



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF RENEWAL**

DATE:	August 31, 2024
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Speech Therapy Services
CONTRACT NUMBER:	2183F
COMMODITY CODE:	948.86
CONTRACT PERIOD:	September 1, 2024 through August 31, 2025
RENEWAL OPTIONS:	One (1) additional one-year period through 2026
USER DEPARTMENT:	Schools
Contact Name:	Kennedy Venaglia
Phone Number:	804-652-3640
Email Address:	kmwilliams3@henrico.k12.va.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	AMN Allied Services, LLC
Address:	11001 W. 120 <sup>th</sup> Ave., Suite 310
City, State:	Broomfield, CO 80021
Contact Name:	Whitney Gargiulo /Stephen Piro
Phone Number:	800-236-8038 /203-834-3109
Email address:	whitney.gargiulo@amnhealthcare.com /stephen.piro@amn.
ORACLE SUPPLIER NUMBER:	441977
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 45
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Eileen M. Falcone, CPPB
Title:	Procurement Manager
Phone:	804-501-5637
Email:	<a href="mailto:Efal51@henrico.gov">Efal51@henrico.gov</a>

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## 2023-24 PRICE SCHEDULE – CONTRACT NO. 2183F

Speech Language Pathologist (SLP)	\$71.02 per hour
Clinical Fellows (SLP-CF)	\$71.02 per hour
Speech Assistants (SLPA)	\$63.37 per hour

### **SCOPE OF SERVICES**

#### A. General Requirements

The Successful Offeror(s) shall:

1. Design and implement a program of speech and language therapy utilizing appropriate intervention models. Students will be referred by the Exceptional Education department of HCPS. The workday cannot exceed 7.5 hours (37.5 hours per week) of service on any full/regular school day and no more than 4.0 hours of service for any early dismissal day without receiving prior approval from the Director of Exceptional Education, their designee, or Speech-Language Department Chair/ Lead Speech-Language Pathologist. Time spent during the 7.5 hours of service on assessments, meetings and report writing may be billable. HCPS will not reimburse for traveling to multiple sites;
2. Serve students (male and female) who are speech and language impaired and exceptional education students with speech and language as a related service;
3. Provide services during the weekdays, Monday through Friday, throughout the school year, consistent with the HCPS calendar for the 2021-2022 school year and subsequently approved calendars. Calendars are posted on the HCPS website at [henricoschools.us](http://henricoschools.us);
4. Provide services for the length of treatment determined by the student's IEP and;
5. Provide a program that consist of individualized attention for each student to increase his/her speech/language skills. The program shall provide the appropriate level of special education services according to a student's IEP developed by HCPS.
  - a. The program and its staff shall comply with all Virginia Department of Education (VDOE) regulations, laws and policies covering alternative educational programs and special educational programs for children with disabilities.
  - b. Educational services shall be designed so that each student with a disability receives services following initial enrollment. The hours and length of services shall be based on the student's behavior, both in and out of the program, and incorporated in the IEP.
6. HCPS shall provide the Successful Offeror(s), upon referral, current student files.

7. All components of the services to be received shall be reviewed and approved by a liaison from HCPS Exceptional Education department. These components include, but are not limited to the students' Individualized Education Program (IEP), behavior management plan, intervention policies, educational program and service delivery and documentation of services.

B. Specific Requirements

The Successful Offeror(s) shall:

1. Provide case management services while students are enrolled in the program to include contact and coordination of services with the liaison from the Exceptional Education department of HCPS. Case management shall include all reporting procedures required by HCPS, including completion of 4 ½ week interims if required, nine-week updates of IEP's and end-of-the-year reports. Student assessments shall be conducted as directed by the Exceptional Education department of HCPS. Case management shall also include quarterly communication of progress, observations, evaluation summary and any other matters regarding the enrollee's scholastic status to the parents and the liaison;
2. Provide crisis intervention services as needed to the students and families while the student is in attendance at the program or is receiving services;
3. Support development and implementation of behavior management with specific expectations as determined by HCPS, school, and individual student plan;
4. Report any serious incidents, as defined by the HCPS Code of Student Conduct, to the on-site Principal or designee;
5. Conduct speech-language therapy services on-site in Henrico County Public Schools and also placement locations within normal school hours;
6. Observe the school closing guidelines for HCPS as reported by the local media due to inclement weather and;
7. Serve on the designed Child Study Team as the Speech-Language Pathologist for the Exceptional Education department. This shall include roles in the following capacities: assessment, case management, consultation with classroom teachers, therapeutic services and other duties as designated by the Director of Exceptional Education.

C. Offeror's Requirements

The Successful Offeror(s) shall:

1. Provide pathologist who are qualified and trained for the positions and duties to which they are assigned.
2. Be a firm regularly engaged as a provider of instruction, supervision, and management of speech and language therapy programs for students as described below:
  - a. Training in Communication Disorders;
  - b. Have at a minimum, a master's degree in Speech-Language Pathology;

- c. Preferred to have completed the clinical fellowship year and have secured their certificate of clinical competence. However, Clinical Fellows (SLP-CF) and Speech Assistants (SLPA) may be acceptable. Successful Offeror to provide qualified supervision for CF or receive lower rate if HCPS provides CF Supervision.
  - d. Experience working with families;
  - e. Minimum of one year working experience with preschool, elementary and secondary populations in speech-language pathology, unless the pathologist is a CF and;
  - f. Knowledge and understanding of a variety of assessment measures used to evaluate individuals suspected of having a speech and language impairment.
3. Provide to the Director of Exceptional Education, or their designee, copies of all appropriate licenses ( Department of Health Profession BASLP License) as well as the items listed below. The Successful Offeror (s) shall provide the following for each staff person who has direct contact with students. The requirements shall apply to all employees who have direct contact with students so long as the contract is in force. The required items are:
- a. Copies of Certificate of Clinical Competence (if applicable) and current driver's licenses for staff who operate vehicles as part of their job function are required for identified staff that will be assigned to this contract. Same information will be required for any future staff assigned to this contract after award of contract.
  - b. Security Background Investigation: At no cost to HCPS the Successful Offeror(s) or his/her employees performing services under the terms of the contract resulting from this solicitation shall undergo a security background investigation which, as a minimum, includes the following:
    - i. Fingerprint checks (State Police)
    - ii. Local agency checks (local police, sheriff department, etc.)
    - iii. Employment verification/references
    - iv. Verification of education and licensure where relevant to employment
    - v. Computer checks with the Virginia Criminal Information Network (VCIN) and Virginia Department of Motor Vehicles (DMV)
    - vi. Social Services: Child Abuse and Neglect Central Registry Search
  - c. Review of the reports of investigation to ensure that only those employees whose record(s) show no convictions or founded child protective service complaints for acts which would present a risk or threat to the students of HCPS are assigned as direct service providers. By submitting their proposal, Offerors certify that they understand this requirement, and if awarded a contract, they will comply. The Offerors further understand that failure to submit to any of the above requirements or failure to provide HCPS Director of Exceptional Education, or their designee, with an acceptable explanation of derogatory information obtained through the investigation is a breach of contract and can result in default action.
4. Provide a picture identification badge for each Speech-Language Pathologist that provides services to HCPS;

5. Designate in writing a coordinator to handle and assist in any and all problems concerning contract administration, communications, and relations with the Director of Exceptional Education or their designee;
6. Maintain the confidentiality of records in accordance with applicable laws and regulations; however, the Successful Offeror(s) shall provide complete access to said records to HCPS;
7. Document and report to the school principal or their designee, all serious incidents as defined and required by VDOE policies and procedures. A copy of the HCPS code of student conduct will be provided to the Successful Offeror(s) after contract award and;
8. Operate the program in conformance with all applicable federal, state, and local statutes and ordinances.
9. Without prior notification, all facilities and program services established under this contract shall be available for inspection and approval by those staff who have been authorized to inspect and monitor facilities and services by the Director of Exceptional Education or their designee. Any findings shall be submitted to the Successful Offeror(s) in writing, if requested. Corrective action shall be taken within a mutually agreed upon time frame. In addition, the Successful Offeror(s) will ensure access to any facility or program by any other agency carrying out its responsibilities of child protection.
10. Oversee the continuing education training of the Speech-Language Pathologists provided to HCPS.

D. Reporting and Invoicing Requirements

1. HCPS will provide a computer/laptop and access to a printer to be used by assigned Speech-Language Pathologist. Training for online documentation system will be provided by HCPS. Currently HCPS uses SEAS and DSCtop.
2. The Successful Offeror(s) shall maintain documentation of speech-language therapy service logs to include attendance, frequency/duration of service, therapy activities/modalities, progress toward IEP goals and communications for each contact.
3. Every nine weeks (or 4 ½ week interims if required), coordinated with the HCPS marking periods, the Successful Offeror(s) shall provide a written progress report on each student to the Director of Exceptional Education or their designee, that evaluates the student's progress in relation to his/her goals and benchmarks as identified in the IEP and specific accomplishments achieved during the reporting period.
4. The Successful Offeror(s) must provide a monthly invoice to HCPS Exceptional Education Department for review, approval, and payment. Invoices must include the location of service, pathologist's name, number of hours provided by date, brief description of activity-assessment and direct therapy.



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Non-Professional Services Contract  
Contract No. 2183F**

This Non-Professional Services Contract (this "Contract") entered into this 11th day of August 2021, by AMN Allied Services, LLC (the "Contractor") and the County School Board of Henrico County, Virginia ("HCPS").

**WHEREAS** HCPS has awarded the Contractor this Contract pursuant to Request for Proposals No. 21-2183-6KMW, (the "Request for Proposals"), for Speech Therapy Services.

**WITNESSETH** that the Contractor and HCPS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The Contractor shall provide the services to the HCPS as set forth in the Contract Documents.

**COMPENSATION:** The compensation HCPS will pay to the Contractor under this Contract shall be in accordance with Exhibit A .

**CONTRACT TERM:** The Contract term shall be for a period of one-year beginning August 15, 2021 and ending August 31, 2022. HCPS may renew the Contract for up to four one-year terms giving 30 days' written notice before the end of the term unless Contractor has given HCPS written notice that it does not wish to renew at least 90 days before the end of the term.

**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Non-Professional Services Contract between HCPS and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals;
3. Contractor's Best and Final Offer dated July 19, 2021 (Exhibit A);
4. Contractor's Original Proposal dated June 22, 2021 (Exhibit B); and
5. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

AMN Allied Services, LLC  
11001 W. 120<sup>th</sup> Ave., Suite 310  
Broomfield, CO 80021

DocuSigned by:  
Patrick O'Connor

Signature

Patrick O'Connor,  
Division Vice President-Client Sales  
Printed Name and Title

08/11/2021 | 9:09 AM PDT

Date

County School Board of Henrico County, Virginia  
406 Dabbs House Road  
Henrico, VA 23223

*Oscar Knott*

Signature

Oscar Knott  
Purchasing Director

8/13/21

Date

**APPROVED AS TO FORM**

*Alyssa Brown* 8-11-21

ASSISTANT COUNTY ATTORNEY



EXHIBIT A

COMMONWEALTH OF VIRGINIA

**County of Henrico**

DEPARTMENT OF FINANCE  
Purchasing Division

July 19, 2021

Whitney Gargiulo  
AMN Allied Services, LLC  
11001 W. 120<sup>th</sup> Ave. Suite 310 Broomfield, CO 80021  
School-dl@amnhealthcare.com

RE: RFP #21-2183-6KMW- Speech Therapy Services

Dear Ms. Gargiulo:

This letter is to inform you that your firm has been selected to enter into negotiations for the above referenced solicitation.

To begin this process, please submit the following items:

1. Attachment A- Questions
2. Attachment B-BAFO Pricing

Please provide the above items by 12:00 p.m. on July 21, 2021. A response via email attachment is sufficient.

If you have any questions, please contact me at 804-501-5690 or wil203@henrico.us.

Sincerely,

Kennedy Williams, VCA, VCO  
Procurement Analyst III

ATTACHMENT A  
Questions

1) Does AMN Allied Services have any references in the Central Virginia Area? If so, please provide their contact information.

