



RFP Subject:  
Number:

TO PROVIDE REHABILITATION SERVICES  
CRFP 0932 DRS2100000001

Vendor's Name:  
Business Address:

COMMUNITY ACCESS, INC.  
PO BOX 8885  
SOUTH CHARLESTON, WV 25303

Telephone Number:  
Fax Number:

(304) 545-1483  
(866) 616-2838

Contact Person:  
E-mail Address:

JEFF MCCROSKEY  
jeffmccroskey@aim.com

Date:

MAY 18, 2021

Bid Type:

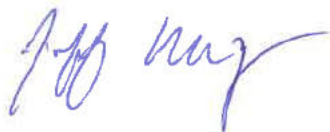
TECHNICAL

RECEIVED  
05/18/21 09:32:44  
PURCHASING DIVISION

# Title Page

RFP Subject: TO PROVIDE REHABILITATION SERVICES  
Number: CRFP 0932 DRS2100000001  
Vendor's Name: COMMUNITY ACCESS, INC.  
Business Address: PO BOX 8885, SOUTH CHARLESTON, WV 25303  
Telephone Number: (304) 545-1483  
Fax Number: (866) 616-2838  
Name of Contact Person: JEFF MCCROSKEY  
E-mail Address: [jeffmccroskey@aim.com](mailto:jeffmccroskey@aim.com)

Vendor Signature:



Date:

MAY 18, 2021

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## Purchasing Division Documents

Solicitation No: CRFP 0932 DRS2100000001

Version: 2

[Signed / Attached]

### Addendum Acknowledgement Form

Solicitation No.: DRS2100000001

[Signed / Attached]

### Designated Contact

[Signed / Attached]

### Certification and Signature

[Signed / Attached]

### Request for Proposal Certification Statement

[Signed / Attached]

### Purchasing Affidavit

[Signed / Notarized / Attached]





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

State of West Virginia  
Centralized Request for Proposals  
Service - Prof

Folder: 837808

Doc Description: ADDENDUM 1 - TO PROVIDE REHABILITATION SERVICES

Reason for Modification:

Addendum 1 issued per the attached documentation.

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2021-05-04	2021-05-18 13:30	CRFP 0932 DRS2100000001	2

BID RECEIVING LOCATION

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

VENDOR

Vendor Customer Code: 000000207756

Vendor Name: Community Access, Incorporated

Address: Mailing address: PO Box 8885, South Charleston, WV 25303

Street: 888 Oakwood, Suite 320

City: Charleston

State: WV

Country: USA

Zip: 25314

Principal Contact: Jeff McCroskey, Executive Director

Vendor Contact Phone: 304-545-1483

Extension:

FOR INFORMATION CONTACT THE BUYER

Linda B Harper  
(304) 558-0468  
linda.b.harper@wv.gov

Vendor  
Signature X

FEIN# 55-0718265

DATE 5/17/2021

All offers subject to all terms and conditions contained in this solicitation

#### ADDITIONAL INFORMATION

Amendment 1 issued for the following reasons:

1. To delete the last sentence of paragraph three, Section 4.2 of the specifications, "It is desired that the vendor be located in West Virginia" per the response to Question 3 and 4 as attached.
2. To publish a copy of vendor questions with responses.
3. To publish a copy of the pre-bid sign-in sheet.

No other changes

INVOICE TO			SHIP TO		
DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST			DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		
CHARLESTON	WV	25301	CHARLESTON	WV	25301
US			US		

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	REHABILITATION SERVICES				

Comm Code	Manufacturer	Specification	Model #
06131904			

#### Extended Description:

ONLINE RESPONSES PROHIBITED. PLEASE SEE INSTRUCTIONS TO VENDORS ATTACHED.

#### SCHEDULE OF EVENTS

Line	Event	Event Date
1	Mandatory Pre-bid Meeting 1:00 PM ET	2021-04-27
2	Vendor Question Deadline 4:00 PM	2021-05-03

			RFP Subject: TO PROVIDE REHABILITATION SERVICES Number: CRFP 0932 Page 3	DRS2100000001 Page 6
	Document Phase	Document Description		
DRS2100000001	Final	ADDENDUM 1 - TO PROVIDE REHABILITATION SERVICES		

### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

- ☒ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Community Access, Incorporated  
Company

[Signature]  
Authorized Signature

5/17/2021  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Jeff McCroskey, Executive Director  
(Name, Title)  
Jeff McCroskey, Executive Director or Martha Minter, Assistant Director  
(Printed Name and Title)  
PO Box 8885, South Charleston WV 25303  
(Address)  
304 545-1483 - McCroskey / 304 5490561 - Minter  
(Phone Number) / (Fax Number)  
jeffmccroskey@aim.com / mlm420@aol.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Community Access, Incorporated  
(Company)  
Jeff McCroskey, Exec. Director / Martha Minter, Assistant Director  
(Authorized Signature) (Representative Name, Title)  
Jeff McCroskey, Executive Director  
(Printed Name and Title of Authorized Representative)  
5/17/2021  
(Date)  
304 545-1483  
(Phone Number) (Fax Number)



# REQUEST FOR PROPOSAL

## Division of Rehabilitation Services

### WV Students with Disabilities Pre-ETS

Proposal 1: Step 1 –  $\$1,000,000 / \$1,000,000 = \text{Cost Score Percentage of } 1 (100\%)$   
Step 2 –  $1 \times 30 = \text{Total Cost Score of } 30$

Proposal 2: Step 1 –  $\$1,000,000 / \$1,100,000 = \text{Cost Score Percentage of } 0.909091 (90.9091\%)$   
Step 2 –  $0.909091 \times 30 = \text{Total Cost Score of } 27.27273$

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Community Access, Incorporated  
(Company)

[Signature] Executive Director  
(Representative Name, Title)

304 545 1483  
(Contact Phone/Fax Number)

5/17/2021  
(Date)



STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Community Access, Incorporated

Authorized Signature: [Signature] Date: 5/17/2021

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 17th day of May, 2021.

My Commission expires May 7, 2024, 20  .

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

## Insurance

### Commercial General Liability Insurance

At least amount of \$1,000,000.00 per occurrence.

State of West Virginia named as an additional insured on each policy.

### Automobile Liability Insurance

At least amount of \$1,000,000.00 per occurrence.

State of West Virginia named as an additional insured on each policy.

[Insurance Certificate that includes coverage for both Commercial and Automobile Liability Attached]



# CERTIFICATE OF LIABILITY INSURANCE

RFP Subject: TO PROVIDE REHABILITATION SERVICES

Number: CRFR 0932

DRS210000001

Page 12

DATE (MM/DD/YYYY)

5/7/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cincinnati Insurance Company Cincinnati Customer Care Center P.O. Box 145496 Cincinnati, OH 45250-5496	<b>CONTACT NAME:</b> Michelle Calhoun	
	<b>PHONE (A/C, No, Ext):</b> (877) 687-1291	<b>FAX (A/C, No):</b> (513) 881-8114
<b>E-MAIL ADDRESS:</b> CincinnatiCerts@cinfin.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Cincinnati Insurance Company		<b>10677</b>
<b>INSURED</b>  Community Access Inc PO Box 8885 South Charleston, WV 25303-0885	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	X		ETN 0351437	10/19/2019	10/19/2022	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>Excluded</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ETN 0351437	10/19/2019	10/19/2022	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ETN 0351437	10/19/2019	10/19/2022	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b> \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Social Serv. Prof.</b>			ETN 0351437	10/19/2019	10/19/2022	<b>Each Incident</b> <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Social Services Professional Liability Limits: Each Incident Limit - \$1,000,000 / Aggregate Limit - \$3,000,000

Policy forms available upon request

## CERTIFICATE HOLDER

## CANCELLATION

WV Division of Rehabilitation Services  
 State Capitol  
 PO Box 50890  
 Charleston, WV 25305-0009

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Michelle Calhoun*

## e-CLAS Banner Page

**Environment:** PRODUCTION

**Policy Number:** ETN 035 14 37 / ETA 035 14 37

**Effective Date:** 05-06-2021

**Named Insured:** COMMUNITY ACCESS INC

PROOF

COMMUNITY ACCESS INC  
PO BOX 8885  
SOUTH CHARLESTON WV 25303-0885



The Cincinnati Insurance Company  
The Cincinnati Casualty Company  
The Cincinnati Indemnity Company

## ABOUT YOUR CINCINNATI POLICY

Policy Number:      ETN 035 14 37 / ETA 035 14 37

Effective Date:      05-06-2021

Named Insured:  
COMMUNITY ACCESS INC

Our Cincinnati Customer Care Center provides service on behalf of your agency. Your requested transaction is attached. If you have questions regarding this transaction, please contact us. For contact information, please refer to the My Policies page.

"The Cincinnati Insurance Companies" and "Cincinnati" refer to one or more companies of the insurer group providing property and casualty coverages through ☒ The Cincinnati Insurance Company, ☐ The Cincinnati Casualty Company, or ☐ The Cincinnati Indemnity Company. Each insurer has sole financial responsibility for its own products. Not all subsidiaries operate in all states.

Mailing Address: P.O. Box 145496 • Cincinnati, Ohio 45250-5496 • Headquarters: 6200 S. Gilmore Road • Fairfield, Ohio 45014-5141  
[www.cinfin.com](http://www.cinfin.com)

IA 4426 03 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## GENERAL CHANGE ENDORSEMENT

Attached to and forming part of:

Auto / Garage

Policy Number **ETA 035 14 37**

All Other

Policy Number **ETN 035 14 37**

Effective Date

of Endorsement **05-06-2021**

Issued to **COMMUNITY ACCESS INC**

Agent **MCGRUFF INSURANCE SERVICES, INC. 32-173**

**RALEIGH, NC**

Endorsement #

### PREMIUM INFORMATION

Additional Premium Due at Endorsement Effective Date **REFER TO IA4515**

Subsequent Annual Installments Increased by \$ \_\_\_\_\_

Revised Annual Installment Payment(s) \$ \_\_\_\_\_

It is agreed that the policy is amended as indicated by ☒

☐ Policy Installment Premium Amended to:

☐ Annual

☐ Semi-Annual

☐ Quarterly

☐ Named Insured

☐ Mailing Address

☒ Form(s) Added

**CG2010 04/13**

**ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS -  
SCHEDULED PERSON OR ORGANIZATION**

☐ Form(s) Deleted

### All Other Reason for Change

**AMENDING GA532 TO INCLUDE PER REVISED ATTACHED:**

**ADDITIONAL INSURED 29963**

**WV DIVISION OF REHABILITATION SERVICES**

**STATE CAPITOL**

**PO BOX 50890**

**CHARLESTON, WV 25305-0009**

### Auto / Garage Reason for Change

05-07-2021 11:19



**THE  
CINCINNATI INSURANCE COMPANIES**

☒ THE CINCINNATI INSURANCE COMPANY ☐ THE CINCINNATI INDEMNITY COMPANY  
☐ THE CINCINNATI CASUALTY COMPANY

**Named Insured:** COMMUNITY ACCESS INC

**Policy Number:** ETN 035 14 37 / ETA 035 14 37

**Policy Period:** 10-19-2019 to 10-19-2022

**Effective Date of Change:** 05-06-2021

**Endorsement Number:**

**Agency Name:** MCGRIFF INSURANCE SERVICES, INC. 32-173  
RALEIGH, NC

**Explanation of Billing**

A change was recently made to your policy with The Cincinnati Insurance Companies. Attached to this summary is the endorsement that amends your policy.

**The additional premium for this endorsement is \$** 36  
(+35 PREMIUM)  
(+1 WV .55% SURCHARGE)

This premium is for the time period of 05-06-2021 to 10-19-2021. You will receive a statement based on the payment option you have selected.

Please contact your Customer Care Center Account Manager if you have any questions concerning your policy or statement:

WILLIAM MCCULLOUGH  
PO BOX 145496  
CINCINNATI, OH 45250-5496  
877-234-9073  
CUSTOMERCARE@CINFIN.COM

**This is not a bill. No payment is necessary at this time.**

# THE CINCINNATI INSURANCE COMPANY

A Stock Insurance Company

## COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Attached to and forming part of POLICY NUMBER: ETN 035 14 37

Named Insured is the same as it appears in the Common Policy Declarations

### LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	\$ 1,000,000	
GENERAL AGGREGATE LIMIT	\$ 2,000,000	
PRODUCTS-COMPLETED OPERATIONS AGGREGATE LIMIT	\$ 2,000,000	
PERSONAL & ADVERTISING INJURY LIMIT	\$ EXCLUDE	ANY ONE PERSON OR ORGANIZATION
DAMAGE TO PREMISES RENTED TO YOU LIMIT		ANY ONE PREMISES
\$100,000 limit unless otherwise indicated herein:	\$ SEE GA262	
MEDICAL EXPENSE LIMIT		
\$5,000 limit unless otherwise indicated herein:	\$ 10,000	ANY ONE PERSON

CLASSIFICATION	CODE NO.	PREMIUM BASE	RATE		ADVANCE PREMIUM	
		A - Area B - Payroll C - Gross Sales D - Units E - Other	Products / Completed Operations	All Other	Products / Completed Operations	All Other
LOC. 1 - WV SOCIAL SERVICES - CONSULTING SERVICES ONLY INCL PROD AND/OR COMP OP	48600 A300			233.015		70
LOC. 2 - WV SOCIAL SERVICES - CONSULTING SERVICES ONLY INCL PROD AND/OR COMP OP	48600 A300			233.015		70
LOC. 3 - WV SOCIAL SERVICES - CONSULTING SERVICES ONLY INCL PROD AND/OR COMP OP	48600 A700			233.015		163
SOCIAL SERVICES GENERAL LIABILITY ENDORSEMENT	20019			3.5%		250 MP
PHYSICAL ABUSE, SEXUAL MISCONDUCT/MOLESTATION	20021					929
BI EXCEPTIONS TO POLLUTANT EXCLUSION	20410			2%		50 MP
ADDITIONAL INSURED - OWNER, LESSEE, CONTRACTOR	29963					35

CLASSIFICATION	CODE NO.	PREMIUM BASE	RATE		ADVANCE PREMIUM	
		A - Area	Products /	All Other	Products /	All Other
		B - Payroll	Completed		Completed	
		C - Gross Sales	Operations		Operations	
		D - Units				
		E - Other				

PREMIUM TO MEET COVERAGE PART MINIMUM 197

The General Liability Coverage Part is subject to an annual minimum premium.

