

## PROPOSAL SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Consolidated Youth Services, Inc.			
Address:	4220 Stadium Blvd			
City:	Jonesboro	State:	AR	Zip Code: 72404
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit			
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned			
	AR Certification #: _____		* See Minority and Women-Owned Business Policy	

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Kerri Bangert	Title:	Contracts & QA Manager
Phone:	870-972-1110	Alternate Phone:	870-972-1111
Email:	Kerri.bangert@cysinc.org		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.  <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.  <input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

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

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

Authorized Signature:  Title: Executive Director  
Use Ink Only.

Printed/Typed Name: Lori Clements Date: 4/3/2020

**SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE**

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

No Exceptions are requested

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

Authorized Signature: Lori Clements  
Use Ink Only.

Printed/Typed Name: Lori Clements Date: 4/3/2020

**SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE**

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

No Exceptions are requested

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

Authorized Signature: Lori Clements  
Use Ink Only.


Printed/Typed Name: Lori Clements Date: 4/3/2020

**SECTIONS 3, 4, 5 - VENDOR AGREEMENT AND COMPLIANCE**

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

*No Exceptions are requested*

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

Authorized Signature:   
*Use Ink Only.*

Printed/Typed Name: Lori Clements Date: 4/3/2020



**PROPOSED SUBCONTRACTORS FORM**

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

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

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP
East Arkansas Youth Services, Inc	104 Cypress Drive	Marion, AR 72364

**PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORSTO PERFORM SERVICES.**

State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203  
501-682-6327

**ADDENDUM 1**

**DATE:** March 25, 2020  
**SUBJECT:** 710-20-0003


The following change(s) to the above referenced Invitation for Bid for DHS has been made as designated below:

- Change of specification(s)**  
 Additional specification(s)  
 Change of bid opening date and time  
 Cancellation of bid  
 Other

1. "Final Appendix A Catchment Area Map" shall replace "Appendix A Catchment Area Map."
2. "Final Appendix B Community Based Programs Funding Formula" shall replace "Appendix B Community Based Programs Funding Formula."

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BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED,  
If you have questions, please contact the buyer at Chorsie.Burns@dhs.arkansas.gov. or 501-682-6327

  
\_\_\_\_\_  
Vendor Signature

4/6/2020  
\_\_\_\_\_  
Date

Consolidated Youth Services, Inc.  
\_\_\_\_\_  
Company

State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203  
501-682-6327

**ADDENDUM 2**

**DATE:** April 3, 2020

**SUBJECT:** 710-20-0003 Juvenile Justice Community Based Re-Entry & Vocational & Career Support Services

The following change(s) to the above referenced Invitation for Bid for DHS has been made as designated below:

- Change of specification(s)**  
 Additional specification(s)  
 Change of bid opening date and time  
 Cancellation of bid  
 Other

**RFP: 710-20-0003**

Page 15: 2.3.A.6

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles **sixteen (16) and older** referred by DYS and admitted to the Contractor's program. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- a. money management;
- b. food preparation;
- c. nutrition;
- d. health; and
- e. housekeeping.

Page 16: 2.3.B.7

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles **sixteen (16) and older** referred by DYS and admitted to the Contractor's program a minimum of one (1) time for sixty (60) minutes every other week. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- a. money management;
- b. food preparation;
- c. nutrition;
- d. health; and
- e. housekeeping.

Page 17: C.1

Vocational Services and Career Support

1. Contractor **must** recruit and retain a qualified, ~~dedicated~~ vocational staff member to serve as Job and Career Coach who offers job readiness training (e.g., completing applications, preparing a resume, searching for jobs, effective interpersonal skills, interviewing skills, time management, problem solving, and conflict resolution).
2. The Contractor's ~~dedicated~~ vocational staff member may provide a career assessment, along with assisting the juvenile to explore career options.



3. The Contractor's ~~dedicated~~ vocational staff member **shall** coordinate with Job Corps and the Arkansas Department of Workforce Services (ADWS) in connecting juveniles transitioning to the labor market to appropriate vocational services and career supports, including employment opportunities.
4. The Contractor's ~~dedicated~~ vocational staff member **shall** coordinate with vocational and technical departments at technical, vocational, and two- or four-year colleges or universities to provide opportunities for juveniles who qualify.
5. The Contractor's ~~dedicated~~ vocational staff member **shall** assist juveniles in enrollment and actively support attainment of trade licenses or certifications, and subsequent job or apprenticeship placement.

Page 22: 2.7.A.2

The Contractor **shall** be subject to an audit of overall operations by the Arkansas Department of Health and the Arkansas Department of Corrections pursuant to Arkansas Code Annotated §§9-28-301 and 9-28-302. In addition to the above audits, Contractor **shall** be subject to audit by DHS and the Arkansas Legislative Audit Legislature as **deemed necessary**. Contractor **shall** cooperate fully with all auditing entities.

Page 22: 2.7.A.3

This section is stricken from the document.

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### Performance Indicators

Page 2 of Pls, Section 1.D

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles **sixteen (16) and older** referred by DYS and admitted to the Contractor's program. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- b. money management;
- c. food preparation;
- d. nutrition;
- e. health; and
- f. housekeeping.

Page 6 of Pls, Section 4.E.3

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles **sixteen (16) and older** referred by DYS and admitted to the Contractor's program a minimum of one (1) time for sixty (60) minutes every other week. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- b. money management;
- c. food preparation;
- d. nutrition;
- e. health; and
- f. housekeeping.

Page 7 Section 4.G

Vocational services and career support shall be provided.



1. Contractor shall employ a **dedicated** Job and Career Coach to provide job readiness training.
2. The Job and Career Coach shall have no other duties outside of this position.
3. **Dedicated** vocational staff shall coordinate with Job Corps and the Arkansas Department of Workforce Services (ADWS) in connecting juveniles transitioning to the labor market to appropriate vocational services and career supports, including employment opportunities.
4. **Dedicated** vocational staff shall coordinate with vocational and technical departments to provide opportunities for juveniles who qualify.
5. **Dedicated** vocational staff shall assist juveniles in enrollment and actively support attainment of trade license or certifications, and subsequent job or apprenticeship placement.
6. All services shall be documented in the juvenile's individual case file outlining the services provided, dates, times, units, and signed by the **dedicated** vocational staff. This information shall be entered into JJIS in the form and manner specified by DYS.

Page 9 of Pl's, Section 5, C.1.

~~The Contractor shall be subject to an audit of overall operations by the Arkansas Department of Health and the Arkansas Department of Corrections pursuant to Arkansas Code Annotated §§9-28-301 and 9-28-302. In addition to the above audits, Contractor shall be subject to audit by DHS and the Arkansas Legislative Audit Legislature as deemed necessary.~~ Contractor shall cooperate fully with all auditing entities.

~~The Contractor shall submit a budget to DYS and the Arkansas Legislative Council and go through the budget procedures process in the same manner as State Departments, agencies, institutions, boards, and commissions. Budgets shall be submitted based on operating revenues and expenses of each Contractor, and each Contractor shall provide information related to financial status required by the Legislative Council and/or Joint Budget Committee.~~

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED,

If you have questions, please contact the buyer at Chorsie.Burns@dhs.arkansas.gov. or 501-537-2283

  
 \_\_\_\_\_  
 Vendor Signature

4/6/2020  
 \_\_\_\_\_  
 Date

Consolidated Youth Services, Inc.  
 \_\_\_\_\_  
 Company

Contract Number \_\_\_\_\_  
 Attachment Number \_\_\_\_\_  
 Action Number \_\_\_\_\_

**CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**

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

SUBCONTRACTOR: SUBCONTRACTOR NAME:  
 **Yes**  **No** East Arkansas Youth Services, Inc.

TAXPAYER ID NAME: Consolidated Youth Services, Inc. IS THIS FOR:  Goods?  Services?  Both?

YOUR LAST NAME: Clements FIRST NAME: Lori M.I.: A

ADDRESS: 4220 Stadium Blvd

CITY: Jonesboro STATE: AR ZIP CODE: 72404

COUNTRY: USA

**FOR INDIVIDUALS \***

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

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

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

None of the above applies

**FOR AN ENTITY (BUSINESS) \***

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

Position Held	Mark (✓)		Name of Position of Job Held [generator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	Ownership Interest (%)	Position of Control
	Current	Former		From MMYY	To MMYY			
General Assembly						Person's Name(s)		
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies



Contract Number \_\_\_\_\_  
Attachment Number \_\_\_\_\_

Action Number \_\_\_\_\_

### Contract and Grant Disclosure and Certification Form

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

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

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:  
*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

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

Signature *Kerri Bangert* Title Executive Director Date 3/26/2020

Vendor Contact Person Kerri Bangert Title Contracts and QA Manager Phone No. (870) 972-1110

Agency use only  
Agency Number 0710 Agency Name Department of Human Services Agency Contact Person \_\_\_\_\_ Contact Phone No. \_\_\_\_\_ Contract or Grant No. \_\_\_\_\_



<b>CYS, Inc. – PERSONNEL MANUAL</b>	<b>PAGE 1 OF 2</b>
<b>Chapter:</b> EMPLOYMENT PRACTICES	<b>Effective Date:</b> 12/04/2002
<b>Subject:</b> COMPLIANCE WITH STATE AND FEDERAL REGULATIONS	<b>Last revised:</b> 02/12/2018

**EMPLOYMENT POLICY-** It is the policy of Consolidated Youth Services to provide a positive work environment that is culturally diverse and free of discrimination or any unfair labor practices by implementing employment decisions and personnel actions in compliance with all applicable state and federal laws including but not limited to: The Civil Rights Act of 1964, Fair Labor Standards Act, Family Medical Leave Act, Cobra, Drug Free Workplace Act, Americans with Disabilities Act, Rehabilitation Act of 1973, and Age Discrimination in Employment Act.

**PROCEDURES:**

**Equal Employment Opportunity-** Consolidated Youth Services is an equal opportunity employer. It is the policy of CYS to provide all employees and applicants for employment with equal employment opportunities. CYS provides current employees with training, compensation, promotion, and all other benefits of employment without regard to race, color, sex, religion, national origin, age, marital or veteran status, disability or any other legally protected status. CYS shall have one Equal Opportunity Officer who shall report directly to the Board of Directors on equal opportunity matters. Employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Sharonda Watson, who is the designated Equal Opportunity Officer (EEO). Employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination. When the EEO has completed attempts to resolve the complaint, a report shall be prepared setting out a summary of the complaint, the preliminary inquiry and the disposition of the complaint, indicating the basis for that disposition. Copies of the report shall be given to the Board of Directors and the complainant.

**Board Review of EEO Compliance:** Each year when CYS has 100 employees or more, CYS provides a report to the Equal Employment Opportunity Commission regarding its workforce demographics. This report or a similar report is provided to the Board of Directors. Board members review the CYS employee demographics to assure the agency is providing employment and promotional opportunities to a diverse workforce. If any problems are discovered related to equal employment opportunities these are addressed by the Board and corrected.

**Rehabilitation Act-** CYS conforms to Section 504 of the Rehabilitation Act of 1973 which states "No otherwise qualified handicapped individual shall solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any programs activity receiving federal financial assistance."

**Americans with Disabilities Act-** CYS conforms to all employment requirements of the American with Disabilities Act that prohibits discrimination against any individual with a disability if the person is otherwise qualified to perform the essential functions of the job with or without reasonable accommodation. Disabled individuals may submit requests for reasonable accommodations to the Human Resource Generalist. CYS will provide otherwise qualified applicants and employees with reasonable accommodations except when to do so would impose undue hardship for the agency.





# DOCUMENT LIST

- **Secretary of State Website Page dated 4/1/2020**

Verifies Consolidated Youth Services is registered Non-Profit in good standing

- **IRS Letter dated 3/18/1981**

Verifies Consolidated Youth Services is tax exempt 501c3 corporation

- **List of current & previous contracts with DHS**

- **Council on Accreditation (COA) Certificate**

Verifies Consolidated Youth Services is accredited by COA thru 6/30/2023

- **Council on Accreditation (COA) Letter Accreditation Report**

Verifies COA found Consolidated Youth Services was reviewed and found to be demonstrating excellent compliance with COA Standards with only one (1) very minor area for opportunity for improvement

- **Child Welfare License for Residential Services**

- **Financial Audits by CPA Goad & Goad**

2018-19 and 2017-18 audits each fiscal year as required

- **Organizational Chart**

Chart showing all staff positions and lines of supervision.

- **List of Management Staff/Licensed Staff**

Resume list for these staff is found in Section 3 Staffing

- **Copy of License or Certification for Staff**

License or Certificate for Mental Health Professionals and Teachers



## Search Incorporations, Cooperatives, Banks and Insurance Companies

[Printer Friendly Version](#)

LLC Member information is now confidential per Act 865 of 2007

Use your browser's back button to return to the Search Results

[Begin New Search](#)

For service of process contact the [Secretary of State's office](#).

Corporation Name	CONSOLIDATED YOUTH SERVICES, INC.
Fictitious Names	
Filing #	100012942
Filing Type	Nonprofit Corporation
Filed under Act	Dom Nonprofit Corp; 176 of 1963
Status	Good Standing
Principal Address	4220 STADIUM BLVD JONESBORO, AR 72404
Reg. Agent	BONNIE BOON
Agent Address	4220 STADIUM BLVD. JONESBORO, AR 72404
Date Filed	03/12/1979
Officers	SEE FILE, Incorporator/Organizer ELIZABETH STAFFORD , President YVONNE SETTLEMOIR , Secretary LARRY WORSHAM , Vice-President JERRY CARLEW , Director KENDRA SHARP , Director CORNELIUS SAMPLE , Director RHEANNE PIERSON , Director BONNIE BOON , CEO
Foreign Name	N/A
Foreign Address	
State of Origin	AR

[Purchase a Certificate of Good Standing for this Entity](#)

[Submit a Nonprofit Annual Report](#)

[Change this Corporation's Address](#)



Internal Revenue Service

Department of the Treasury

District  
Director

CONSOLIDATED YOUTH SERVICES, INC.  
4220 Stadium Blvd.  
Jonesboro, AR 72401

Person to Contact:

Telephone Number:  
(214) 767-2728  
Refer Reply to:

EO:7213:309:AWC DAL:EO:80-2924

Date: **MAR 18 1981**

Accounting Period Ending: March 31  
Form 990 Required: (X) Yes ( ) No  
Advance Ruling Period Ends: March 31, 1983

Gentlemen:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Your exemption is effective September 2, 1980. Contributions to your organization prior to that date are not deductible by donors.

Based on the information you supplied, we recognize you as exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code for the period beginning March 14, 1979, your incorporation date, through September 1, 1980. Contributions to your organization during this period of time are not deductible by the donors.

You need not file Federal income tax returns for that period. You are, however, liable for FICA (social security taxes) and FUTA (Federal unemployment taxes) during the period of exemption under Code section 501(c)(4).

Your exemption under section 501(c)(3) is not effective on the date you were organized because you did not file your application for recognition of exemption within 15 months from the end of the month in which you were organized, as required by section 1.508-1(a)(2)(i) of the Income Tax Regulations.

Because you are treated as a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization of the type described in section 170(b)(1)(A)(vi) and 509(a)(1).

Accordingly, you will be treated as a publicly supported organization,



CONSOLIDATED YOUTH SERVICES, INC.

and not as a private foundation, during an advance ruling period. This advance ruling period begins on the effective date of your exemption and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your exemption for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. In addition, if you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

With respect to your section 501(c)(3) exemption you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act and you are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions concerning these taxes, please let us know.

CONSOLIDATED YOUTH SERVICES, INC.

If your sources of support, or your purposes, character, or method of operation is changed, you should let us know so we can consider the effect of the change on your status. Also, you should inform us of all changes in your name or address.

If the yes box at the top of this letter is checked, you are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. The return is due by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If you do not agree with these conclusions concerning your effective date of exemption, you may, within 30 days from the date of this letter, file in duplicate a brief of the facts, law, and argument that clearly sets forth your position. If you desire an oral discussion of the issue, please indicate this in your protest. The enclosed Publication 892 gives instructions for filing a protest.

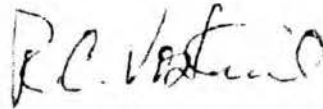
If you do not file a protest with this office within 30 days of the date of this report or letter, this proposed determination will become final.

