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**REVISED
TECHNICAL RESPONSE PACKET
710-24-0017**

RESPONSE SIGNATURE PAGE

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Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company	Free Will Baptist Family Ministries, LLC		
Address	90 Stanley Lane		
City	Greeneville	State	TN
Zip Code	37743		
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 type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
AR Certification #:	_____ * See Minority and Women-Owned Business Policy		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for solicitation related matters.			
Contact Person	Bob Moody	Title	State Director
Phone	479-926-0794	Alternate Phone	
Email	bmoody@fwbfn.com		

CONFIRMATION OF REDACTED COPY
<input checked="" type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input 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. <p><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 Solicitation Terms and Conditions for additional information.</i></p>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this Solicitation, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and shall not employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and shall not boycott Israel during the term of a contract awarded as a result of this solicitation.
<input type="checkbox"/> Prospective Contractor does not and shall 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 Solicitation may cause the Prospective Contractor's response to be rejected.

Authorized Signature:  Title: COO

Printed/Typed Name: Jim Robinette Date: 12/20/2023

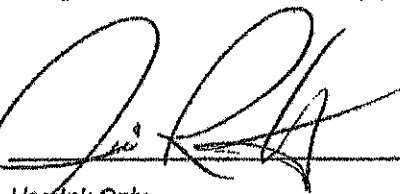
SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- 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.

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

Authorized Signature: _____



Use Ink Only.

Printed/Typed Name: _____

Jim Robiwette

Date: _____

12/20/2023

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

ADDENDUM 1

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: December 18, 2023
SUBJECT: 710-24-0017 Specialized and Private Licensed Placement Agencies

The following change(s) to the above referenced RFP have been made as designated below:

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

CHANGE OF BID OPENING DATE/TIME

- Bid submission date and time changed to: December 28, 2023, 1:00 pm Central Time.
- Bid opening date and time changed to: December 28, 2023, 2:00 pm Central Time.

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Karrie Goodnight, DHS.OP.Solicitations@dhs.arkansas.gov, (501) 320-3906.


Vendor Signature

12/20/2023
Date

Bruce Will Baptist Family Ministries, Inc
Company

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

ADDENDUM 2

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: December 19, 2023
SUBJECT: 710-24-0017 Specialized and Private Licensed Placement Agencies

The following change(s) to the above referenced RFP have been made as designated below:

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

CHANGE OF SPECIFICATION(S)

- Section 2.4.L.2 – remove and replace with the following:
Services shall be provided by a mental health provider licensed in the State of Arkansas in the discipline of Social Work or Counseling and shall provide all therapy.

OTHER

- Attachment C Performance Standards – remove and replace with 710-24-0017 Attachment C Performance Standards - Revised
- Technical Response Packet, Item E.2.H – Remove the following:
Provide a detailed summary that includes structured Analysis Family Evaluation (SAFE) training.
- Section 3.1.C – remove and replace with the following chart:

Information for Evaluation Sub-Sections	Maximum Raw Points Possible
E.1 Minimum Qualifications	25
E.2 Approach to Scope of Work	35
E.3 Additional Contract Requirements	15
Total Technical Score	75

Sub-Section's Weighted Percentage	Maximum Weighted Score Possible
25%	175
60%	350
25%	175
100%	700

- Attachment I Client History Form – Remove and replace with 710-24-0017 Attachment I Client History Form - Revised

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Karrie Goodnight, DHS.OP.Solicitations@dhs.arkansas.gov, (501) 320-3906.

Vendor Signature

Date

Free Will Baptist Family Ministries, LLC
Company

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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

IS THIS FOR:

TAXPAYER ID NAME: Free Will Baptist Family Ministries

Goods? ☐ Services? ☒ Both? ☐

YOUR LAST NAME: Robinette

FIRST NAME: Jim

M.I.: _____

ADDRESS: 90 Stanley Lane

CITY: Greenville

STATE: TN

ZIP CODE: 37743

COUNTRY: USA

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:

FOR INDIVIDUALS *

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 [senator, representative, name of board/commission, date 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 MM/YY	To MM/YY		
General Assembly							
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 [senator, representative, name of board/commission, date 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 MM/YY	To MM/YY			
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☒ None of the above applies

ORIGINAL

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 [Signature] Title Chief Operating Officer Date 12/19/2023
Vendor Contact Person Bob Moody Title Arkansas State Director Phone No. (479) 926-0794

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

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03:009

**POLICY: TITLE VI, AGE DISCRIMINATION ACT AND
IMMIGRATION REFORM AND CONTROL ACT (IRCA) and
USCIS UNITED STATES CITIZEN AND IMMIGRATION
SERVICES**

FWBFM complies with all employment eligibility verification requirements, as per the Immigration Reform and Control Act of 1986. IRCA prohibits employers from hiring and employing an individual for employment in the U.S. knowing that the individual is not authorized with respect to such employment. FWBFM is also prohibited from continuing to employ an individual knowing that he or she is unauthorized for employment. This law also prohibits FWBFM from hiring any individual, including a U.S. citizen, for employment in the U.S. without verifying his or her identity and employment authorization on Form I-9, either via paper or electronically.

FWBFM requires applicants or any other person (any legal entity) who through contractual or other arrangements with FWBFM is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations issued under the provisions of Title VI of the Civil Rights Act of 1964. Section 504 of the Rehabilitation Act of 1973 and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which FWBFM received federal assistance from the Human Services Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

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03:010

(CARF Section 1.I. Workforce Development and Management 1. I.1.)

POLICY: EMPLOYMENT STATUS

The purpose of employment status is to help provide uniformity and equity in applying personnel policies and benefits, and to comply with all requirements of The Affordable Care Act as required due to our aggregated large employer status. FWBFM provides affordable, minimum essential health insurance coverage for all eligible employees. All full-time employees (working more than 30 hours per week) are eligible to receive an Offer of Coverage 60 days from hire then thru to the first of the following month (not before 60 days from hire, and no longer than 90 days after hire.) Employees cannot be threatened with firing or disciplinary action for signing up for health insurance coverage. Every eligible employee is required to complete a benefits enrollment process at their time of eligibility regardless of whether they are declining coverage or not. All eligible employees will be provided with the health insurance plan details in advance of their enrollment deadline. All eligible employee waiving health insurance coverage must disclose the reason they are declining the coverage and may be subject to provide proof of other coverage. All employees working less than 30 hours per week are not entitled to an Offer of Coverage.

The employee status definitions apply to all FWBFM employees:

Exempt

Employees whose positions meet specific tests established by the FLSA (Fair Labor Standards Act) and state law and who are exempt from overtime pay.

Non-exempt

Employees whose positions do not meet FLSA exemptions tests and who are compensated at 1.5 times their regular rate of pay for overtime, as required by FLSA law.

Regular Full-time

Hourly employees regularly scheduled to work 36 hours or more per week based on FWBFM policy and work schedules. Salary employees are required to work 40 hours a week.

Regular Part-time

Employees regularly scheduled to work less than 30 hours per week, are paid on an hourly basis. (not eligible for benefits)

Temporary Seasonal

Employees who are hired for a pre-established period and often during peak workload periods, usually working up to no more than 30 hours per week.

Temporary

Employees who are hired to work temporary assignments as needed on an "as needed" basis. (not eligible for benefits)

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Employed as needed with no guarantee of set hours. Designed to supplement full and part time staffing needs.

On occasion, FWBFM may also utilize the services of an agency for temporary workers. These persons are employees of the agency, are recruited and paid by the agency, and are subject to the rules and policies of the agency. They are also, however, expected to abide by all policies and rules of FWBFM while working here.

Human Resources will review your eligibility for company-sponsored benefits. Should you have questions concerning your employment status and/or employee benefits, please see an HR representative.

3:012

(CARF Section 1 I. Human Resources #B.)
(PREA Policy 115.317,

POLICY: PROMOTION POLICY

It is the policy of FWBFM to promote from within whenever possible. Employees are required to submit a letter of interest with current resume to Human Resources for openings in which they have the appropriate knowledge and experience. Factors considered in the selection process include demonstrated skill and ability to perform the new position, prior and current work performance, past and current disciplinary record, attendance records and cooperation with others and attitude.

When a change in status, such as promotion, transfer, etc. does occur, an add/change form does need to be completed and signed by the supervisor, then forwarded to the department of human resources, in a timely manner.

FWBFM will not hire or promote or contract with anyone who has been determined by the court system to have been involved in any incidents of sexual harassment.

It is the intent of FWBFM to treat all qualified persons without discrimination in all employment practices such as: employment, rates of pay or other forms of compensation, assignment of work, benefits, training, upgrade, transfer or promotion, layoff or termination, and all other terms, conditions and privileges of employment.

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.
- Do not include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
E.1 MINIMUM QUALIFICATIONS	
A. Provide information regarding staffing. Identify key personnel that will execute the requirements of this RFP. Include name, status (full time employee or part-time employee), title, role, responsibilities, and credentials.	5 points
B. Provide an organizational chart displaying the overall business structure.	5 points
C. Describe how the Prospective Contractor proposes to maintain sufficient staffing levels to ensure successful implementation of the Scope of Work.	5 points
D. Provide a brief history of the Prospective Contractor's number of years of experience in providing social work or work in a child welfare related field as well as completed training.	5 points
E. Provide a minimum of three (3) different clients where you served as the prime contractor for services of similar size and scope in the past three (3) years. (Attachment I – Client History Form completed and signed).	5 points
E.2 APPROACH TO SCOPE OF WORK	
A. Describe the Prospective Contractor's ability to provide statewide services include the number of homes available and the city they are located in.	5 points
B. Describe how the Prospective Contractor plans to comply with DCFS policy and procedures.	5 points
C. Describe in detail how the Prospective Contractor plans to execute the Scope of Work independent of DCFS.	5 points
D. Describe the Prospective Contractor's admission criteria.	5 points
E. Describe how the Prospective Contractor will work with DCFS to achieve reunification and permanency for children and youth.	5 points
F. State your plan for continued placement support and crisis intervention surrounding placement disruption.	5 points
G. Describe the Prospective Contractor's referral process.	5 points
E.3 ADDITIONAL CONTRACT REQUIREMENTS	
A. State how the vendor proposes to ensure all employees have required background checks.	5 points
B. Describe how you will comply with the reporting and billing requirements stated in this RFP.	5 points
C. Describe your record retention and confidentiality policies.	5 points

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ORIGINAL**E.1 Minimum Qualifications****A. Personnel****Bob Moody-State Director-Full-Time (see attachments A1)****Master's Degree in Education with emphasis in counseling****Bachelor of Education****Retired Lieutenant Colonel US Army (26 years)****Psyop Operation School Honor Graduate****Command and General Staff School****Graduated Leadership Fort Smith****CPR****Relias Training****Responsibilities: Oversee operations in all three facilities, reports directly to corporate in Tennessee, meets with stakeholders throughout Arkansas, all fundraisings for all three facilities.****Deborah Christian-Role: Administrator- Full-Time (see attachments A2)****Bachelor of Science Organizational Leadership****SAFE Training****SAFE Supervisor Training****CPI****CPR****Relias Training****Responsibilities: Oversee all programs; Operations- Ensure compliance in every area and complete reports and billing, Administration- Meet with Administrative staff, DCPs, Foster Parents, DHS, clients and other stakeholders to access situations and resolve, Procurement of New Foster parents and Direct Care Professionals, Training Foster Parents and Direct Care Professionals, attend events and speaking engagements.**

April Haugh- Role: Administrative Assistant/ Supervisor Emergency Shelter Staff -Full-Time (see attachments A3)

8 Years Experience in direct care

SAFE Training

Train the Trainer National Training & Development Curriculum

CPI

CPR

Relias Training

Administrator Assist Responsibilities: Accept referrals and presents to team for analysis, perform intakes and discharges of clients as necessary. Invoice/receipt coding, Schedule all outside maintenance, order and set up food bank appointments. Assist administrator and case manager with projects. Co-trainer for foster parent training Conduct home studies for perspective foster parents. Is a vital part of team meetings and process improvement. Performs other duties as assigned.

Emergency Shelter Supervisor Responsibilities: Work with Direct Care Professionals to ensure coverage in the Emergency Shelter, attend monthly staff meetings, order supplies, emergency drill training, covering the emergency shelter when short staffed. Assist Case Managers in enrolling children in school and other appointments as requested. Perform other duties as assigned.

Jay Shelton- Role: Case Manager Off Campus Homes-Part Time (see attachments A4)

Master of Business Administration

Bachelor of Science in Management

Associate Degree in General Studies

Associate Degree in Personnel Management

Associate Degree in Personnel Systems (Data Management)

Retired Senior Master Sergeant (26 years)

USAF Senior Noncommissioned Officer Academy, Distinguished Graduate

USAF Noncommissioned Officer Academy, Distinguished Graduate

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USAF Noncommissioned Officer Leadership School, Distinguished Graduate

Formal training on Microsoft Office products: Access I/II, Excel, Outlook, PowerPoint, Project '98, PeopleSoft, SuccessFactors and minor Oracle Database training

National Incident Management System ICS-100: Introduction to the Incident Command Center

National Incident Management System ICS-200: ICS for Single Resources and Initial Action Incidents

National Incident Management System ICS-300: Intermediate ICS for Expanding Incidents

National Incident Management System ICS-400: Advanced ICS for Command and General Staff

CPI

CPR

Relias Training

Responsibilities: Oversees administration of off campus foster care homes (acts as the relief for on campus case manager during vacations or medical leave), by performing visits and inspections of clients in accordance with policies and procedures. Receives referrals and presents to team for analysis, performs intakes/discharges and of client, collaborates with DHS and other stakeholders in case planning, and schedules appropriate medical/dental/vision/counseling appointments. Updates and maintains Extended Reach management system for assigned clients and performs training for Emergency Shelter Residential Technicians and foster care families. Is a vital part of team meetings and process improvement. Performs other duties as assigned.

Vorris Williams- Role: Case Manager On Campus Homes/Emergency Shelter- Full Time (see attachments A5)

Bachelor of Science Criminal Justice

Associate of Arts Degree

Safe Crisis Management Staff Certification Training

Basic Detention Officer Certification Course

24-Hour Mental Health Training Conference

CPR

Relias Training

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Responsibilities: Oversees administration of on campus foster care homes (acts as the relief for off campus case manager during vacations or medical leave), by performing visits and inspections of foster homes in accordance with policies and procedures. Receives referrals and presents to team for analysis, performs intakes/discharges and of client, collaborates with DHS and other stakeholders in case planning, and schedules appropriate medical/dental/vision/counseling appointments. Updates and maintains Extended Reach management system for assigned clients and performs training for Emergency Shelter Residential Technicians and foster care families. Is a vital part of team meetings and process improvement. Performs other duties as assigned.

Tim Lee- Development Officer/ Training Coordinator- Full-Time (see attachments A6)

Bachelor of Science Organizational Leadership

CPI Trainer Certification

CPR

Relias Training

Responsibilities: The Training Coordinator will be to provide and track all of the annual CPI training for the Arkansas staff. In addition, the position will coordinate and track Relias training for all new hires as well the required annual training, work with the administrators and staff in Arkansas and at FWBFM to fully implement Extended Reach, and assist with the implementation of Net Facilities.

B. (see attachment B1)

C. Our organization utilizes several different strategies to acquire competent staff:

Indeed Ads

Social Media Posts

Referral Bonuses to existing staff and new hires

Job opportunities shared during meetings from our Field Representative and State Newsletter in FWB churches throughout the state

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We also cross-train our existing staff to ensure client's needs are satisfied (see attachment C1)

D. FWBFM has been serving Arkansas children and families since 2004 with the opening of Florence Crittenton, then we opened the Maggie House in 2015. Young Children's Home opened its doors in 2017 to meet the placement challenges that the State of Arkansas was facing keeping large sibling groups together. These residential homes utilized the House Parent model. 2018 brought more growth through the addition of the Massey Activity Center (which houses the administrative offices, conference room and an activity room) and the designation of one home on campus as an Emergency Shelter at the request of the state. Due to legislative changes our program changed again, and our residential program morphed into a Foster Care Program, and we began to branch off campus to open new foster homes in seven counties. Although our program has changed our mission to unify and preserve families and provide a loving, caring and secure environment in which to live, work and grow in the Lord has not! As of November 2023, we have served over 390 children from all over the state between our various programs.

E. (See attachment I) FWBFM & Young Children's Homes does not have any contracts with other agencies or businesses. Submitted references from our local bank, a board member and one of our foster families. (See attachment I-2)

E.2 Approach to Scope of Work

A. Currently we can open foster homes in the following counties: Sebastian, Crawford, Scott, Franklin, Logan, Johnson and Yell. We accept referrals from all over the state and meet with foster parents to determine if referral will be a good fit for their home.

Open Home List:

Sebastian County- Fort Smith -3, two of which are on campus.

Logan count- Booneville-2

Crawford County- Rudy- 1

B. FWBFM Young Homes provides the licensing manual to our new foster parents during our training and allows time during training to discuss policies and procedures. We also visit each open home monthly to ensure they comply as well as being available by phone or email to answer questions as they arise. We utilize our agency Walk- Thru form to evaluate any areas in the home that are not in-line with licensing and upon next visit ensure the issue has been corrected. Agency Case Managers visit each juvenile client and foster homes and provide DCFS written monthly progress reports to ensure compliance with DCFS policies and procedures. Our Agency also works closely with our Licensing Specialist on issues and concerns on a regular basis.

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Agency is also in weekly contact with DCFS state representatives concerning placement and removal issues.

C. Our Agency representatives are well versed in DCFS policies and have received in-depth training on the Scope of Work. Case Managers have broad knowledge of Scope of Work requirements through both education and experience. Case Managers provide monthly progress reports including both general and detailed information to include behavioral, academic, life skills, health and family contacts. Case Managers also work with all stakeholders including the child to create an ITP (Individual Treatment Plan) upon entering our program and IPP's (Individual Program Plan) periodically. Using our Extended Reach (ER) management system, reports are electronically recorded and sent to DCFS for their review and electronic signatures. We also utilize ER to ensure that each child in care receive all necessary services to include medical, dental, vision, educational, and mental health services.

D. Children placed in our foster homes must be between the ages of 0-18 and capable of attending public school or day care, they cannot have an open case of suspected sexual misconduct or be a known sexual offender, be extremely physically aggressive, and/or actively psychotic. Foster parents are ultimately the deciding factor to whether a child is placed in their home.

