



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

**RFP NO. OSCA 19-00284  
TITLE: Specialized Treatment Provider  
for Treatment Court**

**CONTACT: Russell W. Rottmann  
PHONE NO.: (573) 522-6766  
E-MAIL: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)**

**ISSUE DATE: August 6, 2019  
RETURN PROPOSAL NO LATER THAN: 4 pm on August 27, 2019**

**Proposal submission:** Proposals may be sent electronically to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov). If you would like to submit a written proposal, please print or type the RFP number on the lower left hand corner of the envelope.

**RETURN PROPOSAL TO:**

(U.S. Mail)	(Courier Service)
Office of State Courts Administrator	Office of State Courts Administrator
Attn: Contracts or	Attn: Contracts
P.O. Box 104480	2112 Industrial Drive
Jefferson City, MO 65110 - 4480	Jefferson City, MO 65109

**CONTRACT PERIOD: OCTOBER 1, 2019 THROUGH JUNE 30, 2020**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:  
VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, and in accordance with all requirements and specifications contained herein, including the Terms and Conditions attached hereto. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the offeror and the Office of State Courts Administrator.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE <i>Alison Malinowski Sunday</i>		DATE 8-19-19
PRINTED NAME Alison Malinowski Sunday		TITLE Executive Director
COMPANY NAME Family Self Help Center Inc dba Lafayette House		
MAILING ADDRESS PO Box 1765		
CITY, STATE, ZIP Joplin MO 64802		
E-MAIL ADDRESS AlisonMSunday@lafayettehouse.org		
TELEPHONE NUMBER: 417-782-1772	FACSIMILE NUMBER: 417-782-3832	

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>IN ITS ENTIRETY AS SUBMITTED</i>		
CONTRACT NO. <i>OSCA 19-00284-14</i>	CONTRACT PERIOD <i>October 1, 2019 through June 30, 2020</i>	
CONTRACTS SECTION <i>Russell W. Rottmann</i>	DATE <i>9/24/19</i>	DEPUTY STATE COURTS ADMINISTRATOR <i>Carl Kim</i>



Post Office Box 1765  
Joplin, MO 64802-1765  
417-782-1772  
800-416-1772  
www.lafayettehouse.org

August 19, 2019

Alison Malinowski Sunday  
EXECUTIVE DIRECTOR

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

Services Include:

- Domestic Violence Shelter
- Substance Abuse Treatment
- Sexual Assault Intervention

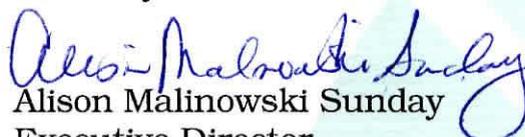
An Equal Opportunity Agency

Mr. Rottmann:

Thank you for the opportunity to continue our contract as  
Specialized Treatment Provider for Treatment Court.

Please let us know if there are questions regarding our  
submission.

Sincerely,

  
Alison Malinowski Sunday  
Executive Director

A UNITED WAY &  
UNITED FUND  
Member Agency



Lafayette House  
has been accredited  
by CARF for its  
outpatient  
& residential  
treatment programs

PAGE 1

**Lafayette House – OSCA 19-00284**

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**4.10 Employee Bidding/Conflict of Interest**

Offerors who are employees of the state of Missouri, a member of the general assembly, a statewide elected official, other political subdivisions or publicly funded institutions must comply with Sections 105.450 to 105.458, RSMo regarding conflict of interest. If the offeror and/or any of the owners of the offeror's organization are currently an employee of the state of Missouri, a member of the general assembly, a statewide elected official, other political subdivisions or publicly funded institutions, please provide the following information.

Offeror Name	<b>NOT APPLICABLE</b>
Name of State Employee, General Assembly Member, or Statewide Elected Official:	
In what office/agency are they employed?	
Employment Title:	
Percentage of ownership interest in offeror's organization:	_____ %

## PRICING PAGES

The offeror must provide not to exceed prices for the services identified below. Should a contract award be made based upon the offeror's proposal, the prices stated herein shall be legally binding for the entire contract period.

**OFFEROR NAME:** Family Self Help Center Inc dba Lafayette House

Service Description	Not to Exceed Price	Unit of Service
Assessment	170.00	Per assessment
Assessment option	NA	Per assessment
Assessment update	NA	Per assessment
Case Management/Community Support	15.00	Per ¼ hour
Communicable Disease Assessment/Education/Testing	15.00	Per ¼ hour
Day Treatment	NA	Per day
Detoxification (Social Setting)	NA	Per day
Early Intervention (Intake)	NA	Per ¼ hour
Early Intervention (Group Education)	NA	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	NA	Per ¼ hour
Family Conference	18.00	Per ¼ hour
Family Therapy	18.00	Per ¼ hour
Group Counseling	6.00	Per ¼ hour
Group Counseling ( Collateral relationship)	6.00	Per ¼ hour
Group Education	2.50	Per ¼ hour
Group Education (Trauma Related)	2.50	Per ¼ hour
Individual Counseling	17.00	Per ¼ hour
Individual Counseling (Collateral Relationship)	17.00	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	17.00	Per ¼ hour
Individual Counseling (Trauma Related)	17.00	Per ¼ hour

**PRICING PAGES (cont.)**

Missouri Recovery Support Specialist (MRSS)	NA	Per ¼ hour
Peer Support Recovery Mentor (Certified Peer Specialist)	23.00	Per ¼ hour
Modified Medical Treatment	NA	Per day
Relapse Prevention Counseling	NA	Per ¼ hour
Residential Support	NA	Per day
Treatment Court Day	15.00	Per ¼ hour
Virtual Counseling (Group)	NA	Per ¼ hour
Virtual Counseling (Individual)	NA	Per ¼ hour
*Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	NA	Per test
*Sample Collection with 1-panel on-site provided by contractor	NA	Per test
*Sample Collection with 2-panel on-site provided by contractor	NA	Per test
*Sample Collection with 3-panel on-site provided by contractor	NA	Per test
*Sample Collection with 4-panel on-site provided by contractor	NA	Per test
*Sample Collection with 5-panel on-site provided by contractor	10.00	Per test
*Sample Collection with 6-panel on-site provided by contractor	NA	Per test
*Sample Collection with 7-panel on-site provided by contractor	NA	Per test
*Sample Collection with 8-panel on-site provided by contractor	NA	Per test
*Sample Collection with 9-panel on-site provided by contractor	NA	Per test
*Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	No Charge	Per test
Drug Testing: Breathalyzer (Equipment provided by contractor)	10.00	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	8.00	Per test

