

RFP Title: Request for Proposals for a Diversion Through Vocational Training Program
Proposal Number: BC-04-14-10-17
Opening Date: Wednesday, April 14, 2010 at 2:00 PM

PROPOSAL RESPONSE COVER SHEET

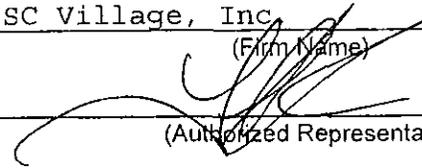
This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

Bob Rackleff, Chairman
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

BY DISC Village, Inc.
(Firm Name)

(Authorized Representative)
Thomas K. Olk, CEO
(Printed or Typed Name)

ADDRESS 3333 West Pensacola Street
Suite 300

CITY, STATE, ZIP Tallahassee, FL 32304

TELEPHONE (850) 488-6700

FAX (850) 576-3317

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 03/23/10 Initials 

Addendum #2 dated 04/08/10 Initials 

Addendum #3 dated _____ Initials _____

ORIGINAL

Request for Proposals for a

Diversions Through Vocational Training Program

Proposal Number: BC-04-14-10-17

Board of County Commissioners
Leon County, Florida

April 14, 2010



DISC Village, Inc.

3333 West Pensacola Street
Tallahassee, FL 32304
Telephone: (850)575-4388
Fax: (850)576-3317
www.discvillage.com

Thomas K. Olk, Chief Executive Officer

A. Background & Experience



DISC Village, Inc.

Request for Proposals for a

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1. State of Florida license – **Attachment I**

2. The provider should include a description of organizational qualifications that describe the following:
 - a. **DISC Village, Inc.**
3333 West Pensacola Street, Ste. 300
Tallahassee, FL 32304
(850)575-4388

 - b. **Joint Venture** – n/a

 - c. 3333 West Pensacola Street, Tallahassee, FL 32304

 - d. **Federal Identification Tax Number** – 59-1491338

 - e. **Mission Statement** – The primary mission of DISC Village, Inc. is to promote the well-being of individuals and families and those with whom they are closely associated who are adversely affected by alcohol and other drug abuse, crime, behavioral problems and mental health disorders. Our vision is a community where individuals and families can live healthy, safe and productive lives.

 - f. **Agency Founded** – The agency was initially established as a Drug Information Services Center (DISC) located on the grounds of Florida State University before expanding to Woodville in 1972 to implement one of the first residential, therapeutic communities for substance abusing adults and adolescents in Florida. Since then, DISC has expanded its services dramatically and currently operates in both agency-owned sites, as well as sites co-located with other social service agencies.

 - g. **Target Population** – The agency provides services to both male and female juveniles and adults, with the youngest eligibility being eleven years old. However, it should be noted that some of the services are provided to families who have children of all ages. Furthermore, access to care is provided regardless of race, religion, gender, sexual orientation, ethnicity, age or disability within specific program guidelines.

 - h. **Geographic Service Area** – DISC Village, Inc. provides services in various capacities in the following counties: Bay, Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla and Washington.

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- i. **Social Services Provided** – DISC is committed to developing a broad continuum of services in response to the multiple and diverse needs of the community while helping assure public safety. This is accomplished by focusing upon continued accreditation, staff competence, measurable outcomes and consumer satisfaction. Accreditation is one of the driving forces behind how services are provided and is an example of the agency's ongoing commitment to providing the best possible services to the clients. All programs and services are vigorously researched, evidence-based, holistic modalities and delivered by highly trained and qualified professionals. Services include: substance abuse and behavioral/mental health treatment and prevention programs; residential treatment programs for substance-abusing pregnant and post-partum females; foster care services including residential care, independent living and family visitation; child welfare case management; community outreach services including individual and family prevention and intervention programs; educational and vocational training including Florida Department of Education Commission for Independent Education accredited courses through Life Corps Academy; and assessment, program and referral services for youth involved in the criminal justice system.
- j. **Board of Directors** – DISC Village, Inc. is managed by a Board of Directors whose members include a President, Vice-President/Secretary and Treasurer. The duties of the Board Officers are: the President presides at all meetings of the Board and calls special meetings as may be necessary. He/She shall be an ex-officio member of all committees and perform all other duties pertaining to his/her office; the Vice-President/Secretary presides at the meetings in the absence of the President, acts for him/her in the case of absence or disability. He/She supervises the keeping of a proper record of all meetings of the Board and maintains an accurate list of the names and terms of office of the members of the Board. He/She also assists with such work as is requested or delegated to them by the President; the Treasurer oversees the custody of all money and securities, oversees the annual audit and budget, and supervises the fiscal policies adopted by the Board.
- A primary function of the Board of Directors is to ensure that DISC Village is responsive to the needs of the community and clients of the program. The Board is responsible for final review of the general policies of this corporation, the annual audit and budget, and for employment of a full-time Chief Executive Officer. One or more of the Board of Directors is present during surveys and summation conferences by accreditation agencies. The Board of Directors meets at a minimum on a quarterly basis and monthly phone conferences are initiated by the President. The annual meeting of the Board is held in September of each year.
- k. **Financial Management Procedures** – DISC Village, Inc. uses generally accepted accounting procedures to manage a multitude of funding streams

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planning and relapse prevention for substance-abusing prenatal or postpartum women and their babies. The average length of treatment is four to six months with special attention given to facilitate mother/child bonding and responsible parenting and support. Additional services include provision of education classes for academic improvement and GED testing, vocational training and job-readiness classes, supervised job search and job placement. Referrals for the SIS program come from the Department of Corrections, the Department of Children & Families, self-referrals and/or other agencies/professionals.

The DISC Adult Services program provides a centralized intake process for adult offenders referred through County and Circuit Probation Offices, Public Defenders Offices, judges and the Department of Corrections. This program provides comprehensive assessment, case management, outpatient counseling services, urinalysis, individual and family counseling, group therapy, educational/vocational training and residential referrals. The Adult Services program is offered in Gadsden, Jefferson, Leon, Madison, Taylor and Wakulla counties.

Always vigilant about identifying innovative, evidence-based and cost-effective service delivery modalities, we are currently piloting a project to deliver substance abuse treatment programs to parolees in outlying rural counties via the Internet. Although face-to-face counseling will always be part of substance abuse treatment programs, many necessary program elements can be delivered online. When parolees, who are in need of substance abuse treatment, check in with their Probation Officer at the local Department of Corrections office, they are provided with secure, encrypted, internet access to participate in their E-therapy. Cost savings are realized by the parolee, the criminal justice system (through reduction in substance abuse-related behaviors and crimes) and to the provider.

DISC presently interfaces with the courts, criminal justice agencies and social service agencies through contractual agreements, formal and informal collaborative partnerships and technical advisement on a myriad of factors that affect at-risk populations. Many of the clients served are referred to DISC and our collaborative partners from the State Attorney's Office, judges within the court system, the Department of Juvenile Justice and the Department of Corrections. For example, DISC is contracted to operate the Juvenile Assessment Center (JAC), the Juvenile Drug Court and the Civil Citation program. These comprehensive screening, assessment, case management and diversionary programs prevent youth from unnecessarily progressing further into the criminal justice system. The screenings and assessments often uncover underlying substance abuse, child abuse, and/or behavior and mental health problems that have contributed to criminal behaviors. By intervening early in the arrest process, many clients are appropriately diverted from a corrections setting to substance abuse/behavioral/mental health treatment programs or child welfare agencies. Enormous cost savings are realized from a reduction in jail beds through diversion and a reduction in societal expenses by

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identifying and treating underlying problems that contribute to destructive, criminal behaviors.

7. **Referral Sources** – DISC Village has cooperative relationships with a vast array of social service agencies. Many of the relationships have been in place for decades. Examples of such agreements are presented via letters of agreement/support found in **Attachment VI**.

B. Program Narrative



DISC Village, Inc.

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1. **Program Services Description:** Proposals should include a brief description of the particular service proposal, what the service consists of, and who will perform services.
and
2. **Program Services Consist of:** a) Training, b) Job Placement, c) Job Counseling, d) Job Retention.