Piedmont Regional Education Program  
1434 Rolkin Court, Suite 201, Charlottesville, VA 22911  
Deborah Anama, PRC Coordinator  
(434) 975-9400, danama@k12albermarle.org

Manassas Park City Public Schools  
1 Park Center Ct, Suite A, Manassas Park, VA 20111  
Jennifer Kiernan-Graham, Executive Director of Special Programs  
(571) 428-2807, jennifer.kiernan@mpark.net

Albemarle County Public Schools  
401 McIntire Road, Charlottesville, VA 22902  
Kevin Kirst, Executive Director of Special Education & Student Services  
(434) 296-5885, kkirst@k12albemarle.org



ATTACHMENT B  
BAFO Pricing

Fixed Hourly Rate for Speech Language Pathologist (SLP):

\$ 65

Optional:

Fixed Hourly Rate for Clinical Fellows (SLP-CF):

\$ 65

Fixed Hourly Rate for Speech Assistants (SLPA):

\$ 58



**Special Programs**  
One Park Center Court, Suite A  
Manassas Park, VA 20111-2395  
703-335-8850  
703-361-4583 - Fax

July 22, 2021

To Whom it May Concern:

I am writing to recommend AMN Healthcare for helping with your staffing needs. We have partnered with AMN Healthcare for the last 3 years in finding speech therapists. Prior to finding therapists, they took the time to get to know our district and our unique needs. The team of professionals at AMN that I have worked with have always been prompt to respond to needs and/or questions I may have. Their billing/timecards are easy to use for all persons involved. When the need arose this year to find 2 new therapist, I had 5 resumes sent to me within a week.

I am confident that we will continue using AMN Healthcare in the future for any of our healthcare staffing need and easily recommend them for your school healthcare needs. Fell free to contact me with any questions you might have.

Regards,

*Jennifer Kiernan-Graham*

Jennifer Kiernan-Graham  
Executive Director of Special Programs  
571-428-2807



**RFP No. 21-2183-6KMW**  
*Speech Therapy Services*

**Henrico County Public Schools**  
**School Year 2021-2022**

**AMN Allied Services, LLC**  
a Subsidiary of AMN Healthcare  
11001 West 120<sup>th</sup> Ave., Ste. 310  
Broomfield, CO 80021  
800.236.8038  
school-dl@amnhealthcare.com  
www.amnhealthcare.com



## TABLE OF CONTENTS

<b>TRANSMITTAL LETTER</b> .....	1
<b>TAB 1</b> .....	
ATTACHMENT A .....	2
ATTACHMENT B .....	3
ATTACHMENT C .....	4
STATE CORPORATION COMMISSION CLERK INFORMATION .....	5
ATTACHMENT D .....	6
ATTACHMENT F.....	7
<b>TAB 2: STATEMENT OF THE SCOPE</b> .....	
SCOPE OF WORK/DISORDERS TREATED .....	8
SLPA POSITIONS .....	9
<b>TAB 3: OFFEROR QUALIFICATIONS, EXPERIENCE, RESUMES, &amp; FINANCIAL STABILITY</b> .....	
AGENCY INFORMATION .....	10
COMPANY HISTORY & QUALIFICATIONS .....	11
SIMILAR SCHOOL CLIENTS & PERFORMANCE .....	12
AMN SCHOOL CLIENT HEAT MAP .....	14
AMN SCHOOL STAFFING GOALS .....	15
AMN KEY PERSONNEL .....	16
AMN KEY PERSONNEL RESUMES .....	17
AMN OFFICE LOCATIONS .....	29
AMN MISSION STATEMENT .....	29
CLINICIAN CREDENTIALS .....	29
CLINICIAN RESUMES & LICENSES .....	30
<b>TAB 4: REFERENCES</b> .....	40
<b>TAB 5: SERVICE APPROACH/IMPLEMENTATION OF SERVICES</b> .....	
PRELIMINARY STATEMENT OF WORK.....	41
THERAPY STAFFING PRACTICE .....	41
MANAGEMENT.....	42
STEP BY STEP STAFFING PROCEDURE .....	43
RECRUITING & VETTING PROCESS .....	44
QUALITY ASSURANCE PROCEDURE.....	45
RAPID TIMELINE .....	46
TELETHERAPY ( <i>OPTIONAL/IF REQUESTED</i> ) .....	46
INTERPRETATION & TRANSLATION SERVICES ( <i>OPTIONAL/IF REQUESTED</i> ).....	49

SUPERVISION & TRAINING.....	54
COORDINATION OF SERVICES.....	55
PARENT COLLABORATION.....	55
IEP CREATION.....	55
IEP GOALS.....	56
STUDENT DOCUMENTATION/CONFIDENTIALITY .....	57
SAMPLE SERVICE LOG .....	58
SAMPLE PROGRESS REPORT .....	59
DISTRICT RESPONSIBILITIES .....	64
FAIR CREDIT REPORT ACT ACKNOWLEDGEMENT.....	65
AMN CLINICIAN CONFIRMATION.....	66
AMN HEALTH SERVICE AGREEMENT/STANDARD SCHOOL CONTRACT.....	67
FERPA ADDENDUM.....	74
<b>TAB 6: TRAINING, SUPPORT, &amp; CONTINUING EDUCATION .....</b>	
SUPERIOR SCHOOL STAFFING & CLINICAL PROGRAMS.....	79
SUPERVISION & TRAINING.....	80
SPECIALTY TRAINING & TRAINING PLANS.....	81
MEDICAID.....	82
INCREASED CASELOAD SOLUTIONS .....	82
CALL-OUTS & SICK-DAYS.....	82
RELIABILITY.....	83
HIRING OF AMN CLINICIANS/EMPLOYEES.....	83
<b>TAB 7: PRICING/COST PROPOSAL.....</b>	
ALL-INCLUSIVE FEE PROPOSAL.....	84
ATTACHMENT G .....	85
<b>TAB 8: EXCEPTIONS .....</b>	
PROPOSED EXCEPTIONS.....	86
<b>TAB 9: ASSUMPTIONS .....</b>	
ASSUMPTIONS .....	87
<b>TAB 10: APPENDICES .....</b>	
AMN SCC CERTIFICATE OF FACT .....	88
AMN JOINT COMMISSION CERTIFICATIONS.....	89
AMN W-9 .....	90
AMN CERTIFICATE OF INSURANCE .....	88

## ***Tab 1 - Introduction and Signed Forms***

**AMN Allied Services, LLC**  
**a Subsidiary of AMN Healthcare**  
11001 West 120<sup>th</sup> Ave., Ste. 310  
Broomfield, CO 80021

**Henrico County Public Schools**  
Attn: Oscar Knott  
8600 Staples Mill Rd.  
P.O. Box 90775  
Henrico, VA 23273

April 28, 2021

To Whom It May Concern:

AMN Allied Services, LLC is interested in presenting our renowned therapy staffing services for your consideration. We have reviewed your Request for Proposal thoroughly, understand the Scope of Work desired from your district, and are certain we can provide therapists of the highest caliber to fully address your needs.

As an agency with a national presence, we are known for our exceptional client services, quality clinicians, and most importantly, a passion for helping students achieve their developmental goals. We know that finding exceptional therapy services is crucial to the success of a student's growth, and we have the bandwidth to promptly fulfill all your staffing requests.

We believe your students deserve the best care; that is why we make it our mission to provide highly vetted, experienced, innovative clinicians. When an AMN therapist is working with your district, you can trust that you are working with one of the finest clinicians available. The most effective therapists structure their services around the needs of individual patients. Similarly, we pride ourselves on customizing our services to your district's needs. We are confident your students will immediately benefit from our therapists' high level of care, and your staff will enjoy working with our dependable, professional team.

Sincerely,



Whitney Gargiulo  
Proposal Writer & Bid Manager

## ATTACHMENT A PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”) No. 21-2183-6KMW Speech Therapy Services.

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
AMN Allied Services, LLC
ADDRESS: 11001 W. 120th Ave.
Ste. 310
Broomfield, CO 80021
FEDERAL ID NO: 20-4069782
SIGNATURE: 
NAME OF PERSON SIGNING (PRINT): Whitney Gargiulo
TITLE: Bid Manager
TELEPHONE: 800.236.8038
FAX: 855.809.8282
EMAIL ADDRESS: school-dl@amnhealthcare.com
DATE: 6/22/2021

## ATTACHMENT B BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: AMN Allied Services, LLC

This form completed by: Signature:  Title: Bid Manager

Date: 6/21/2021

PLEASE SPECIFY YOUR **BUSINESS CATEGORY** BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- SMALL BUSINESS
- WOMEN-OWNED BUSINESS
- MINORITY-OWNED BUSINESS
- SERVICE-DISABLED VETERAN
- EMPLOYMENT SERVICES ORGANIZATION
- NON-SWaM (Not Small, Women-owned or Minority-owned)

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered?  Yes  No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

N/A NUMBER

N/A DATE

### DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

**"Small business"** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

**"Women-owned business"** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

**"Minority-owned business"** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

**"Service disabled veteran business"** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

**"Employment services organization"** means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.



**ATTACHMENT C**  
**Virginia State Corporation Commission (SCC)**  
**Registration Information**

**The Offeror:**

is a corporation or other business entity with the following SCC identification number:  
T0302721 -OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Bidder's out-of-state location) -OR-

is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids:

State Corporation Commission  
Clerk's Information System

Entity Information

Entity Information

Entity Name:	AMN ALLIED SERVICES, LLC	Entity ID:	T0302721
Entity Type:	Limited Liability Company	Entity Status:	Active
Formation Date:	N/A	Reason for Status:	Active
VA Qualification Date:	04/03/2006	Status Date:	11/24/2008
Industry Code:	0 - General	Period of Duration:	Perpetual
Jurisdiction:	DE	Annual Report Due Date:	N/A
Registration Fee Due Date:	04/30/2021	Charter Fee:	N/A

Registered Agent Information

RA Type:	Entity	Locality:	RICHMOND CITY
RA Qualification:	BUSINESS ENTITY THAT IS AUTHORIZED TO TRANSPORT BUSINESS IN VIRGINIA		
Name:	CORPORATION SERVICE COMPANY	Registered Office Address:	100 Shockoe Slip Fl 2, Richmond, VA, 23219 - 4100, USA

Principal Office Address

Address: 12400 HIGH BLUFF DR., STE. 100, SAN DIEGO, CA, 92130 - 0000, USA

Principal Information

Management Structure: N/A

**ATTACHMENT D**  
**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF OFFEROR: AMN Allied Services, LLC

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342(F) in writing, either before or at the time the data or other materials are submitted. The Offeror must specifically identify the data or materials to be protected including the section(s) of the proposal in which it is contained and the pages numbers, and state the reasons why protection is necessary. A summary of trade secrets and proprietary information submitted shall be submitted on this form. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. Va. Code § 2.2-4342(F) prohibits an Offeror from classifying an entire proposal, any portion of a proposal that does not contain trade secrets or proprietary information, line item prices, or total proposal prices as proprietary or trade secrets. If, after being given reasonable time, the Offeror refuses to withdraw such classification(s), the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

N/A, no proprietary information needs to be disclosed

**ATTACHMENT F**  
**DIRECT CONTACT WITH STUDENTS**

Name of Bidder: AMN Allied Services, LLC

Pursuant to Va. Code § 22.1-296.1, as a condition of awarding a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, the contractor shall provide certification of whether any individual who will provide such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse, or rape of a child; or any crime of moral turpitude.