TOTAL ANNUAL PREMIUM \$ 1,764

**FORMS AND / OR ENDORSEMENTS APPLICABLE TO COMMERCIAL GENERAL LIABILITY COVERAGE PART:**

GA101	12/04	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG2010	04/13	ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION
CG2116	04/13	EXCLUSION - DESIGNATED PROFESSIONAL SERVICES
CG2138	11/85	EXCLUSION--PERSONAL AND ADVERTISING INJURY
CG2157	04/13	EXCLUSION - COUNSELING SERVICES
GA261	07/12	PHYSICAL ABUSE, SEXUAL MISCONDUCT OR SEXUAL MOLESTATION LIABILITY
GA262	09/17	SOCIAL SERVICES COMMERCIAL GENERAL LIABILITY BROADENED ENDORSEMENT
GA3024	05/14	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - WITH LIMITED BODILY INJURY EXCEPTION
GA351	12/04	EXCLUSION - ATHLETIC OR SPORTS PARTICIPANTS
GA478	12/04	BODILY INJURY EXCEPTIONS TO POLLUTANT EXCLUSION

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS - SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
WV DIVISION OF REHABILITATION SERVICES	ANY LOCATION AT WHICH WORK OR OPERATIONS ARE PERFORMED BY YOU OR ON YOUR BEHALF
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**C.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most

we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

PROOF

## Introduction

Community Access, Inc. (CAI) was founded in 1992 and has an unmatched record in team building, network development, and innovation.

Two past projects with WV Division of Rehabilitation Services (DRS), The WV Rehabilitation Center Pilot Project and The Student Transition to Employment Project (STEP) were nationally recognized. Accordingly, CAI is uniquely positioned to successfully complete all goals, objectives, and mandatory requirements outlined in this proposal.



# Project Goals and Mandatory Project Requirements

## Overall Approach and Methodology for Goals, Objectives, and Mandatory Requirements

Community Access, Inc. (CAI) was founded in 1992 and has an unmatched record in team building, network development, and innovation. Two past projects with the WV Division of Rehabilitation Services (DRS) - WV Rehabilitation Center Pilot Project and The Student Transition to Employment Project (STEP) - were nationally recognized. Accordingly, CAI is uniquely positioned to successfully complete all goals, objectives, and mandatory requirements outlined in this proposal.

Community Access will work directly with school districts to fulfill project goals, both virtually and in-person. This will be accomplished in-person by supporting staff at the local level to provide direct services to students with disabilities and their parents, as well as to assist DRS and school staff in providing Pre-ETS activities. Community Access will update and enhance the PathwaysWV.org website, provide virtual and in-person conferences, trainings, and a transition fair. Referrals to DRS will be increased through direct outreach and enhanced collaborative partnerships among the various agencies that serve students with disabilities in West Virginia.

In addition to a number of virtual outreach strategies, this project will facilitate and support the utilization of part-time Transition/Pre-ETS Coordinators (TPCs) to provide a wide array of Pre-ETS and transition activities in person, that will fulfill the goals and objectives for this project. Community Access will establish Memorandum Of Understandings (MOUs) and provide resources to local school systems to facilitate the designation of TPCs from the school districts' respective substitute and/or retired teacher workforce. Community Access staff will offer training to these individuals on state and federal laws, e.g. Individuals with Disabilities Education Act of 2004, WV State Board Policy 2419: Regulations for the Education of Exceptional Students, Section 113 of Workforce Innovation Opportunity Act, and 34 CFR §361.48(a).

All individuals who work directly with students will have the necessary licensure and criminal background checks as required by the WV Department of Education. These requirements will be included with the MOUs established with local school districts.

### Transition/Pre-ETS Coordinators (TPCs) Staffing Plan:

#### Year One:

- 10 part-time (.4 FTE) TPCs to serve 10 school districts
- 1 full time TPC to serve the WV Schools for the Deaf and Blind
- 1 full time TPC to serve the WV Schools for Diversion and Transition

**Year Two:**

- 55 part-time (.4 FTE) TPCs to serve 55 school districts
- 1 full time TPC to serve the WV Schools for the Deaf and Blind
- 1 full time TPC to serve the WV Schools for Diversion and Transition

**Years Three and Four:**

- 55 part-time (.4 FTE) TPCs to serve 55 school districts
- 1 full time TPC to serve the WV Schools for the Deaf and Blind
- 1 full time TPC to serve the WV Schools for Diversion and Transition

**What Makes This Approach Superior**

Giving school districts the opportunity to utilize teachers from the existing pool of retired or substitute teachers ensures that the individual has been thoroughly vetted, is familiar with district staff and students and has had the mandatory criminal background check. As in the successful Pathways to the Future project, the TPC job duties will include, but not be limited to working with DRS school counselors and school staff to increase awareness of and referrals to DRS, providing Pre-ETS training in the classroom, supervising students at community-based work exploration sites, assisting in arranging parent/stakeholder meetings, and assisting in information gathering/paperwork for DRS referrals. A strong emphasis will be placed on registering students who qualify as potentially eligible. Project Year One calls for the implementation of one .4 FTE TPC in 10 school districts and one full time position at the WV Schools for the Deaf and Blind and the WV Schools for Diversion and Transition. By starting with a small group of districts in Year One, any problems/barriers can be identified and corrected. Project Year Two calls for TPCs in all 57 school districts. This two-year approach is only for the roll out of the TPCs. All virtual outreach and trainings will be statewide in scope from the outset. The ten initial districts will be selected in conjunction with the DRS and a Memorandum of Understanding (MOU) is being developed outlining specific requirements and expectations for each district to comply with the project objectives and DRS requirements.

The methodology of hiring staff from the local talent pool is superior in that it avoids the common pitfall of outsiders coming into a new locality and having to learn local rules and regulations, getting to know staff, and building rapport with students. Furthermore, it dramatically increases the likelihood of sustainability after project completion as the TPCs prove their worth to local school districts and DRS offices.

The project will also promote Pre-ETS and DRS services through the use of print and digital/ social media, as well as non-traditional outreach activities. A major impediment to service delivery that DRS and local school districts have both experienced is the difficulty in getting parents/family members to attend important meetings. Often life altering decisions are being made at meetings to determine DRS eligibility or appropriate educational services. That empty chair at crucial meetings represents a lost opportunity for young men and women with disabilities.

To address this problem CAI proposes a model of "meeting the people where they are". Menu Options for outreach opportunities will include, meeting space at feeder schools, utilization of community buildings, and an outreach bus to meet parents/students in outlying or remote areas. Incentives will be offered for meeting attendance. Other options include, hosting a DRS information booth at community meetings and providing DRS information at sporting events.

This type of outreach, particularly at sporting events, has proven to be successful and is superior to inviting families to meetings at the local schools or the DRS office. During the Pathways to the Future grant, one CAI TPC working with the local DRS school counselor set up an information booth at the rivalry high school football game (River View vs. Mount View) in McDowell County with over 5,000 spectators in attendance. A competition to register students with DRS was held at the two participating high schools. During the course of the evening, over 250 individuals visited the booth, 89 referrals were initiated, and more than 40 people (adult and student) became DRS clients. This represented more referrals in one night than had been processed in the past year by the local DRS offices in Mingo and McDowell Counties, two traditionally low referral counties. During the course of the project, this methodology was replicated in other districts, expanding to high school basketball games with similar results.

## Project Goals (RFP 4.2.1)

**4.2.1.1 Increase awareness of DRS and Pre-ETS among students with disabilities, parents and guardians of students with disabilities, teachers, guidance counselors, school administrators, and other stakeholders.**

### **4.2.1.1 Approach and Methodology**

CAI staff will provide virtual or in-person conferences to inform stakeholders of the DRS Pre-ETS requirements, Workforce Innovation Opportunities Act (WIOA) requirements, training on the [www.PathwaysWV.org](http://www.PathwaysWV.org) website and resources, job exploration counseling, work-based learning experiences, work-based readiness training, and instruction in self-advocacy.

Transition/Pre-ETS Coordinators (TPCs) will assist with increasing awareness of DRS and Pre-ETS in local school districts. TPC activities will include face to face learning activities in the five (5) Pre-ETS areas, assisting DRS School Counselors in a variety of trainings, attending meetings, and supervising students in community-based work exploration programs. Additionally, these same trainings will be offered virtually.

Each district will have the opportunity to utilize outreach activities to meet with parents/students in outlying or remote areas. These activities, ( i.e. buses, community centers, etc) will be staffed by the TPCs and/or DRS staff and will be equipped with internet access, a laptop computer, printer, and supplies. Incentives will be provided for meeting attendance.

To enhance community outreach, TPCs in conjunction with the DRS school counselor will staff DRS information booths at community meetings, and provide outreach and information at school sporting events as was previously mentioned. This methodology has proven to be superior when compared to the traditional model of inviting parents and students to meetings at the school or DRS office. The TPCs job duties were previously described in Overall Approach and Methodology for Goals, Objectives, and Mandatory Requirements.

In addition to the in-person communication strategies above, outreach materials further detailed in Mandatory Project Requirement 4.2.2.2 will be utilized by TPCs and CAI staff and distributed to students with disabilities, parents and guardians of students with disabilities, teachers, guidance counselors, school administrators, and other stakeholders.

Communication tools will include print and digital/social media, meeting and event-based resources, videos, and online resources. The existing [PathwaysWV.org](http://PathwaysWV.org) website will host downloadable resources for identified audiences. DRS and Pre-ETS will be promoted through direct mailings and via social media and digital advertising. Geofencing marketing will target students and families as well school staff within a radius of West Virginia high schools. Social media toolkits with sample messaging and digital assets will be shared with partners to amplify outreach efforts. CAI will seek to promote DRS and Pre-ETS on school district websites and

virtual learning platforms. Student ambassadors will be recruited to help promote DRS and Pre-ETS to their peers.

***The activities listed for this goal also apply to the following goals:***

4.2.1.2 - Increase collaboration between DRS, WVDE and 55 school systems statewide as well as the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.3 - Increase referrals to DRS

4.2.1.4 - Cross-train and educate DRS and WVDE

4.2.1.6 - Update and expand PathwaysWV.org

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**Mandatory Project Requirements that will meet this Goal:**

4.2.2.1 - Plan and host four virtual conferences and transition fair

4.2.2.2 - Develop outreach materials to increase awareness

4.2.2.3 - Update and expand PathwaysWV.org website

4.2.2.6 - Leverage partnerships with other agencies and groups

4.2.2.7 - Provide required Pre-ETS to 1,000 students with disabilities statewide per year

**4.2.1.2 Increase collaboration between DRS, WV Department of Education, and the 55 local school systems across the state.**

**4.2.1.2 Approach and Methodology**

CAI staff will provide virtual or in-person conferences for informing stakeholders (WVDE, DRS, 55 local schools districts, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition) of the DRS Pre-ETS requirements, Workforce Innovation Opportunities Act (WIOA) requirements, training on the PathwaysWV.org website and materials, job exploration counseling, work-based learning experiences, work-based readiness training, and instruction in self-advocacy. CAI has established relationships with the stakeholders mentioned above. In addition to promoting virtual resources, the TPCs will meet face to face with the above mentioned stakeholders to increase collaboration between these agencies.

***The activities listed for this goal also apply to the following goals:***

4.2.1.1 - Increase awareness of DRS and Pre-ETS among students with disabilities

4.2.1.3 - Increase referrals to DRS

4.2.1.4 - Cross-train and educate DRS and WVDE

4.2.1.6 - Update and expand PathwaysWV.org

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**Mandatory Project Requirements that will meet this Goal:**

4.2.2.1 - Plan and host four virtual conferences and transition fair

4.2.2.2 - Develop outreach materials to increase awareness

4.2.2.3 - Update and expand PathwaysWV.org website

- 4.2.2.4 - Update Lessons for Life after High School and train school and DRS staff
- 4.2.2.5 - Align work exploration and Pre-ETS with career and college readiness standards, expand Work Exploration, engage stakeholders to increase participation in work exploration
- 4.2.2.6 - Leverage partnerships with other agencies and groups
- 4.2.2.7 - Provide required Pre-ETS to 1,000 students with disabilities statewide per year

#### **4.2.1.3 Increase referrals to DRS.**

##### **4.2.1.3 Approach and Methodology**

A major impediment to service delivery that DRS and local school districts have both experienced is the difficulty in getting parents/family members to attend important meetings. Often life altering decisions are being made at meetings to determine DRS eligibility or appropriate educational services. That empty chair at crucial meetings represents a lost opportunity for young men and women with disabilities.

To address this problem, CAI proposes a model of "meeting the people where they are". Menu Options for outreach opportunities may include meeting space at feeder schools, utilization of community buildings, and an outreach bus to meet parents/students in outlying or remote areas. Incentives will be offered for meeting attendance. Other options include having a DRS information booth at community meetings, and providing DRS information at sporting events.

The methodology of hiring staff from the local talent pool is superior in that it avoids the common pitfall of outsiders coming into a new locality and having to learn local rules and regulations, getting to know staff, and building rapport with students. Furthermore, it dramatically increases the likelihood of sustainability after project completion as the TPCs prove their worth to local school districts and DRS offices.

This type of outreach, particularly at sporting events, has proven to be successful. During the Pathways to the Future grant one CAI TPC working with the local DRS school counselor set up an information booth at the rivalry football game in McDowell County. A competition to register students with DRS was held at the two participating high schools. During the course of the evening, over 250 individuals visited the booth, 89 referrals were initiated, and more than 40 people (adult and student) became DRS clients. This represented more referrals in one night than had been processed in the past year by the local DRS offices. During the course of the project, this methodology was replicated in other districts, expanding to high school basketball games with similar results.

TPCs will assist with increasing awareness of DRS and Pre-ETS in local school districts, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition. The TPCs will be in the schools and convening face to face meetings with the students and parents. This will enable the TPCs to assist the school DRS counselor in completing the paperwork and obtaining parent signatures.



***The activities listed for this goal also apply to the following goals:***

- 4.2.1.1 - Increase awareness of DRS and Pre-ETS among students with disabilities
- 4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition
- 4.2.1.4 - Cross-train and educate DRS and WVDE
- 4.2.1.6 - Update and expand PathwaysWV.org
- 4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**Mandatory Project Requirements that will meet this Goal:**

- 4.2.2.1 - Plan and host four virtual conferences and transition fair
- 4.2.2.2 - Develop outreach materials to increase awareness
- 4.2.2.3 - Update and expand PathwaysWV.org website
- 4.2.2.6 - Leverage partnerships with other agencies and groups

**4.2.1.4 Cross-train and educate DRS and WV Department of Education staff on each agency's respective services for students with disabilities.**

**4.2.1.4 Approach and Methodology**

CAI staff will provide virtual or in-person conferences for informing stakeholders (WVDE, DRS, 55 local schools districts, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition) of the DRS Pre-ETS requirements, Workforce Innovation Opportunities Act (WIOA) requirements, training on the PathwaysWV.org website and materials, job exploration counseling, work based learning experiences, work based readiness training, and instruction in self-advocacy. CAI has established relationships with the stakeholders mentioned above. In addition to promoting virtual outreach, the TPCs will meet face to face with the above mentioned stakeholders to increase collaboration between these agencies.