If you do not protest your effective date of exemption within 30 days of this letter, it will be considered by the Internal Revenue Service as a failure to exhaust available administrative remedies. Section 7428(b)(2) of the Internal Revenue Code provides in part that, "A declaratory judgment or decree under this section shall not be issued in any proceeding unless the Tax Court, the Court of Claims, or the district court of the United States for the District of Columbia determines that the organization involved has exhausted administrative remedies available to it within the Internal Revenue Service."

CONSOLIDATED YOUTH SERVICES, INC.

If you have any further questions, please contact the person whose name and telephone number are shown at the beginning of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "R. C. Voskuil". The signature is written in a cursive style with a large, looped initial "R".

R. C. Voskuil  
District Director

Enclosure:  
Publication 892



## CURRENT/PREVIOUS DHS CONTRACTS

Division of Youth Services  
PO Box 1437 Slot 450  
Little Rock AR 72203  
Community-Based Contract  
Second & Third Judicial Districts  
1980 to present  
\$2,362,707

Division of Children & Family Services  
PO Box 1437, Slot 830  
Little Rock, AR 72203  
Residential Sex Offender Treatment for foster care youth (QRTP)  
July 1997-Present  
\$722,700

Division of Youth Services  
PO Box 1437, Slot 450  
Little Rock, AR 72203  
Residential Sex Offender Treatment for DYS committed youth  
July 1997- Present  
\$613,200

Division of Children & Family Services  
PO Box 1437, Slot 830  
Little Rock, AR 72203  
Qualified Residential Treatment Program for foster care youth  
July 2019-Present  
\$722,700

## PREVIOUS DHS Contracts

Division of Children & Family Services  
PO Box 1437, Slot 830  
Little Rock, AR 72203  
Emergency Shelter/Residential Care for foster care youth  
1997 to 2019  
\$578,867





## COUNCIL ON ACCREDITATION

*Attests That*

**Consolidated Youth Services, Inc.**  
**Jonesboro, AR**

*Is*

**ACCREDITED**

Achieving the Highest Standards of Professional Practice for the Services It Provides

**Accredited Through**

**6/30/2023**



June 27, 2019

Bonnie Boon  
Executive Director  
Consolidated Youth Services, Inc.  
4220 Stadium Boulevard  
Jonesboro, AR 72404

**Jody Levison-Johnson**  
President & Chief Executive Officer

**Phillip H. Redmond Jr.**  
Chair, Board of Trustees

**Sponsoring Organizations**

Alliance for Strong Families  
and Communities  
Association of Children's  
Residential Centers  
Catholic Charities USA  
Children's Home Society of America  
Child Welfare League of America  
Family Focused  
Treatment Association  
Lutheran Services in America  
National Council For Adoption  
National Foundation for  
Credit Counseling  
National Network for Youth  
National Organization of State  
Associations for Children  
Network of Jewish  
Human Service Agencies  
Volunteers of America

**Council on Accreditation**

45 Broadway  
29th Floor  
New York, NY 10006  
Toll Free 866.262.8088  
212.797.3000  
Fax 212.797.1428  
[www.coanet.org](http://www.coanet.org)  
[www.coahlog.org](http://www.coahlog.org)

Dear Ms. Bonnie Boon:

It is our great pleasure to inform you that the Council on Accreditation (COA) has approved the accreditation of **Consolidated Youth Services, Inc.** through **June 30, 2023**. Let me again say how significant this achievement is! It represents the fulfillment of countless hours of hard work and the dedication of many people—most notably your staff and the members of your board and/or leadership. Please extend my congratulations to them.

This formal notification includes a list of programs and services for which **Consolidated Youth Services, Inc.** is accredited, as well as your Final Accreditation Report (FAR). A plaque attesting to your agency's accredited status will be sent to you shortly.

Your Final Accreditation Report (FAR) is an important and incredibly valuable document. It contains the observations and recommendations of your Peer Reviewer colleagues based on your self-study and site visit. In essence, the FAR provides a unique view of your organization as seen through the eyes of highly experienced professionals. In it you will find a copy of the full accreditation ratings for all Purpose, Core, and Practice standards, identifying the Fundamental Practice standards. It may also contain any noted organizational strengths and areas for opportunities.

Please refer to the Promotional Tool Kit web page to find resources that can assist you with leveraging your organization's COA accreditation to internal and external stakeholders.

**Private:** <http://coanet.org/accreditation/private-organization-accreditation/promote-your-accreditation/>

**Public:** <http://coanet.org/accreditation/public-agency-accreditation/promote-your-accreditation/>

**Canadian:** <http://coanet.org/accreditation/canadian-organisation-accreditation/promote-your-accreditation/>

At the very least, however, we recommend that you provide relevant excerpts to those members of your staff who are directly responsible for the respective findings. Should you do so, please explain that the report is intended to be *constructive*, and that the goal is to provide specific, tangible examples of how they can make your organization even stronger and even better.

Having said that, you should know that those ratings for which you did not demonstrate implementation should be addressed through your PQI process.

Even though they did not require correction in order to achieve accreditation, they will be made a part of your file and reviewed during your next accreditation cycle. Remember, COA accreditation is not an end in and of itself. Rather, it is a process by which your organization can consistently strive for and achieve new levels of excellence.

Finally, let me say that your relationship with COA does not end with this letter. Ours is a partnership. As such, I would ask that you feel free to share with me your ideas and concerns. Additionally, please feel free to contact Tobi Murch, Director of Volunteer Engagement, either by email at [tmurch@coanet.org](mailto:tmurch@coanet.org) or by telephone at 212-797-3000, extension 272, if you have any questions. Together we can enrich the lives of children, individuals, and families in need everywhere.

We are proud to be associated with you and your colleagues. We wish you the very best in your continuing service to persons in your community. *That is the power of accreditation.*

Sincerely,



Jody Levison-Johnson  
President and Chief Executive Officer

Attachment





Consolidated Youth Services, Inc.  
Organization ID: 5047  
Private Standards

Expiration date: June 30, 2023

The accreditation of Consolidated Youth Services, Inc. includes the following services and associated programs:

<b>Program Name</b>	<b>COA Service Standard(s)</b>	<b>Service Subsections</b>	<b>Address</b>
Emergency Shelter	Group Living Services (GLS)		4216 Stadium Blvd, Jonesboro, AR 72404
Emergency Shelter	Group Living Services (GLS)		4220B Stadium Blvd, Jonesboro, AR 72404
Sexual Rehabilitation Program	Group Living Services (GLS)		4220D Stadium Blvd, Jonesboro, AR 72404
Sexual Rehabilitation Program	Group Living Services (GLS)		4220E Stadium Blvd, Jonesboro, AR 72404
Community Outreach Program	Juvenile Justice Case Management (JJCM), Services for Mental Health/Substance Use (MHSU)		149 A 463 S, Trumann, AR 72472
Community Outreach Program	Juvenile Justice Case Management (JJCM), Services for Mental Health/Substance Use (MHSU)		205 S 3 1/2, Paragould, AR 72450
Community Outreach Program	Juvenile Justice Case Management (JJCM), Services for Mental Health/Substance Use (MHSU)		213 SW 3rd Street, Walnut Ridge, AR 72476
Community Outreach Program	Juvenile Justice Case Management (JJCM), Services for Mental Health/Substance Use (MHSU)		543 N 10th Street, Blytheville, AR 72315

Community Outreach Program	Juvenile Justice Case Management (JJCM), Services for Mental Health/Substance Use (MHSU)		718 S Main, Jonesboro, AR 72401
Community Outreach Program	Juvenile Justice Case Management (JJCM), Services for Mental Health/Substance Use (MHSU)		4220B Stadium Blvd, Jonesboro, AR 72404
Community Outreach Program	Juvenile Justice Case Management (JJCM), Services for Mental Health/Substance Use (MHSU)		4220C Stadium Blvd, Jonesboro, AR 72404



## Organizational Strengths

Consolidated Youth Services, Inc.  
Organization ID# 5047

### Administrative and Management Standards

Ethical Practice (ETH), Financial Management (FIN), Governance (GOV) or Administration & Management (AM) (for Public State Systems), Human Resources (HR), Performance and Quality Improvement (PQI), Risk Prevention and Management (RPM)

- ETH The organization's staff fulfill the mission by providing services in an ethical manner and receive regular training on ethical issues. The staff members work as a team and support each other in maintaining ethical boundaries in their work. The leadership staff have an open door policy, which reinforces open and transparent operations and builds trust.
- FIN There are good financial controls in place and appropriate segregation of duties. There is very close monitoring of the budget. Detailed financial and budget reports are reviewed and discussed by the board.
- GOV The board members are passionate about the organization and diligent in fulfilling their responsibilities. They place a high value on the quarterly reports they receive as the information is both important and helpful. They expressed a strong vote of confidence in the leadership. They feel there is good communication and a positive relationship with the Executive Director.
- HR Human Resources at the organization is critical to a productive, competent workplace. Key initiatives from an employee-led focus group have been put into action. The organization demonstrates creative approaches to recognizing employees.
- PQI The Executive Director recognizes the value of performance and quality improvement. The quality of the services is important to everyone throughout the organization. Quality assurance is embedded in treatment models. The staff and clients provided many examples of ways in which quality improvement activities have impacted the organization.
- RPM The organization has a strong risk management plan. Committees with all levels of staff are assigned to review and address potential areas of risk. The board receives good risk



management information through these committee reports that helps them in their oversight of the organization.

### **Service Delivery Administration Standards**

**Administrative and Service Environment (ASE), Behavior Support and Management (BSM), Client Rights (CR), Training and Supervision (TS)**

- ASE The organization's facilities are designed to create a home-like atmosphere. The staff members are conscientious about safety. Regular inspections, safety drills, and maintenance are closely monitored. Maintenance staff members involve clients in maintenance and repair work, as appropriate, to help them develop this life skill.
- BSM The organization has a strong focus on individualized, trauma-informed responses to young people. The organization's policy establishes key principles that are intended to guide the practical support provided to the youth. Leadership at all levels showed a commitment to the development and maintenance of environments that promote and maintain positive behaviors. Every incident is reviewed as part of reflective practice and learning.
- CR The staff members strive to deliver services in a way that empowers clients to make decisions. Clients reported that they are listened to and treated with respect. Clients are very aware of their rights, the program expectations, and their opportunities to provide feedback and suggestions.
- TS Supervisors and managers demonstrate a fundamental understanding of their roles as teacher, coach, consultant, and mentor for new and existing employees. Support and encouragement were evident. Ultimately, supervisors and managers within the organization ensure that all clients are competently served. Consolidated Youth Services promotes a culture of learning. The leaders of training and development provide an invaluable service. Supervisors and managers are to be commended for their dedication. Their presence, flexibility, and responsiveness are simply outstanding.

### **Service Standards**

- GLS Group living services are provided in a coordinated and comprehensive manner with resources focused on prevention and intervention. Supporting young people to ensure the greatest chance of success is entrenched in the service's goals, strategies, and daily practice. In the program milieu, activities are designed to support youth to participate in a wide variety of opportunities with appropriate, strengths-based, trauma-informed supports from direct service personnel. The organization is a model for youth engagement. Engagement guides all interactions between the youth and the adults in their lives in ways that best prepare the youth for successful adulthood.

- JJCM Case managers demonstrated coordination and collaboration with community stakeholders, probation officers, and others to assist families and youth in obtaining the support and assistance needed. Case plans highlighted criminogenic factors which required intervention and protective factors in a young person's life. Case plans are developed with the youth and family, when possible. Case managers defined their role as advocate, role model, counselor, coach, and as a social and mental health professional. Led by a passionate, supportive, professional manager, case managers function as a unified, motivated team working diligently to make a difference in a young person's life and their communities.
- MHSU Goal-directed therapeutic services are provided by competent staff members with compassion and respect. The services are focused on helping clients develop successful coping and problem-solving skills. Case records contain all pertinent information. Progress notes are detailed and provide a clear picture of therapy progress.



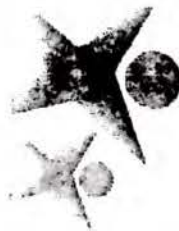
### AREAS FOR OPPORTUNITIES

The following ratings have not been fully implemented and we ask that you address them through your PQI process. Even though these standards did not require correction in order to achieve accreditation, they will be made a part of your file and reviewed during your next accreditation cycle. We request that you begin demonstrating implementation on all of the below standards before your next accreditation cycle.

Standard Code	Rating	Peer Team Report
RPM 9.04	3	Service agreements do not address standard elements (d), (e), (f), and (g).



# THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD



In cooperation with  
The Arkansas Department of Human Services  
Division of Child Care and Early Childhood Education



Certifies that  
**Consolidated Youth Services, Inc.**  
OWNER

**Consolidated Youth Services**  
AGENCY

4220 STADIUM BLVD.  
JONESBORO, AR 72401

Is hereby issued Residential license #: 167

FOR THE PURPOSE OF OPERATING, IN THE STATE OF ARKANSAS, THE FOLLOWING:  
SEXUAL REHABILITATIVE PROGRAM FOR 22 CHILDREN AGES 8 TO 18  
EMERGENCY RESIDENTIAL CHILD CARE FACILITY FOR CHILDREN AGES 8 TO 18  
RESIDENTIAL CHILD CARE FACILITY FOR 31 CHILDREN AGES 8 TO 18

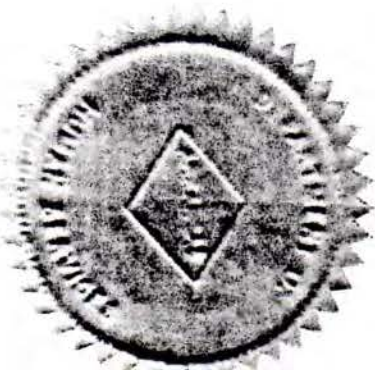
THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 06/23/2009 AND WILL REMAIN IN EFFECT UNLESS  
THERE IS A STATUS CHANGE.

