



**1.0 Cover Letter: Response to RFP No. DHHS2016-6
Provision of Therapeutic Foster Care Services**

Name of Organization:	Environmental Alternatives
Type of Entity:	Private, Non-profit 501(c)3 Corporation
Federal Tax ID Number:	942751173

EA has been in Humboldt County for over 20 years. We are proud to be part of the community and enjoy opportunity for partnership with other agencies and providers, in the best interest of the children and families we serve. We are excited for the opportunity to expand our services to include Therapeutic Foster Care in Humboldt County.

Besides recruiting, certifying, and providing support services to individual foster families, Environmental Alternatives (EA) operates an Intensive Treatment Foster Care (ITFC) program, a group home program to accommodate children who require a higher level of care (soon to be STRTP), Transitional Housing program for ages 16-21 (THPP & THP+FC), as well as for emancipated participants up to age 24 (THP-Plus), and a summer camp program, Camp Rockin' U, open to all children over age 8.

We believe relationships matter, so our focus is helping children and families develop healthy, permanent connections. EA takes an evolving and integrated approach to most aspects of its dealings with families, children, young adults, and placement agencies. The agency blends family systems theory and behavioral management practices into a participant-centered treatment environment. EA adheres to a model of service delivery that recognizes best practices around culturally relevant, trauma-informed care. It is the goal of EA to recognize and reduce potential and actual barriers to permanency for children, including non-minor dependents.



 Signature of Authorized Representative

1/5/17

 Date

**REQUEST FOR PROPOSALS – NO. DHHS2016-6
PROVISION OF THERAPEUTIC FOSTER CARE SERVICES**

**2.0 ATTACHMENT A – RFP SIGNATURE AFFIDAVIT
(Submit With Proposal)**

**REQUEST FOR PROPOSALS – NO. DHHS2016-01
SIGNATURE AFFIDAVIT**

NAME OF FIRM:	Environmental Alternatives
STREET ADDRESS:	2928 E Street
CITY, STATE, ZIP	Eureka, CA 95501
CONTACT PERSON:	Melody King
PHONE #:	530-518-1889
FAX #:	530-852-8515
EMAIL:	mking@ea.org

Government Code Sections 6250, et seq., the "Public Records Act," define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this proposal, I certify that this agency has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request For Proposals No. DHHS2016-6 and declares that the attached proposal and pricing are in conformity therewith.

Melody King
Signature

Asst. Exec. Director
Title

Melody King
Name

1/5/17
Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any)
Addendum # [] Addendum # [] Addendum # [] Addendum # []

3.0 Proposal Table of Contents

4.0 Business Proposal.....	4
Company Overview.....	4
Statement of Qualifications.....	5
5.0 Quality Assurance Capabilities.....	7
Description of Services.....	7
Project Understanding and Approach.....	7
6.0 Cost Proposal.....	9
7.0 Additional Documentation.....	10
8.0 References.....	10
9.0 Evidence of Insurability.....	12
10.0 Exceptions, Objections, and Requested Changes.....	13
11.0 Required Attachments.....	13

4.0 Business Profile

Company Overview: Environmental Alternatives (EA) is a private, non-profit (501(c)3), incorporated in February of 1981 to provide residential care for foster children. The corporation initially licensed a six-bed boys' group home in Quincy, California. The group home program now has six group homes throughout northern California with a capacity of 86 children. A Foster Family Agency was initially licensed under authority of CDSS, Community Care Licensing, in May of 1983 to provide treatment foster care and now includes sixteen sub-offices: Eureka, Redding, Chico, Oroville, Lakeport, Marysville, Woodland, Grass Valley, Sacramento, Placerville, Jackson, San Andreas, Lodi, Tracy, Susanville, Quincy (Admin office). EA also became licensed in 2006 to provide a Transitional Housing Program (THP). EA was granted approval to provide Intensive Treatment Foster Care (ITFC) in 2011. EA has 330 employees, a \$30 million budget, and 308 certified foster homes. EA has submitted a revised Program Statement to Community Care Licensing in order to approve resource family homes as of January 1, 2017.

EA is currently seeking accreditation through Commission on Accreditation of Rehabilitation Facilities (CARF), with the goal of completion by the end of 2017. EA is an organizational member of California Coalition of Foster Family Agencies (CCOFFA). Our mission is to serve those responsible for the welfare of children by coordinating quality services to improve the lives of children and young adults; to support foster parents to create brighter futures for children and young adults in a nurturing environment; to empower children and young adults with adequate resources to achieve personal goals. Keeping in line with our mission statement, we pride ourselves on providing innovative, high quality care and support for families and clients. We strive to maintain a customer service approach with the counties we serve.