**PRICING PAGES (cont.)**

**The offeror must provide copies of invoices of actual cost per dose for the medications and services identified below with the double asterisk.**

**Medication Service – Physician Office Visit	No pricing needed	Per office visit
Medication: [Medication Assisted Treatment (MAT)]		
**Naltrexone - Oral	No pricing needed	Per Dose
**Extended-Release Injectable Naltrexone (Vivitrol®)	No pricing needed	Per Dose
**Buprenorphine (i.e. Subutex®),	No pricing needed	Per Dose
**Buprenorphine/Naloxone (i.e. Suboxone®)	No pricing needed	Per Dose
**Buprenorphine Implants	No pricing needed	Per Dose
**Methadone	No pricing needed	Per Dose
**Acamprosate	No pricing needed	Per Dose
**Disulfiram	No pricing needed	Per Dose
**Buprenorphine Extended-Release Injection (i.e. Sublocade™)	No pricing needed	Per Dose
**Baclofen (Lioresal)	No pricing needed	Per Dose
**Benztropine (Cogentin)	No pricing needed	Per Dose
**Carbamazepine (tegretol)	No pricing needed	Per Dose
**Chlordiazepoxide (Librium)	No pricing needed	Per Dose
**Clonazepam (Klonopin)	No pricing needed	Per Dose
**Clonidine (Catapres)	No pricing needed	Per Dose
**Divalproex sodium (Depakote)	No pricing needed	Per Dose
**Gabapentin (Neurontin)	No pricing needed	Per Dose
**Haloperidol (Haldol)	No pricing needed	Per Dose
**Hydroxyzine (Vistaril)	No pricing needed	Per Dose
**Folic Acid	No pricing needed	Per Dose
**Lorazepam (Ativan)	No pricing needed	Per Dose
**Olanzapine(Zyprex	No pricing needed	Per Dose
**Prazosin (Minipress)	No pricing needed	Per Dose

**Prochlorperazine (Compazine)	No pricing needed	Per Dose
**Propranolol (Inderal)	No pricing needed	Per Dose
**Quetiapine fumarate (Seroquel)	No pricing needed	Per Dose
**Thiamine	No pricing needed	Per Dose
**Trimethobenzamide (Tigan)	No pricing needed	Per Dose
**Trazodone (Desyrel)	No pricing needed	Per Dose

**\*Exhibits G and H must be completed for any individual who collects urine specimens for drug testing.**

Below is a list of the Judicial Circuits and Counties in the State of Missouri. Check either the applicable counties or the entire Judicial Circuit(s) that your agency shall provide services. Check the appropriate level of service and the applicable gender that shall be provided: DWI, Adult, Veterans, Family and Juvenile.

**OFFEROR NAME:** FAMILY SELF HELP CENTER INC DBA LAFAYETTE HOUSE

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

12	Audrain							
12	Montgomery							
12	Warren							
13	Boone							
13	Callaway							
14	Howard							
14	Randolph							
15	Lafayette							
15	Saline							
16	Jackson							
17	Cass							
17	Johnson							
18	Cooper							
18	Pettis							
19	Cole							
20	Franklin							
20	Gasconade							
20	Osage							
21	St. Louis							
22	St. Louis City							
23	Jefferson							
24	Madison							
24	St. Francois							
24	Ste. Genevieve							
24	Washington							
25	Maries							
25	Phelps							
25	Pulaski							
<b>JUDICIAL CIRCUIT</b>	<b>COUNTY</b>	<b>DWI</b>	<b>ADULT</b>	<b>FAMILY</b>	<b>VETERANS</b>	<b>JUVENILE</b>	<b>MALE</b>	<b>FEMALE</b>
25	Texas							
26	Camden							

26	Laclede							
26	Miller							
26	Moniteau							
27	Bates							
27	Henry							
27	St. Clair							
28	Barton							
28	Cedar							
28	Dade							
28	Vernon							
29	Jasper	X	X	X				X
30	Benton							
30	Dallas							
30	Hickory							
30	Polk							
30	Webster							
31	Greene							
32	Bollinger							
32	Cape Girardeau							
32	Perry							
33	Mississippi							
33	Scott							
34	New Madrid							
34	Pemiscot							
35	Dunklin							
35	Stoddard							
36	Butler							
36	Ripley							
<b>JUDICIAL</b>	<b>COUNTY</b>	<b>DWI</b>	<b>ADULT</b>	<b>FAMILY</b>	<b>VETERANS</b>	<b>JUVENILE</b>	<b>MALE</b>	<b>FEMALE</b>
<b>CIRCUIT</b>								
37	Carter							
37	Howell							
37	Oregon							
37	Shannon							

38	Christian							
39	Barry							
<u>39</u>	Lawrence							
<u>39</u>	Stone							
40	McDonald	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>
<u>40</u>	Newton	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>
41	Macon							
<u>41</u>	Shelby							
42	Crawford							
<u>42</u>	Dent							
<u>42</u>	Iron							
<u>42</u>	Reynolds							
<u>42</u>	Wayne							
43	Caldwell							
43	Clinton							
43	Daviess							
43	DeKalb							
43	Livingston							
44	Douglas							
44	Ozark							
44	Wright							
45	Lincoln							
45	Pike							
46	Taney							

## EXHIBIT A

### Additional Treatment Provider Information

**OFFEROR NAME:** FAMILY SELF HELP CENTER INC DBA LAFAYETTE HOUSE

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The offeror shall respond to each question/statement below to supply OSCA with accurate and comprehensive information regarding the services provided within offeror's agency.