In Witness whereof

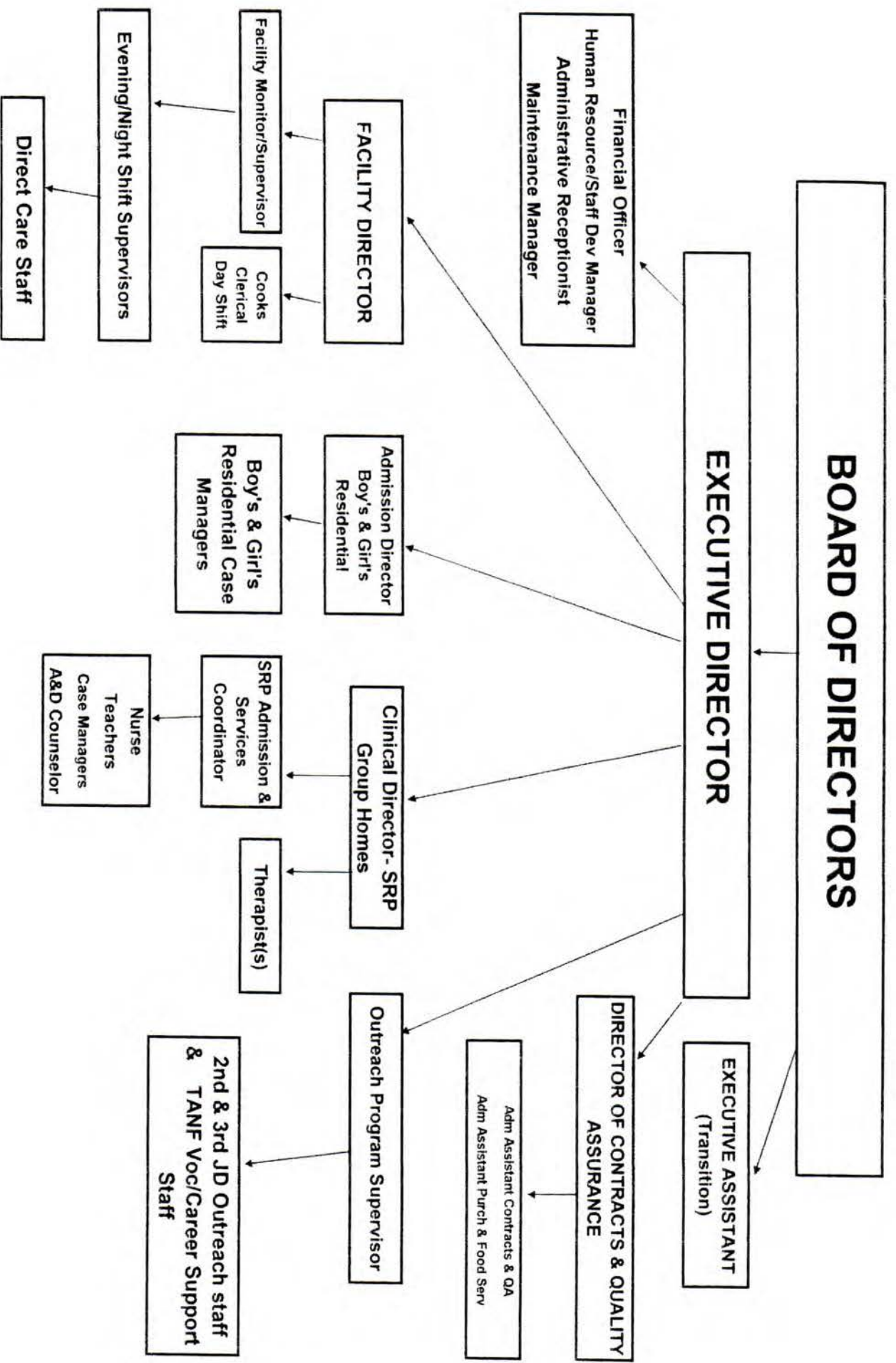
DATE: 1/23/2018



*[Handwritten Signature]*  
Chairman, Child Welfare Agency Review Board



# CONSOLIDATED YOUTH SERVICES, INC.



## **MANAGEMENT STAFF**

**Lori Clements**- Executive Director

**Bonnie Boon** - Executive Assistant (Retiring Executive Director)

**Melinda Chester**- Financial Officer

**Kerri Bangert**- Contracts & Quality Assurance Manager

**Sharonda Watson**- Human Resource & Staff Development

**Ray Williams**- Maintenance Manager

**Tracy Boyd**- Outreach Program Manager

**Candy Smith**- Facility Director

## **LICENSED STAFF LIST**

**Norman "Brad" Dickson LPC**- Clinical Director

**Harold Biazio LCSW** – Therapist

**Cindy Smith CADC**- Certified A&D Counselor

**Adrian Perry LMSW**- SRP Admissions & Services Coordinator

**Rhonda Harvey**- Certified Teacher

**Sandy Everhart**- Certified teacher

**Dawn Burns**- Certified teacher





**Arkansas Board of Examiners in Counseling  
Certifies**



Norman Bradley Dickson

Licensed Professional Counselor (LPC)

Specialization: None

License Number: P1203032

Valid 07/01/2018 to 06/30/2020

*John Carmack, Ph.D.* Executive Director



**Arkansas  
Social Work License Card**

License No.

Expiration Date:

1255-C

2/28/2021

Harold Biazo, LCSW

4203 Oak Hill Lane

Jonesboro AR 72401

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

*Debra Hudson, LCSW*

Chairman



**Arkansas  
Social Work License Card**

License No.

Expiration Date:

5239-M

5/31/2020

Adrian W. Perry, LMSW

104 Sycamore St. P.O. Box 487

Marked Tree AR 72365

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

*Debra Hudson, LCSW*

Chairman

# Arkansas Substance Abuse Certification Board

Whereby Certifies

CINDY SMITH

Who has complied with the requirements established by the Board and has successfully obtained these Standards of Professional Performance, and in doing so, has earned recognition as a

## Certified Alcohol and Drug Counselor

11/18/2019

Issue Date

1215

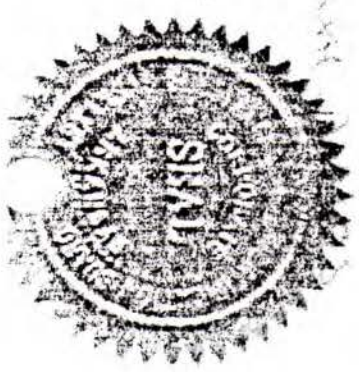
Certificate Number

12/31/2021

Expiration Date

President

Age President





# ARKANSAS

## DEPARTMENT OF EDUCATION EDUCATOR'S LICENSE

DAWN MARIE BURNS

BACHELORS

CODE	AREA	TYPE	GRADE LEVEL	VALID FROM	VALID TO
225	Business Tech	Standard	7 - 12	1/1/2016	12/31/2020
230	Special Ed Inst Specialist	Standard	4 - 12	1/1/2016	12/31/2020
250	Business Technology	Standard	4 - 12	1/1/2016	12/31/2020
-- Invalid Below this line --					

  
 COMMISSIONER OF EDUCATION

  
 DIRECTOR - EDUCATOR LICENSURE





# ARKANSAS

## DEPARTMENT OF EDUCATION EDUCATOR'S LICENSE

SANDY LEE EVERHART

BACHELORS

CODE	AREA	TYPE	GRADE LEVEL	VALID FROM	VALID TO
001	Early Childhood Education	Standard	PK - 4	1/1/2016	12/31/2020
183	Elementary K-6	Standard	K - 6	1/1/2016	12/31/2020
		-- Invalid Below this line --			

*Sandy King*  
 COMMISSIONER OF EDUCATION

*Darwick Williams*  
 DIRECTOR - EDUCATOR LICENSURE



# ARKANSAS


## DEPARTMENT OF EDUCATION

### EDUCATOR'S LICENSE

RHONDA ANNETTE HARVEY

BACHELORS

CODE	AREA	TYPE	GRADE LEVEL	VALID FROM	VALID TO
139	Middle School Science	Standard	5 - 8	1/1/2016	12/31/2020
184	Elementary	Standard	1 - 6	1/1/2016	12/31/2020
230	Special Ed Inst Specialist	Standard	4 - 12	1/1/2016	12/31/2020
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 COMMISSIONER OF EDUCATION

  
 DIRECTOR - EDUCATOR LICENSURE

# QUALIFICATIONS

## BACKGROUND

Consolidated Youth Services, Inc. is a private, non-profit corporation governed by a Board of Directors. The Board of Directors is a group of community volunteers who are committed to assuring CYS is providing quality youth services to better the lives of our youth and improve the community. Several of our Board members have served for over 25 years. CYS was established in 1979 for the purpose of providing community-based services for the prevention and treatment of juvenile delinquency and CYS has been licensed as an emergency shelter for 41 years, and as a sexual rehabilitation/residential program for 23 years. During this time, there have been no findings of non-compliance with our contracts. In 2019, CYS completed COA accreditation. CYS Juvenile Justice case management, therapy, A&D counseling, and residential services components were all accredited by COA. **All documents in the RFQ requirements, section 2.2 (A)8 related to the licensure/certification of CYS are included in this section.**

CYS has contracted with the Division of Youth Services to provide community-based services for the 2<sup>nd</sup> and 3<sup>rd</sup> judicial districts for the past 40 years. During these years, we have provided emergency shelter, day services, alcohol and drug counseling, therapy, and outreach casework services for adjudicated FINS and delinquent youth and for other youth referred by the court staff who were at risk of court involvement. CYS has provided case work management and aftercare re-entry services for DYS committed youth throughout the past 40 years. CYS also has provided sanctions services including emergency shelter, drug testing, intensive supervision/tracking, and community services supervision for aftercare and court ordered youth. We have an excellent working relationship with the local juvenile courts and with DYS staff at the Juvenile Services Unit. **A list of persons who can attest to the quality of services we provide can be found in Section 2 Community Matrix after the signed cooperative agreements.**

CYS has been directly providing all DYS contracted services for the 3<sup>rd</sup> Judicial District and the 2<sup>nd</sup> JD counties of Craighead, Clay, Greene, Poinsett, and Mississippi. We have



subcontracted with East Arkansas Youth Services for the DYS services for Crittenden County ever since 1996 when DYS changed catchment areas to Judicial Districts. Prior to the change of catchment areas, East Arkansas Youth Services (EAYS) had been the DYS provider for Crittenden County. EAYS had served Crittenden County youth and community very well, and it was with the encouragement of DYS and the support of the 2<sup>nd</sup> JD Juvenile Judges, that CYS decided to subcontract Crittenden County services with EAYS. Our two agencies have an excellent working relationship and the judges continue to support the subcontract arrangement.

In addition to DYS funded services, since 1997, CYS has also provided residential services for DCFS foster care youth and residential sexual rehabilitation services for both DYS and DCFS referred youth. We are continuing to provide these services for DCFS and DYS at our Jonesboro facility. **A list of current contracts, amounts, and length of time we have performed these contracts can be found following this narrative.**

CYS has fulfilled all contractual requirements and has never defaulted on any DHS contract agreement. CYS has a total of 85 employees. While all employees are not involved in this contract, all 85 fulltime employees are involved in program services for the treatment and prevention of juvenile delinquency because that is the purpose of our organization

CYS has an excellent reputation in the community for providing quality professional services. We have an excellent relationship with all levels of the juvenile system including judges, intake and probation officers, law enforcement, prosecutors, and public defenders. **Letters of agreement from judges, as well as court and other community entities, can be found in the Section 2 Community Matrix.**

## **MANAGEMENT STAFF EXPERIENCE**

CYS has managed contracts with DYS for over 40 years and the managers have extensive experience in financial management, program development, and operation of Division of Youth Services' community-based contracts. The Executive Director, Lori

Clements, has served CYS for the past 25 years. Until January 2020, Lori served as CYS Director of Operations. As Director of Operations, Lori was responsible for the day to day operations of all direct services programs. Lori also has experience providing residential direct care services and staff supervision and she worked for several years as an outreach/aftercare worker, so she has an excellent working knowledge of all DYS community-based services. The Board of Directors promoted Lori to Executive Director in January 2020 to prepare the CYS agency for the retirement of Bonnie Boon who served as Executive Director for over 39 years. The Board of Directors has implemented a transition plan to assure the smooth transition of management of the agency. Bonnie currently serves as Executive Assistant and will fully retire at the end of July 2020.

Kerri Bangert, who has been employed by CYS for the past 12 years, is now the Contracts and Quality Assurance Manager. Kerri is overseeing contract operations as well as quality assurance. Kerri had previously served as the CYS Outreach Program Manager and she has also served for 4 years as the CYS Accreditation and Quality Assurance Manager. Kerri has previous experience at CYS as an outreach/aftercare worker. Kerri has over 12 years management experience at CYS and additional non-profit management experience as the Executive Director of the Arkansas Coalition Against Domestic Violence in Little Rock, Arkansas for six (6) years.

Melinda Chester has served as the Financial Officer of CYS for 15 years. The CPA firms which have audited Consolidated Youth Services over the past several decades have found the agency to be consistently well managed and fiscally sound. Melinda assures that CYS follows all agency policy and procedures related to the financial operation of the agency.

CYS has a small, but highly experienced, management and administrative support staff most of whom have been employed by the agency for many years. The experience and dedication of these staff assure that CYS has performed all contracts with the utmost quality.

## **DIRECT SERVICES STAFF EXPERIENCE**

All direct services staff are well qualified for the positions they hold. All treatment and education staff are licensed or certified to provide the services they deliver and are in good standing with their respective oversight boards. All case management staff have at least a bachelor's degree. Several of our residential and outreach case managers have served in their position for over 15 years. All our direct care workers meet Child Welfare Licensing requirements, and several have worked for CYS in direct care for over 5 years.

**A list of all agency staff involved in this project with the educational background, related work experience, and time employed can be found in the Staffing Requirements Section. Copies of required licenses/certifications for staff are also found in this section after the Organizational Chart.**



# COMMUNITY BASED SERVICES

## MATRIX & COLLABORATIONS

### **JUVENILE JUDGES' AGREEMENT**

Consolidated Youth Services proposes to provide all mandatory services as outlined in the RFQ for all counties of the 2<sup>nd</sup> and 3<sup>rd</sup> Judicial Districts in Northeast Arkansas. We also propose to provide several optional services for court ordered or referred FINS and Delinquent youth and youth committed to DYS. CYS has provided the judges of the 2<sup>nd</sup> and 3<sup>rd</sup> JD with copies of the DHS bid solicitation document and reviewed with them what services will be provided by Consolidated Youth Services and the subcontractor East Arkansas Youth Services. **Signed documents verifying the judge's agreement and support for the proposed service array can be found immediately following this section.**

### **COURT ATTENDANCE AND ADVOCACY**

CYS outreach staff are always present whenever the court holds FIINS or delinquency hearings in any of the 10 counties of the 2<sup>nd</sup> and 3<sup>rd</sup> JD. We will continue to have staff attend all court hearings to advocate for youth, to provide alternatives to commitment, and to assure youth and their families always receive appropriate services within the least restrictive environment.

CYS employs bachelor level outreach case management staff for all counties of the 2<sup>nd</sup> and 3<sup>rd</sup> judicial districts. Many of our outreach staff have worked in this capacity for over 10 years. All our staff are well-qualified and trained to provide outreach and re-entry services. The resume list of all CYS staff including the outreach staff can be found in the Staffing Section of this proposal. Community outreach staff work closely with all the juvenile court intake/probation staff as well as other community service agencies. **Cooperative agreements from court staff and other community providers or agencies from all ten counties of the 2<sup>nd</sup> and 3<sup>rd</sup> JD can be found at the end of this section. Contact information for court staff, as well as various other entities who can verify our experience in the community, follows the signed agreements.**

# COURT ORDERED/REFERRED YOUTH

## MANDATORY SERVICES

The following mandatory services will be available for all court referred/ordered youth as appropriate:

- **Case management** CYS and EAYS outreach staff provide case management services for court ordered or court referred youth to prevent youth from commitment to DYS and to assist youth and families to access needed services.
- **Family and youth assessment to determine Risk, Need, and Responsiveness**-workers use assessment tools including SAVRY and YLS/CMI to assess risk and needs and also the Adverse Childhood Experience Survey (ACES) to assess trauma history and determine how this may impact the youth responsiveness to treatment.
- **Parenting Groups for parents of youth referred by the court** - Outreach caseworkers will be providing parent training to the parents of youth referred by the court. We will be using *Families in Action: Parenting Teens* curriculum which is an evidenced-based curriculum which we have used for the past several years and which was well-received by parents.
- **Parent training for youth who are parents** – Outreach worker will assure that any youth who is a parent receives parenting training.
- **Cognitive Behavior Treatment Groups using the Aggression Replacement Training (ART) Curriculum** – The outreach staff will provide CBT using ART for group treatment for FINS and delinquent youth referred or ordered by the court. These will be provided in accordance with the youth's treatment plan.
- **Independent Living Skills (ILS) groups using the ARISE curriculum** – CYS/EAYS outreach staff will provide independent living skills training for youth 16 and older referred by the court. ARISE is an evidenced based ILS curriculum developed to address needs identified using the Casey Life Skills assessment.
- **Mentoring Services**- CYS/EAYS outreach staff will work with the youth's parents to determine the most appropriate adult to provide mentoring services. This may be a family member, church acquaintance, or some other community person who can provide mentoring services. The outreach worker will meet with the person who will be providing the mentoring to establish a mentoring plan which will be included in the youth's treatment plan. The outreach worker will maintain contact with the mentor and will receive verification that the mentoring is taking place according to the plan.



## OPTIONAL SERVICES

In addition to the above mandatory services, CYS proposes to provide the following optional services for court referred/ordered FINS or delinquent youth:

- **Drug Testing** – CYS/EAYS outreach staff will conduct drug testing for youth when this is part of the court ordered services to assure the youth remains drug free
- **Substance Abuse Counseling-** CYS/EAYS employ staff who are certified to provide substance abuse assessment and counseling. Counseling will be provided when required as part of the youth's treatment plan.
- **Emergency Shelter-** Consolidated Youth Services and East Arkansas Youth Services each operate a residential facility licensed to provide emergency shelter to youth ages 10-18. CYS and EAYS will provide emergency shelter for court ordered youth if there is a family disruption and the youth cannot remain at home, as an alternative to DYS commitment, or as an intervention when a youth is not abiding by his/her probation.
- **Days Services including GED instruction** – CYS and EAYS will provide day services, also known as day reporting services, as part of community court ordered services. Day services includes GED instruction and other treatment activities which may include job readiness skills and alcohol & drug prevention services. Day Services is provided for youth 16 and older in Jonesboro and Marion. Youth from other counties may attend if they have transportation to the location.
- **Community Service Supervision-** CYS/EAYS provide community service supervision for court ordered youth when this is included as part of the youth's treatment plan or as a sanction if the youth is not abiding by the court order.
- **Therapy-** CYS/EAYS will provide therapy for court ordered youth if the youth/family is unable to access therapy services from a Medicaid funded community provider.
- **Transportation-** CYS and EAYS provide youth and their parents with transportation services to enable them to access services outlined on the treatment plan



## **YOUTH COMMITTED TO DYS- BASIC SERVICES**

Consolidated Youth Services has been providing services for youth committed to DYS for almost 40 years. CYS believes that youth should be served within the community, rather than committed to DYS, whenever the youth does not pose a serious risk to the community. Our outreach staff work cooperatively with intake and probation staff, prosecutors, and public defenders to assure youth and their families have access to services within the least restrictive environment.