E. First, we spend time during training discussing biases toward biological parents and how important it is to show respect for their position in their child's life. We also instruct foster parents to follow all court and DHS recommendations concerning contact and visits. We have a visitation Facilities available on campus where siblings, parents, CASA, DHS, Attorney Ad Litem, therapists and Optum evaluators visits can occur. The organization will assist all placements with transportation as needed.

F. Our Case Managers visit the homes monthly and communicate with the foster families on a weekly basis. Foster parents are provided a list of numbers of all administration when they enlist with our organization, so they can reach out to us when the need arises. FWBFM Young Home Administrative Staff is available 24 hours a day 7 days a week. They are also provided the mobile accessors number should their foster child need emergency mental health services. They are gifted a copy of **The Connected Child** during training and encouraged to learn everything they can on trauma informed care. Moreover, we believe honesty is a big key to prevention and we have an open-door policy, and our families know they are not alone and that they will be understood and not Judged or made to feel that their situation is unimportant or insignificant. Case Managers work closely with their families to identify issues and concerns early to establish safety plans and process improvements to intercede prior to disruptions by offering wrap around services up to and including respite care if need be. Once possible disruption is identified, the Agency collaborates with DCFS, service providers and other agencies to identify alternatives to

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removal. If disruption continues, our organization will work with all stakeholders to identify alternative placement.

G. Our Agency uses various referral sources to include DCFS and other agency referral leads. Agency uses both verbal and written (email and text) referrals. All employees (Administrator, Administrative Assistant and Case Managers) are trained to take all referrals and are available 24 hours a day 7 days a week. Once a referral is made, our representatives take an in-depth analysis of the referral for discussion among the staff to ensure potential placement is appropriate for the juvenile in question. In-depth analysis includes such items as medication requirements, placement history, family history, time-in-care, etc. Information is shared with the foster family and if they accept the child, we send our placement packet to DCFS to complete and then arrange placement time and date. Case Manager is in attendance when child is placed in the home to ensure a smooth transition, that both the foster parent and the child understand house rules and policies and to provide any immediate needs that may arise. All referrals are tracked and kept for analysis as required.

H. The Administrator is the SAFE Supervisor and has also been trained as a SAFE Practitioner, and the Administrative Assistant is the SAFE Practitioner. Both were trained through the Consortium for Children and received certificates of completion. (see attachment A2 & A3) FWBFM Young Homes organization follows all the requirements that were presented during the training to ensure that foster families that we license are safe (all background checks, and family and friends' interviews completed) and stable (mentally, physically, emotionally, and financially through doctor exams, medication lists, therapist notes, employment and financial records and interview questions).

E3

A. FWBFM Young Homes follow our corporate policy as stated in the organization's handbook; "It is the agency's policy to perform background and reference checks, to ensure individuals who join FWBFM are qualified and have a strong potential to be productive and successful. It is the policy of FWBFM to investigate the background of each prospective employee, volunteer, subcontractor, etc. through background check and/or criminal check, fingerprint check, sex offender registry, abuse registry, CPS search, driver's record check, credential verification, including license verification (when applicable) and the county(s) of residence for past six months. All job offers, contracting and employment are subject to successful completion of required tests. Job offers will be revoked if applicant does not pass required checks. Once the reference checks are completed, an offer will be made to the applicant by Human Resources or supervisor, contingent upon successful completion of all required background checks and required employment documentation. Upon acceptance of the offer, the applicant will be required to sign the offer. Prior to employment, the applicant will be given a copy of the employee handbook and must read the handbook and sign the acknowledgement form." FWBFM perform rechecks every two years or as deemed necessary by our organization.

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- B. FWBFM will submit a monthly report to DCFS by the tenth (10) working day of the month for the preceding month that includes but not limited to the following information: names of referral received by date, current children who are in placement, reasons for discharges on each child, current agency concerns. FWBFM will submit monthly billing invoices through the online CHRIS system by the tenth (10) day of the month. FWBFM will submit a certificate of compliance on all performance indicators with the monthly billing.
- C. See attachment E3 C (Record Retention and Confidentiality Policy)

COUNTIES

- Instructions:** Select each county in which services can be provided by the Prospective Contractor. (Refer to Attachment J State Map of Counties).

Arkansas	
Ashley	
Baxter	
Benton	
Boone	
Bradley	
Calhoun	
Carroll	
Chicot	
Clark	
Clay	
Cleburne	
Cleveland	
Columbia	
Conway	
Craighead	
Crawford	✓
Crittenden	
Cross	
Dallas	
Desha	
Drew	
Faulkner	
Franklin	✓
Fulton	

Garland	
Grant	
Greene	
Hempstead	
Hot Spring	
Howard	
Independence	
Izard	
Jackson	
Jefferson	
Johnson	✓
Lafayette	
Lawrence	
Lee	
Lincoln	
Little River	
Logan	✓
Lonoke	
Madison	
Marion	
Miller	
Mississippi	
Monroe	
Montgomery	
Nevada	

Newton	
Ouachita	
Perry	
Phillips	
Pike	
Polk	
Poinsett	
Polk	
Pope	
Prairie	
Pulaski	
Randolph	
Saline	
Scott	✓
Searcy	
Sebastian	✓
Sevier	
Sharp	
St. Francis	
Stone	
Union	
Van Buren	
Washington	
White	
Woodruff	
Yell	✓

All counties (Statewide)	
--------------------------	--

ORIGINAL

SECTION 2.3 MINIMUM QUALIFICATIONS

Please select one (1) of the following:



Currently licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board.

If the Prospective Contractor is currently licensed, the Prospective Contractor must provide with bid submission a copy of licensure.



NOT currently licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board.

If the Prospective Contractor is not currently licensed, the Prospective Contractor must complete and sign the Statement of Attestation located on page 7 of this response packet.

ORIGINAL

710-24-0017

ORIGINAL

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

**Free Will Baptist Family Ministries, Inc.
Curt, Cliff & Opal Young Children's Home**

**11207 CUSTER BLVD
FORT SMITH, AR 72916**

Is hereby issued Residential license #: 244

FOR THE PURPOSE OF OPERATING, IN THE STATE OF ARKANSAS, THE FOLLOWING:

RESIDENTIAL CHILD CARE FACILITY FOR 32 CHILDREN AGES 5 TO 18

THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 07/25/2017 AND WILL REMAIN IN EFFECT UNLESS THERE IS A STATUS CHANGE.

In Witness whereof



Chairman, Child Welfare Agency Review Board

Date: 07/25/2017

ORIGINAL

E1-A1

Certificate of Course Completion

This is to certify that

Bob Moody of FWBFM

has completed the course

Defensive Driver Training

Sponsored By



**PHILADELPHIA
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

Score: 95%

Date: 1/30/2017

1/30/17
BGM

RELIAS

ORIGINAL

710-24-0017
E1-A1

Moody, Bob Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Acting with Diplomacy and Tact	3/4/2019 10:51AM Central Standard Time	0.60	68	Relias Learning	Free Will Baptist Family Ministries
Active Shooter 2.0	3/4/2019 10:04AM Central Standard Time	0.20	100	Relias Learning	Free Will Baptist Family Ministries
Attachment Disorders: Assessment, Diagnosis, and Treatment	2/28/2019 12:48PM Central Standard Time	1.50	85	Relias Learning	Free Will Baptist Family Ministries
Attachment Disorders: Attachment and Trauma	2/27/2019 4:24PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Bi terrorism	2/14/2019 9:01AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Bloodborne Pathogens	2/14/2019 9:46AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Child and Adolescent Psychopharmacology	3/1/2019 1:31PM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Corporate Compliance and Ethics	2/18/2019 2:26PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
De-escalating Hostile Clients	2/19/2019 5:42PM Central Standard Time	1.50	92	Relias Learning	Free Will Baptist Family Ministries
Defensive Driving: The Basics	2/11/2019 10:19AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages: Birth to Five Years Old	2/26/2019 10:15AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages: School-Age through Adolescence	2/26/2019 8:23PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Electrical Safety	2/11/2019 12:24PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Fire Safety	2/11/2019 3:11PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Grief and Loss	2/22/2019 11:27AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Groundwork for Multicultural Care	2/27/2019 9:38AM Central Standard Time	1.25	91	Relias Learning	Free Will Baptist Family Ministries
Handling Food Safely	2/18/2019 9:22AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Hazardous Chemicals: SDS	2/14/2019 10:16AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS**ORIGINAL**710-24-0017
E1-A1**Moody, Bob Official Transcript**

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
HIV: Basic	2/18/2019 10:05AM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Identifying And Preventing Child Abuse And Neglect	2/27/2019 1:33PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting	2/20/2019 10:16AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Inclusion: Children with Disabilities	2/26/2019 5:41PM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Infection Control: The Basics	2/14/2019 10:36AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Intentional Peer Support - A Different Kind of Relationship	2/21/2019 9:35AM Central Standard Time	2.00	93	Relias Learning	Free Will Baptist Family Ministries
Introduction to Trauma-Informed Care	2/20/2019 4:24PM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services: Paraprofessionals	2/21/2019 10:53AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Motivational Interviewing	2/20/2019 9:58AM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Paraprofessionals	2/21/2019 11:53AM Central Standard Time	1.50	85	Relias Learning	Free Will Baptist Family Ministries
Person-Centered Planning	2/20/2019 3:18PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Positive Behavior Support for Children	2/22/2019 3:01PM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries
Preventing Slips, Trips and Falls	2/14/2019 10:56AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Social and Emotional Development in Early Childhood	2/27/2019 8:39AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Suicide Risk Factors, Screening, and Assessment	2/19/2019 6:28PM Central Standard Time	1.25	91	Relias Learning	Free Will Baptist Family Ministries
The Risk Management Process - From Identification to Monitoring Results	2/20/2019 2:26PM Central Standard Time	1.50	92	Relias Learning	Free Will Baptist Family Ministries
Traumatic Stress Disorders in Children and Adolescents	2/27/2019 2:51PM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Tuberculosis: The Basics	2/15/2019 4:18PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-A1

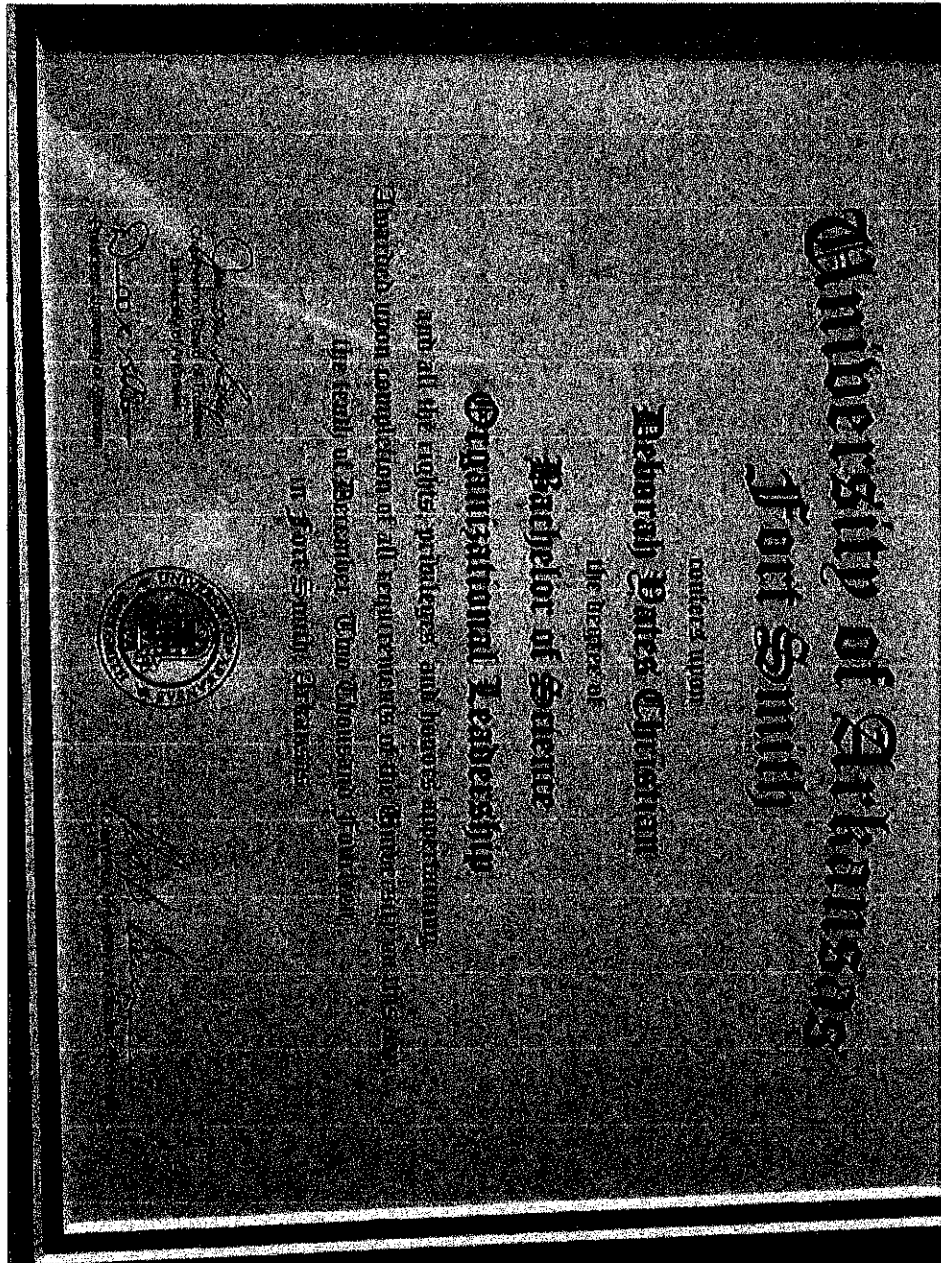
Moody, Bob Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Welcome to Relias	1/24/2019 2:38PM Central Standard Time	0.00	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Emergencies and Natural Disasters: An Overview	2/18/2019 2:05PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Emergencies and Natural Disasters: Tornadoes	2/11/2019 12:05PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Safety: The Basics	2/11/2019 11:41AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Violence	2/11/2019 11:09AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

Total Hours: 42.05

ORIGINAL

71D-24-0017
E1-A2



Certificate of Completion

This certificate is presented to

Deborah Christian

For successfully completing

SAFE Supervisor Training

For a total of 6.00 credit hours on

12/01/2021

ZOOM



MIDSOUTH
COLLEGE OF BUSINESS,
HEALTH, AND HUMAN SERVICES


Gigi Peters, LMSW
Executive Director

Certificate of Completion

This certificate is presented to

Deborah Christian

ORIGINAL

For successfully completing

Structured Analysis Family Evaluation (SAFE) Training

For a total of 12.00 credit hours on

11/30/2021

ZOOM



MIDSOUTH
COLLEGE OF BUSINESS,
HEALTH, AND HUMAN SERVICES

Gigi Peters, LMSW
Executive Director

710-24-0017
E1-A2

ORIGINAL

Certificate of Completion

This certificate is presented to

Deborah Christian

For successfully completing

Foster PRIDE / Adopt PRIDE Orientation Training

For a total of 12.00 credit hours on

08/26/20

ZOOM

UA MIDSOUTH
TRAINING ACADEMY
LITTLE ROCK
SCHOOL OF SOCIAL WORK

Gigi Peters, LMSW
Executive Director



CERTIFICATE *OF* PARTICIPATION

This certificate certifies that

Deborah Christian

Has completed 10.5 hours of training for the



**National Train and
Development Curriculum**
FOR FOSTER AND ADOPTIVE PARENTS

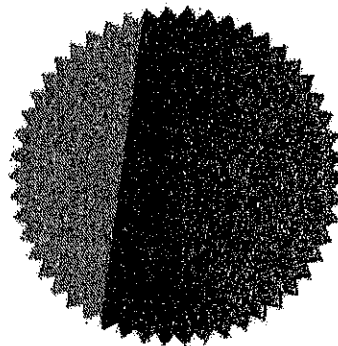
ORIGINAL

FACILITATORS:

Sarah Horton Bobo (M.A.) & Kim Stevens
(M.Ed.)

DATE:

October 23rd - 25th, 2023



El-A7

710-24-0017

Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:

Standard - CPR / AED

(Adult / Child / Infant)

Automated External Defibrillator (AED)

ORIGINAL

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

Deborah Elise Christian

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the **2020** ECC/ILCOR and AHA® guidelines. ID# **BDBD9B1**

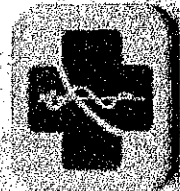
Completion: **August 31, 2022**

Instructor: **Paul J. Scruton**

Signature: *Paul Scruton*

COURSE PROVIDED BY:

NationalCPRFoundation



E1-A2

710-24-0017

ORIGINAL



ServSafe® CERTIFICATION

DEBORAH CHRISTIAN

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

5587

EXAM FORM NUMBER

11/1/2027

DATE OF EXPIRATION

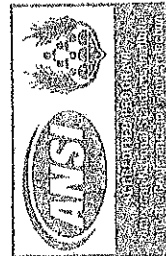
22891608

CERTIFICATE NUMBER

11/1/2022

DATE OF EXAMINATION

local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman Brown

Sherman Brown
Executive Vice President, National Restaurant Association Solutions

In accordance with Maritime Labor Convention (2005), Resolution ADM N.048-2013 (Regulation 3.2, Standard A3.2),
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12/1/08/11

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60605-6383 or ServSafe@restaurant.org.