***The activities listed for this goal also apply to the following goals:***

- 4.2.1.1 - Increase awareness of DRS and Pre-ETS among students with disabilities
- 4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition
- 4.2.1.3 - Increase referrals to DRS
- 4.2.1.6 - Update and expand PathwaysWV.org
- 4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**Mandatory Project Requirements that will meet this Goal:**

- 4.2.2.1 - Plan and host four virtual conferences and transition fair
- 4.2.2.2 - Develop outreach materials to increase awareness
- 4.2.2.3 - Update and expand PathwaysWV.org website
- 4.2.2.4 - Update Lessons for Life after High School and train school and DRS staff
- 4.2.2.5 - Align work exploration and Pre-ETS with career and college readiness standards, expand Work Exploration, engage stakeholders to increase participation in work exploration

4.2.2.6 - Leverage partnerships with other agencies and groups

4.2.2.7 - Provide required Pre-ETS to 1,000 students with disabilities statewide per year

**4.2.1.5 Expand community-based work exploration programs for students with disabilities.**

**4.2.1.5 Approach and Methodology**

CAI's Transition Technical Assistance Center (TTAC) was developed through funding by the WV Department of Education, Office of Special Education and is currently working with schools throughout WV. CAI currently has existing partnerships and signed MOUs with the WV State Park System and the Hatfield-McCoy Trails to place students with disabilities in job placements. In addition to training students and staff in a wide variety of Pre-ETS activities, a major emphasis has been on assisting school districts starting work exploration programs. This experience will enable CAI to quickly address the unmet needs in a number of districts that still do not have or offer work exploration programs. CAI has developed a work exploration guidance manual which can be found on the PathwaysWV.org website and also provides in person training in all aspects of program development including conducting a community survey, job development, job coaching and staffing arrangements. A strong emphasis is placed on the partnership with the DRS to ensure a smooth transition from the unpaid work exploration activities to becoming a DRS client working with a Community Rehabilitation Provider or Student Transition to Employment Project (STEP) vendor to obtain employment. The process of starting a work exploration program includes:

Initial contact with district special education director

- Provide overview of work exploration program and set up to district leadership
- Identify school level staff

Initial contact with educators/staff at district and schools

- Provide overview of work exploration program and set up
- Determine interest level and identify educators and staff
- Determine knowledge level for training and other needs

Identify possible students for participation

- Identify students for participation
- Review Individualized Education Program (IEP) for needed changes, schedule IEP Team
- Meeting and obtain parental consent
- Discuss interest inventories and administer to students
- Identify staff to coordinate as lead job coach

Provide follow up professional development for staff

- Discuss interests/needs of specific students, job site options, and self-advocacy needs
- Discuss support level needs for students, grouping options, and staff assignments

- Discuss evaluation options and report writing

Complete community survey to identify potential businesses and job sites

- Identify potential businesses and specific jobs
- Match student interests to specific businesses for best match

Provide professional development for staff

- Train on job development, task analysis, report writing, and workplace safety issues
- Train regarding West Virginia Board of Risk and Insurance Management (BRIM) registration and student coverage

Recruit businesses

- Identify specific jobs
- Complete task analysis of jobs
- Develop safety plan/procedures for each job site
- Fine tune all aspects of program start-up

Visit job sites with teachers

- Demonstrate job duties using task analysis and refine
- Train assigned staff at each job site
- Problem solve and adjust as needed

Initial meeting at job sites with students

- Introduce students to employer and staff
- Demonstrate job tasks and answer questions/concerns
- Provide on-site safety training
- Student begins work experience at the job site

CAI staff assists local teachers in all aspects of program development until the teachers are comfortable in the implementation. This methodology of relationship building, mentoring and assisting with job site development is superior to a computerized program or the "One and Done" training model of simply distributing materials and expecting teachers to begin the work exploration program with no in person leadership, follow-up, and oversight.

***The activities listed for this goal also apply to the following goals:***

4.2.1.1 - Increase awareness of DRS and Pre-ETS among students with disabilities

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**Mandatory Project Requirements that will meet this Goal:**

4.2.2.1 - Plan and host four virtual conferences and transition fair

4.2.2.2 - Develop outreach materials to increase awareness

4.2.2.5 - Align work exploration and Pre-ETS with career and college readiness standards, expand Work Exploration, engage stakeholders to increase participation in work exploration

4.2.2.6 - Leverage partnerships with other agencies and groups

4.2.2.7 - Provide required Pre-ETS to 1,000 students with disabilities statewide per year

**4.2.1.6 Update and expand [www.PathwaysWV.org](http://www.PathwaysWV.org), DRS' online Pre-ETS resource for students with disabilities, parents and guardians of students with disabilities, teachers, guidance counselors, school administrators, DRS counselors, and other stakeholders.**

**4.2.1.6 Approach and Methodology**

The Transition Technical Assistance Center (TTAC) staff of Community Access works with every school district in WV as well as other key stakeholders. Accordingly, the TTAC staff members are well positioned to meet with and survey all stakeholders to determine content needs. Community Access staff will assist in the development of online curriculums as well as grade specific resources, content and activities. Community Access' partnership with Terzetto Creative enables this to be implemented online. The Community Access/Terzetto Creative team developed the PathwaysWV.org website. Terzetto Creative currently serves as an independent vendor to maintain the website for DRS. If awarded this contract, Community Access will resume maintenance of the website via its relationship with Terzetto Creative. This will ensure a seamless transition with limited down-time.

Pathways to the Future Website Redesign

- Conduct interviews and focus groups with stakeholders including students with disabilities, parents/guardians, teachers and other WVDE staff, DRS staff, and representatives from local county school systems - to review and solicit feedback on the current Pathways to the Future website features and functionality and to identify development and content needs
- Redesign Pathways to the Future website and add features as identified by interview and focus group feedback; update Labor Market Information and other data as needed
- Work with third parties (GCFLearnFree, ReadWriteThink) to upgrade any Adobe Flash-based resources or develop as needed (resume builder, cover letter generator, everyday life activities)
- Add grade specific Pre-ETS resources, content, and activities (e.g. career clusters for 8th grade)
- Post-redesign - conduct third party accessibility audit and make updates/corrections as identified by audit

Videography

- Develop WV specific employment videos highlighting occupations in various WV regions
- Develop Pre-ETS videos as needed to be integrated with the virtual learning academy courses below

#### Pathways Pre-ETS Virtual Learning Academy

- Create online interactives course curriculums for students with disabilities, parents/guardians of students with disabilities, teachers and rehabilitation counselors
- Responsive design for use on mobile devices with options to track course completion through LMS (registration required) or host open courses (no tracking/no registration required)
- Students: Pre-ETS course development:
  - Career Exploration Activities
  - Post-Secondary Education/Training
  - Independent Living Skills
  - Self-Advocacy/Self-Determination
- Parents/Caregivers: tutorials on services:
  - Navigating Pathways to the Future Platform
  - How to access services offered by WVDRS, WVDE, WorkForce WV, WVDRS
  - Parent Networks and Advocacy Groups
- Teachers/Counselors: trainings on virtual service delivery and technical support:
  - Accessing and using Pathways resources with students
  - Integrating Lesson Plans for Life After High School
  - Setting up Work Exploration Programs
  - Referring and arranging WVDRS services for students with disabilities
  - Tutorial on STEP program/process

#### ***The activities listed for this goal also apply to the following goals:***

4.2.1.1 - Increase awareness of DRS and Pre-ETS among students with disabilities

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

#### **Mandatory Project Requirements that will meet this Goal:**

4.2.2.1 - Plan and host four virtual conferences and transition fair

4.2.2.2 - Develop outreach materials to increase awareness

4.2.2.5 - Align work exploration and Pre-ETS with career and college readiness standards, expand Work Exploration, engage stakeholders to increase participation in work exploration

4.2.2.6 - Leverage partnerships with other agencies and groups

4.2.2.7 - Provide required Pre-ETS to 1,000 students with disabilities statewide per year

#### **4.2.1.7 Promote and deliver Pre-ETS to schools, students, parents-virtually and in person.**

##### **4.2.1.7 Approach and Methodology**

As part of this project's outreach activities, CAI staff and district TPCs will provide trainings virtually or in-person for students and parents in the areas of the five Pre-ETS focus areas and the PathwaysWV website/materials. Trainings will also be provided on the Pathways website and materials both virtually and in person, to parent support groups, including the Grandfamilies

project, across the state as well as community partners and the Parent Educator Resource Centers (PERCs).

Additionally, CAI in conjunction with DRS will provide regional Transition Fairs where the parents will accompany their students to learn about appropriate careers and trainings.

The PERCs, founded in 1984, are in many districts in WV. They are staffed by a teacher of exceptional students as well as a parent of a student with a disability. Each PERC provides training and support to parents of students with disabilities, teachers, and students with disabilities. They are valuable assets to each district as they help these individuals problem solve as concerns arise. Additionally, the PERCs will accompany these parents to the Individual Education Program (IEP) Team meetings. This partnership empowers the parent to be at ease in making informed decisions for their student's educational programming. The CAI staff includes the former State Coordinator of the PERCs.

***The activities listed for this goal also apply to the following goals:***

4.2.1.1 - Increase awareness of DRS and Pre-ETS among students with disabilities

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

**Mandatory Project Requirements that will meet this Goal:**

4.2.2.1 - Plan and host four virtual conferences and transition fair

4.2.2.2 - Develop outreach materials to increase awareness

4.2.2.3 - Update and expand PathwaysWV.org website

4.2.2.4 - Update Lessons for Life after High School and train school and DRS staff

4.2.2.5 - Align work exploration and Pre-ETS with career and college readiness standards, expand Work Exploration, engage stakeholders to increase participation in work exploration

4.2.2.6 - Leverage partnerships with other agencies and groups

4.2.2.7 - Provide required Pre-ETS to 1,000 students with disabilities statewide per year

## Mandatory Project Requirements (RFP 4.2.2)

**4.2.2.1 Plan and host four virtual conferences for relevant DRS, WVDE, and vendor staff (approximately 500 attendees each) and one transition fair (potentially 10,000 attendees) during the first year of the project.**

### **4.2.2.1 Approach and Methodology**

Each year of the contract, Community Access will offer the following conferences (virtual for the first year):

#### Project Kickoff Conference

One conference for DRS and Vendor Staff to initiate the project

Timeframe: Within 45 days of contract award

Focus: Kick-off event to explain project goals and activities and solicit feedback from DRS staff.

Estimated Number of Attendees: Up to 500

#### State Agencies Networking Conference

One conference for DRS and WVDE staff

Timeframe: TBD

Focus: Cross-train, educate and offer opportunities to strengthen collaboration among agencies

Estimated Number of Attendees: Up to 500

#### Pre-ETS Skillbuilding / Resources Conference

One conference for Pre-ETS (attendees TBD)

Timeframe: TBD

Focus: Skillbuilding in Pre-ETS activities and resources

Estimated Number of Attendees: 500

#### WDRS Staff Annual Conference

One conference for DRS staff only

Timeframe: Spring 2022

Focus: Will be determined by DRS leadership

Estimated Number of Attendees: Up to 500

#### Statewide Transition Fair

One transition fair for high school students with disabilities, teachers, parents, and other stakeholders in West Virginia

Tentative Timeframe: April 2022

Focus: Transition resources for each 6 DRS regions

Estimated Number of Attendees: Up to 10,000

Community Access Incorporated (CAI), in partnership with Terzetto Creative, will provide these conferences virtually, in-person, or as a hybrid blend of in-person and virtual, depending on the

Covid-19 restrictions. CAI will utilize a virtual platform such as VFairs or similar virtual platform to host online events (both live and pre-recorded) that include webinars, exhibitor booths, resources and videos. Alternative formats for content, including captioning, transcripts, sign language interpretation will be available. For the Project Kick-off Conference, a platform such as Zoom will be utilized in order to quickly convene DRS and CAI project staff to launch the project. CAI will engage DRS and stakeholders in the planning for desired content, date(s) and targeted audience. Promotion will be provided virtually and by distribution of in-person materials. CAI/Terzetto Creative will facilitate the session pre-recordings needed, as well as conference evaluation, post-conference hosting, and other related activities.

**Why this is superior to other approaches**

CAI has utilized VFairs and other similar virtual platforms and therefore has the necessary experience to facilitate virtual conferences. Likewise, CAI has experience with offering both in-person and hybrid conferences. The Transition Fair will be offered regionally to allow for local interests.

**Goals Addressed by this Requirement:**

4.2.1.1 - Increase Awareness of DRS and Pre-ETS

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.4 - Cross-train and educate DRS

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, and parents

**4.2.2.2 In collaboration with DRS, the approved vendor will research, develop, and deliver outreach materials to increase statewide awareness of DRS and Pre-ETS as outlined in Goal 4.2.1.1.**

**4.2.2.2 Approach and Methodology**

In collaboration with DRS, Community Access/Terzetto Creative will research, develop, and deliver outreach materials to students, parents, school systems, collaborative partners, and the general public statewide. Along with DRS Staff, Community Access will jointly work to educate schools/school staff about the DRS mission, referral process, and services.

Community Access will also promote DRS and Pre-ETS services through social media, local advertising, agency newsletters, and bi-annual direct mailings to WV Schools and potentially eligible families (statewide); and distribution of outreach materials to WVDRS districts. Community Access will provide outreach to schools, students, parents, grandparents, and other caregivers - virtually and face-to-face through direct mailings, dissemination of information to partner agencies/groups, information and education regarding services and programs available from DRS



All outreach materials will be developed in coordination with DRS and specifically the DRS Governmental and PR Senior Manager. After DRS approval, DRS will receive final files and have non-exclusive rights to all creative materials developed under this project (*subject to vendor content license agreements*).

Communication tools will include print and digital/social media, meeting and event-based resources, videos, and online resources. The current Pathways materials will be reviewed and updated as needed/directed by DRS. The existing PathwaysWV.org website will host downloadable resources for identified audiences. DRS and Pre-ETS will be promoted through direct mailings and via social media and digital advertising. Geofencing marketing will target students and families as well school staff within a radius of West Virginia high schools. Social media toolkits with sample messaging and digital assets will be shared with partners to amplify outreach efforts. CAI will seek to promote DRS and Pre-ETS on school district websites and virtual learning platforms. Student ambassadors will be recruited to help promote DRS and Pre-ETS to their peers.

#### Social Media

A social media manager will be assigned to the Pathways project in order to:

- Post to Pathways social media channels on a regular basis to promote DRS and Pre-ETS services to students, families, and the general public
- Research and create content and graphics related to Pre-ETS services and topics of interest
- Respond to online inquiries and comments as needed
- Develop social media toolkits with sample messaging and digital assets to be shared with partners to amplify outreach efforts

#### Videos

- Student success stories will be developed to promote to students and families
- Videos to include parent/family interviews on receive transition services
- Student developed content will be encouraged to promote Pre-ETS
- Social media clips will be developed to promote Pre-ETS and DRS services and resources available

#### Advertising

Pre-ETS and DRS services will be promoted through direct advertising including:

- Local advertising in middle and high schools and related sports venues
- Partner organization newsletters and WVDE listservs
- Social media/digital advertising - geofencing marketing to target students, families, and school staff near West Virginia high schools

#### Outreach to Parents, Schools and Partner Organizations

- Deliver virtual and in-person information regarding Pre-ETS and DRS services to schools and school staff

- Promote Pre-ETS and DRS services to middle-schools and high-school students on school websites and county educational online platforms
- Attend parent support group meetings to present the goals of the project and services available and solicit feedback
- Train Parent Educator Resource Centers (PERCs) on the goals of the project and services available
- Disseminate information to WV middle schools and high schools to promote Pre-ETS and DRS services and Pathways Resources available to schools/teachers via Transition/Pre-ETS Coordinators (TPCs)
- Direct mailings and distribution through the local school districts and local DRS offices to potentially eligible families

**Why this is approach superior to other approaches**

- Coordinating these activities with the TPCs at the local school districts helps ensure the materials will, in fact, be distributed and used in the schools.
- By using a combination of digital and in-person outreach materials, a wider range of people can be reached.

