

# *Texas Educator Certificate*

*This certifies that*

## *Alvin Harry Record Jr*

*has fulfilled requirements of state law and regulations of the  
State Board for Educator Certification  
and is hereby authorized to perform duties as designated below:*

<b>Description</b>	<b>STANDARD</b>		<b>Status</b>
	<b>Effective Date</b>	<b>Expiration Date</b>	
<b>Educational Aide</b>			
Educational Aide I	10/01/2012	01/31/2018	<u>Valid</u>

**Official Record of Certification  
Wednesday, January 16, 2013**

v4.2

## *Texas Educator Certificate*

*This certifies that*

***Ivan Lee Cole***

*has fulfilled requirements of state law and regulations of the  
State Board for Educator Certification  
and is hereby authorized to perform duties as designated below:*

<b>Description</b>	<b>STANDARD Effective Date</b>	<b>Expiration Date</b>	<b>Status</b>
<b>Classroom Teacher</b>			
Special Education Grades (EC-12)	09/01/2012	08/31/2018	<u>Valid</u>
Social Studies Grades (4-8)	09/01/2012	08/31/2018	<u>Valid</u>
Social Studies Grades (8-12)	09/01/2012	08/31/2018	<u>Valid</u>
<b>Principal</b>			
Principal Grades (EC-12)	09/01/2012	08/31/2018	<u>Valid</u>
<b>Educational Aide</b>			
Educational Aide II	09/01/2012	08/31/2018	<u>Valid</u>
<b>Classroom Teacher</b>			
Special Education Grades (EC-12)	01/18/2011	08/31/2012	<u>Expired</u>
Social Studies Grades (4-8)	12/02/2008	08/31/2012	<u>Expired</u>
Social Studies Grades (8-12)	01/17/2003	08/31/2006	<u>Expired</u>
Social Studies Grades (8-12)	09/01/2006	08/31/2012	<u>Expired</u>
<b>Principal</b>			
Principal Grades (EC-12)	07/12/2007	08/31/2012	<u>Expired</u>
<b>Educational Aide</b>			
Educational Aide II	09/01/2006	08/31/2012	<u>Expired</u>

Educational Aide II

08/31/2001

08/31/2006

Expired

Official Record of Certification  
Friday, January 18, 2013

New Search

Close Window

v4.2

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**Dr. Beth Shapiro**

**Sex Offender Therapist License**



**Council on Sex Offender Treatment**

certifies that the entity identified below is a

**Licensed Sex Offender Treatment Provider**

**Beth Shapiro, Ph.D.**

License Number 94262

Control Number 100786

Expires 9/30/2013

Presiding Officer

Cardholder Signature

Display this card with your certificate.



**Council on Sex Offender Treatment**

certifies that the entity identified below is a

**Licensed Sex Offender Treatment Provider**

**Beth Shapiro, Ph.D.**

License Number 94262

Control Number 100786

Expires 9/30/2013

Presiding Officer

Cardholder Signature

Carry this card with you.

PLEASE NOTE OUR NEW ADDRESS AND PHONE NUMBER  
P.O. BOX 2018, AUSTIN, TX 78768-2018  
PHONE# 512/305-7010

TEXAS MEDICAL BOARD	
IDENTIFICATION CARD	
LICENSE/PERMIT NUMBER	EXPIRATION DATE
L7364	08-31-2014
WILLIAM BENJAMIN EDWARDS, MD PO BOX 163 POST TX 79356-0163	
PHYSICIAN FULL PERMIT	

TEXAS MEDICAL BOARD	
P.O. BOX 2029 • AUSTIN, TEXAS 78768-2029	
PHYSICIAN FULL PERMIT	
LICENSE/PERMIT NUMBER	EXPIRATION DATE
L7364	08-31-2014
WILLIAM BENJAMIN EDWARDS, MD PO BOX 163 POST TX 79356-0163	
THIS CERTIFIES THAT THE LICENSEE/PERMIT HOLDER NAMED AND NUMBERED HEREON HAS PROVIDED THIS BOARD THE INFORMATION REQUIRED AND HAS PAID THE FEE FOR REGISTRATION FOR THE PERIOD INDICATED ABOVE PLEASE KEEP THIS BOARD NOTIFIED OF CHANGE OF ADDRESS	

# **Tab 8 Program Components and Narrative**

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- H.** Assessment Tools
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- R.** Literature Review to Support and Validate Programming Offered
- S.** Understanding and Acceptance of TJJJ Contract Provisions, Certifications and Representations
- T.** Agreement to Execute Contract at Time of Award

**Cornerstone's Proposal,**

**Part 3, pages 9 to 41,**

**are redacted because they are marked**

**CONFIDENTIAL**

# **Attachment 8.1**

## **Staff Certification (ICIS Samples)**



*In the name and by the authority of the*  
**Texas Juvenile Probation Commission**

