a residents' stay, in accordance with HIPPA rules and regulations.
- 1. Confidentiality of health care record**
Active mental health care records shall be maintained under secure conditions and separately from confinement records. Access to active resident records is controlled by the health care authority. The Contractor shall not deny the WV Division of Juvenile Services Director or his designee or the facility Superintendent/Director or his/her designee access to such records for examination and/or photocopying.
 - 2. Resident transfer**
In the event that a resident is transferred to another facility within the WV Division of Juvenile Services, the entire resident record, including medical/mental health documentation shall be transferred with the resident in the care and custody of the senior transporting officer. It should be noted that the WV Division of Juvenile Services reserves the right to transfer any resident within the WV Division of Juvenile Services system for health care reasons, for disciplinary reasons, for classification reasons, or for administrative reasons.
 - 3. Release of information**
Detailed information is released to an outside entity only upon written authorization from the resident or by Court Order.
 - 4. Record retention**
Inactive records shall be sealed, properly identified, and archived in the central storage area with the balance of the resident's confinement record. Retention of these documents shall be for the legal requirements of the State of West Virginia or other jurisdiction, if applicable.
- R.** The Contractor shall provide all necessary materials, supplies, and equipment. These shall include, but are not limited to office supplies,

including postage, required to provide comprehensive mental health services.

S. It is the intention of WV DJS to award a contract for a one (1) year period while reserving the option to renew the contract for two (2) additional one (1) year periods.

1. Prices will be considered firm for the entire length of the contract.
2. **The Staffing plan for this contract will be as follows**

POSITIONS	Level A FTE'S *	Level B FTE'S *
Regional Administrator **	1.00	1.00
Program Director Sexual Offender Specific Unit **	1.00	1.00
Psychiatric Clinic Facilitator	.60	.70
Psychiatric Services	.20	.25
TOTAL	2.80	2.95

* Full Time Equivalent compared to 40 hours per week

The Contractor shall cover periods of absences** necessitated by vacations, holidays, and sick leave. The contractor must identify all proposed personnel by function, training and licensing status proposed for the delivery of residential mental health services. This includes PRN and part-time or on-call personnel. Although the Contractor will be permitted to utilize part-time employees in the staffing of residential mental health services, part-time staff shall not be used to the extent that continuity of care is impaired or staff is not adequately familiar with the specialized nature of the services required for residential mental health care. The Division of Juvenile Services reserves the right to audit the Contractor's use of part-time staff to determine the impact upon the quality of care provided.

** Since the Regional Administrator and the Program Director, Sexual Offender Specific Unit are full time positions normal absences due to vacation, holidays and sick leave will not need to be covered, but extended sick leave or leaves of absence will need to be approved by the Division of Juvenile Services. Normal absences will be defined as the standard policy for the successful vendors other employees. Holidays will be observed in accordance with other state employees.

3. The Contractor shall require all employees who provide onsite services to be in attendance at annual in-service security trainings. Costs of this training, with the exception of wages, travel, and incidental costs will be incurred by the Division of Juvenile Services.
4. With respect to those employees and subcontractors engaged by the Contractor, the Division of Juvenile Services, at its sole discretion, reserves the right to request random drug testing and to demand the immediate dismissal or replacement of any individual who fails said drug screening or who has violated the rules and/or regulations of the Division of Juvenile Services, or who poses a risk or unacceptable threat to the security of the institution. The Division of Juvenile Services shall provide written documentation to substantiate its demand for immediate replacement of the Contractor's employees or subcontractors.
5. The Division of Juvenile Services will require signed documentation from each person providing services on this contract to ensure that all services contracted for are provided. FTE calculations for part-time staff utilized on this contract will be calculated based on a monthly (four week cycle) basis. Any overages or deficiencies in the value of services received or not received will be adjusted on the monthly invoice.
6. **All use of PRN services** must be approved in writing, in advance, by a member of the management team (Director, Deputy Director, or Assistant Director Budget and Finance) of the Division of Juvenile Services. Written justification will be required before any request will be approved. All approvals will be on a case by case basis. Any services provided without prior approval will not be eligible to receive compensation.
7. **All hourly rates are fixed and firm no overtime rates or call out pay will be paid on this contract.**

Appendix A
Staffing Plan
(Statewide)

Personnel Category	Level A Full Time Equivalents	Level B Full Time Equivalents
Average Daily Population of DJS Facilities	365	415
Regional Administrator	1.0	1.0
Program Director Sexual Offender Specific Unit	1.0	1.0
Psychiatric Clinic Facilitator	.6	.7
Psychiatric Services	.2	.25
Total All Staff	1.8	1.95

For the purpose of this contract the Average Daily Population will be defined as the average number of bed days for the Division of Juvenile Services for any consecutive 30 days. Once the ADP stays above the established point for 30 days the Vendor will need to increase their coverage to accommodate the increase in population. If the ADP drops below the established level for 60 days the Vendor will need to reduce their coverage accordingly.

DJS will notify the contractor when the Average Daily Population (ADP) passes the established level.

*****For the bidding purposes of this RFQ bids are being solicited for Staffing Pattern for population Level A only. When the population of juveniles in the custody of the Division of Juvenile Services reaches the level requiring Level B services the part time services will be adjusted by the corresponding hourly rates for that position.**

Appendix B Average Daily Populations

(All facilities may be +/- 10% population at any given time)

Facility Name	Bed Capacity	Average Daily Population
WV Industrial Home for Youth	204	152
Rubenstein Center	84	44
Vicki Douglas Juvenile Center	24	12
Northern Juvenile Center	19	15
Lorrie Yeager Juvenile Center	24	18
Sam Perdue Juvenile Center	24	14
Tiger Morton Juvenile Center	24	19
Donald Kuhn Center	48	37
Chick Buckbee Juvenile Center	24	20
Gene Spadaro Juvenile Center	24	19
Robert Shell Juvenile Center	24	15
Jones Building SOSU (Fall of 2010)	44	
Davis Center for Females (2011)	24	
GRAND TOTAL	591	365

BID FORM FOR DJS010290
DIVISION OF JUVENILE SERVICES
PSYCHIATRIC SERVICES

PERSONNEL CATEGORY	FTE'S REQUESTED BY DJS	EQUIVALENT HOURS	HOURLY RATE	MONTHLY CONTRACT RATE
Psychiatric Services	.2	8	175.00	6,673.33
Regional Administrator	1.0	40	38.64	7,367.36
Program Director Sexual Offender Specific Unit	1.0	40	32.24	6,147.10
Psychiatric Clinical Facilitator	.6	24	16.50	1,910.13
BASE BID FOR MONTHLY CONTRACT			A	22,097.92

PRN SERVICES *	HOURS PER MONTH	HOURLY RATE	PROPOSED COST
Psychiatric Services	4	175.00	700.00
Physician's Assistant	4	50.00	200.00
Nurse Practitioner	8	50.00	400.00
PROPOSED COST FOR PRN SERVICES		B	1,300.00

TOTAL PROPOSED MONTHLY COST FOR
EVALUATION PURPOSES

23,397.92 (A+B)

Bidder / Vendor Information

Name: PSIMED, Inc.
 Contact Person: Freddie Sizemore
 Address: P.O. Box 9569
South Charleston, WV 25309
 Phone #: 304-344-8515
 FAX #: 304-344-8519
 E-Mail Address: fsizemore@psimedinc.com

- The PRN hours listed on the bid form are for evaluation purposes only. The actual usage may be more or less depending on the actual need. The amount on the bid form is in no way a guarantee that this level of service will be required.



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010290

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**BUYER 32
304-558-2544**

*203115202 304-776-7606

PSJ MED INC
PO BOX 9569

S CHARLESTON WV 25309

DIVISION OF JUVENILE SERVICES

VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED		TERMS OF SALE		SHIP VIA		FOB		FREIGHT TERMS	
07/30/2010									
BID OPENING DATE: 08/12/2010				BID OPENING TIME 01:30PM					
LINE	QUANTITY	UOP	CAT No	ITEM NUMBER	UNIT PRICE	AMOUNT			
ADDENDUM NO. 1									
THIS ADDENDUM IS ISSUED TO ANSWER ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF RFQ DJS010290.									
BID OPENING DATE REMAINS: 08/12/2010									
BID OPENING TIME REMAINS: 1:30 PM									
***** END ADDENDUM NO. 1 *****									
0001	1	EA		952-62					
TO PROVIDE MENTAL HEALTH SERVICES TO VARIOUS CENTERS									
***** THIS IS THE END OF RFQ DJS010290 ***** TOTAL:									

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]*

TELEPHONE 304-344-8515

DATE 8/10/10

TITLE President / CEO FEIN 55-0708334

ADDRESS CHANGES TO BE NOTED ABOVE

Addendum DJS010290

1. Regarding the time proportions for the staff mentioned in the RFQ, if the individuals exceed the times placed in the RFP, is it the responsibility of the company to pay for services provided? Are services to stop being rendered once the individual reaches the maximum allowable by the RFQ? If there is more need, who pays for the additional services?