ORIGINAL

***“The Bio-Psycho-Social Impact of Technology on
Humans and Media Safety”***

Presenters:

**Ryan Ropp, LMSW
Alyssa Blakeney, BA**

**Arkansas Association of Homes for Children
18th Annual
Case Manager Workshop**

Certificate of Attendance

Is hereby awarded to:

Deborah Christian

**3 Clock hours of Training
Thursday April 30th, 2020
9:00 a.m. – 12:00 noon**

**Zoom Video Communications: Webinar
Speaker Locations:
Jonesboro & Paragould, AR**

Ryan Ropp

Alyssa Blakeney

RELIAS

ORIGINAL

710-24-0017

E1-A2

Christian, Deborah Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
All Staff Handbook	8/16/2019 12:40PM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
All Staff Handbook (updated 2-16-23)	5/5/2020 1:54PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	9/21/2022 3:22PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	8/23/2023 9:20AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	9/16/2022 6:51AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	8/23/2023 9:25AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Arkansas Emergency Codes and Procedures	8/23/2023 9:27AM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
Assessing and Screening for Suicide Risk	8/23/2023 9:36AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Assessing Risk of Other-Directed Violence in Children and Adolescents	9/15/2022 7:57PM Central Standard Time	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Assessing Risk of Other-Directed Violence in Children and Adolescents	5/12/2023	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Assessing Risk of Other-Directed Violence in Children and Adolescents	8/23/2023 9:51AM Central Standard Time	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Attachment Disorders: Attachment and Trauma	8/16/2019 3:08PM Central Standard Time	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Automobile Insurance	11/28/2022	0.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Automobile Insurance	5/28/2023	0.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Avoid Procrastination by Getting Organized Instead	3/11/2021 11:34AM Central Standard Time	0.40	92	Relias Learning	Free Will Baptist Family Ministries
Basics of Defensive Driving	9/20/2022 7:46AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Basics of Defensive Driving	8/21/2023 11:31AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Best Practices in Suicide Screening and Assessment	9/13/2022 6:50PM Central Standard Time	2.00	80	Relias Learning	Free Will Baptist Family Ministries
Best Practices in Suicide Screening and Assessment	9/20/2022 9:01AM Central Standard Time	2.00	90	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-A2

Christian, Deborah Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Building a Multicultural Care Environment	9/20/2022 7:16AM Central Standard Time	1.75	90	Relias Learning	Free Will Baptist Family Ministries
Bullying in the Workplace	4/18/2023 9:26AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Bullying in the Workplace	8/23/2023 10:19AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Bullying Prevention and Intervention	8/19/2019 10:39AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Bullying Prevention and Intervention Strategies	8/21/2023 3:23PM Central Standard Time	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Bullying: Strategies for Prevention and Intervention	9/28/2022 3:05PM Central Standard Time	1.25	91	Relias Learning	Free Will Baptist Family Ministries
Calming Children in Crisis	4/5/2021 2:52PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Chemical Labeling and Safety Data Sheets Self-Paced	4/17/2023 3:37PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Children with Disabilities Development and Inclusion	9/20/2022 12:49PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Children with Disabilities Development and Inclusion	8/24/2023 11:10AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Corporate Compliance and Ethics	8/19/2019 11:15AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
CPR & First Aid	8/31/2022	6.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Crisis Intervention for Individuals with Developmental Disabilities	3/22/2021 12:00AM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Crisis Prevention & Intervention	5/16/2023	4.00	N/A	Deborah Stripling	Free Will Baptist Family Ministries
Crisis Prevention & Intervention	5/16/2023	4.00	N/A	Deborah Stripling	Free Will Baptist Family Ministries
Customer Service	8/16/2019 1:14PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Cyber-security	9/10/2019 12:11PM Central Standard Time	1.00	100	Shannon Lane	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	9/20/2022 9:17AM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	8/23/2023 10:20AM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries

RELIAS**ORIGINAL**710-24-0017
E1-A2**Christian, Deborah Official Transcript**

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
De-escalating Hostile Clients	8/21/2019 11:27AM Central Standard Time	1.50	92	Relias Learning	Free Will Baptist Family Ministries
Defensive Driving: The Basics	8/16/2019 4:19PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Developmental Concerns In Childhood and Adolescence	4/17/2023 3:12PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Concerns In Childhood and Adolescence	8/23/2023 10:34AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Concerns, Childhood to Adolescence	9/30/2019 1:43PM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages from Birth to Five Years Old	9/20/2022 1:41PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages from Birth to Five Years Old	8/23/2023 10:26AM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages: Birth to Five Years Old	8/22/2019 4:52PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Employee Orientation	8/21/2019 2:05PM Central Standard Time	1.00	90	Shannon Lane	Free Will Baptist Family Ministries
Employee Orientation from CEO	9/13/2022 7:01PM Central Standard Time	1.00	90	Shannon Lane	Free Will Baptist Family Ministries
Essentials of HIPAA	9/21/2022 12:48PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Essentials of HIPAA	8/24/2023 11:03AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	9/16/2022 11:02AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	8/23/2023 11:59AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Fire Safety	8/19/2019 12:11PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	9/16/2022 7:56AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	8/24/2023 1:56PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
FWBFM Safety Strategies/ Emergency Procedures	11/11/2022 11:35AM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-AZ

Christian, Deborah Official Transcript

Course Name	Completed:	Hours	Final Exam Score	Instructor Name	Organization
Grief and Loss	8/26/2019 1:51PM Central Standard Time	1.50	90	Relias Learning	Free Will Baptist Family Ministries
Groundwork for Multicultural Care	8/27/2019 12:38PM Central Standard Time	1.25	91	Relias Learning	Free Will Baptist Family Ministries
Hand Hygiene: The Basics	5/5/2020 2:05PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Handling Food Safely	8/23/2019 12:56PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
HIPAA Overview	8/27/2019 1:09PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Identifying And Preventing Child Abuse And Neglect	8/27/2019 10:21AM Central Standard Time	1.50	92	Relias Learning	Free Will Baptist Family Ministries
Identifying and Responding to Child Abuse and Neglect	11/14/2022 2:03PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Identifying and Responding to Child Abuse and Neglect	8/23/2023 10:39AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting	8/28/2019 10:54AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting in Behavioral Health	9/21/2022 3:37PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting in Behavioral Health	8/23/2023 5:07PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Inclusion: Children with Disabilities	8/23/2019 4:05PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Infection Control: The Basics	8/22/2019 5:42PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Intentional Peer Support - A Different Kind of Relationship	9/30/2019 1:29PM Central Standard Time	2.00	93	Relias Learning	Free Will Baptist Family Ministries
Introduction to Cultural Variations in Behavioral Health for Paraprofessionals	8/23/2023 11:21AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Introduction to Motivational Interviewing	11/14/2022 12:21PM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Introduction to Motivational Interviewing	8/23/2023 10:55AM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Introduction to Trauma-Informed Care	9/10/2019 4:50PM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS**ORIGINAL**710-24-0017
E1-A2**Christian, Deborah Official Transcript**

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Maintaining Professional Boundaries	9/28/2022 3:37PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Maintaining Professional Boundaries	8/23/2023 11:40AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	9/10/2019 12:21PM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	11/11/2022 10:53AM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	8/23/2023 11:46AM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries
Motivational Interviewing	9/5/2019 12:31PM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	8/27/2019 11:08AM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	11/14/2022 12:37PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	8/23/2023 12:53PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Overview of Substance Use Disorders: Part 1	9/3/2019 2:45PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Person-Centered Planning In Behavioral Health	8/30/2019 9:31AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Positive Behavior Support for Children	8/30/2019 1:14PM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Preventing Slips, Trips and Falls	8/26/2019 2:17PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Prison Rape Elimination Act (PREA)	9/16/2022 11:12AM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
Prison Rape Elimination Act (PREA)	8/23/2023 12:55PM Central Standard Time	1.00	90	Shannon Lane	Free Will Baptist Family Ministries
Providing Customer Service	9/15/2022 8:52PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Providing Customer Service	8/21/2023 1:58PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Security Awareness Training Level I	9/16/2022 5:46AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-A2

Christian, Deborah Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Security Awareness Training Level I	8/24/2023 10:37AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment for Employees	8/16/2019 3:50PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment: What Employees Need to Know	9/16/2022 8:14AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment: What Employees Need to Know	8/24/2023 11:40AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Social and Emotional Development in Early Childhood	9/3/2019 1:57PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Strategies for Preventing and De-escalating Hostile Situations	9/21/2022 3:48PM Central Standard Time	1.00	95	Relias Learning	Free Will Baptist Family Ministries
Strategies for Preventing and De-escalating Hostile Situations	8/24/2023 11:49AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Suicide Risk Factors, Screening, and Assessment	9/3/2019 10:05AM Central Standard Time	1.25	91	Relias Learning	Free Will Baptist Family Ministries
The Basics of Workplace Safety	8/21/2023 2:33PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Title VII	9/24/2019 11:45AM Central Standard Time	1.00	90	Lisa Simpson	Free Will Baptist Family Ministries
Title VI	11/11/2022 12:13PM Central Standard Time	1.00	90	Lisa Simpson	Free Will Baptist Family Ministries
Title VI	8/24/2023 11:42AM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
Transmission-Based Precautions	5/5/2020 4:17PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Traumatic Stress Disorders in Children and Adolescents	8/23/2019 11:10AM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Tuberculosis: The Basics	8/23/2019 11:39AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Understanding Human Trafficking	9/14/2022 5:16AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Understanding Human Trafficking	8/23/2023 4:36PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Understanding Workplace Violence	4/10/2023 3:53PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-AZ

Christian, Deborah Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Understanding Workplace Violence	8/23/2023 1:17PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Workplace Emergencies and Natural Disasters: An Overview	8/28/2019 10:38AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Workplace Safety: The Basics	8/19/2019 11:47AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Safety: The Basics	9/16/2022 8:52AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Violence	8/21/2019 2:32PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

Total Hours: 121.65

ORIGINAL

Certificate of Completion

SAFE - Structured Analysis Family Evaluation

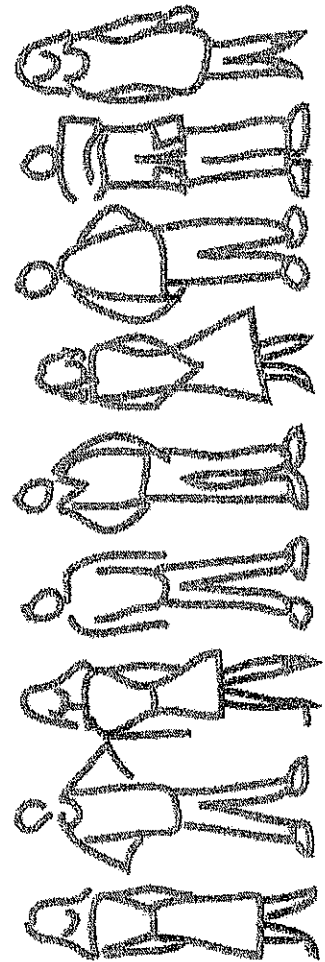
This is to certify that

April Haugh

has completed 12 hours of SAFE Training and is certified to perform SAFE Home Studies

11/29/2021-11/30/2021

Date(s):



Kelly Castaneda

Kelly Castaneda
Executive Director

CERTIFICATE OF PARTICIPATION

This certificate certifies that

April Haugh

Has completed 105 hours of training for the



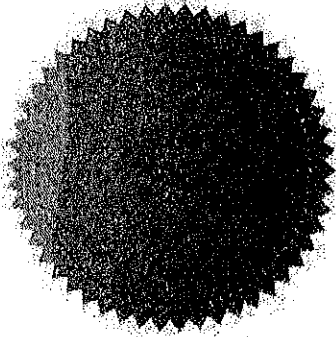
**National Training and
Development Curriculum**
FOR FOSTER AND ADOPTIVE PARENTS

FACILITATORS:

Sarah Horton Bobo (M.A.) & Kim Stevens
(M.Ed.)

DATE:

October 23rd - 25th, 2023



CERTIFICATE OF COMPLETION

This certificate is presented to:

APRIL HAUGH

FOR THE SUCCESSFUL COMPLETION OF

30 HOURS OF PRIDE TRAINING

Young
Children's
Home

Bonnie Stone


Bonnie Stone, Administrator

April 20, 2021
Date

ADVISOR OF
SANTA FE COUNTY

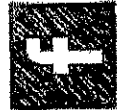
ORIGINAL

Printable Wallet Card

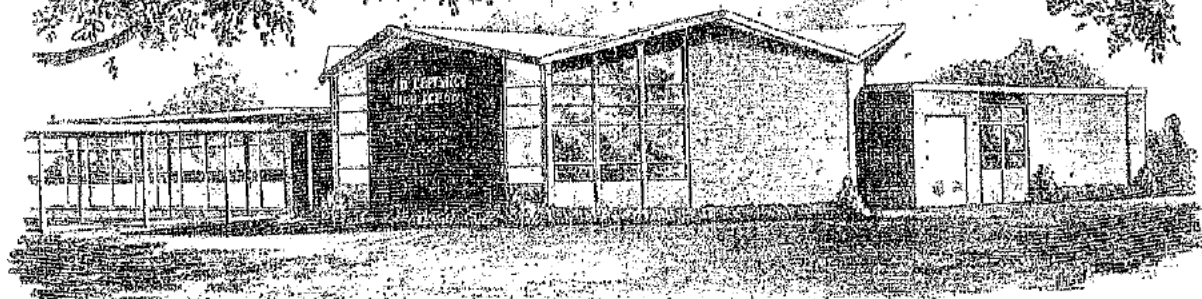
 NationalCPRFoundation™ Provider Card	
Student: April Haugh	
The mentioned individual is now Certified in the mentioned Course by demonstrating proficiency by successfully passing the Examination in accordance with the Terms and Conditions of National CPR Foundation (NCPRF). Valid for 2 years.	
(Infant, Child, Adult) ID#: 9765F2 Certificate: CPR / AED / First-Aid	Date: 5-6-22
Course administered by National CPR Foundation in Accordance with the 2020 ECC/ILCOR and AHA? guidelines	

NationalCPRFoundation.com

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ORIGINAL



J. D. Leftwich High School

Magazine



Arkansas

April Dahn Morris

having completed in a satisfactory manner the regular Course of Study
as prescribed for the High School Department is entitled to receive this

Diploma

by order of The Board of Education

May eighteenth, two thousand one



Don E. Dickens
President of Board

Joe Cheney
Secretary of Board

James D. Doane
Superintendent
Clarence E. Ruffe
Principal

RELIAS

ORIGINAL

710-24-0017

E1-A3

Haugh, April Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
All Staff Handbook	7/4/2019 9:04AM Central Standard Time	1.00	90	Shannon Lane	Free Will Baptist Family Ministries
All Staff Handbook (updated 2-16-23)	5/5/2020 12:09PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	12/21/2022 2:04PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	7/8/2023 9:09AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	12/21/2022 1:14PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	7/6/2023 9:14AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Assessing and Screening for Suicide Risk	7/11/2023 2:23PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Assessing Risk of Other-Directed Violence in Children and Adolescents	10/25/2022 10:56AM Central Standard Time	1.25	80	Relias Learning	Free Will Baptist Family Ministries
Assessing Risk of Other-Directed Violence in Children and Adolescents	7/11/2023 2:27PM Central Standard Time	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Attachment Disorders: Attachment and Trauma	7/8/2019 4:59PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Automobile Insurance	2/22/2023	0.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Automobile Insurance	9/5/2023	0.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Avoid Procrastination by Getting Organized Instead	3/16/2021 9:09AM Central Standard Time	0.40	81	Relias Learning	Free Will Baptist Family Ministries
Basics of Defensive Driving	9/19/2022 3:20PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Basics of Defensive Driving	7/11/2023 2:30PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Best Practices in Suicide Screening and Assessment	12/21/2022 12:46PM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Building a Multicultural Care Environment	12/21/2022 12:35PM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries
Bullying in the Workplace	3/2/2023 3:52PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Bullying Prevention and Intervention	7/8/2019 8:20PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries

Haugh, April Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Bullying Prevention and Intervention Strategies	7/11/2023 2:34PM Central Standard Time	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Bullying: Strategies for Prevention and Intervention	12/8/2022 4:05PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Calmng Children in Crisis	3/16/2021 9:32AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Children with Disabilities: Development and Inclusion	12/21/2022 1:10PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Children with Disabilities: Development and Inclusion	7/11/2023 2:40PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Corporate Compliance and Ethics	7/8/2019 2:48PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
CPR & First Aid	5/6/2022	6.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Crisis Intervention for Individuals with Developmental Disabilities	3/16/2021 10:40AM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Crisis Prevention & Intervention	5/16/2023	4.00	N/A	Deborah Stripling	Free Will Baptist Family Ministries
Customer Service	7/8/2019 2:49PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Cyber-security	5/5/2020 12:09PM Central Standard Time	1.00	100	Shannon Lane	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	11/8/2022 3:51PM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	7/11/2023 2:41PM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
De-escalating Hostile Clients	7/7/2019 7:24PM Central Standard Time	1.50	85	Relias Learning	Free Will Baptist Family Ministries
Defensive Driving: The Basics	7/7/2019 4:38PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Concerns in Childhood and Adolescence	7/11/2023 2:58PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Concerns, Childhood to Adolescence	7/8/2019 9:54PM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Developmental Concerns, Childhood to Adolescence	12/21/2022 12:23PM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages from Birth to Five Years Old	12/21/2022 1:02PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-A3

Haugh, April Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Developmental Stages from Birth to Five Years Old	7/11/2023 3:01PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages: Birth to Five Years Old	7/8/2019 10:11PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Employee Orientation	7/8/2019 10:13PM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
Employee Orientation from CEO	4/20/2022 2:38PM Central Standard Time	1.00	100	Shannon Lane	Free Will Baptist Family Ministries
Essentials of HIPAA	12/21/2022 2:21PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Essentials of HIPAA	7/17/2023 4:07PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	12/21/2022 1:04PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	7/18/2023 8:41AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Fire Safety	7/7/2019 7:38PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	9/19/2022 1:06PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	7/18/2023 11:23AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
FWBFM Safety Strategies/ Emergency Procedures	12/21/2022 12:26PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
FWBFM Safety Strategies/ Emergency Procedures	7/18/2023 1:05PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
Grief and Loss	7/26/2019 9:58PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Groundwork for Multicultural Care	7/19/2019 9:55AM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Hand Hygiene: The Basics	5/5/2020 12:21PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Handling Food Safety	7/22/2019 10:50AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
HIPAA Overview	7/7/2019 5:35PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-A3

Haugh, April Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Identifying And Preventing Child Abuse And Neglect	7/20/2019 8:59AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Identifying and Responding to Child Abuse and Neglect	12/21/2022 1:22PM Central Standard Time	1.50	91	Relias Learning	Free Will Baptist Family Ministries
Identifying and Responding to Child Abuse and Neglect	7/18/2023 11:28AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting	7/27/2019 8:06AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting in Behavioral Health	12/21/2022 12:58PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting in Behavioral Health	7/18/2023 11:38AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Inclusion: Children with Disabilities	7/20/2019 6:41PM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Infection Control: The Basics	7/8/2019 9:38PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Intentional Peer Support – A Different Kind of Relationship	7/26/2019 10:52PM Central Standard Time	2.00	80	Relias Learning	Free Will Baptist Family Ministries
Introduction to Cultural Variations in Behavioral Health for Paraprofessionals	7/18/2023 11:45AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Introduction to Motivational Interviewing	12/21/2022 12:52PM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Introduction to Motivational Interviewing	7/18/2023 11:56AM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Introduction to Trauma-Informed Care	7/26/2019 11:42PM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Maintaining Professional Boundaries	11/9/2022 10:34AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Maintaining Professional Boundaries	7/18/2023 12:30PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	7/22/2019 10:34AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	9/16/2022 9:21AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	7/18/2023 12:35PM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries

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ORIGINAL

710-24-0017
E1-A3

Haugh, April Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Motivational Interviewing	8/9/2019 7:20PM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	8/9/2019 7:25PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	12/21/2022 11:45AM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	7/18/2023 12:48PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Overview of Substance Use Disorders: Part 1	7/26/2019 11:09AM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Person-Centered Planning in Behavioral Health	7/26/2019 10:29AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Positive Behavior Support for Children	7/9/2019 11:00AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Preventing Slips, Trips and Falls	7/25/2019 10:45AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Prison Rape Elimination Act (PREA)	11/8/2022 3:50PM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
Prison Rape Elimination Act (PREA)	7/18/2023 12:50PM Central Standard Time	1.00	100	Shannon Lane	Free Will Baptist Family Ministries
Providing Customer Service	12/8/2022 4:01PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Providing Customer Service	7/18/2023 1:00PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Security Awareness Training Level I	10/25/2022 4:43PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Security Awareness Training Level I	7/19/2023 9:23AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment for Employees	7/25/2019 12:59PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment: What Employees Need to Know	12/21/2022 1:58PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment: What Employees Need to Know	7/18/2023 2:54PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Social and Emotional Development in Early Childhood	7/25/2019 1:24PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
61-A3

Haugh, April Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Strategies for Preventing and De-escalating Hostile Situations	12/21/2022 12:42PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Strategies for Preventing and De-escalating Hostile Situations	7/18/2023 3:02PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Suicide Risk Factors, Screening, and Assessment	7/9/2019 11:34PM Central Standard Time	1.25	91	Relias Learning	Free Will Baptist Family Ministries
The Basics of Workplace Safety	7/18/2023 3:18PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Title VI	7/25/2019 1:13PM Central Standard Time	1.00	80	Lisa Simpson	Free Will Baptist Family Ministries
Title VI	9/19/2022 1:24PM Central Standard Time	1.00	80	Lisa Simpson	Free Will Baptist Family Ministries
Title VI	7/18/2023 3:21PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
Transmission-Based Precautions	5/5/2020 12:49PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Traumatic Stress Disorders in Children and Adolescents	7/21/2019 10:43AM Central Standard Time	2.00	80	Relias Learning	Free Will Baptist Family Ministries
Tuberculosis: The Basics	7/25/2019 10:18AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Understanding Human Trafficking	10/25/2022 10:39AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Understanding Human Trafficking	7/18/2023 4:29PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Understanding Workplace Violence	12/21/2022 1:00PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Understanding Workplace Violence	7/18/2023 4:53PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Welcome to Relias: The Game Elements Tour	5/5/2020 12:51PM Central Standard Time	0.00	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Emergencies and Natural Disasters: An Overview	7/25/2019 10:02AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Workplace Safety: The Basics	7/27/2019 7:48AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Safety: The Basics	9/16/2022 9:52AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-A3

Haugh, April Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Workplace Violence	7/19/2019 9:03AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

Total Hours: 113.40

ORIGINAL

The Regents of the University of Colorado

have conferred on
Jag Steven Shelton
the Degree

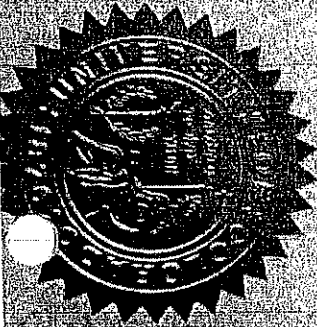
Master of Business Administration

with all the rights and privileges thereto appertaining.
In witness whereof this diploma is awarded by the Regents
upon the recommendation of the Faculty.

Given at Colorado Springs on the twentieth day of December, A.D.
nineteen hundred and ninety-seven and in the
one hundred twenty-first year of the University

Dean S. Kirk
Dean, Faculty of Regents

John C. Buckner
President of the University



Frederick Russell Chase
Chancellor

Richard D. Brown
Registrar

ORIGINAL

Park College

Parkville



Missouri

On recommendation of the Faculty, the Board of Trustees of Park College has conferred the Degree of

Scholar of Science

Arrangement on

Jay S. Shelton

who has honorably fulfilled all the requirements prescribed by the College for that Degree.

The witness hereof this diploma is given at Parkville, Missouri, nineteen hundred eighty-seven

Donald P. Becken
President of the College

William D. Williams
Dean of the College

John C. Williams
Secretary of the College

ORIGINAL

Belmont High School

Decorah, Indiana

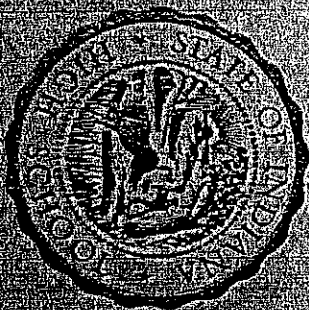
Ohio Certificate That

Jay S. Shelton

Has satisfactorily completed the course of Study prescribed by the Board of Education for the High School Department and is therefore entitled to this

Diploma

Given this nineteenth day of May, nineteen hundred and seventy six



Given at Decorah

Jan. 1976

Albert J. Smith
Principal

Wm. L. Smith
Superintendent

Presented to Jay S. Shelton

E1-A4

ORIGINAL

710-24-0017

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESTHIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.ANY ALTERATIONS IN SHADED
AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) SHELTON, JAY STEVEN		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE -- REG AF																																					
4. GRADE, RATE OR RANK SMSGT	4. PAY GRADE EB	5. D [REDACTED]	6. RESERVE OBLIG. TERM, DATE Year N/A Month Day																																				
7. a. PLACE OF ENTRY INTO ACTIVE DUTY Indianapolis, IN		7. b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) Decatur, IN																																					
8. a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 21 MSS (AFSPC)		8. b. STATION WHERE SEPARATED PETERSON AFB CO																																					
9. COMMAND TO WHICH TRANSFERRED Not Applicable		10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 250,000																																					
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3S090 - Personnel Superintendent, 4 years and 1 month; 3S071 - Personnel Craftsman, 21 years and 7 months.		12. RECORD OF SERVICE																																					
		<table border="1"> <thead> <tr> <th></th> <th>Year(s)</th> <th>Month(s)</th> <th>Day(s)</th> </tr> </thead> <tbody> <tr> <td>a. Date Entered AD This Period</td> <td>1976</td> <td>Dec</td> <td>24</td> </tr> <tr> <td>b. Separation Date This Period</td> <td>2002</td> <td>May</td> <td>31</td> </tr> <tr> <td>c. Net Active Service This Period</td> <td>25</td> <td>08</td> <td>07</td> </tr> <tr> <td>d. Total Prior Active Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>e. Total Prior Inactive Service</td> <td>00</td> <td>05</td> <td>23</td> </tr> <tr> <td>f. Foreign Service</td> <td>03</td> <td>09</td> <td>03</td> </tr> <tr> <td>g. Sea Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>h. Effective Date of Pay Grade</td> <td>1997</td> <td>Jan</td> <td>01</td> </tr> </tbody> </table>			Year(s)	Month(s)	Day(s)	a. Date Entered AD This Period	1976	Dec	24	b. Separation Date This Period	2002	May	31	c. Net Active Service This Period	25	08	07	d. Total Prior Active Service	00	00	00	e. Total Prior Inactive Service	00	05	23	f. Foreign Service	03	09	03	g. Sea Service	00	00	00	h. Effective Date of Pay Grade	1997	Jan	01
	Year(s)	Month(s)	Day(s)																																				
a. Date Entered AD This Period	1976	Dec	24																																				
b. Separation Date This Period	2002	May	31																																				
c. Net Active Service This Period	25	08	07																																				
d. Total Prior Active Service	00	00	00																																				
e. Total Prior Inactive Service	00	05	23																																				
f. Foreign Service	03	09	03																																				
g. Sea Service	00	00	00																																				
h. Effective Date of Pay Grade	1997	Jan	01																																				
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Joint Service Commendation Medal, Air Force Commendation Medal with oak leaf cluster, Meritorious Service Medal with 3 oak leaf clusters, Air Force Achievement Medal with 8 oak leaf clusters, Armed Forces SEE REMARKS																																							
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) Basic Military Training, 6 weeks, Nov 1976; Personnel Specialist Course, 9 weeks, Jan 1977; NCO Leadership School, 4 weeks, Aug 1982; NCO Academy, 6 weeks, Dec 1988; MANPER-B Systems Course, 2 weeks, Feb 1995; SEE REMARKS																																							
15. a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		15. b. HIGH SCHOOL GRADUATE OR EQUIVALENT																																					
Yes No X		Yes No X																																					
16. DAYS ACCRUED LEAVE PAID		8																																					
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
18. REMARKS ITEM 13: Expeditionary Medal, Military Education Ribbon with 2 oak leaf clusters, Humanitarian Service Medal, Air Force Longevity Service Award with 3 oak leaf clusters, National Defense Service Medal, Air Force Overseas Long Tour Ribbon, Air Force Training Ribbon, Military Outstanding Volunteer Service Medal, Air Force Overseas Short Tour Ribbon, Air Force Organizational Excellence Award with oak leaf cluster, Joint Meritorious Unit Award, Air Force Outstanding Unit Award with Valor with 5 oak leaf clusters, Air Force Good Conduct Medal with 7 oak leaf clusters, Small Arms Expert Marksmanship Ribbon with oak leaf cluster. ITEM 14: USAF Senior Academy, 8 weeks, Mar 1998. Subj to Recall to AD by SAP. NOTHING FOLLOWS. Data herein are subject to computer matching within DoD or with other agencies for verification purposes and determining eligibility or compliance for Federal benefits.																																							
19. MEMBER REQUESTS COPY BE SENT TO (Include Zip Code) [REDACTED]		20. MEMBER REQUESTS COPY BE SENT TO (Include Zip Code) [REDACTED]																																					
21. MEMBER REQUESTS COPY BE SENT TO (Include Zip Code) [REDACTED]		21. SIGNATURE OF MEMBER BEING SEPARATED [REDACTED]																																					
22. SIGNATURE OF MEMBER BEING SEPARATED [REDACTED]		23. SIGNATURE OF AUTHORITY TO SIGN (Typed name, grade, title and signature) JOHN W. BUNDELMAN, TSgt, USAF NCO Education and Separations																																					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)																																							
24. TYPE OF SEPARATION RETIREMENT		25. CHARACTER OF SERVICE (Include upgrades) HONORABLE																																					
26. SEPARATION AUTHORITY AFI 36-3203		27. SEPARATION CODE RBD																																					
28. NARRATIVE REASON FOR SEPARATION SUFFICIENT SERVICE FOR RETIREMENT		29. REENTRY CODE NOT APPLICABLE																																					
29. DATES OF TIME LOST DURING THIS PERIOD None		30. MEMBER REQUESTS COPY 4 Initials																																					

DD Form 214, NOV 88, EG

Provisional editions are obsolete.
Generated by Dept of the Air Force PC-III

MEMBER-4

RELIAS**ORIGINAL**710-24-0017
E1-A4**Shelton, Jay Official Transcript**

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
All Staff Handbook	9/14/2022 11:17AM Central Standard Time	1.00	90	Shannon Lane	Free Will Baptist Family Ministries
All Staff Handbook (updated 2-16-23)	2/23/2023 1:36PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	9/17/2022 1:38PM Central Standard Time	1.50	90	Relias Learning	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	8/23/2023 9:49AM Central Standard Time	1.50	90	Relias Learning	Free Will Baptist Family Ministries
An Overview of Substance Use Disorders	9/19/2022 9:25AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	9/18/2022 11:17AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	8/23/2023 10:01AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Arkansas Emergency Codes and Procedures	8/23/2023 10:06AM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
Assessing and Screening for Suicide Risk	9/5/2023 9:50AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Assessing Risk of Other-Directed Violence in Children and Adolescents	9/14/2022 12:34PM Central Standard Time	1.25	80	Relias Learning	Free Will Baptist Family Ministries
Assessing Risk of Other-Directed Violence in Children and Adolescents	8/23/2023 10:24AM Central Standard Time	1.25	80	Relias Learning	Free Will Baptist Family Ministries
Automobile Insurance	9/16/2023	0.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Basics of Defensive Driving	9/13/2022 11:20AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Basics of Defensive Driving	8/23/2023 12:56PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Best Practices in Suicide Screening and Assessment	9/14/2022 11:59AM Central Standard Time	2.00	90	Relias Learning	Free Will Baptist Family Ministries
Building a Multicultural Care Environment	9/14/2022 9:43AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Bullying in the Workplace	2/23/2023 2:18PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Bullying Prevention and Intervention Strategies	8/23/2023 2:16PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Bullying: Strategies for Prevention and Intervention	9/14/2022 11:35AM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries

RELIAS

ORIGINAL

710-24-0017
E1-A4

Shelton, Jay Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Children with Disabilities: Development and Inclusion	9/19/2022 9:01AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Children with Disabilities: Development and Inclusion	9/5/2023 8:14AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
CPR & First Aid	1/18/2023	6.00	N/A	Lisa Simpson	Free Will Baptist Family Ministries
Crisis Prevention & Intervention	5/16/2023	4.00	N/A	Deborah Stripling	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	9/13/2022 2:30PM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	8/23/2023 10:26AM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
Developmental Concerns in Childhood and Adolescence	8/23/2023 2:36PM Central Standard Time	1.50	85	Relias Learning	Free Will Baptist Family Ministries
Developmental Concerns, Childhood to Adolescence	9/13/2022 2:08PM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages from Birth to Five Years Old	9/15/2022 12:01PM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages from Birth to Five Years Old	8/23/2023 3:24PM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Employee Orientation	9/14/2022 11:22AM Central Standard Time	1.00	90	Shannon Lane	Free Will Baptist Family Ministries
Employee Orientation from CEO	6/26/2023 9:31AM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
Essentials of HIPAA	9/13/2022 1:16PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Essentials of HIPAA	8/23/2023 1:20PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	9/13/2022 4:08PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	8/30/2023 10:17AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Fire Safety	9/18/2022 12:41PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	9/13/2022 12:17PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	8/30/2023 2:39PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries

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ORIGINAL

710-24-0017
E1-A4

Shelton, Jay Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
FWBFM Safety Strategies/ Emergency Procedures	9/13/2022 2:34PM Central Standard Time	1.00	90	Lisa Simpson	Free Will Baptist Family Ministries
Identifying and Responding to Child Abuse and Neglect	9/17/2022 1:47PM Central Standard Time	1.50	91	Relias Learning	Free Will Baptist Family Ministries
Identifying and Responding to Child Abuse and Neglect	8/23/2023 3:45PM Central Standard Time	1.50	91	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting in Behavioral Health	9/18/2022 6:45PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting in Behavioral Health	8/30/2023 2:54PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Infection Control: Basic Concepts	9/13/2022 4:21PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Introduction to Cultural Variations in Behavioral Health for Paraprofessionals	2/27/2023 8:10AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Introduction to Cultural Variations in Behavioral Health for Paraprofessionals	6/26/2023 9:49AM Central Standard Time	0.50	90	Relias Learning	Free Will Baptist Family Ministries
Introduction to Motivational Interviewing	9/17/2022 1:28PM Central Standard Time	2.00	86	Relias Learning	Free Will Baptist Family Ministries
Introduction to Motivational Interviewing	8/31/2023 11:27AM Central Standard Time	2.00	86	Relias Learning	Free Will Baptist Family Ministries
Introduction to Peer Support for Peer Support Professionals	9/14/2022 11:41AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Introduction to Social and Emotional Development in Early Childhood	9/18/2022 11:44AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Maintaining Professional Boundaries	9/13/2022 12:52PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Maintaining Professional Boundaries	8/30/2023 10:39AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	9/12/2022 11:01AM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	8/31/2023 10:58AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Minimizing Trips, Slips, and Falls	9/13/2022 4:47PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Natural Disasters and Workplace Emergencies: An Overview	9/18/2022 12:34PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

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ORIGINAL

710-24-0017
E1-A4

Shelton, Jay Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Overview of Psychiatric Medications for Children/Adolescents	9/12/2022 11:48AM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	8/31/2023 10:25AM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Positive Behavior Support for Children	9/18/2022 11:28AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Prison Rape Elimination Act (PREA)	9/13/2022 12:28PM Central Standard Time	1.00	100	Shannon Lane	Free Will Baptist Family Ministries
Prison Rape Elimination Act (PREA)	8/30/2023 2:58PM Central Standard Time	1.00	100	Shannon Lane	Free Will Baptist Family Ministries
Providing Customer Service	9/14/2022 11:14AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Providing Customer Service	8/30/2023 10:49AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Security Awareness Training Level II	9/14/2022 11:02AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Security Awareness Training Level I	8/30/2023 4:20PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment: What Employees Need to Know	9/14/2022 3:06PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Sexual Harassment: What Employees Need to Know	8/30/2023 11:55AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Strategies for Preventing and De-escalating Hostile Situations	9/14/2022 8:57AM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Strategies for Preventing and De-escalating Hostile Situations	8/31/2023 10:43AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
The Basics of Workplace Safety	8/30/2023 11:04AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Title VI	9/13/2022 2:25PM Central Standard Time	1.00	80	Lisa Simpson	Free Will Baptist Family Ministries
Title VI	8/23/2023 1:39PM Central Standard Time	1.00	90	Lisa Simpson	Free Will Baptist Family Ministries
Traumatic Stress Disorders in Children and Adolescents	9/18/2022 11:39AM Central Standard Time	2.00	93	Relias Learning	Free Will Baptist Family Ministries
Tuberculosis Basics	9/18/2022 12:00PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries

RELIAS

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710-24-0017
E1-A4

Shelton, Jay Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Understanding Human Trafficking	9/13/2022 3:42PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Understanding Human Trafficking	8/30/2023 1:04PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Understanding Workplace Violence	9/18/2022 4:12PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Understanding Workplace Violence	8/30/2023 11:28AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Welcome to Relias: The Game Elements Tour	9/13/2022 4:32PM Central Standard Time	0.00	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Safety: The Basics	9/12/2022 11:25AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries

Total Hours: 80.50

Delta State University

Cleveland, Mississippi

To all whom these presents may come, Greeting

Be it known that

Morris Bennet Williams

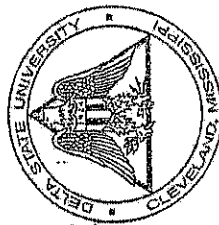
having successfully completed the prescribed course of study and having satisfied all other requirements for the Degree of

Bachelor of Science in Social Justice and Criminology

is entitled to all the rights and privileges pertaining to that degree.