EA understands foster care is intended to be temporary and therefore has recruited and supported families continuously since 1983. Understanding the lessening dependence on group home care, EA has been successfully operating and growing its ITFC program since 2011. EA currently has contracts for ITFC in San Mateo, San Francisco, Lake, Napa, Mendocino, Santa Clara, El Dorado, and Sutter counties. There are currently 12 ITFC clients placed in six ITFC homes, although there are more ITFC families available for placement when needed. Our Eureka office has five homes currently who could potentially participate in TFC. On an annual basis, EA serves approximately 1200 clients in the foster care program, including foster care, emergency foster care, ITFC, adoption, concurrent placement, and specialty mental health services. EA's other programs, including group home and THP, serve an additional 700 clients annually.

EA has no fraud convictions related to public contracts. EA has no current or prior debarments, suspensions, or other ineligibility to participate in public contracts. EA has no violations of local, state, and/or federal industry or regulatory requirements. Any Community Care Licensing citations have been minimal and are available for review as public record. EA holds no controlling or financial interest in any other agencies, firms,

or organizations; EA is not owned or controlled by any other agency, firm, or organization.

Statement of Qualifications: Executive Director, Tim Wilkinson, has been with EA for 30 years, holding the Executive Director position for more than 20 years. He provides oversight, leadership, and fiscal integrity of the agency. Tim began his career with EA working in one of our group homes, before he and his wife, Vivian, operated a 6-bed home for teenage boys for several years. Tim also worked as Intake Coordinator, developing relationships with Counties and identifying appropriate placements for children.

Assistant Executive Director, Melody King, LMFT, started with EA in 1998 as a Social Worker, and has worked as a Clinician and SW Supervisor prior to her current role which she accepted in 2007. In her current role she provides oversight and leadership of the Foster Family Agency program, as well as the SW Supervisor team.

SW Supervisor, Erica Baltezare, LMFT, has been with EA since March 2015, and worked for five years prior as a clinician in a residential program. She provides invaluable leadership and support of social workers and case managers in the north region.

Please find attached the Organizational Chart in Section and resumes of those listed above.

Because EA does not currently provide marriage and family therapy services, we do not employ a registered/licensed mental health professional in the Eureka office. If this bid is granted, EA will employ or contract the requisite number of registered/licensed individuals pursuant to the terms and conditions of the Agreement. The Eureka office staff currently includes: Office Manager, Shawnee O'Neal, and Social Workers, Jodie Bechtel, MSW, and Allison Eldridge, BSW. Shawnee O'Neal has been the Office Manager in Eureka for ten years. She is often the first person people interact with when calling or visiting the office, so she is integral in assisting with referrals and coordinating recruitment events and trainings. Jodie Bechtel has been with EA for almost three years, and Allison Eldridge for over two years. Ms. Eldridge is a Social Worker with an exception from Community Care Licensing, while she completes her Master's degree in Social Work. SW Supervisor, Erica Baltezare, LMFT, is also assigned to the Eureka office, and additional staff are able to provide support as needed. Therapists and TBS workers may travel between offices.

Should staff change, EA will ensure subsequent staff are qualified per standards. Beyond Eureka staff, EA employs a team of 55 Social Workers and SW Supervisors who are available to provide training and support services to all families. Program Administration is shared between Tim Wilkinson, Executive Director, and Melody King, Assistant Executive Director. Both exceed the minimum experience and education qualifications listed, as mentioned previously.

EA currently provides services similar to those set forth in the RFP and the sample Agreement, to specialized populations, including clients who are: involved with the juvenile justice system; struggling with substance use disorders; from culturally diverse populations, including tribal communities; from socially diverse populations, such as transition-aged youth, non-minor dependents, teen-aged parents, and LGBTQ. EA is

experienced in working with birth families of clients receiving services similar to Therapeutic Foster Care services, including facilitating relationships and participating in team meetings. EA is well versed in partnering with other service providers and foster (resource) families, participating in concurrent planning processes, and helping clients transition to permanency.

Every child in foster care has a permanency plan, which may include the goal of reunification, adoption, or legal guardianship. Resource families are an important part of ensuring safety and planning permanency for foster children. Specific recommendations of Continuum of Care Reform, EA envisions caregivers to be active partners with child welfare workers and service providers, with the ultimate goal of stepping children and youth down from congregate care and placing children in the most family-like setting. Making placements with relatives or NREFMs is intricately connected to preserving the integrity of the family. Part of the overall effort is to recruit and assess resource families, including Therapeutic Foster Care parents, and provide training and support to care providers. EA envisions a continuity of services plan that follows a client to permanency.