Any individual making a materially false statement regarding any such offense is guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction is grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

**As part of this submission, I certify the following:**

- None of the individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of a violent felony set forth in the definition of “barrier crime” in Va. Code § 19.2-392.02(A); an offense involving the sexual molestation, physical or sexual abuse, or rape of a child;**

**And (select one of the following)**

- None of the individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of any felony or any crime of moral turpitude.**

**or**

- One or more individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities has been convicted of a felony or crime of moral turpitude that is not set forth in the definition of “barrier crime” in Va. Code § 19.2-392.02(A) and does not involve the sexual molestation, physical or sexual abuse, or rape of a child. (In the case of a felony conviction meeting these criteria, the contractor must submit evidence that the Governor has restored the individual’s civil rights.)**



*Signature of Authorized Representative*

**Whitney Gargiulo**

*Printed Name of Authorized Representative*

**AMN Allied Services, LLC**

*Printed Name of Vendor*

*(if different than Representative)*

## ***Tab 2 - Statement of the Scope***

### **SCOPE OF WORK/DISORDERS TREATED**

AMN understands the scope of services requested by Henrico County Public Schools and is mindful of placing experienced clinicians who have worked with special education students and individuals with disabilities within a school setting. Each therapist presented to your district will have a skill set that covers various challenges such as:

#### ***Speech Language Pathologist/Speech Language Pathology Assistant***

- Apraxia of Speech
- Autism
- Child Language Disorders
- Cleft Lip and Cleft Palate
- Cognitive-Communication Disorders
- Dysarthria
- Dysphagia (Pediatric)
- Pragmatic Language Disorders
- Preschool Language Disorders
- School Age Language Disorders
- Social Communication Disorder
- Severe Disabilities
- Selective Mutism
- Speech Sound Disorders
- Stuttering
- Voice and Voice Disorders

#### ***Scope of Work***

- Participation in initial evaluations and screening
- Participation in creation of IEPs and 504 Accommodation Plans
- Attendance and participation in multidisciplinary team meetings
- Creation, maintenance, and submittal of documentation, reports, and records
- Attendance and participation in re-evaluations as needed
- Design and implementation of training for teachers and staff
- Provide therapy services to all students with IEPs
- Provide crisis intervention and behavior management services
- Issue referrals for medical services related to appropriate therapy discipline
- Track student progress and complete progress reports as required
- Conduct interactive, evidence-based therapy sessions in accordance with IEPs, 504 Accommodation Plans, or other medical instructions
- Collaborate with teachers, clinicians, administrators, school nurses, and parents
- Work with General Education and Special Education teams (Child Study, IEP, MTSS, etc.)
- Facilitate the growth and development of students to reach their highest potential in the least restrictive environment possible
- Complete Medical Access Billing
- Comply with all federal, state, local, and Virginia DOE regulations, laws, and policies
- Maintain schedule flexibility to ensure duties are being performed as required
- All other therapy related responsibilities required by district

## SLPA POSITIONS

SLPA duties are performed in support of a Speech Language Pathologist providing treatment for a patient. A school SLPA works with students who need therapy services and focuses on helping children participate in educational activities and classes. SLPs can help collect information and assess the needs of students before working with a Speech Language Pathologist to plan and administer a treatment program. In addition to working with students who have speech barriers, SLPAs often serve students who need behavior development or mental health services.

AMN will always fill Speech Language Therapy positions with a fully licensed SLPs. We offer SLPA rates in the case that a district requires additional assistance but does not want to fill that position with a full therapist. Our SLPA rates are \$10 less than that of a fully licensed SLPA, so SLPAs provide therapy services at a lower cost to your district.

## **Tab 3 - Offeror Qualifications, Experience, Resumes, & Financial Stability**

### **AGENCY INFORMATION**

#### ***Company's Legal Name***

AMN Allied Services, LLC

-a subsidiary of AMN Healthcare, Inc.

#### ***Vitals***

Date Founded: March 1985

State of Incorporation: Delaware

Form of Entity: C-Corporation

Annual Revenue: \$2.3 Billion

Number of Permanent Internal Employees: 2,920

Healthcare Staffing Experience: 36 years (Since 1985)

School Staffing Experience: 8 years (Since 2013)

Services Provided: OT, COTA, PT, PTA, SLP, SLPA, CF, LSSP, BCBA, LSW, RN, LPN

Address: 11001 W. 120th Ave., Ste. 310, Broomfield, CO 80021

Phone Number: (800) 236-8038

Fax Number: (855) 809-8282

Email Address: school-dl@amnhealthcare.com

Federal EIN: 20-4069782

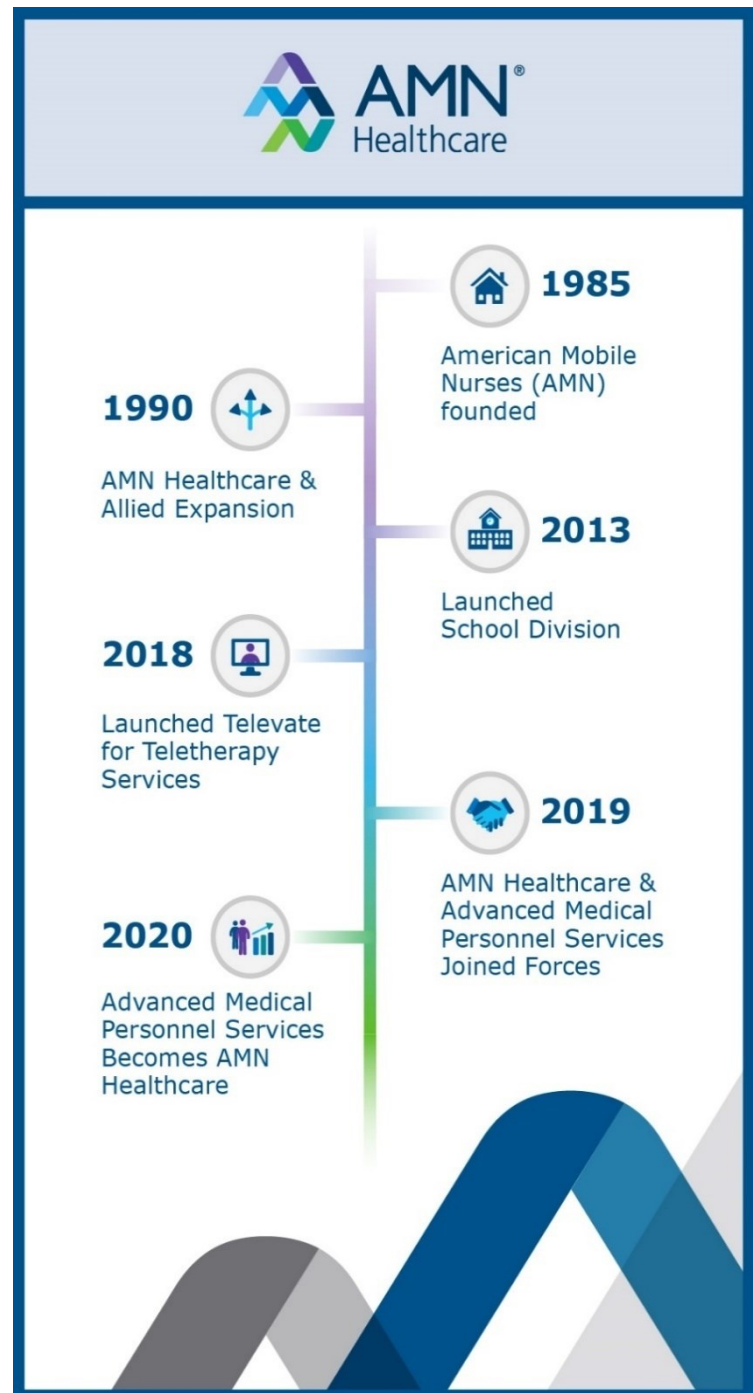
DUNS: 117265882

## COMPANY HISTORY & QUALIFICATIONS

AMN Healthcare is currently the #1 ranked Allied Staffing firm by Sterling’s Staffing Industry Analysts (SIA), with more than 35 years of therapy and nursing recruiting experience. We have a proven record of strong, countrywide partnerships, dependable services, and cost flexibility.

AMN began as a nurse staffing company in 1985 and has grown organically and through acquisitions to become the healthcare industry’s largest workforce solution provider with more than \$2.2 billion in revenue and growing. Our company is the leader and innovator in workforce solutions and staffing services to healthcare facilities and schools across the nation. As healthcare providers, we realized the importance of continuing to grow and merge our integrated talent solution model to support school staffing services. As a result, in 2019, AMN acquired Advanced School Staffing who launched a school division in 2013. The acquisition not only increased our internal employee base, but it further expanded our reach and pool of exceptional therapists across the US so we could further support the needs of your students. With hundreds of Recruiting Consultants currently on staff, we have focused our efforts on ensuring that our School Division is the best in the nation - hands down. We foster long-lasting relationships with our clients and therapists while continuing to energize the industry with award-winning, innovative programs.

As veterans in staffing SLPs, OTs, PTs, LSSPs, BCBA’s, RNs, LPNs, LSWs, Teletherapists, and online interpretation services we employ only the top healthcare professionals seeking to make an impact in student lives.





## SIMILAR SCHOOL CLIENTS & PERFORMANCE

As healthcare providers, we realized the importance of continuing to grow and merge our integrated talent solution model to support school staffing services. As a result, in 2019, AMN acquired Advanced School Staffing who launched a school division in 2013. With wide-ranging experience from large urban school districts to small rural school districts nationwide, AMN covers all demographics, locations, and school sizes with services your staff and students need.

**We have successfully staffed thousands of clinicians at 609 school districts countrywide, many of which are located in Virginia. Services provided to Virginia school districts include, but are not limited to:**

- **Accomack County Schools-Accomac, VA**
  - Staffing Services: **SLP** (2019-2021)
- **Albemarle County Public Schools-Crozet, VA**
  - Staffing Services: **OT, SLP** (2016-2018)
- **Charlotte County Public Schools-Charlotte Court House, VA**
  - Staffing Services: **SLP** (2018-2019)
- **Frederick County Public Schools-Stephens City, VA**
  - Staffing Services: **SLP** (2019-2020)
- **Manassas Park City Public Schools-Manassas Park, VA**
  - Staffing Services: **SLP** (2019-2021)

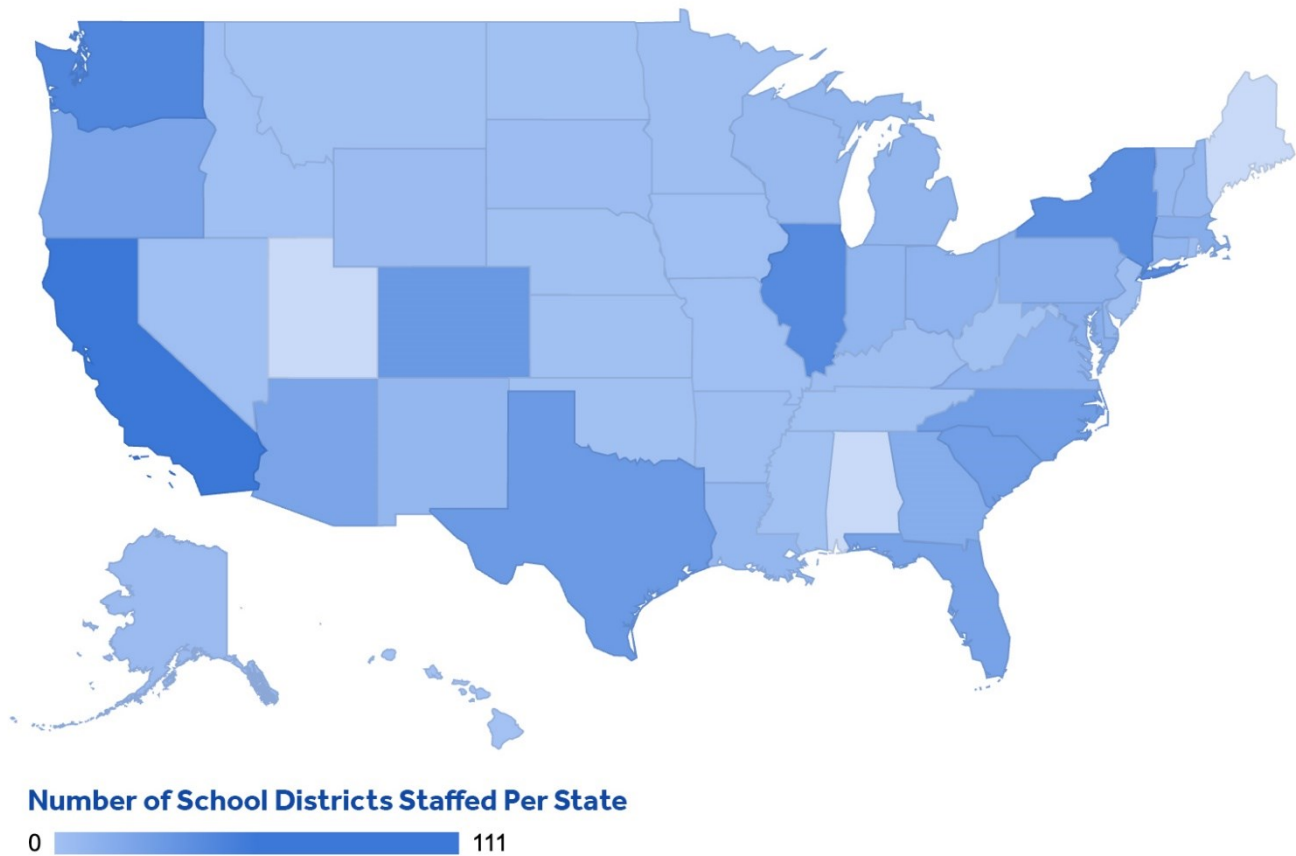
**Services provided to school districts comparable to Henrico County Public Schools District in location, size, or staffing services include, but are not limited to:**