DISC Village, Inc. (DISC) will provide cost-effective comprehensive approaches in vocational training services and case management to increase the employability skills of incarcerated adults and/or those transitioning back into society in order to reduce the recidivism in the Leon County Jail. DISC proposes a practical pilot project entitled LIFT – Leveraging Interventions For Transformations. LIFT will utilize an array of human service interventions to transform the numerous barriers experienced by adult offenders which affect their ability to become independent, self-sufficient citizens of the community. LIFT specifically addresses the goals of this proposal to reduce recidivism and criminality by the offenders, lessen the demand on County jail beds and provide employable skill sets to non-violent offenders.

The LIFT project will provide one full-time Program Coordinator to act in a supervisory capacity and deliver core program services, as needed. Up to three part-time staff members will act as Specialized Case Managers (SCM) for delivery of core program services, as well as conduct case management and provide follow-through subsequent to program completion.

First of all, each individual will be administered the Biopsychosocial Assessment by the SCMs which contains the following domains: Family/Social Supports, Self-Concept, Peers/Activities, Educational/Vocational Levels, Substance Use, Diagnostic Criteria for Abuse and Dependence, Psychological/Psychiatric History and Physical Health History. (Please see **Attachment VII.**) Final assessment questions and recommendations will be utilized to determine the individual's readiness to participate in vocational training. Results will also allow the SCMs to develop individualized case management plans to address each of the Biopsychosocial domains and streamline the delivery of ancillary services provided on a case-by-case basis following the individual's release.

Secondly, SCMs will administer the vocational components of LIFT through a combination of face-to-face instruction, innovative online distance learning tools and vocational training. As such, SCMs will be hired based not only on their ability to provide social work/case management services, but also if they have any specific skill sets that would enable them to facilitate training in a certain field. Once hired, they will engage in training with regards to provision of services, required by all staff at DISC, at a minimum of 16 hours documented each year. To facilitate this requirement, DISC has developed individualized training plans that are designed to provide a listing of mandatory trainings, secondary trainings, training hour credits and the manner in which training will be provided. In addition, the plans contain a

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list of trainings that may be selected with the supervisors' approval as being beneficial to the employee and/or program, as well as for professional development. Required trainings for direct care employees include: Clinical Documentation, Crisis Intervention, Cultural Competency & Diversity, Dual Diagnosis, Ethics, Motivational Enhancement, Suicide Prevention & Assessment, etc.

Third, SCMs will provide employment placement assistance and extended monitoring after job placement to ensure sustainability. In order to accomplish this, they will coordinate with other community partners, such as Workforce Plus, to assist with preparation for job interviews, job placement and development of successful employment behaviors.

Finally, SCMs will provide wrap-around services to address the ancillary needs of participants such as transportation, child care, housing, substance abuse and mental health treatment programs, counseling and urinalysis testing. Coordination of services will include connection to collaborative agency services that specifically address the specific needs of each participant. SCMs will develop and coordinate information regarding housing and job banks with other community agencies.

All LIFT Participants will be referred to Workforce Plus which provides employment services such as obtainment of interview skills, resume building and assistance with career placement in high growth jobs. Furthermore, there will be the opportunity to complete "Ready To Work" certificates to further enhance opportunities to gain employment. Additionally, DISC will collaborate with The Tallahassee Community College Foundation to identify "college-ready" individuals who want to pursue higher education. The goal will be to provide seamless transitions and support to those entering into higher education

On the other hand, provision of substance abuse treatment, counseling and urinalysis testing will be provided by DISC so that there is a continuation of the services previously offered during their incarceration at the Leon County Jail. This should further divert participants from engaging in risky behaviors that can lead to involvement in unlawful actions, thereby reducing the demand on the Leon County Jail.

The technology component of LIFT incorporates recent innovations in distance learning that makes available the ability to deliver live, interactive, online training events and meetings and allows the participants to progress at their own pace. Furthermore, the technology is secure and appropriate for delivering content/trainings in a jail or community setting. DISC will provide desktop computer systems and/or any other equipment for this program. All that is required for participation is an internet connection, internet browser and up-to-date Adobe Flash Player. The agency anticipates utilizing DSL services and Wi-Fi in order for LIFT participants to access the internet for the online training.

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Via this technology, the LIFT program will offer varying levels of core vocational training courses in order to accommodate the abilities of the participants. The higher level courses are accredited through the Florida Department of Education's Commission for Independent Education and will result in industry-recognized certifications in high wage/high demand employment sectors. The core vocational training courses available are:

- Office Assistant,
- Microsoft Office Users Exam Prep, and
- A+ Computer Certification Exam Prep.

Office Assistant – The objective of this program is to prepare participants to work in an office setting. Participants who complete this program will be provided a well-rounded working knowledge base that will enable them to work at an entry-level position in a professional office. This 120 clock-hours program is comprised of the following courses: Word 1, Word 2, Excel, Outlook, PowerPoint 1, PowerPoint 2, Office Grammar, Office Math, and Office Behavior.

Microsoft Office Users Exam Prep – The objective of this program is to prepare participants to work in technology-based offices. Participants who complete this program will be provided a well-rounded working knowledge base to work at an entry-level position. This program is designed to cover Microsoft Office desktop applications to prepare participants to take the certification exams at the "Core" and "Expert" levels. This 50 clock-hour program is comprised of the following courses: Word, Word Expert, Excel, Outlook, and PowerPoint.

A+ Computer Certification Exam Prep – The objective of this program is to prepare participants to work in the technology field and take the A+ Exam. Participants who complete this program will be provided a well-rounded working knowledge base to work at an entry-level position in technology that requires professional knowledge of computers. This 75 clock-hours program is comprised of subjects including: configuration, upgrade, diagnosis, repair, service, support, and trouble-shooting microcomputers. The program includes intensive laboratory sessions combined with solid academics and practical hands-on experience. An A+ Certified Service Technician is recognized industry-wide for a standard level of competency in servicing PCs and PC peripherals. This program prepares participants to take the two independently administered exams required for certification.

Given this technique of vocational training and the agency's previous experience in providing this type as well as hands-on courses, DISC can offer additional learning opportunities for LIFT participants. This would be based upon the availability of participants, as well as their areas of interest, and the facilities accessible within the Leon County Jail. These other courses can include Medical Office Assistant/Electronic Medical Records, Food Preparation Assistant, etc.

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LIFT participants will be required to maintain a grade average of 75% or better in order to satisfactorily complete their programs. Regular sessions with the SCMs will be held to review progress in order to ensure their success. In order to assist with the appropriate monitoring of the LIFT program, tracking tickets will be developed that will enable tracking of participants by name, SPN #, type of offense, date(s) arrested, type of vocational training, attendance records, re-offenses, individual case studies and other services offered (counseling, urinalysis, etc.). As instructed by this request for proposal, this information will be submitted on a quarterly basis to the Leon County Public Safety Coordinating Council.

In addition to the core courses explained above, DISC will also provide Life Skills Training. This will provide individuals with skills that are needed in order to acquire employment, as well as to maintain such employment, and facilitate a positive lifestyle. The Life Skills Training includes an assessment and development of a plan that addresses the individual needs of the participants, complete with goals. The training categories include:

- Money Management,
- Community Resources,
- Legal Skills,
- Educational Planning,
- Housing,
- Personal Appearance,
- Job Seeking Skills,
- Housekeeping,
- Transportation,
- Interpersonal Skills/Conflict Resolution,
- Emergency and Safety,
- Leisure Activities,
- Food Management,
- Health,
- Job Maintenance Skills, and
- Religion.

The LIFT project is designed as a model that will accommodate for the changing statuses of adult offenders. Although none of the trainings available are gender-specific, DISC prefers to target the female population of the Leon County Jail. DISC anticipates each LIFT SCM to carry a caseload of seven to ten participants. When one participant successfully completes the program then another participant will be enrolled. On March 23, 2010, the female population at the Leon County Jail was reported as being 116. It was specified that of this total population, only 30 to 35 females would be able to participate in such a diversion program. DISC's projected staffing of LIFT would definitely accommodate serving this number of individuals. In fact, DISC projects the ability to serve approximately 40 participants with the LIFT project over a period of one year.

Although finding a job at this time is difficult for many, there is evidence of a demand of employability for individuals who have appropriate training. Information provided on www.employflorida.com assessed the labor market statistics on March 15, 2010, as seen in the following chart.