*Be it known that*

*Tyrene R. Green*

*having met the Requirements set by Law  
is hereby Certified as a Professional  
Juvenile Detention Officer  
and assumes the responsibilities and obligations therewith.*

ISSUED: *September 12, 2007*

*Wicki Sprigg*  
EXECUTIVE DIRECTOR



*In the name and by the authority of the*  
**Texas Juvenile Probation Commission**

*Be it known that*

*Wilford Ray Curtis*

*having met the Requirements set by Law  
is hereby Certified as a Professional  
Juvenile Detention Officer  
and assumes the responsibilities and obligations therewith.*

ISSUED: *October 15, 2007*

*Ucker Sprigg*  
EXECUTIVE DIRECTOR



In the name and by the authority of the  
**Texas Juvenile Probation Commission**

Be it known that

*Alfreda Guerra*

having met the Requirements set by Law  
is hereby Certified as a Professional  
**Juvenile Supervision Officer**  
and assumes the responsibilities and obligations therewith.

ISSUED:

*April 22, 2011*

*Mike Spriggs*  
EXECUTIVE DIRECTOR

# **Attachment 8.2**

## **List of Staff Training**

## Pre-Service Training Curriculum

Total Credit Hours: 95

Course Name	Credit Hours
G.I.T. Behavior Modification System	1
Male and Female Youth in Residential Placement: Milestones, Challenges	2
Counseling Techniques	1
Interpersonal Communication, Conflict Resolution, Dispute Mediation and Handle With Care	2
TJJJD and GCRJC Use of Force Regulations, Limitations and Tactics	8
Basic First Aid	0.5
CPR	4
Cultural Diversity/Ethnic Sensitivity and Social lifestyles of Youth	4
Program Transport Procedures/Restraint Procedures	1
Juvenile Rights and Responsibilities of Youth	3
Facility tool and key control	2
JSO Legal Liabilities	2
Employee Code of Conduct/Ethics/Disciplinary & Revocation Proceedings	1.5
Texas Family Code and Related Laws and Overview of TJJJD and The ART	1.5
Identifying ANE and reporting requirements and the PREA	2
Security Procedures/Emergency Procedures/Mass Evacuation Procedures	0.5
Behavior Observation and Recording/Supervising Youth in Seclusion	2.5
Program Fire Drill Procedures	2
Incident Report Writing/Disciplinary Report Writing	1.5
JSO and Staff Safety	1
Multi-Disciplinary Approach to Behavior Modification: Correctional and Adolescent Suicide Intervention/Prevention	2
Recognizing/Supervising Youth With Mental Health Issues	1.5
Sick Call Process/Resident Medications/Control of Pharmaceuticals	2
Adolescent Physical, neurological and psychological development	2.5
HIV/AIDS/Communicable Disease/Universal Precautions	0.5
OJT-On the Job Training	1
	40

# **Attachment 8.3**

## **Job Description and Licenses**

**PROGRAM MANAGER**

**REPORTS TO:** Chief Operating Officer

**QUALIFICATIONS AND JOB REQUIREMENTS**

Bachelor's degree in a behavioral science, education or related field from an accredited college or university and five years of verified experience in the human services field with youth. A Master's degree is preferred. Three years experience in supervisory and/or administrative position. Demonstrated leadership, team building, written and verbal communication skills are required. Problem solving, planning and supervisory skills and ability to work on a team at the local and corporate levels are required.

**PRIMARY DUTIES OF THE JOB**

1. Plan, direct and supervise a comprehensive treatment program in a residential setting and is responsible for personnel administration and management of all personnel assigned to the facility.
2. Responsible for the supervision of all youth, staff, consultants, contractors, and visitors to the facility.
3. Responsible for the development, implementation, and oversight of the program, educational programs, including case management/transition services, group counseling, life skills programs, recreation activities and other scheduled programming determined appropriate to meet the needs of the youth admitted to the program.
4. Responsible for:
  - ◆ Supervision of the development and implementation of the Facility's model.
  - ◆ Safety and security of all youth, staff and visitors.
  - ◆ Formulating goals for the facility and translating goals into measurable objectives.
  - ◆ Implement and ensure compliance with company's policies and procedures.
5. Responsible for responding to Critical Incidents according to Company policy and procedures.

**SECONDARY DUTIES OF THE JOB**

1. Assist in the development of an annual budget.
2. Act as a liaison with placing agencies, local business, government, and community representatives.
3. Responsible to annual review of staff and space requirements.
4. Perform other duties similar to the above as the need may arise.

