

JUVENILE MENTAL HEALTH CONNECTION

***A PROPOSAL OF
FIRST CHOICE HEALTH SYSTEMS
AND
THE ALLIANCE FOR CHILDREN***

***REQUEST FOR QUOTATION FOR
MENTAL HEALTH CARE SERVICES
FOR THE
WEST VIRGINIA DIVISION OF JUVENILE SERVICES***

MARCH 12, 2007



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

Request for Quotation

RFQ NUMBER
DJS010234

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT 304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES
 SECOND FLOOR
 1200 QUARRIER STREET
 CHARLESTON, WV
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/01/2007				

BID OPENING DATE: 03/01/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(X) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Scott R. Bolcan</i>	TELEPHONE 304 344-2256	DATE MARCH 9, 2007
TITLE CEO	FEIN 0550744391	ADDRESS CHANGES TO BE NOTED ABOVE

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



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<p>PRECEDING SUBMISSION OF THIS BID; OR () BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>FIRST CHOICE HEALTH SYSTEMS, INC</u></p> <p>DATE: <u>MARCH 9, 2007</u></p> <p>SIGNED: <u>Scott R. Boelman</u></p> <p>TITLE: <u>CEO</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <u>Scott R. Boelman</u>	TELEPHONE <u>304 344-2250</u>	DATE <u>March 9, 2007</u>
TITLE <u>CEO</u>	FEIN <u>0550744391</u>	ADDRESS CHANGES TO BE NOTED ABOVE

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

RFQ No. _____

A F F I D A V I T

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

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

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

EXCEPTION:

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

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: FIRST CHOICE HEALTH SYSTEMS, INC
 Authorized Signature: Scott R. Boelke Date: March 9, 2007

Vendor:

Spending Unit:

Requisition No.: _____

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 ✓

No. 2

No. 3

No. 4

No. 5

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

Scott R. Boelau

Signature

FIRST CHOICE HEALTH SYSTEMS

Company

MARCH 9, 2007

Date

Juvenile Mental Health Connection
An interconnected, state-wide system of mental health services for juveniles

BACKGROUND

Detained juveniles suffer mental problems at a higher rate than the general population. Nearly 66 percent of boys and 75 percent of girls in juvenile detention have at least one psychiatric illness, a recent federal study by Northwestern University has found. Even when researchers excluded conduct disorder, they still found that 60 percent of males and more than two-thirds of females met diagnostic criteria and had diagnosis-specific impairment for one or more psychiatric disorders. Half of males and almost half of females had a substance use disorder. More than 40 percent had disruptive behavior disorders, such as oppositional defiant disorder and conduct disorder, a common diagnosis among teens in trouble. Rates of many disorders were higher among females, non-Hispanic whites, and older adolescents.

The juvenile justice system has become the only alternative for many poor and minority youths with psychiatric problems. For example, the use of managed care to cut Medicaid expenses has meant that many disorders common to young people in trouble, such as conduct disorder, attention deficit /hyperactivity disorder, and substance abuse, are not covered or the care is restricted. These changes most affect poor and minority children, who are over-represented in the juvenile justice system.

In Mental Health: A Report of the Surgeon General, the Surgeon General states that *“In addition to children with a serious emotional disturbance served by the special education system, children served by child welfare and juvenile justice systems also have need for mental health services because they are much more likely to have emotional and behavioral disorders than is the general population. Thus, the emphasis on interagency community-based systems of care is warranted and essential.”* Collaborations are key to addressing this issue.

Child welfare agencies have powerful mandates to protect children and to ensure that they receive the services they need, including mental health services. Awareness and understanding of the overlap of youth in the welfare system and youth in the juvenile justice system is critical to providing effective and culturally competent mental health care services to this population.

PROGRAM OVERVIEW

Imagine the combined power of twenty community based organizations vested in the welfare of West Virginia's children. Indeed, twenty organizations have joined forces and have mobilized to provide the *Juvenile Mental Health Connection (JMH Connection)* program for the Division of Juvenile Services. These twenty statewide organizations have formed the greatest collection of experience and expertise in child welfare and child behavioral health that can be found in West Virginia. The *JMH Connection* program is a combined effort between the Alliance for Children and First Choice Health Systems, Inc. to provide mental health care services to all juveniles committed to the West Virginia Division of Juvenile Services. First Choice Health Systems, Inc. is the *JMH Connection* lead entity.

First Choice Health Systems, Inc. is a private, for profit corporation owned by leading West Virginia mental health organizations. It is the mission of First Choice to develop programs with governmental, commercial and other kinds of organizations for mental, behavioral, and emotional health services. Because of the resources of eight major comprehensive organizations located throughout the state with all kinds of providers and all types of expertise, programs can be designed to fit every need. First Choice Health Systems, Inc. currently operates the Problem Gamblers Help Network (2000 to present). The Problem Gambler's Help Network has been nationally recognized as a leading edge quality treatment program in the field of gambling treatment. First Choice has also had successful experiences delivering statewide services for a three-year project with the Division of Juvenile Services Substance Abuse Project.

Formed in 1997, the Alliance for Children is an innovative partnership of leading West Virginia private child welfare organizations. The Alliance for Children exists to bring together the resources and expertise of West Virginia's leading children and family services organizations to create a comprehensive statewide network of care. As a partnership of licensed, nationally accredited agencies, the Alliance is committed to creating positive solutions for West Virginia's children, families and communities. The members of the Alliance for Children offer a broad variety of statewide services from 50 locations. The Alliance reaches thousands of children and youth each month in all 55 counties of West Virginia. Employing over 1,000 individuals, the Alliance provides trained staff helping families every day. The Alliance makes significant

contributions in the areas of service and public development, professional education and training, and the advancement of practice standards at the local, state, national and international levels.

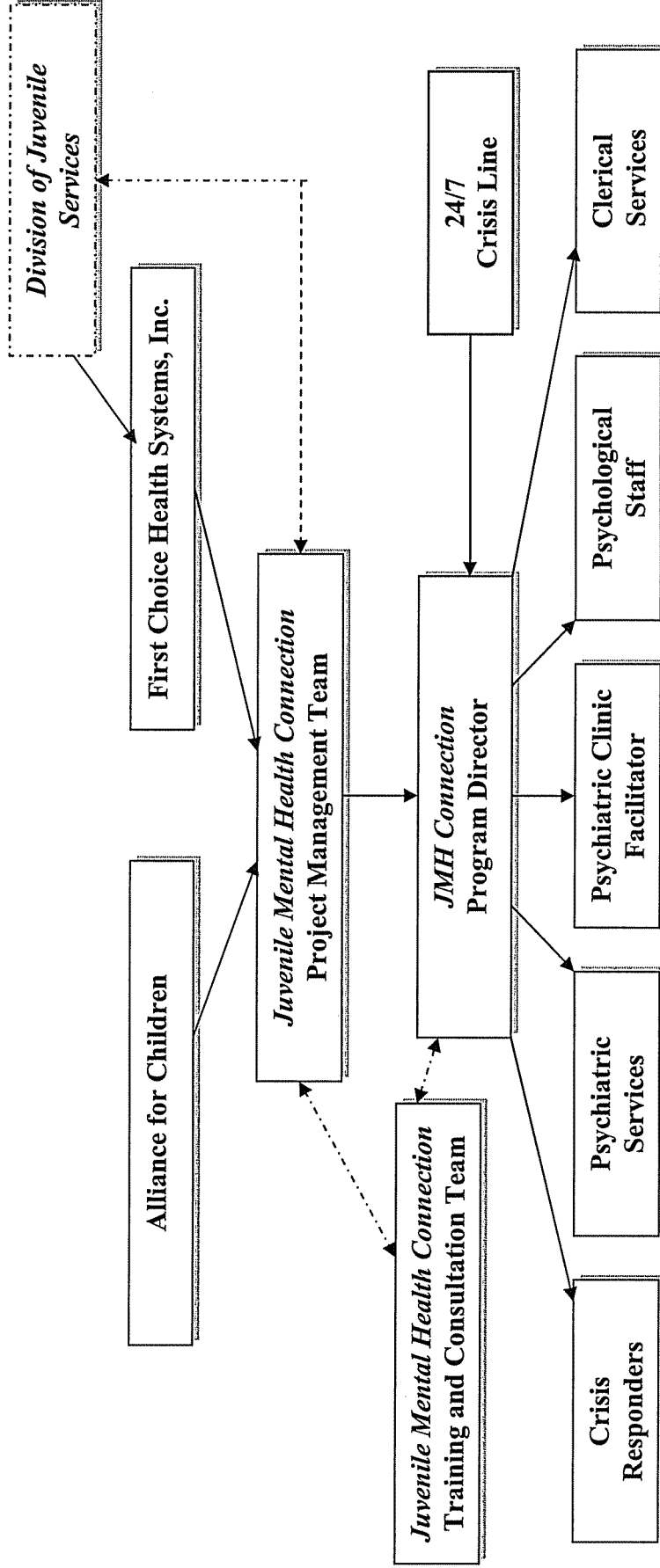
The Alliance for Children thoroughly knows the children of West Virginia. The Alliance is keenly aware of the child welfare and juvenile delinquency overlap. Because of the focus on children and families, the Alliance has an abundant and in-depth experience working with the juvenile population on a daily basis. On any given day, the Alliance for Children cares for over 1,200 children, the majority of whom come from the child welfare system.