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	Leon County	Florida
Job Openings Advertised Online	2,384	133,740
High School Diploma/Equivalent Required	382 (16.02%)	16,261 (12.16%)
Vocational School Certificate Required	14 (.59%)	885 (.66%)
Some College and/or Various College Degrees Required	344 (14.43%)	17,355 (12.98%)
No Minimum Education Requirement	55 (2.31%)	3,055 (2.28%)
Educational Level Not Specified	1,589 (66.65%)	96,184 (71.92%)

In conducting this research via www.employflorida.com, the number of positions available on 3/15/2010 in areas that correlated with the vocational training to be offered through LIFT are identified on the following chart. Because this information is limited to jobs listed on one specific date, realize that the number of postings is in constant flux and does not include those postings listed in newspapers, on job boards, etc.

Online Job Postings on March 15, 2010	Leon County	Florida
Medical Office Assistant / Electronic Medical Records	0	12
Office Assistant	4	126
A+ Computer Technician	0	1

Please note that numerous listings required knowledge of Microsoft Office and, therefore, a specific number is not provided. In addition, with the skills of an A+ Computer Technician it would be possible to inform the community as a whole of skills available and even work from home to complete jobs on an individual basis rather than for a company. Additionally, there is nothing to say that some of the individuals released from the Leon County Jail are not able to relocate to a place of their choosing. As such, the numbers referenced above are not necessarily indicative of job postings available outside of Leon County and/or Florida.

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3. Program Sites: Description of the facility(ies), location, accessibility to bus routes/public transportation, hours of operation and security.

First and foremost, program services will be offered onsite at the Leon County Jail, which is located at 535 Appleyard Drive, Tallahassee, Florida 32303. These services will be delivered in specified classrooms according to their designated hours of operation and security measures.

The services offered at DISC Village will include the following sites:

- Leon County Adult Services Center – 603 North Martin Luther King Boulevard, Tallahassee, Florida 32301; and
- Education/Computer lab – 1000 West Tharpe Street, Tallahassee, Florida 32303.

These services will involve traditional and non-traditional hours of operation and will be structured according to the needs of the participants. Security will be in accordance with DISC policy and procedures which address risks associated with participants who have a criminal background.

All of the designated sites are served by the public bus transportation service, Star Metro. Please note, however, that connection to ancillary support services may require use of additional locations, based upon individualized needs.

C. Cost Data



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REVENUE	AMOUNT
Leon County	\$99,475.68
TOTAL REVENUE	\$99,475.68

EXPENSES	AMOUNT
Salaries	\$74,598.37
Payroll Taxes	\$5,706.78
Retirement	\$1,441.41
Employee Health Insurance	\$3,397.00
Cellular Phone	\$1,200.00
Insurance - General	\$500.00
Insurance - Professional Liability	\$1,000.00
Insurance - Workers' Compensation	\$895.18
Participant Educational Materials & Supplies	\$5,000.00
Staff Travel	\$1,000.00
Administrative Overhead	\$4,736.94
TOTAL EXPENSES	\$99,475.68

Cost per client (paid by Leon County)	\$2,486.89
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OTHER SERVICES	AMOUNT
Substance Abuse Services	\$20,000.00
Computer Equipment & Supplies	\$7,400.00
Occupancy Cost	\$4,440.00
TOTAL (no cost to Leon County)	\$31,840.00

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EXPENSES	AMOUNT
SALARIES	
LIFT Program Coordinator – 1 FTE – \$16.82/hour @ 2,080 hours	\$36,035.17
LIFT Specialized Case Managers – 1.5 FTE (3 part-time) – \$12.00/hour @ 2,080 hours	\$38,563.20
<i>SALARIES TOTAL</i>	<i>\$74,598.37</i>
PAYROLL TAXES	
FICA – Salaries (74,598.37) @ .0765	\$5,706.78
<i>PAYROLL TAXES TOTAL</i>	<i>\$5,706.78</i>
RETIREMENT	
401k for LIFT Program Coordinator @ 4%	\$1,441.41
<i>RETIREMENT TOTAL</i>	<i>\$1,441.41</i>
EMPLOYEE HEALTH INSURANCE	
Health Insurance for LIFT Program Coordinator	\$3,397.00
<i>EMPLOYEE HEALTH INSURANCE TOTAL</i>	<i>\$3,397.00</i>
CELLULAR PHONE	
Two phones @ \$50.00/month	\$1,200.00
<i>CELLULAR PHONE TOTAL</i>	<i>\$1,200.00</i>

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INSURANCE	
■ GENERAL	\$500.00
■ PROFESSIONAL LIABILITY	\$1,000.00
<i>INSURANCE – GENERAL & PROFESSIONAL LIABILITY TOTAL</i>	<i>\$1,500.00</i>
INSURANCE – WORKERS' COMPENSATION	
LIFT Program Coordinator @ \$432.42	
LIFT Specialized Case Managers @ \$462.76	
<i>INSURANCE – WORKERS' COMPENSATION TOTAL</i>	<i>\$895.18</i>
<i>EDUCATIONAL MATERIAL & SUPPLIES TOTAL</i>	<i>\$5,000.00</i>
<i>STAFF TRAVEL TOTAL</i>	<i>\$1,000.00</i>
ADMINISTRATIVE OVERHEAD	
Overhead (\$94,738.73) @ 5%	\$4,736.94
<i>ADMINISTRATIVE OVERHEAD TOTAL</i>	<i>\$4,736.94</i>
EXPENSES TOTAL	\$99,475.68

D. Required Forms



DISC Village, Inc.

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: Chief Executive Officer
Firm: DISC Village, Inc.
Address: 3333 West Pensacola Street, Ste. 300
Tallahassee, FL 32304

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Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General
Liability, Automobile Liability, Workers' Compensation and Employer's Liability

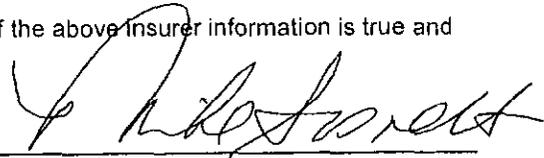
Thirty days advance written notice of cancellation to County - General Liability,
Automobile Liability, Worker's Compensation & Employer's Liability.

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Mike Sasnett
Typed or Printed

Signature 

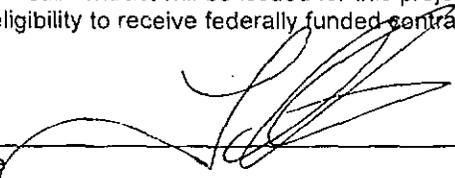
Date 4/14/2010

Title Controller
(Company Risk Manager or Manager with Risk Authority)

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

Chief Executive Officer

Title

DISC Village, Inc.

Contractor/Firm

3333 West Pensacola Street, Suite 300, Tallahassee, FL 32304

Address

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**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: DISC Village, Inc.

Signature: [Handwritten Signature] Title: Chief Executive Officer

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 13th day of April, 2010

Personally known ✓

OR Produced identification _____

(Type of identification)

[Handwritten Signature]
NOTARY PUBLIC

Notary Public - State of Florida

My commission expires  CAROLYN S. WALKER
Commission DD 645663
Expires March 6, 2011
Bonded Thru Troy Fahn Insurance 800-388-7016

Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: DISC Village, Inc.		
Current Local Address: 3333 West Pensacola Street Tallahassee, FL 32304	Phone: Fax:	(850) 575-4388 (850) 576-3317
If the above address has been for less than six months, please provide the prior address. N/A		
Length of time at this address:		
Home Office Address: 3333 West Pensacola Street Tallahassee, FL 32304	Phone: Fax:	(850) 575-4388 (850) 576-3317



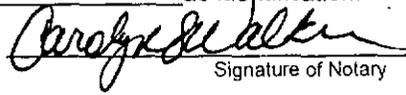
 Signature of Authorized Representative

4/13/10

 Date

STATE OF Florida
 COUNTY OF Leon

The foregoing instrument was acknowledged before me this 13th day of April, 2010.
 By Thomas K. Oik, of DISC Village, Inc.
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
 a Florida corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
 or has produced _____ as identification.
(type of identification)



 Signature of Notary

Return Completed form with supporting documents to:

Leon County Purchasing Division
 2284 Miccosukee Road
 Tallahassee, Florida 32308



 Carolyn S. WALKER
 Commission DD 645663
 Expires March 6, 2011
THE STATE OF FLORIDA Insurance 800-385-7019

Serial Number, If Any

Attachment I: Licensure



DISC Village, Inc.