In testimony whereof, the Board of Trustees, upon recommendation of the Faculty, has granted this

Diploma bearing the Seal of the University, this
fifth day of May, four thousand five hundred and thirty-three.



Wm. M. Davis
President, Board of Trustees

E. E. Carter
President, Delta State University

ORIGINAL

710-24-0017
E-1-A5

ORIGINAL

710-24-0017
E1-A5

Coahoma Community College

Clarksdale



Mississippi

This Certifies That

Horris Bennet Williams

Has satisfactorily completed the course of study prescribed by the State Board of
Education for Community and Junior Colleges and is therefore
entitled to this

Associate of Arts Degree

Given this eleventh day of May, two thousand and thirteen.



Vivian M. Presley
President

Michael Housheer
Registrar

Patricia Hornum
Vice President of Academic Affairs

J. H. Smith
President of Board

ORIGINAL

710-24-0017
E1-A5

Bolivar County District One High School

Rosedale



Mississippi

Harris B. Williams

having completed in a satisfactory manner the regular Course of Study
as prescribed for the High School Department is entitled to receive this

General Diploma

By the Authority of the Bolivar County School District Number One
Given under our hands this 1st day of June, 1926

Richard L. Thomas *Para F. Johnson* *Betty O'Neal*
President Member Superintendent
George Green *Henry Cox* *Jordan Reins*
Secretary Member Principal

ORIGINAL

Statement of Participation

The Postgraduate Institute for Medicine confirms that

Vorris Williams

has participated in the educational activity titled

CPR: Adult, Child, Infant & AED Training (BLS)

on Internet based activity on 12/14/2023

This educational activity for 4.0 contact hours is provided by the Postgraduate Institute for Medicine.



ACCREDITED NURSES
AMERICAN NURSES CREDENTIALING CENTER

In support of improving patient care, Postgraduate Institute for Medicine is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.



American
Health Care Academy
The National Quality Institute



Postgraduate Institute for Medicine
for Medicine
Postgraduate Institute for Medicine

Postgraduate Institute for Medicine
304 Livermore Way South, Suite 100, Englewood, CO 80112
(303) 756-1930 | (303) 558-5845 FAX

Trace Hutchinson, PharmD
Director of Medical Education
Postgraduate Institute for Medicine

Trace Hutchinson, PharmD

The licensee must retain this certificate for a period of 4 years after participating in the course.

ORIGINAL

710-24-0017
E1-A5

**The National Society
of Leadership and Success**

presents this certificate in recognition that

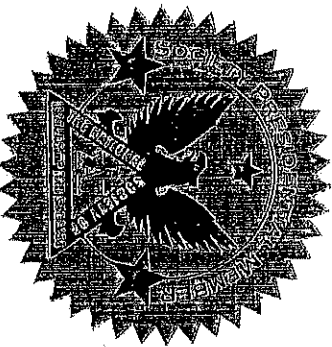
Vorris Williams

has successfully completed The National Society of Leadership and Success training program and committed to further personal development. In light of this accomplishment, membership has been conferred in the

Delta State University

Chapter of The National Society of Leadership and Success. As a member in good standing, the individual named above is entitled to all honors, benefits, privileges, and responsibilities of the NSLS, effective this date of

June 01, 2021



Gary Tuerack

Gary Tuerack
Chief Visionary and Founder

ORIGINAL

710-24-0017
E1-A5



Certificate of Completion

to

Vorris Williams

for

Pressure Point Control Tactics

Basic Training Course

Exp. Date 02/19/20

A handwritten signature in cursive script, reading "Cheryl S. Heath", is located at the bottom left of the document.

02/19/21

ORIGINAL 710-24-0017
E1-A5

*Mississippi Delta Community College
Law Enforcement Training Academy*

This is to recognize that

Vorris B. Williams

Attended and successfully completed a

Basic Detention Officer Certification Course
(120 hours)

January 30 - February 15, 2023
Moorhead, Mississippi

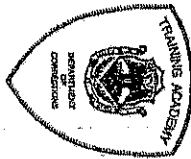


Amy Vanderford
Amy Vanderford
Director

ORIGINAL

710-24-0017
E1-A5

**MISSISSIPPI DEPARTMENT OF CORRECTIONS
TRAINING ACADEMY**



This certifies that
Vorris Williams

has attended and successfully completed
280 hours of Certification Training.

Given this 31st Day of March, 2016 .

Myron W. Williams
COMMISSIONER OF CORRECTIONS

Vorris Williams
ACADEMY DIRECTOR

ORIGINAL

710-24-0017

E1-A5

Certificate of Training

The Mississippi Department of Corrections
certifies that

Vorris Williams

has participated in the educational activity entitled

24-Hour Mental Health Training Conference

From May 4, 2016

To May 6, 2016

and is hereby awarded special recognition
for successful completion

L. Williams

Lester Williams, Branch Director II
MSP Training Department



Patricia Busby-Robinson, LPC

Patricia Busby-Robinson, LPC, NCC
Mental Health Professional
Centurion, LLC

710-24-0017
E1-A5

ORIGINAL



Certification of Completion

This certificate is awarded to

VORRIS WILLIAMS

Has successfully completed handgun training

Given this 19th day of May 2022

Bolivar County Regional Correctional Facility

TC/MA
Range Master

5/19/22
Date

Certificate of Completion

is presented to

VORRIS WILLIAMS

for

Safe Crisis Management Staff Certification Training
a JKM Training, Inc. program

MITC
Training Location

Lisa Taylor
SCM Instructor

08/30/23-08/31/23
Training Dates

Please See Reverse for All Trained and/or Restricted Areas

ORIGINAL

710-24-0017
E1-A5

ORIGINAL

710-24-0017

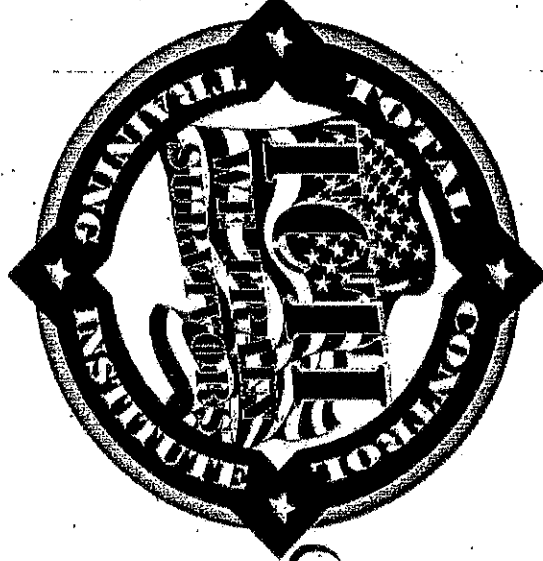
E1-A5

Franklin Adams

01.06.2021

01.06.2022

Training



Certificate

Vorris Williams

Has successfully completed the

TCTI

OC Survival Training Course

RELIAS

710-24-0017
ORIGINAL E1-A5

Williams, Vorris Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
All Staff Handbook (updated 2-16-23)	12/14/2023 11:52AM Central Standard Time	1.00	80	Lisa Simpson	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	12/18/2023 11:27AM Central Standard Time	1.50	80	Relias Learning	Free Will Baptist Family Ministries
An Overview of Substance Use Disorders	12/18/2023 2:11PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	12/18/2023 3:22PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Arkansas Emergency Codes and Procedures	12/18/2023 3:45PM Central Standard Time	1.00	80	Lisa Simpson	Free Will Baptist Family Ministries
Basics of Defensive Driving	12/19/2023 1:36PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Bullying in the Workplace	12/19/2023 2:32PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	12/20/2023 1:19PM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
Developmental Stages from Birth to Five Years Old	12/26/2023 10:30PM Central Standard Time	0.75	100	Relias Learning	Free Will Baptist Family Ministries
Employee Orientation from CEO	12/21/2023 10:12AM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
Essentials of HIPAA	12/22/2023 9:10AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	12/22/2023 10:30AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Fire Safety	12/22/2023 11:18AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	12/27/2023 9:01AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries

Total Hours: 11.00

Arkansas Tech University

Be it known that

Timothy Michael Lee

Principal
having completed the course of study as prescribed by the Faculty and Board of Trustees, and having complied with all other requirements of the University, is awarded the

Bachelor of Arts

Organizational Leadership Industrial and Organizational Psychology Concentration

In Testimony Whereof, the Board of Trustees, upon recommendation of the Faculty has granted this diploma bearing the seal of the University.

Dated at the University in Russellville, Arkansas,

December 10, 2022.

Stephenie Duffell
Chair, Board of Trustees



Robin E. Bowen
President

Sammy Weaver
Registrar

ORIGINAL

710-24-0017
E1-A6

Arkansas Tech University

Be it known that

Timothy Michael Lee

Principal,
having completed the course of study as prescribed by the Faculty and Board of Trustees, and having complied with all other requirements of the University, is awarded the

Associate of Arts

General Education Credit
In Testimony Whereof, the Board of Trustees, upon recommendation of the Faculty has granted this diploma bearing the seal of the University.

Dated at the University in Russellville, Arkansas,

December 10, 2022.

Stephen Duffell
Chair, Board of Trustees



Robin E. Bowen
President

Tommy Weaver
Registrar

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Arkansas Tech University

Be it known that

Timothy Michael Lee

Printed
having completed the course of study as prescribed by the Faculty and Board of Trustees, and having complied with all other requirements of the University, is awarded the

Certificate of Proficiency Professional Leadership

In Testimony Whereof, the Board of Trustees, upon recommendation of the Faculty has granted this diploma bearing the seal of the University.

Dated at the University in Russellville, Arkansas,

December 10, 2022.

Stephen D. Duffell
Chair, Board of Trustees



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President

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Registrar

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ARKANSAS TECH UNIVERSITY

Page: 1

Record of: Timothy Michael Lee
Current Name: Timothy Michael Lee

ORIGINAL

710-24-0017
E1-A6

Issued To: Timothy Lee
Parchment DocumentID: TER5CTLK

Date Issued: 15-DEC-2023
Date of Birth: 17-MAY-1989
Student ID: T01004270
Level: Undergraduate

Course Level: Undergraduate	SUBJ NO.	COURSE TITLE	CRED GRD	R
Current Program			PTS	
Bachelor of Arts				
Program : BA Org Leadership I/O Psych*				
College : Education and Health				
Campus : Main				
Major: Org Leadership I/O Psych*				
Secondary				
Associate of Arts				
Program : AA General Education				
College : Arts and Humanities				
Campus : Main				
Major: General Education				
Certificate of Proficiency				
Program : CP Professional Leadership				
College : Education and Health				
Campus : Main				
Major: Professional Leadership (CP)				
Degrees Awarded Bachelor of Arts 10-DEC-2022				
Primary Degree				
Program : BA Org Leadership I/O Psych*				
College : Education and Health				
Campus : Main				
Continued Org Leadership I/O Psych*				
Degrees Awarded Associate of Arts 10-DEC-2022				
Primary Degree				
Program : AA General Education				
College : Arts and Humanities				
Campus : Main				
Continued General Education				
Degrees Awarded Certificate of Proficiency 10-DEC-2022				
Primary Degree				
Program : CP Professional Leadership				
College : Education and Health				
Campus : Main				
Continued Professional Leadership (CP)				
***** CONTINUED ON NEXT COLUMN *****				
	00770	University of Arkansas-Fort Sm		
	ART 2123	EXPERIENCING ART	3.000	TC
	ENGL 1013	COMPOSITION I	3.000	TB
	HLED 1513	PERS HEALTH/WEELNESS	3.000	TA
	MATH 1113	COLLEGE ALGEBRA	0.000	TF
	POLS 3033	AMER STATE/LOCAL GOVT (LD)	3.000	TB
	Ehrs:	12.000 QPts:	0.000	
	GPA-Hrs:	0.000 GPA:	0.000	
	00820	University of Arkansas-Fort Sm		
	ANTH 2003	CULTURAL ANTHROPOLOGY (GE)	3.000	TC
	ENGL 1023	COMPOSITION II	3.000	TB
	POLS 2003	AMERICAN GOVERNMENT	3.000	TA
	PSY 2003	GENERAL PSYCHOLOGY	3.000	TC
	SPH 2003	PUBLIC SPEAKING	3.000	TC
	WS 1003	FITNESS WALKING/JOGGING	1.000	TA
	Ehrs:	16.000 QPts:	0.000	
	GPA-Hrs:	0.000 GPA:	0.000	
	01620	University of Arkansas-Fort Sm		
	GEBO 1XXX	BIOLOGICAL SCIENCE W/O LAB	3.000	TC
	GENE 1XXX	BIOLOGICAL SCIENCE LAB	0.000	TF
	HIST 1503	WORLD HISTORY TO 1500	3.000	TB
	HIST 2003	UNITED STATES HISTORY TO 1877	0.000	TF
	NT XXXX	BEGINNING ALGEBRA P/C	0.000	TD
	Ehrs:	6.000 QPts:	0.000	
	GPA-Hrs:	0.000 GPA:	0.000	
	00920	Arkansas State University		
	ENGL 2003	INTRO/WORLD LITERATURE	3.000	TD E
	GENE 2XXX	INTRO TO SECONDARY TEACHING	4.000	TC
	HIST 2013	U. S. HISTORY SINCE 1877	0.000	TF E
	***** CONTINUED ON PAGE 2 *****			

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ARKANSAS TECH UNIVERSITY

Page: 2

Record of: Timothy Michael Lee
Current Name: Timothy Michael Lee

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Date Issued: 15-DEC-2023
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Student ID: T01004270
Level: Undergraduate

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R	SUBJ NO.	COURSE TITLE	CRED GRD PTS	R
Transfer Information continued:				Institution Information continued:			
PE 2513	FIRST AID	3.000 TC		HIST 1513	WORLD HISTORY SINCE 1500	0.000 W	.000
Ehrs:	7.000 Qpts:	0.000		HIST 2003	U.S. HISTORY TO 1877	0.000 W	.000
GPA-Hrs:	0.000 GPA:	0.000		HIST 4153	HISTORY OF ARKANSAS	0.000 W	.000
200970	Arkansas State University			MATH 1003	COLLEGE MATHEMATICS	0.000 W	.000
ENGL 2003	INTRO/WORLD LITERATURE	0.000 TW		Ehrs:	0.000 Qpts:	0.000	
GENL 3XXX	HUMAN SEXUALITY	0.000 TF	E	GPA-Hrs:	0.000 GPA:	0.000	
MATH 0803	BEGINNING ALGEBRA	0.000 TF		Fall Term 2017			
Ehrs:	0.000 Qpts:	0.000		ENGL 2013	INTRO/AMERICAN LITERATUR	3.000 F	.000
GPA-Hrs:	0.000 GPA:	0.000		HIST 3273	DIGITAL HISTORY	3.000 F	.000
201020	Arkansas State University			I HIST 1113	MEDICAL TERMINOLOGY	3.000 F	.000
BIOL 1014	INTRO/BIOLOGICAL SCIENCE	0.000 TW		JOUR 1113	HISTORY/AMERICAN JOUR	3.000 D	3.000
GENL 1XXX	RESTART SEMINAR	1.000 TC		Ehrs:	3.000 Qpts:	3.000	
GENL 3XXX	HUMAN SEXUALITY	3.000 TD		GPA-Hrs:	12.000 GPA:	0.250	
HIST 2013	U. S. HISTORY SINCE 1877	0.000 TF	E	Fall Term 2020			
MATH 1113	COLLEGE ALGEBRA	0.000 TW		ECE 2113	BASIC CHILD GROWTH & DEVELOP	3.000 C	6.000
Ehrs:	4.000 Qpts:	0.000		MATH 1003	COLLEGE MATHEMATICS	3.000 B	9.000
GPA-Hrs:	0.000 GPA:	0.000		PHSC 1013	INTRO PHYSICAL SCIENCE	3.000 C	6.000
201120	Arkansas State University			PHSC 1021	PHYSICAL SCIENCE LAB	1.000 D	1.000
CSP 1013	PRIN OF COLLEGE SUCCESS	0.000 TF		PSY 3063	DEVELOPMENTAL PSY I	3.000 A	12.000
ENGL 2003	INTRO/WORLD LITERATURE	3.000 TB	I	***** CONTINUED ON PAGE 3 *****			
GESS 1XXX	INTRO TO POLITICS (GEN ED)	3.000 TC	I				
HIST 2013	U. S. HISTORY SINCE 1877	0.000 TF	I				
Ehrs:	6.000 Qpts:	0.000					
GPA-Hrs:	0.000 GPA:	0.000					
INSTITUTION CREDIT:							
Spring Term 2017							
COMS 3053	IMPLIC/TECHNOLOGY/SOCIET	0.000 W	.00				
ENGL 2013	INTRO/AMERICAN LITERATUR	0.000 W	.00				
***** CONTINUED ON NEXT COLUMN *****							

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Student ID: T01004270

Level: Undergraduate

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R	SUBJ NO.	COURSE TITLE	CRED GRD PTS	R
Institution Information continued:				Institution Information continued:			
Ehrs:	13.000 Qpts:	34.000		OL 4943	APPLIED LEADERSHIP PROJECT	3.000 B	9.000
GPA-Hrs:	13.000 GPA:	2.615		Ehrs:	12.000 Qpts:	36.000	
				GPA-Hrs:	12.000 GPA:	3.000	
Spring Term 2021				12.00 Summer Term 2022			
OL 3013	FOUNDATIONS ORG LEADERSHIP	3.000 A		OL 4743	ORGANIZATIONAL CHANGE	3.000 C	6.000
OL 3023	PROFESSIONAL COMMUNICATION	3.000 C		PSY 3133	SELF AND SOCIETY	3.000 B	9.000
OL 3133	APPL PRIN PERSONNEL MGMT	3.000 B		Ehrs:	6.000 Qpts:	15.000	
PHSC 1051	OBSERVATIO/ASTRONOMY LAB	1.000 B		GPA-Hrs:	6.000 GPA:	2.500	
PSY 3163	DEVELOPMENTAL PSY II	3.000 B		9.00 Fall Term 2022			
Ehrs:	13.000 Qpts:	39.000		OL 4643	ORGAN GLOBALIZATION/DIVERSITY	3.000 B	9.000
GPA-Hrs:	13.000 GPA:	3.000		OL 4843	TRAINING AND ORG DEVELOPMENT	3.000 C	6.000
Fall Term 2021				OL 4963	ORG LEADERSHIP CAPSTONE	3.000 B	9.000
OL 3143	APPLIED PROFESSIONAL RESEARCH	3.000 B		PSY 3813	LIFESPAN DEVELOPMENT	3.000 B	9.000
OL 4443	PROFESSIONAL LEADERSHIP	3.000 B		Ehrs:	12.000 Qpts:	33.000	
OL 4543	WORKPLACE SUPERVISION	3.000 C		GPA-Hrs:	12.000 GPA:	2.750	
PSY 2023	CONSUMER PSYCHOLOGY	3.000 B		***** TRANSCRIPT TOTALS *****			
Ehrs:	12.000 Qpts:	33.000		9.00 INSTITUTION	Ehrs:	71.000 Qpts:	193.000
GPA-Hrs:	12.000 GPA:	2.750		GPA-Hrs:	80.000 GPA:	2.413	
Spring Term 2022				TRANSFER	Ehrs:	51.000 Qpts:	0.000
OL 4043	ETHICAL LEADERSHIP	3.000 B		GPA-Hrs:	0.000 GPA:	0.000	
OL 4143	NONPROFIT GOVERNANCE	3.000 B		9.00 OVERALL	Ehrs:	122.000 Qpts:	193.000
OL 4243	ADULT LRNING IN ORGANIZATIONS	3.000 B		GPA-Hrs:	80.000 GPA:	2.413	
***** CONTINUED ON NEXT COLUMN *****				***** END OF TRANSCRIPT *****			

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Office of the Registrar • Brown Hall, Suite 307 • 105 West O Street • Russellville, AR 72801-2222

School Code 001089 • (479) 968-0272 • www.atu.edu/registrar

ACCREDITATION:

Arkansas Tech University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools; The Association to Advance Collegiate Schools of Business; National Council for Accreditation of Teacher Education; National Association of Schools of Music; National League for Nursing Accrediting Commission; Commission on Accreditation of Health Informatics and Information Management Education; Health Information Administrator; Commission on Accreditation of Allied Health Education Program; Medical Assistant; Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology; American Chemical Society; National Recreation and Park Administration Council on Accreditation; Accreditation Commission for Programs in Hospitality Administration; Foundation of Higher Education in Emergency Management; Emergency Administration and Management; and Computer Accreditation Commission of the Accreditation Board for Engineering and Technology.