CYS or its subcontractor, East Arkansas Youth Services (EAYS), will provide the following service for youth committed to DYS and their families:

### *SERVICES AT TIME OF COMMITMENT*

- **Family and youth assessment to determine Risk, Need, and Responsiveness**-workers use assessment tools including SAVRY and YLS/CMI to assess risk and needs and also the Adverse Childhood Experience Survey (ACES) to assess trauma history and how this may impact the youth responsiveness to treatment
- **Field Narrative submitted to DYS within 7 days**- CYS/EAYS agency workers gather information listed on the DYS field narrative documents and submit the information via JJIS within 7 days of commitment
- **Participation in treatment staffing conducted by DYS** – CYS/EAYS outreach workers participate in the treatment staffing conducted by DYS and assist parents to participate remotely as needed. The Outreach Program Supervisor also participates in the staffing as needed.

### *SERVICES DURING PLACEMENT*

- **On-going family advocacy services while youth is in placement** - Outreach staff contact the parents of youth at least one time per month while the youth is in DYS placement to assure the family is preparing for the youth's return
- **Parenting Groups for parents of committed youth using the Families in Action: Parenting for Teens curriculum** – Outreach caseworkers will be providing parent training to the youth's parents during the time the youth is in placement. The Families in Action curriculum is an evidenced based curriculum which we have used in the past and which was well-received by parents.

## RE-ENTRY SERVICES

- **Participation in re-entry plan staffing** – Outreach staff participate in the staffing held in conjunction with the residential placement provider and the DYS service coordinator. We also help assure that the parent has the means to participate in the staffing by providing the parent with remote access as needed.
- **School advocacy to assist youth in get re-enrolled in an education program** – CYS/EAYS outreach staff have developed excellent working relationships with area schools including principals and school counselors. These collaborative relationships assist with the youth's return to an appropriate education setting either in the public school to adult education center.

## SERVICES PROVIDED DURING 6 MONTHS OF AFTERCARE

- **Parent training for committed youth who are parents** – Outreach workers will assure that any youth who is a parent receives parenting training during the aftercare period.
- **Cognitive Behavior Treatment Groups using the Aggression Replacement Training (ART) Curriculum** – The outreach staff will provide CBT using ART for group treatment for youth returning from DYS residential placement.
- **Independent Living Skills (ILS) groups using the ARISE curriculum** – CYS/EAYS outreach staff will provide independent living skills training for all youth during the six months of aftercare supervision. ARISE is an evidenced based ILS curriculum developed to address needs identified using the Casey Life Skills assessment.
- **Mentoring Services-** While the youth is in the DYS placement, CYS/EAYS outreach staff will begin to work with the youth's parents to determine the most appropriate adult to provide mentoring services. This may be a family member, church acquaintance, or some other community person who can provide mentoring services. The outreach worker will meet with the person who will be providing the mentoring to establish a mentoring plan which will be included in the youth's re-entry plan. During the six months aftercare, the outreach worker will maintain contact with the mentor and will receive verification that the mentoring is taking place according to the re-entry plan.

## COMPLIANCE MONITORING AND REPORTING

- **Supervision of youth and communication with parents to assure youth are meeting requirements of re-entry plan-** CYS/EAYS aftercare staff maintain contact with the aftercare youth, the parents, and other community persons including schools, employers, or juvenile court staff to confirm that the youth is abiding by the re-entry requirements.



- **Submission of monthly reports to DYS via JJIS and to courts** – Outreach aftercare workers will submit monthly progress reports by the 10<sup>th</sup> day of the month via JJIS. The court also receives copies of progress reports when required.
- **On-going communication with DYS including incident reporting in accordance with DYS policy requirements** - Aftercare staff provide DYS with reports related to any incidents as required under the DYS incident reporting requirements. Reports are entered into JJIS by the CYS/EAYS Outreach Program Supervisor.

## **YOUTH COMMITTED TO DYS- ANCILLIARY SERVICES**

Consolidated Youth Services has the following service components in place which will be provided for youth committed to DYS as part of the re-entry support services:

- **Drug Testing** – CYS/EAYS outreach staff will conduct drug testing for aftercare youth when this is part of the re-entry plan to assure the youth is remaining drug free.
- **Substance Abuse Counseling-** CYS/EAYS employ staff who are certified to provide substance abuse assessments and counseling. Counseling is provided when required as part of the youth's re-entry plan.
- **Emergency Shelter-** Consolidated Youth Services and East Arkansas Youth Services each operate a residential facility licensed to provide emergency shelter to youth ages 10-18. CYS and EAYS will provide emergency shelter for aftercare youth if there is a family disruption and the youth can not remain at home or as a sanction intervention when an aftercare youth is not abiding by his/her aftercare plan.
- **Days Services including GED instruction** – CYS and EAYS will provide day services, also known as day reporting services, as part of re-entry services when this is part of the youth's re-entry plan. Day services includes GED instruction and other treatment activities which could include job readiness skills and alcohol & drug prevention services. Day Services is provided for youth 16 and older in Jonesboro and Marion. Youth from other counties may attend if they have transportation to the location.
- **Community Service Supervision-** CYS/EAYS provide community service supervision for aftercare youth when this is included as part of the re-entry plan or as a sanction if the youth is not abiding by the re-entry plan.
- **Therapy-** CYS/EAYS will provide therapy for aftercare youth if the youth/family is unable to access these services from a Medicaid funded community provider.
- **Transportation-** CYS and EAYS provide youth and their parents with transportation services to enable them to access services outlined on the re-entry plan.



## **OTHER SERVICES BY REFERRAL**

Consolidated Youth Services and East Arkansas Youth Services have developed extensive community collaborations to assure that the treatment needs of the youth we serve are met. Our agencies are committed to assisting youth and their families to obtain the resources they need to be successful without duplicating the efforts of other non-profits or community agencies. **Cooperative agreements and a community collaboration matrix showing the relationships we have established are found at the end of this section.** This list is not all exhaustive, and as needs arrive we develop new relationships to meet the changing needs of the youth we serve.

## **VOCATIONAL SERVICES AND CAREER SUPPORT**

Consolidated Youth Services will provide one or more staff who are qualified and trained to serve as a Job and Career coach. The staff will provide services authorized under a grant funded with TANF federal funds. CYS will fully implement the TANF services within one month of the start date of the grant. Expenditures and services will be made in compliance with federal guidelines. **A copy of the Job Description for the Job and Career Coach is found in the Staffing Section of this proposal.**

CYS has established working relationships with employers, education and vocational training providers, Job Corps, military recruiters, and other resource persons in the community who can help to assure the success of the TANF program.

## MEMORANDUM OF UNDERSTANDING

Judges of the 2<sup>nd</sup> and 3<sup>rd</sup> Judicial Districts have been contacted by Consolidated Youth Services regarding the fact that CYS plans to submit a bid response to continue to provide community-based services for the Region 2 (2<sup>ND</sup> & 3<sup>RD</sup> JD) as identified in the bid solicitation.

CYS has provided judges with a copy of the bid solicitation document published by the Division of Youth Services. I understand that the proposed services will be provided directly by CYS for all 10 counties of the 2<sup>nd</sup> and 3<sup>rd</sup> judicial districts, except in Crittenden County, where the services will be provided by East Arkansas Youth Services under a subcontract with CYS.

This document serves as verification that I have had the opportunity to review the services which are being proposed by Consolidated Youth Services.

### SERVICES PROPOSED

I am aware that Consolidated Youth Services and East Arkansas Youth Services will provide the following **mandatory** services for adjudicated youth (FINS & Delinquent) and diversion youth referred or court-ordered by the juvenile court as required by DYS:

- Court Attendance by outreach staff in each county
- Case Management
- Cognitive Based Treatment Groups
- Independent Living Skills Groups
- Parenting Groups
- Mentoring Services
- Re-entry services and supervision for youth committed to DYS

I am also aware that the bid solicitation states that CYS and EAYS may provide additional optional services. CYS has informed the judges that, in addition to the above mandatory services, CYS and EAYS intend to continue to provide the following optional services for the 2<sup>nd</sup> & 3<sup>rd</sup> JD.

- Emergency Shelter in Jonesboro and Marion
- Day Services in Jonesboro and Marion
- Substance Abuse Counseling from the Walnut Ridge, Marion, and Jonesboro Offices
- Community Service Supervision
- Drug testing for re-entry youth
- Transportation in the local community to assist youth/families to access services

Consolidated Youth Services has provided community-based youth services funded by DYS for the 2<sup>nd</sup> and 3<sup>rd</sup> Judicial Districts for over 40 years. My signature below verifies that I have had the opportunity to review the bid solicitation document and the plan for services proposed by CYS and that I am supportive of the proposed plan for services.

Deborah L. [Signature]  
Printed Name/Title

[Signature]  
Signature

4/2/2020  
Date



## MEMORANDUM OF UNDERSTANDING

Judges of the 2<sup>nd</sup> and 3<sup>rd</sup> Judicial Districts have been contacted by Consolidated Youth Services regarding the fact that CYS plans to submit a bid response to continue to provide community-based services for the Region 2 (2<sup>nd</sup> & 3<sup>rd</sup> JD) as identified in the bid solicitation.

CYS has provided judges with a copy of the bid solicitation document published by the Division of Youth Services. I understand that the proposed services will be provided directly by CYS for all 10 counties of the 2<sup>nd</sup> and 3<sup>rd</sup> judicial districts, except in Crittenden County, where the services will be provided by East Arkansas Youth Services under a subcontract with CYS.

This document serves as verification that I have had the opportunity to review the services which are being proposed by Consolidated Youth Services.

### SERVICES PROPOSED

I am aware that Consolidated Youth Services and East Arkansas Youth Services will provide the following **mandatory** services for adjudicated youth (FINS & Delinquent) and diversion youth referred or court-ordered by the juvenile court as required by DYS:

- Court Attendance by outreach staff in each county
- Case Management
- Cognitive Based Treatment Groups
- Independent Living Skills Groups
- Parenting Groups
- Mentoring Services
- Re-entry services and supervision for youth committed to DYS

I am also aware that the bid solicitation states that CYS and EAYS may provide additional optional services. CYS has informed the judges that, in addition to the above mandatory services, CYS and EAYS intend to continue to provide the following optional services for the 2<sup>nd</sup> & 3<sup>rd</sup> JD.

- Emergency Shelter in Jonesboro and Marion
- Day Services in Jonesboro and Marion
- Substance Abuse Counseling from the Walnut Ridge, Marion, and Jonesboro Offices
- Community Service Supervision
- Drug testing for re-entry youth
- Transportation in the local community to assist youth/families to access services

Consolidated Youth Services has provided community-based youth services funded by DYS for the 2<sup>nd</sup> and 3<sup>rd</sup> Judicial Districts for over 40 years. My signature below verifies that I have had the opportunity to review the bid solicitation document and the plan for services proposed by CYS and that I am supportive of the proposed plan for services.

Judge  
Barbara Halsey  
\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Signature  
Barbara Halsey

\_\_\_\_\_  
Date  
4/2/2020



## ACKNOWLEDGEMENT

Judges of the 2<sup>nd</sup> and 3<sup>rd</sup> Judicial Districts have been contacted by Consolidated Youth Services regarding the fact that CYS plans to submit a bid response to continue to provide community-based services for the Region 2 (2<sup>nd</sup> & 3<sup>rd</sup> JD) as identified in the bid solicitation.

CYS has provided judges with a copy of the bid solicitation document published by the Division of Youth Services. I understand that the proposed services will be provided directly by CYS for all 10 counties of the 2<sup>nd</sup> and 3<sup>rd</sup> judicial districts, except in Crittenden County, where the services will be provided by East Arkansas Youth Services under a subcontract with CYS.

This document serves as verification that I have had the opportunity to review the services which are being proposed by Consolidated Youth Services.

### SERVICES PROPOSED

I am aware that Consolidated Youth Services and East Arkansas Youth Services will provide the following **mandatory** services for adjudicated youth (FINS & Delinquent) and diversion youth referred or court-ordered by the juvenile court as required by DYS:

- Court Attendance by outreach staff in each county
- Case Management
- Cognitive Based Treatment Groups
- Independent Living Skills Groups
- Parenting Groups
- Mentoring Services
- Re-entry services and supervision for youth committed to DYS

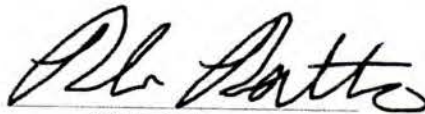
I am also aware that the bid solicitation states that CYS and EAYS may provide additional optional services. CYS has informed the judges that, in addition to the above mandatory services, CYS and EAYS intend to continue to provide the following optional services for the 2<sup>nd</sup> & 3<sup>rd</sup> JD.

- Emergency Shelter in Jonesboro and Marion
- Day Services in Jonesboro and Marion
- Substance Abuse Counseling from the Walnut Ridge, Marion, and Jonesboro Offices
- Community Service Supervision
- Drug testing for re-entry youth
- Transportation in the local community to assist youth/families to access services

Consolidated Youth Services has provided community-based youth services funded by DYS for the 2<sup>nd</sup> and 3<sup>rd</sup> Judicial Districts for over 40 years. My signature below verifies that I have had the opportunity to review the bid solicitation document and the plan for services proposed by CYS and that I am supportive of the proposed plan for services.

Rob Ratton, Circuit Judge

Printed Name/Title



Signature

04-01-2020

Date

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Prosecuting Attorney's Office**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Prosecuting Attorney's Office outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Prosecuting Attorney's Office agrees to:

- Work cooperatively with CYS outreach staff by supporting the use of community-based alternatives to secure confinement for youth referred to the prosecutor's office when this is in the best interest of public safety and the rehabilitation of the youth.

Consolidated Youth Services agrees to provide the following services:

- CYS will provide case management and related services for community youth and their family referred by juvenile court.
- CYS will provide emergency shelter for court ordered youth as an alternative to secure placement
- CYS outreach staff will be present in court to accept referrals

**REFERRAL AND SERVICES**

CYS will accept referrals from the juvenile court staff or by court order of the juvenile court of adjudicated youth

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Prosecutor's Office staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS agrees that all information provided to the juvenile court officials/attorneys or received from the court or prosecutor's office will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Sharp county juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between the Prosecutor's Office and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

For Consolidated Youth Services, Inc

Lori Clements  
Lori Clements, Executive Director

4/16/2020  
Date

For Prosecutor's Office:

Val R/R  
Printed Name/Title  
Deputy Prosecut Atty

Val R/R  
Signature

4/2/20  
Date



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Public Defender's Office**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Public Defender's Office outlines and clarifies the mutual expectations of collaboration between the two organizations. Both parties share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life

**ROLES AND RESPONSIBILITIES**

The Public Defender's office agrees to:

- Work cooperatively with CYS outreach staff to advocate for youth to receive community-based services as an alternative to detention or commitment to DYS when this is in the best interest of our clients.