#### Treatment Philosophy

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##### 1. What is the program's philosophy of treatment?

Lafayette House treatment services are guided by an empowerment model and a sanctuary approach. Services are delivered in a way that encompasses the individual's needs in a holistic manner. Lafayette House is committed to providing the services integral in equipping and empowering clients to achieve independence and well-being in their lives. All our services are trauma-informed, with staff trained in trauma-responsive care.

Lafayette House staff provides services that follow a comprehensive framework (bio-psycho-socio-cultural) based on evidence-based practices and research. Clinical staff is trained in multiple evidence-based therapeutic approaches. The approaches used differ with each client and are based on what is most appropriate for the client and their specific situation. Some of the evidence-based approaches used are Cognitive Behavioral Therapy, Rational Emotive Behavioral Therapy, Motivational Interviewing, Contingency Management, Therapeutic Community and Medication Assisted Treatment.

##### 2. Does the program use harm reduction techniques? If so, please describe.

Lafayette House employs many principles of harm reduction in our therapeutic approach, including use of Medication Assisted Treatment, Relapse Prevention Planning and Safety Planning. While our program goal is abstinence, relapse does not result in punitive measures or program discharge. We understand that treatment is a process, so we "start where the participant is" and use every opportunity to educate and therapeutically intervene to help the participant gain sobriety.

#### Level of Care

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##### 1. What criteria are used to determine the appropriate levels of care?

The Treatment Court Program is made up of five phases. These phases vary in intensity with Assessment Phase and Phase I being the most intensive. Assessment Phase is designed to last one month. Phases I, II, III and IV are designed to last four months each. However, these timeframes are general - the intensity of services and court appearances lessen with each phase as the client successfully progresses through the program. Our program participants typically score high risk/need on the Risk & Needs Triage (RANT) and progress at varying paces. The levels of care are as follows:

##### Assessment Phase:

The Assessment Phase is designed to give the participant the opportunity to participate and decide if they want to be admitted to the program. This phase allows the Treatment Court team the opportunity to decide if the participant is appropriate for the program. During this phase, the participant completes the comprehensive assessment and develops a treatment plan with Lafayette House staff. The client participates in the amount of treatment deemed appropriate by Lafayette House staff each week, including individual counseling, education and counseling groups, and Community Support services. The participant is expected to attend at least two self-help meetings weekly, submit to random urinalysis tests, and attend

treatment court every other week or as scheduled by the court. At the end of Assessment Phase, the participant may request admission to the program. The decision to admit or deny a participant entrance into the program is made by the Treatment Court team based on attitude and participation level exhibited by the participant. All Treatment Courts have an Assessment Phase except for the DWI court option. DWI Court participants complete their assessment while in Phase I.

As part of the Assessment Phase, participants are screened for eligibility for Medication Assisted Treatment. Those with opioid or alcohol substance use disorders are referred to the psychiatrist immediately to begin MAT if appropriate.

#### Phase I:

During Phase I the client is expected to continue participation in treatment services, attend 2 self-help meetings weekly, submit to random urine tests, BAC and /or wear drug screen patch and attend Treatment Court as scheduled. The client must be actively seeking employment, vocational training or school or be employed during this phase, complete community service and pay Treatment Court fees if applicable. Advancement to Phase II is approved by the Treatment Court team when the client has met the time frame for Phase I and exhibits behaviors that reflect acceptance of personal responsibility for their recovery. Requirements are the same for all Treatment Courts.

#### Phase II:

During Phase II, the client continues to participate in treatment services; continues to build community supports with self-help meetings and recovery activities; maintains regular contact with a sponsor approved by Lafayette House staff; submits to random drug screens/BAC; maintains regular employment, vocational training or school; pays Treatment Court fees and attends court as assigned, usually two times monthly. Community service must be completed by the end of this phase. Advancement to Phase III is approved by the Treatment Court team when the client has met the time frame for Phase II and exhibits behaviors that demonstrate an increased knowledge and attitude to support recovery. Requirements are the same for all Treatment Courts.

#### Phase III:

During Phase III, the client continues to participate in treatment services, develops a strong relationship with sponsor, continues to build community supports with self-help meetings and pro-social activities, maintains stable employment/ vocational training/school and housing, address need for ancillary services (parenting, family support, budgeting, food class, GED), submits to random drug screens and/or BAC, pays all Treatment Court fees if applicable and attends Treatment Court as assigned, usually one time monthly. Advancement to Phase IV is approved by the team when the client has met the time frame for Phase III, has submitted application to phase, and exhibits behavior that demonstrates commitment for continued recovery and changing people, places and things. Requirements are the same for all treatment courts.

#### Phase IV:

During Phase IV, the client continues to participate in treatment services as determined by Lafayette House staff, continues to attend self-help groups, develops strong relationship with sponsor, maintains employment, vocational training, or school, maintains pro-social activities, pays all Treatment Court fees (if applicable), and attends Treatment Court as assigned, usually one time monthly.

The client is eligible for program completion when the time frame for this phase is met and the client demonstrates the ability to apply the 12 Steps or other viable recovery tools to their daily life. The client must have a minimum of 90 consecutive sober days prior to program completion. The Treatment Court team approves the client's application for completion and sets a discharge date. Requirements are the same for all Treatment Courts.

## **2. Are services offered for both individuals and families?**

Yes. Lafayette House offers treatment services for individuals or families, and also offers family conferences for those who elect individual services. We also offer counseling services for the children of those in treatment court.

### **Program Design and Treatment Interventions**

#### **1. What are the key elements of the program's design?**

Lafayette House staff provides services that follow a comprehensive framework (bio-psycho-socio-cultural) based on clinical practice and research. Clinical staff is trained in multiple evidence-based therapeutic approaches. The approaches used differ with each client and are based on what is most appropriate for the client and their specific situation. Some of the evidence-based approaches used are Cognitive Behavioral Therapy, Rational Emotive Behavioral Therapy, Motivational Interviewing, Contingency Management, Therapeutic Community, and Medication Assisted Treatment.