A: The contract provides for PRN services so if a particular staff member exceeds their hours on a monthly basis the additional time could be paid based on the PRN schedule. The hour limitations are based on a monthly (4 weeks) calendar so if a staff member exceeds their time on a regular basis their usage would be reviewed and compensated based on the PRN schedule or limited for future periods if not justified.

2. Did the time proportions for each position come from a dollars standpoint, or a growth in service stand point?

A: The time proportions are based on past usage.

3. With regards to the PRN positions, can multiple individuals fulfill one role, for example, can three Nurse Practitioners divide the one PRN position?

A: Yes as long as all staff have the required credentials and experience.

4. Being an RFQ, is there a requirement for job descriptions or actual resumes to be placed with the proposal, or will the state be awarding the contract based solely on quote?

A: Resumes will be requested to verify credentials and experience before a contract will be awarded. These can be included with the bid if possible.

5. Once the contract is awarded, how quickly must the winning bid provide the state a staffing plan for the contract?

A: The number of hours required are listed in the contract, the proposed Staff Members should be included in the proposal to so DJS can verify qualifications.

6. What telemedicine system is currently being used by DJS? Will the vendor be required to provide IT support?

A: DJS currently uses a polycom system. The successful bidder may visit on or our sites to utilize our system or use their own. The only support that would be needed would be on the vendors own system which would be their responsibility.

7. Is it acceptable for other professionals (Master's level nurses, psychologists, or social workers) to provide on-call services, or is that strictly to be provided by the psychiatrist?

A: Vendor will provide mental health crisis intervention services that will be available 24/7 via on-call duties. A list of available on-call mental health staff (other qualified staff is acceptable but a psychiatrist should always be available as a backup) will be provided with names and contact numbers. (Mental health equivalent of the duty officer) Vendor will also provide quarterly notification(s) in writing to of the mental health professionals' on-call for all contracted facilities, to include names and contact numbers.

8. Is crisis intervention to be provided in person, or is telephone and telemedicine interventions acceptable for crisis situations?

A: Telephone and telemedicine interventions ARE acceptable for crisis situations.

9. With regards to crisis services, are there a maximum amount of hours the vendor is able to bill? If exceed that limit, will the vendor be reimbursed for those services?

A: If the maximum hours on the contract are exceeded PRN services will be utilized.

10. With regards to "on-site visits for chart reviews", are those visits part of compliance, or to show service provision?

A: Both

11. Besides the bid sheet, and other government related documents, what other documentation is expected to be part of the proposal?

A: A list of the proposed staff and their resumes to verify qualifications.

12. Is there a current vendor?

A: Yes there is a current vendor.

13. If so, is the current vendor meeting all contract deliverables?

A: The current vendor is meeting all of the deliverables on the previous contract but some deliverables have been added.

14. How long has the current contract been in place?

A: 3 years

15. What is the current value of the contract?

A: Approximately \$148,500 annually. Please note that this is an open end contract. All quantities listed in this Request for Quotation are estimates. The agency may utilize more or less of the provided services on an as needed basis. There is no guarantee of cost volume on this contract.

16. Please provide more information about the travel required by the psychiatrist, regional director, program director, and psychiatric clinical director?

A: Travel is between DJS facilities mostly day trips with very few overnight stays.

17. What do current services cost?

A: See Question #4

18. Is on call psychiatric services expected? If so, is there a rotation schedule? How often is the on call psychiatric provider required to come to the facility? Are rounds required on weekends?

A: Vendor will provide mental health crisis intervention services that will be available 24/7 via on-call duties. A list of available on-call mental health staff (other qualified staff is acceptable but a psychiatrist should always be available as a backup) will be provided with names and contact numbers. (Mental health equivalent of the duty officer) Vendor will also provide quarterly notification(s) in writing to of the mental health professionals'.

Telephone and telemedicine Interventions ARE acceptable for crisis situations. Very seldom if ever will the on call staff need to go to the facility. No weekend rounds are required.

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL**

Position Title: Physician's Assistant / PRN - WVDJS

Effective: August 7, 2010

Revised: N/A

Approved:
Reviewed:
Reviewed:
Reviewed:
Reviewed:

Position Qualifications:

1. Must be licensed to prescribe medicine in the state of West Virginia.
2. Must have experience in treatment of individual's (preferably Juveniles) with a diagnosis of psychiatric involvement.
3. Must provide curriculum vitae, license and DEA certificate for credentials file.

Performance Expectations:

1. Responsible for prescribing and monitoring psychotropic medications.
2. Responsible for conducting intake evaluations and follow up appointments on all residents that are referred as new intakes and all residents currently on psychotropic medications.
3. Responsible to provide services within the standards of licensure boards in West Virginia.
4. Responsible to abide by the ACA and NCCHC standards as well as the security regulations of WVDJS to which services are provided, and the policies and procedures of PSIMED CORRECTIONS, LLC.
5. Responsible to provide documentation of services to permit monitoring of compliance with policy and procedures of PSIMED CORRECTIONS, LLC.

Specific Duties:

1. Review recommendations for treatment of residents made by health care providers in the community.
2. Provision and documentation of services in accordance with the policies and procedures of PSIMED CORRECTIONS, LLC.
3. Evaluation and treatment in a timely manner of residents referred for services by mental health or medical staff.
4. Documentation of evaluations and/or treatment in resident's medical record file.
5. Provision of documentation of service contacts to the PSIMED CORRECTIONS, LLC Psychiatric Clinic Facilitator.
6. Notification of clinical or administrative concerns to the PSIMED CORRECTIONS, LLC, Medical Director in a timely manner.

7. Responsible to act in compliance with all applicable standards of the PSIMED CORRECTIONS, LLC, and WVDJS, and with all applicable licensing standards of the applicable professional licensing boards and authorities.
8. Compliance with employee standards of PSIMED CORRECTIONS, LLC as well as applicable employee standards of WVDJS.

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL**

Approved:

Position Title: Psychiatric Clinic Facilitator

Effective: August 17, 2005

Revised: August 7, 2010

Position Qualifications:

1. Bachelor's degree in psychology, social work or a related behavioral science field from an accredited college or university.
2. Minimum of five years experience working with the mentally ill population in correctional and detention facilities.
3. Must have professional experience which indicates knowledge of behavioral management techniques, treatment planning, psychotropic medications, basic treatment interventions with the mentally ill populations and treatment of major mental disorders.

Performance Expectations:

1. Responsible to administer and maintain the PSIMED CORRECTIONS, LLC, PSIMED Telemedicine Program network and services for the WVDOC, DJS, and RJA contracts.
2. Responsible to travel to contracted facilities as needed to administer the PSIMED Telemedicine Program as scheduled by the Regional Administrator or designee.
3. Responsible to provide a monthly schedule to the Regional Administrator. In the event that clinics are cancelled, the Regional Administrator may schedule addition responsibilities as needed. Any alterations to the monthly schedule must be approved by the Regional Administrator prior to the schedule change or as soon as possible thereafter.
4. Responsible to provide direct clinical information to the psychiatrist via the PSIMED Telemedicine Program in accordance with the policies and procedures of PSIMED CORRECTIONS, LLC, the policies and regulations of the WVDOC, DJS, and RJA and in accordance with the ACA and NCCHC standards.
5. Responsible to interrelate and work effectively with other PSIMED CORRECTIONS, LLC employees, WVDOC/DJS/RJA personnel, inmates, and outside support agencies as delegated by the Regional Administrator.
6. Responsible to maintain confidentiality of inmate/resident information in accordance within the limits of PSIMED CORRECTIONS, LLC policies and procedures as well as the policy, procedures and regulations of the WVDOC/WVDJS/WVRJA, the National Commission on Correctional Health Care, and the American Correctional Association.
7. Completion of specific duties and responsibilities as designated by the Regional Administrator. Designation of duties will be determined by current needs of the inmate population.

Specific Duties:

1. Responsible to travel to each psychiatric clinic site as scheduled and to coordinate psychiatric sick call appointments.