**Goals Addressed by this Requirement:**

4.2.1.1 - Increase Awareness of DRS and Pre-ETS

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.3 - Increase referrals to DRS

4.2.1.4 - Cross-train and educate DRS and WVDE

4.2.1.6 - Update and expand PathwaysWV.org

**4.2.2.3 In collaboration with DRS, the approved vendor will research development needs, update, and expand the PathwaysWV.org website as outlined in Goal 4.2.1.6.**

**4.2.2.3 Approach and Methodology**

Community Access/Terzetto Creative, in collaboration with DRS, will research the development needs, update, and expand the PathwaysWV.org website as outlined in Goal 4.2.1.6. This includes the following activities:

Pathways to the Future Website Redesign

- Conduct interviews and focus groups with stakeholders including students with disabilities, parents/guardians, teachers and other WVDE staff, DRS staff, and representatives from local county school systems - to review and solicit feedback on the current Pathways to the Future website features and functionality and to identify development and content needs
- Redesign Pathways to the Future website and add features as identified by interview and focus group feedback; update Labor Market Information and other data as needed

- Work with third parties (GCFLearnFree, ReadWriteThink) to upgrade any Adobe Flash-based resources or develop as needed (resume builder, cover letter generator, everyday life activities)
- Add grade specific Pre-ETS resources, content, and activities (e.g. career clusters for 8th grade)
- Post-redesign - conduct third party accessibility audit and make updates/corrections as identified by audit

#### Videography

- Develop WV specific employment videos highlighting occupations in various WV regions
- Develop Pre-ETS videos as needed to be integrated with the virtual learning academy courses below

#### Pathways Pre-ETS Virtual Learning Academy

- Create online interactives course curriculums for students with disabilities, parents/guardians of students with disabilities, teachers and rehabilitation counselors
- Responsive design for use on mobile devices with options to track course completion through LMS (registration required) or host open courses (no tracking/no registration required)
- Students: Pre-ETS course development:
  - Career Exploration Activities
  - Post-Secondary Education/Training
  - Independent Living Skills
  - Self-Advocacy/Self-Determination
- Parents/Caregivers: tutorials on services:
  - Navigating Pathways to the Future Platform
  - How to access services offered by WVDRS, WVDE, WorkForce WV, WVDRS
  - Parent Networks and Advocacy Groups
- Teachers/Counselors: trainings on virtual service delivery and technical support:
  - Accessing and using Pathways resources with students
  - Integrating Lesson Plans for Life After High School
  - Setting up Work Exploration Programs
  - Referring and arranging WVDRS services for students with disabilities
  - Tutorial on STEP program/process

#### **Why this is superior to other approaches**

The Transition Technical Assistance Center (TTAC) staff of Community Access works with every school district in WV as well as other key stakeholders. Accordingly, the TTAC staff members are well positioned to meet with and survey all stakeholders to determine content needs. Community Access staff will assist in the development of online curriculums as well as grade specific resources, content and activities. Community Access' partnership with Terzetto Creative enables this to be implemented online. The Community Access/Terzetto Creative team developed the PathwaysWV.org website. Terzetto Creative currently serves as an independent

vendor to maintain the website for DRS. If awarded this contract, Community Access will resume maintenance of the website via its relationship with Terzetto Creative. This will ensure a seamless transition with limited down-time.

**Goals Addressed by this Requirement:**

- 4.2.1.1 - Increase Awareness of DRS and Pre-ETS
- 4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition
- 4.2.1.3 - Increase referrals to DRS
- 4.2.1.4 - Cross-train and educate DRS and WVDE
- 4.2.1.6 - Update and expand PathwaysWV.org
- 4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**4.2.2.4 Jointly with WV Department of Education, Office of Special Education, develop in conjunction with experienced teachers who work with students on the alternative track, Lessons for Life for students with the most significant disabilities.**

**4.2.2.4 Approach and Methodology**

Community Access will update the Lessons for Life after High School instruction manual to include an emphasis on students who have an alternative diploma track. Additional updates will be made to improve accessibility to resources and improve usability.

During the Pathways to the Future grant funded by the DRS, Community Access staff developed Lessons for Life After High School. Lessons for Life After High Schools consists of 35 lessons that were vetted through the WVDE and aligned to the College and Career Readiness Standards (CCRSs) covering the five WIOA mandated Pre-ETS activities. Each lesson provides a template for the development of future lessons. Additional ideas for future lessons are identified as well as titles for overview lessons to assist Pre-ETS counselors, special education staff, students with disabilities and their families, Community Rehabilitation Programs (CPRs), and others understanding of the Pre-ETS. Overview videos (available on the Pathways website) are a companion for the lessons. As with any document a periodic update is required.

In addition to this update, there is a need for a version of Lessons for Life After High School for students with more significant disabilities, particularly those students who are on the alternate diploma tract. After receiving feedback from a variety of stakeholders including students, parents, teachers, DRS staff and the WV Department of Education, Office of Special Education the same template will be used across all Pre-ETS required activities. These lessons will be appropriate for students with greater academic challenges who may require more time and assistance to complete the lesson.

Once the updates are completed, Community Access staff will provide training to DRS, WVDE-OSE, school districts and TPCs on the updated Lessons for Life After High School

Manual and the newly developed Lessons for Life for the students with the highest cognitive needs.

**Goals Addressed by this Requirement:**

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.4 - Cross-train and educate DRS and WVDE

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**4.2.2.5 Jointly with WV Department of Education, Office of Special Education, align career and college readiness standards and develop Work Exploration activities and Pre-ETS that model the readiness standards, so they are implemented at the school level.**

**4.2.2.5 Approach and Methodology**

Community Access has developed and assisted with the implementation of Work Exploration Programs for public schools in districts across West Virginia. Historically, members participating in these programs have been students with higher levels of cognitive disabilities and who are on track to receive an alternate diploma. With the strenuous course requirements for graduation from various agencies that accredit high schools, (North Central Association, Council on Occupational Education, and the West Virginia Department of Education's Office of Education and Performance Audits), it has been challenging for students with disabilities who are on track to receive a regular diploma to be involved in a school-based Work Exploration Program within the school day.

This project will also develop a stakeholders group of members from the West Virginia Department of Education's Office of Career and Technical Education (CTE), members from an accreditation agency, district CTE staff, members of the WVDE, Office of Teaching and Learning, transition specialists, and work exploration supervisors. Under the direction of Community Access and DRS, this group will jointly align work exploration and Pre-ETS activities to the Career and College Readiness Standards (CCRS). These courses will be vetted through the West Virginia Department of Education. This alignment will enable students to select Work Exploration classes to fulfill the general curriculum, STEM (Science, Technology, Engineering, and Math), and Career Cluster requirements for graduation. Additionally, this project will expand opportunities for extended day work exploration opportunities with a county staff member providing job shadowing and job coaching activities. This experience will provide students with disabilities the skills necessary to be successful in their chosen post-secondary pathway.

**Why this approach is superior**

Community Access currently has a contract with the WVDE to offer work exploration to students with disabilities (Transition Technical Assistance Center - TTAC). Community Access is well-poised to offer these without duplicating or supplanting the existing contract with WVDE.

Likewise, Community Access' strong relationship with the WVDE and access to subject matter experts will support the likelihood of success in implementation.

**Goals Addressed by this Requirement**

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.4 - Cross-train and educate DRS and WVDE

4.2.1.5 - Expand community-based work exploration programs for students with disabilities

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**4.2.2.6 Leverage partnerships with other agencies and groups, including juvenile justice and foster care, to reach students with disabilities age 14-21 to promote Pre-ETS.**

Utilize promotional materials, including videos, to educate staff from other state and local agencies.

**4.2.2.6 Approach and Methodology**

In addition to the promotional materials outlined in 4.2.2.2, Community Access will enhance and strengthen relationships with other organizations and systems as follows:

By utilizing Community Access' well developed partnerships and providing virtual outreach, cross-sector groups throughout WV, including juvenile justice and foster care, will receive vital information about DRS and Pre-ETS services.

Cross-training and communication will be provided to DRS, WVDE, and other agencies such as Division of Juvenile Services, WV Department of Health and Human Resources' respective Bureaus for Behavioral Health and Children and Families, parents and caregiver groups (PERCs, Grandfamilies Project, etc.). Partner organizations will receive DRS video/template slides that can be used to educate and promote DRS services to their constituents.

The State Agencies Networking Conference for DRS and WVDE staff outlined previously, will serve to support inter-agency collaboration.

The Transition Pre-ETS Coordinators (TCPs) at the local school districts will receive training on inter-agency collaboration, coordination, and communication.

The TCPs will collaborate with their respective school district's county attendance director, social workers, and/or the McKinney-Vento (McKinney-Vento Act for Homeless Students) Director to assure that students with disabilities who are home-schooled or who are attending school virtually are provided with the materials and trainings on Pre-ETS.

CAI will seek to add information about DRS services to the following:

- Help and Hope WV Resource Guide and website
- First Choice Services Help304 website
- 2-1-1 by United Way
- WV Behavioral Health Planning Council website
- Handle with Care website
- Healthy Grandfamilies website
- Reclaim WV website
- Local district websites

In collaboration, Community Access /Terzetto Creative will promote the following resources as partner services on the Pathways to the Future website:

- Reclaim WV
- Help & Hope WV (substance use disorders)
- StigmaFree WV (stigma)
- Help304 (WV emotional strength-line)
- 2-1-1 by United Way
- Handle with Care Program
- Work Exploration Program Partners

#### **Why this approach is superior**

Community Access maintains a strong history of promoting collaboration and partnerships among many stakeholders in WV. The staff at Community Access has decades of experience partnering with the key agencies in this proposal, including DRS and the WV Department of Education. Community Access is currently working with all of the school districts in WV as well as the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition. In order to address the pervasive problems of poor communication and of each group working in their respective silo, Community Access has conducted numerous meetings/trainings to bring together disparate groups to share information and promote collaboration.

Currently in West Virginia, school districts have an Inter-agency Agreement with the Department of Health and Human Resources to exchange information regarding students who have been placed in foster care, the juvenile justice system, and The West Virginia Schools for Diversion and Transition. Community Access, Inc's TTAC group has provided the Pathways materials and website training to all 55 counties, the West Virginia School for the Deaf and Blind, and the West Virginia Schools of Diversion and Transition. TTAC has also trained the South Carolina Department of Education, Office of Special Education and Transition, The Arc of the Mid Ohio Valley, Milestones Therapy and Birth to Three Center, The West Virginia Disabilities Council, Concord University, WV DRS Employment Specialists, parent support groups, school counselors, and community and technical colleges throughout WV.

In 2016, CAI convened a statewide meeting, Conversations on the Porch which included WVDE, DRS, Higher Education, Special Education, DHHR, WorkForce WV and local school

districts. This solid foundation in partnerships/capacity building and network development is an essential element in meeting the programmatic challenges and achieving the goals outlined in this proposal.

Community Access and Terzetto Creative currently have strong working relationships with:

- WVDHHR Offices (BBH, BPH, ODCP, Children/Families)
- WV Juvenile Services and foster care system
- Prevention Lead Organizations and County Coalitions
- First Choice Services
- Handle with Care Program (WV Center for Children's Justice)
- WIOA Partners – WVDRS, WVDE, WorkForce WV
- CRPs and Work Exploration Program Partners
- Parent Groups (PERCs, Parent Support Groups, and Healthy Grandfamilies)
- Statewide councils (WV Developmental Disabilities Council, WV Behavioral Health Planning Council)

**Goals Addressed by this Requirement:**

4.2.1.1 - Increase Awareness of DRS and Pre-ETS

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.3 - Increase referrals to DRS

4.2.1.4 - Cross-train and educate DRS and WVDE

**4.2.2.7 Provide the five Required Pre-ETS to students with disabilities statewide.**

**4.2.2.7 Approach and Methodology**

The following are required activities under each of the five Required Pre-ETS activities:

1. Job Exploration Counseling - to help students identify potential occupations and career pathways.
2. Work-Based Learning Experiences - to gain information about an occupation in the workplace.
3. Counseling on Opportunities for Enrollment in Comprehensive Transition or Postsecondary Educational Programs -to assist students in planning postsecondary training.
4. Workplace Readiness Training - to develop social and independent living skills.
5. Instruction in Self-Advocacy - to enable students to represent themselves, their views or their interests.

This project will offer these Pre-ETS activities both in-person and virtually, depending on the request and need of those being served. Tutoring will also be offered to students with disabilities in order to facilitate graduation and post secondary activities. The project will provide support and training to local schools and students to enable success in post secondary outcomes.



During this project, Community Access and the Transition Pre-ETS Coordinators (TCPs) will offer training, both in person and virtually, to parents, students, schools, and other stakeholders in Pre-ETS services, tutoring to facilitate graduation and post secondary activities. The project staff will also assist in the development of content and training materials. This process will enable Community Access to serve at least 1,000 students during this period due to working with all school districts in WV. The project will provide support and training to local schools and students to provide access and equity in post secondary outcomes.

Transition/Pre-ETS Coordinators (TPCs) will provide face to face learning activities in the five (5) Pre-ETS areas, assisting DRS School Counselors in a variety of trainings, meeting attendance, and supervising students in community based work exploration programs. Additionally, these same trainings will be offered virtually.

CAI will facilitate and support the use of tutors who will work with students in need of academic assistance and Pre-ETS guidance. This will enable the students to participate in post secondary activities without the need to repeat course work and delay graduation.

Each district will have the opportunity to receive support for outreach activities. For example, an existing school bus could be used to provide Pre-ETS activities and meet with parents/students in outlying or remote areas. These buses will be staffed by the TPCs and/or DRS staff and will be equipped with internet access, a laptop computer, printer, and supplies. This equipment will be available for all selected outreach activities. Incentives will be provided for meeting attendance.

If Community Access is selected as the successful vendor, it will work with DRS to develop and offer a Career Exploration Summit for the second year (and subsequent years) of the project. During the first year, the Pre-ETS activities will be integrated into the activities outlined previously.

#### **Why this approach is superior**

Community Access' Transition Technical Assistance Center (TTAC) contract is in its 4th year. To date, 21,092 students have been trained statewide in the five required Pre-ETS activities, the materials developed during the Pathways to the Future grant, and the PathwaysWV website. Additionally, special education teachers, staff, and other stakeholders have received this training. Community Access and TTAC have a history of providing information and trainings to any stakeholder or group that requests the training. Community Access has the experience and understanding of how to integrate mutual goals and activities across sectors without supplanting the funding from either.