Key Program Elements include:

Assessment/Screening: Individuals referred for the Treatment Court program are screened face-to-face by a member of the clinical team, including attention to history of violence.

If the individual is determined to be appropriate for Lafayette House Treatment Court Services, screening staff schedules comprehensive assessment appointments, provides applicant with an initial group schedule and reviews attendance and urinalysis requirements of program. The assessment includes at least:

1. Initial urinalysis and breathalyzer for base line purposes
2. Business paperwork, including demographic information
3. Presenting Situation and Medical Evaluation portions of the Initial Standardized Assessment Protocol (ISAP)
4. Social Services Interview (SSI)
5. Nursing Assessment
6. Dept of Behavioral Health Medicaid Screening Tool
7. Addiction Severity Index (ASI), Treatment History and Service Needs portion of ISAP, Individual Treatment Plan, TEDS (if applicable) and an individual group schedule
8. Medication Assisted Treatment Screening

A Licensed Clinician then completes the Diagnosis portion of ISAP and Family Assessment Form.

Treatment Plans – A treatment plan is developed by the client, Clinician and Community Support Specialist on the first appointment with the clinical staff to prioritize and address client needs. The treatment plan is a guide for assisting the client in addressing their problems and needs. The client, their Lafayette House treatment team and Treatment Court team review the treatment plan periodically and update as appropriate. Any changes to the treatment plan will be noted and shared with the Treatment Court team.

Counseling – Substance use counseling comprises two separate formats: individual and group. Clients must participate in both types of counseling. Together they are designed to develop self-awareness, realize self-worth, and develop the strength to practice self-discipline. Individual and group counseling sessions include problem identification and alternative solutions. Family Therapy (group and individual) is available based on treatment team needs assessment.

Group Education- is designed to assist clients in gaining information and in developing healthy skill for daily living. Educational groups may be didactic or experiential in format.

Case Management/Community Support – Case Management is provided to link the client to community resources and monitor client’s progress through the treatment episode. This service is provided by a Community Support Specialist.

Self-Help meetings - Attendance is required at Alcoholics Anonymous, Narcotics Anonymous or approved support group. The Counselor or Community Support Specialist provides information regarding availability of community meetings. Clients must provide verification of attendance at self-help meetings.

Medication Assisted Treatment – All participants are screened for MAT eligibility and when appropriate are referred to the psychiatrist or psychiatric nurse. MAT includes routine appointments and ongoing medication checks or lab work as directed. Lafayette House staff assists with obtaining prescriptions and other testing as needed.

Team Meetings - The Treatment Court teams meet on a regular basis to determine appropriateness of referrals and to monitor the progress of each participant. The client’s support team develops a report that is shared with the other team members relating client participation and progress. The frequency of each client’s participation in court and staffing is determined by level of services and progress.

Drug Testing – Random drug tests and/or breathalyzers are administered to all program participants using the Treatment Court’s designated provider.

Safety - If any Treatment Court client threatens to harm themselves or others, clinical staff assesses the situation and notifies our partner, the local community mental health center’s Crisis Intervention Team, to access inpatient psychiatric services. The Treatment Court Administrator is notified within 24 hours with the client’s psychiatric status.

Discharge - A client who is deemed inappropriate by the Treatment Court team for participation in the program due to non-compliance, lack of adequate progress or engagement in illegal activities will be discharged from the program. Female clients discharged from Treatment Court may be eligible for services at Lafayette House and can be screened for appropriateness. Males discharged from Treatment Court are not eligible for substance use services at Lafayette House and will be given referrals for treatment options.

Program Completion - Clients approved for completion of Treatment Court meet with the Clinician and/or Community Support Specialist to complete the Aftercare Plan form, identifying available supports and any goals the client plans to continue. The client is given a copy of the Aftercare Plan before being filed in the client chart.

**2. Does the design utilize evidence-based treatments? If so, please cite specific modalities and how they are used.**

Yes. The Lafayette House program uses a variety of evidence-based treatments, tailored to the population. These include, but are not limited to: Moral Reconciliation Therapy (used in group counseling), Matrix Model (used in individual therapy), Cognitive Behavioral Therapy (used throughout our program, in individual and group counseling), Seeking Safety (an evidence-based trauma curriculum used in group), Rational Emotive Therapy (used in individual or group setting) and Anger Management for Substance Use and Mental Health Clients (used in individual and group counseling).

**3. Are individuals screened and assessed for both mental and substance use disorders?**

- a. **Are standardized instruments used to screen and assess for each type of disorder?**
- b. **If so, what instruments are used?**

Yes. All participants are screened and assessed for any co-occurring disorder. Lafayette House uses the ASI (Addiction Severity Index) to screen for substance use disorders, and does a full assessment for mental disorders and/or other co-occurring issues, including trauma. We also use instruments including the Depression Scale and the DLA 20.

**4. How do you address individuals' co-occurring needs?**

Lafayette House provides program participants with individualized treatment approaches including Individual and Group Counseling, which address co-occurring disorders simultaneously. All services are trauma-informed. Specific interventions include referrals for psychiatric services, Cognitive Behavioral Therapy, TREM (Trauma Recovery and Empowerment Model) and a Seeking Safety curriculum.

**5. Which community partnerships have been established by the program, and how have these been maintained over time?**

Part of the Lafayette House treatment program focus is helping participants maintain their sobriety by connecting them with community resources and encouraging/ensuring participation in pro-social events. Our program has strong community partnerships, such as: Access Healthcare, our local federally qualified health clinic (FQHC), the Community Clinic of Joplin, Choices Medical Testing and local health departments for low cost and affordable health care & dental services, including necessary HIV or STI testing; Legal Aid of Western Missouri for legal advocacy and representation; Vocational Rehabilitation for participants with special needs; Celebrate Recovery and our local AA & NA chapters; local job service and housing providers; and our local community mental health center for psychiatric referrals. These partnerships and relationships are established and maintained by all staff, with particular effort by the Community Support Specialists, whose role is to connect participants with local resources.