Request for Proposals for a

***Diversion Through
Vocational Training
Program***

Proposal Number: DC-04-14-10-17



State of Florida

Department of Children and Families

CERTIFIES

DISC VILLAGE, INC.
ADULT SERVICES

603 North Martin Luther King Blvd. Tallahassee, FL 32301

Is licensed in accordance with Florida Statutes to provide Substance Abuse Services as follows:

**Outpatient, Intensive Outpatient, Aftercare, General Intervention
Level I Prevention**

Joan Shelton, LCSW
Substance Abuse Director, Circuits 2 & 14

March 1, 2010
Effective Date

Regular
Type of License

0237AD133807
License Number

February 28, 2011
Expiration Date

THIS LICENSE WAS ISSUED BASED, IN PART, ON THE SURVEY REPORT OF A DEPARTMENT RECOGNIZED ACCREDITING ORGANIZATION.

19 28 2010
2



9

Account Number: 65625

DISC VILLAGE, INC
STE 300
LOU LOGAN, DEPUTY DIRECTOR
3333 W PENSACOLA ST
TALLAHASSEE FL 32304-2867

The Business Tax Certificate for tax year 2010 is attached below.

This certificate expires September 30th, 2010.

Please detach and display in a prominent place at the business location.

To cancel a business account with the City of Tallahassee, please return this certificate with a letter identifying the final day of business.

To transfer ownership or location, please follow the instructions on the reverse side of the tax certificate.

Each April the "Declaration of Information Form" is mailed to all non-professional, commercial locations. This Declaration must be completed and returned prior to June 15th. Failure to accurately complete the Declaration of Information can result in a 25% tax increase.

For information concerning the Business Tax, please visit Talgov.com or call the Revenue Division at (850) 891-6488.

Thank you for your Payment

2009-10

CITY OF TALLAHASSEE BUSINESS TAX CERTIFICATE
LOCAL BUSINESS TAX RECEIPT

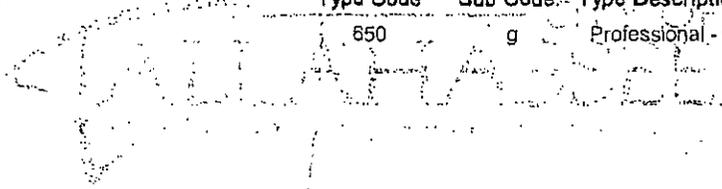
2009-10

TAX CERTIFICATE EXPIRES SEPTEMBER 30, 2010

DBA: ADULT SERVICES
Location: 603 N MARTIN LUTHER KING BLVD
Address: TALLAHASSEE FL 32301

Account Number: 65625

Type Code: 650 Sub Code: g Type Description: Professional - Counselors



DISC VILLAGE, INC
LOU LOGAN, DEPUTY DIRECTOR

The firm, corporation, organization, business or individual whose name appears hereon has paid a business tax for the business activities indicated above, subject to city, state and federal laws. This certificate must be conspicuously displayed at the location of the business activity. A change of location from the stated business location on this certificate as well as a change in ownership requires a transfer. (See reverse side.)

Attachment II: 2009 Year-End Financial Statements and Annual Audit



DISC Village, Inc.

Request for Proposals for a

***Diversion Through
Vocational Training
Program***

Proposal Number: DC-04-14-10-17

Attachment III: Facility Information



DISC Village, Inc.

Request for Proposals for a

***Diversion Through
Vocational Training
Program***

Proposal Number: DC-04-14-10-17

m. Number of facilities/units, their purpose and total capacity –

Facility/Unit	Purpose	Capacity
Tallahassee-Leon County Human Services Center	Provides a single point of access and a composite of assessment, case management and community-based services for young men and women with delinquency, truancy, dependency substance abuse and/or mental health issues.	5,858
Gadsden County Human Services Center	Community-based coordinating center for the provision of human services which include: assessment, case management, urinalysis testing and monitoring, outpatient counseling, and referrals to other treatment providers for adults. Juvenile services include assessment and referrals.	556
Wakulla County Human Services Center	Community-based coordinating center for the provision of human services which include: assessment, case management, urinalysis testing and monitoring, outpatient counseling, and referrals to other treatment providers for adults. Services are provided to both adults and juveniles.	462
Madison County Human Services Center	Co-located with Madison County Alcohol & Other Drug Prevention Coalition. Provides outpatient substance abuse assessment and counseling for adults and juveniles. Services include: assessment, outpatient counseling and case management services. Also offers prevention services to Madison County Schools.	76
Taylor County Human Services Center	Co-located with Apalachee Center for Human Services. Provides outpatient substance abuse counseling for adults and juveniles. Services include: assessment, outpatient counseling and case management services.	314
Adult Services Unit	Provides central intake, outpatient, and urinalysis testing and monitoring services and provides comprehensive assessment and referral services for substance and alcohol abusing adults.	3,478
E-Therapy Services	Program in Jefferson County to provide web-based assessment services for Department of Corrections referrals. Provides web-based individual sessions for substance abuse treatment.	90
Juvenile Assessment Center (JAC)	Comprehensive assessment center providing 24-hour services for arrested youth. It is a collaborative effort between city, county and state law enforcement, court officials, Department of Juvenile Justice, Leon County School Board and various non-profit agencies. Offer services that	1,815

	include assessments, urinalysis testing and case management.	
Juvenile Drug Court	Provides extensive community-based intervention for youths charged with a first time, non-violent drug- or alcohol-related misdemeanor or felony. Services include: assessments; individual, group and family counseling; parent support groups; case management; and educational/vocational referrals and recommendations. This is a judicial diversion program.	314
Juvenile Outpatient Services	Provides community-based individual and family counseling for substance abuse issues. Also offers a conflict resolution group, a family support group and urinalysis testing. School-based counseling services are provided at several schools: Madison Excel School; Ghazvini Learning Center; and Liberty High School	432
Civil Citation	Provides diversion services for first-time juvenile misdemeanor offenders. Local law enforcement officers make direct referrals to program, which offers early intervention through referral to local service providers and community service work sites.	538
Family Intervention Services (FIS)	Provides substance abuse outreach, assessment/screening, intervention and case management services to parents/caregivers, significant others, household residents and their children who are referred by child welfare, protective investigators or a dependency court in which substance abuse is suspected as a contributing factor to abuse/neglect allegations.	364
New Horizons	Rigorously evaluated, statistically-proven school-based substance abuse prevention program that serves at-risk middle and high school students using a curriculum that addresses a variety of life skills including substance abuse, anger management, school behavior and family issues. Participating schools include: Godby High School; Nims Middle School; Liberty High School; Hosford Middle School; Horizons School; W.R. Tolar Middle School; Madison Central School; and Wakulla Middle School.	152
Regional Prevention Center	Provides advocacy, training, technical assistance and universal prevention services through the Keep Kids Drug Free Initiative. The primary Mission is to bring research to practice by assisting community organizations in the application of the latest	2,253

	research-based knowledge to their substance abuse prevention programs.	
Adult Prevention	Services are provided as an outgrowth of the Rural Neighbors in Partnership program. Services include: information/awareness activities, community education, technical assistance to other prevention programs and facilitated community collaboration.	3,947
DISC Adolescent	Residential therapeutic treatment program for substance-abusing adolescent males. Services include: clinical assessment, treatment planning, case management, individual counseling, group therapy, life skills classes and discharge planning.	56
Sisters In Sobriety (SIS)	Residential therapeutic community that provides clinical assessment, treatment planning, case management, individual counseling, group therapy, life skills classes, discharge planning and relapse prevention for substance-abusing pregnant or postpartum women and their babies.	70
Salvita	Residential therapeutic halfway house program for chemically dependent women. The program provides clinical assessment, treatment planning, case management, individual counseling, group therapy, life skills classes, discharge planning and relapse prevention. Further assistance is provided through counseling, education, job training, employment and other opportunities in a structured environment.	22
Selected Family Interventions (SFI)	An integrated intervention and in-home substance abuse model for families who are at risk of having their children removed due to problems related to substance abuse. Provides a systemic framework for providing interventions to children, adolescents and families who are experiencing challenges with one or more of the following conditions: substance abuse, delinquent/criminal behavior, mental health issues, parenting issues, abuse and neglect, or combinations thereof (co-occurring issues).	202
Independent Living	Services are designed to assist older foster-care and young adults who exit the foster care system at 18 years of age to transition to self-sufficiency as an adult. Life skills services include: independent living skills training, banking/budgeting skills, interview skills, parenting skills, education support, employment training and counseling	315