- **Abilities First School-Poughkeepsie, NY**
  - Staffing Services: **OT, PT, SLP** (2017-Present)
- **Baltimore County Public Schools-Towson, MD**
  - Staffing Services: **SLP, CF** (2019-Present)
- **Berkeley School District-Moncks Corner, SC**
  - Staffing Services: **SLP** (2019-Present)

- **Berks County Intermediate Unit-Reading, PA**
  - Staffing Services: **SLP** (2016-Present)
  
- **Caesar Rodney School District-Wyoming, DE**
  - Staffing Services: OT, **SLP, CF** (2019-Present)
  
- **Calvert County Public Schools-Prince Fredrick, MD**
  - Staffing Services: OT, **SLP, CF** (2017-Present)
  
- **Cardinal Hayes School for Special Children-Millbrook, NY**
  - Staffing Services: OT, PT, **SLP** (2016-Present)
  
- **Cecil County Public Schools-Elkton, MD**
  - Staffing Services: OT, **SLP, CF** (2018-Present)
  
- **Charles County Public Schools-La Plata, MD**
  - Staffing Services: OT, **SLP, CF, BCBA** (2017-Present)
  
- **Kershaw School District 01-Camden, SC**
  - Staffing Services: **SLP** (2019-Present)
  
- **Lexington School District 1-Lexington, SC**
  - Staffing Services: **SLP** (2019-Present)
  
- **Manchester School District-Manchester, NH**
  - Staffing Services: **SLP** (2018-Present)
  
- **Onslow County Schools-Jacksonville, NC**
  - Staffing Services: OT, PT, **SLP** (2018-Present)
  
- **School Administrative Unit 9-Conway, NH**
  - Staffing Services: **SLP** (2019-Present)
  
- **School District of Philadelphia-Philadelphia, PA**
  - Staffing Services: **SLP** (2019-Present)
  
- **Spartanburg County School District Six-Roebuck, SC**
  - Staffing Services: **SLP** (2017-Present)
  
- **Two Rivers Supervisory Union-Ludlow, VT**
  - Staffing Services: PT, **SLP** (2019- Present)

## AMN SCHOOL CLIENTS

We have provided therapy and nursing services to school districts throughout the United States. Our clients include school districts in small rural locations, urban areas, Indian reservations, and large metropolitan areas and their surrounding suburbs. The map below serves as a visualization of the number of districts we have provide staffing services to:



\*We can provide a full client list upon request

## AMN SCHOOL STAFFING GOALS

It is our objective to provide the finest English-speaking and bilingual clinicians for your schools. Through our decades of therapy staffing experience we have developed a comprehensive understanding of the processes and work involved in school staffing, and [our immaculate reputation directly attests to our qualification to work with your district.](#) Our internal support teams aim to make the lives of your staff easier. Staffing thousands of therapists for hundreds of districts has made us flexible, and we will strive to adapt our staffing services to your district's unique needs.

Our therapists are passionate about the best interests of your students. They conduct specialized, innovative, and communicative sessions. AMN clinicians modify their techniques for each child; each has their own set of obstacles and learning styles, so each should have their own set of solutions. [We work hard to ensure that our clinicians design their treatment for every child's specific speech hurdles using evidence-based practices, so that these children can reach their full potential.](#)

### **Some attributes to expect from AMN Allied Services, LLC:**

- Expert English and Bilingual therapy services.
- Hands-on, comprehensive, compassionate, and innovative therapy practices.
- Extensively vetted, trustworthy, and qualified candidates worth interviewing/hiring.
- A singular, accommodating point-of-contact for your district.
- W2 employees, not 1099; this means commitment and accountability.
- Flexibility in our services with your district's specific needs in mind.
- Core Values which emphasize positivity, creativity, empathy, charity, and productivity.
- Sophisticated proprietary candidate tracking and database software.
- Professionals, both therapists and agency staff, trained in school-based model.
- Continuous performance evaluations conducted before, during, and after assignments.



## AMN'S KEY PERSONNEL

Our AMN School Division leads the charge by directing the team to find top candidates for our school-based customers. We are the best in our field, which is why we consistently attract top-notch talent! There are many highly-skilled individuals working in our recruitment, account manager, administrative services, billing, and clinical services departments, but the following team members are our key school contributors.

- ***Derek Vogel - President, AMN Healthcare Schools Division***
  - [derek.vogel@amnhealthcare.com](mailto:derek.vogel@amnhealthcare.com), (781) 591-3716
- ***Patrick O'Connor - Division Vice President, Client Sales***
  - [patrick.oconnor@amnhealthcare.com](mailto:patrick.oconnor@amnhealthcare.com), (203) 834-3053
- ***Seth Mukai - Senior Director of Account Management-Schools***
  - [seth.mukai@amnhealthcare.com](mailto:seth.mukai@amnhealthcare.com), (720) 897-5752
- ***Jennifer Martin, MS, CCC-SLP - Senior Director, Teletherapy***
  - [jennifer.martin@amnhealthcare.com](mailto:jennifer.martin@amnhealthcare.com), (720) 605-2657
- ***Maggie Keys, MS, CCC-SLP - Clinical Manager***
  - [maggie.keys@amnhealthcare.com](mailto:maggie.keys@amnhealthcare.com), (720) 477-2331
- ***Whitney Pierce - Teletherapy Program Coordinator***
  - [whitney.pierce@amnhealthcare.com](mailto:whitney.pierce@amnhealthcare.com), (720) 605-1166
- ***Terence Cooke - Supervisor, Billing and Accounts Receivable***
  - [terence.cooke@amnhealthcare.com](mailto:terence.cooke@amnhealthcare.com), (858) 720-6204
- ***Samantha Rich - Proposal Operations & Bid Manager***
  - [samantha.rich@amnhealthcare.com](mailto:samantha.rich@amnhealthcare.com), (720) 605-6684
- ***Whitney Gargiulo - Proposal Writer & Bid Manager***
  - [whitney.gargiulo@amnhealthcare.com](mailto:whitney.gargiulo@amnhealthcare.com), (720) 513-2908

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## Executive Leader

*Driving company success through innovative leadership and teamwork.*

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Dedicated, engaging, and highly driven executive leader with over 15 years of comprehensive experience in partnership building, strategic direction, and organizational growth. Strong and effective manager with passion for building new leaders and motivating others to explore their potential. Consistent top performer with an entrepreneurial spirit who excels in working in fast-paced environments with the ability to quickly adapt to volatile industry changes.

### Highlights of Expertise

- Organizational Development
- Strategic Planning
- Revenue Growth
- Profit & Loss Management
- Budgeting and Forecasting
- Mergers & Acquisitions
- Risk & Change Management
- Operational Execution
- Recruiting & Development
- Process Optimization

## Career Experience

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**AMN HEALTHCARE** - Coppell, TX

Apr 2018 to Present

*Perform contract executive leadership for the largest and most trusted healthcare staffing firm in the United States.*

### **President- Advanced Inc. (Feb 2020 - present)**

Direct daily activities of \$100M school and travel therapy business focused on building a strong network of talented healthcare workers. Lead cross-functional management team and oversee general activities of over 100 employees. Devise and implement short and long-term strategies targeted to optimize processes and increase cost efficiency. Hold full responsibility for top and bottom line.

- Executed effective strategy to minimize financial and operational impact from Covid-19.
- Leading new expansion of distance learning platform to promote continued school operation and growth.

### **Sr. Vice President- AMN Leadership Division (Aug 2019 - Feb 2020)**

Led delivery optimization across the \$300M Leadership Search Division within AMN Healthcare. Redefined infrastructure for nation lading physician search firm while focusing on optimizing procedures and reducing overhead costs.

- Served on leadership committee that devised new realignment strategy to consolidate six business lines.
- Redesigned operation and delivery model for physician search business.

### **Sr. Vice President- Leaders for Today & First String Healthcare (Oct 2018 - Aug 2019)**

Coordinated operations and P&L oversight for two interim healthcare staffing firms that yielded a total of \$50M in revenue. Led initiative to redesign and merge both firms under one operational structure within first 6 months in position allowing for optimal productivity, streamlined communication, and enhanced cost effectiveness.

- Successfully optimized processes and cost efficiency, thereby improving GM and EBITDA by 300 bps each.
- Engaged and supported employees during merger to promote team building and ensure retention.
- Designed a new matrixed leadership system to allow for cross-operational oversight.

*continued...*

**LEADERS FOR TODAY - Wellesley, MA**

Jul 2014 - Oct 2018

*Charged business functions, recruiting, development, and long-term strategy for hospital interim management staffing company.*

**Chief Operating Officer/Partner (Jul 2014 – Oct 2018)**

Trained and mentored all management team members to promote company goals and encourage continual professional growth. Negotiated major contracts, assisted in finalizing company sale to AMN Healthcare, and oversaw transition process to new ownership.

- Grew company revenue by 50% and EBITDA by 32% over four-year period.
- Exceeded delivery expectations for earn-out while merging business operations.

**NEIGHBORHOOD DIABETES (INSULET) - Acton, MA**

Dec 2009 - Jul 2014

*Held increasingly responsible sales and business development positions for leading durable medical equipment distributor.*

**National Sales Director (Apr 2012 – Jul 2014)**

Developed and maintained strategic business partnerships and presented new business opportunities, development plans, and sales progress to C-level executives.

- Faced industry change that resulted in 40% loss in current and potential business, and developed strategy that recaptured all losses within 10 months.
- Acquired new partnerships with revenue potential of about \$15M per year.

**Field Sales Director (Sept 2011 – Apr 2012)**

Trained and developed 25 national direct reports to identify potential key relationships within accounts and build lucrative partnerships. Composed and conducted sales presentations to key decision makers for large hospitals, CHCs, and private practices.

- Devised new incentive compensation plan for field sales team to encourage peak productivity and performance.
- Identified revenue loss and established new role that successfully recovered lost finances and prevented any further deficit.

**Director of Community Development (Dec 2009 – Sept 2011)**

Established and maintained strategic sales relationships with diabetes health care providers, and utilized CRM system to track over 500 HCP accounts.

- Increased territory sales performance by 300% within first year of employment.
- Awarded Sales Representative of the Year in 2010.

**NEXTPLAY, LLC – Framingham, MA**

2006 – 2009

**President/Co-Founder**

Successfully initiated and grew an innovative business opportunity utilizing internet and social media to distribute online videos in the high school and college sports market. Developed professional partnerships, negotiated contracts, and raised significant capital from private investors.

- Built clientele of over 600 basketball coaches and attracted over 10K users in less than two years.
- Raised capital from private investors and Orchestrated partnership discussions with several Fortune 500 sports apparel companies.