2. Responsible to present information to the psychiatrist and to serve as a physician extender/clinic facilitator during the psychiatric clinic appointments. This includes providing the psychiatrist with lab results, medication compliance reports etc.
3. Responsible for documenting and revising any changes to the Axis I diagnosis on the "Problem List" during the psychiatric clinic visit. The "Problem List" is located on the left hand side of each offender's medical chart (WVDOC Contract Only).
4. Responsible for updating and maintaining the tracking log for psychiatric clinic for all contracted DJS/RJA facilities.
5. Responsible to electronically provide the Regional Administrator with requested psychiatric clinic tracking reports by the 3rd working day of each month for the WVDOC/DJS/RJA.
6. Responsible to contact the Regional Administrator, Medical Director and facility of any scheduled clinics that have to be cancelled. Notification is to be immediate to all parties listed as soon as the cancellation of clinic is known.
7. Responsible to rotate within the PSIMED CORRECTIONS, LLC mental health after hours on-call schedule and to report all calls on the on-call log. This on-call log should be faxed to the Regional Administrator during the next business day after being on-call. All calls should be answered within 15-20 minutes of receiving the call.
8. Provision of consultation services to institutional staff concerning the mental status and management of offenders.
9. Responsible to submit expense reports to coincide with pay periods. The expense reports are due on the 10th and the 25th of each month and will be reimbursed by an audit at the end of each month in the amount of difference between the expense reports and the pre-paid travel allowance.
10. Responsible to provide support services /or monitoring of offender's/resident's mental condition for psychiatric staff as appropriate.
11. Participation in staff meetings and in-service training programs.
12. Notification of clinical or administrative concerns to the Medical Director in timely manner.
13. Responsible to interact with all employees in a professional and ethical manner.
14. Compliance with employee standards of PSIMED CORRECTIONS, LLC, as well as WVDOC/DJS/RJA as applicable employee standards.
15. Acceptance of additional duties as assigned by the Regional Administrator.

**PSIMED CORRECTIONS, LLC.
MENTAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL**

Approved:

Position Title: Program Director – Sex Offender Unit

Effective: August 7, 2010

Revised: N/A

Position Qualifications:

1. Master's Degree in Psychology, Counseling or Social Work from an accredited college or university.
2. Minimum of five years professional experience in providing direct clinical evaluation, treatment, and consultation services with the juvenile offender population.
3. Current membership status as a professional member of the Association for the Treatment of Sexual Abusers (ATSA).
4. Must have experience with the use of the polygraph reports and the ABEL Assessment in the clinical setting.
5. Minimum of three years administrative experience responsible for the organization and implementation of training programs, supervision of program facilitators, program implementation, statistical data collection and data analysis.

Performance Expectations:

1. Responsible to ensure the PSIMED CORRECTIONS, LLC, services offered comply with the following standards: American Correctional Association, National Commission on Correctional Health Care, American Psychological Association, American Medical Association, American Psychiatric Association, National Association of Social Work Examiners, as well as the policies and procedures of WVDJS.
2. Responsible for the clinical oversight of the Sex Offender Specific Unit at the West Virginia Industrial Home for Youth (WVIHY) and other programs throughout the WVDJS where juvenile sexual offenders are served.
3. Responsible to serve as a liaison with the WVDJS to coordinate all clinical services provided to juvenile sexual offenders.
4. Responsible to participate in all management and clinical meetings related to the Sex Offender Specific Unit.
5. Responsible to provide a statistical report of services (e.g. individual and group counseling sessions), treatment team activity, progress report updates, quality assurance and outcome measures as directed by the WVDJS.
6. Provision of on-call triage of mental health related crisis and psychiatric services as outlined in the contractual agreement with WVDJS.
7. Responsible to maintain open communications with WVDJS staff and medical staff to facilitate the provision of mental health services to promote cooperation and to minimize difficulties in the delivery of clinical services within the WVDJS.
8. Provision of in-service training for the WVDJS staff who encounter the sex offender population within the WVDJS on issues related to the treatment and management of juvenile sexual offenders.
9. Responsible to respond in writing to all surveys, audits and peer reviews in a timely manner.

Specific Duties:

1. Responsible to attend weekly meetings with the Director of Treatment and Programs at the WV Industrial Home for Youth.
2. Provision of documentation of all on-call psychiatric service contacts to the Mental Health Referral Coordinator using the Service Activity Log Notification Tracking Form.
3. Responsible to provide PSIMED CORRECTIONS, LLC, Regional Administrator with a comprehensive monthly statistical report for WVIHY Sex Offender Unit by the third (3rd) day of each month.
4. Responsible to attend weekly management team meetings held by the Director of Treatment and Programs.
5. Responsible to participate in meetings to address CQI, Incident Reviews, ACA etc. as scheduled by the Facility Director or designee.
6. Establish plans to develop, implement, and assess the quality of treatment for the sex offender programs provided with the WVDJS.
7. Provision of consultation services to WVDJS, site-specific medical departments, WVDJS staff, OIEP educational staff and PSIMED CORRECTIONS, LLC, personnel.
8. Provision of in-service training programs to institutional, medical and PSIMED CORRECTIONS, LLC, staff to promote staff development and knowledge of the sex offender population and mental health services.
9. Attendance to appropriate seminars/conferences to facilitate dissemination of updated information and/or techniques to PSIMED CORRECTIONS, LLC, staff.
10. Notification to the Regional Administrator of any mental health concerns which require central office attention.
11. Acceptance of additional duties as assigned by the Regional Administrator.
12. Compliance with PSIMED CORRECTIONS, LLC, employee standards as well as applicable employee standards of WVDJS.

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL**

Approved:

Position Title: Regional Administrator –WVDJS Contract

Effective: August 7, 2010

Revised: N/A

Position Qualifications:

1. Master's Degree in Psychology, Counseling or Social Work from an accredited college or university.
2. Minimum of five years professional experience working with child and adolescent populations in providing treatment and consultation services in correctional and detention settings.
3. Minimum of five years administrative experience in organization and implementation of training programs, supervision of program facilitators, program implementation, management of multiple services/contracts in a correctional environment, statistical data collection and data analysis.
4. Must have experience to include: research, curriculum development and implementation of clinical programs with the emphasis on rehabilitation and community reentry to address issues of sex offender treatment, trauma, and criminology.
5. Must be available to work full time (minimum of 40 hours per week) to include daily and overnight travel.

Performance Expectations:

1. Responsible to develop and monitor the implementation of policies and procedures for PSIMED CORRECTIONS, LLC, to ensure that the mental health services offered comply with the following standards: American Correctional Association, National Commission on Correctional Health Care, American Psychological Association, American Medical Association, American Psychiatric Association, National Association of Social Work Examiners, as well as the policies and procedures of WVDJS.
2. Responsible to work closely with the WVDJS Assistant Director of Programs and WVDJS Deputy Director or designee to discuss duties and recommendations on a regular basis.
3. Responsible to assist in the development of clinical programs and methods used for evaluations of contracted programs and treatment modules for the purpose of continued quality assurance and evaluation of program effectiveness.
4. Responsible to assist in monitoring implemented plans and collecting statistical data and providing data analysis.
5. Responsible to assist with specialized programs and/or treatment for those residents determined to have special needs.
6. Responsible to monitor and coordinate the implementation of the PSIMED CORRECTIONS, LLC, mental health services. Travel to facilities and the academy will be required to enhance the monitoring process of program specific objectives.
7. Responsible to provide the medical vendor and WVDJS a comprehensive monthly statistical report for statewide mental health services to include all contracted facilities.
8. Responsible to maintain open communications with WVDJS central office staff as well as administrative staff at each contracted facility to facilitate the provision of mental health services to promote cooperation and to minimize difficulties in the delivery of clinical services within the WVDJS.

9. Responsible for overseeing weekly time tracking for all employees (full time and contractual staff) to ensure contracted hours are provided at each facility.
10. Responsible to monitor the quality of the delivery of mental health services provided by PSIMED CORRECTIONS, LLC.
11. Responsible to respond in writing to all surveys, audits and peer reviews in a timely manner.
12. Responsible to review and manage travel and expense requests for PSIMED CORRECTIONS, LLC, employees.