5.0 Quality Assurance Capabilities

Description of Services:

It is EA's intent to provide Therapeutic Foster Care (TFC) services as an Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) benefit to full-scope Medi-Cal children up to age 21 who meet Specialty Mental Health Services (SMHS) and have been determined to have more complex emotional and mental health needs, and require intensive and frequent mental health support. EA will recruit and approve resource families to provide TFC services according to State regulations.

EA is continually recruiting foster parents who are able to provide nurturing, stable environments for children in care. EA engages with the community, maintaining a presence at local events like farmer's markets, children's fairs, parent education opportunities, etc. EA is a home-based agency, working individually with families throughout the certification process as well as providing ongoing training. Social work staff visits each home weekly or more if needed. In addition, EA has an on-call social worker available twenty-four hours per day, seven days a week, including holidays. When short-term, emergency shelter care is required, a call to this social worker will facilitate the placement of the child(ren) in need. For over thirty years of licensure as a Foster Family Agency, EA has continuously demonstrated its ability to maintain substantial compliance with all applicable county, state, and federal regulations.

EA has historically found in recruiting Intensive Treatment Foster Care parents, it is more effective to recruit resource parents in general, and then assess the ability, dedication, and willingness of each family to determine if they are good candidates to provide a higher level of care. This would certainly be the same intent and focus for recruiting TFC parents.

Although not necessarily expected, EA is prepared to make whatever modifications necessary to meet the unique needs of Humboldt County. EA has been present in Humboldt County for more than twenty years, and EA staff have proven their proficiency at serving the families and children of Humboldt County.

EA has also partnered with Milhous Children's Services to provide Therapeutic Behavioral Services (TBS) as well as individual and group therapy, in addition to in-house services provided by social work staff and MFT interns, in counties where they are contracted. Milhous Children's Services is also an approved EPSDT provider and has experience delivering EPSDT SMHS. EA has experience with dual diagnosis clients as well as medically fragile.

EA will pursue Medi-Cal certification in Humboldt County. EA has already met Medi-Cal certification requirements in Nevada County. EA will ensure the TFC Parent, approved as a Medi-Cal service provider, meets and maintains all relevant requirements as a Medi-Cal service provider and complies with Medi-Cal documentation standards, including, but not limited to, National Provider Identifiers, using taxonomy codes,

providing appropriate services, completing progress notes which meet Medi-Cal specialty mental health documentation standards, participating on the child and family team (CFT), meeting HIPAA requirements.

Project Understanding and Approach:

EA will ensure all TFC parents meet established standards and receive competency-based training and on-going supervision and support services. Melody King, LMFT, Assistant Executive Director, is a qualified Licensed Mental Health Professional (LMPH), who will provide clinical and program oversight to assure TFC parents meet Medi-Cal and other applicable requirements, as well as satisfactory performance of TFC services. EA will seek additional clinical supervisors as needed.

As always, EA on-call staff is available 24 hours per day. Key personnel are readily accessible for any emergency or ongoing issues as well. EA will actively participate in the Child and Family Team meetings, to encourage ongoing dialogue about client needs and services. Both Tim Wilkinson and Melody King, as well as EA as a whole, welcome feedback and open communication with the County to ensure the County is satisfied with services. EA definitely prefers the opportunity to resolve potential problems and/or disputes early on before it is necessary for a more formal grievance process. However, EA does have a Grievance Policy to properly address complaints, should the need arise. EA will provide quarterly performance reports, as required, which will include a monthly census of clients served, CANS Assessment data as it is available, notification and explanation of any placements accepted or denied, and attendance/participation in programs and activities. EA will further develop their training plan to include items specific to Therapeutic Foster Care.

6.0 Cost Proposal:

Rate for TFC Medi-Cal Services: An all-inclusive per diem rate under Medi-Cal will be paid to cover the TFC services provided by the TFC parent to the child/youth living in the TFC home. EA will be reimbursed for specialty mental health services in accordance with terms of the contract with a Local Mental Health Plan with Humboldt County.

Non-Medi-Cal Rate for Board and Care: EA will be paid the State-determined foster care rate for each client, using federal IV-E or other state or local funding sources, to pay the TFC parent for board, care, and supervision.

Humboldt County may also choose to use FPRRS program funds to help further recruitment costs.