**6. Does the program use manualized treatment curricula? If so, which curricula are used?**

Our program uses Moral Reconciliation Therapy, Seeking Safety, Covington Curriculum, Anger Management for Substance Use and Mental Health Clients and Responsible Decisions curricula.

**7. Does the program use cognitive behavior therapy (CBT)?**

**a. If so, which curricula are used?**

**b. List staff and the dates they received training for each CBT.**

Yes. All staff are trained in CBT. Our program uses Moral Reconciliation Therapy, Seeking Safety, Anger Management for Substance Use and Mental Health Clients and Responsible Decisions curricula.

Staff has participated in the following recent CBT related trainings:

Debra

- Trauma-Informed Care (2019)
- Acceptance & Commitment Therapy/Mindfulness (2018)

Amanda

- Acceptance & Commitment Therapy: 2 Day Intensive (2018)
- Acceptance & Commitment Therapy/Mindfulness (2018)
- Trauma-Informed Care (2019)
- Providing Trauma Services in the Criminal Justice System: A Covington Curriculum Conference (2019)

Kelli

- CBT For Anxiety (2018)
- Acceptance & Commitment Therapy/Mindfulness (2018)
- Implementation of Recovery-Oriented Cognitive Behavioral Therapy (CT-R) Across a System: Lessons of Success (2018)
- Discovering Meaningful Aspirations and Taking Action with Recovery-Oriented Cognitive Behavioral Therapy (2018)
- Shame Shields: The Armor We Use to Protect Ourselves & Why it Doesn't Serve Us by Brene Brown, PhD LMSW (2018)
- Trauma-Informed Care (2019)
- Trauma-Informed Treatment Models (2017)

Debbie

- Trauma-Informed Care (2019)
- Acceptance & Commitment Therapy/Mindfulness (2018)
- EMDR and Introduction to Motivational Interviewing (2018)
- Calming the Brain through Mindfulness (2018)

Jennifer

- Trauma-Informed Care (2019)
- Acceptance & Commitment Therapy/Mindfulness (2018)

Terry

- Trauma-Informed Care (2019)
- Acceptance & Commitment Therapy/Mindfulness (2018)

Kelly

- Trauma-Informed Care (2019)
- Acceptance & Commitment Therapy/Mindfulness (2018)

**1. Does the program provide case management and/or community support services? If so, please describe.**

Case Management is provided to link the participants to community resources and monitor their progress through the treatment episode. This service is provided by a Community Support Specialist.

Case Management, or Community Support, includes a broad range of activities including assessment, treatment planning, linkage to community resources, advocacy, coordination, education and monitoring. Services are provided face-to-face or by telephone with a client or on behalf of a specific client. They can be provided at Lafayette House, in the client's home if it is free of violence and drugs, or in another community-based setting. The Community Support Specialist also ensures that clients are engaged in prosocial activities, including community service and other community or social activities.

**b. How do you determine who needs/receives case management or community support?**

Each participant admitted to the program is assigned a Community Support Specialist (CSS) who assesses the client's needs and assists them with connecting to community resources. The participant and treatment team members develop a treatment plan based on the participant's strengths, needs and preferences identified during the assessment process. Community Support Services are provided based on the prioritized goals identified on the treatment plan.

**2. What are the program's after-hours and emergency service protocols?**

Lafayette House has professional staff on-call 24 hours a day to respond to emergencies or service requests. We have policies and procedures in place for client-related emergencies as well as facility problems or natural disasters.

**3. Are processes in place to assist the uninsured in accessing insurance coverage, through either Medicaid or federal/state insurance exchanges? Does staff assist with application process?**

Yes. The Community Support Specialist reviews insurance coverage options with each participant, and assists as needed with enrollment in Medicaid or Affordable Care Act plans.

**4. Does the program offer or assist with transportation services?**

Yes. Lafayette House provides limited transportation for clients in the treatment court program to other resources in the community and/or to travel to and from their homes to participate in our services.

## Staff Characteristics and Qualifications

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### **1. What attempts have been made to ensure cultural competency among the program's team?**

Lafayette House maintains an Affirmative Action plan to measure staff diversity and actively recruit staff who reflect our clients' diversity. Cultural Competency training is addressed annually, and begins with training during each employee's Orientation Session (a required orientation to Lafayette House programs and services). All staff are required to complete a Civil Rights Training each year, and in 2016 all staff participated in a day-long training which included a session titled "Providing Culturally Competent Care For At-Risk Populations."

### **2. Does the diversity of the treatment team appropriately reflect the diversity of the community?**

Yes.

### **3. To what extent does the treatment team include multidisciplinary staff? Do these staff have experience in working with court referrals and with drug-involved offenders?**

The treatment team includes a Counselor/Clinician and Community Support Specialist. Other members of the team may include a Children's Therapist, nurse and a psychiatrist who works with participants as appropriate based on the treatment plan.

The entire team is experienced in working with court referrals. We have successfully maintained a contract with area treatment courts since 2003. At least 20% of our 1,272 clients each year are referred by the police, courts, Probation & Parole or other such agency. We work with drug-involved offenders daily through our women's substance use disorder treatment program and our Treatment Court contracts. We also employ staff members with life experience in addressing substance use disorders.

### **4. What type of staff training has been provided specific to treatment court programs?**

Staff participates in ongoing and continuing training opportunities specific to the treatment court programs. Clinician, attends the Missouri Association of Treatment Court Professionals conference annually; she also attended the National Association of Drug Court Professionals' training on Developing a MAT Protocol in November 2018. Staff participates in ongoing Medication Assisted Treatment Training (MAT), listed under the MAT training section below. All staff is required to read Treatment Court Program written materials and updates as provided by the local treatment court coordinator.