Specific Duties:

1. Development of policies and procedures for the identification, assessment and provision of required clinical services for the offenders within the custody of the WVDJS.
2. Establish plans to develop, implement, and assess the quality of treatment programs provided by the PSIMED CORRECTIONS, LLC, staff.
3. Monitoring the PSIMED CORRECTIONS, LLC, staff to ensure compliance with the policies and procedures of the Mental Health Services program in a timely and professional manner.
4. Provision of documentation to WVDJS to permit monitoring the type and quality of clinical services provided by the PSIMED CORRECTIONS, LLC, staff.
5. Maintain frequent contact with WVDJS central office and site-specific administrative staff to monitor the level of satisfaction with clinical services provided.
6. Provision of consultant services to WVDJS, site-specific medical departments, WVDJS staff and PSIMED CORRECTIONS, LLC, staff.
7. Provision of in-service training programs to facility, medical and PSIMED CORRECTIONS, LLC, to promote staff development and knowledge of mental health services.
8. Attendance to appropriate seminars/conferences to facilitate dissemination of updated knowledge and/or techniques to PSIMED CORRECTIONS, LLC, staff.
9. Notification to the appropriate WVDJS personnel, in a timely manner, of PSIMED CORRECTIONS, LLC, concerns which require central office attention.
10. Acceptance of additional duties as assigned by WVDJS central office administrative staff as agreed upon by PSIMED CORRECTIONS, LLC.
11. Compliance with PSIMED CORRECTIONS, LLC, employee standards as well as applicable employee standards of WVDJS.

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL**

Position Title: Psychiatrist / PRN - WVDJS

Effective: August 7, 2010

Revised: N/A

Approved:
Reviewed:
Reviewed:
Reviewed:
Reviewed:

Position Qualifications:

1. Board Certified Child and Adolescent Psychiatrist licensed to practice medicine in the state of West Virginia.
2. Minimum of five (5) years experience working with the incarcerated juvenile population.
3. Must have training and experience providing psychiatric services to special populations, including but not limited to sex offender treatment and substance abuse treatment programming with juvenile populations within an institutional setting.

Performance Expectations:

1. Responsible for prescribing and monitoring psychotropic medications.
2. Responsible for conducting intake evaluations on all residents that are referred as new intakes and all residents currently on psychotropic medications.
3. Responsible for conducting quarterly follow up appointments with all residents on a psychiatric caseload.
4. Responsible to participate and conduct peer reviews as required by policy.
5. Responsible to participate in administrative meetings and additional services upon the request of the WVDJS.
6. Responsible to provide psychiatric services within the standards of psychiatric and medical care as directed by community standards and appropriate medical licensure boards in West Virginia.
7. Responsible to abide by the ACA and NCCHC standards as well as the security regulations of WVDJS to which psychiatric services are provided, and the policies and procedures of PSIMED CORRECTIONS, LLC.
8. Responsible to provide documentation of psychiatric services to permit monitoring of compliance with policy and procedures of PSIMED CORRECTIONS, LLC.

Specific Duties:

1. Review recommendations for treatment of residents made by health care providers in the community.
2. Provision and documentation of psychiatric services in accordance with the policies and procedures of PSIMED CORRECTIONS, LLC.

3. Evaluation and treatment in a timely manner of residents referred for psychiatric services by mental health staff, medical staff or DJS staff.
4. Documentation of psychiatric evaluations and/or treatment in resident's medical record file.
5. Provision of documentation of psychiatric service contacts to the PSIMED CORRECTIONS, LLC Psychiatric Clinic Facilitator.
6. Notification of clinical or administrative concerns to the PSIMED CORRECTIONS, LLC, Medical Director in a timely manner.
7. Responsible to act in compliance with all applicable standards of the PSIMED CORRECTIONS, LLC, and WVDJS, and with all licensing standards of the applicable professional licensing boards and authorities.
8. Compliance with employee standards of PSIMED CORRECTIONS, LLC as well as applicable employee standards of WVDJS.

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL**

Position Title: Psychiatrist - WVDJS

Effective: December 13, 1999

Revised: August 7, 2010

Approved:
Reviewed:
Reviewed:
Reviewed:
Reviewed:

Position Qualifications:

1. Board Certified Child and Adolescent Psychiatrist licensed to practice medicine in the state of West Virginia.
2. Minimum of five (5) years experience working with the incarcerated juvenile population.
3. Must have training and experience providing psychiatric services to special populations, including but not limited to sex offender treatment and substance abuse treatment programming with juvenile populations within an institutional setting.

Performance Expectations:

1. Responsible for prescribing and monitoring psychotropic medications.
2. Responsible for conducting intake evaluations on all residents that are referred as new intakes and all residents currently on psychotropic medications.
3. Responsible for conducting quarterly follow up appointments with all residents on a psychiatric caseload.
4. Provision of on-call services twenty-four hours a day, seven days a week.
5. Responsible to participate and conduct peer reviews as required by policy.
6. Responsible to participate in administrative meetings and additional services upon the request of the WVDJS.
7. Responsible to provide psychiatric services within the standards of psychiatric and medical care as directed by community standards and appropriate medical licensure boards in West Virginia.
8. Responsible to abide by the ACA and NCCHC standards as well as the security regulations of WVDJS to which psychiatric services are provided, and the policies and procedures of PSIMED CORRECTIONS, LLC.
9. Responsible to provide documentation of psychiatric services to permit monitoring of compliance with policy and procedures of PSIMED CORRECTIONS, LLC.

Specific Duties:

1. Review recommendations for treatment of residents made by health care providers in the community.

2. Provision and documentation of psychiatric services in accordance with the policies and procedures of PSIMED CORRECTIONS, LLC.
3. Evaluation and treatment in a timely manner of residents referred for psychiatric services by mental health staff, medical staff, and DJS staff.
4. Documentation of psychiatric evaluations and/or treatment in resident's medical record file.
5. Monitoring of residents prescribed psychotropic medications to assess treatment effectiveness and medication side effects by psychiatric interview at least once a quarter.
6. Ensure frequent support services and monitoring of residents as needed by a referral to PSIMED CORRECTIONS, LLC staff.
7. Provisions of consultation and training services to PSIMED CORRECTIONS, LLC staff and Medical staff as needed.
8. Provision of on-call psychiatric services.
9. Provision of documentation of psychiatric service contacts to the PSIMED CORRECTIONS, LLC Psychiatric Clinic Facilitator.
10. Notification of clinical or administrative concerns to the PSIMED CORRECTIONS, LLC, Medical Director in a timely manner.
11. Responsible to act in compliance with all applicable standards of the PSIMED CORRECTIONS, LLC, and WVDJS, and with all licensing standards of the applicable professional licensing boards and authorities.
12. Compliance with employee standards of PSIMED CORRECTIONS, LLC as well as applicable employee standards of WVDJS.

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL**

Position Title: Nurse Practitioner / PRN - WVDJS

Effective: August 7, 2010

Revised: N/A

Approved:
Reviewed:
Reviewed:
Reviewed:
Reviewed:

Position Qualifications:

1. Must be licensed to prescribe medicine in the state of West Virginia.
2. Must have experience in treatment of individual's (preferably Juveniles) with a diagnosis of psychiatric involvement.
3. Must provide curriculum vitae, license and DEA certificate for credentials file.

Performance Expectations:

1. Responsible for prescribing and monitoring psychotropic medications.
2. Responsible for conducting intake evaluations and follow up appointments on all residents that are referred as new intakes and all residents currently on psychotropic medications.
3. Responsible to provide services within the standards of licensure boards in West Virginia.
4. Responsible to abide by the ACA and NCCHC standards as well as the security regulations of WVDJS to which services are provided, and the policies and procedures of PSIMED CORRECTIONS, LLC.
5. Responsible to provide documentation of services to permit monitoring of compliance with policy and procedures of PSIMED CORRECTIONS, LLC.

Specific Duties:

1. Review recommendations for treatment of residents made by health care providers in the community.
2. Provision and documentation of services in accordance with the policies and procedures of PSIMED CORRECTIONS, LLC.
3. Evaluation and treatment in a timely manner of residents referred for services by mental health or medical staff.
4. Documentation of evaluations and/or treatment in resident's medical record file.
5. Provision of documentation of service contacts to the PSIMED CORRECTIONS, LLC Psychiatric Clinic Facilitator.
6. Notification of clinical or administrative concerns to the PSIMED CORRECTIONS, LLC, Medical Director in a timely manner.

7. Responsible to act in compliance with all applicable standards of the PSIMED CORRECTIONS, LLC, and WVDJS, and with all applicable licensing standards of the applicable professional licensing boards and authorities.
8. Compliance with employee standards of PSIMED CORRECTIONS, LLC as well as applicable employee standards of WVDJS.