Because EA already has an operating office in Humboldt County, the operating costs are not separate for the TFC program. Operating costs include:

Personnel Costs:

- Social Worker: Full-time Clinicians, Social Workers, and Supervisors are exempt, salaried employees.
- Benefits: Employee benefits include: Medical, Dental, and Vision Insurance, Flexible Spending Account for medical and childcare expenses, and a 403b Retirement Plan with match. Full-time employees are eligible for all benefits after ninety days of employment. Personal Time Off accrual begins immediately.
- Payroll Taxes: Payroll taxes are calculated at 8% of salaries.

Operating Costs:

- Insurance: Liability and Directors and Officers insurance, as well as Events coverage.
- Rent: Office and program space in Humboldt County for the proposed program.
- Phone: Office phone and cell phones for program staff.
- Office Supplies/Postage: Office supplies including materials for training and standard postage directly related to the program.
- Travel: Employees are reimbursed for all miles traveled for business in their personal vehicle, directly related to the program. This line item also covers travel costs in company vehicles, including maintenance, fuel, and auto insurance.
- Staff Development/Training: Ongoing training opportunities for professional staff development and continuing education for curriculum support.
- Maintenance/Repair: Facilities maintenance.

7.0 Additional Documentation: Please see Section 11.0 for all attachments.

8.0 References

**REQUEST FOR PROPOSALS – NO. DHHS2016-6
PROVISION OF THERAPEUTIC FOSTER CARE SERVICES**

**8.0 REFERENCES
ATTACHMENT C – REFERENCE DATA SHEET
(Submit With Proposal)**

REFERENCE DATA SHEET

Provide a minimum of three (3) references with name, address, contact person and telephone number whose scope of business or services is similar to those of Humboldt County (preferably in California). Previous business with the County does not qualify.

NAME OF AGENCY:	Nevada County Department of Social Services	
STREET ADDRESS:	988 McCourtney Road	
CITY, STATE, ZIP:	Grass Valley, CA 95949	
CONTACT PERSON:	Nicholas Ready	nicholas.ready@co.nevada.ca.us EMAIL:
PHONE #:	530-273-4291	FAX #: 530-273-6941
Department Name:	Child Protective Services	
Approximate County (Agency) Population:		
Number of Departments:		
General Description of Scope of Work:	Foster Care Services, Emergency Foster Care, Therapeutic Foster Care	
NAME OF AGENCY:	Mendocino County Health & Human Services Agency	
STREET ADDRESS:	727 S. State Street	
CITY, STATE, ZIP:	Ukiah, CA 95482	
CONTACT PERSON:	Stacey Cryer	cryers@co.mendocino.ca.us EMAIL:
PHONE #:	707-472-2333	FAX #: 707-472-2335
Department Name:	Child Protective Services	
Approximate County (Agency) Population:		
Number of Departments:		
General Description of Scope of Work:	Foster Care Services, Emergency Foster Care, ITFC	
Applicant Tracking System Implementation Date:		

NAME OF AGENCY:	El Dorado Human Services	
STREET ADDRESS:	3057 Briw Road, Suite A	
CITY, STATE, ZIP:	Placerville, CA 95667	
CONTACT PERSON:	Michael Moncrieff	michael.moncrieff@edcgov.us EMAIL:
PHONE #:	530-642-7300	FAX #: 530-626-7734
Department Name:	Child Protective Services	
Approximate County (Agency) Population:		
Number of Departments:		
General Description of Scope of Work:	Foster Care Services, Emergency Foster Care, ITFC	

9.0 Evidence of Insurability



CERTIFICATE OF LIABILITY INSURANCE

ENVIR-B OP ID: SL

DATE (MM/DD/YYYY)
08/30/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER InterWest Insurance Services License #0B01094 P.O. Box 8110 Chico, CA 95927-8110 Michele Carter, CIC, CRM	CONTACT NAME: Susan Lee PHONE (A/C, No, Ext): 530-897-3118 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: _____ NAIC # INSURER A: Nonprofits' Insurance Alliance 11845 INSURER B: Non Profits United INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Environmental Alternatives, Inc Attn: Sara Bodenham P O Box 3940 Quincy, CA 95971	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR #/VD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Improper Sexual Conduct \$2M/\$1M GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PER <input type="checkbox"/> EOC		2016-04502-NPO	08/31/2016	08/31/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Emp Ben. \$ included
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		2016-04502-NPO	08/31/2016	08/31/2017	COMBINED SINGLE LIMIT (E & accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	NPUWCG0012016	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A	Social Services Professional		201604502NPO	08/31/2016	08/31/2017	Aggregate \$ 3,000,000 Occurrenc \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Confirmation of coverage.