CALENDAR & CREDIT HOURS:

The academic year consists of two fifteen-week semesters (fall and spring) and one summer term with two five-week summer sessions. All credit awarded is in semester hour credit.

COURSE NUMBERING:

0000 to 0999	developmental or remedial courses (not calculated in earned hours)
1000 to 1999	freshman level courses
2000 to 2999	sophomore level courses
3000 to 3999	junior level courses
4000 to 4999	senior level courses
5000 and above	graduate level courses

GRADING SYSTEM:

GRADE	SIGNIFICANCE	QUALITY POINTS
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0
FE	Dropped for Excessive Absences	0.0
I	Incomplete (becomes an "F" after one semester if not removed)	
AU	Audit	
CE	Credit by Exam	
CR	Credit	
IP	In Progress	
NG	No Grade Awarded	
NR	Grade not recorded at this time	
P	Pass	
R	No Grade (course to be repeated)	
T	Transfer	
W	Withdrawn	
WN	Withdrawn for Non-Attendance	
WP	Withdrawn Passing	
WF	Withdrawn Failing	
*	Remedial (not calculated in earned hours after May 2007)	
_N*	Remedial, must be repeated (not calculated in earned hours)	
_Q*	Remedial, must repeat to advance to College Algebra (not calculated in earned hours)	
**	English Language Institute (not calculated in earned hours or GPA)	

Letters following the credit hours indicate the course has been repeated.

E	Excluded
I	Included

CLASS STANDING:

Freshman	0-29	earned hours
Sophomore	30-59	earned hours
Junior	60-89	earned hours
Senior	90 or more	earned hours

GENERAL EDUCATION CORE:

English (6 hours)
(See Course Descriptions for minimum grade requirements)
ENGL 1013 Composition I (ACTS-ENGL 1013) or ENGL 1043 Honors Composition I
ENGL 1023 Composition II (ACTS-ENGL 1023) or ENGL 1053 Honors Composition II

Mathematics (3 hours)
(See Course Descriptions for minimum grade requirements)

MATH 1003 College Mathematics (ACTS-MATH 1113)
MATH 1113 College Algebra (ACTS-MATH 1103)
STAT 2163 Introduction to Statistical Methods (ACTS-MATH2103)
Any higher level mathematics course

Science (8 hours)
Complete a total of eight hours of science with laboratory

US History or Government (3 hours)
HIST 1903 Survey of American History
HIST 2003 United States History to 1877 (ACTS-HIST 2113)
HIST 2013 United States History since 1877 (ACTS-HIST 2123)
HIST 2043 Honors United States History to 1877
PLSC 2003 American Government (ACTS-PLSC 2003)

Social Sciences, Fine Arts/Humanities, Speech Communications (15 hours)
(Complete one of the following 3 options):

Option 1: Fine Arts and Humanities – 6 hours
Social Sciences – 8 hours
Speech Communications – 3 hours

Option 2: Fine Arts and Humanities – 8 hours
Social Sciences – 6 hours

Option 3: Fine Arts and Humanities – 6 hours
Social Sciences – 9 hours

Fine Arts and Humanities
ART 2123 Experiencing Art (ACTS-ARTA 1003)
ENGL 2003 Introduction to World Literature (ACTS-ENGL 2113)
ENGL 2013 Introduction to American Literature (ACTS-ENGL 2053)
ENGL 2023 Honors World Literature
ENGL 2173 Introduction to Film
ENGL 2183 Honors Introduction to Film
JOUR 2173 Introduction to Film
MUS 2003 Introduction to Music (ACTS-MUSC 1003)
PHIL 2003 Introduction to Philosophy (ACTS-PHIL 1103)
PHIL 2043 Honors Introduction to Philosophy
PHIL 2053 Introduction to Critical Thinking (ACTS-PHIL 1003)
TH 2273 Introduction to Theatre (ACTS-DRAM 1003)

Social Sciences (Students majoring in engineering may substitute up to six hours of upper level humanities, social sciences, mathematics, or science)

AGBU 2063 Principles of Agricultural Macroeconomics
AGBU 2073 Principles of Agricultural Microeconomics
AMST 2003 American Studies
ANTH 1213 Introduction to Anthropology (ACTS-ANTH 1013)
ANTH 2003 Cultural Anthropology (ACTS-ANTH 2013)
ECON 2003 Principles of Economics I (ACTS-ECON 2103)
ECON 2013 Principles of Economics II (ACTS-ECON 2203)
ECON 2103 Honors Principles of Economics I
GEOG 2013 Regional Geography of the World (ACTS-GEOG 2103)
HIST 1803 World History to 1500 (ACTS-HIST 1113)
HIST 1513 World History since 1500 (ACTS-HIST 1123)
HIST 1543 Honors World History to 1500
HIST 1903 Survey of American History
HIST 2003 United States History to 1877 (ACTS-HIST 2113)
HIST 2013 United States History since 1877 (ACTS-HIST 2123)
HIST 2043 Honors United States History to 1877
PLSC 2003 American Government (ACTS-PLSC 2003)
PSY 2003 General Psychology (ACTS-PSYC 1103)
SOC 1003 Introductory Sociology (ACTS-SOCI 1013)

Speech Communications
COMM 1003 Introduction to Communication
COMM 2003 Public Speaking
COMM 2173 Business and Professional Speaking

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CERTIFIED INSTRUCTOR
IDENTIFICATION CARD



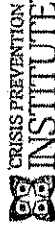
Timothy Lee

Family Ministries AR True Vision Children's Homes

PROGRAM: Nonviolent Crisis Intervention ®

ID: 2742535

CERTIFIED SINCE: 4/13/2023



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710-24-0017
E1-A6

Lee, Timothy Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
All Staff Handbook (updated 2-16-23)	5/1/2023 9:31PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
An Introduction to Trauma-Informed Care	6/20/2023 7:47PM Central Standard Time	1.50	80	Relias Learning	Free Will Baptist Family Ministries
An Overview of Substance Use Disorders	8/4/2023 9:33AM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Approaches to Person-Centered Planning in Behavioral Health	12/17/2023 5:22PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries
Arkansas Emergency Codes and Procedures	10/18/2023 3:32PM Central Standard Time	1.00	100	Lisa Simpson	Free Will Baptist Family Ministries
Assessing and Screening for Suicide Risk	12/20/2023 3:26PM Central Standard Time	1.50	80	Relias Learning	Free Will Baptist Family Ministries
Attachment Disorders: Assessment, Diagnosis, and Treatment	3/9/2019 10:05PM Central Standard Time	1.50	92	Relias Learning	Free Will Baptist Family Ministries
Attachment Disorders: Attachment and Trauma	3/10/2019 10:33PM Central Standard Time	1.25	100	Relias Learning	Free Will Baptist Family Ministries
Basics of Defensive Driving	5/1/2023 10:28PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Basics of Defensive Driving	10/18/2023 11:07AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Bioterrorism	2/8/2019 8:38AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Bloodborne Pathogens	2/8/2019 11:03AM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Bullying in the Workplace	6/19/2023 9:21PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Corporate Compliance and Ethics	2/18/2019 3:43PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	5/1/2023 9:16PM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
DCS Policy on Behavior Management	10/12/2023 4:19PM Central Standard Time	0.50	100	Shannon Lane	Free Will Baptist Family Ministries
De-escalating Hostile Clients	2/18/2019 4:22PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Defensive Driving: The Basics	2/18/2019 4:02PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries

Lee, Timothy Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Developmental Concerns in Childhood and Adolescence	5/6/2023 2:21PM Central Standard Time	1.50	85	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages from Birth to Five Years Old	10/18/2023 2:44PM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages: Birth to Five Years Old	2/24/2019 6:54PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Developmental Stages: School Age through Adolescence	3/10/2019 7:37PM Central Standard Time	1.25	91	Relias Learning	Free Will Baptist Family Ministries
Electrical Safety	2/8/2019 11:19AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Electrical Safety	2/18/2019 4:43PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Employee Orientation	5/1/2023 10:03PM Central Standard Time	1.00	100	Shannon Lane	Free Will Baptist Family Ministries
Employee Orientation from CEO	10/18/2023 3:57PM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
Essentials of HIPAA	10/18/2023 4:40PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Ethics and Corporate Compliance	11/16/2023 5:36PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Fire Safety	2/18/2019 4:50PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Fire Safety	5/1/2023 9:30PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
First Aid – Part 1	3/11/2019 10:27AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
First Aid – Part 2	3/11/2019 10:39AM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Food Safety Fundamentals	6/19/2023 8:58PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Grief and Loss	3/10/2019 11:10PM Central Standard Time	1.50	80	Relias Learning	Free Will Baptist Family Ministries
Groundwork for Multicultural Care	3/10/2019 7:26PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Handling Food Safely	2/18/2019 5:01PM Central Standard Time	1.00	80	Relias Learning	Free Will Baptist Family Ministries

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E1-A6**Lee, Timothy Official Transcript**

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Hazardous Chemicals: SDS	2/18/2019 5:22PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
HIV Basic	2/24/2019 5:16PM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
Identifying And Preventing Child Abuse And Neglect	3/11/2019 8:11AM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Identifying and Responding to Child Abuse and Neglect	6/20/2023 8:01PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting	2/24/2019 7:14PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Incident Reporting in Behavioral Health	11/16/2023 5:59PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries
Inclusion: Children with Disabilities	3/9/2019 8:59PM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Infection Control: Basic Concepts	12/17/2023 6:42PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Infection Control: The Basics	2/20/2019 10:39PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Intentional Peer Support - A Different Kind of Relationship	2/26/2019 11:26AM Central Standard Time	2.00	87	Relias Learning	Free Will Baptist Family Ministries
Introduction to Motivational Interviewing	12/18/2023 8:22PM Central Standard Time	2.00	86	Relias Learning	Free Will Baptist Family Ministries
Introduction to Trauma-Informed Care	3/10/2019 10:59PM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	3/11/2019 8:50AM Central Standard Time	1.75	100	Relias Learning	Free Will Baptist Family Ministries
Medication Management for Children's Services Paraprofessionals	5/9/2023 11:40AM Central Standard Time	1.75	86	Relias Learning	Free Will Baptist Family Ministries
Minimizing Trips, Slips, and Falls	10/18/2023 3:10PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Motivational Interviewing	3/10/2019 10:23PM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	5/1/2023 9:58PM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries
Overview of Psychiatric Medications for Children/Adolescents	10/26/2023 10:12AM Central Standard Time	0.75	88	Relias Learning	Free Will Baptist Family Ministries

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E1-A6

Lee, Timothy Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Overview of Psychiatric Medications for Paraprofessionals	3/11/2019 10:49AM Central Standard Time	1.50	85	Relias Learning	Free Will Baptist Family Ministries
Person-Centered Planning	2/26/2019 10:18PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Positive Behavior Support for Children	3/10/2019 8:17PM Central Standard Time	1.75	93	Relias Learning	Free Will Baptist Family Ministries
Preventing and De-escalating Crisis Situations	12/1/2023 11:04AM Central Standard Time	1.25	80	Relias Learning	Free Will Baptist Family Ministries
Preventing Slips, Trips and Falls	2/24/2019 5:26PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Prison Rape Elimination Act (PREA)	10/18/2023 2:49PM Central Standard Time	1.00	80	Shannon Lane	Free Will Baptist Family Ministries
Security Awareness Training Level I	12/17/2023 8:28PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Social and Emotional Development in Early Childhood	2/24/2019 7:05PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Strategies for Preventing and De-escalating Hostile Situations	5/6/2023 3:09PM Central Standard Time	1.00	90	Relias Learning	Free Will Baptist Family Ministries
Suicide Risk Factors, Screening and Assessment	3/11/2019 7:31AM Central Standard Time	1.25	82	Relias Learning	Free Will Baptist Family Ministries
The Basics of Workplace Safety	12/1/2023 10:51AM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
The Risk Management Process From Identification to Monitoring Results	3/10/2019 5:30PM Central Standard Time	1.50	100	Relias Learning	Free Will Baptist Family Ministries
Title VI	5/1/2023 9:39PM Central Standard Time	1.00	80	Lisa Simpson	Free Will Baptist Family Ministries
Title VI	12/17/2023 5:57PM Central Standard Time	1.00	90	Lisa Simpson	Free Will Baptist Family Ministries
Traumatic Stress Disorders in Children and Adolescents	2/20/2019 10:17PM Central Standard Time	2.00	100	Relias Learning	Free Will Baptist Family Ministries
Traumatic Stress Disorders in Children and Adolescents	10/25/2023 4:49PM Central Standard Time	2.00	87	Relias Learning	Free Will Baptist Family Ministries
Tuberculosis: The Basics	2/26/2019 11:55AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Understanding Workplace Violence	12/1/2023 10:07AM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries

RELIAS

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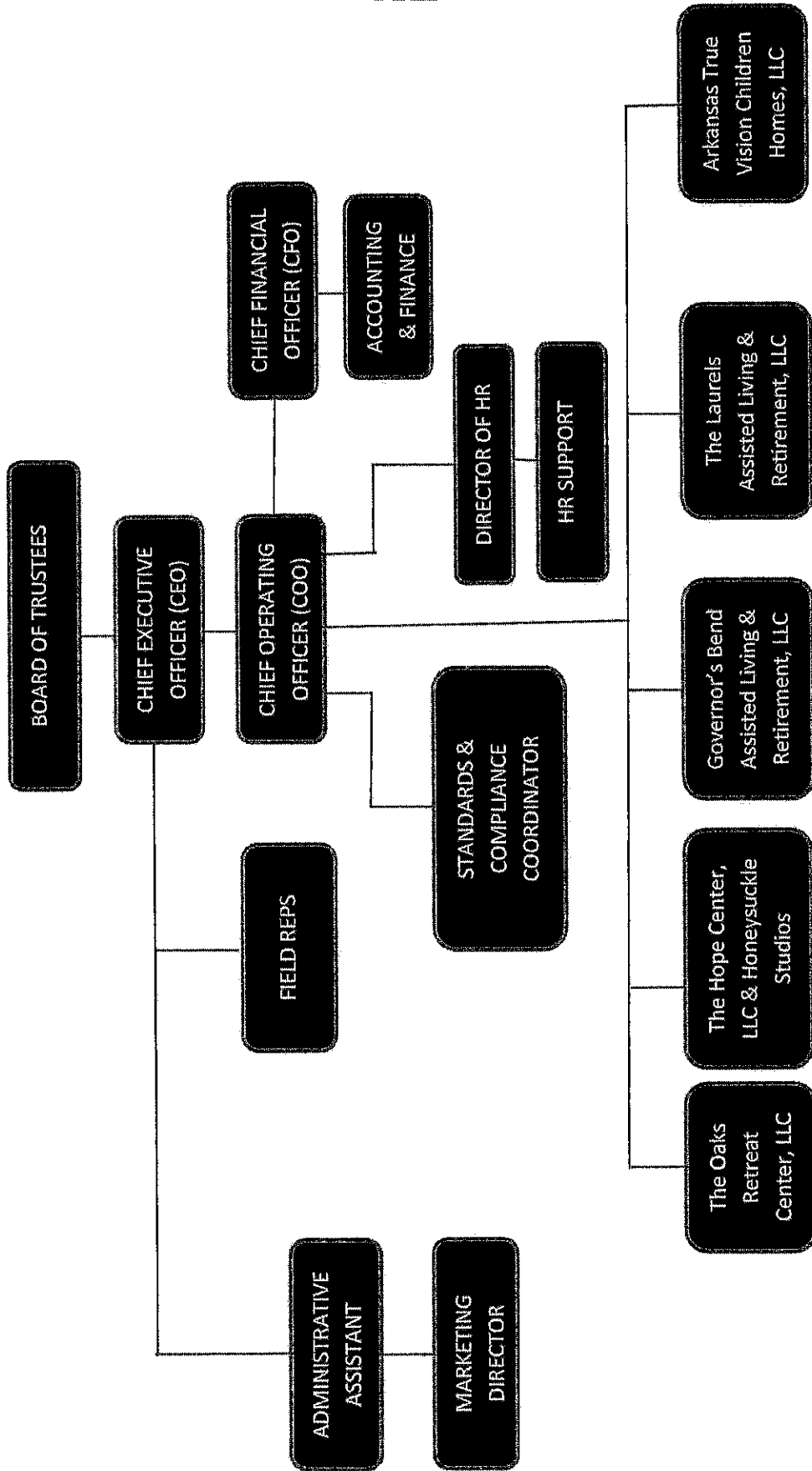
Lee, Timothy Official Transcript