Family Visitation Center	Offers a safe place for parents and children to engage in supervised visitation and exchanges. These services are court-ordered when it is believed there is a concern for the safety and well-being of the children and parents.	120
St. Marks Group Home	Therapeutic group home for adolescent males, ages 10-17, who have been removed from former living arrangements due to abuse, neglect or other factors, but do not exhibit severe mental disturbances. Services include: 24-hour residential care and supervision, social/life skills training, independent living skills training, transportation, recreation, access to medical services, clothing, educational/vocational training and mentoring. Contracted by Big Bend Community-Based Care for provision of foster care services.	18

Attachment IV: Board of Directors / Advisory Group



DISC Village, Inc.

Request for Proposals for a

***Diversion Through
Vocational Training
Program***

Proposal Number: DC-04-14-10-17

DISC Village, Inc.
Board of Directors

<u>Members</u>	<u>Address</u>	<u>Appointment Date</u>
Joseph J. Aloia <i>President</i> Local Business Owner	2336 Cypress Cove Dr. 524 Appleyard Dr. Tallahassee, FL 32304 Home: 575-1047 Cell: 556-6771 Work: 575-6265/575-9173 FAX: 574-3142	6-15-73
Todd Patterson, D.O. <i>Vice President</i> Physician	2700 Cline Street Tallahassee, FL 32312 Home: 385-1326 Pager: 386-9000 Work: 431-5354/222-4801 E-Mail: Patterosa6@aol.com	8-31-89
Jeffrey S. Liang, Ph.D <i>Treasurer/Secretary</i> Psychologist	P.O. Box 12121 Tallahassee, FL 32317-2121 Home: 894-4041 Cell: 566-5644 Work: 893-7667/893-7214 FAX: 893-7214	9-28-89
Gary Roberts <i>Member</i> Attorney	501 E. Tennessee Street Tallahassee, FL 32308 Work: 850-513-0505	1-31-02
Daniel Maier-Katkin <i>Member</i> Professor & Dean FSU School of Criminology and Criminal Law	7106 Midland Pass Tallahassee, FL 32312 Work: 850-644-7365	6-1-03

Attachment V: Organizational / Program Charts



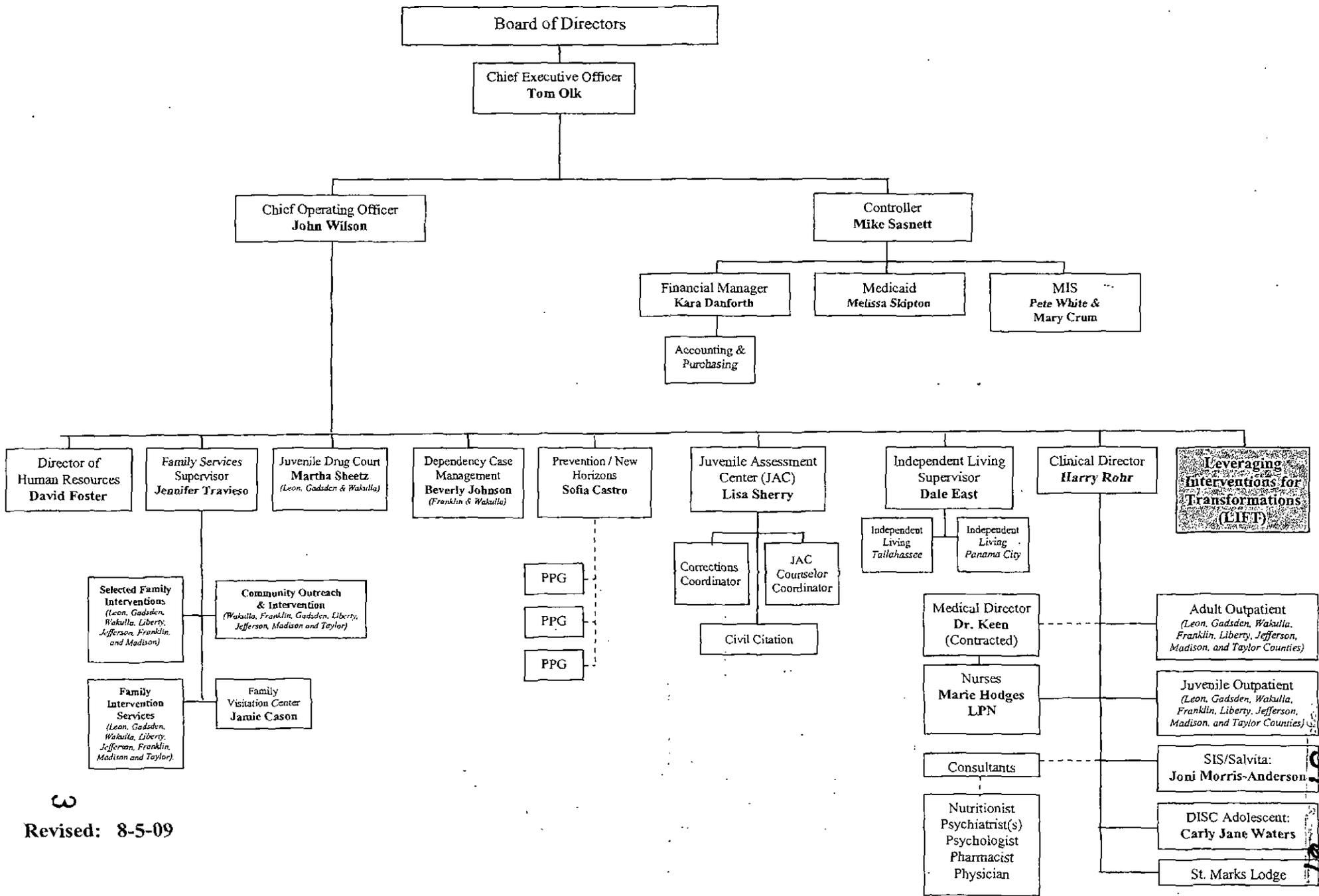
DISC Village, Inc.