Consolidated Youth Services agrees to provide the following services:

- CYS will provide case management and related services for community youth and their family referred by juvenile court.
- CYS will provide emergency shelter for court ordered youth as an alternative to secure placement
- CYS outreach staff will be present in court to accept referrals

**REFERRAL AND SERVICES**

CYS will accept referrals from the juvenile court staff or by court order of the juvenile court of adjudicated youth

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Public Defender's Office agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS agrees that all information provided to the juvenile court officials/attorneys or received from the court or public defender will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Public Defender's Office may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between the Public Defender's Office and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

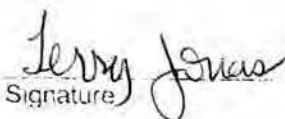
**For Consolidated Youth Services, Inc**

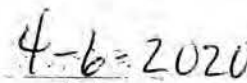
  
Lori Clements, Executive Director

  
Date

**For Public Defender's Office:**

  
TERRY JONES, Public Defender  
Printed Name/Title

  
Signature

  
Date



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Jackson County Sheriff's Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Jackson County Sheriff's Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Jackson County Sheriff's Department agrees to:

- Work cooperatively with CYS outreach staff to advocate for youth to receive community-based services as an alternative to detention or commitment to DYS when this is in the best interest of youth.
- Refer to CYS, youth identified in need of comprehensive case management services to address at risk behaviors and delinquency.

Consolidated Youth Services agrees to provide the following services:

- CYS will provide case management and related services for community youth and their family referred.
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Jackson County as an alternative to secure placement.

**REFERRAL AND SERVICES**

The Sheriff's Department can make referrals to Ira Hall, Jackson County Outreach Case Worker at 870-351-7108 or Tracy Boyd, Outreach Program Manager at 870-972-1110. CYS outreach workers will contact the referred youth and family to offer services. If CYS is unable to complete this contact the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size. The referral agency will be notified of such. CYS will provide the referral source and family of the estimated wait time.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Sheriff's Department staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS agrees that all information provided to the Sheriff's Department staff or received from the Sheriff's Department staff will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, representatives from the Jackson County Sheriff's Department may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Jackson County Sheriff's Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/16/2020  
Date

**For Jackson County Sheriff's Department:**

David Lucas, Sheriff  
Printed Name/Title

04/01/2020  
Date

David Lucas  
Signature



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Craighead County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Craighead County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Craighead County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Craighead Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Craighead County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Craighead County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Craighead County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Craighead County Juvenile courts. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Craighead County juvenile courts. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.



**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS agrees that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Craighead county juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cvsinc.org](mailto:kerri.bangert@cvsinc.org).

**DURATION OF AGREEMENT**

This agreement between Craighead County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/16/2020  
Date

**For Craighead County Juvenile Court:**

Lewis Davis  
Printed Name/Title

3-31-2020  
Date

[Signature]  
Signature

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS) & East Arkansas Youth Services (EAYS)  
And  
Crittenden County Juvenile Department**

**PURPOSE**

Consolidated Youth Services contracts with East Arkansas Youth Services to provide community-based juvenile services in Crittenden county. This Cooperative Agreement between Consolidated Youth Services, East Arkansas Youth Services, and the Crittenden County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the three (3) organizations. These agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Crittenden County Juvenile Department agrees to:

- Refer to EAYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to EAYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for EAYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable EAYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Crittenden Juvenile Court

East Arkansas Youth Services agrees to provide the following services:

- EAYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- EAYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- EAYS will provide a day services program located in Marion for court ordered and DYS re-entry youth.
- EAYS will provide emergency shelter at the Marion facility for court ordered youth from Crittenden County as outlined in the DYS community-based contract.
- EAYS outreach and residential case workers will provide the Crittenden County court staff with a monthly progress report on all court referred youth.
- EAYS case workers will confer with the juvenile department prior to closing cases.
- EAYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Crittenden County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The EAYS outreach program accepts both court-ordered and diversion type referrals from Crittenden County Juvenile court. EAYS outreach workers will contact the referred youth and family within 5 working days to offer services. If EAYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. As a practice, EAYS does not have a waiting list for non-residential services. However, if EAYS must place the referral on a waiting list due to caseload size, the referral agent will be notified of such at the time of referral. EAYS will also provide the court staff and family information of the estimated wait time. If the referral remains on the waiting list, EAYS will notify the court staff when the case is opened. Court ordered referrals will have priority over diversion referrals.

EAYS residential program receives court ordered juveniles from the Crittenden County juvenile court. The juvenile department contacts EAYS Residential Program Director to process court referrals. If the youth must be placed on a waiting list, the Program Director will provide the juvenile court staff information of the estimated time frame when the youth may be admitted.



**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both EAYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. EAYS will obtain consent forms from parents and youth to allow EAYS to provide the court with updates on progress etc. EAYS and Crittenden County court staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all requests for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Crittenden County juvenile court may contact Madelyn Keith, Director of Development, Contracting and Compliance Reporting, at EAYS at 870-739-4219 or Kerri Bangert, Contracts and Quality Assurance Manager of CYS at 870-972-1110.

**DURATION OF AGREEMENT**

This agreement between Crittenden County Juvenile Department and CYS and EAYS may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by any party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/6/2020  
Date

**For East Arkansas Youth Services, Inc**

Jessica Sampley  
Jessica Sampley, Executive Director

3/30/2020  
Date

**For Crittenden County Juvenile Court:**

Daryl C Barnes / District Supervisor  
Printed Name/Title

3-30-2020  
Date

[Signature]  
Signature



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Mississippi County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Mississippi County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Mississippi County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Mississippi Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Mississippi County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Mississippi County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Mississippi County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Mississippi County Juvenile court. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Mississippi County juvenile court. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS and Mississippi County juvenile staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Mississippi County juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Mississippi County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

For Consolidated Youth Services, Inc

*Lori Clements*  
Lori Clements, Executive Director

4/6/2020  
Date

For Mississippi County Juvenile Court:

DARYL TURNER / *Mississippi County supervisor*  
Printed Name/Title

3-31-20  
Date

*[Signature]*  
Signature

*\* WE REALLY NEED THE TRANSPORTATION BUS BACK TO GET OUR JUVENILE TO CEMETERY  
COUNTY TO THE DAY CENTER*



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Clay County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Clay County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Clay County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Clay Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Clay County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Clay County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Clay County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Clay County Juvenile court. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Clay County juvenile court. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.



**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS and Clay County juvenile staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Clay County juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Clay County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/16/2020  
Date

**For Clay County Juvenile Court:**

Leigh Debord - Intake  
Printed Name/Title

3-31-2020  
Date

Leigh Debord  
Signature

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Greene County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Greene County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Greene County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Greene Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Greene County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Greene County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Greene County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Greene County Juvenile court. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Greene County juvenile court. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS and Greene County juvenile staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Greene County juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Greene County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/6/2020  
Date

**For Greene County Juvenile Court:**

Amanda Lewis <sup>Greene Co</sup> Supervisor  
Printed Name/Title

4/1/20  
Date

Amanda Lewis  
Signature



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Poinsett County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Poinsett County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Poinsett County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Poinsett Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Poinsett County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Poinsett County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Poinsett County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Poinsett County Juvenile court. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Poinsett County juvenile court. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS and Poinsett County juvenile staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Poinsett County juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri\\_bangert@cysinc.org](mailto:kerri_bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Poinsett County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

3/30/20  
Date

**For Poinsett County Juvenile Court:**

Cindy Baty, Intake Supervisor 03-30-20  
Printed Name/Title Date

Cindy Baty  
Signature



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Randolph County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Randolph County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Randolph County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Randolph Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Randolph County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Randolph County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Randolph County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Randolph County Juvenile court. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Randolph County juvenile court. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.



**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS and Randolph County juvenile staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Randolph County juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Randolph County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/16/2020  
Date

**For Randolph County Juvenile Court:**

Robyn Thompson  
Printed Name/Title

4-3-2020  
Date

Robyn Thompson  
Signature

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Sharp County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Sharp County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Sharp County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Sharp Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Sharp County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Sharp County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Sharp County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Sharp County Juvenile court. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Sharp County juvenile court. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.



**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS and Sharp County juvenile staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Sharp County juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Sharp County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/6/2020  
Date

**For Sharp County Juvenile Court:**

Amy Gilbreath JIO  
Printed Name/Title

4-3-2020  
Date

Amy Gilbreath  
Signature



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Lawrence County Juvenile Department**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Lawrence County Juvenile Department outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Lawrence County Juvenile Department agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for diversion case management services and other supportive services.
- Refer to CYS, as they determine appropriate, adjudicated FINS and delinquent youth for comprehensive case management services and other supportive services.
- Provide court orders and other information which is necessary for CYS to provide effective case management to referred youth and their family.
- Provide information necessary related to the juvenile's court records to enable CYS to provide DYS a written field narrative within 5 days of commitment to assist DYS in the development of treatment plan for youth committed to DYS by the Lawrence Juvenile Court

Consolidated Youth Services agrees to provide the following services:

- CYS outreach staff will attend court as the community-based representative of the Division of Youth Services to receive referrals and offer alternatives to institutional commitment.
- CYS will provide case management and related services for community youth and their family referred as an alternative to detention, DYS commitment, or other out of home placement.
- CYS will provide a day services program located in Jonesboro for court ordered and DYS re-entry youth. (Youth outside the Jonesboro area may attend if their family can transport them to the program.)
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Lawrence County as outlined in the DYS community-based contract.
- CYS outreach and residential case workers will provide the Lawrence County court staff with a monthly progress report on all court referred youth.
- CYS case workers will confer with the juvenile department prior to closing cases.
- CYS outreach workers will provide a post commitment field narrative to the Division of Youth Services and re-entry services for Lawrence County youth committed to a DYS institutional placement.

**REFERRAL AND SERVICES**

The CYS outreach program accepts both court-ordered and diversion type referrals from Lawrence County Juvenile court. CYS outreach workers will contact the referred youth and family within 5 working days to offer services. If CYS is unable to complete this contact within 5 days, the referral agent will be notified of the reason. If CYS must place the referral on a waiting list due to caseload size, the referral agency will be notified of such at the time of referral. CYS will also provide the court staff and family of the estimated wait time. If the referral remains on the waiting list, CYS will notify the court staff when the case is opened. Court ordered referrals have priority over diversion referrals.

CYS Residential Program receives court ordered juveniles from the Lawrence County juvenile court. The juvenile department contacts CYS Admissions Director to process court referrals. If the youth must be placed on a waiting list, the Admissions Director will provide the juvenile court staff information on the estimated time frame when the youth may be admitted.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the court staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS will obtain consent forms from parents and youth to allow us to provide the court with updates on progress etc. CYS and Lawrence County juvenile staff agree that all information provided to the court or received from the court will be handled in accordance with all applicable confidentiality requirements.

Both parties agree to give complete and timely responses to all request for documents and other information needed to ensure proper service delivery for youth.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Lawrence County juvenile court may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Lawrence County Juvenile Department and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/6/2020  
Date

**For Lawrence County Juvenile Court:**

Brandi Parker, Juvenile Intake  
Printed Name/Title

03/31/20  
Date

B Parker  
Signature

# REFERENCE CONTACTS TO VERIFY OUR EXPERIENCE

NAME	TITLE	PHONE	EMAIL	MAILING ADDRESS
<b>Barbara Halsey</b>	Juvenile Judge 2nd Judicial District	870-239-6331	<a href="mailto:bhalsey@2ndjudicial.org"><u>bhalsey@2ndjudicial.org</u></a>	320 West Court Room 210 Paragould, AR 72450
<b>Cindy Thyer</b>	Juvenile Judge 2nd Judicial District	870-933-4590	<a href="mailto:cthyer@2ndjudicial.org"><u>cthyer@2ndjudicial.org</u></a>	PO Box 1334 Jonesboro, AR 72403
<b>Richard Lusby</b>	Juvenile Judge 2nd Judicial District	870-933-4548	<a href="mailto:rlusby@2ndjudicial.org"><u>rlusby@2ndjudicial.org</u></a>	PO Box 1472 Jonesboro, AR 74403
<b>Tonya Alexander</b>	Juvenile Judge 2nd Judicial District	870-739-8606	<a href="mailto:talexander@crittco.com"><u>talexander@crittco.com</u></a>	110 Center Street Marion, AR 7234
<b>Rob Ratton</b>	Juvenile judge 3rd Judicial District	870-994-3515	<a href="mailto:c.sellerstca@gmail.com"><u>c.sellerstca@gmail.com</u></a>	PO Box 477 Ash Flat, AR 72513
<b>Val Price</b>	Prosecutor 2nd Judicial District	870-972-4779	<a href="mailto:valandleahprice@craigheadcounty.org"><u>valandleahprice@craigheadcounty.org</u></a>	517 Southwest Drive Jonesboro, AR 72401
<b>Terry Jones</b>	Public Defender 2nd Judicial District	870-761-3271	<a href="mailto:tgjones@craigheadcounty.org"><u>tgjones@craigheadcounty.org</u></a>	511 Union, Suite 207 Jonesboro, AR 72401
<b>Marty Boyd</b>	Craighead County Sheriff	870-933-4551	<a href="mailto:mboyd@craigheadso.org"><u>mboyd@craigheadso.org</u></a>	901 Willet Road Jonesboro, AR 72401
<b>David Lucas</b>	Jackson County Sheriff	870-523-5842	<a href="mailto:dllucas@jacksonsheriff.org"><u>dllucas@jacksonsheriff.org</u></a>	3300 Theater Drive Newport, AR 72112



# REFERENCE CONTACTS TO VERIFY OUR EXPERIENCE

NAME	TITLE	PHONE	EMAIL	MAILING ADDRESS
<b>Lewis Davis</b>	District Supervisor 2nd Judicial District	870-933-45454	<a href="mailto:ldavis@craigheadcounty.org">ldavis@craigheadcounty.org</a>	511 Union, Suite 310 Jonesboro, AR 72401
<b>Jay Hudson</b>	Juvenile Probation Craighead County 2nd Judicial District	870-933-4545	<a href="mailto:jhudson@craigheadcounty.org">jhudson@craigheadcounty.org</a>	511 Union, Suite 310 Jonesboro, AR 72401
<b>Taty Rossman</b>	Juv Drug Court Craighead County 2nd Judicial District	870-933-4545	<a href="mailto:trossman@craigheadcounty.org">trossman@craigheadcounty.org</a>	511 Union, Suite 310 Jonesboro, AR 72401
<b>Flora Anderson</b>	Juvenile Probation Craighead County 2nd Judicial District	870-933-4545	<a href="mailto:fanderson@craigheadcounty.org">fanderson@craigheadcounty.org</a>	511 Union, Suite 310 Jonesboro, AR 72401
<b>Shannon LaGrone</b>	FINS Officer Craighead County 2nd Judicial District	870-933-4545	<a href="mailto:shannon@craigheadcounty.org">shannon@craigheadcounty.org</a>	511 Union, Suite 310 Jonesboro, AR 72401
<b>Amy Powell</b>	Juvenile Probation Craighead County 2nd Judicial District	870-933-4545	<a href="mailto:apal@craigheadcounty.org">apal@craigheadcounty.org</a>	511 Union, Suite 310 Jonesboro, AR 72401
<b>Leigh Debord</b>	Juvenile Probation Clay County 2nd Judicial District	870-857-5378	<a href="mailto:ldebord@centurytel.net">ldebord@centurytel.net</a>	437 SW 2nd Street Corning, AR 72422
<b>Jennifer Varner</b>	Juvenile Probation Clay County 2nd Judicial District	870-575-5031	<a href="mailto:jennifervarner79@gmail.com">jennifervarner79@gmail.com</a>	437 SW 2nd Street Corning, AR 72422
<b>Amanda Lewis</b>	Juvenile Intake Officer Greene County 2nd Judicial District	870-205-1174	<a href="mailto:amanda.juvenile@greene.ar.gov">amanda.juvenile@greene.ar.gov</a>	320 W. Court Street Suite #11 Paragould, AR 72450