## Education & Credentials

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**Bachelor of Arts in Human Development**

*University of New England - Portland, ME*

**Skills & Certifications**

Microsoft Office Suite • Salesforce • Job Science • BullHorn • Predictive Index Certification  
Conversational German

# PATRICK O'CONNOR

545 Bedford St, Unit #514, Stamford, CT · (845) 242-1137

[occonnopj@gmail.com](mailto:occonnopj@gmail.com) · <https://www.linkedin.com/in/poconn/>

Experienced Staffing Professional with a demonstrated history of working in Recruitment and Account Management – Primarily in the Healthcare and Education Sector. Strong in team management, building existing customer relationships, and also developing new business.

## EXPERIENCE

**JANUARY 2020 – PRESENT**

**DIVISION VICE PRESIDENT, ADVANCED, AN AMN HEALTHCARE COMPANY**

- Manage a team of 15 Account Managers focused on Medical, Schools and Telehealth Sales nationwide
- Provide mentorship to each Account Manager enabling them to grow their book of business while achieving monthly, quarterly, and annual budget targets.
- Manage the staff, clients, invoicing, process, and policies for all accounts.
- Oversee tracking of data for accounts, intervening when problems occur.
- Communicate internally with our Recruitment Team and externally with our Affiliate Vendor Network to make certain they are actively sourcing for current open orders.

**APRIL 2016 – DECEMBER 2019**

**REGIONAL VICE PRESIDENT, AMN HEALTHCARE**

- Manage a team of 8 Account Managers to ensure they are actively pursuing new staffing opportunities within their assigned regions.
- Provide mentorship to each Account Manager enabling them to grow their book of business while achieving monthly, quarterly, and annual budget targets.
- Manage the staff, clients, invoicing, process, and policies for all accounts.
- Oversee tracking of data for accounts, intervening when problems occur.
- Communicate internally with our Recruitment Team and externally with our Affiliate Vendor Network to make certain they are actively sourcing for current open orders.



**NOVEMBER 2014 – MARCH 2016**

**DIRECTOR OF CLIENT SERVICES/REGIONAL ACCOUNTS, ONWARD HEALTHCARE/AMN HEALTHCARE**

- Manage a team of 3 Regional Account Managers to ensure they are actively pursuing new staffing opportunities within their assigned regions.
- Provide mentorship to each RAM enabling them to grow their book of business while achieving monthly, quarterly, and annual budget targets.
- Sold and managed multiple National MSP (Exclusive) Client Contracts.
- Provided guidance to multiple team members during the purchase of Onward Healthcare by AMN Healthcare in 2015 to ensure a smooth integration. This included teaching Onward employees AMN's new applicant tracking system, internal processes, and best practices to maintain client relationships during this major transition.

**JULY 2012 – OCTOBER 2014**

**CLIENT SERVICES MANAGER, ONWARD HEALTHCARE**

- Act as primary liaison for all staffing opportunities between Onward Healthcare and our clients
- Source, Identify, and grow available job orders for healthcare professionals
- Maintain daily contact with clients for the purpose of following up on active candidate submissions to ensure they are rapidly moving through the hiring process
- Develop account management programs to maximize the number of healthcare professionals working within assigned region
- Manage all customer service issues between Onward Healthcare and our clients

**AUGUST 2011 – APRIL 2012**

**ADMISSIONS COUNSELOR, ST. BONAVENTURE UNIVERSITY**

- Responsible for working with students from one of the school's primary recruiting markets (New Jersey, Eastern Pennsylvania, Philadelphia, Delaware)
- Travel seasonally in the fall and spring to college fairs and high schools, review applications, assist in the execution of campus events, conduct prospective student interviews and maintain contact with students and their families throughout the college selection process.

**EDUCATION**

**AUGUST 2007- MAY 2011**

**BACHELOR OF ARTS, ST. BONAVENTURE UNIVERSITY**

Students in Free Enterprise (SIFE), National Society of Leadership and Success, Intramural Sports.

SETH Y MUKAI

**OBJECTIVE**

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**Highly motivated, experienced and diverse sales expert seeks leadership position to utilize honed sales, management, customer partnership and marketing skills.**

**WORK EXPERIENCE**

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July 2015 – Current

Advanced Medical Personnel Services, Broomfield, CO

***Director of Sales – Schools***

- Tasked with growing Advanced School Staffing as the premier school staffing agency providing school districts with both onsite and tele SLPs, OTs, PTs, School Psychologists, Behavioral Specialists, COTAs and PTAs. Built trusted relationships with public districts, charter and specialty schools by focusing on individual districts’ needs and supplying trusted clinicians to staff open positions.
- Hired and trained team of dedicated school Career Consultants who are singularly focused on staffing districts with premier clinical talent. Career Consultants have a mandate to seek out only the highest quality clinicians, thoroughly vet the clinicians work history/supervisors and place therapists for the full duration of the contract to provide continuity of care for district students and staff.
- Developed team of School Account Managers who are tasked with placing onsite and teleclinicians at public school districts as well as charter/private/specialty schools in all 50 US states. Account Management team is acutely focused on establishing relationships with schools based on accountability, integrity and consistent communication and accessibility.

August 2014 – July 2015

Advanced Medical Personnel Services, Broomfield, CO

***Senior Account Manager***

- Managed all aspects of Client Accounts including building rapport with staffing specialists, securing contracts to increase staffing opportunities and marketing positions to Advanced recruiters. Successfully increased business with multiple clients and developed opportunities to assist school districts with their staffing needs. Focused on building strong relationships with key partners in education while spearheading the CF telesupervision program.

April 2014 – August 2014

Advanced Medical Personnel Services, Broomfield, CO

***Senior Therapy Recruiter***

- Recruited Allied Therapists to staff multiple 13 week assignments across the US. Focused on reviewing and evaluating applicants work history, education, training while seeking therapists willing to travel to distant assignments. Helped candidates fulfill personal and career goals via new job opportunities.

**SELECT ACCOMPLISHMENTS AND SKILLS**

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**On Ice Official**, ECHL, CHL, NCAA Division I, USA Hockey. Officiate semi-pro, collegiate and amateur hockey. Ability to make snap decisions and defuse potentially violent situations while under constant high-pressure critique and overview; consistently earn playoff positions. Instructor and mentor for local officials. August 2003 – current.

**Computer Skills.** Fluent in MS Word, Excel, Outlook, Access, TempBase, SysPro, ODS, CRM applications, internet applications

**EDUCATION**

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Bachelor of Arts in Classical Studies

1994.5-1998.5

Middlebury College

Middlebury, Vermont

# JENNIFER MARTIN

303.921.7855

[Jennifer.Martin@amnhealthcare.com](mailto:Jennifer.Martin@amnhealthcare.com)

My years of experience as a bilingual Speech-Language Pathologist and owner of a Private Practice have prepared me for my current role as Clinical Director at AMN. I am privileged to oversee our teletherapy division which provides special education services and mental-health services to students nationwide. Education, communication, and an innovative spirit are what drive me.

## EXPERIENCE

**APRIL 2018 – PRESENT**

**CLINICAL DIRECTOR, AMN HEALTHCARE**

- Implemented a teletherapy division in which Special Education services and mental health supports are implemented virtually in school districts nationwide. Working with recruitment, account managers, and marketing to recruit and train high-quality therapists. Collaborating with the development team to build and improve our teletherapy platform for candidates/clients. Working on strategic initiatives to increase brand awareness and overall growth.

**OCTOBER 2010 - PRESENT**

**SPEECH-LANGUAGE PATHOLOGIST, ADAMS COUNTY NICU TEAM**

- Working as part of a transdisciplinary team comprised of SLP's, PT's, OT's, and Infant Mental Health specialists. Providing specialized services in the home to support overall organization, feeding and communication of the babies as well as to support the parents in the home with their fragile infants.

**MARCH 2006 – FEBRUARY 2018**

**OWNER/SPEECH-LANGUAGE PATHOLOGIST, ADVANCE SPEECH THERAPIES, LLC**

- Owner and provider of practice. Provided speech, language, and feeding therapy services to Spanish-speaking children with a variety of diagnoses. Employed, led, and managed a team of clinicians and worked closely with Colorado Medicaid for billing of services.

## EDUCATION

**MASTER OF BUSINESS ADMINISTRATION (IN PROGRESS)**  
UNIVERSITY OF NORTHERN COLORADO

**MASTER OF SCIENCE – SPEECH-LANGUAGE PATHOLOGY**  
NORTHERN ARIZONA UNIVERSITY

**BACHELOR OF ARTS – SPEECH AND HEARING SCIENCES**  
UNIVERSITY OF NEW MEXICO

## AFFILIATIONS AND ACTIVITIES

### PROFESSIONAL AFFILIATIONS

- Member of American Speech Language Hearing Association (ASHA)
- Licensed in the state of Colorado
- Colorado Infant Mental Health Endorsement – Level IV

### PUBLISHED WORK

- *Technology Education in Arizona: Perspectives of Employers, Teacher Trainers, and Teachers*
- *Standards-Based Assessment and the Role of Higher Education in Improving Mathematics and Science for Underrepresented/Underserved Students in Arizona*

### SPEAKING ENGAGEMENTS

- Interdisciplinary Institute on Premature and High-Risk Infants and Toddlers: *Team Approach to Developmentally Supportive Care*
- Colorado Interagency Coordinating Council (CICC): *Team Approach to Developmentally Supportive Care*
- Colorado Special Education Interagency Committee: *From Infancy and Beyond*

### LANGUAGES

- Fluent in spoken Spanish

### ADDITIONAL

- Volunteer with *Project Speech* and provide speech and language services to families in Belize, via teletherapy, that do not have access to other resources
- Host of *SLP Full Disclosure* Podcast in which I interview guests on a variety of topics within the field of speech-language pathology

<b>Name:</b> Jennifer A Martin	<b>ASHA Account Number:</b> XXXX4979	<b>Certification Status:</b> CCC-SLP
<b>Area of Certification:</b> SLP	<b>Certification Awarded:</b> 07/02/2003	<b>Valid Through:</b> 03/31/2022

## Clinical Instruction, Supervision or Clinical Fellowship Mentor

Jennifer A Martin **has met** the 2020 ASHA certification standards for providing clinical instruction and supervision to individuals preparing for ASHA certification.

# MARGARET KEYS

## PROFESSIONAL SUMMARY

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Highly motivated, extremely organized, and passionate candidate with proven performance history and significant experience as a Speech-Language Pathologist in School and Medical Settings and in Managerial Positions. Desire to drive the advancement of education and provide guidance and support to professionals in the field. Expertise in building strong relationships, development of educational services, and providing consult and recommendations.

## SKILLS

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Strong Oral and Written Communication Skills	Analytical Problem Solver
Proficient in Processes/Online Systems	Collaborative Team Member
Exceptional Interpersonal Skills	Approachable and Consultative

## WORK HISTORY

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- 10/2021 to Present: **Clinical Manager, M.S., CCC-SLP**  
**AMN Healthcare, Inc.** – remote Denver, CO
- Management of School-Based Clinicians on assignment – in-person and remote – including but not limited to: providing clinical guidance/support, support clinicians who have interpersonal difficulties while on assignment, and supporting our clients and clinicians for best outcomes
  - Assists with review of Virtual Interviews for Allied Clinicians
  - Participate in development of AMN Clinical Fellowship Program
  - Participation in Joint Commission survey as CM
- 9/2019 to 9/2020: **Speech/Language Pathologist – Clinical Operations Manager**  
**Advanced** – Broomfield, CO
- Teletherapy Team: completes interviews for teletherapists, trains therapists on virtual therapy room and office, and manages and assists therapists with trouble shooting
  - Provides teletherapy to students in Colorado school districts
  - Provides clinical guidance to therapists on assignment in medical and school settings
  - Participates in development of Clinical Fellow Program
- 9/2017 to 8/2019: **Speech/Language Pathologist**  
**KidsCare Home Health** - Denver, CO
- Evaluated and developed treatment plans for children with communication disorders, feeding and swallowing difficulties, and social skills deficits

- Worked closely with families and caregivers on development of home programs to address needs
- Supervised Clinical Fellows

09/2016 to 06/2017

**Speech/Language Pathologist**

**Public Schools of Brookline** – Brookline, MA

- Developed relationships with parents and peers to build trust in recommendations of specific educational programs.
- Managed caseload of 60 children ranging in ages from 4th grade up through middle school to address needs in speech, language, cognitive, and social skills.
- Presented information at case conferences to team members including Director of Special Education, Principals, Team Facilitator, and Special Educators.