CERTIFICATE HOLDER CONFIRM Confirmation of Coverage XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX, XX XXXXXXXXX	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

© 1988-2010 ACORD CORPORATION. All rights reserved.

10.0 Exceptions, Objections, and Requested Changes

EA has no exceptions, objections, or requested changes at this time.

11.0 Required Attachments

CCL Annual Audit
Training Calendar
Key Personnel Resumes
Organizational Chart
2015 Financial Audit

FACILITY EVALUATION REPORTCCLD Regional Office, 620 CHASSET RD., SUITE 170
CHICO, CA 95926

FACILITY NAME: ENVIRONMENTAL ALTERNATIVES-EUREKA	FACILITY NUMBER: 125001457
ADMINISTRATOR: KING, MELODY	FACILITY TYPE: 431
ADDRESS: 2928 E STREET	TELEPHONE: (707) 443-7370
CITY: EUREKA	STATE: CA
CAPACITY: 18	ZIP CODE: 95501
TYPE OF VISIT: Annual/Random	CENSUS: 0
MET WITH: Shawnee O'neal, Office Manager	UNANNOUNCED
	DATE: 12/27/2016
	TIME BEGAN: 02:00 PM
	TIME COMPLETED: 05:00 PM

NARRATIVE

1 Licensing Program Analyst (LPA) David Leach conducted a random/annual inspection at the Environmental
2 Alternatives - Eureka Office, located at 2928 E Street, Eureka CA, 95501. The LPA used a Key Indicator Tool
3 to complete the random/annual inspection. The LPA toured the facility with Agency Social Worker (ASW)
4 Jodie Bechtel (JB) and found the facility to be clean and organized. The LPA was shown the courtyard in the
5 back of the building and the fenced in fish pond. Private visitation rooms, offices and restrooms were
6 inspected and found to be adequate. Confidential records are maintained in locking file cabinets. The LPA
7 was advised that the files are unlocked when the office manager is present and locked when the office
8 manager is not. The LPA advised staff that file cabinets containing confidential records are to remain locked
9 unless being actively worked.
10 The LPA took a sample of three children and reviewed children's files for medical history, immunization
11 records and special diets. Medical consent forms were reviewed as well as Needs and Services Plans. The
12 LPA found appropriate and up-to-date records in each file. Staff records are maintained at the Environmental
13 Alternatives - Quincy office. The LPA will review these files when inspecting that office when due. The LPA
14 discussed with staff what the requirements are for submission of incident reports to licensing and what
15 constitutes a reportable incident. The LPA reviewed incident reports submitted for the current year to
16 determine that an administrator appointed by the Board of Directors reviews all licensing and incident reports.
17 The LPA sampled two certified foster families and reviewed files for each. The LPA found a home study in
18 each. LIC9108 forms acknowledging child abuse and neglect reporting responsibilities were present in both.
19 Contacts and references, certificates of approval, training records indicating 12 hours of annual training, and
20 personal rights acknowledgements were all located with the certified family home files. The LPA was not able
21 to locate a discharge list (roster) for each home and was advised that they are currently maintained digitally.
22 The LPA advised staff that the rosters are required to be in the file. Rosters were printed and placed in each
23 file during the inspection.
24
25 Two issues were found and corrected on-the-spot, no citations issued.

SUPERVISOR'S NAME: Daniel Allmon**TELEPHONE:** (530) 895-5033**LICENSING EVALUATOR NAME:** David Leach**TELEPHONE:** (530) 895-6257**LICENSING EVALUATOR SIGNATURE:****DATE:** 12/27/2016

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:**DATE:** 12/27/2016

This report must be available at Child Care and Group Home facilities for public review for 3 years.



ENVIRONMENTAL
alternatives

"P.E.A.C.E."

(Parenting Expectations & Continued
Education)

Bi-monthly **MANDATORY** attendance

Eureka Office

At: Environmental Alternatives

2928 E Street

Eureka, CA 95501

Time: 6 p.m. - 8 p.m.

January 19, 2017

March 16, 2017

May 18, 2017

July 20, 2017

September 21, 2017

November 16, 2017

Tim Wilkinson

Executive Director, Environmental Alternatives:

For more than 30 years, Tim Wilkinson has dedicated his life to the betterment of California's foster youth. Tim began his career as a counselor and child care worker at Shamrock Boys' Ranch before joining Environmental Alternatives in 1986.