### **5. What type of staff training has been provided that aligns with the needs of the program's target population?**

Recovery-Oriented Cognitive Therapy (ROCT); Missouri Coalition Behavioral Health Conference  
Recognition of Opioid Emergencies and Administration of Naloxone (ROEN) ;  
; Role of the Peer Specialist in OUD Treatment Settings ;  
; QPR Suicide Prevention Gatekeeper Program ;  
; Opioid Use Disorder Patients: Characteristics and Outcomes (OUD-CP)  
Psychopharmacology for Mental Health Professionals (D. Oexman, 2017); Mandated Reporter Training –  
Child Abuse Advocacy; Trauma-Informed Care; Ethics/Professional Development; Missouri Association of  
Treatment Court Professionals Conference (MATCCP); Missouri Association of Treatment Court Professionals  
CPI: Nonviolent Practices & De-Escalation (All Staff, 2019).

## Insurance and Medicaid

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**1. Does the program accept the major Medicaid plans (including CSTAR) or other health plans in the catchment area?**

Yes.

**2. Does the program offer medication assisted therapies conformant to the Medicaid formularies?**

Yes.

## Quality Assurance Mechanism

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**1. Do participants have an opportunity to voice constructive opinions regarding ways to improve the program? How is this feedback used?**

Yes. Monthly, participants are encouraged to complete satisfaction surveys that address questions regarding staff performance, the effectiveness of the services and ideas for service improvement. Participants are also encouraged to give verbal feedback in team meetings. Survey results are reviewed by the Clinical Director and the entire Lafayette House management team monthly. When items of concern are noted, they are addressed. Past examples include: complaints about group space being too small resulted in the changing of spaces to use a larger room for group meetings and the smaller room for other activities.

**2. Is clinical supervision available on site? If so, who provides this supervision?**

Yes. Clinical Director Debra Allman is a Licensed Professional Counselor & Certified Substance Abuse Counselor providing supervision on site.

## Program Evaluation

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**1. What performance measures does the program compile and monitor? How are these measures used by program administrators?**

Lafayette House has a Quality Improvement Committee that measures performance outcomes around the following goals. These results are monitored at least quarterly by the agency's Management Team and reported annually to the Board of Directors.

- The percentage of clients who report their living arrangements as safe & stable at discharge
- The percentage of clients who report abstinence from alcohol use in the 30 days prior to discharge
- The percentage of clients who report abstinence from drug use in the 30 days prior to discharge
- The percentage of clients who report being employed or enrolled in school at discharge
- The percentage of clients who report participation in a self-help program at discharge
- The percentage of clients reporting no arrests in the 30 days prior to discharge
- The percentage of clients who receive Medication Assisted Treatment services
- The percentage of clients participating in specialized counseling for co-occurring issues or trauma education.

These measures are used by the Clinical Director and Management Team to gauge program success, make service adjustments where necessary, and compare success rates to the state averages.

**2. Is the program willing to share completed evaluations (methodologies and results) with the court?**

Yes.

**Competencies the Provider Must Have or Must Be Willing to Develop**

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**1. Will the program provide treatment of varying duration? If so, please describe.**

Yes. The program generally follows a phased treatment plan, but is ultimately dependent on each participant's progress.

**2. How does the program address participant motivation?**

Program staff uses Motivational Enhancement Therapy techniques to assist participants in connecting the Treatment Court goals with their personal goals – to ensure the participant's progress through the program is client-directed and that participants are empowered to take charge of their own goals and direction.

**a. Does the program utilize motivational enhancement theories?**

Yes. See description above.

**3. Is the program willing to be an active member of the court team (e.g., participate in staffing and hearings)?**

Yes. Under our current Treatment Court contracts, Lafayette House staff meets at least twice per month with the court teams in the two courts for which we provide services.

**Medication Assisted Treatment (MAT)**

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**1. Does the program support medication assisted treatment (MAT) approaches to recovery?**

Yes. MAT is a key element of the Lafayette House treatment program and an essential part of the comprehensive array of services.

**2. How do you screen and educate individuals about MAT?**

Each Treatment Court participant is screened individually during their assessment to determine if MAT is appropriate. Education regarding this option is provided at that assessment meeting, as well as continuously through individual and group counseling.

**3. Does the program have a MAT prescribing physician/nurse practitioner on staff? If so, what specialized training or certification has been received?**

Lafayette House sub-contracts with Assisted Recovery Centers of America (ARCA) to provide tele-psychiatry services and medication management. The ARCA physicians and nurse practitioner meet all

federal and Medicaid requirements for MAT services, and are able to prescribe MAT medications including buprenorphine (Suboxone).

**4. Does the program have established relationships with MAT prescribing physicians in the community?**

Yes, but we use the professionals we have under contract (listed above) for our MAT services.

**5. What communication protocols are in place with MAT prescribing physicians or other medical staff (both onsite and offsite) to ensure that there is adequate communication regarding individual's MAT compliance and progress?**

Our MAT services are provided onsite, and Lafayette House has an RN on staff who facilitates each appointment, obtains prescriptions and lab work as needed, and sets up medication check appointments.

**6. What addiction medications are currently available to the program or the program's community MAT provider network?**

Currently Lafayette House has available the following list of medications: Vivitrol; Suboxone; Oral Naltrexone; Buprenorphine; Acamprosate and Disulfiram. Staff is also trained in the administration of Narcan.

**6a. How long have these medications been used by the prescribing medical staff?**

We have had onsite psychiatric services for 15 years. Our extended MAT services were initiated in 2016, and have expanded over the last 3 years.

**6b. How many existing participants within the program receive MAT?**

We currently have 40 clients participating in MAT (August 2019).

**7. Does the program have a MAT taper, length of time requirement, or other policy that is not consistent with MAT evidence-based principles?**

No. We do not have any such policy.

**8. Has the program negotiated addiction medication costs with pharmacies within the catchment area?**

Yes. At least annually our Nursing staff and/or Community Support Specialists work with area pharmacies to obtain best prices for medication. We work with at least four different pharmacies to ensure the lowest cost.