Curriculum Vitae

Christi L. Cooper-Lehki DO

West Virginia University School of Medicine
Department of Behavioral Medicine and Psychiatry
930 Chestnut Ridge Road
Morgantown, West Virginia 26505-2854
Telephone: 304-293-5414
Fax: 304-293-8724
Email: ccooperlehki@hsc.wvu.edu

EDUCATION

Forensic Psychiatry Fellowship
West Virginia University School of Medicine
July 2004 - June 2005

Child and Adolescent Psychiatry Fellowship
Wayne State University
July 1999 - June 2001

General Psychiatry Residency Program
Wayne State University
July 1996 - June 1999

Emergency Medicine Residency Program
Wayne State University
July 1995 - June 1996

Osteopathic Internship, Traditional
Wayne State University
July 1994 - June 1995

Doctor of Osteopathy
West Virginia School of Osteopathic Medicine, Lewisburg
August 1990 - May 1994
Graduated with Honors

University of Charleston
Majors: Biological Sciences and Chemistry
August 1989 - August 1990

Concord College, Athens WV
Majors: Biological Sciences and Chemistry
June 1989 - August 1990

BOARD CERTIFICATIONS

General Psychiatry

Diplomate American Osteopathic Board of Psychiatry and Neurology
February 2002 (Certificate # 517)

General Psychiatry

Diplomate, American Board of Psychiatry and Neurology
11 January 2003 (Certificate # 517)

Child and Adolescent Psychiatry

Diplomate American Osteopathic Board of Psychiatry and Neurology
March 2004

Child and Adolescent Psychiatry

Diplomate American Board of Psychiatry and Neurology
November 2006

Forensic Psychiatry

Diplomate American Board of Psychiatry and Neurology
May 2009 (Certificate # 1716)

MEDICAL LICENSES (ACTIVE)

West Virginia Medical License # [REDACTED]

Pennsylvania Medical License # [REDACTED]

ACADEMIC AND HOSPITAL APPOINTMENTS

Faculty Attending

West Virginia University Hospitals

June 2005 - present

Assistant Professor

West Virginia University School of Medicine

Department of Behavioral Medicine and Psychiatry

September 2005 - present

Medical Director

Adolescent Sex Offender Residential Treatment Center

West Virginia University Hospitals

Faculty Attending

William R. Sharpe Jr. Hospital, Weston WV

June 2003 - July 2007

Consulting Psychiatrist
Gilmer Federal Correctional Institute, Gilmer WV
December 2004 - November 2006

Consulting Psychiatrist
Wayne County Correctional Facility
July 2004 - June 2005

Consulting Psychiatrist
Morgantown Federal Correctional Institute
July 2004 - June 2005

Consulting Psychiatrist
Hazelton Federal Penitentiary
July 2005 - June 2007

Spokane County Juvenile Detention Center
Consulting Psychiatrist
February 2003 - June 2004

Consulting Psychiatrist
Early Head Start Program
Eastern Washington University
February 2003 - June 2004

Child and Adolescent Psychiatrist
Spokane Mental Health Center
October 2002 - June 2004

Attending Psychiatrist
Sacred Heart Medical Center, Spokane
October 2001 - June 2004

Chief Resident
Child and Adolescent Psychiatry
Grace Hospital and Wayne State University
July 2000 - June 2001

ACADEMIC ACTIVITIES

American Board of Osteopathic Psychiatry and Neurology, Part II Oral Examiner
Residency Training Committee, West Virginia University, Child and Adolescent
Psychiatry Fellowship 2007 - present

Residency Training and Education Committee, Forensic Psychiatry Fellowship, 2005 - present

TEACHING EXPERIENCE

Forensic Fellowship

Instructor: General Issues in Forensic Psychiatry 2005 -present (12 lectures per year)

Instructor: Guest Series 2005 - present (4 lectures per year)

Supervisor: fellow cases 2005 - present (52 hours per year)

Child and Adolescent Fellowship

Instructor 2007 - present

General Psychiatry Residents

Supervisor: general resident cases 2001-present

Instructor: Boards Review Course 2005 - present

Coordinator and Instructor: Special Child Topics Seminar 2006 - current

Instructor: Legal Psychiatry 2004 - 2007

Instructor: Adult Topics 2005

Medical Students

Coordinator and Instructor: Psychiatry Core: Forensic Psychiatry (8 lectures per year)
2004 - 2005

Supervisor: Clerkship and externship on clinical services 2005 - present

Law Students

Instructor: Civil Commitment: Mental Health and the Law Course, West Virginia College of Law 2004 - 2007 (1 lecture per year)

PROFESSIONAL ORGANIZATIONS

American Psychiatric Association

West Virginia Psychiatric Association

American Academy of Psychiatry and the Law

American Osteopathic Association

American Academy of Child and Adolescent Psychiatry

West Virginia Chapter of American Academy of Child and Adolescent Psychiatry

Secretary-Treasurer 2006 – July 2010

President August 2010 - present

American Professional Society on the Abuse of Children

Group for the Advancement of Psychiatry

AWARDS AND HONORS

Outstanding Faculty Award

West Virginia University School of Medicine Department of Behavioral Medicine and

Psychiatry, June 2006

J. Fischhoff MD Outstanding Graduating Resident Award

Child and Adolescent Psychiatry Fellowship, Wayne State University School of Medicine, June 2001

COMMUNITY SERVICE

West Virginia State Sex Offender Registration Advisory Board Member 2004 - present

West Virginia Division of Juvenile Services, Advisory Board Member

West Virginia Juvenile Sex Offender Treatment Professionals Committee Member

Dr. Bob Television Interview: Inhalant Abuse

WBOY TV: Two interviews on sex offenders in the community

INVITED PRESENTATIONS

Attachment and Bonding. Eastern Washington University, Early Head Start Program, February 2003

Eating Disorders in Infancy. Eastern Washington University, Early Head Start Program, May 2003

Malingering. Spokane Mental Health, June 2003. CME

Postpartum Depression. West Virginia School of Osteopathic Medicine Summer Seminar, June 2004. CME

Sex Offender Evaluation and Treatment. West Virginia Department of Corrections, Community Probation Conference, September 2004

Infanticide. Grand Rounds. West Virginia University School of Medicine, Department of Behavioral Medicine, September 2004. CME

Infanticide and Postpartum Mental Illness. William R. Sharpe Hospital, Grand Rounds. April 2005. CME

Child Molestation: A Public Health Approach. West Virginia School of Osteopathic Medicine Women's and Children's Health Seminar, September 2005. CME

Postpartum Mental Illnesses. West Virginia School of Osteopathic Medicine Women's and Children's Health Seminar, September 2005. CME

Posttraumatic Stress Disorder in Children and Adolescents. Grand Rounds. West Virginia University School of Medicine, Department of Behavioral Medicine and Psychiatry, December 2005. CME

Cultural, Psychological, and Social Aspects of Child Sexual Abuse. Journey of Hope: Child Abuse and Neglect Conference (sponsored by West Virginia University) May 2006. CME

Adolescent Sex Offenders Seminar. Alliance for Children, Parkersburg, WV June 2006. CEU

Behavioral Problems in Children: Assessment and Treatment. West Virginia School of Osteopathic Medicine Summer Seminar, Myrtle Beach June 2006. CME

The Juvenile Sex Offender Seminar. West Virginia University in conjunction with Alliance for Children, Morgantown, WV October 2006. CEU

Bipolar Disorder in Children and Adolescents: West Virginia School of Osteopathic Medicine, Primary Care Summer Seminar, Myrtle Beach June 2007. CME

Stress in Lawyers. Invited speaker, Monongalia County Bar Association June 2007. CLE

Stress in the Plaintiff's Attorney. West Virginia Employment Law Association Annual Meeting October 2007. CLE

Anxiety Disorders in Children. Monongalia County Board of Education School Counselors December 2007

Adolescent Sexual Offenders. Alliance For Children Seminar May 2008

Child Sexual Abuse Across the Spectrum, West Virginia School of Osteopathic Medicine Summer Seminar June 2008 CME

Psychosomatic Illness in Primary Care. West Virginia School of Osteopathic Medicine Midwinter Update February 2009 CME

Suicide: Update, Overview, and Management. Grand Rounds. West Virginia University, Department of Behavioral Medicine. February 2009 CME

Psychiatric Disorders Affecting Women During Pregnancy and in the Early Years After Childbirth. Conference on Maternal and Infant Mental Health. July 2010. CEU

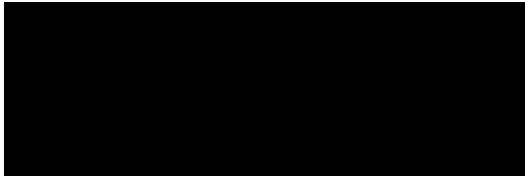
Psychiatrist

Page 1

Mark N. Casdorff, DO
Curriculum Vita

Vitae For Mark N. Casdorff

Biographical:



Educational:

July 1993- July 1995
Child and Adolescent Psychiatry Fellow
Charleston Area Medical Center
Charleston, WV