At Environmental Alternatives, a non-profit organization dedicated to providing residential care for children and non-minor dependents, Tim established the Foster Family Agency offices and has led the recruitment and training efforts of foster parents and directed group home daily operations. In his current capacity as Executive Director, a position he has held since 1993, Tim oversees all operations of the organization, which currently maintains seven group homes and sixteen foster family agency offices for over 850 children and non-minor dependents in fourteen Northern California counties.

Past Positions:

- Assistant Executive Director, Environmental Alternatives
- Group Home Administrator, Environmental Alternatives
- Services Coordinator, Environmental Alternatives
- Child Care Worker/Head Counselor/Assistant Administrator, Shamrock Boys' Ranch

Melody King
12603 Long Valley Road
Penn Valley, CA 95946
(530) 272-7465
<melodyhv@hannebrink.com>

LICENSE	Marriage and Family Therapist (Lic# MFC42859)
EDUCATION	
June 1998	Master of Arts in Counseling Psychology National University, San Diego, CA
September 1996	Bachelor of Arts in Psychology University of California, Davis, CA
EXPERIENCE	
September 1998 to present	<u>Environmental Alternatives Foster Family Agency</u> Grass Valley, CA <u>ASSISTANT EXECUTIVE DIRECTOR</u> : August 2008 to present <ul style="list-style-type: none">▪ Supervise 16 offices, including 300 employees, 800 clients▪ Handle personnel issues▪ Liaison between community resources & foster parents▪ Conduct staff meetings & trainings▪ Provide supervision for MFT interns▪ Counsel individuals & families▪ Process Community Care Licensing incident & investigation reports▪ Administer self-insured unemployment insurance program <u>PROGRAM DIRECTOR</u> : August 2004 to August 2008 <ul style="list-style-type: none">▪ Same duties as above <u>REGIONAL SOCIAL WORK SUPERVISOR</u> May 2001 to August 2004 <ul style="list-style-type: none">▪ Managed six offices, including 25 employees, 140 foster children▪ Screened applicants; interviewed & hired▪ Supervised social workers, lead case staffings <u>MFT INTERN</u> : January 2000 to June 2003 <ul style="list-style-type: none">▪ Provided therapy for children ages 5-18 & families▪ Attended weekly supervision▪ Developed treatment plans; completed court assessment reports <u>SOCIAL WORKER</u> : September 1998 to May 2001 <ul style="list-style-type: none">▪ Recruited & interviewed prospective foster families; certified foster homes▪ Processed intakes; secured placements for foster children▪ Maintained homes through weekly visitation; developed case plans▪ Supported parents through education, counseling, & community resources▪ Facilitated supervised visitation of foster children with biological parents▪ Acted as liaison between county social services agencies & foster homes▪ Completed court assessment reports, testing, & maintained case notes▪ Participated in bi-monthly case reviews

- August 1997-
June 1998
- Solana Vista School Solana Beach, CA
COUNSELOR
- Assessed student referrals; collected psychosocial data from students, teachers, & families for composition of social histories
 - Provided intensive short-term & long term counseling services for individuals & groups of children referred for behavior & family problems
 - Facilitated psychoeducational socialization skills groups for children ages 5-9; developed curriculum for & facilitated behavioral modification program
 - Collaborated with students' teachers, administrators, & parents; participated in Student Study Teams (SSTs), parent-teacher conferences, and Individual Education Plans (IEPs)
 - Received comprehensive training on Attention-Deficit/Hyperactivity Disorder, substance abuse/dependence (as a form of family dysfunction), behavior disorders among children & adolescents, & conflict resolution
- February 1997-
June 1997
- Sierra Nevada Home Care Grass Valley, CA
ASSISTANT ADMINISTRATIVE SECRETARY
- Revised nursing procedure manuals per mandatory state requirements
 - Designed database for scheduling & recording CEUs of employees
 - Organized psychomedical reports completed by PsychRNs
- October 1996-
January 1997
- American Red Cross Camp Hansen, Okinawa, Japan
VOLUNTEER CASEWORKER
- Conducted emergency communication services between members of the U.S. Armed Forces & their families
 - Provided intensive short-term counseling for individuals
- September 1995-
August 1996
- Vista Valley Day School Vista, CA
TEACHER
- Designed & implemented curriculum for academic and creative arts program for preschool & school age children
 - Corresponded with parents & administration regarding children's assessment & progress
 - Communicated with community-based agencies to arrange childcare for low-income families
- January 1994-
August 1995
- TUTOR Grass Valley, CA
- Received referrals from Nevada County Foster Youth Services
 - Tutored math and English to students (elementary through high school)
 - Collaborated with parents & students on developing goals & objectives
- September 1993-
June 1995
- Learning Skills Center - UC Davis Davis, CA
TUTOR
- Tutored English, ESL, writing skills, grammar to university students
 - Prepared students for entrance and exit examinations in English comprehension & composition
- CERTIFICATES
- Passed Classroom Aide Proficiency Exam (CAPE), January 1996
Passed California Basic Educational Skills Test (CBEST), December 1995