**9. What staff training has been received related to MAT?**

**a. List staff and the dates they received MAT training.**

Debra

Narcan: A Missouri Recovery Network Training (2018)

6 hours Medication Assisted Treatment education through Missouri Continuing Education Consortium (August 2016)

Medication Assisted Treatment Training (September 2016)

Debra

Narcan: A Missouri Recovery Network Training (2018)

Medication Assisted Treatment: A Summit for Kansas and Missouri (2016)

Medication Assisted Treatment (September 2016)

Amanda

Narcan: A Missouri Recovery Network Training (2018)

Recognition of Opioid-Associated Emergencies and Administration of Naloxone (June 2019)

Medication Assisted Treatment (September 2016)

Kelli

Developing an MAT Protocol (November 2018)

Narcan: A Missouri Recovery Network Training (2018)

Medication Assisted Treatment (September 2016)

Jen

Narcan: A Missouri Recovery Network Training (2018)

Medication Assisted Treatment vs. Abstinence-Based Treatment (2017)

Kelly

Narcan: A Missouri Recovery Network Training (2018)

Terry

Recognition of Opioid-Associated Emergencies and Administration of Naloxone (June 2019)

Medication Assisted Treatment (September 2016)

## EXHIBIT B

### PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name:</b> <u>Family Self Help Center Inc dba Lafayette House</u>	
<b>Subcontractor Name, if applicable:</b> _____	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Treatment Court, 40 <sup>th</sup> Judicial Circuit (Newton and McDonald Counties)
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	123 E. Main Street, Neosho MO 64850
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Alissa Hendricks, Treatment Court Administrator II, 40 <sup>th</sup> Judicial Circuit (417) 451-8286 Alissa.Hendricks@courts.mo.gov
Dates of Prior Services:	2003- Present
Dollar Value of Prior Services:	\$1,006,131 (Newton & McDonald Counties combined)
Description of Prior Services Performed:	Substance use disorder treatment for Treatment Court participants

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:

Signature on File

\_\_\_\_\_  
*Signature of Reference Contact Person*

\_\_\_\_\_  
*Date of Signature*

## EXHIBIT B

### PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<u>Offeror Name: Family Self Help Center Inc dba Lafayette House</u>	
<b>Subcontractor Name, if applicable:</b> _____	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Missouri Department of Mental Health, Division of Behavioral Health
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	Division of Behavioral Health KC Office 2600 E. 12 <sup>th</sup> Street Kansas City MO 64127
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Angie Lewis, Area Treatment Coordinator 816-482-5779 Angie.Lewis@dmh.mo.gov
Dates of Prior Services:	2003- Present
Dollar Value of Prior Services:	Cost avoidance information is submitted monthly to Alissa Hendricks, Treatment Court Coordinator. Approximately \$4,500 per month.
Description of Prior Services Performed:	Substance use disorder treatment for Treatment Court participants

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:

Signature on File

\_\_\_\_\_  
*Signature of Reference Contact Person*

\_\_\_\_\_  
*Date of Signature*

## EXHIBIT C

### PERSONNEL EXPERTISE SUMMARY

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

**OFFEROR NAME:** FAMILY SELF HELP CENTER INC DBA LAFAYETTE HOUSE

Personnel	Background and Expertise of Personnel and Planned Duties
<p>1. <u>Debra</u> (Name) <u>Clinical Director</u> (Title) <u>Substance Use Counselor</u> (Proposed Role/Function)</p>	<p>holds a Master's Degree in Community Counseling and is a Licensed Professional Counselor (LPC) and Certified Substance Abuse Counselor (CSAC). She has over 30 years' experience in counseling those with substance use disorders.</p> <p>is responsible for the services provided to area Treatment Courts. She supervises the direct care staff, provides clinical diagnostic services, and participates in Treatment Court team meetings.</p>
<p>2. <u>Kelli</u> (Name) <u>Clinician</u> (Title) <u>Substance Use Counselor</u> (Proposed Role/Function)</p>	<p>holds a Master's Degree in Clinical Mental Health Counseling and is a Licensed Professional Counselor (LPC). Ms. Davis is responsible for psycho-social assessments, treatment planning, and group and individual counseling. She also conducts urinalysis testing for female participants in the treatment court if needed.</p>
<p>3. <u>Amanda</u> (Name) <u>Clinician</u> (Title) <u>Substance Use Counselor</u> (Proposed Role/Function)</p>	<p>holds a Master's Degree in Clinical Psychology from Pittsburg State University, and is a Licensed Professional Counselor (LPC). She is responsible for psycho-social assessments, treatment planning, and group and individual counseling. She also conducts urinalysis testing for female participants in the treatment court if needed.</p>
<p>4. <u>Terry</u> (Name) <u>Community Support Specialist</u> (Title) <u>Case Management</u> (Proposed Role/Function)</p>	<p>has a Bachelor's Degree in Social Work from Northeastern Oklahoma A&amp;M College. He is responsible for providing individualized goal-oriented advocacy and support for clients' improved self-sufficiency. He works in tandem with the rest of the team under the treatment plan, with the goal of maximizing the clients' adjustment and functioning within the community through links to other resources. He also conducts urinalysis testing for male participants in the treatment court if needed.</p>
<p>5. <u>Jerica</u> (Name) <u>Office Manager</u> (Title) <u>Collection Services</u> (Proposed Role/Function)</p>	<p>is the Office Manager, and her duties are primarily secretarial and administrative (paperwork, client recordkeeping, etc). She also conducts urinalysis testing as needed.</p>
<p>6. <u>Debra</u> (Name) <u>Clinician</u> (Title) <u>Substance Use Counselor</u> (Proposed Role/Function)</p>	<p>is a Licensed Clinical Social Worker. She holds a bachelor's degree in social work from Southwest Missouri State University and a master's degree in social work from University of Missouri-Columbia.</p> <p>Ms. Oexman is responsible for psycho-social assessments, treatment planning, and group and individual counseling.</p>