The Alliance for Children has had a number of successful statewide projects including Truancy Diversion, Youth Services Case Management and the C.A.R.E project. The Care Access and Resource Enhancement (C.A.R.E) Project is a private sector initiative designed to impact and improve the child welfare system, thereby promoting the well-being of children and families. The C.A.R.E. Project is meant to support the State in its charge to care for children and is designed to complement the work of the West Virginia Department of Health and Human Resources, the multi-disciplinary team process, and the juvenile court system.

As the Alliance for Children and First Choice Health Systems, Inc. join their statewide networks and expertise to form the *Juvenile Mental Health Connection*, twenty organizations band together to provide comprehensive, culturally competent and effective mental health care services to all juveniles committed to the Division of Juvenile Services. This is in accordance with the West Virginia Division of Juvenile Services RFQ #DJS010234 as outlined in the specifications below. These twenty organizations understand the dynamics and issues that are unique to juveniles with serious mental illness and are ready to collectively put this wealth of expertise to work for the Division of Juvenile Services. Appendix C provides a description of each of the partners.

The organization of the *Juvenile Mental Health Connection* is straightforward and clear cut. Organizationally, the *JMH Connection* will be managed by a Project Management Team consisting of the chief executive officers or their designees of all sub-contractors. Project Management Team entities include Pressley Ridge, Elkins Mountain Schools, EastRidge Health Systems, Youth Services System, Westbrook Health Services, Pretera Center for Mental Health

Exhibit 2: Juvenile Mental Health Connection Organizational Scheme



Descriptions for each of the positions noted on the Organizational Scheme (Crisis Responders, Psychiatric Services, Psychiatric Clinic Facilitator, Psychological Staff and Clerical Services) are provided in Appendix A with reporting responsibilities as presented in Exhibit 2.

SPECIFICATIONS

The intent of the Alliance for Children and First Choice Health Systems, Inc. is to provide comprehensive psychiatric and psychological services to all juveniles committed to the Division of Juvenile Services. Delivery of these services will be in compliance with the West Virginia Division of Juvenile Services' policies and procedures, the National Commission on Correctional Health Care (NCCHC) Standards, and the American Correctional Association (ACA) Guidelines. First Choice Health Systems, Inc. is the lead entity for the *Juvenile Mental Health Connection* and is the applicant for this project.

A. Within sixty (60) days of award, First Choice Health Systems will provide the Division of Juvenile Services, policy and procedure manuals to address the mental health related standards in compliance with NCCHA, ACA Standards and the Division of Juvenile Services policies and procedures (See Exhibit 5).

The Alliance for Children is experienced with compiling such policy and procedure manuals and will lend their expertise to this process. For example, the Alliance organized the development of the **Youth Foster Care Handbook** -- In a recent focus group discussion with youth in the foster care system, it became clear that many of them had experienced confusion, fear, frustration and a lack of information about the system. In response, a youth editorial board was formed to develop West Virginia's first handbook for youth in care. What's Next?: Navigating the Foster Care System in West Virginia addresses issues and questions of concern to help youth better understand the system.

The *JMH Connection* Program Director will be responsible for compiling the policy and procedure manuals under the guidance of the Alliance for Children and the *JMH Connection* Training and Consultation Team. Once drafted, the *JMH Connection* Project Management Team will review the document and provide approval for it to be printed in its final form.

**Exhibit 5: Timeline Year 1
Juvenile Mental Health Connection Program**

Description of Deliverables	Responsibility	Contract Award												
		month	01	02	03	04	05	06	07	08	09	10	11	12
<ul style="list-style-type: none"> • Policy and Procedure Manuals addressing mental health related standards 	Program Director Training and Consultation Team													
<ul style="list-style-type: none"> • Notification(s) in writing of all mental health professionals on-call (quarterly) 	Project Management Team Program Director													
<ul style="list-style-type: none"> • On-site visit to all juvenile facilities (each facility quarterly) (See Exhibit 6 for specifics) 	Program Director													
<ul style="list-style-type: none"> • Updates for all program modules (annual) 	Training and Consultation Team Program Director													
<ul style="list-style-type: none"> • Psychiatric chronic care database development (on-going maintenance) 	Clerical Support													
<ul style="list-style-type: none"> • Report of psychiatric chronic care to Division of Juvenile Services Director (monthly) 	Program Manager / Clerical Support													
<ul style="list-style-type: none"> • System-wide quality management support services in place 	Project Management Team													
<ul style="list-style-type: none"> • Continuous Quality Improvement audits (quarterly) (feedback survey results) 	Project Management Team Program Director													
<ul style="list-style-type: none"> • Research updates and training provided to the Basic Academy Classes (annual) 	Training and Consultation Team Program Director													
<ul style="list-style-type: none"> • Required in-service security training for all JMH Connection staff (annual when DJS Schedules) 	All JMH Connection Staff													

B. *First Choice Health Systems will provide psychiatric triage to determine the need for psychiatric evaluations for residents currently on medications or all residents that are referred for mental health services.*

Upon award of the contract, the *JMH Connection* Program Director will consult with the Division of Juvenile Services treatment staff at each facility to begin to identify youth who need a psychiatric consultation, evaluation and med review. The program director will also perform a record review at each site. Based on the consultation with the DJS treatment staff and the record review, the program director will determine the initial order that youth are seen through the weekly psychiatric telemedicine process based on the most pressing needs. If, after the initial order has been set, a youth exhibits an acute psychiatric crisis, then that youth will be placed appropriately on the list to be seen for psychiatric services.

C. *Consultations will be provided for all residents appropriately referred for mental health services within 7-10 days.*

The *JMH Connection* Program Director will be responsible for assuring that consultations will be provided for all residents appropriately referred for mental health services within 7-10 days. Consultations will be tracked and reported to the Project Management Team.

D. *First Choice Health Systems will provide twenty-four (24) hour a day, seven (7) days a week (24/7) crisis, on-call services. First Choice Health Systems will also provide quarterly notification(s) in writing of the mental health professionals on-call for all contracted facilities (See Exhibit 5); quarterly notifications include names and contact numbers.*

To provide an efficient 24/7 crisis, on-call service, the *JMH Connection* has been designed to have a single point of entry which also bears the responsibility of accessing the crisis responders. Specifically, the *JMH Connection* will provide a centralized intake for crisis on-call services (See Exhibit 2). All Division of Juvenile Services facilities will have the same crisis line number to call which will be answered by the *JMH Connection* Program Director. The initial response from the *JMH Connection* Program Director will be a triage over the telephone. Consultation and advice will be given to the facility staff on how to handle the situation. If the situation calls for a face-to-face intervention, then the *JMH Connection* Program Director will contact the crisis responder at the local provider who is partnered with that particular facility to provide the face-to-face service (See Exhibit 4). If warranted, an acute care bed will be made

available for the juvenile in a psychiatric hospital facility (Chestnut Ridge or Highland Hospital). It will also be the responsibility of the *JMH Connection* Program Director to make these arrangements. To the extent possible, the youth will be transported to the hospital facility in closest proximity to the DJS facility.

E. *Crisis intervention for all residents will be provided as needed.*

Crisis intervention will be a centralized triaged process available on a 24-hour / 7-day per week basis with a decentralized on-site response and/or facilitated hospital admissions as needed. Three levels of crisis intervention will be provided as a part of the *Juvenile Mental Health Connection*. 1). Crisis that **do not** require a personal response – Professional consultation and advice will be readily available to each juvenile facility through the *JMH Connection*. Calls will be made to the *JMH Connection* Program Director who will provide triage over the phone and provide consultation and advice on how to handle the situation at hand. 2). Crisis that **do** require a person on site – If the crisis requires a face-to-face intervention, then the Program Director will contact the appropriate *JMH Connection* partner crisis responder. Each juvenile facility will be assigned to a *JMH Connection* partner as listed in Exhibit 3. Each *JMH Connection* partner will have a crisis responder that will serve as the liaison to the juvenile facility (See Exhibit 4). That *JMH Connection* partner will be available for providing on-site staff response for crisis intervention. 3). Crisis that requires hospitalization will be directed through the Program Director to Chestnut Ridge or Highland Hospital. To the extent possible, the hospital with an available acute care bed that is closest to the DJS facility will be utilized.

The *JMH Connection* response to crisis will be according to a standardized procedure established by the project for all participating entities. Crisis responders will be trained in the standardized procedure and these responses will be regularly monitored for adherence to these procedures.

F. *First Choice Health Systems will provide assistance with critical incident debriefing upon request of the Division of Juvenile Services, Director or designee.*

Every crisis call will receive a triage by the *JMH Connection* Program Director. As a standard *JMH Connection* procedure, every time that a face-to-face response to a crisis is warranted, then a debriefing involving the individual responding to the crisis, the program

director, and personnel from the Division of Juvenile Services treatment facility housing the youth will occur, and a critical incident debriefing report will be prepared.

This routine process for debriefing all face-to-face crisis interventions will serve a four-fold purpose: 1) all face-to-face crisis interventions will be thoroughly documented by the appropriate staff involved; 2) treatment and strategies will be identified to prevent future crisis from occurring; 3) crisis response protocol adherence to the standards set by the *JMH Connection* will be monitored, and 4) potential DJS staff training needs will be identified. These potential training needs will be reviewed and discussed with the Training and Consultation Team and the appropriate members of the Division of Juvenile Services staff in order to determine if the issue needs to be included as part of the training curricula.