Request for Proposals for a

***Diversion Through
Vocational Training
Program***

Proposal Number: DC-04-14-10-17

DISC VILLAGE INC. ORGANIZATIONAL CHART

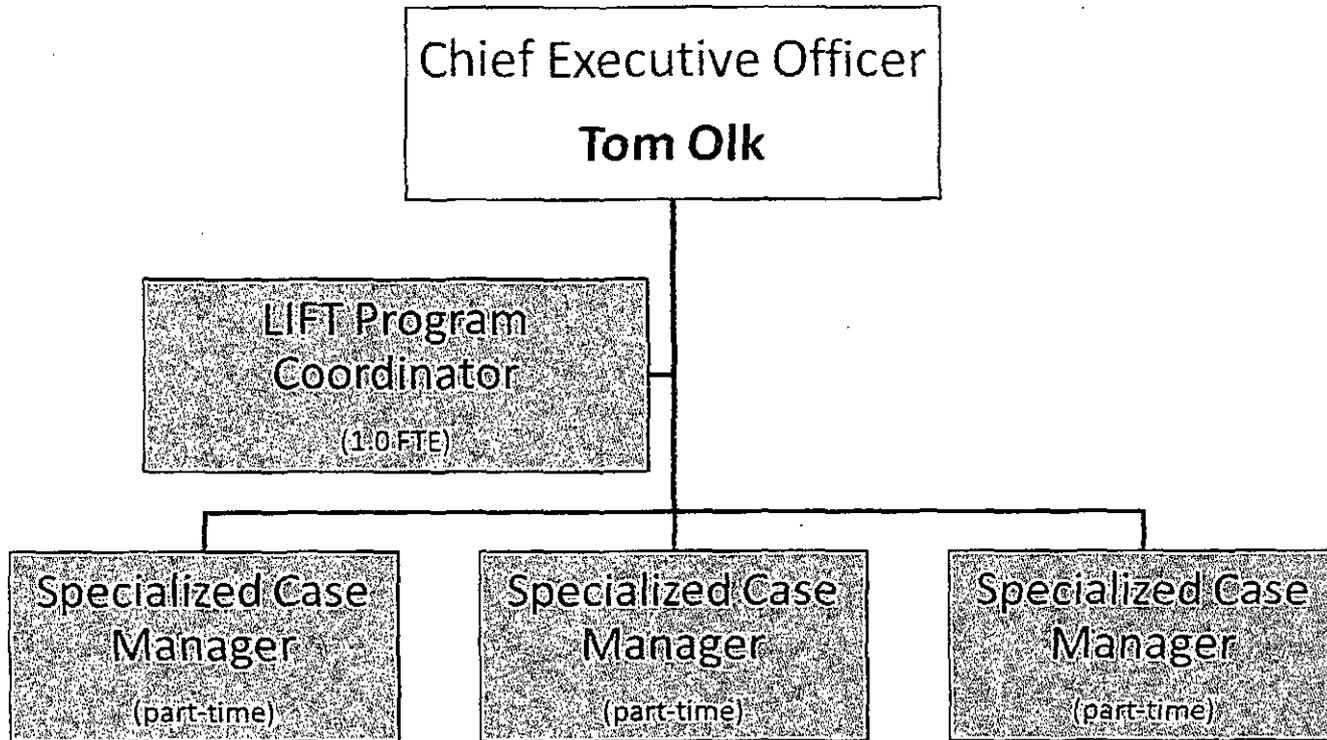


3
Revised: 8-5-09

39
19/1

Leveraging Interventions For Transformations (LIFT)

Program Organizational Chart



Attachment VI: Agency Letters



DISC Village, Inc.

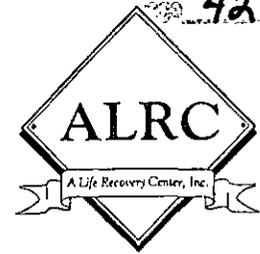
Request for Proposals for a

***Diversion Through
Vocational Training
Program***

Proposal Number: DC-04-14-10-17

A Life Recovery Center, Inc.

Post Office Box 1798
Tallahassee, Florida 32302-1798
(850) 224-9991
(850) 224-8580 Fax



Rev. Dr. John F. Green
Chairman, Board of Directors

Jerry A. Burghout, CAP
Director of Clinical Operations

Emma H. Hill
Director of Transitional Services

April 5, 2010

Mr. Tom Olk
DISC Village, Inc.
3333 W. Pensacola St., Ste. 300
Tallahassee, FL 32304

Re: Proposal #BC-04-14-10-17

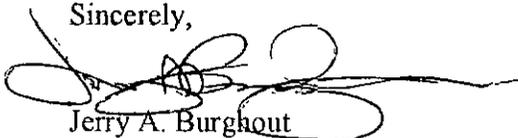
Dear Mr. Olk,

I am writing to express support of a project outlined by DISC Village, Inc. in the Diversion Through Vocational Training Program. By providing cost-effective and comprehensive approaches in vocational training services and case management via the proposed Leveraging Interventions For Transformations (LIFT) program, DISC will be able to increase the employability skills of adults currently incarcerated in the Leon County Jail. As a result, this will reduce recidivism and criminality thereby lessening the demand on space/beds at that facility.

Our agency has worked with DISC to provide substance abuse and residential transition services for both men and women. Please accept this letter as documentation of A Life Recovery Center's agreement to provide support, if needed, for LIFT program participants. We are confident that the project you intend to establish will provide a valuable service to meet the diverse needs of this community.

A Life Recovery Center is pleased to endorse the efforts of your organization because we know that your proposed project will make a difference in increasing the employability opportunities of this population.

Sincerely,


Jerry A. Burghout



CHIEF EXECUTIVE OFFICER
Jay A. Reeve, Ph.D.

April 6, 2010

Tom Olk, Chief Executive Officer
DISC Village, Inc.
3333 W. Pensacola St., Suite 300
Tallahassee, FL 32304

Re: Proposal #BC-04-14-10-17

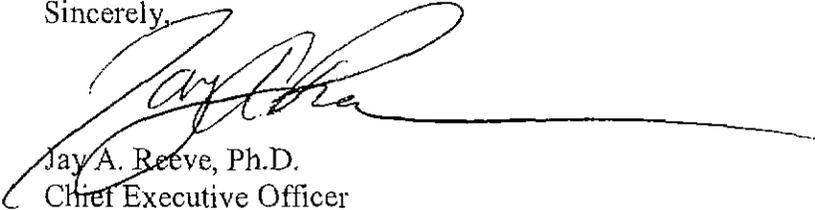
Dear Mr. Olk;

I am writing to express support of a project outlined by DISC Village, Inc. in the Diversion Through Vocational Training Program. By providing cost-effective and comprehensive approaches in vocational training services and case management via the proposed Leveraging Interventions For Transformations (LIFT) program, DISC will be able to increase the employability skills of adults currently incarcerated in the Leon County Jail. As a result, this will reduce recidivism and criminality thereby lessening the demand on space/beds at that facility.

Please accept this letter as documentation of Apalachee Center's agreement to be a referral source for mental health services for LIFT program participants. We have a 30-year cooperative, working relationship with DISC, and an understanding of the comprehensive approach that is needed to provide support/treatment services to high-risk populations. We are confident that the project you intend to establish will provide a valuable service to meet the diverse needs of this community.

DISC is a well-regarded provider of a continuum of services for people who have alcohol and drug abuse issues, as well as those involved in the criminal justice or child welfare system. Apalachee Center is pleased to endorse the efforts of your organization because we know that your proposed project will make a difference in increasing the employability opportunities of this population.

Sincerely,


Jay A. Reeve, Ph.D.
Chief Executive Officer



April 6, 2010

Mr. Tom Olk
DISC Village, Inc.
3333 W. Pensacola St., Ste. 300
Tallahassee, FL 32304

Re: Proposal #BC-04-14-10-17

Dear Mr. Olk,

I am writing to express support of a project outlined by DISC Village, Inc. in the Diversion Through Vocational Training Program. By providing cost-effective and comprehensive approaches in vocational training services and case management via the proposed Leveraging Interventions For Transformations (LIFT) program, DISC will be able to increase the employability skills of adults currently incarcerated in the Leon County Jail. As a result, this will reduce recidivism and criminality thereby lessening the demand on space/beds at that facility.

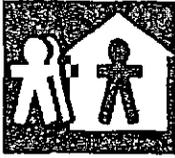
Please accept this letter as documentation of Big Bend Community Bases Care's agreement to be a support service for those LIFT program participants that may have children or may still be considered juveniles. We have a long-time contractual and collaborative relationship with DISC and will assist your agency, the LIFT case manager and the program participants to the best of our agency's ability. We are confident that the project you intend to establish will provide a valuable service to meet the diverse needs of this community.

Big Bend Community Based Care is pleased to endorse the efforts of DISC because we know that your proposed project will make a difference in increasing the employability opportunities of this population. Should other opportunities become available where our agency may be of support, we will be glad to discuss additional involvement.

Respectfully,



Mike Watkins
Chief Executive Officer



Big Bend Homeless Coalition

2729 West Pensacola Street
Tallahassee, Florida 32304
Phone: (850) 576-5566 Fax: (850) 577-0586

April 5, 2010

Mr. Tom Olk
DISC Village, Inc.
3333 W. Pensacola St., Ste. 300
Tallahassee, FL 32304

Re: Proposal #BC-04-14-10-17

Dear Mr. Olk:

I write to express support of a project outlined by DISC Village, Inc. in the Diversion Through Vocational Training Program. By providing cost-effective and comprehensive approaches in vocational training services and case management via the proposed Leveraging Interventions For Transformations (LIFT) program, DISC will be able to increase the employability skills of adults currently incarcerated in the Leon County Jail. As a result, this will reduce recidivism and criminality thereby lessening the demand on space/beds at that facility.