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Workplace Emergencies and Natural Disasters: An Overview	2/26/2019 11:21PM Central Standard Time	1.00	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Emergencies and Natural Disasters: Tornadoes	2/26/2019 10:42PM Central Standard Time	0.50	80	Relias Learning	Free Will Baptist Family Ministries
Workplace Safety: The Basics	2/24/2019 5:02PM Central Standard Time	0.25	100	Relias Learning	Free Will Baptist Family Ministries
Workplace Violence	2/20/2019 9:32PM Central Standard Time	0.50	100	Relias Learning	Free Will Baptist Family Ministries

Total Hours: 74.50

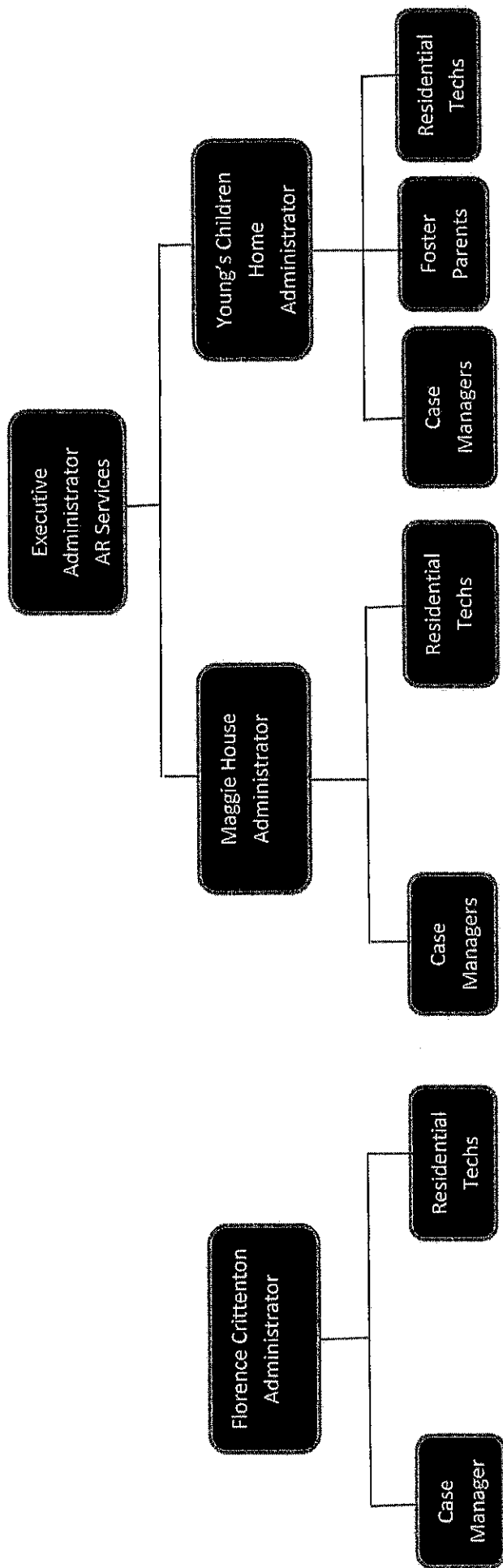
FREE WILL BAPTIST FAMILY MINISTRIES, INC.

ORGANIZATIONAL CHART 2023



* See following Pages for Further Flow of Each Program and LLC

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03:062

(CARF Section 1. I. Human Resources #1)
(CARF Section 2 A. Program/Service Structure #19)

POLICY: PLANNED/UNPLANNED VACANT POSITIONS

There are times that an unplanned termination/event may occur with a Case manager position. In order to provide quality services to clients and families, maximum caseloads have been identified for each department. The agency is required to ensure that caseloads are in compliance with current standards. In the event a Case manager leaves the agency, FWBFM will ensure that all cases will be reassigned within one business day.

Procedure:

1. Frequently advertise for PRN Case manager positions.
 - a. Newspaper
 - b. Website
 - c. Online
 - d. Other as identified
2. Cross train qualified employees.
 - a. Any employee, identified by the Administrator, that meets the qualifications (education and experience) of a Case manager will be cross trained with their existing position and a Case manager position (i.e. Foster parent Recruiter Trainers, supervisory and administrative staff) to utilize when needed.
3. Assign Case manager supervisor case load, when needed.

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Attachment I

Revised Client History Form
RFP # 710-24-0017

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Client History Form

Instructions: This form is intended to help the State gain a full understanding of each Respondent's experience providing foster care services. This form **must** be accurately completed and signed by the same signatory who signed the Response Signature Page in the Technical Response Packet.

The State reserves the right to verify the accuracy of responses by contacting any of the listed clients; therefore, all applicable clients **must** be listed. For purposes of this form, the "client" is not an individual, but the entity which held the contract. By way of explanation, in the Contract resulting from this RFP, Arkansas's DHS will be the client. For each listed client, Respondents **must** include the client entity's name, address, and phone number. Additionally, Respondents are encouraged to provide an individual's contact information for a person at the client entity who is knowledgeable of the named project. If the State contacts the clients listed, the State reserves the right to either contact the listed individual and/or another person at the client entity. Omission of a relevant client will constitute a failure of form completion.

The boxes below each prompt will expand if necessary. If there are no contracts which meet the definition, Respondent **must** state "none."

1. Please list three (3) clients where you served as the **prime contractor** for services of similar size and scope in the past three (3) years. Client information as described above must be included.

Free Will Baptist Family Ministries, LLC	
80 Stanley Lane Greenville, TN 37743 Jim Robinette COO 423-689-9449 DBA:	
Contract # 4800040844 Emergency Shelter Florence Crittenton 3800 West 11th Street Little Rock, AR 72204 Angela Williams, Administrator 501-883-3129 Client Entity: Arkansas DHS AR 72201 Specialized Services Unit Program 501-882-1001	Contract # 4800044984 QRTP Maggie House 1005 Second Street Charleston, AR 72933 Brenda Grady, Administrator 479-885-0581 Client Entity: Arkansas DHS 700 Main Street Little Rock, AR 72201 Mental Health & Treatment Services 501-882-1001
Young Children's Homes 8811 Young Home Drive Fort Smith, AR 72916 Deborah Christian, Administrator 479-755-6513 Client Entity: Arkansas DHS 700 Main Street Little Rock, AR 72201 Specialized Services Unit Program 501-882-1001	Contract # 4800046463 SPLPA Family Ministries Foster Care & Young Children's Homes 8811 Young Home Drive Fort Smith, AR 72916 Deborah Christian, Administrator 479-755-6513 Client Entity: Arkansas DHS

Authorized Signature: _____

(Use Ink Only)

Title: COO

Printed/Typed Name: _____

Jim Robinette

Date: 12/20/2023

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JOINING US

03:004

(CARF Section 1 A. Leadership #6a, 6)
(CARF Section 1 E. Leadership #1k., 1)
(CARF Section 1 I. Human Resources #1)
(CARF Section 1 I. Human Resources #2., #3., #4., #6, #8, #9)
(CARF Section 2 A. Program/Service Structure #29, 31)
(CARF Section 2 B. Screening and Access to Services #2)
(PREA Policy 115.317)

POLICY: HIRING POLICY

We endeavor to hire the best possible employees to join our team. Our goal is to hire employees who are committed to our ideals of teamwork, cooperation, and service and who meet the mandatory requirements of education and training as set forth in the individual Job Descriptions per our governing bodies. Selection of personnel will be based upon their qualifications to fill these requirements.

When an opening exists, announcements will be posted in a variety of ways including but not limited to: email distribution of employment opportunities and vacancies, bulletin boards, social media and outside sources. Applications will be accepted by Human Resources, and supervisors who will determine which applicants to call for interviews. Interviews will be conducted by an interview team and a recommendation for hire will be made to the COO/Chief Operating Officer.

A job offer is presented to the applicant by the Human Resources and/or supervisor that is contingent upon the successful completion of required background checks and required employment documentation. At the time of employment, the applicant will be given a copy of the employee handbook and is required to read the handbook and sign the handbook receipt form for file. The new hire will be tested on the handbook as part of their trainings.

It is the agency's policy to perform background and reference checks, to ensure individuals who join FWBFM are qualified and have a strong potential to be productive and successful. It is the policy of FWBFM to investigate the background of each prospective employee, volunteer, subcontractor, etc. through background check and/or criminal check, fingerprint check, sex offender registry, abuse registry, CPS search, driver's record check, credential verification, including license verification (when applicable) and the county(s) of residence for past six months. All job offers, contracting and employment are subject to successful completion of required tests. Job offers will be revoked if applicant does not pass required checks.

To help assure employees are able to perform the essential functions of their duties safely and to determine what, if any accommodations are needed, each employee must have a pre-employment exam that includes physical, TB skin test, and a drug test.

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FWBFM will not hire anyone who has engaged in abuse (physical, verbal, mental, or sexual) of any kind in a prison, jail, lockup, community confinement facility, juvenile facility, or any other institution, has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or has been civilly or administratively adjudicated to have engaged in the activity described above.

FWBFM will not hire or promote or contract with anyone who has been determined by the court system to have been involved in any incidents of sexual harassment.

FWBFM shall also ask all applicants and employees who may have contact with clients directly about previous misconduct described in above paragraph in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. The agency shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

Procedure

Once the reference checks are completed, an offer will be made to the applicant by Human Resources or supervisor, contingent upon successful completion of all required background checks and required employment documentation. Upon acceptance of the offer, the applicant will be required to sign the offer. Prior to employment, the applicant will be given a copy of the employee handbook and must read the handbook and sign the acknowledgement form.

The agency will verify and have a copy in the personnel's file throughout employment the following:

- a. Application
- b. Three references
- c. Verification of education, diplomas, transcripts, licenses, certifications, and professional insurance, as required for the position. Human Resources will monitor and update these as needed, per governing bodies.
- d. Documentation of prior experience
- e. Agreed upon terms of employment, including signed documents and agreement to agency policies on confidentiality and child abuse reporting
- f. Driver's license will be monitored and updated as they expire
- g. Driving record background check, updated annually
- h. City and county police record check, updated annually
- i. Fingerprint check at time of hiring.
- j. Sex offender registry verification updated annually
- k. The Child Maltreatment verification form from AR Child Maltreatment Central Registry Search Results at time of hiring, updated every two years
- l. Personal car insurance will be monitored and updated as they expire

Finding the person

- a. Human resources will review job descriptions to determine type person required and will design ad and get approved.
- b. Human resources will place newspaper and/or website ads in the appropriate site as required by what region to target, requesting applications and resumes.
- c. Human Resources will collect and screen resumes and completed applications per the qualifications noted on job description.
- d. Human resources and the hiring supervisor will decide who they want bring in for interviews and who to check references on.
- e. Human resources will check references and will screen out any candidates that the reference checks do not look good. The hiring supervisor will be a part of the decision as well.
- f. Human resources will set-up the interviews and provide the hiring packet with interview questions for the interviewing employees. (dates for interviews set up in advance with interview team) Use approved interview form - currently being revised
- g. Team interviews will be conducted on all new hires, unless indicated otherwise by COO/Chief Operating Officer.
- h. Interviews will not be delayed, schedule conflicts will be considered, but interviews will be scheduled regardless. Interviewing team members need to make every effort to attend interviews, when scheduled.
- i. Immediately following an interview, and feedback session to decide on candidate to hire. Supervisor signs off on the job offer.
- j. Job offer along with application and resume are then submitted to the Human Resources.
- k. Human Resources schedules an appointment to review with the potential employee the statement of Faith. The CEO/President or CFO/Chief Operating Officer reviews the application before signing the job offer. Once the potential employee agrees to sign the statement of Faith then the CEO/President or CFO/Chief Operating Officer signs the job offer.
- l. Approved Job offers are presented to candidate by Human resources.
- m. Candidate completes paperwork and all required pre-employment requirements according to mandatory requirements determined by federal, state, and employer guidelines.
- n. Once job offer is signed, new employee will read and sign job description, which lists primary and secondary responsibilities for position. Supervisors will review job descriptions annually and will update as needed.
- o. FWBFM is required by the Department of Children's Services to complete criminal background checks, sex offender checks, abuse registry checks and driving record checks annually on all employees, subcontractors and volunteers.

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03:005

(CARF Section 1. I. Human Resources #1., #8.)

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POLICY: AGENCY STAFFING ASSIGNMENTS

The agency will follow state licensure guidelines. The hiring of personnel is determined on the number of clients admitted and being served at any given time in the agency. Staff levels can fluctuate depending on the number of clients as well as any financial or business decisions that need to be made by the Board of Trustees, the CEO/PRESIDENT, or a member of the executive committee. It is the intent of FWBFM to treat all qualified persons without discrimination in all employment practices such as: employment, rates of pay or other forms of compensation, assignment of work, benefits, training, upgrade, transfer or promotion, layoff or termination, and all other terms, conditions and privileges of employment.

In the event of unplanned absences, we cross-train our employees, we have prn staff, interns and volunteers to fill in when necessary.

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03:009

**POLICY: TITLE VI, AGE DISCRIMINATION ACT AND
IMMIGRATION REFORM AND CONTROL ACT (IRCA) and
USCIS UNITED STATES CITIZEN AND IMMIGRATION
SERVICES**

FWBFM complies with all employment eligibility verification requirements, as per the Immigration Reform and Control Act of 1986. IRCA prohibits employers from hiring and employing an individual for employment in the U.S. knowing that the individual is not authorized with respect to such employment. FWBFM is also prohibited from continuing to employ an individual knowing that he or she is unauthorized for employment. This law also prohibits FWBFM from hiring any individual, including a U.S. citizen, for employment in the U.S. without verifying his or her identity and employment authorization on Form I-9, either via paper or electronically.

FWBFM requires applicants or any other person (any legal entity) who through contractual or other arrangements with FWBFM is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations issued under the provisions of Title VI of the Civil Rights Act of 1964. Section 504 of the Rehabilitation Act of 1973 and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which FWBFM received federal assistance from the Human Services Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

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(CARF Section 1.1. Workforce Development and Management 1.1.1.)

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POLICY: EMPLOYMENT STATUS

The purpose of employment status is to help provide uniformity and equity in applying personnel policies and benefits, and to comply with all requirements of The Affordable Care Act as required due to our aggregated large employer status. FWBFM provides affordable, minimum essential health insurance coverage for all eligible employees. All full-time employees (working more than 30 hours per week) are eligible to receive an Offer of Coverage 60 days from hire then thru to the first of the following month (not before 60 days from hire, and no longer than 90 days after hire.) Employees cannot be threatened with firing or disciplinary action for signing up for health insurance coverage. Every eligible employee is required to complete a benefits enrollment process at their time of eligibility regardless of whether they are declining coverage or not. All eligible employees will be provided with the health insurance plan details in advance of their enrollment deadline. All eligible employee waiving health insurance coverage must disclose the reason they are declining the coverage and may be subject to provide proof of other coverage. All employees working less than 30 hours per week are not entitled to an Offer of Coverage.

The employee status definitions apply to all FWBFM employees:

Exempt

Employees whose positions meet specific tests established by the FLSA (Fair Labor Standards Act) and state law and who are exempt from overtime pay.

Non-exempt

Employees whose positions do not meet FLSA exemptions tests and who are compensated at 1.5 times their regular rate of pay for overtime, as required by FLSA law.

Regular Full-time

Hourly employees regularly scheduled to work 36 hours or more per week based on FWBFM policy and work schedules. Salary employees are required to work 40 hours a week.

Regular Part-time

Employees regularly scheduled to work less than 30 hours per week, are paid on an hourly basis. (not eligible for benefits)

Temporary Seasonal

Employees who are hired for a pre-established period and often during peak workload periods, usually working up to no more than 30 hours per week.

Temporary

Employees who are hired to work temporary assignments as needed on an "as needed" basis. (not eligible for benefits)

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Employed as needed with no guarantee of set hours. Designed to supplement full and part time staffing needs.

On occasion, FWBFM may also utilize the services of an agency for temporary workers. These persons are employees of the agency, are recruited and paid by the agency, and are subject to the rules and policies of the agency. They are also, however, expected to abide by all policies and rules of FWBFM while working here.

Human Resources will review your eligibility for company-sponsored benefits. Should you have questions concerning your employment status and/or employee benefits, please see an HR representative.

3:012

(CARF Section 11. Human Resources #8.)
(PREA Policy 115.317,

POLICY: PROMOTION POLICY

It is the policy of FWBFM to promote from within whenever possible. Employees are required to submit a letter of interest with current resume to Human Resources for openings in which they have the appropriate knowledge and experience. Factors considered in the selection process include demonstrated skill and ability to perform the new position, prior and current work performance, past and current disciplinary record, attendance records and cooperation with others and attitude.

When a change in status, such as promotion, transfer, etc. does occur, an add/change form does need to be completed and signed by the supervisor, then forwarded to the department of human resources, in a timely manner.

FWBFM will not hire or promote or contract with anyone who has been determined by the court system to have been involved in any incidents of sexual harassment.

It is the intent of FWBFM to treat all qualified persons without discrimination in all employment practices such as: employment, rates of pay or other forms of compensation, assignment of work, benefits, training, upgrade, transfer or promotion, layoff or termination, and all other terms, conditions and privileges of employment.

03:014

ORIGINAL**POLICY: KEEPING OUR RECORDS CURRENT**

Employees are responsible for notifying the Human Resources Department of any changes to their own personal information such as a new home address, telephone number, change in marital status, dependents, emergency contacts, beneficiaries, or any other personal changes, which may affect the employee's work status or benefits program.

An employee who leaves FWBFM for any reason and experiences a change of address, must notify the Human Resources Department in order to ensure that their W-2 tax form, benefits program statements/notifications, etc. will be sent to the proper address.

03:015

(CARF Section 1 E. Legal Requirements #1 J.,)

(CARF Section 2 A. Program/Service Structure #20)

(CARF Section 4.A. Community Housing and Shelters)

POLICY: EMPLOYEE PRIVACY

FWBFM is committed to protecting the privacy of its current and former employees. To assist employees who want FWBFM to provide confidential information on their behalf, the Human Resource department will coordinate the response to requests for information from outside sources. You will be required to authorize the release of any information that is provided on your behalf. We will, however, verify your employment and comply with mandatory legal processes from the courts and law enforcement agencies.