July 1991- July 1996
Psychiatry Resident
Charleston Area Medical Center
Charleston, WV

July 1990- July 1991
Internship
Logan General Hospital
Logan, WV

West Virginia Osteopathic Medicine
Lewisburg, WV
Graduated 1990

Marshall University
Huntington, WV
Bachelor of Science Degree, 1979

Board Certification:

Child and Adolescent Psychiatry November 1999
American Board of Psychiatry and Neurology May 1997

03/13/2007 10:20 307 010 1111
Mark N. Casdorff, DO
Curriculum Vita

Page2

Clinical Experience:

February 1999 to present
Family Psychiatric Services, PLLC, Private Practice

February 1999 to present
Consultant Regional Jail Authority

July 1995 to January 1999
PsyCare, Inc.
South Charleston, WV

July 1991 to July 1996
Psychiatric Residency/ Fellowship
Charleston Area Medical Center
Charleston, WV

July 1990 to July 1991
Intern
Logan General Hospital
Logan, WV

August 1986 to May 1990
Enrolled full-time medical school

May 1980 to August 1986
WV Department of Natural Resources

Committees and Boards:

Board of Directors Children's Therapy Clinic
Ethics Committee, Saint Francis Hospital

Professional Associations:

West Virginia Psychiatry Association
Diplomat, American Board of Forensic Examiners
American Psychiatric Association
West Virginia Osteopathic Association

Mark N. Casdorff, DO
Curriculum Vita

Page 3

Licensure:

State of West Virginia License # 

State of Ohio

Hospital Affiliations:

St. Francis Hospital
Thomas Memorial Hospital
Highland Hospital
Charleston Area Medical Center

Office Address 1573 Washington St. East
Charleston, WV 25311 (Kanawha County)



Secretary West Virginia Board of Osteopathy

MargaRita L. Pauley, M.A., M.A., LSW

P.O. Box 9569, South Charleston, WV 25309-0569

(304) 344-8515 Office
rpauley@psimedinc.com

EXPERIENCE

Vice President of Operations, October 2007 - Present

PSIMED CORRECTIONS, LLC, P.O. Box 9569, South Charleston, West Virginia 25309

- Responsible for the oversight of statewide mental health services for the West Virginia Division of Corrections contract with approximately 4,500 inmates in eleven (11) correctional facilities.
- Responsible for the oversight of statewide mental health services for the West Virginia Division of Juvenile Services with approximately 500 residents in two (2) correctional and eight (8) detention facilities.
- Responsible for the set up and development of new contracts working with veterans diagnosed with PTSD (Post Traumatic Stress Disorder) providing readjustment counseling services.
- Responsible for the oversight of the psychiatric contract for the West Virginia Regional Jail Authority with approximately 4,000 inmates.
- Staffing plan development for new business contracts.
- Responsible for oversight and management of individualized site contracts.
- Human Resource Management for new hires and existing employees
- Program development for the Veterans Administration Program for Returning Veterans.
- Provide quarterly summary reports to the Medical Audit Committee for current contracts.
- Audit expense reports submitted for reimbursement
- Develop business plans for contract proposals

Marshall University Graduate College, May 2009 - Present

Adjunct Professor – Counseling Department

- Responsible for teaching adjunct classes for counseling cohort classes.
- Provide feedback and updated grades to students through utilization of the WebCT.
- Courses Taught - 574 – Social and Cultural Issues in Counseling(summer 2009)
603 – Counseling Theories (spring 2010)
641 – Seminar in Correctional Counseling (fall 2010)
- Responsible to recognize and use appropriate resources for effective counseling of people of different cultural, ethnic, social, class, racial, geographic or other backgrounds.
- Develop appropriate practicum and internship placements for graduate students.
- Responsible for assisting the student in meeting the requirements for placement to include individual and group counseling, documentation, crisis intervention, etc.
- Development and set up of the Counseling 602 – Developmental and Adjustment Issues for the fall 2009 class session.

MargaRita L. Pauley, M.A., M.A., LSW

P.O. Box 9569, South Charleston, WV 25309-0569

(304) 344-8515 Office
rpaulley@psimedinc.com

Correctional Mental Health Regional Administrator, September 2001 – October 2007 PSIMED CORRECTIONS, LLC, P.O. Box 9569, South Charleston, West Virginia 25309

- Complete annual performance evaluations for statewide mental health staffing in contracted correctional facilities
- Assist in the coordination of ACA and NCCHC Standards compliance
- Responsible for ensuring NCCHC (mental health) accreditation in five correctional facilities
- Responsible for ensuring ACA accreditation in one correctional facility
- Completion of monthly staffing matrix, staffing reports and billing audits for seven correctional facilities
- Responsible to track and submit monthly statewide mental health services statistics
- Responsible for the oversight and supervision of statewide mental health services for the West Virginia Division of Corrections
- Provide monthly summary reports to the Medical Audit Committee at each contracted facility on a monthly basis.
- Audit expense reports submitted for reimbursement
- Develop business plans for contracted facilities

Correctional Mental Health Director, September 1999 – September 2001 Mt. Olive Correctional Complex, One Mountainside Way, Mt. Olive WV 25185

- Participate in monthly budget meetings
- Responsible for the supervision of mental health staff
- Development of employee handbook
- Complete annual performance evaluations for staff
- Assist in the coordination of ACA Standards compliance
- Calculate monthly statistics for mental health services provided

Correctional Mental Health Psychologist, July 1999 – September 1999 Mt. Olive Correctional Complex, One Mountainside Way, Mt. Olive WV 25185

- Complete intake assessments
- Responsible for conducting segregation unit weekly rounds
- Communicate with the segregation unit commanders on a daily basis
- Develop step-down plans for high risk offenders being released from segregation status
- Crisis response to the medical, mental health and segregation units

MargaRita L. Pauley, M.A., M.A., LSW

P.O. Box 9569, South Charleston, WV 25309-0569

(304) 344-8515 Office
rpauley@psimedinc.com

Correctional Mental Health Therapist, March 1996 - July 1999 Mt. Olive Correctional Complex, One Mountainside Way, Mt. Olive WV 25185

- Coordinate mental health evaluations for inmates at MOCC
- Participate in administrative segregation hearings for offenders in segregation
- Develop parole and step-down group modules for offenders
- Develop and propose individualized step-down plans for long term segregation offenders

SHAWNEE HILLS, INC.

Intensive Outpatient Services Team Leader, August 1989 to March 1996

- Assess, link, & coordinate services of consumers on caseload
- Monitor relapse and de-compensation of individuals, arranging the necessary treatment therapy for a variety of psychiatric emergencies
- Develop treatment plans using measurable and behavioral goals and objectives
- Daily and quarterly monitoring of progress/issues through detailed documentation
- Regular assessment and annual summarization of bio-psychosocial information on treatment progress, treatment issues and unmet needs

EDUCATION

MARSHALL UNIVERSITY GRADUATE COLLEGE

Master of Arts, Psychology, May 1999
-Concentration on Diagnosis and Intervention
3.85 GPA

UNIVERSITY OF WEST VIRGINIA COLLEGE OF GRADUATE STUDIES

Master of Arts, Counseling, May 1994
-Concentration on Corrections
3.86 GPA

WEST VIRGINIA STATE COLLEGE

Bachelor of Arts, Psychology, May 1990

SPECIALIZED TRAINING

How to Excel at Managing and Supervising People

SkillPath Seminars
June 26-27, 2008

MargaRita L. Pauley, M.A., M.A., LSW

P.O. Box 9569, South Charleston, WV 25309-0569

(304) 344-8515 Office
rpauley@psimedinc.com

PROFESSIONAL LICENSE / COMMITTEES

Supervised Psychologist

Effective Date: September 1999 (inactive status)

Supervisors: David A. Clayman, Ph.D
Steven Dreyer, Ph.D

Social Work License

Effective Date: December 1, 2003 - Current

License Number: [REDACTED]

Basic Life Support Instructor

American Heart Association
Instructor Number: 272

In Defense of Battered Women Committee

April 2009 - Present

WV Coalition Against Domestic Violence and the National Clearinghouse for the Defense of Battered Women (National Clearinghouse) formed a partnership and developed an oversight committee to identify approaches that are working and to help build consensus in our understanding of the best ways to assist battered women who themselves are charged with crime.

WV Division of Juvenile Services Advisory Committee

July 2007 – Current

Responsible to assist in curriculum review and program development oversight for the WVDJS.

Risk Assessment and Classification Identification Committee

January 2005 – June 2009

Responsible for the development of psychological stability code review assignment and risk assessments for inmates incarcerated in the WVDOC. This committee completed assigned tasks and disbanded.