02/2016 to 06/2017

**Speech/Language Pathologist and Literacy Specialist**

**ILD - Institute of Learning and Development** – Lexington, MA

- Worked with clients on an as needed basis; treated students with a wide range of reading disorders and oral language disabilities.
- Consulted with clients and family members on diagnosis, prognosis, and treatment plans, including specialized programs such as Fountas and Pinnell Literacy Program, EmPOWER Writing Program, and Telian Lively Letters.

09/2015 to 12/2016

**Speech/Language Pathologist**

**Easter Seals of Massachusetts** – Boston, MA

- Managed other speech language pathologists at various settings (e.g., public schools; skilled nursing facilities; etc.)
- Independently implemented collaboration between departments, such as speech pathology, special/general education teachers, support staff and administrators.
- Managed a caseload of 50 including students in a Autism Spectrum Disorders program, middle school students, and patients at a skilled nursing facility.

09/2004 to 06/2015

**Full Time and Contract Speech/Language Pathologist**

**Various Employers** – Located in California, New York, and Massachusetts

Served in similar roles across different tenures and clinical settings, including schools, hospitals, and skilled nursing facilities via healthcare contracting agencies

- In schools, managed caseloads of children ranging in age from preschool up through elementary, middle, and high school to address all areas of need.
- Screened and evaluated children to diagnose disabilities and develop treatment plans; supported children to participate more effectively in academic curriculum.
- Evaluated and treated adult and geriatric patients with neurological diagnoses in acute care hospitals and skilled-nursing facilities.

- Administered assessments to determine level of cognition, language skills, and swallowing/ feeding functions.
- Consulted and presented information at case conferences to team members including doctors, nurses, case managers, and support staff to implement care.

## EDUCATION

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**Certificate of Advanced Study in Literacy and Language:  
Literacy & Language MGH Institute of Health Professions -  
Boston, MA**

**Master of Science: Communication Sciences and Disorders  
MGH Institute of Health Professions - Boston, MA**

**Bachelor of Science: Communication Sciences and Disorders  
University of New Hampshire - Durham, NH**

## AFFILIATIONS

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- Colorado Speech-Language-Hearing Association (CSHA), Licensed Speech/Language Pathologist
- Colorado Department of Education (CDE): Educator's License
- American Speech-Language-Hearing Association (ASHA)/Certificate of Clinical Competence

<b>Name:</b> Margaret A Keys	<b>ASHA Account Number:</b> XXXX9889	<b>Certification Status:</b> CCC-SLP
<b>Area of Certification:</b> SLP	<b>Certification Awarded:</b> 07/14/2005	<b>Valid Through:</b> 03/31/2022



6975 W. 109<sup>TH</sup> AVE, #212 • WESTMINSTER, COLORADO • 80200  
PHONE (806)570-5755 • E-MAIL WHITNEY.PIERCE23@YAHOO.COM

## WHITNEY PIERCE

### EDUCATION

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[ August 2007- May 2010] Texas Tech University  
**Bachelors in Speech, Language, and Hearing Sciences**

[ August 2005-August 2007] Amarillo College  
**Associates in Surgical Technology**

### WORK EXPERIENCE

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[2021- Present] AMN Healthcare Broomfield, CO.  
**Teletherapy Program Coordinator.**

- Maintain trainings for Televate Platform, clinical operations, and provide resources for Teletherapists
- Provide support throughout Teletherapists contacts within company
- Work along side Clinical team, Career Consultants, and school districts to maintain Teletherapists assignments

[2020-2021] AMN Healthcare Broomfield, CO.  
**Teletherapy Career Consultant.**

- Recruitment, clinical operations support for Teletherapy positions within company

[2018-2020] Advanced Medical Broomfield, CO.  
**Career Consultant.**

- Recruitment for Allied and School contract positions across all settings- School, Skilled Nursing Facilities, Hospitals and Outpatient facilities

[2015-2018] Care Options for Kids Amarillo, TX.  
**Speech Language Pathologist Assistant.**

- Provided Speech therapy to pediatrics in home health settings

[2010-2015] Aspire Therapy Services San Antonio, TX.  
**Speech Language Pathologist Assistant.**

- Provided Speech Therapy to pediatrics in school and home health settings

## OFFICE LOCATIONS

### **COLORADO**

11001 W. 120<sup>th</sup> Ave., Ste. 310  
Broomfield, CO 80021

### **CALIFORNIA**

12400 High Bluff Dr.  
San Diego, CA 92130

### **TEXAS**

8840 Cypress Waters Blvd., Ste. 300  
Coppell, TX 75019

### **FLORIDA**

1905 Corporate Blvd. NW  
Boca Raton, FL 33421

### **OREGON**

200 SW Market St. #700  
Portland, OR 97201

### **SOUTH DAKOTA**

5105 S. Crossing Pl., Ste. 4  
Sioux Falls, SD 57108

## MISSION STATEMENT

AMN Allied Services, LLC strives to provide students with the quality therapy services they need to help them break through barriers standing between them and everything they aspire to bring to the world. Because your students work hard every day to give their best, we too endeavor to be the best we can be for them.

We are vocal advocates for the self-confidence and strength children gain through achieving their developmental goals, but we know that may not always be easy. We pledge to listen to your staff and students, address the difficulties your district faces, and work persistently to ensure that your students receive the individual care and attention they deserve.

## CLINICIAN CREDENTIALS

Therapist resumes, license verifications, and other documentation provided herein belong to just a few of the candidates we currently have available. These specific therapists may or may not be available upon award as our therapists are in high demand and find contracts very quickly. Luckily, we have an extensive network of school clinicians licensed in Virginia. Once awarded and upon request, we will send you a comprehensive, updated list of candidates available and interested in working for your district. Each candidate presented will meet your requirements, including K-12 experience, valid active state license, references, proof of insurance, and required background screen. Please see our Quality Assurance section for more information on the compliance documentation we offer.

# LOGAN XXXXX-VIRGINIA LICENSED SLP WITH SCHOOL EXPERIENCE

## PROFESSIONAL SUMMARY

- Certified Autism Specialist
- Over 20 years of Speech Pathology, counseling, and case management experience with all ages in a variety of settings.
- Developed and implemented a chess club for student with Autism Spectrum Disorder (ASD), Intellectual Disabilities (ID), and learning disabilities (LD).
- Well-documented success in developing and implementing interventions for behavior change with all ages.
- Developed and implemented an AAC program in current school district by utilizing iPad applications with special education and regular education students. Trained teachers and administrators on implementing AAC devices in the classroom.
- Advanced computer skills pertaining to writing Individual Education Plans (IEP) and ISPs.
- Member of the Autism Team, Crisis Intervention Team, Student Support Team, Child Intervention Team, and School Site Council.
- Intermediate Spanish Proficiency

## EDUCATION

- Master of Science in Speech-Language Pathology**, California State University, Northridge, CA May 2012
- Master of Science in Family Psychology**, Capella University Dec 2002
- Bachelor of Science, Speech Pathology/Psychology**, University of South Dakota May 1995

## SPEECH THERAPY EXPERIENCE

- Grafton Integrated Health, Inc.** – Winchester, VA Jun 2018 – Present
- Assessed, diagnosed, and treated speech, language, fluency, and voice disorders in adolescents and adults with autism spectrum disorder and/or behavioral disorders in an outpatient private day school.
- Soliant Health, Inc./Harrison School District 2** - Colorado Springs, CO Oct 2014 – Jun 2018
- Assessed, diagnosed, and treated speech and language disorders in children ages 4-11.
  - Served on the Autism Team, conducting autism assessments
  - Consulted with teacher, school psychologist, and principal regarding students' progress in the special education and general education environment.
  - Wrote IEP and implemented goals for a caseload of students with autism, intellectual disability, traumatic brain injury, Down Syndrome, and speech-only diagnosis.
  - Supervised Clinical Fellows and two SLPAs
  - Developed a social skills group for children with autism spectrum disorder
- Zakworks, Inc., Creative Communications** - Taos, NM Sep 2013 – Oct 2014
- Conducted speech, language, and dysphagia assessments for child and adults with developmental disabilities in an outpatient setting.
  - Conducted and participated in IFSP and IEP meetings with parents, guardians, caregivers, administration, and direct care staff.
- Sussex County Schools/Staffing Options & Solutions, Inc.** - Sussex, VA Aug 2012 – Aug 2013
- Utilized technology as part of treatment plan for preschool-high school age clients with autism and intellectual disabilities.
  - Assessment and treatment of elementary, middle, and high school students within this district.
  - Students exhibited various disorders including articulation, phonology, fluency, receptive/expressive-cross categorical-pragmatic language impairments, hearing impairments, learning disabilities, ADHD.
  - Responsible for lesson planning, scheduling, establishing goals/objectives, evaluations, and progress reports.
  - Conducted and participated in IEP meetings with parents, staff, and school administration.
  - Developed Behavior Intervention Plans for students on caseload who are exhibiting antisocial behaviors during school.

- Designed and implemented an innovative treatment program for the primary and secondary-aged student population.

**Lompoc Unified School District - Lompoc, CA**

Aug 2008 – Jun 2012

- Instrumental in creating a strong spirit of collaboration with parents and making them an integral part of the therapy process. This comprehensive approach to treatment, involving parental involvement allowed for rapid and extensive progress made by the children with special needs.
- Designed and implemented an innovative treatment program for the primary and secondary-aged student population.
- Initiated frequent meetings with teachers, psychologists, and the director of special education regarding quality-of-care improvement and service-delivery options.

**Juneau School District/National Therapy Services. Inc. - Juneau, AK**

Aug 2007 - Jun 2008

- Effectively administered all phases of therapy from diagnosis to treatment planning, intervention, case management, and coordination of services with other therapy and healthcare professionals.
- Proven expertise in interpreting diagnostic data to plan and implement appropriate treatment and assembling and organizing relevant data to document results, especially related to the preparation of behavioral and individual education plans.

**Memphis City Schools - Memphis, TN**

May 2006 – June 2007

- Designed and implemented an innovative treatment program for the primary and secondary-aged student population.
- Effectively administered all phases of therapy from diagnosis to treatment planning, intervention, case management, and coordination of services with other therapy and healthcare professionals.

**Dayton Public Schools - Dayton, OH**

July 1997 – June 2004

**CLINICAL FELLOW YEAR**

**Sussex County Public Schools - Sussex, VA**

Aug 2012 – Jun 2013

- Assessment and treatment of elementary, middle, and high school students within this district.
- Students exhibited various disorders including articulation, phonology, fluency, receptive/expressive-cross categorical-pragmatic language impairments, hearing impairments, learning disabilities, ADHD.
- Responsible for lesson planning, scheduling, establishing goals/objectives, evaluations, and progress reports.
- Conducted and participated in IEP meetings with parents, staff, and school administration.
- Developed Behavior Intervention Plans for students on caseload who are exhibiting antisocial behaviors during school

The screenshot shows the Virginia Department of Health Professions License Lookup interface. At the top, there is a logo and the text "Virginia Department of Health Professions License Lookup". Below this, it says "Current as of 06/14/2021 15:33". The main content area is titled "License Information" and contains a table with the following details:

License Number	<input type="text"/>
Occupation	Speech-Language Pathologist
Name	Logan <input type="text"/>
Address	Winchester, VA 22601
Initial License Date	07/06/2012
Expire Date	06/30/2021
License Status	Current Active
Additional Public Information*	No

At the bottom of the table, there is a blue link that says "Back to License Lookup Result".