**EXHIBIT C – PAGE 2**

**PERSONNEL EXPERTISE SUMMARY**

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

**OFFEROR NAME:** FAMILY SELF HELP CENTER INC DBA LAFAYETTE HOUSE

<p>7. <u>Jennifer</u> (Name) <u>Clinician</u> (Title) <u>Substance Use Counselor</u> (Proposed Role/Function)</p>	<p>Ms. _____ is a Licensed Professional Counselor. She holds a Bachelor’s Degree in Psychology and a Master’s Degree in Clinical Mental Health Counseling from Pittsburg State University. She is responsible for psycho-social assessments, treatment planning, and group and individual counseling.</p>
<p>6. <u>Kelly</u> (Name) <u>Community Support Specialist</u> (Title) <u>Case Management</u> (Proposed Role/Function)</p>	<p>_____ has a Bachelor’s Degree in Communications and Sociology from Oklahoma State University. She is also a Certified Peer Specialist through the Missouri Department of Mental Health, Division of Behavioral Health. She is responsible for providing individualized goal-oriented advocacy and support for clients’ improved self-sufficiency. _____ works in tandem with the rest of the team under the treatment plan, with the goal of maximizing the clients’ adjustment and functioning within the community through links to other resources.</p>

EXHIBIT D

AFFIDAVIT OF WORK AUTHORIZATION

Comes now Alison Malinowski Sunday as Executive Director first being duly sworn on my oath  
(NAME) (OFFICE HELD)  
affirm Family Self Help Center Inc is enrolled and will continue to participate in a federal work  
authorization program in respect to employees that will work in connection with the contracted services related  
to OSCA 19-00284 for the duration of the contract, if awarded, in accordance with RSMo Chapter 285.530 (2).  
I also affirm that Family Self Help Center Inc. does not and will not employ a person who is knowingly an  
unauthorized alien in connection with the contracted services related to OSCA 19-00284 for the duration of the  
contract, if awarded.

(RFP NUMBER)

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that  
false statements made in this filing are subject to the penalties provided under Section 285.530, RSMo).

Alison Malinowski Sunday  
Signature (person with authority)

Alison Malinowski Sunday  
Printed Name

Executive Director  
Title

8-19-19  
Date

Subscribed and sworn to before me this 19<sup>th</sup> of August 2019. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of Newton, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on Aug 25 2019.  
(NAME OF STATE) (DATE)

Melissa M Harris  
Signature of Notary

8/19/19  
Date



MELISSA M. HARRIS  
Newton County  
My Commission Expires  
August 25, 2019  
Commission # 15232390

**EXHIBIT E**

**MISCELLANEOUS INFORMATION**

**OFFEROR NAME:** Family Self Help Center Inc dba Lafayette House

**Outside United States**

If any products and/or services bid are being manufactured or performed at sites outside the continental United States, the bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Describe and provide details:		

## EXHIBIT F

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

**OFFEROR NAME:** FAMILY SELF HELP CENTER INC DBA LAFAYETTE HOUSE

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#### Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

**OFFEROR NAME:** FAMILY SELF HELP CENTER INC DBA LAFAYETTE HOUSE

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Alison Malinowski Sunday, Executive Director  
Name and Title of Authorized Representative

Alison Malinowski Sunday  
Signature

8-19-19  
Date

OFFEROR NAME: FAMILY SELF HELP CENTER INC DBA Lafayette House

OSCA 19-00284 – Specialized Treatment Provider

OFFEROR NAME: \_\_\_\_\_

# Office of State Courts Administrator



## Collector Guideline Acceptance Form OSCA 19-00284

I verify I have read and will abide by the Missouri Collector Guidelines. I further understand failure to follow these guidelines may result in the termination of the contract the Office of State Courts Administrator and the court has with my employer.

- I have provided OSCA with a completed background check, and
- I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results to OSCA and my employer

Terry Owens      Terry Owens      8/15/19  
Collector Printed name      Signature      Date

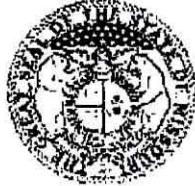
The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

[Signature]      40      8/19/19  
Treatment court Judge/Coordinator      Circuit      Date

OSCA 19-00284 – Specialized Treatment Provider

OFFEROR NAME: \_\_\_\_\_

# Office of State Courts Administrator



## Collector Guideline Acceptance Form OSCA 19-00284

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- I have provided OSCA with a completed background check, and
- I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results to OSCA and my employer

Amanda Hall                      *AH, no LPC clinics*                      8/15/19  
 Collector Printed name                      Signature                      Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

*[Signature]*                      40                      8/19/19  
 Treatment court Judge/Coordinator                      Circuit                      Date

OSCA 19-00284 – Specialized Treatment Provider

OFFEROR NAME: \_\_\_\_\_

# Office of State Courts Administrator



## Collector Guideline Acceptance Form OSCA 19-00284

I verify I have read and will abide by the Missouri Collector Guidelines. I further understand failure to follow these guidelines may result in the termination of the contract the Office of State Courts Administrator and the court has with my employer.

- I have provided OSCA with a completed background check, and
- I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results to OSCA and my employer

Kelli Davis                      Kelli Davis                      8/15/19  
Collector Printed name                      Signature                      Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

[Signature]                      40                      8/19/19  
Treatment court Judge/Coordinator                      Circuit                      Date

OFFEROR NAME: FAMILY SELF HELP CENTER INC DBA Lafayette House

OSCA 19-00284 – Specialized Treatment Provider

OFFEROR NAME: \_\_\_\_\_

# Office of State Courts Administrator



## Collector Guideline Acceptance Form OSCA 19-00284

I verify I have read and will abide by the Missouri Collector Guidelines. I further understand failure to follow these guidelines may result in the termination of the contract the Office of State Courts Administrator and the court has with my employer.

- I have provided OSCA with a completed background check, and
- I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results to OSCA and my employer

Jerica Ebbs                      Jerica Ebbs                      8/15/2019  
 Collector Printed name                      Signature                      Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

[Signature]                      40                      8/19/19  
 Treatment court Judge/Coordinator                      Circuit                      Date