WV Serious and Violent Offender Reentry Committee Member

September 2002 – January 2008

Partnership between the West Virginia Department of Corrections and several community stakeholders. Grant funding expired and the committee disbanded.

Correctional Mental Health Sub-Committee Member

December 2004 – 2006

This committee is made up of community providers to identify the treatment needs of offenders being released from prison and returning to our communities. This is a subcommittee to the WV Serious and Violent Offender Reentry Committee.

Administrative Segregation Committee Member

May 1996 – September 2000

This committee is charged with considering and reviewing placement of offenders at MOCC in Administrative Segregation and Step-Down Custody, to review offender requests for Special Management Status, and to perform related tasks as assigned by the Warden.

MargaRita L. Pauley, M.A., M.A., LSW

P.O. Box 9569, South Charleston, WV 25309-0569

(304) 344-8515 Office
rpauley@psimedinc.com

Hostage Negotiation Team

May 1999 -- September 2000

This team is charged with responding to crisis situations involving staff and inmates. Bi-annual training to role-play hostage situations is provided through the Federal Bureau of Investigations.

PRESENTATIONS

**Connecting the Dots –
American Correctional Association Winter Conference**
New Orleans, LA, Saturday, August 9, 2008

**Connecting the Dots –
Women Working In Corrections & Juvenile Justice 12th Annual Conference**
Des Moines, Iowa, Monday, October 27, 2008

Journey Through the Mountains - Women Working In Corrections & Juvenile Justice 12th Annual Conference
Des Moines, Iowa, Tuesday, October 28, 2008

Richard Barker

EXPERIENCE

Physician Extender, January 2005 – Present

Psycare Inc.

4825 Suite C, McCorkle Avenue, South Charleston, West Virginia 25309

Psycare Inc. was granted the psychiatric contract for the West Virginia Division of Juvenile Services

- Responsible to manage psychiatric clinics at all Division of Juvenile Services contracted facilities
- Created and implemented all forms to use in the psychiatric clinics
- Screened all psychiatric referrals for possible placement on the psychiatric clinic follow up list.
- Responsible to develop and implement behavior modification programs for residents
- Completion of monthly psychiatric clinic contact statistics

Physician Extender, August 2004 - Present

PSI-MED Inc.

P.O. Box 9569, South Charleston, West Virginia 25309

PSIMED INC. was granted the mental health contract for the West Virginia Division of Corrections

- Responsible to travel to and manage psychiatric clinics at all Division of Corrections contracted facilities
- Created and implemented all forms to use in the psychiatric clinics
- Review psychiatric clinic lists to ensure all referrals are appropriate
- Review chart for lab results and diagnosis
- Responsible to respond to mental health after hours on-call

Program Director, March 1996 – August 2004

PSI-MED INC.

Mt. Olive Correctional Complex, #1 Mountainside Way, Mt. Olive, WV 25185

- Assist in the coordination of ACA and NCCHC Standards compliance
- Responsible to teach "Understanding Mentally Ill Offenders" and "Suicidal Offenders" class curriculum at the WV Division of Corrections Academy
- Responsible to track the monthly statistics for the Mental Health Unit
- Active member of the Administrative Segregation and the Special Management Committee to determine housing assignment for high profile offenders
- Assess, link, & coordinate services of offenders on the Mental Health Unit
- Monitor relapse and de-compensation of offenders on the Mental Health Unit arranging the necessary treatment therapy for a variety of psychiatric emergencies
- Develop treatment plans using measurable and behavioral goals and objectives
- Daily and quarterly monitoring of progress/issues through detailed documentation
- Regular assessment and annual summarization of bio-psychosocial information on treatment progress, treatment issues and unmet needs

Richard Barker

EDUCATION

MARSHALL UNIVERSITY GRADUATE COLLEGE
In Progress - Master of Counseling with emphasis in Corrections
Spring 2000 - Present

WEST VIRGINIA INSTITUTE OF TECHNOLOGY
BA Degree, Business Management, May 1994
BA Degree, Computer and Data Processing with Minor in Sociology and Marketing, May 1995

PROFESSIONAL LICENSE / COMMITTEES

CPR Certification
June 2006

Administrative Segregation
May 2002 – August 2000
This committee is charged with considering and reviewing placement of offenders at MOCC in Administrative Segregation and Step Down Custody, to review offender requests for Special Management Status, and to perform related tasks as assigned by the Warden.

Critical Incident Stress Management
May 1999 – September 2000
This team is charged with responding to crisis situations involving staff and inmates. Bi-annual training to role-play hostage situations are provided through the Federal Bureau of Investigations.

152

Anita Petite



Education

1996-1999 College of WV- Beckley, WV Bachelor of Science
1991-1996 WV State College- Institute, WV Biology

Positions Held

2008-Present

PSI-MED

Responsibilities include: providing initial psychiatric evaluation with follow up evaluation for the W.Va. Regional jail authority. Currently responsible for six regional jails and Stephens Correctional Center. On call for all seven facilities on daily basis.

2006-2007

Pleasant Valley Hospital- Dr. Robert Lewis

Responsibilities include: Initial evaluation and neurological exam on new patients
Evaluate and treat follow-up patients. Specializing in migraine, Parkinson's and Alzheimer's

2002-2005

Capitol Neurology

Physicians Assistant

Responsibilities include: Initial evaluation and neurological Exam on new patients.
Evaluate and treat follow-up patients with emphasis on Parkinson's ,
Alzheimer's, MS, Seizure disorders and, Migraine

2004-Present

Putnam General Hospital

Emergency Room-Fastrak

Responsibilities included: Evaluation and treatment of incoming Patients

1999-2002

Psycare Inc.

Physicians Assistant

Responsibilities included: Initial evaluation and intake on new patients.
Evaluation and treatment of follow-up patients
Specializing in Psychiatric Illnesses ,Geriatric patients including
Alzheimer's and Vascular Dementia

Conference Presentations

Speaker Pfizer Pharmaceuticals

Speaker Norvartis



Anita Petite

Volunteer Experience

Health Right Charleston ,WV

Computer Skills

Soapware, Microsoft Word, Internet Explorer

Licenses and Certificates

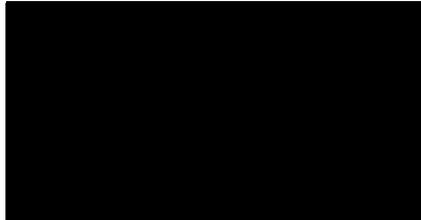
W.Va. Board of Medicine

NCCPA

VITA

NAME: Trudi Blaylock, MA
BUSINESS ADDRESS: PSIMED Corrections
P.O. Box 9569
South Charleston, WV 25309

HOME ADDRESS:



PHONE:

EMAIL:

ACADEMIC DEGREES:

1991	West Virginia State College Institute, West Virginia B.A. (Honors in Psychology) Psi Chi, Alpha Kappa Mu
2000	Ohio University Athens, Ohio Sex Offender Treatment Specialist- certification
2003	Marshall University Graduate College South Charleston, West Virginia M.A. (Counseling- guidance)

EMPLOYMENT:

2007-present	Regional Administrator Juvenile Services Division PSIMED Corrections So. Charleston, WV
2006-2007	Middle School Counselor Gila River Indian Reservation Sacaton, AZ
2005-2006	Counselor VisionQuest Tucson, AZ

2005	Coordinator of Offender Services Counseling and Consulting Services Tucson, AZ
2003-2005	Program Mentor Psi-Med Corrections South Charleston, WV
1996-2003	Mental Health Professional Psi-Med Corrections. Mt. Olive Correctional Complex South Charleston, WV
1994-1996	Case Manager- Youth and Adolescent Services Shawnee Hills Charleston, WV
1992-1994	Case Manager/ Counselor- Severely Emotionally Disturbed Children and Adolescent Western District Guidance Center (Westbrook Health Services) Parkersburg, WV
1989-1991	Trainer/ Educator Shawnee Hills Charleston, WV

PROFESSIONAL CERTIFICATION/ MEMBERSHIPS:

Arizona Department of Education Certificate
Guidance Counselor, Pre-K-12
234960930

West Virginia Department of Education Certificate
Professional Service Certificate- Counselor PK-Adult

West Virginia Counseling Association

West Virginia Association for Sex Offender Treatment

Pending application for ATSA

PRESENTATIONS:

Juvenile Sex Offenders for Children's Justice Task Force, 2010.