**DIRECTOR OF OPERATIONS****REPORTS TO:** Program Manager**PURPOSE:** Provide direct oversight for the safety and security of the Garza County Juvenile Center. Ensure that policies and procedures are adhered to by all staff by daily direct observation and through validation of initial and periodic staff training. Provide expertise and knowledge to staff when dealing with residents.**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist and advise the Program Manager in areas concerning program operation, transportation, training, and case management/unit management on a daily basis.
2. Supervise and evaluate Youth Counselor Supervisors and provide oversight of the duties and responsibilities of all other operational staff to ensure policies and procedures are adhered to on a daily basis.
3. Monitor compliance with daily schedules to ensure all operational requirements and resident programming are met.
4. Schedule admissions with placing agencies and evaluate placements to ensure compliance with established admission standards.
5. Conduct initial and in-service staff training to evaluate staff knowledge and understanding of facility, Cornerstone, state and federal regulatory requirements.
6. Conduct periodic inspections and evaluations to ensure the safety and security of the staff and residents.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Act as a liaison with the courts, Parole Board, and the Texas Youth Commission.
2. Fill in for the Program Manager in his/her absence.
3. Conduct all inspections and drills as Facility Fire Marshall.
4. Conduct monthly mentoring sessions and provide performance evaluations for Youth Counselor Supervisors.
5. Follows all prescribed facility safety procedures.
6. Perform other duties as assigned.

**JOB QUALIFICATIONS:** Bachelor's degree in a behavioral science, education or related field is required. A minimum of two years supervision experience in a secure juvenile offender program is recommended. Knowledge of the Juvenile Justice System, educational programs and clinical issues is necessary. Demonstrated leadership, team building, written and verbal communication skills are necessary. A valid Texas driver's license is required.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

## Nurse

**REPORTS TO:** Treatment Director

### QUALIFICATIONS AND JOB REQUIREMENTS

Must be licensed as a Registered nurse or Nurse Practitioner with current licensure in the State of Texas. Clinical or public health and emergency experience preferred.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide and supervise a full range nursing services to the youth, including prevention of disease and health promotion, recognition and initiation of types of illness and injury, counseling and evaluation of the effectiveness of the ordered care.
2. Coordinate and monitor the coordination and arrangement of all medical billing services. Produce monthly medical summaries.
3. Responsible for the maintenance and confidentiality of all medical files, for monitoring the recording of pertinent medical information and processing medical paperwork. Update computer data on youth medical status.
4. Responsible for the development and implementation of medical policies and procedures and the purchasing and inventories of medical supplies and equipment.
5. Perform regularly scheduled sick calls, referrals to the contracted physician and other health care providers, health screens and supervise the administration of, or administers physician ordered medications.
6. Responsible for Emergency First Aid as well as regular medical care which is directed by physician's orders.
7. Responsible for maintaining an orderly and clean medical office area.

### OTHER DUTIES AND RESPONSIBILITIES

1. Responsible for providing health education services to youth and staff, both individually and in a classroom setting when necessary.
2. Responsible for developing positive working relationships with outside agencies.
3. Perform other duties similar to the above as the need may arise.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

### CLINICAL THERAPIST

**REPORTS TO:** Treatment Director

**PURPOSE:** Provide clinical therapy services to at-risk juveniles in a secure residential treatment facility. Counsels individuals or groups regarding psychological or emotional problems, such as stress, substance abuse, or family situations using evaluative techniques, and develops and implements therapeutic treatment plans.

#### PRIMARY DUTIES OF THE JOB

1. Develops and implements treatment plans and strategies for each youth assigned in coordination with the treatment and education teams and the requirements of a 24/7 residential setting.
2. Provides individual, group, and family therapy services as appropriate to youth's needs.
3. Monitors all aspects of treatment and conducts case consultations with youth's contract psychologists and psychiatrists.
4. Prepares required client progress evaluation reports and court documents as needed.
5. Coordinates and maintains regular contact with the appropriate placing agency and the youth's family.
6. Identifies training needs of the treatment team, communicates those needs to the management team and conducts formal staff training as needed.

#### SECONDARY DUTIES OF THE JOB

1. Maintain case records for each youth to reflect the course of treatment as well as all required documentation.
2. Coordinate therapeutic services with other facility units and programs.
3. Follow all facility safety and operational policies and procedures.
4. Perform other duties similar to the above as the need may arise.