6462 Moss Lane
Paradise, CA 95969

Ph. 707-599-6473
e-mail: ebaltezare@ea.org

Erica L. Baltezare, LMFT

Education	Master of Arts in Counseling Psychology	
	2004–2006	Humboldt State University Arcata, CA
	Bachelor of Arts in Psychology	
	2001–2003	Humboldt State University Arcata, CA
Employment Experience	Social Worker Supervisor	
	Environmental Alternatives Foster Family Agency	
	March 2015 – Present	
	Supervised by Anna Garrison, MSW, and Melody King, LMFT	
	<ul style="list-style-type: none">▪ Provide support, guidance, and training for Social Workers doing direct work with families.▪ Consult regarding cases and assist with additional supports for Foster Families and clients.▪ Attend regional and County based meetings regarding Continuum of Care reform, RFA, and case consultation with partners.▪ Oversee adherence to Community Care Licensing regulations.▪ Oversee adherence to agency policies and standards of care.▪ Supervise regional Foster Family Offices	
Clinical Experience	Mental Health Clinician – Residential Program	
	Youth for Change	
	October 2010 – Present	Paradise, CA
	Supervised by Darin Wood, Russ Hansen, LMFT and Nancy Jorth, LMFT	
	<ul style="list-style-type: none">▪ Provided individual, group, and family therapy to youth placed in a level 12 group home.▪ Provided individual and family therapy to youth and families as directed, under General Services, as part of transition, or in cooperation with Wraparound program.▪ Participates in assessment interviews, provide accurate written assessment and intake of new clients, and work closely with referring partner to coordinate timely client intakes.▪ Completed accurate and punctual confidential documentation of services provided.▪ Supervised therapeutic milieu and provide training and support to direct line staff providing care to clients placed into residential care.▪ Collaborated with House Supervisor regarding placement, treatment, and program needs.▪ Provided recommendations regarding appropriate placement.▪ Provided case management and treatment oversight regarding needs of young people as the House Social Worker▪ Coordinated care with additional service providers and make referrals for adjunct services as needed.▪ Maintained professional and cooperative working relationships with community partners, other treatment providers, social workers, and other significant support personnel.▪ Completed written Individual Crisis Management Plans, Quarterly reports, and Needs and Service Plans as indicated.▪ Completed treatment plans in conjunction with clients and follow objectives and interventions as indicated and work closely with Facility Managers to carry out treatment objectives in the home.	

**Clinical
Experience
(Continued)**

Mental Health Clinician I – PACE Program

Mendocino County Mental Health (Health and Human Services)

August 2008 – Present

Ukiah, CA

Supervised by Cheryl Cramer, LMFT

- Provided individual, group, and family therapy to at-risk youth ages 13 – 18 enrolled in a school-based Dual-Diagnosis Treatment Program.
- Conducted clinical interviews and provided written assessment of biopsychosocial functioning and client history, which includes DSM-IV multi-axial diagnoses based upon client biopsychosocial history and functional impairment.
- Formulated and executed client treatment plans and treatment plan addendums.
- Developed and monitored Therapeutic Behavioral Service plans as indicated.
- Recommended and referred to additional adjunct services when appropriate.
- Taught a weekly Teen Positive Parenting Program class
- Provided ongoing assessment of client progress in treatment, at home, and in the program as well as supervised and provide feedback for support staff providing additional services.
- Completed an array of paperwork required for opening client files and Medical reimbursement.
- Kept timely and accurate case notes of services provided.
- Actively participated in case management and staff collaboration and consultation in order to assess progress of clients and address any additional needs.

Post-Graduate Resident

Counseling & Psychological Services

August 2007 – May 2008

Humboldt State University

Arcata, CA

Supervised by Laura K. Williams, PsyD.

- Provided individual and group therapy to students presenting with a variety of clinical concerns.
- Conducted clinical assessments of new clients, determined treatment plan, offered referrals for appropriate adjunct services, and provided written assessment for each client.
- Provided continuing evaluation of therapeutic progress and made adjustments to treatment plan.
- Provided complex crisis intervention and drop-in counseling to students in immediate need.
- Actively participated, provided feedback for other staff, and prepared and presented client cases in group-oriented case conference / conceptualization and supervision.
- Assisted with outreaches and workshops focusing on the direct needs of university students.
- Supervised and collaborated with one practicum student for the academic year regarding the student's therapeutic, professional, and personal development.
- Maintained professional and cooperative relationships with university staff in order to collaborate, coordinate services, and consult, to best provide effective services for university students.