We will maintain separate medical and general personnel files and will make sure that all information in your records is maintained in a confidential manner. Only those people who have a need to know will review your records. We will require all employees who have access to your records to comply with these policies and practices. The payroll files will be maintained by FWBFM will be serviced by HR staff.

Upon request, the HR Department will schedule an appointment to allow employees to inspect his/her personnel file. The employee may review his/her file in the presence of Human Resources and the supervisor. All contents of personnel/medical files are the property of FWBFM.

Any corrections, additions or deletions must be properly documented in the employee's personnel file. All changes of the original record must be dated and signed by those involved, as well as their title. When adding to an employee's personnel record, Human Resources will make note of the change in the appropriate place in the file.

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03:019

(CARF Section 1 E. Legal Requirements #1c., #3., a., d.,)
(CARF Section 2 A. Program/Service Structure #20)
(CARF Section 4.A. Community Housing and Shelters)

POLICY: CONFIDENTIAL INFORMATION (NONDISCLOSURE)

The protection of confidential information is vital to the interests and the success of FWBFM. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Administrative Records
- Computer passwords and other confidential information
- Pending projects and proposals
- Mailing list
- Pledge and donor lists
- Client (clients) served
- Client Records
- Employee files (including medical information)
- Accounts Payable
- Accounts Receivable
- Administrative Records

All employees and board members may be required to sign a nondisclosure agreement as a condition of employment. Any employee or board member who discloses confidential information will be subject to disciplinary action, up to and including possible termination of employment or board removal, even if he or she does not actually benefit from the disclosed information. All confidential employee/board information will be protected through the appropriate departments and kept locked.

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(CARF Section 1 E. Legal Requirements #1c., #3a, d.,)
(CARF Section 2 A. Program/Service Structure #20)

POLICY: HIPAA / RECORD DISCLOSURE/DESTRUCTION

All medical and other information directly or indirectly identifying a client or former client must be kept strictly confidential. All information relating to a client's care, treatment or condition constitutes confidential information. Employees and contract agents shall never discuss a client's medical condition with friend's family or other non-employees. Discussion of client information with employees is on a need to know basis, limited to designated personnel dealing with treatment/insurance/billing. A client's presence in our organization could also indicate the nature of the client's illness and therefore shall not be disclosed without proper authorization. Any unauthorized disclosure by employees or contract agents could render the organization liable for damages on grounds of defamation or invasion of the right to privacy. Any employee or contract agent who violates the confidentiality of medical related information will be terminated from employment or contract and removed from the premises.

TIMEFRAME FOR CONFIDENTIAL ENTRIES INTO ADMINISTRATIVE RECORDS

All confidential data must be entered into the Administrative records as soon as possible, but no later than one week after being received.

AGREEMENT

Employees (or contract agent) recognize and acknowledge the following,

- 1) That the services performed by **Free Will Baptist Family Ministries, Inc.,** for its clients, and providers are strictly confidential and that to enable the company to perform those services, its clients, employees and providers furnish confidential information concerning their affairs;
- 2) That the goodwill of the company depends, among other things, upon its keeping of such services and information confidential; and
- 3) That by reason of your role, you may come into possession of information concerning the services performed by the organization for its client and/or providers.

Employees accordingly agree that except as directed by authorized personnel, they will not, at any time during or after employment (or contract), disclose any of such services or information to any person, or permit any non-employee to examine or make copies of any reports or other documents prepared by you or coming into your possession, that have in any way to do with the patients or providers of the organization. Employees recognize that disclosure of information may give rise to irreparable injury to the organization, board members and owners of such information (clients/employees) who may seek available legal remedies against you.

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The following state statute may be applicable (T. C. A. 68-11-3 11 - Violations - Civil Liability): "Any individual making unauthorized disclosure of information may be fined \$500 in the first offense and \$5000 in the case of each subsequent offense." Other legal remedies may be available.

Accordingly, and as recommended by our insurance liability carrier, **VIOLATIONS OF THE CONFIDENTIALITY OF PATIENT INFORMATION SHALL BE CAUSE FOR IMMEDIATE TERMINATION OF EMPLOYMENT OR CONTRACT.**

RECORDS RELEASE AND DESTRUCTION

See policy Client Records for client records. All other records, files and documents are destroyed based on the recommendations of generally accepted business practices for the agency by a licensed shredding company who provides certificate of destruction at the time of destruction.

TIMEFRAMES FOR ENTRIES INTO ADMINISTRATIVE RECORDS

05: PS 115

(CARF Section 1 E. Legal Requirements #1 J., #3 b., c., d., e., f.,)

(CARF Section 1 K. Rights of Persons Served #2.)

(CARF Section 1 G. Records of the Person Served #1, 4)

PROCEDURE: CLIENT RECORDS

The agency shall maintain strict standards relating to the safekeeping of client records. Client confidentiality shall be assured through procedural and physical safeguards against unauthorized access to files. Standards and compliance coordinator is responsible for all client records by safeguarding them according to the policy below. Staff members cannot access or remove records without the permission or knowledge of record removal by standards and compliance coordinator. Written procedures shall encompass content of client records, authorized access, security, the rights of the client and the client's guardian/custodian to access the client file, and record retention.

1. File Content

- 1.1 Each client file will communicate information in a manner that is organized, clear, complete, current, and legible and contain the following Categories:

RESIDENTIAL/EMERGENCY SHELTER/QRTP FILE

1. Admissions/Intake
2. Legal
3. Medical

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4. Clinical
5. Treatment/Planning
6. Education
7. Visitation
8. Miscellaneous

FAMILY SERVICES/FOSTER CARE FILE

1. Admissions/Intake
2. Legal
3. Medical
4. Clinical
5. Treatment/Planning
6. Education
7. Visitation
8. Miscellaneous
9. Foster Placement Services
10. In-Home Services
11. After Care Services

1.2 Each program division shall include in its Operations Manual an outline of basic client file content, organization of files, and standards and schedules for maintaining current accuracy of files and purging them of all summarized notes or other irrelevant or unnecessary information (see "Closed Records Contents.").

2. Storage of Records

- 2.1 All paper copy client files shall be stored single-lock in fire resistant cabinets or vaults accessible only to be authorized personnel [see PS 158: Confidentiality of Client Information];
- 2.2 All client files are to be removed from work desks/offices and stored in the designated cabinets/vaults at the end of each work day;
- 2.3 Within thirty days of case closure, case files shall be purged according to divisional guidelines, reviewed by Program Supervisors/Coordinators, and forwarded to storage in the closed record vaults or scanned into Extended Reach.
- 2.4 After case closure, Program Supervisors/Coordinators shall assure that duplicate/working case files are destroyed; and
- 2.5 When destroying purged and duplicate records, materials shall be shredded.

3. Scanning Client Files

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Client files are considered a legal record of the treatment and care of youth in placement with FWBFM. The documents stored within a client file are legal documents that must be handled, filed, and scanned correctly!

Client files are created with numbered dividers that represent the type of document stored in the section (i.e. 1-Intake, 2- Legal, 3-Medical, 4-Clinical, 5-Treatment, 6-Education, 7-Contacts & Visitation, & 8- Misc. 9- Foster Care, 10- In-Home-Services & 11- Aftercare) . There are sub-sections in each file that are divided with the names of the documents that are to be stored in the sub-sections (i.e. Record of Access, Face Sheet, TBI, etc.).

It is critical to remember:

- If a file is contained within a white binder, documents between each sub-divider must be scanned as a single scan. Never ever scan a numbered section as one file or scan more than one subdivided section as one file!!
- Files must be scanned accurately and labeled appropriately according to the subsection title it belongs in.
- Files must be scanned with the client's full last name, client's first initial, and the name of the Subsection / document title in the subject line prior to being emailed to the Case manager.
- The Case manager/Case Manager must collect all of the client documents from residential/family services and either scan and file or upload to Extended Reach.
- Files are scanned at the time of client discharge from residential/family services.

Procedure for Scanning Files

1. Place the subsection of the client file in the top feeder of the copy machine.
2. Select the SCAN option.
3. Locate the Case managers name on the screen and select it.
4. At the bottom of the screen, select SUBJECT.
5. At the bottom of the next screen, select TEXT and an alphabetic keypad will appear on the screen.
6. Type in the client's full last name, client's first initial, and the title of the subsection/document type (i.e. House, C., Face Sheet).
7. At the top right side of the screen, select OK.
8. At this point you should be back at the screen showing the name of the recipient of the email.
9. Push the start button and the files should begin scanning thru the feeder and the email is automatically sent to the person designated to upload the files.

TIMEFRAME FOR ENTERING AND UPLOADING DOCUMENTS FOR NEW ADMISSION

****File must be completed and uploaded into Extended Reach within 7 days.**

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4. Retention of Closed Records that are not located on our electronic system

- 4.1 Materials that have been purged from Closed case files will be stored placed in cardboard boxes and locked cabinets in storage on campus.
- 4.2 Within 24 hours of finalization of adoption decree in court, adoptive case records
are given to the Department of Children's Services/Department of Children/Family Services who will purge, seal, and forward to state authorities for storage in state archives; and
- 4.3 Closed case files (other than those defined in 3.2) are retained permanently in the
closed record vaults.
- 4.4 When destroying purged material from a client record, materials shall be shredded.
- 4.5 Client files identified or involved in legal proceedings will be considered protected, open files regardless of the time-period and not be destroyed.
- 4.6 Any file identified for legal or court proceedings will be pulled from destruction.

5. Access to Open/Closed Records

- 1.1 Access to closed foster care, adoption, and in-home service case records may be granted only by the Administrators or Standards & Compliance Coordinator; and
- 1.2 Access to closed group care (residential) records may be granted only by the Administrators, or Standards and Compliance Coordinator.
- 1.3 In the event access is requested to records in regards to subpoenas, search warrants, investigations, or any other legal action, employees are instructed to contact the administrator of Residential services for immediate action. If the administrator is not available, staff should contact their immediate supervisor for instructions. Outside legal assistance may be used in events such as these. The CEO/PRESIDENT has the ultimate authority on behalf of the agency for approving access of any kind.

6. Client Review of Case Record

- 6.1 Upon written request and proper identification, legally competent adult clients, legal guardians/custodians of minor clients, and adult former clients shall have the right to review the client record in the presence of personnel designated by the Administrator, to request correction of any inaccurate information in the record, and to request a copy of any agency-generated document in the record. This also applies to requests from family members for records of deceased persons.
- 6.2 Copies of information from any other source must be obtained from its original source;
- 6.3 Such case reviews shall be documented in the case record, even if no corrections or additions are requested;
- 6.4 Clients (or guardians in the case of minors) shall be apprised in writing of their rights under this policy;
- 6.5 If it is believed such review would be injurious to the client's physical or emotional well-being, written refusal of access may be authorized only by the Administrator or the CEO/PRESIDENT;
- 6.6 In the event a client wishes to insert a statement into their case record, they shall be given the opportunity with guidance as to what is acceptable self-expression for case file document;
- 6.7 If the client's record insertion requires a written response for the file, the client will be informed and given the opportunity to review the response.
- 6.8 Further requirements concerning client access to records shall be defined in divisional Operations Manuals.

6 Disposition of Case Records in Case of Agency Dissolution

In case of the agency's dissolution, the Board of Trustees shall designate an agency to be responsible for the maintenance, access, and protection of client records within agency-defined policies.

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(CARF Section 1 E. Legal Requirements #1c., e., j.,)
(CARF Section 1 G. Risk Management #3.)
(CARF Section 1 K. Rights of Persons Served #2.)
(CARF Section 2. G. Records of Person Served)
(CARF Section 4.A. Community Housing and Shelters)

POLICY: CONFIDENTIALITY OF RESIDENTIAL/FAMILY SERVICES INFORMATION

Every employee, volunteer, and board member of FWBFM is responsible for assuring confidentiality of residential/family services information when communicating with persons both inside and outside of the agency. This responsibility is defined by licensing regulations, agency policy, and by legal and ethical standards. Violation of Residential/family services confidentiality can result in sanctions and legal action against the agency and individuals.

Procedure:

1. Scope and Definition

In the strict definition, all information about a youth or foster parent should be considered confidential. This would include name, birthdate, county of origin, case specifics, and whether a youth has been served by or is residing or has resided at the agency. Information must be exchanged in the process of serving a youth; however, this exchange is restricted by the principles of right to know and need to know certain information.

2. Privacy vs. Disclosure

Each individual has a personal right to privacy, which is grounded in the Constitution and extends to minors. However, under general principles of civil liability, there is the requirement that professional/agencies comply with mandatory reporting laws and protection of the client and community when the client may be endangered and/or may be harmful to others. Any staff person who believes a client is in danger of harming self or others must pass this information on to immediate supervisors and administrators.

- 3.** The agency shall maintain written procedures defining:
- Persons authorized to access confidential client files;
 - Release of information, and
 - Residential/family services record security.

- 4.** All personnel shall receive training in Confidentiality Policy and Procedure during CORE Orientation and on-the-job training.

The following procedural guidelines are established to assure the agency's obligation to protect the confidentiality of Residential/family services information.

1. Person Authorized to Receive Information

Case record material and confidential information regarding a youth, foster parent or legal guardian may be shared with the following authorized persons:

- A. The residential/family services youth, immediate service delivery team, including employed and contracted professional or clinical personnel;
- B. Agency administrators defined in the line of organizational accountability;
- C. Legal guardian/custodian (including placing agents);
- D. Duly authorized licensing, accreditation, and contract monitoring, and authorities;
- E. School personnel (limited to educationally relevant information).
- F. Youth shall have access to their case record material with written authorization of the legal custodian.
- G. Foster parents shall have access to their case record material.

2. Release of Information

- 2.1 Persons outside the agency who inquire about a client are to be referred to the social worker case manager, clinician, or supervisor who is responsible for that youth;
- 2.2 Information about youth is to be released only by specifically authorized personnel and only with prior written authorization from the legally competent adult client or from the legal guardian/custodian of a minor client (except where mandated by law or judicial action);
- 2.3 The identity (name) of a youth will not be released to unauthorized persons;
- 2.4 The agency will release only that information which an authorized individual has a need and right to know;
- 2.5 Release of information forms must be time-limited, must identify the specific information to be released, and the person/agency authorized to receive the information;
- 2.6 Release of information must be signed by the person holding legal custody of the client.
- 2.7 Release of information forms will be retained in the youth case file and will document the date of release.

3. Client Record Security

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- 3.1 Only authorized persons (as specified in item 1, above) will have access to case files; persons having access (other than immediately involved case personnel) are required to sign the **case record access form** maintained as part of the case file;
- 3.2 Youth files are stored in locked fire-resistant cabinets or vaults accessible only to authorized personnel;
- 3.3 Youth files may not be removed from agency facilities unless required to be at CFTM's or court proceedings;
- 3.4 Access to computerized youth data is protected by policy;
- 3.5 Retention of case files is defined by policy.

4. Preventing "Accidental Disclosure"

- 4.1 Personnel should assure privacy of discussions about youth;
- 4.2 Personnel should assure that documents (client data, case documentation, logs, critical incident reports, etc.) are securely stored, confidentially forwarded, and not removed from agency facilities;
- 4.3 Case recording/dictation on a given youth should not reference another youth in an identifiable manner.

5. Other Client Protections

- 5.1 Identifying information about youth is not to be released for Public Relations purposes without written authorization from the youth and the guardian/custodian and then only if it directly benefits that youth;
- 5.2 Pictures of youth will be used only when the youth and the guardian/custodian have given written authorization, and only when the material released does not reflect negatively on the youth;
- 5.3 In the event of a media inquiry involving confidential information regarding persons served by the agency, all such inquiries will be directed to the Director of Development, or the Administrator, or the CEO/PCLIENT. These are the only parties who can release specific client information to the media, and these persons are likewise bound by the responsibility to safeguard the privacy rights of persons served.
- 5.4 If a youth elects to speak to the media, staff will explain the agency's confidentiality policy, obtain a signed statement from the youth that he/she has been informed of and understands the confidential nature of certain information. The agency will obtain a signed release from the youth

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discharging the agency from liability in the event that confidential information is voluntarily or inadvertently disclosed.

- 5.5 When speaking to others about the programs and services of the agency, personnel shall be sensitive to the needs of the youth and youth groups for privacy and dignity, and shall present the programs in a way that does not cause embarrassment for the youth and their families;
- a. Staff must be careful to not disclose information about a youth to that youth when the information could be potentially damaging to his/her psychological welfare;
 - b. Personnel must avoid the youth's appeal for a commitment to keep revealed information confidential; the youth's social worker or area supervisor should be informed immediately of information related to potential harm to the youth or others.

5 Third-party request for information

FWBFM does not release any information to a third party without written consent. This document should be completed by both youth/guardian and the third party, who is wishing the information to be released to.

FWBFM can offer a Release of Information to be filled out completely by youth/guardian and third-party requestor.

FWBFM reserves the right to request further information before releasing any information, if it deems necessary.

6. Social Media Policy

FWB Family Ministries actively uses various social media outlets (Facebook, Twitter, etc.). Administrative privileges are given to the CEO/PRESIDENT assistant and the Development DEPARTMENT. Social Media's will be monitored and the proper security settings will be placed by those with Administrator privileges.

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(CARF Section 1 K. Rights of Persons Served #2.)

POLICY: COURT-ORDERED RECORD/INFORMATION RELEASE

Agency staff may periodically receive subpoenas to testify in court regarding client cases (past or present), or otherwise receive subpoenas or legal requests for oral or written information. The agency may find itself in conflicting situations when it comes to safeguarding confidentiality of client information, working for the best interests of the client, meeting obligations to parent/guardian/or custodian, and responsibilities to the community. To balance these potentially conflicting responsibilities and to assure that the agency meets its legal obligations, the following procedures should be followed.

Procedure:

1. Case Review

At any time that it appears a case is moving toward court involvement; a written memo is to be forwarded to the Administrator. This memo should summarize the pertinent facts of the case and the question for judicial review. It will then be determined whether an administrative case review conference is to be scheduled. (This procedure is not necessary in cases of routine foster care review or routine adoption hearings.)

2. Record/Information Release

Material (oral or written) may be released only when the following conditions have been met:

- A. Written authorization for release is obtained from a legally competent adult client or from the parent/custodian of a minor client or a written court order has been received;
- B. There is clear documentation in the case record indicating what was released, to whom, and with accompanying signed authorization or order;
- C. In the event that only records are subpoenaed, they shall be copied, sealed and sent to the court.

3. Legal Consultation

The Executive Administrator or the CEO/PRESIDENT will seek legal consultation as needed on a case to case basis to assure that procedures are consistent with legal requirements.