These critical incident debriefing reports will be made available to the Division of Juvenile Services, Director or Designee as requested.

G. *On-site visits to all juvenile facilities will be conducted quarterly for chart review, signatures, and for compliance standards (See Exhibit 6 for schedule).*

On-site visits to all juvenile facilities will be conducted by the *JMH Connection* Program Director on a quarterly basis as outlined in Exhibit 6. Visits will entail chart review, signatures, and adherence to compliance standards.

H. *A qualified mental health professional shall provide annual updates for all program modules, as well as provide training for all program facilitators and will be responsible for statistical data collection and reporting as well as auditing for quality service delivery.*

The *JMH Connection* Program Director and the Training and Consultation Team will be responsible for providing annual updates for all program modules and for providing training for all program facilitators. The program director will be responsible for statistical data collection and reporting as well as auditing for quality service delivery which will take place during the quarterly visits to each facility. Statistical data collection and audit results for quality service delivery will be included in the annual update.

Exhibit 6: JMH Connection Schedule of Quarterly Chart Review

Site	Location	Contract Award													
		month	01	02	03	04	05	06	07	08	09	10	11	12	
West Virginia Industrial Home for Youth	Harrison County														
Davis Center	Tucker County														
Vicki Douglas Juvenile Center	Berkeley / Jefferson Counties														
Northern Juvenile Center	Ohio County														
Lorrie Yeager Juvenile Center	Wood County														
Sam Perdue Juvenile Center	Mercer County														
J.H. Tiger Morton Juvenile Facility	Kanawha County														
Donald R. Kuhn Juvenile Center	Boone County														
J.M. "Chick" Buckbee Juvenile Center	Hampshire County														
Gene Spadaro Juvenile Center	Fayette County														
Robert Shell Juvenile Center	Cabell County														

I. First Choice Health Systems will be responsible for employment and payment of any necessary contractual staff and/or agencies necessary for the provision of said care.

First Choice Health Systems, Inc. will sub-contract with all organizations and/or individuals providing services to the ***JMH Connection***. Rates will be paid on the basis of reasonable and customary with the two networks – First Choice Health Systems and the Alliance for Children.

J. First Choice Health Systems is expected to provide all equipment and supplies necessary for the performance of these obligations except as otherwise delineated.

First Choice Health Systems will provide all equipment and supplies necessary for the performance of these obligations.

K. First Choice Health Systems will be responsible for prescribing and monitoring all Psychotropic medications with follow-up appointments with the psychiatrist provided a minimum of every ninety (90) days for all residents on an active psychiatric caseload.

Once the triage process has taken place and the youth are prioritized according to need, the Psychiatric Clinic Facilitator will then put the youth on the schedule for the telemedicine clinic. The Psychiatric Clinic Facilitator will manage the movement of youth through the telemedicine clinic process thus making certain that physicians have the optional amount of time to see each youth. The Psychiatric Clinic Facilitator will ensure that the psychiatrist's orders are carried out, that correct prescriptions are obtained by each youth, and that follow-up appointments are scheduled. The Psychiatric Clinic Facilitator will also be responsible for scheduling all youth using psychotropic drugs to see the psychiatrist within 90 days or sooner if necessary.

The Psychiatric Clinic Facilitator will provide a minimum of 3 hours per week for each institution on location or via the telemedicine network or a combination thereof. Signed documentation will be provided for time spent on the grounds or through contact via the telemedicine network.

1. Physicians will abide by the West Virginia State Medicaid formulary as the primary prescribing source. The Division of Juvenile services will be responsible for providing all

necessary prescription pharmaceuticals. When medications are not covered by the formulary, the prescribing psychiatrist *will provide written documentation* of the necessity for a non-formulary prescription. Pharmaceutical will be obtained in a timely and expedient manner. When formulary medications cannot be utilized, a letter/note of justification will be provided for billing documentation purposes.

It is understood that there are some medication that cannot be phone in, but all appropriate steps shall be taken in order to provide the prescribed medications at the earliest possible time. Any necessary documentation shall be forwarded immediately.

2. Each Division facility has on-site telemedicine capabilities. When this option is used, it will be the responsibility of First Choice Health Systems, Inc. to fax copies of all appropriate documentation directly to the appropriate facilities. Originals will be mailed to the proper facility within **twenty-four (24) hours**, to be filed in the resident's permanent medical/mental health file.

With the exception of the Northern Regional Juvenile Center, each Division facility has on-site telemedicine capabilities. Upon award of this contract, First Choice Health Systems, Inc. will establish on-site telemedicine capabilities at Northern so that all Division facilities have on-site telemedicine capabilities. This will create a uniform efficient system of care that will be standardized among all facilities.

It will be the responsibility of the Program Director and Clerical Services to fax copies of all appropriate documentation directly to the appropriate facilities and to mail originals to the proper facilities within 24 hours to be filed in the resident's permanent medical/mental health file.

3. Orders for necessary prescription pharmaceuticals will be sent to the appropriate facility within **two hours** of the evaluation completion, or will be phoned in to the designate pharmacy, by the prescribing psychiatrist.

L. *First Choice Health Systems, Inc. will be responsible for assuring that all the required registrations, licenses, and credentials associated with the operation are active and in good standing. First Choice Health Systems, Inc. will provide the Division of Juvenile Services with current resumes and licenses, required by statute, on all applicable qualified health care professional employees as well as those subcontracted professional employees. Licensed individuals, who have license restrictions or mandatory disciplinary stipulations upon their scope of practice, are unacceptable candidates for employment within the correctional setting and therefore will not be considered for any of the positions available through this project. All qualified mental health professionals shall possess unrestricted licenses. Mental health professionals who have been convicted of a felony in accordance with any State or Federal law are unacceptable.* (See Appendix A for Staffing Plan and Job Descriptions).

M. *First Choice Health Systems, Inc. will ensure that all mental health professionals working within a juvenile facility will maintain the security of the facility while performing their duties. Any incident related to the security of the facility will be reported verbally to that facilities' administrator immediately, and a written incident report will be provided within twenty-four (24) hours.*

1. All persons will abide by Division and/or facility rules and regulations
2. All persons entering a Division of Juvenile Services facility are subject to search.
3. All vehicles on grounds will be secured with keys removed.

N. *First Choice Health Systems, Inc. will be responsible for development and maintenance of a psychiatric chronic care database for residents receiving mental health services*

(See Exhibit 5).

A computer-generated report will be provided to the Division of Juvenile Services Director or designee on a regular monthly basis. At a minimum, the database will include: Resident Name, DJS #; Facility: Sex; Axis Diagnosis; Medications; and Dates for the Following events: Initial Appointment; Scheduled Visits; and Follow-up Appointments (See Appendix E). The database will be maintained by Clerical Services with input from the Program Director and the Psychiatric Clinic Facilitator.

Q. *First Choice Health Systems, Inc. will provide quality management services to support the provision of the comprehensive mental health services. First Choice will be responsible for all costs incurred for these services. Quality management support services shall be system-wide and shall be in place within six months of the contract award (See Exhibit 5).*

A contract performance review will be the responsibility of the *JMH Connection* Project Management Team. Since the Project Management Team is comprised of the CEOs or designees of the contracting organizations, the team will ensure the quality management of the project and that the appropriate expertise is connected to the specific areas of need. The CEO of First Choice Health Systems will oversee the day-to-day operation of the *JMH Connection* and will relate project activities on a regular basis to the Project Management Team members.

Quality management will also be assured through formal feedback from various aspects of the project. Feedback will be obtained from key personnel at each of the DJS facilities concerning responses to crisis and services provided and with regard to telemedicine sessions. Moreover, a survey will be sent to the Division of Juvenile Services' central office to obtain feedback regarding all aspects of the project and the provision of comprehensive mental health services to the juvenile population. This data will be collected and reviewed quarterly in order to make any immediate adjustments deemed necessary through this feedback (See Exhibit 5).

P. *Consultations with the Division of Juvenile Services treatment staff to assist in the development/design and/or implementation of the following plans and programs, in compliance with all federal and state applicable laws with regard to the juvenile population as well as Agency policy and procedures, ACA Guidelines and NCCHC Standards as applicable:*

The Division will utilize the clinical expertise of the mental health staff, as requested by the agency's Assistant Director or Programs and Treatment and/or the Deputy Director or designee, in the form of guidance and/or recommendations in the division's efforts to improve/develop and implement programs and treatments for the division's juvenile population.

First Choice Health Systems will arrange for consultations and training by highly qualified individuals located through the appropriate system partner. These arrangements will be

made in conjunction with the Division of Juvenile Services treatment staff to assist in the development/design and/or implementation of the following plans and programs identified by DJS: 1) Individualized Treatment Plans; 2) Behavior Management Plans; 3) Crime Victim Awareness; 4) Batterer's Intervention Prevention; 5) Anger Management; 6) Trauma Recovery; and 7) Sex Offender Treatment. For example, access to the most uniquely qualified sex offender treatment expert in West Virginia is available through *JMH Connection*.

Other training needs will be identified through chart reviews, crisis interventions, the satisfaction survey process, daily contact with DJS facilities while insuring appropriate juvenile mental health services are being delivered. Once identified, these training needs will be discussed between the Program Director and the Training and Consultation Team members with input from the appropriate personnel from the Division of Juvenile Services. With the expertise of the Training and Consultation Team, and in consultation with the Division of Juvenile Services treatment staff, an appropriate training and consulting plan will then be developed around the already identified as well as newly identified needs.