This serves as primary source verification of the credential issued by the Commonwealth of Virginia and meets the requirements of the Joint Commission.

# KERI XXXXX-VIRGINIA LICENSED SLP WITH SCHOOL EXPERIENCE

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## Professional Experience

*Bayada Home Health and Hospice, Sterling*

*01/20 to Present*

### Speech/Language Pathologist

#### Responsibilities:

- Made visits to clients in senior living communities working consistently with facility and Bayada teams.
- Performed thorough evaluations to assess, diagnose, and provide therapeutic interventions for clients who experienced speech, language, or swallowing difficulties.
- Developed a treatment plan based on the evaluation, physician's orders, and client goals.
- Educated and instructed patients, family members, or other patient representatives, in rehabilitative care and activities necessary to promote the client's health, safety, and independent living.
- Accurately documented observations, interventions, and evaluations pertaining to patient care management and services provided, utilizing touch pad tablet.

*Associated Otolaryngologist of Pennsylvania, Camp Hill, PA*

*03/19 to 10/19*

### Speech/Language Pathologist

#### Responsibilities:

- Performed videostroboscopy exams and clinical swallow evaluations.
- Improved patient participation in Aural Rehabilitation by providing regular trainings within our facility.
- Provided voice or swallowing therapy to patients receiving total/partial laryngectomy, thyroidectomy, or vocal cord paralysis.
- Collaborated with interdisciplinary teams including otolaryngologists, audiologists, and physician assistants to improve the continuum of care.
- Ensured billing and therapy logs were completed daily.

*Geisinger Home Health and Hospice, Camp Hill, PA*

*04/17 to 03/19*

### Speech/Language Pathologist, Part Time

#### Responsibilities:

- Evaluated patients in home and identified functional needs in speech, language, cognition, swallowing, and voice.
- Developed goals and treatment plans based on identified weaknesses and patient/caregiver input.
- Communicated results and recommendations to team members, including primary care physician.
- Completed documentation in accordance with state and national guidelines.

*Building Blocks Therapy, Camp Hill, PA*

*06/17 to 10/18*

### Speech/Language Pathologist, Part Time

#### Responsibilities:

- Provided in-home speech/language support services to children birth to three years old.
- Lead regular meetings with county case management to ensure adequate team support was provided to families.
- Educated students and parents on strategies to improve communication when authentic, face to face interactions were limited.
- Ensured monthly billing and therapy logs were completed in a timely manner.

## **Speech/Language Pathologist**

### **Responsibilities:**

- Implemented therapy services to children from kindergarten through grade twelve.
- Worked as case manager for 71 students in the public-school systems, meeting both parent and state expectations.
- Created a speech and language curriculum aligned with Pennsylvania Common Core State Standards that was dispersed district wide.
- Worked in collaboration with an IEP team to plan and implement appropriate services for the student.
- Fostered relationships with parents, teachers and related service personnel to help students generalize skills.

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## **Education**

*Clarion University of Pennsylvania, Clarion, Pennsylvania*

*Graduation Date: 12/12*

### **Master of Science in Speech Language Pathology**

- Research Assistant within department of Communication Studies
- QPA 4.0

*Edinboro University of Pennsylvania, Edinboro, Pennsylvania*

*Graduation Date: 12/09*

### **Master of Arts in Communication Studies**

- Focus on Management Communication and Leadership Practices
- QPA 4.0

*Clarion University of Pennsylvania, Clarion, Pennsylvania*

*Graduation Date: 05/07*

### **Bachelor of Science in Speech Communication**

- Focus on Interpersonal Communication and Leadership with a concentration in Psychology
- QPA 3.7
- Graduated Magna Cum Laude

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## **Professional Licenses**

### **American Speech-Language-Hearing Association (ASHA)**

- National professional, scientific, and credentialing association for audiologists, speech-language pathologists and support personnel.
- Certificate of Clinical Competence (CCC) received based on national exam scores, Masters degree, and continuing education credits.

### **State Board of Examiners in Speech-Language Pathology and Audiology**

- Regulates the practice and certification of persons offering speech-language pathology and hearing services in the Commonwealth of Virginia and Commonwealth of Pennsylvania.



## Virginia Department of Health Professions License Lookup

Current as of 06/14/2021 15:35

### License Information

License Number	<input type="text"/>
Occupation	Speech-Language Pathologist
Name	Keri <input type="text"/>
Address	Sterling, VA 20166
Initial License Date	11/13/2019
Expire Date	06/30/2021
License Status	Current Active
Additional Public Information*	No

[Back to License Lookup Result](#)

- This serves as primary source verification of the credential issued by the Commonwealth of Virginia and meets the requirements of the Joint Commission.

# CAROLYN XXXXX-VIRGINIA LICENSED SLP WITH SCHOOL EXPERIENCE

## **Objective:**

As a traveling SLP, I would like to continue my work in communication intervention with individuals from pediatric to older adult across medical, clinical, school, and/or home settings.

## **Experience:**

**November 2018 to present:** Contract SLP with Chesterfield County Schools at Crenshaw Elementary. The current caseload includes work with language processing, speech sound production, fluency, and AAC usage. Family consult and staff education are both integral components of the work load. Electronic documentation, including evaluations, plans of care, and therapy notes are completed daily.

**August 2018- November 2018:** Traveling SLP with Pioneer HealthCare, contracted to Temecula Valley United School District serving Tony Tobin Elementary. The caseload included K-5, General Education, Special Day Class, and STEPPS classrooms for children identified with moderate to severe Autism Spectrum delays. Within this setting, I worked with AAC communication, both dynamic and static, engaged in staff and parent training, and supervised the SLPA.

**June 2018 – August 2018:** Contract SLP with Advanced Medical, serving two Skilled Nursing Facilities: Envoy at The Meadows and Envoy at The Village in Goochland and Fork Union, Virginia, respectively. Within this setting, I evaluated and treated for Cognitive Rehab, Aphasia, and swallowing disorders. Patient and staff education were essential components of all services. Electronic documentation was completed using Rehab Optima.

**August 2017- June 2018:** Traveling SLP with Fusion Medical, contracted to CareWorks Inc, serving students in Jones County, NC within elementary and middle school settings. The current caseload includes work with students experiencing moderate to severe language and articulation delays. Primary conditions include developmental delay, autism, and vision/hearing impairment. Intervention includes traditional therapy techniques, AAC usage, and ASL. Pre-K Speech therapy is also provided within daycare and home settings.

**January 2017- July 2017:** Traveling SLP with Fusion Medical, contracted to Kaiser Permanente in Salem, OR. Adult therapy included work with dysarthria and the use of an AAC device to supplement vocal weakness and strategy development for memory loss. In pediatrics, I served children ranging in age from 18 months to 15 years within 1:1 therapy with parent involvement. Communication targets included social language, AAC usage, and traditional articulation and language treatment.

**July 2016- January 2017:** Speech/Language Pathologist for Independent Living Pediatric Therapy, Inc. For four afternoons each week, I worked in both clinic and home daycare settings targeting speech, language, and pragmatic delays of children 3 to 12 years of age. Responsibilities included completing the evaluations, developing plans of treatment, scheduling, and completing daily notes and bill submissions.

**August 2008 – January 2017:** School-based speech/language pathologist serving students from three to twelve years of age. Therapy was provided in both 1:1 and small group situations targeting all communication domains. 2010-2017: fifty percent of the student caseload was been comprised of children with an educational label of Autism Spectrum Disorder. Within this setting, I also served students who had experienced Traumatic Brain Injury (TBI) and others with regressive neuro-muscular syndromes.

**August 2006- May 2008:** Teacher, First Grade at Tyrone Elementary, Pinellas County Schools. During this time, I took a hiatus from therapy to fulfill a personal desire to teach reading. Great experience which resulted in an even greater respect for the work of classroom teachers.

**August, 1998 - May, 2006:** Speech/language Pathologist supervising a Pre-kindergarten Communication Disorders Program for both full day and half-day services. Within this setting, I worked with students 3-5 years of age to prepare them for communicative and educational success. In addition I supervised two classroom assistants in working with both speech and pre-kindergarten curricula.



**June 1998- August 1998:** On-site speech/language therapist at Greenbriar Nursing and Rehabilitation Center in Bradenton, Florida and part time SLP in several St. Petersburg skilled nursing settings. The focus of services during these experiences was swallowing, cognitive, and memory skills. This change to adult therapy was a very positive one for me as a therapist. Unfortunately, 1998 marked a year of third party payment changes in rehabilitation settings. In order to insure consistent earnings for my family, I returned to school therapy employment.

**May 1989 – June 1998:** Speech Language Diagnostician with the Pre-K Handicapped Assessment Team of Pinellas County Schools.

**Certifications and Awards:**

- 1986- Present: Florida Department of Education Certification in the areas of General Education K -6, Mental Retardation K -12, and Speech Correction K -12.
- 1989 – Present: Certification of Clinical Competence through the American Speech-Language-Hearing Association (ASHA)
- 2002: Category winner for Outstanding Educator - Commitment to the Improvement of the Profession of Teaching for Pinellas County Schools.

**Affiliations and Memberships:**

- Current member in good standing of ASHA
- Member ASHA Special Interest Group 1: Language Learning and Education and past member of SIG 15, Gerontology.

**SLP Licensure:**

- Florida, Colorado, California, Virginia

**Education:**

- 1985, University of South Florida, Master of Science in Speech/Language Pathology
- 1982, University of Virginia, Bachelor of Science in Special Education.



**Virginia Department of Health Professions  
License Lookup**

Current as of 06/14/2021 15:37

License Information	
License Number	<input type="text"/>
Occupation	Speech-Language Pathologist
Name	Carolyn <input type="text"/>
Address	Saint Petersburg, FL 33710
Initial License Date	05/30/2018
Expire Date	06/30/2021
License Status	Current Active
Additional Public Information*	No

[Back to License Lookup Result](#)

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# BREANNE XXXXX-VIRGINIA LICENSED SLP WITH SCHOOL EXPERIENCE

## EMPLOYMENT

### **Capitol Kids Therapy** (*independent contractor*)

Speech Language Pathologist

*January 2016-Present*

- Provide pediatric speech and feeding therapy in a variety of settings though DC Strong Start, in office clinic, and at public charter school

### **The Kids' Communication Center** (*independent contractor*)

Speech Language Pathologist

*January 2016-Present*

- Provide pediatric speech therapy in a clinical setting

### **The Children's Therapy Center**

Speech Language Pathologist; *August 2015-December 2015*

- In outpatient, multidisciplinary clinical setting, conducted assessments, crafted goals and treatment plans, and provided language, articulation, pragmatic and feeding therapy to children ages 1-16
- Co-treated frequently with occupational and physical therapy

### **Clinical Fellowship Year:**

#### **Premier Pediatric Therapy Source**

Speech Language Pathologist; *April 2015- August 2015 (completion of CFY year)*

#### **Chesapeake Children's Therapy Center**

Speech Language Pathologist; *August 2014- March 2014 (company closed)*

- Provided early intervention services to children aged birth-3 and their families in the home/daycare setting
- Completed assessments, including annual and 6 month reviews, as well as IFSPs
- Worked closely with other service providers and service coordinators

## LISCENSE & CERTIFICATIONS

- ASHA # XXXXX
- District of Columbia Speech Pathology License # XXX
- Virginia State Speech Pathology License # XXXXX
- Certified as an Early Intervention Provider in Virginia and D.C
- Completed introduction to PROMPT Training *September 2015*

## EDUCATION

### **Old Dominion University, Norfolk, VA**

Masters of Science in Education in Speech-Language Pathology: *May 2014*

### **Loyola Unviersity Maryland, Baltimore, MD**

Bachelors of Science in Speech- Language Pathology: *May 2011*

## CLINICAL EXPERIENCE

### **Children's Hospital of the King's Daughters**

*Graduate Student Intern: September 2013 to December 2013*

- Provided inpatient and outpatient articulation, language, and feeding therapy



## Virginia Department of Health Professions License Lookup

Current as of 06/14/2021 15:40

### License Information

License Number	<input type="text"/>
Occupation	Speech-Language Pathologist
Name	Breanne <input type="text"/>
Address	San Diego, CA 92106
Initial License Date	05/27/2014
Expire Date	06/30/2021
License Status	Current Active
Additional Public Information*	No

[Back to License Lookup Result](#)

This serves as primary source verification of the credential issued by the Commonwealth of Virginia and meets the requirements of the Joint Commission.