A major impediment to service delivery that DRS and local school districts have both experienced is the difficulty in getting parents/family members to attend important meetings. Often life altering decisions are being made at meetings to determine DRS eligibility or

appropriate educational services. That empty chair at crucial meetings represents a lost opportunity for young men and women with disabilities.

To address this problem CAI proposes a model of "meeting the people where they are". Menu Options for outreach opportunities will include, meeting space at feeder schools, utilization of community buildings, and an outreach bus to meet parents/students in outlying or remote areas. Incentives will be offered for meeting attendance.

**Goals Addressed by this Requirement:**

4.2.1.2 - Increase collaboration between DRS, WVDE and the 55 local school systems, the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition

4.2.1.3 - Increase referrals to DRS

4.2.1.4 - Cross-train and educate DRS and WVDE

4.2.1.7 - Promote and deliver Pre-ETS to schools, students, parents

**4.2.2.8 Vendor will be required to submit monthly invoices of project progress and any deliverables for payment.**

**4.2.2.8 Approach and Methodology**

Community Access, in coordination with DRS, will develop a reporting system for project progress both programmatically and fiscally.

This project will require, through an MOU with each school district served, that the local county school district provide monthly reporting of TPC and other activities for which they are receiving project support. This includes Pre-ETS activities, tutoring logs, school day work-based learning opportunities, information provided for referral to DRS, collaborative activities with the DRS counselor appointed to the respective district/school, after-school Pre-ETS trainings, extended day work-based learning opportunities, and any additional outreach activities provided by the local school system regarding Pre-ETS.

**4.2.2.9 Vendors shall include an estimated Budget with the Total Cost Bid amount.**

Please see attached under separate cover.

## Qualifications and Experience

Community Access, Incorporated, in partnership with Terzetto Creative, LLC, has a well-established, successful history of offering systems change, training, communication, resource and website development for multi-sector projects statewide. We have endeavored to serve in neutral roles while providing facilitation, logistics, and technical support. Community Access and Terzetto Creative have successfully worked together since 2007.

Community Access has almost three decades of experience working with DRS on a variety of projects. We have experience in developing and providing Pre-ETS services to students with disabilities and their families, teachers, administrators, and staff throughout West Virginia. Over the years, these programs have provided the necessary skills, experiences and training to allow students to make informed decisions regarding post secondary options.

In 2020, Community Access, in partnership with Terzetto Creative, facilitated/hosted 80+ trainings, town halls, meetings, and conferences for over 7,000 (not unduplicated) professionals, paraprofessionals, and others statewide, through grant agreements held with WV Department of Health and Human Resources Bureau for Behavioral Health and other entities. Events ranged from large virtual conferences, such as the West Virginia Prevention Summit; Town Hall meetings for the review of the Office of Drug Control Policy's Strategic Plan; and individual webinars (both live and pre-recorded), such as WV Peer Recovery Support Services and FEMA trainings. Jenny Lancaster, with Terzetto Creative, provided training and consultation on selecting a platform, setting up, and hosting virtual meetings, webinars, and conferences to many individuals and organizations in West Virginia and elsewhere. The team at Terzetto Creative has experience on various technologies including Zoom, GoToWebinar, ClickMeeting, Microsoft Teams, Join.Me, BlueJeans, AdobeConnect, Whova, VFairs, EventMobi, Remo, PhedLoop, etc. and has tested/demoed many other softwares/applications. With experience in various course authoring softwares such as Adobe Captivate and Articulate 360, Terzetto has developed online learning modules, including the Telemental Health Provider Credential Series. Deliverables included custom graphics, intro video, narration, and delivery of SCORM-compliant files to be hosted on the client's learning management system (LMS).

Community Access, Inc. (CAI) staff have experiences ranging from 7- 35 years, which meets and exceeds the minimum requirement as mandated in this RFP. (*See experience chart attached*)

## Qualification and Experience Information (RFP 4.3.1)

Community Access, Inc. (CAI) staff has experiences ranging from 7- 35 years which meets and exceeds the minimum requirement as mandated in this RFP. (See experience chart attached)

### **4.3.1.1. Experience developing programs for DRS under WIOA**

CAI meets this requirement as all of our staff and consultants have many years of experience in developing programs for DRS under WIOA. (See experience chart attached)

### **4.3.1.2. Experience in special education with an emphasis on transition curriculum development and training in West Virginia**

CAI meets or exceeds this requirement as all of our staff and consultants have significant experience in special education with an emphasis on transition curriculum development and training in West Virginia. (See experience chart attached)

### **4.3.1.3. Experience developing career and college readiness standards, community-based work exploration programs, and program development and training with career and technical education centers**

CAI meets this requirement as we have been working throughout West Virginia, at the state and local level, in developing career and college readiness standards, community-based work exploration programs, and program development and training with career and technical education centers. During our tenure as a Transition Technical Assistance Center (TTAC) we have developed work exploration sites across West Virginia. (See experience chart attached)

### **4.3.1.4 Experience in development of Pre-ETS materials and in training DRS and WVDE staff**

CAI developed the original Pathways to the Future website and training materials including a Student and Parent Transition Guide, Lessons for Life After High School, the Work Exploration Manual, and other resources. CAI trained DRS and WVDE staff on these resources and how to use them with their students/clients. CAI meets this requirement as we have been developing Pre-ETS materials and training DRS and WVDE staff since 2016. (See attached experience chart)

### **4.3.1.4. Experience in non-profit social marketing and web and application development**

CAI project staff and consultants have experience in non-profit social marketing and web and application development. The team established social media channels for the Pathways to the Future project including Facebook, Instagram, YouTube, Vimeo, Pinterest, and Twitter. Social

media and billboard campaigns were launched during the project to increase public awareness and direct the target audience to the PathwaysWV.org website. Analytics were frequently reviewed to optimize the digital campaigns throughout the project. Terzetto Creative also developed the Handle with Care website (<http://handlewithcarewv.org/>) and related social media accounts. Terzetto collaborates with the social media manager to provide digital assets for their current social media marketing. Terzetto also worked with Stepping Stones, Inc. to develop the It's My Move website (<http://itsmymove.org/>) and the Readily at Hand application. The Readily at Hand online application provides a checklist of key documents and experiences needed for transition to adulthood. Users can create accounts and track progress as they move through the checklist.

**4.3.1.5. Experience developing and maintaining educational/interactive web sites similar to the DRS' PathwaysWV.org website**

From 2016 to the present, CAI staff and consultants have experience in developing and maintaining educational/interactive websites. CAI project staff and consultants developed the original PathwaysWV.org website. Terzetto Creative currently maintains the website for DRS. Other collaborative websites developed by CAI and Terzetto include Help and Hope WV - <https://helpandhopewv.org/>, StigmaFree WV - <https://stigmafreewv.org/>, and West Virginia Student Success Project - <https://wvstudentsuccess.org/>.

## **Mandatory Qualification/Experience Requirements (RFP 4.3.2)**

### **4.3.2.1. Minimum four years of experience developing vocational rehabilitation programs under WIOA**

(See experience chart attached)

### **4.3.2.2. Minimum four years of experience in special education with an emphasis on transition curriculum development and training**

(See experience chart attached)

### **4.3.2.3. Minimum four years of experience developing career and college readiness standards, community-based work exploration programs, and program development and training with career and technical education centers**

(See experience chart attached)

### **4.3.2.4. Minimum four years of experience in development of Pre-ETS materials**

(See experience chart attached)

### **4.3.2.5. Minimum four years of experience in providing education and vocational rehabilitation program training**

(See experience chart attached)

### **4.3.2.6. Minimum four years of experience in non-profit social marketing and web and application development**

CAI project staff and consultants have over five years experience in non-profit social marketing and web and application development. The team established social media channels for the Pathways to the Future project including Facebook, Instagram, YouTube, Vimeo, Pinterest, and Twitter. Social media and billboard campaigns were launched during the project to increase public awareness and direct the target audience to the PathwaysWV.org website. Analytics were frequently reviewed to optimize the digital campaigns throughout the project. Terzetto Creative also developed the Handle with Care website (<http://handlewithcarewv.org/>) and related social media accounts. Terzetto collaborates with the social media manager to provide digital assets for their current social media marketing. Terzetto also worked with Stepping Stones, Inc. to develop the It's My Move website (<http://itsmymove.org/>) and the Readily at Hand application. The Readily at Hand online application provides a checklist of key documents and experiences



needed for transition to adulthood. Users can create accounts and track progress as they move through the checklist. (See experience chart attached)

**4.3.2.7. Minimum four years of experience developing and maintaining a website similar to DRS' PathwaysWV.org website**

From 2016 to the present, CAI staff and consultants have experience in developing and maintaining educational/interactive websites. CAI project staff and consultants developed the original PathwaysWV.org website. Terzetto Creative currently maintains the website for DRS. Other collaborative websites developed by CAI and Terzetto include Help and Hope WV - <https://helpandhopewv.org/>, StigmaFree WV - <https://stigmafreewv.org/>, and West Virginia Student Success Project - <https://wvstudentsuccess.org/>.

Terzetto Creative has 10+ years of experience developing and maintaining websites.  
(See experience chart attached)

**4.3.2.8. All vendor staff interacting with students with disabilities must pass a WV Department of Education approved background check**

CAI staff have all worked in the public school system and have previously passed a background check. However, we will participate in a required background check during the implementation of this project, if awarded.

**4.3.2.9. Vendors must follow all federal, state, and local regulations (e.g., all project activities must be allowable and allocable with respect to Pre-ETS rules and regulations).**

CAI staff and vendors are aware and will follow the requirements/guidelines of all federal, state, and local regulations with the respect to Pre-ETS rules and regulations.

**4.3.2.10. All vendor staff must comply with DRS' federal and state confidentiality provisions.**

CAI staff will comply with DRS' federal and state confidentiality provisions. Please see attached Confidentiality, Ethics, and Compliance Agreement.

**4.3.2.11. The vendor will be required to work with DRS administrative offices, currently located in Charleston, DRS field offices located throughout the state, the WV Department of Education (WVDE), the 55 county school systems, and the WV Schools for the Deaf and the Blind and the WV Schools of Diversion and Transition.**

CAI has developed positive working relationships with DRS throughout several projects as well as the WVDE, all county school systems, the WV Schools for the Deaf and Blind, and the WV Schools of Diversion and Transition.



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## Community Access, Incorporated Project Team Bios

**Jeff McCroskey** is the Executive Director of Community Access, Inc. which provides community-based services to individuals with disabilities. He graduated from Marshall University with a degree in elementary and special education as well as from West Virginia College of Graduate Studies with a master's in behavior disorders. He currently is the lead of the Transition Technical Assistance Center funded by the West Virginia Department of Education, Office of Special Education and Student Support where he educates the 55 school districts as well as the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition on the requirements of DRS and WIOA. Additionally, he has assisted in the development and enhancement of work exploration programs throughout West Virginia.

**Martha Minter, MSW, LICSW** is the Assistant Director of Community Access, Inc. She is a graduate of West Virginia University where she received a Master of Social Work in 1998 and a B.S. in Elementary Education, magna cum laude, in 1976 with a specialization in Mathematics. Martha has over 30 years experience in multiple systems to improve services to children and adults. She has extensive experience at all levels of program planning, development, delivery, management, and evaluation; a thorough understanding and experience in both direct practice and administrative functioning; and research experience related to program evaluation. Martha maintains a small clinical practice at Red Barn Stables, where she provides equine assisted therapy and wellness, and she is a network counselor for the WV Problem Gambler Help Network, where she received the Counselor of the Year award in 2017. Martha is a West Virginia Licensed Independent Clinical Social Worker, #DP00939412 and SAF Resiliency Facilitator for the American Red Cross. Martha previously served as a Program Administrator for Northern Tier Youth Services, was an elected member of the Kanawha County Board of Education, and was a classroom teacher in Houston, Texas.

**Betsy Peterson** is a graduate of West Virginia University with a degree in elementary and special education as well as West Virginia College of Graduate Studies where she earned a master's degree in learning disabilities. She taught special education for 13 years at the high school level in Kanawha County. Additionally, Betsy developed a program for people with a Traumatic Brain Injury at the WV Rehabilitation Center where she worked for five years. She retired from the West Virginia Department of Education, Office of Special Education where she was the Parent Coordinator and coordinated all of the Parent Educator Resource Centers. She currently is a Transition Resource Coordinator for the Transition Technical Assistance Center where she educates teachers, students and parents in the requirements of DRS and WIOA as well as the PathwaysWV website and materials.

**Mitch Balaban** is a graduate of Morris Harvey College (University of Charleston) with a degree in education as well as West Virginia College of Graduate Studies with a master's degree in special education. He is retired from Kanawha County Schools where he worked in their Work Exploration Program. Mitch is also the Kanawha County Schools Director of Special Olympics.

He currently is a Transition Resource Coordinator for the Transition Technical Assistance Center where he educates the 55 school districts as well as the WV Schools for the Deaf and Blind and the WV Schools of Diversion and Transition on the requirements of DRS and WIOA. Additionally, he has assisted in the development and enhancement of work exploration programs throughout West Virginia.

**Bev Nichols** is a graduate of West Virginia State University with a degree in Elementary Education (K-8), a degree in Specific Learning Disabilities (K-AD) from West Virginia College of Graduate Studies, Special Education Content for English from Marshall University, a Master's degree from West Virginia University and certification in Professional Education Administration (PK-AD) from Salem University. She is retired from Clay County Schools where she taught for 18 years in kindergarten, 4th grade and special education in all programmatic levels. She also served as the Director of Special Education for 14 years for Clay County Schools. She currently is a Transition Resource Coordinator for the Transition Technical Assistance Center where she educates teachers, students and parents in the requirements of DRS and WIOA as well as the PathwaysWV website and materials. Additionally, Bev is the Co-Chair of the WV Special Education Directors Mentorship Program.

**Karen Ruddie** has worked 37 years in the classroom in Kanawha County Schools where she taught at the middle and high school level. She retired from the WVDE, Office of Special Education where she was the Transition Coordinator. During this tenure at the WVDE Karen led the state school districts in improving their transition activities by creating curriculum and appropriate activities for the students with disabilities. Additionally, during the Pathways to the Future project with DRS Karen developed "Lessons for Life After High School" which is being used by high schools today.

**Debbie Harless** began her career as a classroom aide then as a classroom teacher serving students for 33 years. During that time, Ms. Harless provided instruction to students with disabilities across all disability categories and grade levels as well as general education students. Ms. Harless was employed by the West Virginia Department of Education for the past six years in the Office of Special Education before recently semi-retiring to teach fifth-grade students. While at the West Virginia Department of Education, Ms. Harless was an essential member of the State Systemic Improvement Plan (SSIP) core team for WV GRADUATION 20/20, was a collaborative partner with the Division of Career and Technical Education in developing Individual Work Ready Competencies (IWRC) which allowed students with disabilities (SWD) to access career pathways; planned, provided, or arranged professional learning training on Co-Teaching and Transition and the Online Individualized Education Program (IEP); presented on various topics at local and national forums; participated in Division of Teaching and Learning initiatives; participated in compliance activities in both Federal and State Special Education Offices; as well as extensive experience in many other initiatives. Ms. Harless holds a dual undergraduate degree in General Education K-6 and Special Education K-Adult. Additionally, she has a master's degree in Special Education with an emphasis on Learning Disabilities and Mild and Moderately Impaired students that was acquired from

Marshall University Graduate College. Ms. Harless is a former County Teacher of the Year and received the Ashland Golden Apple Award.