# REFERENCE CONTACTS TO VERIFY OUR EXPERIENCE

NAME	TITLE	PHONE	EMAIL	MAILING ADDRESS
<b>Jessica Pitcher</b>	Juvenile Probation Officer Greene County 2nd Judicial District	870-212-0293	<a href="mailto:jessica.juvenile@greene.ar.gov">jessica.juvenile@greene.ar.gov</a>	320 W. Court Street Suite #11 Paragould, AR 72450
<b>Carl Wilson</b>	Juvenile FINS Officer Greene County 2nd Judicial District	870-565-7463	<a href="mailto:carl.juvenile@greene.ar.gov">carl.juvenile@greene.ar.gov</a>	320 W. Court Street Suite #11 Paragould, AR 72450
<b>Robin Thompson</b>	Juvenile Intake Officer Randolph County 3rd Judicial District	870-378-0448	<a href="mailto:randcojuvenile@suddenlinkmail.com">randcojuvenile@suddenlinkmail.com</a>	1510 Pace Rd. Pocahontas, AR 72455
<b>Amy Galbreath</b>	Juvenile Intake Officer Sharp County 3rd Judicial District	870-994-2446	<a href="mailto:sharpjuvenileintake77@yahoo.com">sharpjuvenileintake77@yahoo.com</a>	PO Box 154 Ashflat, AR 72513
<b>Ashton Hester</b>	Juvenile Probation Officer Sharp County & Lawrence 3rd Judicial District	870-378-5448	<a href="mailto:sharpjuvenileintake77@yahoo.com">sharpjuvenileintake77@yahoo.com</a>	PO Box 154 Ashflat, AR 72513
<b>Pat McGee</b>	Juvenile Intake Officer Jackson County 3rd Judicial District	870-847-8884	<a href="mailto:jacksonintake@yahoo.com">jacksonintake@yahoo.com</a>	208 Main Street Newport, AR 72112
<b>David Carter</b>	Juvenile Probation Officer Jackson & Lawrence County 3rd Judicial District	870-217-6269	<a href="mailto:jacksonintake@yahoo.com">jacksonintake@yahoo.com</a>	208 Main Street Newport, AR 72112
<b>Brandi Parker</b>	Juvenile Intake Officer Lawrence County 3rd Judicial District	870-637-5899	<a href="mailto:lawcountyjuv@yahoo.com">lawcountyjuv@yahoo.com</a>	PO Box 553 Walnut Ridge, AR 72467
<b>D C Barnes</b>	District Supervisor 2nd Judicial District Crittenden County	870-739-4401	<a href="mailto:dbarnes@crittco.com">dbarnes@crittco.com</a>	116 Center Street, Marion, AR 72364

# REFERENCE CONTACTS TO VERIFY OUR EXPERIENCE

NAME	TITLE	PHONE	EMAIL	MAILING ADDRESS
<b>Daryl Turner</b>	Intake Officer Mississippi County 2nd Judicial District	870-278-3548	<a href="mailto:missco.juv@mcagov.com">missco.juv@mcagov.com</a>	200 West Hale RM 307 Osceola, AR 72370
<b>Richard High</b>	Juvenile Probation Mississippi County 2nd Judicial District	870-762-0819	<a href="mailto:richard.high@mcagov.com">richard.high@mcagov.com</a>	845 E. Main Street Blytheville, AR 72315
<b>Melinda Riggs</b>	FINS Officer Mississippi County 2nd Judicial District	870-762-0819	<a href="mailto:melinda.riggs@mcagov.com">melinda.riggs@mcagov.com</a>	845 E. Main Street Blytheville, AR 72315
<b>Cindy Baty Smith</b>	Juvenile Intake Poinsett County 2nd Judicial District	870-578-4450	<a href="mailto:cindy.smith@poinsettcounty.us">cindy.smith@poinsettcounty.us</a>	110 East Street Harrisburg, AR 72432
<b>Kim Wallace</b>	FINS Officer Poinsett County 2nd Judicial District	870-578-4450	<a href="mailto:kimw@poinsettcounty.us">kimw@poinsettcounty.us</a>	110 East Street Harrisburg, AR 72432
<b>Ashton Casebier</b>	Juvenile Probation Poinsett County 2nd Judicial District	870-578-4450	<a href="mailto:acasebier@poinsettcounty.us">acasebier@poinsettcounty.us</a>	110 East Street Harrisburg, AR 72432
<b>Natoya Buchanan</b>	Assistant Director Success Achievement Academy	870-931-9647	<a href="mailto:natoya.buchanan@jonesboroschools.net">natoya.buchanan@jonesboroschools.net</a>	613 N. Fisher Street Jonesboro, AR 72401
<b>Lynn Cooper</b>	LEA SE Supervisor, Newport HS	870-530-0250	<a href="mailto:lynn.cooper@newportschools.org">lynn.cooper@newportschools.org</a>	406 Wilderson Drive Newport, AR 72112
<b>Ben Cravens</b>	Highland Public Schools Social Worker	870-856-3275	<a href="mailto:ben.cravens@highlandrebels.org">ben.cravens@highlandrebels.org</a>	1 Rebel Circle Hardy, AR 72542



# REFERENCE CONTACTS TO VERIFY OUR EXPERIENCE

NAME	TITLE	PHONE	EMAIL	MAILING ADDRESS
<b>Jennifer Blankenship</b>	Blytheville High School Principal	870-762-2772	<a href="mailto:jblankenship@blythevillschools.net">jblankenship@blythevillschools.net</a>	600 North 10th Blytheville, AR 72315
<b>Brain Carter</b>	Nettleton High School Principle	870-910-7805	<a href="mailto:brian.carter@nettletonschools.net">brian.carter@nettletonschools.net</a>	4201 Chieftan Lane Jonesboro, AR 72401
<b>Rheanne Pierson</b>	Junior Auxiliary of Jonesboro	870-933-3164	<a href="mailto:rheanne.pierson@simmonsbank.com">rheanne.pierson@simmonsbank.com</a>	Junior Auliliary of Jonesboro, PO Box 878 Jonesboro, AR 72403
<b>Lori Poston, LCSW, AADC</b>	Midsouth Health Systems Assistant Clinical Director	870-972-4000	<a href="mailto:lposton@mshs.org">lposton@mshs.org</a>	2707 Brown's Lane Jonesboro, AR 72401
<b>Muhammad Kahn, MD</b>	Child & Adolescent Psychiatrist	870-972-4000	<a href="mailto:mkhan@mshs.org">mkhan@mshs.org</a>	2707 Brown's Lane Jonesboro, AR 72401
<b>William Williams</b>	AR Northeastern College: Success Navigator Mentoring Program	870-762-3178	<a href="mailto:wwilliams@smail.anc.edu">wwilliams@smail.anc.edu</a>	2501 South Division Street, Blytheville, AR 72315
<b>Colby Parker</b>	Executive Director Men on a Mission Mentoring Program	870-882-6654	<a href="mailto:cparker@menonamission">cparker@menonamission</a>	PO Box 19494 Jonesboro, AR 72403
<b>James Walker</b>	Division of Youth Services -Clinical Director	501-682-9800	<a href="mailto:james.walker@dhsarkansas.gov">james.walker@dhsarkansas.gov</a>	1501 Woody Drive Alexander, AR 72002
<b>Judy Miller</b>	Division of Youth Services - Interstate Compact Coordinator	501-682-1929	<a href="mailto:judy.miller@dhs.arkansas.gov">judy.miller@dhs.arkansas.gov</a>	700 Main Street Little Rock, AR 72203

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Success Achievement Academy**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Success Achievement Academy outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Success Achievement Academy agrees to:

- Refer to CYS, youth who are delinquent or at risk of being involved in delinquent behavior for intervention services
- Provide academic and other school information to CYS Case Workers in accordance with approved release of information signed by the youth and guardian.
- Providing a room on campus for CYS Outreach Worker to meet individually with youth and/or to facilitate groups.

Consolidated Youth Services agrees to provide the following services:

- CYS Outreach staff will provide the school with a copy of a release form signed by the youth and their guardian or court order prior to services.
- CYS Outreach staff will provide identification when entering the school building.
- CYS Outreach staff will make every effort to not schedule services that interfere with core academic classes or the ability of the administration to conduct normal school activities.

**REFERRAL AND SERVICES**

Success Achievement Academy staff can make service referrals to the Craighead County Outreach staff Deborah Brown at 870-351-7595 and Kathryn Black at 870-351-7295, or Tracy Boyd, Outreach Program Manager at 870-972-1110. CYS Outreach Staff will contact the referred youth and family to offer services.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Success Achievement Academy staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS agrees that all information provided to the Success Academy or received from the Success Achievement Academy will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Success Achievement Academy may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Success Achievement Academy and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.



For Consolidated Youth Services, Inc

Lori Clements  
Lori Clements, Executive Director

4/6/2020  
Date

For Success Academy:

Natoya Buchanan  
Printed Name/Title

4/1/2020  
Date

Natoya Buchanan  
Signature



**Agreement Between  
Consolidated Youth Services  
and  
Mid South Health Systems, Inc.**

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This agreement between Consolidated Youth Services (CYS) and Mid South Health Systems, Inc. (MSHS) is for the purpose of providing Mental Health services to residents referred for such services.

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**Terms of Agreement**

**Consolidated Youth Services will:**

1. Have a process to refer residents to MSHS for mental health evaluation and treatment, as appropriate. This will include provision of appropriate demographic information, behavioral/legal history, mental health history and other relevant information.
2. Collaborate with MSHS to utilize scheduled times that are designated for CYS residents.
3. Collaborate with MSHS to insure the continuity of care for residents through regular contact and communication.
4. Will comply with HIPAA regulations regarding the exchange of information through a Business Associate Agreement or other required Consent forms.

**Mid South Health Systems, Inc. will:**

1. Adhere to CYS facility policies and procedures.
2. Provide medically necessary services to referred residents, by providing consistently scheduled times to accommodate both CYS staff who transport and to minimize time out of school for students.
3. Provide crisis assessments for residents as needed. The therapist assessing the resident will provide appropriate stabilization interventions, assist in acquiring more intensive care if appropriate, and communicate other recommended services (i.e. outpatient counseling, etc.). These assessments will be provided either on site at CYS or in the closest MSHS clinic.
4. Comply with HIPAA regulations regarding the exchange of information through a Business Associate Agreement or other required Consent forms.
5. Safeguard a resident's right to confidentiality while providing mental health services.
6. Provide services in a timely manner. If it is not possible to complete an Intake Assessment within 30 days from receipt of a referral, MSHS will contact the case manager to inform of reasons for delay. This will provide an opportunity for both parties to evaluate the barriers and work together to identify possible solutions.

*Any additional modifications to this contract must be mutually agreed upon and will be made in writing.*

*Both Consolidated Youth Services and Mid South Health Systems, Inc., may terminate this agreement with a 90-day written notice.*

**SIGNATURES**

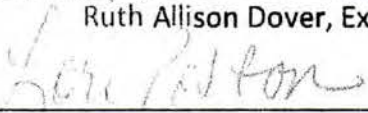
For: Mid South Health Systems, Inc.



Ruth Allison Dover, Executive Director

6/1/18

Date



Lori Poston, Director of Children's Services

6/1/18

Date

For: Consolidated Youth Services



Bonnie Boon, Executive Director

6-1-18

Date

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Trumann Public Schools**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Trumann Public Schools outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Trumann Public Schools agrees to:

- Refer to CYS, youth who are delinquent or at risk of being involved in delinquent behavior for intervention services
- Provide academic and other school information to CYS Case Workers in accordance with approved release of information signed by the youth and guardian.
- Providing a room on campus for CYS Outreach Worker to meet individually with youth and/or to facilitate groups.

Consolidated Youth Services agrees to provide the following services:

- CYS Outreach staff will provide the school with a copy of a release form signed by the youth and their guardian or court order prior to services.
- CYS Outreach staff will provide identification when entering the school building.
- CYS Outreach staff will make every effort to not schedule services that interfere with core academic classes or the ability of the administration to conduct normal school activities.

**REFERRAL AND SERVICES**

Trumann Public Schools staff can make service referrals to Robert Smith, Outreach Case Worker at 870-919-2392 or Tracy Boyd, Outreach Program Manager at 870-972-1110. CYS Outreach Staff will contact the referred youth and family to offer services. If CYS must place the referral on a waiting list due to caseload size the school will be notified. CYS will provide the school and family of the estimated wait time.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Trumann Public Schools staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS agrees that all information provided to the Trumann Public Schools or received from the Trumann Public Schools will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Trumann Public Schools may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Trumann Public Schools and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.



**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/4/2020  
Date

**For Trumann Public Schools:**

Myra Graham  
Printed Name/Title

4/05/20  
Date

Myra Graham  
Signature

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Arkansas Northeastern College Mentoring Group  
Success Navigator Mentoring Program**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Success Navigator Mentoring Program outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Success Navigator Mentoring Program agrees to:

- Refer to CYS, as they determine appropriate, youth at risk of entering the juvenile system for case management services and other supportive services.
- Provide mentoring with CYS referred high school youth to aid them in preparation of college, life skills, and job readiness skills.

Consolidated Youth Services agrees to provide the following services:

- CYS Outreach Case Worker will provide youth referrals in need of mentoring services to the Success Navigator Mentoring Program.
- CYS will provide case management and related services for community youth and their family referred by the Success Navigator Mentoring Program.
- CYS will provide emergency shelter at our Jonesboro facility for court ordered youth from Mississippi County.

**REFERRAL AND SERVICES**

The Success Navigator Mentoring Program can make referrals for outreach services to CYS Outreach Case Worker Robert Frazier at 870-351-7606 or Tracy Boyd, Outreach Program Manager at 870-972-1110. CYS staff will contact the referred youth and family to offer services. If CYS must place the referral on a waiting list due to caseload size the referral agency will be notified of such at the time of referral. CYS will also provide the referral source and family of the estimated wait time.

The Success Navigator Mentoring Program provides mentoring to high school students in preparing for college, job readiness, and life skills. Some of the tasks that the mentoring program assist in youth development consist of learning how to complete employment applications, dressing for interviews, mock interviews, learning community resources, learning community transportation services, and how to file for college financial aid to name a few.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Success Navigator Mentoring staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS agrees that all information provided to the mentoring program or received from the mentoring program will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Success Navigator Mentoring Program may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).



**DURATION OF AGREEMENT**

This agreement between Success Navigator Mentoring Program and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clements  
Lori Clements, Executive Director

4/6/2020  
Date

**For Success Navigator Mentoring Program:**

JAMES R. SHAWEN  
Printed Name/Title

3/31/20  
Date

[Signature]  
Signature



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
The Junior Auxiliary of Jonesboro**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Junior Auxiliary of Jonesboro outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Junior Auxiliary agrees to:

- Provide mentoring for the female residential youth at CYS to make available positive direction, enrichment, and enjoyment.

Consolidated Youth Services agrees to provide the following services:

- Provide staff supervision of during activities.
- Provide transportation of youth to off campus activities.

**REFERRAL AND SERVICES**

The Junior Auxiliary's goal is to assist community youth. The Junior Auxiliary has eleven service projects that provides services for youth in Jonesboro. The female residents at CYS is one of these ongoing committee projects. The Junior Auxiliary mentoring committee encourages and promotes healthy lifestyles and relationships. This service benefits female youth from both the 2<sup>nd</sup> and 3<sup>rd</sup> judicial district that enter the CYS shelter.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Junior Auxiliary members agree to abide by all HIPAA confidentiality requirements. The Junior Auxiliary committee members sign confidentiality agreements prior to providing services with CYS residents.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the members of the Junior Auxiliary may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between the Junior Auxiliary of Jonesboro and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

*Lori Clements*  
Lori Clements, Executive Director

4/16/2020  
Date

**For Junior Auxiliary of Jonesboro:**

*Rheanne Prosser* / JA member  
Printed Name/Title  
*Rheanne Prosser*  
Signature

5/31/20  
Date

**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Newport Public Schools**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Newport Public School outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Newport Public School agrees to:

- Refer to CYS, youth who are delinquent or at risk of being involved in delinquent behavior for intervention services
- Provide academic and other school information to CYS Case Workers in accordance with approved release of information signed by the youth and guardian.
- Providing a room on campus for CYS Outreach Worker to meet individually with youth and/or to facilitate groups.

Consolidated Youth Services agrees to provide the following services:

- CYS Outreach staff will provide the school with a copy of a release form signed by the youth and their guardian or court order prior to services.
- CYS Outreach staff will provide identification when entering the school building.
- CYS Outreach staff will make every effort to not schedule services that interfere with core academic classes or the ability of the administration to conduct normal school activities.

**REFERRAL AND SERVICES**

Newport High School staff can make service referrals to Ira Hall, Outreach Case Worker at 870-351-7108 or Tracy Boyd, Outreach Program Manager at 870-972-1110. CYS Outreach Staff will contact the referred youth and family to offer services. If CYS must place the referral on a waiting list due to caseload size the school will be notified. CYS will provide the school and family of the estimated wait time.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Newport High School staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS agrees that all information provided to the Newport High School or received from the Newport High School will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**

If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Newport Public School may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

This agreement between Newport Public School and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

Lori Clement  
Lori Clements, Executive Director

4/6/2020  
Date

**For Newport High School:**

Brett Beach Superintendent  
Printed Name/Title

3/31/2020  
Date

  
Signature



**Cooperative Agreement  
Between  
Consolidated Youth Service (CYS)  
And  
Men on a Mission  
Mentoring Program**

**PURPOSE**

This Cooperative Agreement between Consolidated Youth Services and the Men on a Mission outlines and clarifies the mutual expectations of collaboration between the two organizations. Both agencies share the goal of providing supportive services to youth and their families to help youth to live a healthy, crime free life.