Please accept this letter as documentation of Big Bend Homeless Coalition's intent to be a resource for those LIFT program participants that may be experiencing homelessness. We will assist your agency, the LIFT case manager and the program participants to the best of our agency's ability, taking into consideration our program guidelines and resources.

The Big Bend Homeless Coalition is pleased to endorse the efforts of DISC because your proposed project will make a difference in increasing the employability opportunities of this population.

Sincerely,



Susan Pourciau
Executive Director

*Our mission is to end homelessness in the Big Bend through leadership,
education, advocacy, and the provision of quality services.*





TALLAHASSEE HOUSING AUTHORITY

2940 GRADY ROAD
TALLAHASSEE, FLORIDA 32312
(850) 385-6126
FAX (850) 386-5534
TDD 1-800-545-1833 ext.846

CLAUDETTE CROMARTIE
Executive Director

April 5, 2010

Mr. Tom Olk
DISC Village, Inc.
3333 W. Pensacola St., Ste. 300
Tallahassee, FL 32304

Re: Proposal #BC-04-14-10-17

Dear Mr. Olk,

I am writing to express support of a project outlined by DISC Village, Inc. in the Diversion Through Vocational Training Program. By providing cost-effective and comprehensive approaches in vocational training services and case management via the proposed Leveraging Interventions For Transformations (LIFT) program, DISC will be able to increase the employability skills of adults currently incarcerated in the Leon County Jail. As a result, this will reduce recidivism and criminality thereby lessening the demand on space/beds at that facility.

Please accept this letter as documentation of Tallahassee Housing Authority's agreement to assist in addressing the ancillary needs of LIFT program participants. We have worked with DISC in the past on other intervention programs and are aware of the various needs presented by the clientele your agency serves. We are confident that the project you intend to establish will provide a valuable service to meet the diverse needs of this community.

The Tallahassee Housing Authority is pleased to endorse the efforts of your organization because we know that your proposed project will make a difference in increasing employability opportunities while providing services to this diverse population.

Sincerely,

Claudette Cromartie
Executive Director



THE
TALLAHASSEE
COMMUNITY
COLLEGE
FOUNDATION

April 5, 2010

Mr. Tom Olk
DISC Village, Inc.
3333 W. Pensacola St., Ste. 300
Tallahassee, FL 32304

Re: Proposal #BC-04-14-10-17

BOARD OF
DIRECTORS:

OFFICERS:
Douglas S. Bell
President

Nolia Brandt
President-Elect

Mary L. Pankowski
Vice President

James Ashmore
Secretary

Albert C. Penson
Treasurer

Todd Hunter
Past President

Dear Mr. Olk,

I am writing to express support of a project outlined by DISC Village, Inc. in the Diversion Through Vocational Training Program. By providing cost-effective and comprehensive approaches in vocational training services and case management via the proposed Leveraging Interventions For Transformations (LIFT) program, DISC will be able to increase the employability skills of adults currently incarcerated in the Leon County Jail. As a result, this will reduce recidivism and criminality thereby lessening the demand on space/beds at that facility.

Please accept this letter as documentation verifying The Tallahassee Community College Foundation's working relationship with DISC, as well as our agreement to collaborate with your agency by identifying those LIFT program participants that may be "college ready" and want to pursue a degree program. We will assist these individuals through services to enter the college system and work with the LIFT case manager to ensure proper support as they navigate their degree/career pathway.

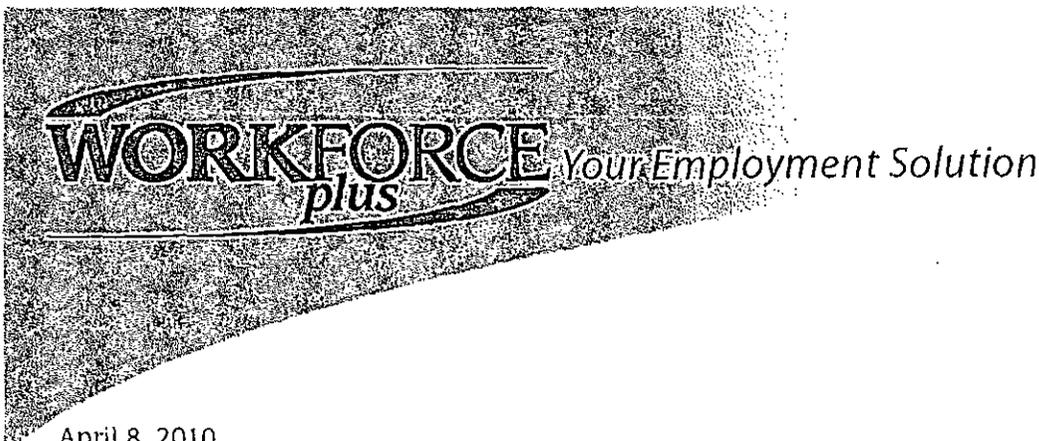
The Tallahassee Community College Foundation is pleased to endorse the efforts of your organization. We are confident that the project you intend to establish will provide a valuable service to meet the diverse needs of this community. Together we can close academic and transitioning gaps for participants who have courageously made the decision to change their lives.

Sincerely,

Robin C. Johnston
Executive Director

EXECUTIVE DIRECTOR:
Robin C. Johnston

MAILING ADDRESS:
444 Appleyard Drive
Tallahassee, Florida 32304-2895
(850) 201-8580
FAX (850) 201-8572
E-mail: Foundation@tcc.fl.edu



April 8, 2010

Chairman Bob Rackleff
Leon County Board of County Commissioners
301 South Monroe Street, 5th Floor
Tallahassee, FL 32301

Dear Chairman Rackleff:

On the behalf of **WORKFORCE plus**, I am pleased to offer our organization's support for the LIFT, Leveraging Interventions for Transformation, proposal that is being submitted by Disc Village.

WORKFORCE plus strives to provide leadership and support for a workforce development system throughout Gadsden, Leon and Wakulla Counties. Together with numerous community stakeholders, world-class employees and proactive educational providers, we work to enhance the economic development of our community.

WORKFORCE plus will support this initiative by helping program participants in their job search activities.

Please accept this as our commitment to work in partnership with all of the partners identified in this endeavor and in future projects designed to support a responsive workforce system.

Sincerely,

Kimberly A. Moore, MBA
Chief Executive Officer
WORKFORCE plus

KAM:dg

Officers
Timothy J. Meenan, Chairman
Barbara C. Edwards, Vice Chair
R. Martin Shipman, Secretary
Leanders "Lee" Harvey, Treasurer
William D. Colledge, Past Chairman
Kimberly A. Moore, CEO

Administrative Office
325 John Knox Road, Bldg. B100
Tallahassee, FL 32303
(850) 414-6085
(888) WFP-JOB1
Fax (850) 410-2595
www.wfplus.org

Center for Business and Employer Services
2625 S. Monroe Street, 3A
Tallahassee, FL 32301
(850) 413-0315

Executive Center
325 John Knox Road, Bldg. B100
Tallahassee, FL 32303
(850) 414-6085

Gadsden County
1140 W. Clark St.
Quincy, FL 32351
(850) 876-4040

Leon County
2525 S. Monroe Street, 3-A
Tallahassee, FL 32301
(850) 922-0023

Wakulla County
3278 Crawfordville Hwy., Unit G
Crawfordville, FL 32327
(850) 926-0920



Attachment VII: Biopsychosocial Assessment



DISC Village, Inc.