Once training needs are identified, existing training curricula will be utilized when available. If training curricula is not available, then the curricula will be developed by the appropriate individuals on the Training and Consultation Team with outside assistance available through the First Choice Health Systems or Alliance for Children networks as required. Training will then either be provided by an expert identified through the system or by the Program Director – whichever is deemed appropriate by the Training and Consultation Team and DJS.

8. Continuous Quality Improvement Program – The Continuous quality improvement program will include audits for mental health services. Audits will be completed on a quarterly basis (See Exhibit 5) and the results will be available upon request to the Division of Juvenile Services.

In addition to the oversight of the Training and Consultation Team and the Project Management Team, quality management for the *JMH Connection* will also be assured through formal feedback from various aspects of the project. Feedback will be obtained from key personnel at each of the DJS facilities concerning responses to crisis and services provided and

with regard to telemedicine sessions. Moreover, a survey will be sent to the Division of Juvenile Services' central office to obtain feedback regarding all aspects of the project and the provision of comprehensive mental health services to the juvenile population. This data will be collected and reviewed quarterly in order to make any immediate adjustments deemed necessary through this feedback (See Exhibit 5).

9. Lesson Plans – Annual research updates and training will be provided to the Basic Academy Classes as recommended by the NCCHC guidelines and as scheduled by the West Virginia Division of Juvenile Services (See Exhibit 5).

Lesson plans will be developed in consultation with the Division of Juvenile Services treatment staff. Lesson plans will be based on the training needs already identified by the DJS and also any new training needs identified through the course of the project. A curriculum that already has been developed will be utilized when appropriate. When warranted, however, curricula will be created by the Training and Consultation Team in conjunction with the appropriate personnel from the DJS. The Program Director and the Training and Consultation Team will be responsible for this aspect of the project.

Trainers to provide the training will either come out of a vast pool of professionals available through the First Choice Health Systems and/or Alliance for Children networks or be administered by the Program Director, whichever is deemed to be most appropriate by the *JMH Connection* project and DJS.

Q. Medical/Mental Health records shall be managed according to NCCHC and ACA Standards. The West Virginia Division of Juvenile Services shall possess sole ownership of all resident records upon resident release from the agency's care and custody. The medical provider will be responsible for and maintenance of mental health records for the length of a residents' stay, in accordance with HIPAA rules and regulations.

Upon award of this contract, First Choice Health Systems will develop written agreements to be executed with all parties as part of their contract for providing services to this program. These agreements will establish the service provision standards required by First Choice Health Systems and any other standards or expectations required by the Division of

Juvenile Services, including the assurance that all professionals working within a juvenile facility will maintain the security of that facility while performing their duties.

Additionally, once awarded, a policy will be developed by the Project Management Team and the Program Director (with approval from the DJS Director or designee) around proper maintenance, handling, and confidentiality of client records. This policy will be included in the written agreements executed with each of the program staff and will address items 1-4 below.

All providers contracting services to the *JMH Connection* will already be employees of one of the subcontractors and consequently be held under (HIPAA) regulations through their respective organizations; therefore, they are accustomed to managing records and providing services under these regulations. All providers involved in the provision of services to this project are licensed by the State of West Virginia. This licensure requires having standards in place regarding proper medical record procedures and adhering to HIPAA regulations. All providers contracting services to the *JMH Connection* will be in good standing with their agencies; this will be assured by the Project Management Team.

1. Confidentiality of health care record – Active mental health care records shall be maintained under secure conditions and separately from confinement records. Access to active resident records is controlled by the health care authority. First Choice Health Systems, Inc. shall not deny the West Virginia Division of Juvenile Services Director or his designee or the facility Superintendent/Director or his/her designee access to such records for examination and/or photocopying.

2. Resident transfer – In the event that a resident is transferred to another facility within the West Virginia Division of Juvenile Services, the entire resident record, including medical/mental health documentation shall be transferred with the resident in the care and custody of the senior transporting officer. It should be noted that the West Virginia Division of Juvenile Services reserves the right to transfer any resident within the West Virginia Division of Juvenile Services system for health care reasons, for disciplinary reasons, for classification reasons, or for administrative reasons.

3. Release of information – Detailed information is released to an outside entity only upon written authorization from the resident or by Court Order.

4. Record retention – Inactive records shall be sealed, properly identified, and archived in the central storage area with the balance of the resident’s confinement record. Retention of these documents shall be for the legal requirements of the State of West Virginia or other jurisdiction, if applicable.

R. First Choice Health Systems, Inc. shall provide all necessary materials, supplies and equipment. These shall include, but are not limited to office supplies, including postage, required to provide comprehensive mental health services.

S. It is the intention of the West Virginia Division of Juvenile Services to award a contract for a one (1) year period while reserving the option to renew the contract for two (2) additional one (1) year periods (See Appendix B for Bid).

1. Any price increase(s) for years two and three shall be reviewed and considered upon each renewal anniversary, based on the Medical Cost of Living Index (U.S. City Average) as published by the United States Department of Labor, Bureau of Labor Statistics or 4%, whichever is lower. This is a three-year contract. One year with the option to renew for two (2) times on a yearly basis.

2. First Choice Health Systems must include a proposed staffing plan for the delivery of services. First Choice Health Systems shall cover periods of absences necessitated by vacations, holidays, and sick leave.

The proposed staffing plan for the delivery of services is located in Appendix A. Documentation to specify use of staff for each facility is located in Appendix D.

3. *First Choice Health Systems, Inc. will require all employees to be in attendance at an annual in-service security training (See Exhibit 5). Costs of this training (except wages, travel and incidental costs) are to be incurred by the Division of Juvenile Services.*

4. *First Choice Health Systems, Inc. understands that the Division of Juvenile Services, at its sole discretion, reserves the right to request random drug testing and to demand the immediate dismissal or replacement of any individual who fails said drug screening or who has violated the rules and/or regulations of the Division of Juvenile Services, or who poses a risk or unacceptable threat to the security of the institution. It is further understood that the Division of Juvenile Services will provide written documentation to substantiate its demand for immediate replacement of First Choice Health System's employees or subcontractors.*

○ Staffing Plan

○ Job Descriptions

- Program Director
- Psychiatric Clinic Facilitator
- Psychiatric Services
- Psychological Staff
- Clerical Support / Support Staff
- Crisis Responders

**First Choice Health Systems, Inc.
Juvenile Mental Health Connection**

**Job Description
Program Director**

Position:

- This is a full time, 40-hour per week position.
- Location of employment: Charleston, West Virginia

Credentials:

- Master's degree in Psychology, Counseling or Social work
- Minimum of five (5) years direct clinical experience working with the child and adolescent population
- Experience must include research, curriculum development and implementation of clinical programs with the emphasis on rehabilitation and community reentry to address issues of sex offender treatment, criminology, and trauma
- Minimum of three (3) years administrative experience responsible for the organization and implementation of training programs, supervision of program facilitators, program implementation, statistical data collection and data analysis

Duties and Responsibilities:

- Responsible for the development of clinical programs
- Responsible for providing quality assurance
- Responsible for conducting training
- Responsible for providing annual updates for all program modules
- Responsible for responding to the 24/7 crisis line and for taking appropriate action in responding to call (provide consultation/advice or contact appropriate crisis responder or arrange a hospitalization)
- Travel as required or requested
- Assist in development of appropriate programs and treatments in various areas for the Division of Juvenile Services resident population as well as specialized programs and/or treatment for those residents determined to have special needs
- Assist, as requested, in monitoring implemented plans and collecting statistical data and providing data analysis
- Assure that consultations are provided for all residents appropriately referred for mental health services within 7-10 days. Track consultations and report to Project Management Team
- Conduct quarterly site visits to review charts, signatures, and adherence to compliance standards
- Assure that copies of all appropriate documentation are faxed directly to the appropriate facilities and originals are mailed to the proper facilities within 24 hours to be filed in the resident's permanent medical/mental health file for telemedicine sessions.

First Choice Health Systems, Inc.

Juvenile Mental Health Connection

**Job Description
Psychiatric Clinic Facilitator**

Position:

Part time position

Credentials:

- Bachelor's degree in behavioral science field **OR**
- Minimum of five (5) years experience working with the mentally ill population
- Must have knowledge of behavior management, psychotropic medications and basic treatment interventions with the mentally ill population

Duties and Responsibilities:

- Assist with the psychiatrist as appropriate
- Manage youth through the telemedicine clinic process
- Ensure psychiatrist's orders are carried out by each youth
- Make certain that correct prescriptions are obtained by each youth
- Set schedule for all youth on psychotropic medication to have a follow-up appointment at least every 90 days
- Assure that youth mental health records are up-to-date

First Choice Health Systems, Inc.

Juvenile Mental Health Connection

**Job Description
Psychiatric Services**

Position:

- Contracted on an as needed basis.

Credentials:

- Preferred Board Certified Child and Adolescent Psychiatrist with a minimum of five (5) years experience working with the juvenile population

Duties and Responsibilities:

- Prescribing and monitoring psychotropic medications
- Conducting intake evaluations on all residents that are referred as new intakes and all residents currently on psychotropic medications
- Quarterly follow-up appointments must be maintained for all residents on psychiatric caseload
- Psychiatric on-call services must be provided twenty-four hours per day, seven days per week (24/7)
- Peer reviews and additional services to be provided upon request of the Division of Juvenile Services Director or designee.