Counseling Techniques for West Virginia Division of Juvenile Services, 2008 to present

Suicide Intervention and Prevention for West Virginia Division of Juveniles Services, 2008 to present

Management of Incarcerated Sex Offenders for West Virginia Division of Juvenile Services, 2009

Journey Through the Mountains for Women in Corrections Conference, Des Moines, Iowa, August 2008

Domestic Violence Behind Bars: Addressing Inmate Violence in Adult and Juvenile Corrections for the West Virginia Summit on Violence Against Women, October, 2007

Addressing Denial in Sexual Offender for Arizona Sex Offender Specific Probation Officers, 2005.

Management of Incarcerated Sex Offenders for West Virginia Division of Corrections, May 2005.

Sex Offender Program- facilitator training for West Virginia Division of Corrections, April 2005.

Batterers Intervention Prevention Programs- facilitator training for West Virginia Division of Corrections, March 2005.

Childhood Victimization for CAMC Institute and Psi-Med Mountain Retreat Conference. September 2004.

Offender Characteristics and Grooming Patterns for West Virginia State Police Sex Offender Registry Community Notification Meetings. 1998 to present.

Sex Offender Risk Assessments for West Virginia Division of Corrections. May- June 2004.

Level of Service Inventory-Revised Implementation for West Virginia Division of Corrections. December 2003.

Sex Offender Treatment Issues for West Virginia Legislative Oversight Committee. September 2003.

Sex Offender Panel Discussion for West Virginia Division of Corrections. June 2003.

Crime Victim Awareness Group Facilitation for West Virginia Division of Corrections. May 2003.

Group Facilitation Skills for West Virginia Division of Corrections. May 2003.

Sex Offender Evaluation and Treatment for Law and Medicine. WVU West Virginia Continuing Legal Education. June 2001.

Sex Offenders Registry- Community Notification for West Virginia Association of Correctional Employees. November 2000.

Protection from Sexual Predators/ Sexual Crimes for West Virginia Sheriffs Association Youth Leadership Academy. July 2000.

Sexual Deviancy for MD Residency program Charleston Area Medical Center.

Spousal Sexual Assault for West Virginia Task Force for the Management and Prevention of Sexual Offending. July 2000.

Sexual Deviancy for U.S Attorney Office, Northern District. Crimes Against Children Task Force. June 2000.

TRUDI BLAYLOCK

Email: tblaylock@psimedinc.com

EMPLOYMENT

REGIONAL ADMINISTRATOR- JUVENILE SERVICES DIVISION

PSIMED CORRECTIONS, LLC
Charleston, WV

6/07-present

Duties and Responsibilities

- Responsible to assist in the development of clinical programs for the West Virginia Division of Juvenile Services (DJS)
- Supervise clinical staff
- Assist in the development of behavior management plans and their implementation
- Collect statistical data and provide data analysis
- Provide consultation services to the DJS residents and staff
- Train DJS staff on issues related to mental health and program implementation

ADJUNCT FACULTY

Marshall University Graduate College
South Charleston, WV

5/09-present

Classes Taught

- Social and Cultural Foundations
- Sex Offender Treatment Practicum
- Sex Offender Treatment Internship

SCHOOL COUNSELOR

Sacaton Middle School- Gila River Indian Reservation
Sacaton, AZ

7/06-6/07

Duties and Responsibilities

- Provide counseling to students that will lead each student to personal growth and self-understanding
- Provide individual and group counseling
- Organize developmental guidance lessons
- Coordinate school-wide prevention programs
- Crisis intervention
- Linkage and consultation with school personnel, community agencies and parents
- Order, coordinate, administer testing and complete follow-up

THERAPEUTIC INTERVENTION SPECIALIST

VisionQuest
Tucson, AZ

11/05-6/06

Duties and Responsibilities

- Provide individual and group counseling services to include youth referred by CPS, probation, parole
- Provide experiential counseling
- Supervision, training and consultation of line staff
- Develop service/treatment plans supportive of client and referral sources goals
- Communicate client progress including counseling session documentation and monthly progress reports for referral agencies
- Participate in and coordinate staffings with CPS, parole and probation agencies

TRUDI BLAYLOCK

Email: tblaylock@psimedinc.com

COORDINATOR OF OFFENDER SERVICES

Counseling and Consulting Services, Inc.
Tucson, AZ

6/05- 10/05

Duties and Responsibilities:

- Provide individual and group counseling services to include Sexual Offenders referred by CPS, juvenile probation/parole, adult probation/parole, federal probation
- Assist clients in developing clearly defined treatment goals in a safe and supportive environment
- Develop service/treatment plans supportive of client and referral source goals
- Communicate client progress including counseling session documentation and monthly progress notes for referral agencies
- Court testimony on client progress in treatment
- Clinical staffings with AZ Probation Department regarding sex offender treatment and supervision
- Consultation with counseling staff related to offender issues

PROGRAM MENTOR- part-time

PSIMED Corrections, Inc.
South Charleston, WV

6/05- 12/05

Duties and Responsibilities:

- Update and development of group modules for Sexual Offending, Batterers Intervention Prevention Programs, Anger Control, and Victim Awareness
- Development of participant workbooks for the Sexual Offender, Batterers Intervention Prevention, Anger Control and Victim Awareness programs
- Consultation with institutional staff
- Training of institutional staff for implementation of sexual offender programming

MENTAL HEALTH PROFESSIONAL/ PROGRAM MENTOR

PSIMED Corrections, Inc.
South Charleston, WV

4/96- 6/05

Duties and Responsibilities:

- Development, implementation, training and oversight of group modules for Sexual Offending, Batterers Intervention Prevention Programs, Anger Control, Victim Awareness, and Stress Management
- Provide direct clinical services including individual and group counseling
- Assist in the development and refinement of policy and procedures for mental health services
- Crisis intervention for cases of self-mutilation, suicidality, psychosis, and/or psychological distress
- Consultation with institutional staff
- Training institutional staff on sexual offending issues and crime victim awareness
- Treatment planning and documentation of treatment issues
- Counseling youthful offenders at Anthony Correctional Center

CASE MANAGER- child and family

Shawnee Hills, Inc.
Charleston, West Virginia

8/94-4/96

Duties and Responsibilities:

- Managing caseload of children and adults who suffer from various mental/ emotional disorders
- Assessing treatment needs and developing treatment and/or behavioral management plans
- Linkage with various community agencies
- Advocating for client rights
- Participation in interdisciplinary team meetings
- Supportive and group counseling

TRUDI BLAYLOCK

Email: tblaylock@psimedinc.com

CASE MANAGER/ COUNSELOR- child and family

Westbrook Health Services {WDGC}
Parkersburg, West Virginia

1/92-8/94

Duties and Responsibilities:

- Developing and implementing treatment plans
- Teaching parenting skills
- Assessing client behaviors and monitoring medication issues
- Intensive in-home services
- Individual and group counseling
- Mental hygiene procedure and testimony
- IDT/ IEP meetings

TRAINER/ EDUCATOR

Shawnee Hills, Inc.
Charleston, West Virginia

8/89-8/91

Duties and responsibilities:

- Developing and implementing behavior management plans
- Supervision of Behavioral Health Technicians implementation of behavior management plans
- Daily interaction with chronically mentally ill adults

EDUCATION

M.A. COUNSELING

Marshall University Graduate College
GPA: 4.0

Summer 2003
South Charleston, WV

B.A. PSYCHOLOGY

West Virginia State University
GPA: 3.75
Psi Chi (nation psychology honor society)- President
Alpha Kappa Mu (national collegiate honor society)
Graduated Summa Cum Laude

Spring 1991
Institute, WV

EXPERTISE AND ACHIEVEMENTS

- Currently hold Arizona Department of Education Certificate in the area of Guidance Counselor, Pre-K-12. Valid through 9/24/2011.
- Currently hold WV Department of Education Certificate in the area of Guidance Counselor, Pre-K- AD. Valid through 6/30/2013.
- Completion of the Sex Offender Treatment Specialist program through Ohio University in May 2000
- Relevant trainings attended: Critical Incident Stress Management: Basic Course, Advanced Course, School Based Course and Peer Support, Addressing Domestic Violence and Child Victimization
- Equine Assisted Therapy- Level One Certification- April 2006
- Rational Living Therapy-Level One Certification- June 2006
- Completion of Student Assistance Facilitator training in October 2006
- Completion of Student Assistance Facilitator- Advanced in February 2007.

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: PSIMED, Inc.

Signed: [Signature]

Date: 8/10/10

Title: President/CEO

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: PSIMED, Inc.

Authorized Signature: [Signature] Date: 8/10/10

State of West Virginia

County of Lincoln, to-wit:

Taken, subscribed, and sworn to before me this 10th day of August, 2010

My Commission expires Sept. 24, 2015.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