**ROLES AND RESPONSIBILITIES**

The Men on a Mission agrees to:

- Provide a supportive mentoring system for male youth addressing the need for proper role modeling, instruction and education on life skills development, job readiness, and spiritual growth.

Consolidated Youth Services agrees to provide the following services:

- CYS staff will provide youth referrals in need of mentoring services to the Men on a Mission mentoring program.
- CYS will provide meeting space for mentoring activities between Men on a Mission staff and CYS residential youth.

**CONFIDENTIALITY AND SHARING OF INFORMATION**

Both CYS and the Men on a Mission staff agree to abide by all HIPAA confidentiality requirements and will not release any shared information without a signed consent form from the parent/guardian and youth. CYS agrees that all information provided to the mentoring program or received from the mentoring program will be handled in accordance with all applicable confidentiality requirements.

**COMMUNICATION RESOLUTION:**


If any issues regarding this agreement cannot be resolved with direct services staff, the employees of the Men on a Mission may contact the Contracts and Quality Assurance Manager of CYS, Kerri Bangert. She can be reached at 870-972-1110 or by email at [kerri.bangert@cysinc.org](mailto:kerri.bangert@cysinc.org).

**DURATION OF AGREEMENT**

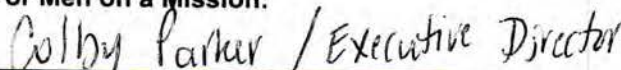
This agreement between Men on a Mission and Consolidated Youth Services may be amended only by a written agreement signed by each of the parties. The Agreement may be terminated without cause, by either party upon thirty days of written notice.

**For Consolidated Youth Services, Inc**

  
\_\_\_\_\_  
Lori Clements, Executive Director

  
\_\_\_\_\_  
Date

**For Men on a Mission:**

  
\_\_\_\_\_  
Printed Name/Title

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

# **AGENCY STAFFING/TRAINING**

## **STAFFING**

Consolidated Youth Services is fully staffed for all positions to implement the proposed services. All staff are well-qualified for the positions they hold. Key management staff each have 15 years or more experience.

- **An organizational chart and staff licenses can be found in SECTION 1 Qualifications.**
- **Following this page is a list of all program staff currently employed at CYS and a resume chart showing all employee names, title, education, work experience, and roles/duties related to this proposal.**

## **TANF CAREER AND JOB COACH**

This is the only position needed for this proposal which is vacant. This position will be filled within 2 weeks of award of the grant.

- **A copy of the job description for the Job and Career Coach to be funded with the TANF grant can be found following the Staff Resume List**

## **TRAINING**

Consolidated Youth Services has an extensive training program. Sharonda Watson, Human Resource and Staff Development Manager, oversees the training program at CYS and assures that all staff complete their training requirements. Sharonda maintains the CYS training database.

- **At the end of this section is a copy of the CYS Personnel Policy and Procedures related to training along with the training requirements for each job position.**

# PROGRAM STAFF LIST

## MANAGEMENT

Lori Clements-Executive Director

Bonnie Boon- Executive Assistant

Melinda Chester- Financial Officer

Kerri Bangert- Contracts & Quality Assurance Manager

Sharonda Watson- Human Resources and Staff Development Manager

Ray Williams- Maintenance Manager

Teresa Wallace- Administrative Assistant-Quality Assurance & Billing

Shelia Bailey- Administrative Assistant Purchasing

Agalia Richmond- Administrative Receptionist

## MENTAL HEALTH/TREATMENT

Brad Dickson- Clinical Director

Cindy Smith -Alcohol & Drug Counselor

Harold Biazo- Therapist

Lisa Sangster- Registered Nurse

Adrian Perry- Admission & Services Coordinator

## EDUCATION

Rhonda Harvey- Education Program Director/SE Teacher

Sandy Everhart- SE teacher

Dawn Burns -GED & Vocational Teacher

Tenisha Driver- Tutor

## RESIDENTIAL

Candy Smith- Facility Director

Kaneshia Friar- Admission Receptionist

Reba Dye- Admissions Director

Reatha Konold- Residential Caseworker

Tina Green- Residential Caseworker

Lanisha McDonald- Residential Caseworker

Derwin Sims- Facility Monitor

CJ Marlin- Shift Supervisor

Alonzo Simmons- Shift Supervisor

Lisa Churchwell-Shift Supervisor

Aaron Tongusi- Shift Supervisor

Direct Care/Cook- 20

## OUTREACH

Tracy Boyd- Outreach Program Manager

Jessica Andrews- Clay Outreach

Kathryn Black-Craighead Outreach

Deborah Brown- Craighead Outreach

Robert Smith- Poinsett Outreach

Candis Ring- Sharp Outreach

Robert Frazier- Mississippi Outreach

Ira Hall- -Jackson Outreach Worker

Kynvie Ailsworth- Mississippi Outreach

Mendy Young- Greene Outreach

Krystal Borreson- Lawrence/Randolph Outreach

VACANT- TANF Vocational Career Support



# STAFF RESUME LIST

NAME	POSITION	Responsibilities related to Community Based Services	# Years employed @ CYS	EDUC BACK GROUND	PREVIOUS WORK EXPERIENCE	PROF. LICENSES/ CERTIF	# Years in Current Role
Lori Clements	Executive Director	Oversees financial & program operations related to licensing regulations, contractual requirements, Health Department requirements and COA standards.. Assures agency personnel policies and practices comply with Federal and State laws and guidelines. Keeps Board of Directors informed of all agency activities and program operations.	31.4	BS in Psychology	Worked at CYS as a youth care worker, outreach caseworker, direct care supervisor, and Personnel Officer	Certified CPI, First Aide & CPR Instructor	0.3
Bonnie Boon	Executive Assistant	Assists the Executive Director and Contracts & Quality Assurance Manager and reports to Board of Directors	39.7	BS in Sociology	5 years Social work experience 39 years exp Ex Director of CYS	Certified CPI, First Aide & CPR Instructor	0.3
Melinda Chester	Financial Officer	Responsible for processing agency accounting, financial controls, payroll, benefits administration, financial clerical and record keeping duties. Financial reporting to Board of Directors.	14.9	3 Years toward Accounting degree 1 year vocational	16 years clerical/bookkeeping experience	CPI, CPR, and First Aid Certified	14.9
Kerri Bangert	Director of Contracts and Quality Assurance	Administers contracts, prepares service and compliance reports. Reviews daily operations and leads management staff in Quality Assurance activities.	11.8	BS in Sociology	13 years experience in Non-profit management & various levels of service delivery	CPI, CPR, First Aid Certified	0.3
Sharonda Watson	Human Resource and Staff Development	Interviews and hires all staff. Completes background checks. Conducts staff orientation, monitors staff training requirements, & annual evaluations. Maintain personnel and training records.	16.1	BS in Business Administration	7 years of youth care work at CYS, 1 year as Assistant Team Leader	Certified CPI, First Aide & CPR Instructor	9
Ray Williams	Facility Maintenance Manager	Assure agency facilities, grounds, and vehicles are safe and well maintained. Mentoring/supervising facility youth while engaging them in maintenance task.	9.2	Associate Degree in Radiology Technology	Previously worked as a licensed contractor	CPI, CPR, and First Aid Certified	9.2
Teresa Wallace	Admin Assistant QA	Enters service and CPR outcome data in JJIS as well as CYS databases. Conduct QA monitoring of files, buildings, etc.	14.1	BS Inter disciplinary Studies	5 years of Customer Service experience, including Supervisory	CPI, CPR, First Aid Certified, Certif Serv Safe	2
Shelia Bailey	Admin Assistant for Purchasing	Manages NSLP. Handles all Purchasing/Distribution of supplies, equipment, and recreational items.	12.8	HS Diploma and Voc Certif	Previous Exp as receptionist and direct care worker	CPI, CPR, First Aid Certified	3
Agalia Richmond	Admin Receptionist	Serves as receptionist for administration building and assists with data entry in JJIS	0.6	HS Diploma	Experience working at the Arkansas Dept of Corrections as a correctional officer	CPI, CPR, and First Aid Certified	0.6
Brad Dickson	Clinical Director	Oversees mental health services provided. Provide crisis counseling and therapy to shelter youth.	6.4	Master's in Mental Health Counseling	20 years experience in counseling youth. Previously worked in a public school setting for school based mental health	LPC	5



# STAFF RESUME LIST

NAME	POSITION	Responsibilities related to Community Based Services	# Years employed @ CYS	EDUC BACK GROUND	PREVIOUS WORK EXPERIENCE	PROF. LICENSES/ CERTIF	# Years in Current Role
Harold Blazo	Therapist	Provides crisis intervention & assessment of all residential clients. Provides therapy to re-entry youth committed to DYS for sexual offense in accordance with re-entry plan.	21.7	BA in Psychology Masters in Social Work	20 + Yrs. Mental Health Exp. Member of AR ATSA	LCSW/Cert Juv Sexual Offend Counselor	21.7
Adrian Perry	SRP Admissions and Services Coordinator	Provides trauma informed care training for all direct care and outreach staff of CYS. Oversee SRP case management services.	16.6	BA Social Work and Masters in Social Work	5+ years previous exp youth care worker and caseworker.	Trauma Informed Care Trainer, MSW License, CPI, CPR and First Aid Certified	3
Cindy Smith	A&D Certified Counselor	Completes A&D assessments for court referred youth Provides individual and group A&D Counseling for residential and outreach clients	4.8	Master's in Sociology	Exp Matrix Model A&D TX. Served on the Arkansas Substance Abuse Licensing Board.	Certified Substance Abuse Counselor	4.8
Lisa Sangster	Registered Nurse	Completes health screening for youth admitted to shelter, reviews medication needs, arranges for medical referrals to outside physicians. Trains direct care staff in medication procedures.	1.3	Associates Degree in Nursing	Nurse in surgery, hospice, and insurance nurse case management	Registered Nurse/ Certified Nurse/ Case manager/ Certified Red Cross Instructor	1.3
Rhonda Harvey	Educational Coordinator	Coordination of Title 1 and SE Educ Program for shelter youth. Coordinates enrollment with public schools at entry and discharge of youth to shelter.	24.4	BA in Education and Special Ed Specialist	Has worked as a classroom teacher at CYS and worked as the Special Ed coordinator for RJP.	Special Education Teacher Certification, CPI, CPR & First Aid Certified	24.4
Sandy Turner	Certified Teacher	Provides instruction and Independent Livings Skills instruction to youth in residential program	15.7	BSE in Elem Ed and Special Ed Specialist	Public school teacher and substitute teacher & GED instruction	Special Education Teacher Certification, CPI, CPR & First Aid Certified	15.7
Dawn Burns	Certified Teacher	Provides GED and computer skills instruction Day Services youth age 16+ ordered by the court and residential youth who are working on GED.	12.7	BA in Business Special Ed Specialist	Exp teaching Business courses, GED class, and tutoring at CYS and a RJP	Special Education Teacher Certification, CPI, CPR & First Aid Certified	12.7
Tenisha Driver	Tutor/ Direct Care	Provides tutoring and client supervision for youth in the day services program	4.9	Associates Degree in General Studies	Exp as a Title 1 Tutor at CYS and previous team leader at RJP	CPI, CPR, and First Aid Certified	0.7
Candy Smith	Facility Director	Oversees all residential operations according to Child Welfare Licensing Standards, Department of Health, and contractual requirements.	27.2	BS Psychology	Direct care worker, outreach caseworker, and Regional Juvenile Program Facility Director	CPI, CPR and First Aid Certified	15



# STAFF RESUME LIST

NAME	POSITION	Responsibilities related to Community Based Services	# Years employed @ CYS	EDUC BACK GROUND	PREVIOUS WORK EXPERIENCE	PROF. LICENSES/ CERTIF	# Years in Current Role
Kaneshia Friar	Admissions Receptionist	Answers telephone and greet visitors to facility	3	HS Diploma	Exp as Direct Care Worker	CPI, CPR, and First Aid Certified	2
Reba Dye	Admissions Director	Handles all referrals and admissions to the boy and girl shelter facility. Supervises the shelter Caseworkers to assure services and case records are in compliance with licensing, contractual agreements, and COA.	35.7	BA in Social Work	Direct care worker, admissions director, caseworker, and Residential Supervisor	Licensed Social Worker	2
Retha Konold	Facility Caseworker	Provides all case management services for court ordered youth placed in emergency shelter.	20.7	BS in Psychology	Youth Care worker and an assistant Caseworker	CPI, First Aid, CPR certified	3.3
Tina Green	Facility Caseworker	Provides all case management services for court ordered youth placed in emergency shelter.	2.7	BA in Sociology	2 years AR DHS Family Service Worker. 1 yr. RHY Outreach Worker	CPI, CPR, and First Aid Certified	1
Lanisha McDonald	Facility Caseworker	Provides all case management services for court ordered youth placed in emergency shelter.	4.2	BA Interdisciplinary Studies	2 years experience City Youth Ministries, Direct care worker at CYS prior to casework	CPI, CPR, and First Aid Certified	2
Derwin Sims, Sr	Facility Monitor/Shift Supervisor	Supervises facility operation on the evening shift	8.1	HS Diploma and 2 years of college	Previous experience as housing director and CYS youth care.	CPI, CPR, and First Aid Certified	8
Lisa Churchwell	Shift Supervisor	Supervises direct care workers on her shift and provides care & supervision of facility residents to assure a safe environment.	3.2	HS Diploma and 2 years of college Educ	2 years previous work exp in direct care	CPI, CPR, and First Aid Certified	2
Aaron Tongusti	Shift Supervisor	Supervises direct care workers on his shift and provides care & supervision of facility residents to assure a safe environment.	0.5	HS Diploma	Maintenance exp prior to working as a youth care worker at CYS	CPI, CPR, and First Aid Certified	0.5
Alonzo Simmons	Shift Supervisor	Supervises direct care workers on his shift and provides care & supervision of facility residents to assure a safe environment.	21.3	HS Diploma	Shift supervisor in a RJP	CPI, CPR, and First Aid Certified	1.3
CJ Marlin	Shift Supervisor	Supervises direct care workers on her shift and provides care & supervision of facility residents to assure a safe environment.	5.8	HS Diploma	Cook and kitchen manager for CYS at a RJP	CPI, CPR, and First Aid Certified	1
Cyndell Graftenreed	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	3.9	Associates Degree in Computer Science	Experience with youth groups, Title 1 tutoring, and youth care work at CYS	CPI, CPR, and First Aid Certified	3.9
Shanika Blocker	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	1.8	HS Diploma 2 years of college in Educ	HS Diploma 3 Yrs Com College	CPI, CPR, and First Aid Certified	1.8