First Choice Health Systems, Inc.

Juvenile Mental Health Connection

**Job Description
Psychological Staff**

Position:

- Contractual on an as needed basis

Credentials:

- Licensed Psychologist

Duties and Responsibilities:

- Evaluation and testing

First Choice Health Systems, Inc.

Juvenile Mental Health Connection

**Job Description
Clerical Support / Support Staff**

Position:

- Part time position

Credentials:

- Must be certified in or show performance efficiency in access, Excel and Microsoft Word

Duties and Responsibilities:

- Clerical responsibilities as required
- Develop and maintain a Juvenile Mental Health Connection psychiatric chronic care database
- Fax copies of all appropriate documentation directly to the appropriate facilities and mail originals to the proper facilities within 24 hours to be filed in the resident's permanent medical/mental health file after all telemedicine sessions.

Appendix B:

Bid Schedule

Appendix B

Bid Schedule

(all facilities may be +/- 5% population at any given time)

Facility Name	Current Bed Capacity	Anticipated Bed Capacity	Monthly Fee	Annual Fee
West Virginia Industrial Home for Youth	206	206	\$9,093	\$109,121
Davis Center	60	60	\$2,645	\$ 31,740
Vicki Douglas Juvenile Center	24	24	\$1,058	\$ 12,696
Northern Juvenile Center	19	19	\$ 838	\$ 10,051
Lorrie Yeager Juvenile Center	24	24	\$1,058	\$ 12,696
Sam Perdue Juvenile Center	24	24	\$1,058	\$ 12,696
Tiger Morton Juvenile Center	24	24	\$1,058	\$ 12,696
Donald Kuhn Center	48	48	\$2,116	\$ 25,392
Chick Buckbee Juvenile Center	24	24	\$1,058	\$ 12,696
Gene Spadaro Juvenile Center	24	24	\$1,058	\$ 12,696
Robert Shell Juvenile Center	24	24	\$1,058	\$ 12,696

Total all-inclusive fee

\$ 265,176

BID IS LIMITED IN THE FOLLOWING AREAS:

100 HOURS MAXIMUM CRISIS RESPONSE TIME INCLUDED IN BID OVERAGES TO BE BILLED AT \$60/HOUR

45 MAXIMUM HOURS INCLUDED FOR TRAINING DJS STAFF OVERAGES TO BE BILLED AT \$60/HOUR

INPATIENT SERVICES PROVIDED FOR DJS YOUTH WILL BE BILLED TO DJS AT THE CURRENT MEDICAID RATE FOR THE HOSPITAL .

Appendix C:

Juvenile Mental Health Connection Providers

A Compendium
of
First Choice Health Systems, Inc.
and
The Alliance For Children
Organizations

1st Choice Health Systems, Inc. Entities

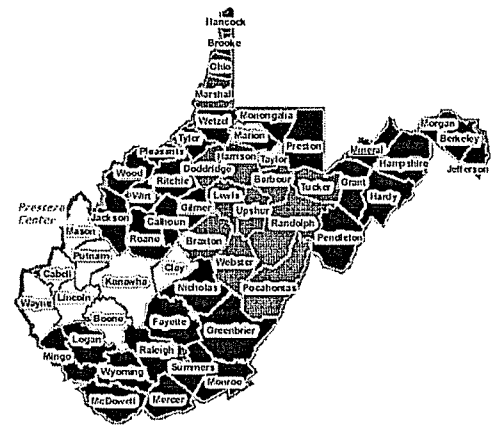
• **Prestera Center for Mental Health Services, Inc.**

Service area: Cabell, Mason, Lincoln, Wayne, Putnam, Boone, Clay and Kanawha.

For nearly 40 years, **Prestera Center** has provided clients and their families the highest quality of behavioral health care. Prestera serves an eight county region with mental health and addictions services offered in over 40 sites. As one of the state's comprehensive community mental health centers, Prestera provides general outpatient services to both children and adults, as well as specialized services for more intense care.

Focused on family-centered care, Prestera offers services for children and adolescents experiencing behavioral, emotional, or substance abuse problems, as well as addictions. Prestera provides effective services for most disorders, including: Attention Deficit Disorder (ADD), Depression, Anxiety, and Alcohol and Drug Abuse.

Prestera's outstanding staff includes therapists, counselors, social workers, nurses, psychologists, psychiatrists, and other certified professionals. This continuum of care allows experienced clinical staff to offer the very best treatment within a fully integrated system developed to meet the individual needs of each client.



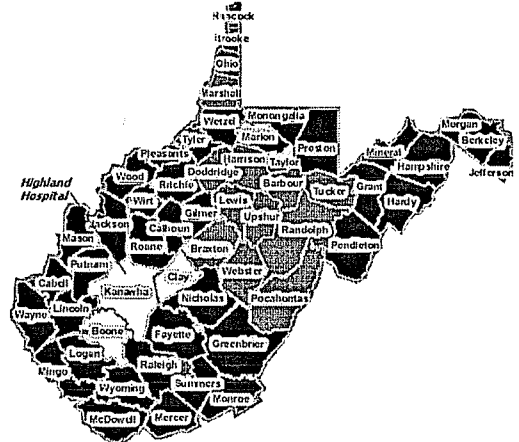
• **Highland Hospital**

Service area: Kanawha, Clay and Boone.

Highland Hospital has been helping West Virginians overcome emotional and psychiatric problems since 1955. Hospital staff helps individuals identify and respond to depression, anxiety panic attacks, life trauma, substance abuse, chemical dependency, eating disorders, home health needs and much more. With effective therapy, individualized treatment programs, and proven medications, Highland offers hope and redirection through a continuum of a diversified core of services. Initial screenings are always free. Calls are answered by caring staff, 24 /7.

Highland's Adolescent Inpatient Program provides intensive inpatient care for youths, ages 5-11, and teenagers, 12-17. Younger children may be accepted under special circumstances. Services provided are guided by a master treatment plan developed by a multidisciplinary team of mental health professionals. Treatment modalities include: group and peer therapy, individual and family therapy, art and activity therapy and academics (lead by certified Kanawha County School Teachers).

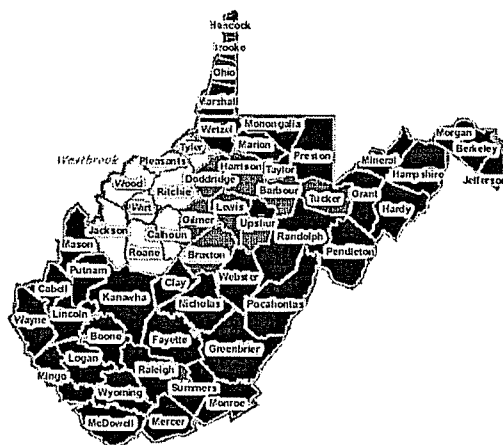
Highland's professional, caring staff includes: board-certified psychiatrists and psychologists, certified psychiatric registered nurses, certified addictions counselors, licensed therapists, therapeutic recreation specialists, art therapists, registered dietician, licensed practical nurses, licensed social workers and family counselors.



• Westbrook Health Services, Inc.

Service area: Calhoun, Jackson, Pleasants, Ritchie, Roan, Tyler, Wirt, Wood.

“Westbrook Health Services, Inc. exists to provide outcome-driven services to persons with mental health, developmental disabilities and chemical dependency problems in order to improve their level of functioning and quality of life.” Westbrook Health Services is licensed by the State of West Virginia and is one of the state’s comprehensive community behavioral health centers. Comprehensive behavioral health services include mental health services, substance abuse dya program services, residential program services, Rosewood Group Services, NEW DAY Crisis Stabilization Unit and Crisis Care Coordination Team.



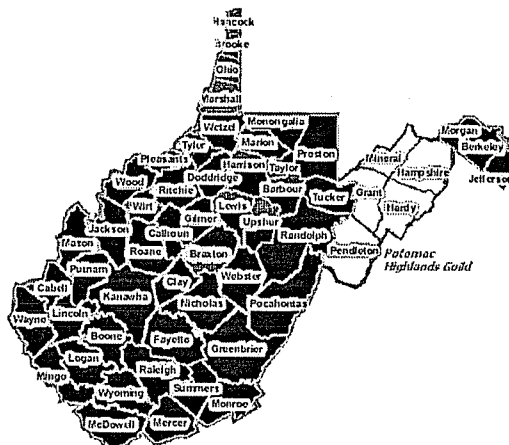
Specialized mental health services include children and family services, mental health day program services Rosewood Group and Hawthorne House and Holly House.

Westbrook Health Services (WHS) provides access to training for staff and the community: WHS is an approved-provider for Continuing Education (CEUs) for: Social Workers and Certified Addictions Counselors. WHS provides training which bears Continuing Education contact hours for: Doctors (MD/DO); Nurses (RN); Social Workers (LSW, LCSW, LICSW, LGSW, TLSW); Certified Addictions Counselors (CAC); Licensed Professional Counselors (LPC); and Licensed Psychologists (LP).

• Potomac Highlands Guild

Service area: Mineral, Hardy, Hampshire, Grant, Pendleton.