**Sallie Askin** is a graduate of Ohio University with a Bachelor of Science in, Elementary Education, and Masters of Arts, Special Education and Gifted certification from West Virginia University. She is presently completing her forty-second year in education. For the past 16 years she has been working as a Transition Coordinator for Berkeley County Schools. Here she designed and implemented a very successful and inspiring Work Exploration Program while connecting secondary students to community businesses and post-secondary employment. While developing successful partnerships with 155 community businesses, Ms. Askin continues to train and manage her team of Job Specialists, maintaining a workforce of 144 students.

#### **Contracted Services Staff**

**Adam Coon** is completing his 11th year in the field of special education. He has an undergraduate degree in Social Studies, Master's Degree in special education and certification in educational administration. He has worked at the high school, middle school, and central office levels both as a teacher and Transition Specialist. During his time as a Transition Specialist in Fayette County he worked with the Transition Technical Assistance Center (TTAC) to build a work exploration program to serve students with special needs as well as at-risk students. In the first year, Fayette County placed 60 students on job sites during the school day. This program has provided community-based job sites for students to gain work experience under the mentorship of local business leaders. A variety of businesses have partnered with Fayette County schools over the last three years including Hawks Nest State Park, Bluestone State Park, Adventures on the Gorge, city governments, retail stores, restaurants, libraries, and senior citizen centers. Students have had the opportunity to gain a variety of job skills as well as network with potential employers. By partnering with the West Virginia Division of Rehabilitation Services (WVDRS), several students have gained summer employment in local businesses.

**Chris Napier** works for the South Carolina Department of Education (SCDE) in the Office of Special Education Services (OSES). He is a member of the Post-Secondary Outcomes Team that provides tiered support to LEAs in the area of Post-Secondary outcomes in order to support the overall mission of the SCDE, OSES, and federal requirements. Chris taught special education in West Virginia, Kentucky and Ohio for 8 years. He graduated from Marshall University with a bachelor's degree in health science as well as a master's degree in teaching from the University of the Cumberlands. Chris served as Transition Resource Coordinator for the Community Access' Pathways to the Future project and was a former member of Community Access' Transition Technical Assistance Center team.

**Terzetto Creative, LLC** - Please see attached summary.

## Community Access, Inc. Program Information

### Current Programs FY20/22 :

#### **Transition Technical Assistance Center (2 contracts)**

Goals and Objectives: This project partners with the WV Department of Education to develop work exploration programs in county high schools and to train teachers on a variety of transition-related topics. The additional contract is to provide web-based resources.

How they were met: Ongoing

Location of project: Statewide

Funding Source: WV Department of Education

Contact Person: Susan Beck, Executive Director of the West Virginia Department of Education Office of Special Education, sbeck@k12.wv.us

#### **WV Developmental Disabilities Statewide Training & Support**

Goals and Objectives: Provides training, communication and quality assurance to support the implementation of the Comprehensive State Plan for the West Virginia Developmental Disabilities Council.

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR

Contact Person: Steve Wiseman, steven.a.wiseman@wv.gov

#### **Strategic Prevention Framework for Prevention of Prescription Overdose (SPF Rx)**

Goals and objectives: Provides facilitation for development of statewide strategic plan and education plan, using strategic prevention framework, for the prevention of prescription overdose [www.helpandhopeWV.org](http://www.helpandhopeWV.org)

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR - BBH

Contact Person: Josh VanBibber, joshua.e.vanbibber@wv.gov

#### **State Substance Abuse Planning & Advisory Initiatives (SOR)**

Goals and Objectives: Provides support for meeting logistics and on-site meetings for ODCP and BBH regional planning & Peer Recovery Support Services trainings. Provides support for the development of a data-driven communications plan, stigma reduction, social media and web-based resources.

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR - BBH

Contact Person: Elizabeth Coffey, elizabeth.j.coffey@wv.gov

### **WV Behavioral Health Planning Council**

Goals and Objectives: Provides facilitation and logistics for Council activities

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR - BBH

Contact Person: Jason Cook, jason.l.cook@wv.gov

### **WV Leadership Academy**

Goals and Objectives: Provides advocacy & leadership training

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR - BBH

Contact Person: Jason Cook, jason.l.cook@wv.gov

### **Olmstead Transition Diversion Program**

Goals and Objectives: Provides support for Olmstead Council activities and training, assists WV citizens with disabilities and seniors who reside in institutional settings to live and be supported in their home community. Diversion support to avoid facility or institutional placement.

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR - BBH

Contact Person: Carissa Davis, carissa.a.davis@wv.gov

### **WV Interagency Council on Homelessness**

Goals and Objectives: Provides facilitation and logistical support for the Governor-appointed Council and corresponding sub-group activities.

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR - BBH

Contact Person: Alex Alston, alex.w.alston@wv.gov

### **WV Students Against Destructive Decisions**

Goals and Objectives: Provides planning support and logistics for the annual SADD conference.

How they were met: Ongoing through 9/30/2021

Location of project: Statewide

Funding Source: WVDHHR - BBH

Contact Person: Tahnee Bryant, tahnee.i.bryant@wv.gov

### **Facilitation of Prevention Services**

Goals and Objectives: Provides training for providers, caregivers across the state in relevant/needed topics

How they were met: Ongoing

Location of project: Statewide

Funding Source: WVDHHR - BBH  
Contact Person: Cassandra Tolliver, cassandra.l.tolliver@wv.gov

**Facilitation of Prevention Services**

Goals and Objectives: Provides on-boarding training for BBH staff in relevant/needed topics  
How they were met: Ongoing  
Location of project: Statewide  
Funding Source: WVDHHR - BBH  
Contact Person: Tahnee Bryant, tahnee.i.bryant@wv.gov

**WV Peer Recovery Support Specialist Virtual Conference**

Goals and Objectives: Provides virtual conference for PRSS  
How they were met: Ongoing  
Location of project: Statewide  
Funding Source: WVDHHR - BBH  
Contact Person: Jason Metzger, jason.w.metzger@wv.gov

**FEMA – ISP-RSP**

Goals and Objectives: Partners with First Choice Services to provide secondary services for the Crisis Counseling Program (CCP)  
How they were met: Ongoing though 6/10/2021  
Location of project: Statewide  
Contact person: Elliott Birkhead, elliot.h.birkhead@wv.gov

**Horses & Journeys™: Lessons from the Herd Wellness Programs©**

Goals and Objectives: CAI partners with Red Barn Stables, LLC and others in the community to provide equine-assisted therapy and wellness to individuals, families, and groups. Includes Warrior Wellness, Women's Wellness and services to children.  
How they were met: Ongoing  
Location of project: Kanawha County  
Funding Sources: The Greater Kanawha Valley Foundation; private donations, fee for service  
Contact Person: Martha Minter, Assistant Director, mlm420@aol.com

**WVU-SUPPORT (contract)**

Goals and Objectives: Assists WVU with organizing community meetings to identify needs related to behavioral health.  
How they were met: Ongoing  
Location of project: Statewide  
Contact Person: Ginger Polozoff, Teresa.Polozoff@hsc.wvu.edu



## **Past Programs**

**Pathways to the Future 2016 - 2018.** Supported the state's effort to enhance pre-employment transition services (Pre-ETS) for students with disabilities in accordance with the Workforce Innovation and Opportunity Act of 2014. Funding source: WV Division of Rehabilitation Services. See <https://www.pathwaysWV.org/>

**Governor's Advisory Council on Substance Abuse (GACSA) 2011 - 2016.** Provided facilitation and logistics for statewide, regional meetings, and yearly reports. Over 120 regional meetings were held statewide. Funding Source: WV DHHR/BBH. Please see [http://WVsubstancefree.org/advisory\\_council.php](http://WVsubstancefree.org/advisory_council.php)

## **Terzetto Creative Outside Projects**

In addition to supporting CAI on the above-referenced projects, Terzetto Creative also works with other organizations and projects, including:

**Handle with Care WV** - currently host their weekly virtual conference sessions on GoToWebinar and provide website and design services.  
<http://handlewithcarewv.org/2020-virtual-conference.php>

**Appalachian Addiction and Prescription Drug Abuse Conference** - hosted the 2020 virtual conference on VFairs platform, developed online session/program evaluation forms, reporting and generated continuing education certificates for multiple disciplines. <https://aapdac.org/>

**Marshall University Center of Excellence for Recovery** - hosted the 2021 Spring Prevention Conference on WordPress site with sessions hosted on Zoom. <https://muprevention.org/>

**Maryland Rural Health Association** - provide website/design services.  
<https://www.mdruralhealth.org/> <https://mdruralhealthplan.org/>

**Mid-Atlantic Telehealth Resource Center (MATRC)** - provide annual conference website and design services. Developed custom virtual environments for their 2021 virtual summit on Remo platform. <https://matrcsummit.org/>

**National Telehealth Technology Assessment Resource Center** - provide website/design services. <https://telehealthtechnology.org/>

**Partnership of African American Churches** - provide website/design services.  
<https://www.paac2.org/>

**Stepping Stones** - provide website/design services and development of online application to track transition services. <http://itsmymove.org/>

**Virginia Rural Health Association** - provide website/design services. <https://vrha.org/>

**Virginia Telehealth Network** - provide website/design/video services and hosted the 2021 VTN Summit on a PheedLoop virtual platform. <https://www.ehealthvirginia.org/> and <https://vtnsummit.org/>

**WV Alliance of Recovery Residences** - provide website/design services. <https://wvrr.org/>

**WV Collegiate Recovery Network** - hosted the 2020 virtual conference session on Zoom and provided pre-training sessions for presenters.

**WV Council of Churches** - provide website/design services. <https://wvcc.org/>

## Terzetto Creative, LLC Summary



**TERZETTO**  
creative<sup>LLC</sup>  
design • web • logistics

## Our Team

Established in 2010, Terzetto Creative, LLC is a full-service creative agency specializing in results-oriented solutions through design, multimedia, and logistics. Based out of Barboursville, West Virginia, Terzetto has served clients throughout the state as well as in Alaska, Delaware, Florida, Kentucky, Maryland, Michigan, Minnesota, Ohio, Pennsylvania, and Virginia.

Terzetto Creative offers a wide range of creative, multimedia, and logistics services in-house. By keeping the process in-house, we ensure that your brand identity and message remain consistent across a variety of channels. In addition, the work is completed quickly and efficiently and clients do not need to coordinate multiple vendors. Following are services provided in house:



### Design

- Logo Development
- Brochures, Posters, & Flyers
- Reports and Publications
- Direct Mail & Newsletters
- Print & Digital Ads
- Exhibit Design & Promo Items



### Multimedia

- Website Development
- Extranet Applications
- Software Applications
- Social Media Integration
- Online Course Development
- Audio Production
- Original Music Scores



### Logistics

- Conference Management
- Online Registration
- Event Promotion
- Event Planning and Budget
- Database Development
- Media Buying
- Press Releases & Press Events

Terzetto Creative consists of three partners: Laura Lancaster, Creative Director; Jenny Lancaster, Client Director; and John Lancaster, Multimedia Director. Our firm does not maintain a staff, but rather contracts with experienced partners on a per project basis. This structure allows us to "staff up" as projects and campaigns demand, and tap into our partners' additional areas of expertise. We are proud to have long-term working relationships with partners in the areas of software application architecture and development, branding, digital/social media advertising, facilitation, videography, printing and production.

**Laura Lancaster**, Creative Director, has over 25 years' experience working with nonprofit agencies. She has provided design services for several national organizations such as Prevent Child Abuse America, Build Initiative, Center for Working Families, American Foundation for the Blind, and the American Educational Research Association.

**Jenny Lancaster**, Client Director, has worked with nonprofits and government agencies for over 17 years. She has served on facilitation teams for state task forces, advisory councils, and networks, focusing on issues such as substance use disorders, early childhood development, homelessness, and rural policy, among others.

**John Lancaster**, Multimedia Director, has over 18 years' experience developing websites and other media for nonprofit agencies. He has experience in accessibility and compliance based on the W3C Web Accessibility Initiative (WAI) guidelines.



The three principals of Terzetto Creative have a combined 50+ years' experience in providing compelling and relevant solutions that answer the unique communication challenges of each client. Our structure ensures that clients work directly with a seasoned project manager, graphic designer, and web designer, rather than being relegated to inexperienced staff. It is this philosophy that keeps long-time clients coming back and attracts new clients who want to be assured they're getting the personal level of detail and attention they deserve.

*About Laura Lancaster –*

- Multi-award winning published designer who works closely with project manager and clients to create vision and direction.
- Designed for national organizations including Prevent Child Abuse America, Build Initiative, Center for Working Families, American Foundation for the Blind and the American Educational Research Association.
- Strong ability to blend the latest research in frameworks with client's message through the visual arts.
- Experience in creating and presenting workshops instructing participants on design and importance of color usage.
- Client responded to her work as "exciting" and "visionary".
- Educational background in graphic design graduating with a 4.0 GPA from The Art Institute of Pittsburgh.

*About Jenny Lancaster –*

- Manages live and virtual conferences and events and has provided services for statewide, regional and national events including: the National Rural Assembly (Washington, DC), the Rural Policy Leadership Institute (Dallas, TX), the WV Housing Conference, the Appalachian Summit, the WV Student Against Destructive Decisions Conference, the Appalachian Addiction and Prescription Drug Abuse Conference, the WV Prevention Summit, and Handle with Care Conference.
- Served on facilitation teams for the former Governor's Advisory Council on Substance Abuse and Regional Task Forces, the WV Behavioral Health Planning Council, the WV Early Childhood Planning Task Force, and the WV Interagency Council on Homelessness.
- Experience in copywriting, editing, scriptwriting, and managing video productions including: American Foundation for the Blind CareerConnect videos for employers, WVSADD video, and Handle with Care roll call and mandated reporter videos.
- Managed application development of a statewide substance misuse prevention data collection and reporting platform – a real time web-based data system to collect and report on demographic and National Outcome Measures data.
- Previous Coordinator for the Kellogg Foundation, Rural People Rural Policy Initiative – Central Appalachia Regional Network consisting of 15 organizations located in OH, WV, VA, TN, KY, and MD.
- Facilitated network and policy work group activities including press events, regional summits, policy research and recommendations reports, and social media engagement.

**Company Strengths:**

Team members each have a minimum of 15 years' experience in working with non-profits and government agencies.

Experience in graphic design, web design, conference logistics, online course development, and application development.