#### QUALIFICATIONS AND JOB REQUIREMENTS

A Master's Degree in psychology, social work, psychiatric nursing or a related field with experience providing mental health and substance abuse services. At least five years experience in the field of counseling adolescents with Dual Diagnosis. Experience in the supervision of youth and/or case counseling, evaluation, rehabilitation and social development of youth in a group living situation preferred. Must have an understanding of the cognitive behavior model of treatment and case management experience. Must demonstrate excellent written and verbal communication skills. Must be licensed to provide professional services in the state of Texas.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SEX OFFENDER THERAPIST****REPORTS TO:** Treatment Director**QUALIFICATIONS AND JOB REQUIREMENTS**

Bachelor's Degree in behavior science, psychology, or related field. Two years experience in working with sex offenders specific programs preferred. Must be registered as a Sex Offender Therapist with the State of Texas. Master's degree preferred. Experience in the supervision of youth and/or case counseling, evaluation, rehabilitation and social development of youth in a group living situation preferred. Must have an understanding of a cognitive behavior model of treatment and case management experience. Excellent verbal and written communication skills necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop and implement treatment plans and strategies for each youth assigned to the unit and be involved with individual, group, and family therapies.
2. Monitor all aspects of treatment including case consultations with contract psychologist or psychiatrist for youth and prepare court and progress reports as required.
3. Coordinate and maintain regular contact with appropriate placing agency personnel and youth family.
4. Ensure staff are kept current in all training requirements.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Responsible for overseeing the documentation of youth and program files.
2. Coordinate his/her unit's activities with other units and programs at the facility and is responsible in maintaining the policies and procedures of the facility.
3. Conduct formal training for staff and is responsible for identifying and communication to the management team the training needs of staff.
4. Act as a coach in promoting staff development and improvement.
5. Perform other duties similar to the above as the need may arise.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

## YOUTH ADVISOR

**REPORTS TO:** Shift Supervisor

**PURPOSE:** Monitor the daily activities of residents to help ensure the safety and security of the residents, staff and the facility. Provide fair treatment while holding residents accountable for their behavior with the goal of helping them develop their pro-social skills. Act as a positive role model for the residents.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure safety and security by constantly observing residents to evaluate their behavior and to ensure compliance with facility rules.
2. Coordinate the movement of the residents to meal, education and recreation activities in a secure manner and supervise them indoors and outdoors ensuring that facility security is maintained.
3. Conduct resident counts daily and conduct room and area searches as needed to ensure contraband is not present in the facility.
4. Perform crisis intervention with residents, attend individual and group counseling sessions, and lead Guided Interaction Therapy sessions on a daily basis.
5. Maintain the facility through supervised resident cleaning activities on a daily basis.
6. Prepare written unit reports to document shift activities including logs, incident reports, progress reports and other communication material as needed.

### OTHER DUTIES AND RESPONSIBILITIES

1. Assist with the intake and discharge of residents as needed.
2. Screen visitors for contraband.
3. Assist with resident transports as needed.
4. Follow all prescribed facility safety procedures.
5. Perform other duties as assigned.

**JOB QUALIFICATIONS:** High School diploma or its equivalent and one year of related work experience. Two years of military or college in related field may be substituted for the one year of related work experience. Experience working with residents suffering from alcohol and drug abuse or sexually abusive behaviors as well as working with mixed population is preferred.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

**DIRECTOR OF TREATMENT/BOP CASE MANAGER**

**REPORTS TO:** Program Manager

**PURPOSE**

Develop and provide clinical oversight direct supervision of all clinical treatment modalities for youth. Provide case management services for all Bureau of Prisons (BOP) clients assigned to the facility.

**PRIMARY DUTIES OF THE JOB**

1. Supervise the Program's assessment process to include review of youth referral packets, follow-up phone contacts, recommendations to the Program Manager, and development and implementation of the assessment process (diagnostic and evaluative tests).
2. Develop and supervise treatment programs for special offenders – i.e., sex offenders, providing written program information for referral agencies and auditors.
3. Monitor youth treatment through regular assessment of individual and group counseling, the unit "culture" and other programming.
4. Co-chair the facility case staffings with the Educational Coordinator for the development of the Individual Education and Treatment Plans on each youth.
5. Ensure that all required client progress evaluation/reports are completed by the case manager to provide the structure for case analysis and program planning and to provide documentation of program participation.
6. Provide all required case management services for assigned BOP clients as identified in the Case Manager's job description.
7. Directly supervise all Case Managers and complete monthly employee monitoring reports and annual performance evaluations.

**SECONDARY DUTIES OF THE JOB**

1. Act as the facility liaison with mental health and social service providers outside the organization.
2. Evaluate and present treatment based training to case managers, supervisors and youth counselors.
3. Participate as, a part of the management team, in management meetings providing input on specific treatment requirements of clients.
4. Follow all facility safety procedures.
5. Perform other duties similar to the above as the need may arise.

**QUALIFICATIONS AND JOB REQUIREMENTS**

A Master's Degree in psychology, sociology, social work, or a related field, and at least five years experience in the field of adolescent counseling services. Must possess a current LCDC license. Must demonstrate excellent written and verbal communication skills. Proficiency in Microsoft word is required.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_