Potomac Highlands Guild, Inc. is one of the comprehensive behavioral health centers in West Virginia and provides comprehensive behavioral health services for people with psychological, substance abuse and other life problems in the most appropriate setting necessary to meet the clinical needs of the customer. Potomac Highlands Guild medical staff, psychologists, therapists and social workers are highly trained professionals working to meet the individual needs of each person. The multi-disciplinary team approach is utilized to develop and implement treatment plans that are tailored to the needs of each person.

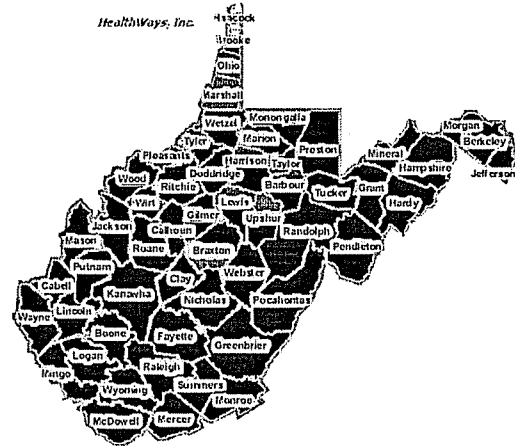


The Guild offers a variety of services including psychiatric evaluations, psychological services, individual, group and family therapy, DUI Safety and Treatment Program, Social Work and Case Management, Crisis Intervention, Behavior Management, Nursing and MR/DD Program Planning Services, Day Treatment for Developmentally Disabled and Long-Term Mentally Ill Adults, and Residential Services.

- **HealthWays, Inc.**

Service area: Hancock and Brooke counties.

HealthWays, Inc. provides a mix of mental health and substance abuse services and substance abuse treatment on an outpatient basis. Though HealthWays provides services to all ages, special programs and groups include adolescents and DUI/DWI offenders.

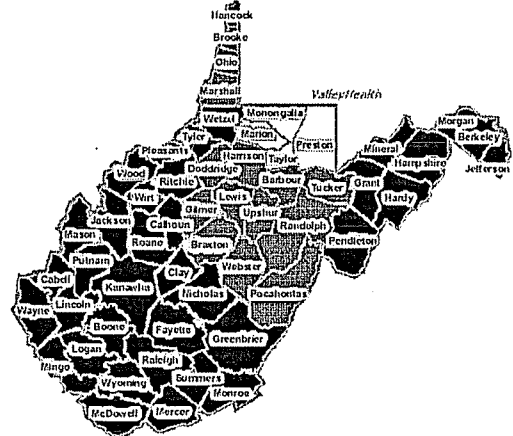


- **Valley HealthCare System**

Service area: Monongalia, Preston, Marion, Taylor.

Valley HealthCare System is a West Virginia comprehensive community mental health center which has been providing behavioral health services in north central West Virginia for over 30 years. Mental health services include crisis services, adult outpatient services, outpatient services for children, community focused treatment and supported housing. Chemical dependency services include adolescent outpatient services, adult outpatient services and residential treatment services.

Mental health outpatient services for children provided by Valley HealthCare System include: individual counseling, family therapy, group therapy, crisis therapy, behavior therapy, medication management and monitoring, case management, parenting classes and psychological testing.



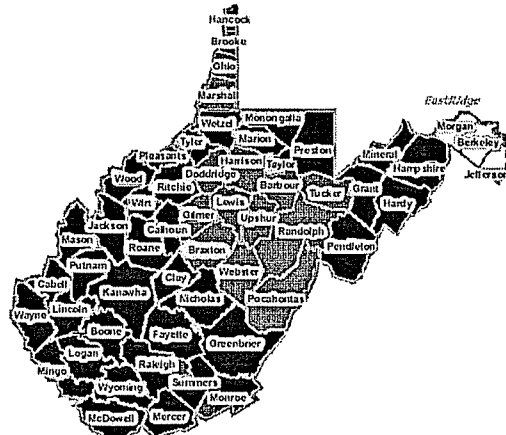
Specific adolescent outpatient services include F.A.C.E. (First Approach to Change by Education) designed to be a gentle intervention with education for those charged with underage drinking/using or for those who may be in the experimental stage of drug /alcohol use; counseling for substance abuse/addiction & recovery; counseling for children of alcoholics/addicts; consultation and screening; **CROSSROADS**, an intensive outpatient treatment program for those with serious drug/alcohol related problems, that meets in the Morgantown and Fairmont areas - for 6 hours weekly; School Based Wellness Program and counseling services that are provided in the school; Challenge Course (ROPES) for therapeutic and teambuilding activities and experiential therapy activities such as hiking, camping, horseback riding, etc.

● **EastRidge Health Systems**

Service area: Berkeley, Jefferson and Morgan.

EastRidge Health Systems primarily focuses upon mental health and substance abuse treatment services for adolescents on an outpatient basis.

EastRidge Health Systems Addictions Treatment Center located in Martinsburg focuses on substance abuse treatment and offers short term residential treatment, (30 days or less). The **EastRidge Health Systems Berkeley County** office offers a mix of mental health and substance abuse services for adolescents and DUI/DWI offenders. The facility located in Berkeley Springs offers a mix of mental health and substance abuse services, providing substance abuse treatment and detoxification in an outpatient setting for adolescents. The **EastRidge facility** located in Ranson primarily focuses on mental health services and substance abuse treatment for adolescents on an outpatient basis.



● **The Alliance for Children**

Service area: Statewide

The Alliance for Children exists to bring together the resources and expertise of West Virginia’s leading children and family services organizations to create a comprehensive statewide network of care. Formed in 1997, the Alliance for Children is an innovative partnership of leading West Virginia private child welfare organizations. As a partnership of licensed, nationally accredited agencies, the Alliance is committed to creating positive solutions for West Virginia’s children, families and communities.

Offering a broad variety of statewide services from 50 locations, the Alliance reaches thousands of children and youth each month in all 55 counties of West Virginia.

Employing over 1,000 individuals, the Alliance provides trained staff helping families every day. The Alliance makes significant contributions in the areas of service and public development, professional education and training, and the advancement of practice standards at the local, state, national and international levels.

The Alliance for Children is recognized for contributions made towards improving the quality of life for West Virginia’s children. The Alliance and its members are guided by many business, religious and community leaders who serve in key advisory and policy-making roles on Boards and Committees.

It is the sum total of each member agency’s Board, staff and volunteers that gives the Alliance its ability to serve West Virginia today and in the future

Alliance for Children Entities

• Children's Home Society of West Virginia.

Service location: Monongalia, Hampshire, Jefferson, Greenbrier, Mercer, McDowell, Raleigh, Logan, Nicholas, Kanawha, Cabell, and Wood counties.

Children's Home Society of West Virginia is a private, not-for-profit child welfare agency caring for more than 7,300 children, youth and families throughout the State of West Virginia. Since 1896, CHS has provided quality care to children that enhances their well-being.

The Society is a participatory organization consisting of contributors, employees, volunteers and friends. CHS is governed by a volunteer Board of Directors that is representative of the communities served from around the state. CHS is licensed to provide child welfare and behavioral health services in West Virginia. CHS is a member agency of the West Virginia Alliance for Children, the Child Welfare League of America and are fully accredited by the Council on Accreditation of Services for Families and Children.

Comprehensive child welfare, behavioral health, social casework and advocacy services are provided to children each year from twelve primary locations throughout the state. Current programs include adoption, foster care, in-home and in-community services for children and families, emergency shelter care, respite, mediation, parent education training, prenatal and early childhood services, volunteer and mentoring, youth services, visitation and reunification, school based social work, day care and comprehensive assessment services.

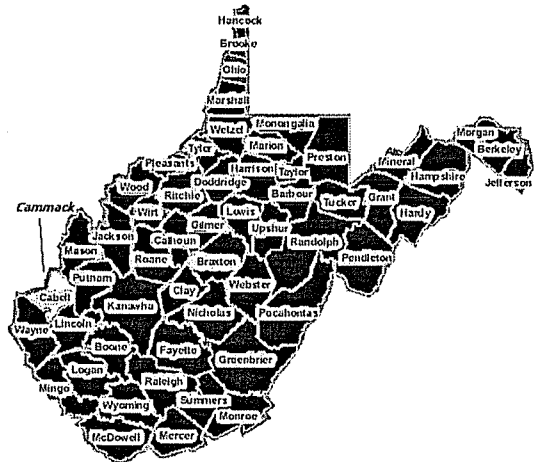
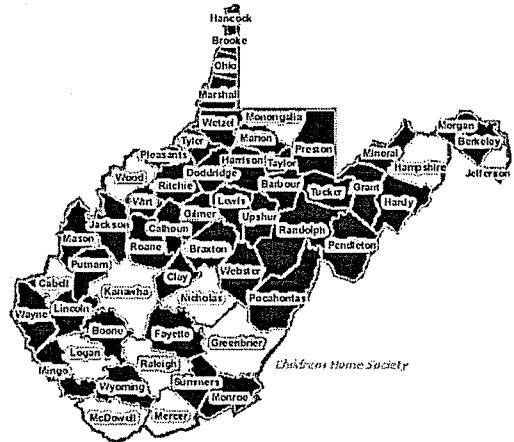
• Cammack Children's Center.

Service location: Cabell county.

Cammack Children's Center is a nonprofit organization that provides a caring living situation for 32 severely emotionally disturbed, dependent/delinquent youth ages 12-18.