Specialization in areas including:

- Early childhood development
- Substance use disorders, prevention programs, and anti-stigma trainings
- Trauma informed schools and the Handle with Care program
- Transition services for students with disabilities
- Rural policy issues and initiatives
- Telehealth and telemental health
- Transitioning from foster care
- Housing and homelessness
- Domestic violence and human trafficking

- Previous employment in the financial services industry and graduated summa cum laude from Xavier University.

*About John Lancaster –*

- Website designer/developer with experience in accessibility and compliance based on the W3C Web Accessibility Initiative (WAI) guidelines.
- Experienced in a variety of software and coding languages to meet client needs, including Photoshop, Illustrator, Dreamweaver, HTML, CSS, PHP, and JavaScript.
- Develops websites utilizing responsive design for mobile accessibility and develops sites with various content management systems depending on client's experience and user level, including Joomla, Drupal and WordPress.
- Experienced in online course development utilizing Adobe Captivate including a telemental health credentialing course series.
- Experienced in motion graphics video production including the "The Earlier the Better: Improving West Virginia Early Childhood" for the West Virginia Early Childhood Planning Task Force.
- Provided design and production services for national companies including Intuit QuickBooks and MacGregor Golf.
- Lifelong musician who composes and performs original music for video and audio productions.
- Educational background in information technology – web design, graduating with Highest Honors.

**Outside Consultants:**

Terzetto Creative does not have employees, but rather contracts with experienced partners on a per project basis. This structure allows us to "staff up" as projects and campaigns demand and tap into our partners' additional areas of expertise. We are proud to have working relationships with the following consultants:

**Jeremy Belldina, Google (Nest Labs)**

Jeremy Belldina has 25+ years' experience in application architecture and development, database design, data analysis and visualization for Internet (OnLive, Microsoft), Wall Street (J.P. Morgan), and Department of Defense contractors (Mitre). He has been involved in the full-life cycle deployment of numerous large-scale projects from web sites (HTML5/Java/Grails/Spring/MySQL/Oracle) to web-scale analytics and visualization (Flash/Flex/Pentaho/OLAP), integrating proprietary code with a wide range of open-source technologies. Jeremy is a graduate from Princeton University and holds a B.S.E. Degree in Engineering/Operations Research.

**J. Matoaka Winters, Landor Associates**

Matoaka Winters is a Senior Client Manager for Landor Associates, a global agency with offices in 17 countries. Matoaka has over 15 years of experience helping clients develop their brand strategies from the inception of the equity to putting the finishing touches on executions in market. Procter & Gamble has been her primary client in the last 10 years. During that time, she has worked on several of their consumer packed goods brands ranging from global, multi-billion-dollar brands, to smaller brands offered only in North America. Her portfolio includes Tide, Crest, Oral B, Vicks, Cheer, Glide, Secret, and Old Spice. She has won a Global Brand Building award from P&G for her work on Tide; and on Old Spice an Effie, which recognizes the most effective advertising efforts in the United States each year.

**Seashal Belldina**

Most recently, Seashal served as VP of Strategy for Ootem Advertising, a full-service agency in San Francisco with clients such as Method, OnLive, eHarmony, and Genentech. She was responsible for new business, high level strategy for new clients and consults on marketing and PR initiatives for the agency. Prior to Ootem, she was Vice President at About.com, a New York Times Company, where she led a sales team and was responsible for developing large-scale strategic advertising projects. Mrs. Belldina was VP of Digital, West for Time Inc.'s

corporate department. In this role, Seashal and her team designed large scale multi-media packages across 30 Time Inc. magazines. She also assisted in the launch of Time Inc.'s new audience targeting solution, Time Axxess. Seashal has worked with numerous fortune 500 companies including: Lexus, Toyota, Paramount Pictures, Lionsgate, Wal-Mart, Best Buy, Hewlett Packard, Microsoft, Nissan, Clorox, Visa, Intel, and Walt Disney. Seashal is a graduate of Johnson & Wales University, with a Bachelor of Science degree in international business and studied international marketing at St. Petersburg University in St. Petersburg, Russia.

#### **Gabe Pullin, Gabrielle C. Pullin, LLC**

Gabe Pullin provides support services for nonprofit clients. As a social media specialist, Gabe manages social media accounts (Facebook, Instagram, Twitter), researches and posts relevant content and engages with the online community. In addition, she maintains and updates content for client websites and web-based applications. Gabe coordinates and staffs in person and virtual conferences, meetings, and trainings. Services include set-up, registration, facilitation, and maintaining minutes. She facilitates virtual meetings and trainings with Zoom, GoToWebinar, and other virtual platforms. Gabe is a graduate of Marshall University with a bachelor's degree in psychology.

#### **Other Partners**

Motion Masters  
Murphy Media  
Julie Pratt, On the Ridgeline  
Leslie Stone, Stone Strategies  
J Terry Consulting

## References

#### **Martha Minter**

Assistant Director, Community Access, Inc.  
PO Box 8885, South Charleston, WV 25303  
Email: [mlm420@aol.com](mailto:mlm420@aol.com)

#### **Andrea Darr**

Director, WV Center for Children's Justice  
WV State Police, Crimes Against Children Unit  
123 Academy Drive, Dunbar, WV 25064  
Email: [Andrea.L.Darr@wvsp.gov](mailto:Andrea.L.Darr@wvsp.gov)

#### **Beth O'Connor**

Executive Director  
Virginia Rural Health Association  
1872 Pratt Drive, Suite 1125, Blacksburg, VA 24060  
Email: [boconnor@vrha.org](mailto:boconnor@vrha.org)

#### **Greg Puckett**

Mercer County Commission  
1501 W Main St, Princeton, WV 24740  
Email: [drugfree@strongcommunities.org](mailto:drugfree@strongcommunities.org)

#### **Brad Hall, M.D. and Marlene Hall**

WV Medica Professionals Health Program  
4013 Buckhannon Pike, Mount Clare, WV 26408  
[bhallmd@wvmphp.org](mailto:bhallmd@wvmphp.org) | [mdhall@wvmphp.org](mailto:mdhall@wvmphp.org)

#### **Julie Pratt**

Ridgeline: Ideas in Action  
104 Buckhorn Road, Charleston, WV 25314  
Email: [julie@ontheridgeline.com](mailto:julie@ontheridgeline.com)

#### **Rev. Jeffrey S. Allen**

Executive Director, WV Council of Churches  
2207 Washington St E, Charleston, WV  
Email: [director@wvcc.org](mailto:director@wvcc.org)

#### **Susan Fry**

Executive Director, Stepping Stones  
PO Box 539, Lavalette, WV 25535  
Email: [stepupfry@aol.com](mailto:stepupfry@aol.com)



## Project Samples

### Sample 1

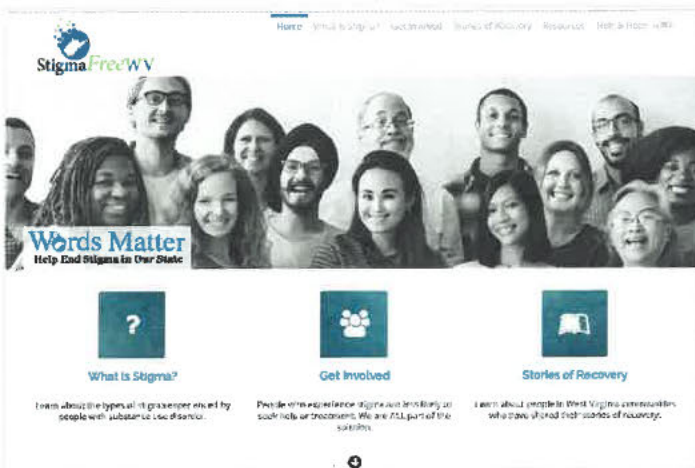
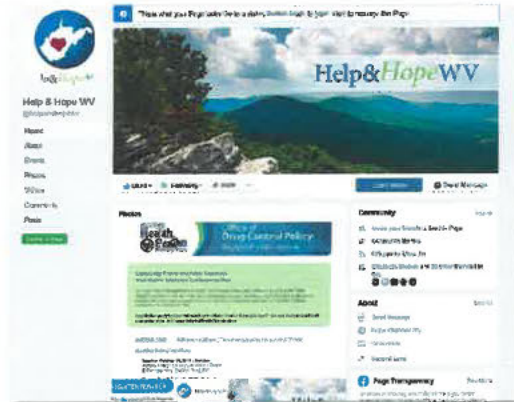
### Help & Hope WV

[www.HelpandHopeWV.org](http://www.HelpandHopeWV.org)

### StigmaFree WV

[www.StigmaFreeWV.org](http://www.StigmaFreeWV.org)

Terzetto Creative was contracted to develop substance use disorder resources for the state of West Virginia. Two websites with social media accounts were developed to promote the resources, services, events and trainings related to substance use disorder and stigma reduction in the state. Both websites are responsive and integrate an accessibility toolbar. The StigmaFree WV website was built on a WordPress platform. A press event was held to launch the initiative.

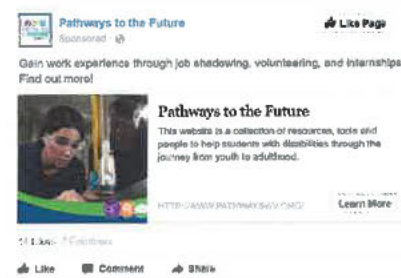


**Sample 2** **Community Access, Inc.**  
**Pathways to the Future Project**  
<http://www.pathwayswv.org/>

Terzetto Creative was contracted to promote Community Access's Pathways to the Future Project. Services included development of project logo, website, student transition toolkit, social media/digital advertisements, and short form videos and commercials. Terzetto also provided event management services for the Pathways to the Future Summit including event graphics, facilitation, printed materials, mobile event app development, and a/v support. The Pathways to the Future website is a responsive site built on a Heroku platform with integration of O\*Net database, third party software, and accessibility toolbar.



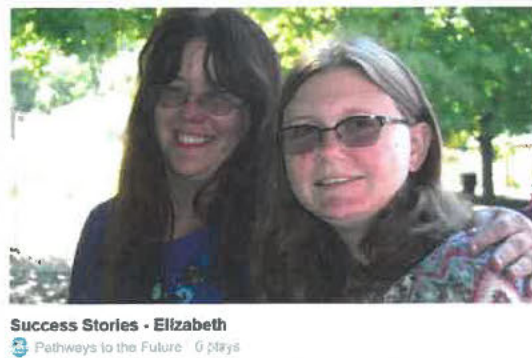
Pathways to the Future Website



Social Media Graphics/Ads



Pathways Pre-ETS Video - Work-based Learning from Pathways to the Future on



Summit Facilitation



Event Mobile App



**Sample 3** **WV Children's Justice Task Force**  
**Handle with Care Program –**  
[www.HandleWithCareWV.org](http://www.HandleWithCareWV.org)

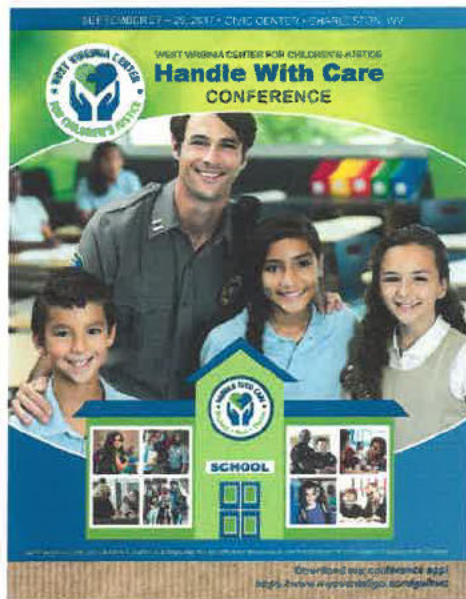
Terzetto Creative was initially contracted to develop a logo, website, toolkit, and social media graphics for the West Virginia Children's Justice Task Force Handle with Care program. For the 2017 Handle with Care Conference, Terzetto Creative developed an event website with online registration, HTML email and presentation templates, and printed conference program.



Handle with Care Website



Facebook Graphics



Conference Program

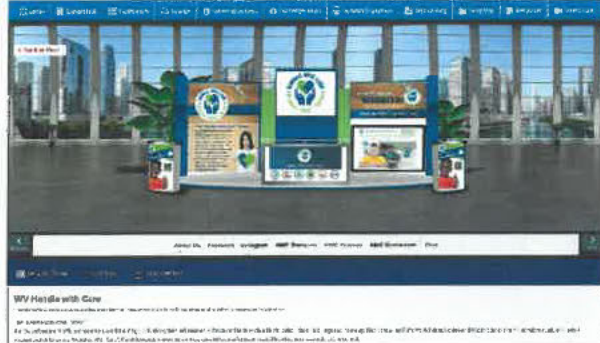
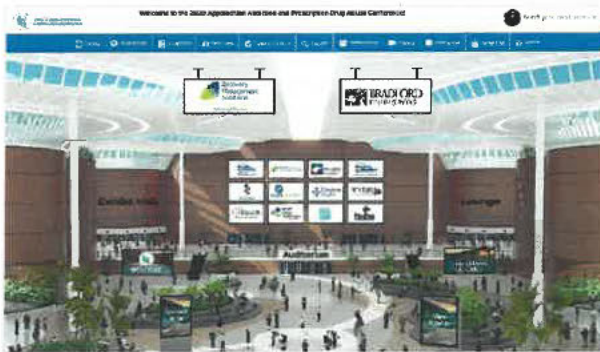


Handle with Care Tabletop Banner

**Sample 4 Virtual Events**  
**Appalachian Addiction and Prescription Drug Abuse Conference**  
[www.AAPDAC.org](http://www.AAPDAC.org)

**West Virginia Prevention Summit**  
[www.WVPreventionSummit.org](http://www.WVPreventionSummit.org)

Terzetto Creative was contracted to provide logistic services for the Appalachian Addiction and Prescription Drug Abuse Conference and the West Virginia Prevention Summit. Services included virtual platform development (with VFairs), graphics for virtual environment and pre-recorded sessions; host live sessions for keynote and simultaneous tracks; speaker preparation; registration management and reporting.





**Sample 5**      **STAR Telehealth**  
Telemental Health  
E-Learning Courses

STAR Telehealth contracted with Terzetto Creative to develop e-learning courses for their Telemental Health Provider Credential Series. Deliverables included custom graphics, intro video, custom narration, and delivery of SCORM-compliant files.