Mental Health Clinician

Remi Vista, Inc.

April 2007 – July 2007

Eureka, CA

Supervised by Joseph Kzrezni, MFT

- Provided supervised therapy, structure, and support for at-risk children and families.
- Implemented behavioral treatment plans designed to address specific behaviors.
- Conducted clinical assessments of new clients through clinical interviews with client, family, school, and other individuals close to the client, determined appropriate referrals and adjunct resources, created therapy plans, and provided written assessment for each client.
- Increased client's social and community competency through teaching and modeling.
- Maintained accurate and confidential progress notes and paperwork.

**Additional
Relevant
Experience**

Post-Graduate Resident – MFT-Intern

Counseling & Psychological Services

August 2006 – May 2007 Humboldt State University

Arcata, CA

Supervised by Jennifer Sanford, Ph.D

- Provided supervised individual therapy to Humboldt State University student population.
- Maintained accurate and confidential client case notes.
- Conducted clinical assessments of new clients, determined appropriate referrals and therapeutic intervention, and provided written assessment for each client.
- Actively participated in group-oriented case conceptualization and supervision.
- Assist with outreaches and workshops for university students.

Practicum Student

Counseling & Psychological Services

August 2005 - May 2006 Humboldt State University

Arcata, CA

Supervised by Jennifer Sanford, Ph.D

- Provided supervised individual therapy to HSU student population.
- Maintained accurate and confidential client case notes.
- Conducted clinical assessments of new clients, determined appropriate therapeutic intervention and referrals, and provided written assessment for each client.
- Actively participated in group-oriented case conceptualization.
- Assisted with outreaches and workshops for university students.

Practicum Student

Davis House Counseling Clinic

Spring 2005 Humboldt State University

Arcata, CA

Supervised by Emily Sommerman, Psy.D

- Provided supervised individual counseling to diverse population of clients.
- Maintained accurate and confidential client case notes.
- Provided feedback for other practicum students in group supervision.

Residential Skill-Building Instructor

California Conservation Corps

June 2007 – July 2008

Fortuna, CA

Supervised by Michelle Rankin

- Provided informal counseling, staff consultation, and skill-building instruction for a diverse population of young men and women ages 18-25 enrolled in a youth development program.
- Designed and instructed a variety of classes and activities intended to educate, develop life-skills, and retain members enrolled in the program, including money management, communication and conflict resolution, diversity awareness, community living, relaxation and stress management.
- Provided guidance and mentored students in the program, which included providing assistance in the planning and execution of personal, vocational, and academic goals.
- Participated in the development and evaluation of current policies, procedures, and programs employed by this agency.

**Special Corpsmember
California Conservation Corps**

Nov 2001 – Feb 2007

Supervised by Michelle Rankin and Philip Heidrick

Fortuna, CA

- Provided informal counseling, intervention, and mediation for a diverse population of young men and women ages 18-25 enrolled in a youth development program
- Assisted in the planning and execution of personal, vocational, and academic goals which included assisting transitional aged youth in applying for Community Colleges and Universities, course selection, time and money management, and applying for financial aid and scholarships
- Designed and instructed a variety of classes and activities intended to educate and develop life-skills such as money management, communication and conflict resolution, diversity awareness, Social Psychology, community living, and stress management
- Supervised the activities and progress of the members during the evening program and mentored personal, academic, and vocational development.
- Designed, implemented, and maintained educational programs such as an Independent Study program, an Adventure Education program, and Driver Training.

**Professional
References**

Melody King
Assistant Executive Director
Environmental Alternatives
525 Sutton Way
Grass Valley, CA 95945
530-273-7120
mking@ea.org

Anna Garrison
THP Program Director
Environmental Alternatives
525 Sutton Way
Grass Valley, CA 95945
530-273-7120
agarrison@ea.org

**Personal
References**

Darin Wood
9345 Stanford Lane Apt D
Durham, CA 95938
530-720-0397
dwood@ea.org

Brad Wantt
Director of Client Services
Wonderful Media
2720 Mariposa Ave
Chico, CA 95973
530-591-2832

Additional personal and professional references and unofficial transcripts of academic coursework available upon request.

Environmental Alternatives Organizational Chart