Cammack is a highly structured Level II therapeutic group home with an intensive professional multi-disciplinary focus for children and severe emotional behavior disturbances. This setting is primarily for those children who will require intensive services over an extended period of time and who require these services to be provided within a centralized therapeutic setting for maximum benefit.

Licensed by the West Virginia Department of Health & Human Resources Office of Behavioral Health & Social Services, Cammack is also enrolled as an approved West Virginia Medicaid Services Provider.

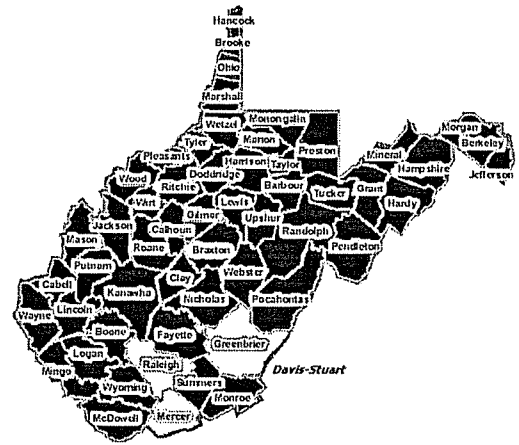


• Davis-Stuart, Inc.

Service location: Mercer, Raleigh, and Greenbrier counties.

Davis-Stuart, Inc. provides therapeutic residential care, striving to meet the special needs of residents ages 12 to 17 in a supervised setting. The goal of Davis-Stuart, Inc. is to reunify the young person with his or her family when possible, or to give them the life skills necessary to enter into independence.

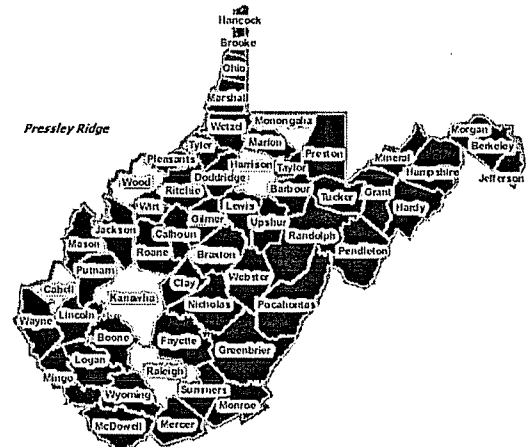
Programs and services include: a therapeutic residential center focusing on increased coping skills, effective interactions with others, and family reunification and/or independence; an on-grounds WV Department of Education school for grades 6-12 with certified teachers, classroom aides, low teacher-to-student ratio, and two computer labs; substance abuse treatment by a clinical addictions counselor; a comprehensive employment preparation program designed to teach responsibility and good work habits; subsidized on-the-job training in the community; the Philip Roy Life Skills Curriculum Individual and Group Therapy with four Master's level therapists; short and long-term grief counseling by a trained grief counselor; family social services, family counseling and family therapy; a structured weekly chaplaincy program and other religious activities (voluntary); a structured, focused recreation therapy program; and a mentored program of post high school education.



• Pressley Ridge.

Service location: Harrison, Monongalia, Wood, Raleigh, Cabell, and Kanawha counties.

Pressley Ridge West Virginia has been serving kids and families since 1984 when the Laurel Park residential facility was opened. In 1985, PRYDE opened in Beckley making it the state's first therapeutic foster care program. This was followed by Grant Gardens in 1990, and sites in Logan, Charleston, Princeton and Parkersburg.



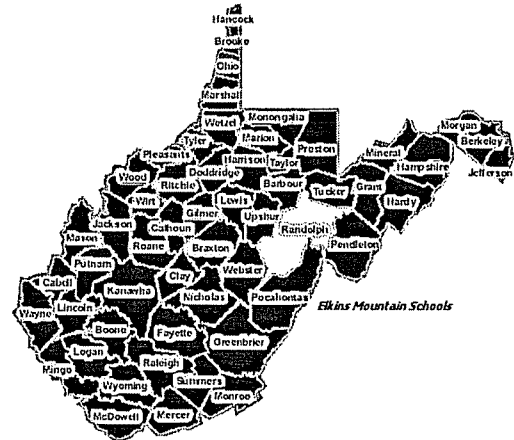
Today, Pressley Ridge is the largest provider of residential, community-based and treatment foster care services to children and families in West Virginia, serving approximately 400 kids each day.

Pressley Ridge provides an array of services to troubled and developmentally challenged children while helping these children remain close to their families and communities. Pressley Ridge offers four types of services: **Foster care services**, including treatment foster care, Individual Residential Treatment, family-based shelter care, adoption services, and respite care; **Residential services**, including a wilderness camp, small group facilities and campuses, and supervised independent and transitional living; **Community-based services**, including intensive case management, wraparound, therapeutic social groups, family-based mental health and family preservation services, and **Education**, including an Autism program, a day school, a school for the deaf and a wilderness program.

• **Elkins Mountain Schools.**

Service location: Randolph county

Elkins Mountain Schools provides intensive treatment services to children and their families in an effort to help them live responsible and productive lives. Elkins Mountain Schools opened in 1987 in response to the state's desire to keep West Virginia children needing services closer to home rather than admitting them to out-of-state programs.



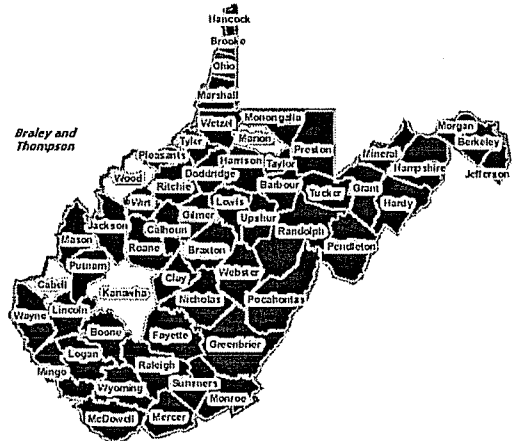
Youth enrolled in the Elkins Mountain Schools' program receive intensive treatment services designed to address their unique challenges. These services are delivered in a campus and community setting that is located in the rural mountains of eastern West Virginia. This setting ensures the privacy of clients yet there is also immediate access to community resources and community social and recreational opportunities. Elkins Mountain Schools provides residential services to boys from 13 through 17 years of age, and community-based services via participation as a Youth Services contractor.

Programs are highly structured and an array of behavioral management techniques is utilized. Committed staff work closely with the clients and their families, providing guidance and support. Through an educational and vocational curriculum, counseling, and extracurricular and life skills activities, Elkins Mountain Schools prepares youth to live responsible and productive lives.

• **Braley and Thompson.**

Service location: Kanawha, Cabell, Wood and Marion counties.

The Braley and Thompson Treatment Foster Care Program was established in 1979. The agency's goal is to provide community based treatment for children and adolescents while they reside with highly trained therapeutic families.



Unlike traditional foster care and residential treatment, Braley and Thompson provides a variety of comprehensive treatment modalities. This allows a troubled child the opportunity to grow and develop in the community with close supervision, therapy and support.

Treatment Team Foster Care can offer the guidance and nurturance that many children require who have been abused, neglected and raised in dysfunctional homes. Braley and Thompson can treat these children for the behavior and esteem problems that result from their traumatic life experiences.

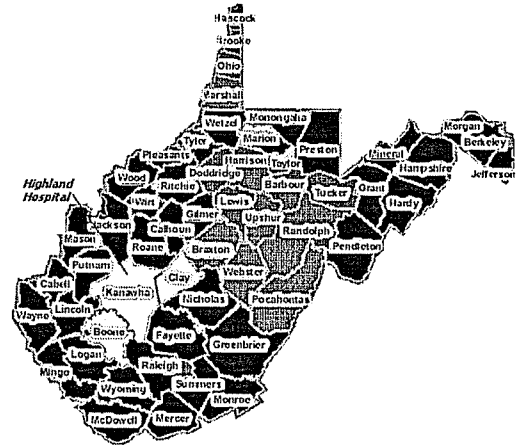
Services include assessments, matching clients with an appropriate family, developing a treatment plan, client specific training, on-going foster parent training, treatment teams, therapy services, case management, recreation, support services and tutoring services.

Alliance for Children Affiliates

- **Highland Hospital** (also a member of the First Choice Health Systems Inc network)

Service area: Kanawha, Clay and Boone.

Highland Hospital has been helping West Virginians overcome emotional and psychiatric problems since 1955. Hospital staff helps individuals identify and respond to depression, anxiety panic attacks, life trauma, substance abuse, chemical dependency, eating disorders, home health needs and much more. With effective therapy, individualized treatment programs, and proven medications, Highland offers hope and redirection through a continuum of a diversified core of services. Initial screenings are always free. Calls are answered by caring staff, 24 /7.



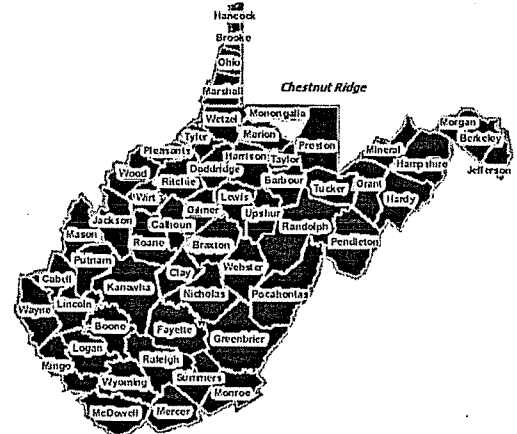
Highland's Adolescent Inpatient Program provides intensive inpatient care for youths, ages 5-11, and teenagers, 12-17. Younger children may be accepted under special circumstances. Services provided are guided by a master treatment plan developed by a multidisciplinary team of mental health professionals. Treatment modalities include: group and peer therapy, individual and family therapy, art and activity therapy and academics (lead by certified Kanawha County School Teachers).