# STAFF RESUME LIST

NAME	POSITION	Responsibilities related to Community Based Services	# Years employed @ CYS	EDUC BACK GROUND	PREVIOUS WORK EXPERIENCE	PROF. LICENSES/ CERTIF	# Years in Current Role
Jackie Chunn	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	2.6	HS Diploma and 2 years of college in Educ	Exp at day care facility	CPI, CPR, and First Aid Certified	3.9
Mike Davis	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	2.1	HS Diploma 2 years college Educ	Student manager for the ASU football team.	CPI, CPR, and First Aid Certified	2.1
Griffin Denkins	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	0.4	HS Diploma	U.S. Military training in combat engineering	CPI, CPR, and First Aid Certified	0.4
Lonata Dicus	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	1.6	HS Diploma	Arkansas Dept of Health as a clerical worker	CPI, CPR, and First Aid Certified	1.6
Shanice Frierson	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	3	BS in Psychology	Has 3 years experience working in the Boy's and Girls Club	CPI, CPR, and First Aid Certified	3
Randy Graves	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	20.6	HS Diploma	Youth Care experience at RJP prior to direct care at CYS Jonesboro	CPI, CPR, and First Aid Certified	20.6
Doris Kimbrough	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	25.7	HS Diploma and 2 years of college	CYS as a youth care worker and dorm supervisor	CPI, CPR, and First Aid Certified	25.7
Octavia Lloyd	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	0.7	BA Degree	Mental health tech and a supply specialist in the military	CPI, CPR, and First Aid Certified	0.7
Fran Martin	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	9.6	Associates in Criminal Justice	CYS as a youth care worker and dorm supervisor	CPI, CPR, and First Aid Certified	9.6
Larz Roberts	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	0.5	HS Diploma and 1 year of college	Youth Move volunteer and has worked in food services.	CPI, CPR, and First Aid Certified	0.5
Odejah Samuel	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	0.4	HS Diploma and certf in Pharmacy Tech	Direct family support with Preferred Family Health	CPI, CPR, and First Aid Certified	0.4
Caleb Scales	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	2	HS Diploma	Cook in a hospital setting	CPI, CPR, and First Aid Certified	2
Evelyn J Smith	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	0.5	2 years toward BA in social work	Exp in retail and food manufacturing industry.	CPI, CPR, and First Aid Certified	0.5
Morgan A Smith	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	2.4	HS Diploma	Exp manufacturing and food services as a manager	CPI, CPR, and First Aid Certified	2.4



# STAFF RESUME LIST

NAME	POSITION	Responsibilities related to Community Based Services	# Years employed @ CYS	EDUC BACK GROUND	PREVIOUS WORK EXPERIENCE	PROF. LICENSES/ CERTIF	# Years in Current Role
Alesia R. Taylor	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	18.9	HS Diploma	Experience at CYS as a youth care worker and dorm supervisor	CPI, CPR, and First Aid Certified	18.9
Hannah Worsham	Direct Care Worker	Provides care & supervision of facility residents to assure a safe environment.	1	3.5 years of college	Experience as a social work intern and in retail	CPI, CPR, and First Aid Certified	1
Sharonda Ellis	Cook/Direct Care Worker	Prepares breakfast/lunch meals and oversee kitchen operations in accordance with NSLP and Health Dept.	8.7	HS Diploma	Experience at CYS as youth care worker and dorm supervisor	CPI, CPR, and First Aid Certified	8.7
Pat Hydrick	Cook/Direct Care Worker	Prepares breakfast/lunch meals and oversee kitchen operations in accordance with NSLP and Health Dept.	11.2	HS Diploma	Experience at CYS as a youth care worker and dorm supervisor	CPI, CPR, and First Aid Certified	11.2
Tracy Boyd	Outreach Supervisor	Supervision of Outreach Casework & Re-Entry Staff. Submits monthly reports & aftercare plans and enters Field Narrative to JSU Oversees Interstate Compact Services	23.9	BA in Social Work	Facility caseworker, and Title I/Education Coord prior to the current position.	Case Management training CPI, CPR, and First Aid Certified	0.7
Jessica Andrews	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth.	1	BS Industry/ Organizational Psychology	Arkansas DHS- Family Service Worker. She has experience as a substitute teacher.	Case Management training CPI, CPR, and First Aid Certified	1
Kathryn Black	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth.	14.8	Bachelor of Arts in Sociology	15 years as a caseworker, aftercare worker, fill in direct care, and previous JJDP transporter	Case Management training CPI, CPR, and First Aid Certified	14.8
Deborah Brown	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth.	1.9	BA in Inter disciplinary Studies	AR Dept of Human Services as a Family Service Worker	Case Management training CPI, CPR, and First Aid Certified	1.9
Robert Smith	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth.	2.6	BS in Psychology	AR DHS Family Service Worker and previous job in Mental Health Paraprofessional	Case Management training CPI, CPR, and First Aid Certified	2.6
Candis Ring	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth.	4.8	BSE in Educ and Physical Therapy Assist	15 yrs of experience teaching elem grades, adjunct college instructor, and as a GED teacher.	Case Management training CPI, CPR, and First Aid Certified	4.8

# STAFF RESUME LIST

NAME	POSITION	Responsibilities related to Community Based Services	# Years employed @ CYS	EDUC BACK GROUND	PREVIOUS WORK EXPERIENCE	PROF. LICENSES/ CERTIF	# Years in Current Role
Robert Frazier	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth,	30.9	AA in Criminal Justice and BA in Personnel Management	Has worked over 30 years with CYS doing casework, aftercare, community service, and recreation services.	Case Management training CPI, CPR, and First Aid Certified	30.9
Ira Hall	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth,	19.8	BA Sociology	Previous experience with the Dept of Human Services TEA program	Case Management training CPI, CPR, and First Aid Certified	19.8
Kynvie Allsworth	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth,	0.8	Bachelor of Health Science	MH Paraprofessional & Qualified Behavioral Health Professional. Worked as a preschool teacher.	Case Management training CPI, CPR, and First Aid Certified	0.8
Mendy Young	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth,	1.1	Bachelor of Social Work	Experience Behavioral Instructor teaching positive behavior in a youth facility.	Case Management training CPI, CPR, and First Aid Certified	1.1
Kystal Borreson	Outreach & Re-entry Case Manager	Provides Community Casework and Re-entry services for court and DYS referred youth,	1	BS in Psychology	Experience behavioral health field with a private facility.	Case Management training CPI, CPR, and First Aid Certified	1



**Consolidated Youth Services  
Job and Career Coach  
Job Description**

**I. RESPONSIBILITIES:**

- A. Job Readiness Training: Assist youth in identifying personal employment goals and actions needed to reach goals.
- B. Community Liaison: Collaborate with community agencies in order to provide a network of services required for building job skills and employment opportunities.
- C. Service Documentation and Reporting: Complete required service documents with youth and guardian. Provide data reports on services provided.

**II. SPECIFIC DUTIES:**

- A. Job Readiness Training
  - Conduct career and interest assessments with youth to assist in identifying employment options.
  - Teach youth how to search for jobs.
  - Train youth on completing applications and preparing resumes.
  - Conduct mock interviews with youth.
  - Conduct sessions with youth on self-esteem, problem solving, time management, work ethics, and communication skills that will assist youth in being employable.
  - Advise youth on further education or skill development needed for reaching their employment goals.
- B. Community Liaison
  - Coordinate with Job Corps and the Arkansas Department of Workforce Services to assist youth's transition into the job market.
  - Coordinate with vocational, technical, and two- or four-year colleges to provide opportunities for youth acquiring educational requirements.
  - Assist youth in applying for financial aid for furthering their education.
  - Assist youth in enrolling in educational programs and provide continual support services.
  - Assist youth in locating internships or apprenticeship placements to assist in developing job readiness skills and work ethics.
  - Make referrals to other agencies to aid youth and family's in meeting identified needs.
- C. Service Documentation and Reporting
  - Complete reporting requirements set forth by DYS and CYS.
  - Complete all forms necessary to open a new case.
  - Complete proper documentation for all services provided.
  - Develop case plans for all clients and conduct reviews and updates as needed.
  - Complete all client eligibility determinations, progress reports, discharge reports, and follow-ups in a timely manner

**III. ACCOUNTABILITY**

The Job and Career Coach is directly accountable to the Outreach Supervisor.

**IV. QUALIFICATIONS**

Bachelor's degree required in degree required in Career Counseling, Social Work, Human Services field, or a related field.

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<b>Subject:</b> TRAINING REQUIREMENTS	Last updated: 2/12/2018

**MANDATORY TRAINING ATTENDANCE-**Employees may be scheduled to attend training by the Administrative staff or the Facility Director to assure employees have completed mandated training within the required time frames. For example: Licensing requires that direct care staff must complete First Aid and CPR training within the first 90 days of hire. Employees are required to attend mandated training as scheduled and failure to attend the scheduled training and any other mandated training is an unexcused absence and failure to complete any training within the required time frame is grounds for termination.

**OTHER REQUIRED TRAINING-** A specific list of required training topics for each job title is posted on the staff bulletin board. Minimum training requirements for all fulltime direct services and administrative positions is 40 hours per year. Each employee is also provided a written list of training he/she must complete at the time of employment and annually during the evaluation process. Training may include in-house training provided by Consolidated Youth Services' training staff or professional development courses offered on-line or within the community by other agencies, professionals, and educational institutions. To assure training is accessible to all employees, CYS conducted training is scheduled both in the day and early evening hours.

**TRAINING SCHEDULE AND ATTENDANCE-** Monthly training schedules are posted a month in advance and staff are responsible for signing up for the training they are required to attend as well as any other training they may be interested in attending. Prior to the month's start the Program Director of Staff Development posts the list of staff approved to attend each training workshop. Because some workshops have a limit on the number of participants, employees must sign-up as soon as possible for workshops. Except for emergencies or illnesses, employees are expected to attend any workshops for which they sign up. Employees are expected to notify the trainer in advance if he/she cannot make the training as scheduled. Attendance at each training session is documented with a sign in sheet.

**REIMBURSEMENT FOR TRAINING-** Employees are paid for the time they attend CYS approved training. If a training session is not offered at the worksite, employees are paid for the time they must travel from the assigned worksite to the training site and back. In most case agencies vehicles are provided for groups of staff traveling to a workshop. If an agency vehicle is not provided to offsite training, then the employee will be reimbursed for travel in their personal vehicle at state mileage reimbursement rates. CYS pays for registration and other training fees for any approved training. Employees are required to sign-up for outside training on the monthly calendar and the employee must have prior approval to receive reimbursement or payment for work time. If CYS cannot approve for registration or travel due to fund restrictions and the employee is willing to pay the cost of the training, the employee may request administrative time off to attend so long as the training is directly related to the employee's assigned job position.

**TRAINING RECORDS-** Staff training records are maintained on the agency electronic database by Staff Development Manager. Sign in sheets are used to record training attendance and copies are maintained by the Staff Development Manager. Training records are updated monthly and a printout of the training completed by each staff member is provided at the administrative office for employees to view. Employees are responsible for checking their own records to assure job training requirements are being met.

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**POLICY - Consolidated Youth Services provides its employees with a multitude of training opportunities to assure all employees have the skills needed to perform the job effectively and to provide for the safety and security of staff and clients. All required training is provided at no cost to the employee and employees are paid for their time to attend any required training. CYS has written training requirements for all job categories and positions. Each employee is provided a list of training that must be completed annually to maintain his/her position. Employees who do not fulfill the annual training requirements for the assigned job position will be suspended without pay. Suspended employees who do not complete the training requirements within the next 30 days may be terminated. Volunteers and part-time employees are provided training in areas necessary to assure compliance with CYS policy and procedures and to assure the safety and confidentiality of CYS clients.**

**PROCEDURES**

**NEW HIRE TRAINING-** All new employees are provided with general agency orientation on the day of hire. Each new employee/volunteer receives facility or program orientation from the Program Supervisor, Facility Director or Administrative staff. Orientation covers agency history/background and program services of Consolidated Youth Services. Personnel requirements and job responsibilities are covered at the time of hire. Employees receive an employee handbook of agency policy and procedures. Employees are also given client handbooks to make them aware of program rules and guidelines as they relate to clients or residents of the CYS facilities. New Hire Training is provided including the following areas: Child Welfare Licensing Standards for shelter and Sexual Rehabilitation Programs (SRP); security procedures, supervision of residents, safety procedures, fire & emergency procedures, physical intervention limits including Crisis Prevention and Intervention procedures, report writing, rights and responsibilities of residents, and program rules and regulations.

**TRAINING PROGRAM-** CYS employs a Program Manager for Staff Development to oversee the agency's training plan. The Staff Development Program Manager must complete a Training of Trainers program. The Staff Development Program Manager is responsible for assuring that the training program covers all areas of employee training requirements and that training sessions are scheduled appropriately to assure that all employees have the opportunity to attend required training without interfering with the staffing patterns of the agency's facilities. The Program Manager for Staff Development discusses training needs with supervisors and other employees and utilizes an agency wide assessment of training to develop the annual training plan. The plan is reviewed annually and new training is developed as necessary. The Director of Operations and the Program Supervisors review the plan and the Executive Director gives final approval by mid December for the next calendar year's plan.

**CYS TRAINING STAFF-** Any CYS employee or outside trainer that conducts training must be qualified by education, background experience or by certification. CYS First Aid, CPR/AED, and Crisis Prevention and Intervention (CPI) trainers are certified as trainers by nationally recognized certification programs.

**TRAINING RESOURCES AND MATERIALS-** CYS maintains an in-house library of training videos, audiotapes, and professional publications at the administration office. A list on online training programs which offer certificates of completion are posted as a resource for a wide range of training opportunities. Staff are encouraged to use these resources to supplement formal training.



# TRAINING REQUIREMENTS- Administrative & Support Staff

CLASS	Exc Director Director of Operations		Financial Officer		Human Resource Manager		Staff Development Manager		Admin Assistants / Receptionists		Maintenance Manager	
	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years
New Employee Training	6		6		6		6		6		6	
CPR/AED	2		2		2		2	trainer	2		2	2
First Aid / Universal Precautions	2		2		2		2	trainer	2		2	2
SRP Training	10		10		10		10	10	10		10	
Crisis Prevention and Intervention	6	2	6	2	6	2	6	trainer	6	2	6	2
Trauma Informed Care	2		2		2		2	2	2		2	
Behavior Management / Positive Youth Development	2		2		2		2	trainer	2		2	
Suicide Prevention Policy & Procedures	2	2	2	2	2	2	2	trainer	2	2	2	2
Safety & Emergency Policy & Procedures	2	2	2	2	2	2	2	trainer	2	2	2	2
Vehicle & Driver Safety (for auth drivers)	2	2	2	2	2	2			2	2	2	2
Ethics In youth Services & Professional Conduct Standards	2	2	2	2	2	2	2	2	2	2	2	2
Supervisory Skills	2	2										
Preventing Sexual Harassment for Supervisors	2	2			2	2	2	2				
COA Standards/Risk Prevention/ Quality Improvement	4	6	4	6	4	6	4	6	2	4	2	2
Financial Management	2	2	2	2								
Labor Laws	2	2	2	2	2	2	2	2				
Training of Trainers							2	2				
Other Job Specific Training		16		20		20		14	0	26		
<b>Total Hours Required</b>	<b>50</b>	<b>40</b>	<b>46</b>	<b>40</b>	<b>46</b>	<b>40</b>	<b>46</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>16</b>

# TRAINING REQUIREMENTS- Residential Staff

CLASS	Facility Director		Adm Director		Facility Case Workers		Shift Supervisors & Facility Monitor		Direct Care/ Cook/ Tutor		Teachers		Part-time Transp. staff		Part time Direct Care staff	
	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years	First Year	Other Years
New Employee Training	6		6		6		6		6		6		6		6	
CPR/AED	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
First Aid & Universal Precautions	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
SRP Training	10	10	10	10	10	10	10	10	10	10	10	10			10	10
Medication Administration	2		2		2		2	2	2	2					2	2
Crisis Prevention and Intervention	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2
Trauma Informed Care	2	2	2	2	2	2	2	2	2	2	2	2			2	
Recognizing and Reporting Abuse		2		2		2		2	2	2	2	2				
Behavior Management ,Positive Youth Dev & "Right Choices"		2		2	2	2	2	2	2	2	2	2				
Suicide/AWOL Prevention Policy & Procedures	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Facility Documentation & Reporting using Competency Based Approach	2		2		2		2	2	2	2					2	
Safety & Emergency Policy & Procedures	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Vehicle & Driver Safety (for auth drivers)	2	2	2	2	2	2	2	2					2	2		
Ethics In youth Services & Professional Conduct Standards	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Supervisory Skills	2	2	2	2			2	2								
Food Service Guidelines	2						2		2	2						
Preventing Sexual Harassment for Supervisors	2	2	2	2			2	2								
Intake Interviewing/case planning			2		2											
Case Management/Counseling Skills			2	2	2	2										
Monthly/Discharge Reporting			2		2	2										
COA Standards/Risk Prevention/ Quality Improvement	2	2	2	2	2	2	2	2	2	2	2	2			2	2
Other ADE Licensure Requirements												10				
Other Job Specific Training		4		2	0	4				4						
<b>Total Hours Required</b>	<b>48</b>	<b>40</b>	<b>52</b>	<b>40</b>	<b>50</b>	<b>40</b>	<b>50</b>	<b>40</b>	<b>46</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>24</b>	<b>14</b>	<b>40</b>	<b>26</b>