## CAI Staff Certificates and Licensure

Print Date: 05/17/2021

Issue Date: 05/17/2021

Kanawha

# State of West Virginia

*This is to certify that*

*Jeffrey A McCroskey*

*having met the requirement by law and the West Virginia Board of Education  
is hereby granted this license which is valid in the schools of the state as endorsed.*

Certificates &amp; Endorsements

Effective    Endorsed    Expiration

## 22-4 Professional Teaching Certificate

3600 - Elementary Education (01-06)

07/01/1993

Permanent

4100 - Mental Retardation (0K-12)

07/01/1993

Permanent

Salary Class: Masters Degree plus 15 hours effective 05/14/1994 Highest Degree: Masters Degree effective 07/01/1993

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----

License No. C1E096500084



State Superintendent of Schools

# State of West Virginia Board of Social Work

*This is to certify that*

**MARTHA L. MINTER, MSW**

*has met the requirements of this Board and regulations as set forth in the West Virginia Code  
and is hereby licensed in the professional practice of*

**Social Work**

*at the following level:*

**INDEPENDENT CLINICAL SOCIAL WORKER**

*subject to provisions of renewal and revocation.*

**License Number**

[REDACTED]

**Effective Date**

**01-Jan-21**

**Expiration Date**

**01-Jan-23**

*sealed and attested*

*Patricia P. O'Reilly*

Chair

*Christine Manikas*

Secretary

**IN WITNESS WHEREOF, The WEST VIRGINIA  
STATE BOARD OF SOCIAL WORK, by virtue of  
the authority vested in it by Article 30 of the West  
Virginia Code of March 18, 2011, has caused a  
license to be issued with its seal imprinted on the  
date shown above.**



Print Date: 05/17/2021

Issue Date: 05/17/2021

Applicant

# State of West Virginia

*This is to certify that*

*Elizabeth C Peterson*

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

## Certificates &amp; Endorsements

Effective Endorsed Expiration

## 22-4 Professional Teaching Certificate

3600 - Elementary Education (01-06)

07/01/1992 07/01/1986 Permanent

4100 - Mental Retardation (0K-12)

07/01/1992 07/01/1986 Permanent

4105 - Specific Learning Disabilities (0K-12)

07/01/1992 03/17/1990 Permanent

4112 - Behavioral Disorders excluding Autism (0K-12)

07/01/1992 12/13/1996 Permanent

Salary Class: Masters Degree plus 45 hours effective 12/13/1996 Highest Degree: Masters Degree effective 07/01/1989

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----



State Superintendent of Schools

License No. L8T102400025

Print Date: 05/17/2021

Issue Date: 05/17/2021

Kanawha

# State of West Virginia

*This is to certify that*

**Mitchell A Balaban**

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

**Certificates & Endorsements****Effective    Endorsed    Expiration****22-4 Professional Teaching Certificate**

2200 - Health and Physical Education (07-12)

08/11/1990 08/16/1974 Permanent

3000 - Social Studies (07-09)

08/11/1990 08/16/1974 Permanent

4100 - Mental Retardation (0K-12)

08/11/1990 05/03/1986 Permanent

4101 - Behavioral Disorders (0K-12)

08/11/1990 06/08/1984 Permanent

Salary Class: Masters Degree plus 15 hours effective 12/18/1990 Highest Degree: Masters Degree effective 08/11/1990

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----

**License No. T7L102800098**

State Superintendent of Schools



Print Date: 05/17/2021

Issue Date: 03/06/2014

Clay

# State of West Virginia

*This is to certify that*

**Beverly A Nichols**

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

## Certificates & Endorsements

Effective    Endorsed    Expiration

### 02-4 Professional Administrative Certificate

0001 - Superintendent (PK-AD)

12/04/2013    08/07/2011    Permanent

0006 - Supervisor General Instruction (PK-AD)

12/04/2013    08/07/2011    Permanent

0015 - Principal (PK-AD)

12/04/2013    08/07/2011    Permanent

### 22-4 Professional Teaching Certificate

3605 - Multi-Subjects (0K-08)

07/01/1998    12/16/1989    Permanent

4105 - Specific Learning Disabilities (0K-12)

07/01/1998    12/17/1994    Permanent

### 78-1 Content for Special Education

1000 - English (05-AD)

03/16/2006    03/16/2006    Permanent

Salary Class: Masters Degree plus 45 hours effective 12/29/1998 Highest Degree: Masters Degree effective 12/29/1998

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----



State Superintendent of Schools

License No. N4E108000192

Print Date: 05/17/2021

Issue Date: 11/26/2013

Kanawha

# State of West Virginia

*This is to certify that*

**Karen L Ruddle**

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

**Certificates & Endorsements****Effective    Endorsed    Expiration****22-4 Professional Teaching Certificate**

3100 - Speech (07-12)	07/01/1985	Permanent
4100 - Mental Retardation (----)	07/01/1985	Permanent
4101 - Behavioral Disorders (0K-12)	07/01/1985	Permanent
4105 - Specific Learning Disabilities (0K-12)	07/01/1985    08/09/1985	Permanent

Salary Class: Masters Degree plus 15 hours effective 08/09/1985 Highest Degree: Masters Degree effective 07/01/1984

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----



State Superintendent of Schools

License No. K5L092900342



Print Date: 05/17/2021

Issue Date: 11/25/2013

Boone

# State of West Virginia

*This is to certify that*

*Debra L Harless*

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

Certificates &amp; Endorsements

Effective Endorsed Expiration

## 22-4 Professional Teaching Certificate

3600 - Elementary Education (01-06)

07/01/2001 12/07/1987 Permanent

4100 - Mental Retardation (0K-12)

07/01/2001 12/07/1987 Permanent

4105 - Specific Learning Disabilities (0K-12)

07/01/2001 01/23/1999 Permanent

Salary Class: Masters Degree plus 45 hours effective 06/29/2001 Highest Degree: Masters Degree effective 07/01/1996

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----

License No. E5L105600194



State Superintendent of Schools

Print Date: 05/17/2021

Issue Date: 02/07/2020

Berkeley

# State of West Virginia

*This is to certify that*

*Sallie A Askin*

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

Certificates &amp; Endorsements

Effective Endorsed Expiration

## 22-4 Professional Teaching Certificate

3600 - Elementary Education (01-06)

07/01/2003 07/01/1980 Permanent

4500 - Gifted (0K-08)

07/01/2003 09/23/2000 Permanent

Salary Class: Masters Degree plus 30 hours effective 05/18/2003 Highest Degree: Masters Degree effective 05/18/2003

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----

License No. L9E096701102



State Superintendent of Schools



Print Date: 05/17/2021

Issue Date: 05/22/2020

Fayette

# State of West Virginia

*This is to certify that*

**Adam R Coon**

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

## Certificates & Endorsements

Effective    Endorsed    Expiration

### 09-1 Provisional Professional Administrative Certificate

0015 - Principal (PK-AD)

05/12/2020    05/12/2020    06/30/2025

### 22-4 Professional Teaching Certificate

3000 - Social Studies (05-AD)

07/01/2015    12/15/2008    Permanent

4115 - Multi-Categorical (LD, BD, MI) (05-AD)

07/01/2015    06/25/2013    Permanent

4116 - Autism (05-AD)

07/01/2015    08/25/2015    Permanent

### 30-4 Advanced Credential

0609 - Technology Integration Specialist (PK-AD)

09/20/2019    07/01/2018    Permanent

Salary Class: Masters Degree plus 30 hours effective 12/14/2019 Highest Degree: Masters Degree effective 06/25/2013

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----



License No. R3A129800149

State Superintendent of Schools

THIS CERTIFICATE IS A COPY IF THE BLUE COLORED BACKGROUND IS ABSENT

# South Carolina State Board of Education

## Educator Certificate

**Christopher Lawrence Napier**

**Certificate Number**

**Social Security Number**

**Validity Period**

07/01/2021 - 06/30/2024

**Initial Certificate**

**Class  
Masters**

**Experience  
4**

**Areas of Certification  
64 - Health**

*Molly M. Spearman*

**Molly M. Spearman  
State Superintendent of Education**

**Date Printed  
04/05/2021**

**\* Please refer to the back of this certificate for additional information.**

THIS CERTIFICATE IS A COPY IF THE BLUE COLORED BACKGROUND IS ABSENT



## Confidentiality Compliance

**Confidentiality, Ethics, and  
Compliance Agreement**

**P.O. Box 8885  
South Charleston, WV 25308  
304-766-2413  
[www.CommunityAccessWV.org](http://www.CommunityAccessWV.org)**



By signing your name in the space below, you are signifying that you understand and agree to comply with Community Access's Confidentiality, Ethics, and Compliance Agreement.

**Confidentiality**

You understand that no information about a client/consumer is to be shared with any unauthorized person. You also understand that conversations in public areas will not consist of confidential client/consumer information. You understand that you are not authorized to access any information about anyone we serve unless you are a direct provider of services for that person and have job-related need for such information, even if the person is a friend, a relative, or another employee.

Anyone who improperly shares confidential information or is found to be improperly accessing information about a client/consumer will be subject to potential disciplinary action, including possible termination of employment. As an employee, if you observe a breach of confidentiality, you are responsible for reporting it to your supervisor.

**Ethics**

CAI employees' moral and ethical standards of behavior are a personal matter except as these may compromise the fulfillment of their responsibilities on the job or jeopardize the public's trust in the quality of service provided to those we serve. CAI employees are sensitive to prevailing community standards and to the possible impact that conformity to, or deviation from, these standards may have upon the ability of the organization to render services within the community.

As employees, CAI staff members will neither engage in nor condone personal or professional behavior that is inhumane or that results in illegal or unjustifiable actions. Should an employee be involved in any behavior that would directly reflect on or contaminate the reputation of the organization, disciplinary action will immediately follow. Violation of this principle could be grounds for immediate dismissal.

**Compliance Code of Conduct**

You understand that:

1. Employees are expected to know and adhere to all Internal and external rules and regulations applicable to their duties and responsibilities.
2. Employees will ensure that reports and other documents are accurate, complete, submitted on time, and reflect the integrity of Community Access.
3. Employees will maintain the confidentiality of the client/consumer case files and records and will follow all policies related to release of information that includes appropriate consent.
4. Employees will make all reasonable attempts to prevent fraud and abuse. Employees will report any concerns to their supervisor or the Executive Director.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## Background Check Disclosure & Authorization

P.O. Box 8885  
South Charleston, WV 25309  
304-766-2418  
[www.CommunityAccessWV.org](http://www.CommunityAccessWV.org)



### Disclosure to Applicant/Employee That a Consumer Report May Be Obtained by Employer

Please note that in connection with your application for employment and/or ongoing employment with our Company, we may obtain a "consumer report," as defined in the Fair Credit Reporting Act (FCRA), from a consumer reporting agency. Consumer reports include, but are not limited to, credit reports, criminal background checks and motor vehicle reports.

### Authorization for Employer to Obtain Consumer Report

By signing below, I hereby acknowledge that I have read the above disclosure and voluntarily authorize the Company, including its agents and representatives, to obtain a consumer report on me for use in connection with my application for employment or ongoing employment with the Company. If hired or currently employed, I understand that this authorization will remain on file and will serve as an ongoing authorization, to the extent permitted by law, for a consumer report to be lawfully obtained at any time in connection with my employment.

I further understand that the Company will provide me a copy of the consumer report if the information in the report is used, in any way, to make decisions regarding my fitness for employment or ongoing employment with the Company. I understand that the report will be made available to me before any employment decisions are made, along with a summary of my rights under the Fair Credit Reporting Act.

**The following information is necessary to confirm your identity for completing an accurate background check. It is confidential and will not be taken into consideration in any employment decisions.**

Please Print:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Please list previous addresses for the past seven years (in chronological order):

Previous Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number: \_\_\_\_\_ Other Names Used (alias, maiden): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License Number/State: \_\_\_\_\_

Signature of Applicant/Employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Company/Employer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Employer: Keep the Background Check Disclosure & Authorization form separate from other employee personnel records. Give applicant/employee a copy of this form and retain the original for your records.**

**COMPLYRIGHT**

A2213DL

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This product is designed to provide accurate and authoritative information. However, it is not a substitute for legal advice and does not provide legal opinions on any specific facts or services. The information is provided with the understanding that any person or entity involved in creating, producing or distributing this product is not liable for any damages arising out of the use or inability to use this product. You are urged to consult an attorney concerning your particular situation and any specific questions or concerns you may have.

Important note: This is approved for use by the purchaser only. This form may not be shared publicly or with third parties.

**ATTORNEY  
APPROVED**

**Drug-Free Workplace Verification Statement**

**P.O. Box 8885  
South Charleston, WV 25303  
304-766-2413  
www.CommunityAccessWV.org**



Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date employed by Community Access. \_\_\_\_\_

I, \_\_\_\_\_, certify that I have received a copy of the Community Access, Inc. Drug and Alcohol Use Policy (Policy 702 in the Personnel Handbook).

As an employee of Community Access, Inc., I agree to abide by the Drug and Alcohol Use Policy, which states that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol is prohibited in the workplace. Additionally, no employee shall report for work while under the influence of alcohol and/or an illegal drug.

The workplace shall be defined as a work site where work is performed in connection with the employee's Community Access, Inc. employment. The workplace shall include facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas, whether owned or leased by Community Access, Inc.

The policy is applicable while employees are engaged in any work-related activity, which includes performance of business during regularly scheduled work days, meal breaks, and/or occasions having a connection with the job or the company.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any violation of a criminal drug offense in the workplace, I must report this conviction to the Executive Director within five (5) days of conviction.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

## Closing

Community Access, Inc. (CAI) was founded in 1992 and has an unmatched record in team building, network development, and innovation. Accordingly, CAI is uniquely positioned to successfully complete all goals and objectives outlined in this proposal. Working with the DRS and many other agencies CAI:

- Developed the PathwaysWV website
- Developed Pathways transition materials including:
  - Lessons for Life After High School
  - Transition Guide for Students and Parents
  - Transition Planner
  - Work Exploration Manual
- Has existing relationships with administrators and front line staff in all 55 WV School Districts as well as the WV Schools for the Deaf and Blind and the WV Schools for Diversion and Transition
- Has developed innovative programming for the WV DRS including:
  - The DRS Pilot project which enabled high school students to attend DRS training programs. WV DRS was the first in the country to implement this program.
  - Student Transition to Employment Program (STEP) which enabled high school teachers and staff to become vendors with WV DRS. The WV DRS was the first in the country to implement this program. This was cited as the Most Innovative New Idea in transition by a research group at the University of Massachusetts Rehabilitation and Training Center in 2010. By using STEP methodology, successful job placements were over 10% higher than the WV and national placement rates
  - Individual Work Readiness Certificate (IWRC) in conjunction with the WVDE which enabled students with more significant disabilities to access appropriate CTE training programs.
- TTAC collaborated with WV DRS and WVDE Office of Special Education to offer Conover Online™ - a unique research-based approach for assessing and teaching personal success skills needed in all areas of life, including Conover's Functional Skills System.
- Has existing relationships with WIOA partners:
  - Higher Education
  - WVDRS
  - WorkForce WV
  - WVDE, Office of Special Education
  - WV Advisory Council for the Education of Exceptional Children
  - WVDE, Office of Adult Education
  - WVDE, Office of Career and Technical Education
- Has ongoing projects with WV Department of Health and Human Resources
- Has ongoing projects with the WV Developmental Disabilities Council

These successful programs and existing collaborative efforts with the WVDE, OSE, DRS, and stakeholders in the districts, will ensure Community Access, Inc. of a smooth transition to fulfill the objectives of this DRS Proposal.

Community Access, Inc. will comply with all State and Federal requirements mandated for DRS and WV Department of Education including confidentiality provisions.