Highland Hospital's professional, caring staff includes: board-certified psychiatrists and psychologists, certified psychiatric registered nurses, certified addictions counselors, licensed therapists, therapeutic recreation specialists, art therapists, registered dietician, licensed practical nurses, licensed social workers and family counselors.

- **Chestnut Ridge Hospital**

Service area: Monongalia county.

Chestnut Ridge Hospital, part of West Virginia University Hospitals, is affiliated with the Department of Behavioral Medicine and Psychiatry at the West Virginia University School of Medicine. Chestnut Ridge Hospital is a leading regional referral center for treatment of psychiatric illness and addiction for adults and adolescents. It offers a continuum of care through inpatient, partial hospitalization, outpatient and residential treatment services.



Patients benefit from Chestnut Ridge Hospital's intensive approach, which is tailored to each individual's needs. Quality of care is ensured by the staff's professional skills and expertise in treatment, teaching, and research. The multidisciplinary team of psychiatrists, psychologists, social workers, nurses, rehabilitation therapists, mental health specialist, dieticians, and educators provide comprehensive care. Additionally the adjunct modalities of art, recreation, and experiential therapy are incorporated into the treatment programs.

• **Olympic Center/Preston, Inc.**

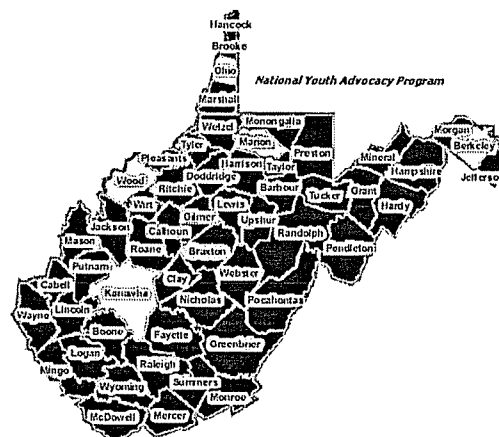
Service area: Statewide.

The Olympic Center is an adolescent treatment program located in Kingwood, West Virginia, that primarily focuses on substance abuse treatment and services for adolescents ages 12-18. The facility provides non-hospital residential short-term treatment and long-term treatment. Special programs and groups include adolescents, persons with co-occurring mental and substance abuse disorders, and criminal justice clients. There is a multi-disciplinary treatment design, individualized treatment plans based on identified needs. Referrals and admissions are accepted on a 24-hour basis.

• **National Youth Advocate Program.**

Service locations: Kanawha, Wood, Marion, Berkeley, and Ohio counties.

The National Youth Program advocates for children, youth and families by caring for them directly and individually through its youth services and programs and by advocating with public officials on behalf of children and youth who are at risk of being forgotten or abandoned by society. Services provided by the West Virginia Youth Advocate Program include Foster Care, in-home services, case management, therapy, visitation, comprehensive assessment planning, community based treatment planning, mediation services, a community school-based program for students out of school and crisis intervention.

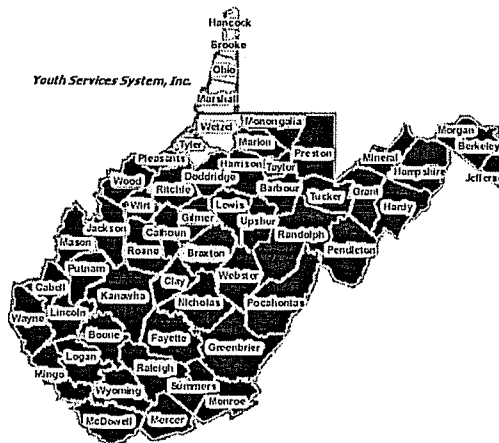


• **Youth Services System, Inc.**

Service area: Brooke, Hancock, Ohio, Marshall Tyler and Wetzel counties.

Youth Services System provides mental health and substance abuse services to youth ages 8-18. Since its beginning in 1974, Youth Services System has been creating environments, providing services and being available to children and their families whose legitimate needs demand effective responses.

Accomplishment of the Youth Services System include the founding of Samaritan House – the first emergency shelter for children in West Virginia; the founding of the Genesis Alternative Learning Center for school dropouts – the first Alternative School in West Virginia; the founding of the Independent Living Program – the first licensed transitional living program for institutionalized youth in West Virginia; the development of the Northern Regional Juvenile Detention Facility – the first privately-run secure juvenile facility in the state; and the list goes on. Youth Services System has been licensed since 1992 to provide behavioral health services.



• **Genesis Youth Crisis Center, Inc.**

Service area: Statewide.

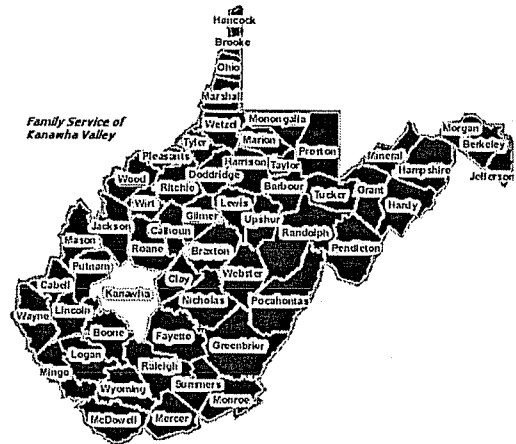
Over the course of twenty-six years, **Genesis Youth Crisis Center** has grown along with the capacity to serve kids, from a six bed facility to two facilities and twenty beds. The Genesis Youth Center is a short term, 12-bed facility serving youth from the ages of ten to seventeen. The Alta Vista Shelter is a short term, 8-bed facility designed for younger children ages six to fourteen. In the past two years alone, Genesis has served nearly 500 children from all parts of the state resulting in an occupancy rate exceeding 95%. While most residents come from counties in north central West Virginia, virtually every part of the state has been served.

Both facilities provide a therapeutic environment comprised of supportive counseling, group interaction, life skills and behavior management. Each center has an accredited school program on-campus, taught by a teacher certified by the Harrison County Board of Education. Each child's education level is assessed and an education plan is established for each individual.

• **Family Services of Kanawha Valley**

Service area: Kanawha County.

Family Service has been in existence as a service organization in Kanawha County community since 1929. Family Service provides individual, family, and group counseling by experienced, master-level therapists. These professionals help to assist with situations involving a variety of family problems, anxiety, depression, relationship problems or sexual assault related issues. Other services include family counseling, and sex offender treatment.

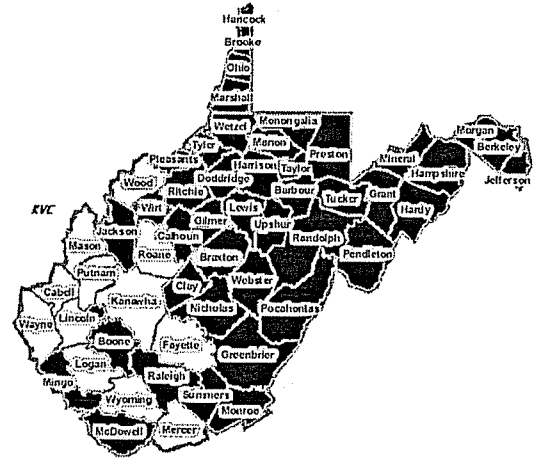


Family Services of Kanawha Valley continues with the educational training of staff to develop new approaches to issues of conventional families as well as for the growing family issues of one parent families, blended families, and also families and individuals with different life styles.

• **Kanawha Valley Center (KVC)**

Service location: Cabell, Fayette, Kanawha, Lincoln, Logan, Mason, Mercer, Putnam, Roane, Wayne, Wood and Wyoming counties

Kanawha Valley Center (KVC) is a private, not-for-profit corporation in West Virginia. KVC Behavioral HealthCare, Inc. has a management contract with Kanawha Valley Center to provide management structure and oversight to the organization. Kanawha Valley Center took over operations of a non-profit agency in August, 2001 that provided foster family care and other children's services in West Virginia since 1970.



Kanawha Valley Center is licensed by the state of West Virginia as a Child Placing Agency and behavioral health service provider in 24 counties for children in state custody. Kanawha Valley Center operates from 12 office locations providing foster care and in-home family preservation. Currently the agency supports and trains over 100 active specialized foster families, helping them maintain almost 200 children placed in their home for foster care. These are children with particular behavioral or emotional needs who require more care and therapeutic attention than other children. Kanawha Valley Center also works with families throughout the state to help prevent children from being removed from their homes. This service is provided to over 2,000 children and their families. Services provided help parents improve their parenting skills and children improve behaviors. Kanawha Valley Center offers individual and family counseling, and provides linkage with other community services so that families are able to remain together.

Appendix E:

Psychiatric Chronic Care Database Example

Resident Name	DJS #	Facility	Sex	Axis Diagnosis	Medications	Date: Initial Appointment	Dates: Scheduled visits and Follow-up appointments