Request for Proposals for a

***· Diversion Through
Vocational Training
Program***

Proposal Number: DC-04-14-10-17



DISC Village, Inc. Adult Services Biopsychosocial Assessment

Client Name: _____ MIS #: _____
 Counselor: _____ Date: _____

Type Of Drug	Age Of First Use	Age & Maximum Frequency/Amount	Frequency/Amount Past 30 Days	Date/Amount Of Last Use
Alcohol <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Marijuana (Cannabis/Hash) <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Cocaine/Crack <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Hallucinogens (LSD, Mushrooms) <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Sedatives/Barbiturates <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Stimulants/Amphetamines <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Heroin/Opiates <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Inhalants <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				
Other (Specify) <input type="checkbox"/> Use Now <input type="checkbox"/> Past Use <input type="checkbox"/> No Use				

MIS #:

Do you feel you need help at this time? Yes No

Do you wish to stop using substances? Yes No

If yes, why? _____

Progression of use: _____

Have you ever been clean for any period of time? Yes No

If yes, longest period of being clean: _____

Reason for abstaining: _____

What led to your resuming use? _____

Has anyone close to you ever expressed worry/concern over your substance use? Yes No

If yes, whom? _____

DIAGNOSTIC CRITERIA FOR ABUSE AND DEPENDENCE

A = Alcohol M = Cannabis C = Cocaine AM = Amphetamines
B = Barbiturates O = Opiates H = Hallucinogens I = Inhalants

DEPENDENCE CRITERIA

- _____ a. Increased or decreased tolerance?
- _____ b. Withdrawal or use of the substance to avoid withdrawal
- _____ c. Loss of control over use.
- _____ d. Attempts to cut down or control use.
- _____ e. Large amounts of time spent in activities necessary to obtain a substance, use a substance, or to recover from its effects.
- _____ f. Social, occupational or recreational activities given up to decreased due to use.
- _____ g. Continued use of the substance despite knowledge of negative, recurrent consequences.

****To meet Substance Dependence criteria, the client must have a minimum of three (3) of the criteria listed above.****

MIS #: _____

ABUSE CRITERIA

- _____ a. Recurrent use resulting in failure to fulfill major role obligations (work, school, home, etc.)
- _____ b. Recurrent use in situations in which it is physically hazardous.
- _____ c. Recurrent substance related legal problems.
- _____ d. Continues use despite persistent social or interpersonal problems.

****To meet Substance Abuse criteria, the client must have a minimum of one (1) of the criteria listed above and must not meet the criteria for Substance Dependence (Dependence supersedes Abuse).****

ADMITTING DIAGNOSTIC IMPRESSION: *(Based on the above criteria)* _____

PHYSICAL HEALTH HISTORY

What is your general health? _____

Do you have any physical complaints or concerns about your health at this time? Yes No

If yes, describe: _____

Name of Health Insurance Provider: _____

Primary Care Physician: _____

Address: _____

Phone Number: _____

Date of last physical examination: _____

Do you have any past or present physical disabilities or disorders? Yes No

If yes, describe: _____

Have you ever had a major accident or illnesses? Yes No (If yes, please describe.)

Age	Description of Accident/Illness	Treatment Provided

MIS #: _____

Have you ever been hospitalized? Yes No (If yes, please describe.)

Dates	Reason	Hospital & Location

Please list any medications taken in the past 6 months (Prescription and Nonprescription)

Medication Name	Dose	Condition/Problem	Doctor

List current health problems or concerns: _____

Physical symptoms related to substance abuse (i.e. insomnia, weight loss, poor appetite, jaundice, tremors, etc.)

History of exposure to communicable disease (i.e. T.B. Hepatitis, STD's, AIDS): _____

History of positive T.B. Skin Test: Yes No

If yes, date of last chest x-ray: _____

Prevention Treatment (INH) Yes No

Length of treatment (Date): _____

MIS #: _____

PSYCHOLOGICAL/PSYCHIATRIC HISTORY

Past History of Mental Health Issues/Treatment Programs Attended: _____

Comments on previous substance abuse treatment (if applicable) (Reason for dx, progress in tx, etc.):

Have you ever attempted suicide? Yes No

If yes, complete the questions below:

Date(s) Attempted	Method Attempted	Intoxicated At Time of Attempt?	Treatment Provided
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever thought seriously about suicide? Yes No

If yes, did you ever formulate a plan? Yes No

If yes, describe: _____

Have you ever experienced violent tendencies? Yes No

If yes, under what circumstances: _____

Have you ever had or are you presently having homicidal thoughts or attempted to kill/harm someone?

Yes No If yes, describe thoughts, plans and/or attempts, include victims: _____

MIS #: _____

EDUCATIONAL/VOCATIONAL

High School graduate: Yes No

Received GED: Yes No

Highest grade completed: _____

Date of graduation: _____

Average grades: _____

What are your current educational or career goals? _____

Are you currently employed? Yes No

If yes, how long have you worked at your current job? _____

Have you ever lost a job due to substance use/abuse? Yes No

List previous work experience:

Employment Dates	Job Title	Reason For Leaving

Special skills or training: _____

Have you ever been in the military? Yes No

If yes, type of discharge? _____

Was your discharge related to substance use/abuse? Yes No

If yes, how? _____

MIS #:

FAMILY/SOCIAL/ECONOMIC SETTING AND PEER RELATIONSHIPS:

Do you have any family history of the following?

Substance Abuse	Psychiatric Issues	Physical Abuse	Sexual Abuse
<input type="checkbox"/> Extended Family			
<input type="checkbox"/> Parents	<input type="checkbox"/> Parents	<input type="checkbox"/> Parents	<input type="checkbox"/> Parents
<input type="checkbox"/> Siblings	<input type="checkbox"/> Siblings	<input type="checkbox"/> Siblings	<input type="checkbox"/> Siblings
<input type="checkbox"/> Spouse/Partner	<input type="checkbox"/> Spouse/Partner	<input type="checkbox"/> Spouse/Partner	<input type="checkbox"/> Spouse/Partner
<input type="checkbox"/> Children	<input type="checkbox"/> Children	<input type="checkbox"/> Children	<input type="checkbox"/> Children

If yes, briefly explain: _____

Your current place of residence: Apartment House Mobile Home Homeless

How many people live in your home? _____

What is their relationship to you? _____

Your marital status is: Single Married Divorced Widowed Separated

Are you currently involved in a relationship? Yes No

How would you describe your sexual orientation? Homosexual Heterosexual Bi-sexual

Do you feel you have a history of marital/family/relationship problems? Yes No

If yes, briefly explain: _____

How would you describe your ethnicity/cultural orientation?

- Puerto Rican Mexican Cuban Other Hispanic
- Not of Hispanic origin Haitian Other: _____

How would you describe your race?

- White Black American Indian Asian/Pacific Islander
- Alaskan Native Other: _____

Do you have any children? Yes No

If yes, how many and what are their ages? _____

Do you have any siblings? Yes No

If yes, how many? _____

Place of birth: _____

Where is your place in the birth order? _____

Were you raised by both parents? Yes No

Did your caregiver(s) abuse substances? Yes No

Were you physically or sexually abused as a child? Yes No

Briefly describe your childhood, including descriptions of traumatic childhood events:

Will any of your family members or other persons be participating in your treatment? Yes No

If yes, whom? _____

Do you currently practice a religion? Yes No

If yes, specify: _____

Do you think of yourself as a spiritual person? Yes No

If yes, how: _____

Do you feel as though your use of substances ever caused you to do things you were against or ashamed of? Yes No

If yes, explain: _____

What are your leisure activities/social preferences? _____

Have your leisure activities been affected by your substance use? Yes No

If yes, how: _____

LEGAL HISTORY:

Have you ever been arrested? Yes No

If yes, were any of your past charges substance related? Yes No

Have you ever been charged with a violent crime? Yes No

Do you have any charges that are currently pending? Yes No

If yes, when is the court date? _____

Description of current charges, if applicable: _____

Related Legal History (self-reported, corroborated when possible, degree of substance involvement, acceptance of responsibility):

FINAL ASSESSMENT QUESTIONS & RECOMMENDATIONS

What are your strengths (including those related to recovery, if applicable)? _____

What are your limitations/weaknesses? _____

What are your preferences (Choices, priorities, likes)? _____

What are your needs? (include urgent needs) _____

What are your expectations regarding this program/treatment? _____

MIS #: _____

COUNSELOR'S EXPECTATIONS:

ICD-9 CM: _____

Counselor/Case Manager Signature & Credentials *Date*

Statement of Concurrence with Diagnosis I concur with the diagnosis listed above.
<i>Qualified Professional/Supervisor's Signature & Credentials</i> <i>Date</i>

Revision of Diagnosis Based on my review of this assessment, I revise the diagnosis and assign the diagnosis of _____ for this client.
<i>Qualified Professional/Supervisor's Signature & Credentials</i> <i>Date</i>