## STAFFING CAPACITY

We recognize that a “one size fits all” mentality does not work in the school setting, as the needs of individual school districts vary depending on size, location, demographic and population/type of special education students being served. Our experience over the last 8 years has made us capable of managing any scale of therapy and nursing needs within the school setting.

AMN has a large pipeline of clinicians and a nationwide reach, so we can staff as many therapists as you need regardless of discipline. AMN strongly believes that communication between the district and the Account manager is paramount to the success of job fulfillment, whether it’s anticipated or not.

## Tab 4 - References

### Anchorage School District

5530 Northern Lights Boulevard, Anchorage, AK 99504  
 48,324 students  
 OT, **SLP**, and PTA staffing services provided  
 Time Period: 2016-Present  
 Paula Patterson, *Assistant Director*  
 (907) 742-3895, [patterson\\_paula@asdk12.org](mailto:patterson_paula@asdk12.org)

### Clayton County Public Schools

1058 Fifth Avenue, Jonesboro, GA 30236  
 54,136 students  
 OT, **SLP**, and **CF** staffing services provided  
 Time Period: 2016-Present  
 Tawny Small-Burnam, *Assistant Special Education Director*  
 (770) 472-2460, [tawny.small-burnam@clayton.k12.ga.us](mailto:tawny.small-burnam@clayton.k12.ga.us)

### Killeen Independent School District

200 N. WS Young Drive, Killeen, TX 76543  
 43,782 students  
 OT, **SLP**, and **CF** staffing services provided  
 Time Period: 2018-Present  
 Jacqueline Pilkey, *Special Education Director*  
 (254) 336-0366, [jacqueline.pilkey@killeenisd.org](mailto:jacqueline.pilkey@killeenisd.org)

### Socorro Independent School District

12440 Rojas Drive, El Paso, TX 79928  
 45,269 students  
 OT, **SLP**, and COTA staffing services provided  
 Time Period: 2017-Present  
 Lorena Mancera, *Administration Specialist*  
 (915) 937-4303, [lmance@sisd.net](mailto:lmance@sisd.net)



\* AMN acquired Advanced Medical Personnel Services dba Advanced School Staffing in 2019. When contacting these references, please refer to the Advanced name as that is the entity these services were provided under.

## ***Tab 5 - Service Approach/Implementation of Services***

### **PRELIMINARY STATEMENT OF WORK**

AMN understands the scope of services requested by Henrico County Public Schools and is mindful of placing experienced clinicians who have worked with special education students and individuals with disabilities within a school setting. Each therapist presented to your district will have a skill set that covers various challenges such as:

#### ***Scope of Work***

- Participation in initial evaluations and screening
- Participation in creation of IEPs and 504 Accommodation Plans
- Attendance and participation in multidisciplinary team meetings
- Creation, maintenance, and submittal of documentation, reports, and records
- Attendance and participation in re-evaluations as needed
- Design and implementation of training for teachers and staff
- Provide therapy services to all students with IEPs
- Provide crisis intervention and behavior management services
- Issue referrals for medical services related to appropriate therapy discipline
- Track student progress and complete progress reports as required
- Conduct interactive, evidence-based therapy sessions in accordance with IEPs, 504 accommodation Plans, or other medical instructions
- Collaborate with teachers, clinicians, administrators, school nurses, and parents
- Work with General Education and Special Education teams (Child Study, IEP, MTSS, etc.)
- Facilitate the growth and development of students to reach their highest potential in the least restrictive environment possible
- Complete Medical Access Billing
- Comply with all federal, state, local, and Virginia DOE regulations, laws, and policies
- Maintain schedule flexibility to ensure duties are being performed as required
- All other therapy related responsibilities required by district

### **THERAPY STAFFING PRACTICE**

All the clinicians we present for your consideration will meet or exceed your district's requirements. Our staffing practice is to retain top talent not only to ensure quality and reliability, but also to supply our school clients with the continuity of care their students require. Because of our fine-tuned recruiting methods and the relationships we cultivate with our therapists, AMN is able to generate the most capable, dependable therapists who rarely ever leave our organization.

All AMN clinicians will be fully licensed to provide services prior to starting their contract at your district. Each will have agreed to travel between schools, have experience in a school setting or a desire to work in schools, and meet any additional prerequisites your district may. AMN therapists can work any number of hours required by your district. **Our full-time clinicians typically work 35-40 hours per week but are also available for over-time hours as needed.**

While therapists are on assignment, our clinical services team will work to resolve any conflict or performance issues. If AMN is contacted by the school regarding negative behavior from our traveler, the clinician is immediately counseled by their Recruiting Consultant, mentor, and/or upper management. If the clinician's behavior has not changed within a timeframe agreed upon by the district, they will be removed from the school immediately and terminated from AMN permanently.



If the complaint is life-threatening or ethical, our General Counsel and senior leadership team are immediately notified. We request a fully written report from the school and clinician, outlining events. Once both are received, our General Counsel and Senior Leadership Team will review and develop a plan of action. At-fault clinicians are immediately removed from the school and terminated from AMN. If the situation does not require termination, the clinician will be counseled accordingly and will return to work upon consent of the school.

## MANAGEMENT

Your district will be assigned one Account Manager who will serve as the main point of contact between your district and AMN for the duration of the contract via phone, email, or text. The purpose of this AM is to not only assist in providing staffing services, but to prioritize and ensure all the needs of your district are met efficiently and effectively. Your students are our #1 priority, and we do everything in our power to ensure they receive the best care possible. The assigned AM will meet with your district representative upon award to fully understand what is expected and confirm all district-specific needs and regulations are met. We value the relationships we build with our clients, so you can expect monthly check-ins to confirm our clinicians continue to meet your district's standards, handle any additional staffing needs you may require, and address any questions or concerns you may have. At any time, your district may contact this AM for any coordination of services, we will take care of the rest! As the needs of your district change, AMN will adjust and reallocate our resources to best serve your students.

## STEP-BY-STEP STAFFING PROCEDURE

AMN Allied Services, LLC has therapy staffing down to a science. Our methodology is designed to turn the difficult, stressful task of hiring new clinicians for your schools into a quick and easy process for you. Our Account Managers (AMs) coordinate the needs of your district with the efforts of our Recruiting Consultant (RCs) and Credentialing Team (CT). Years of collaboration allow our teams to swiftly provide quality candidates to your schools. The general process between our company and your staffing point of contact or Director of Special Education is as follows:

- 01** — Reach out to your dedicated AMN AM with your district's open positions.
- 02** — Your AM sends the details of your needs to our RCs.
- 03** — Our RCs contact the best available therapists for your position(s).
- 04** — Your AM sends resumes, references, & skill evaluations from each candidate to your team for review.
- 05** — Phone interviews are scheduled with the candidate you select.
- 06** — AMN extends official offer(s) to the candidate(s) you choose.
- 07** — The RC obtains initial acceptance of the offer from the therapist(s) via phone or email.
- 08** — Our CT verifies the therapist's credentials & sends the information to you for review prior to the start date.
- 09** — Our AM, RC, CT, and Clinical Services departments aid your district over the lifetime of your contract.



## RECRUITING & VETTING PROCESS

**Candidate Pre-Qualification:** Our Recruiting Consultants diligently work to identify our therapists' personal and professional goals and qualifications to ensure the best fit for your organization. Our recruitment team understands that every therapist will be dealing with children, and we take every measure to fully assess the therapists we work with, right from the first step.

01

**Candidate Identification:** AMN continually updates our comprehensive, nationwide database to have the latest contact information and resumes on file. This keeps our team prepared to fill urgent job postings at a moment's notice.

02

**Position Matching:** Because our Recruiting Consultants form personal relationships with their therapists, they know exactly what each clinician is looking for in a school assignment. We can attest any therapist we submit to one of your positions will be excited for the opportunity in your district.

03

**Interview and Offer:** If you select an AMN candidate for an interview, our Recruiting Consultants guide them through the entire interview process. They will candidly discuss the details of your assignment (pay rate, schedule, requested days off, etc.) before an official offer is made, and develop an idea of whether a candidate will accept a position when offered.

04

**Contract:** Once a candidate has accepted a position, the RC will put together an official contract between AMN and the selected therapist.

05

**Compliance:** The quality assurance process is executed by our Credentialing Services Team, then the candidate is prepared to begin on the determined date stated in the contract.

## QUALITY ASSURANCE PROCEDURE

Each clinician hired by AMN must pass a rigorous new hire process before starting an assignment. **AMN Allied Services, LLC is The Joint Commission (TJC) certified, so we abide by those guidelines as well as any additional requirements set by the client.** We take compliance extremely seriously and ensure timely results.



Each clinician must pass a ten-panel urinalysis, plus State/Federal/District-mandated criminal background screens and fingerprinting. Once all required documentation is collected by our Credentialing Services Team and reviewed/filed internally, it is sent to your team for review. Clients must clear all travelers before starting assignment. Any negative results are reviewed by our Ethics Committee and Upper Management teams, then presented to the school for review to determine if they are disqualifying.

**TCJ Requirements** (Completed at the time of initial hire and rehire after 90+ day gap in employment. Certifications and licenses renewed at expiration. Updated as required by district)

- **Application**
- **Immunizations**
- **Drug Panel**
- **History & Physical**
- **Background Check/Fingerprinting**
- **State License Verification**
- **School Therapy Skills Checklist**
- **Clinical Evaluations/Work History Verification**
- **Competency Testing**
- **In-Service Training**
- **OIG/EPLS**
- **I-9**
- **CPR certification**
- **TB Mask Fitting**
- **Education Verification**

### **Additional Quality Assurance Information:**

- **Fit to Work/Restrictions:** A satisfactory pre-employment physical is required, stating a therapist is either fit to work or free of restrictions. If any limitation or restriction information is listed, the employee will not start their assignment until they have been deemed able to start by a doctor.
- **Skills Checklist:** A clinician is required to complete and submit an annual skills checklist evaluation focused on school therapy abilities. Their skills are verified during referencing and work history verification. A clinician will not be submitted to a position they are not familiar with unless the district has agreed to make an exception.
- **Client File:** Thorough documentation on file, updated, and/or spot-checked on a continuous or as needed basis.

## RAPID TIMELINE

### **Deliverables**

Once awarded, AMN will immediately advertise job orders for your open therapy positions and start recruiting candidates. The time it takes to fill positions varies anywhere from a couple of hours to less than a month. **Generally, we can fill a position within hours or days.**

### **Completion Criteria - Onboarding**

On average, AMN clinicians start their assignment within two weeks of receiving an offer from a district. This timeline is typically shorter if the therapist has worked with AMN before. This two-week period includes our Quality Assurance process and any credentialing required by your district.



Onboarding has only been completed once our QA Department has finalized their process (noted in “QUALITY ASSURANCE” section of this proposal) and the clinician’s file has been cleared by the district. In addition to credentialing clearances, an assignment confirmation must be executed by both parties in order to officially start the assignment.

### **Completion Criteria - Assignment**

All therapy services are completed between the contractual start and end dates of each assignment. [Each therapist can work up to 40 hours per week and cover any over-time if desired by your district.](#) If needed, our speech language pathologists can extend to an ESY to complete additional needs.

## TELETHERAPY (OPTIONAL/IF REQUESTED)

AMN Allied Services, LLC has developed a state-of-the-art teletherapy service based on proprietary technology that has proven highly-effective, engaging, and adaptable for today’s students. Teletherapy is not only a proven cutting-edge approach to providing therapy services, but it is also an enjoyable and stimulating way for children to receive the treatment to meet their educational goals. Teletherapy can support your current onsite staff by reducing overwhelming caseload sizes and decreasing gaps in care. Teletherapy has also proven to allow service to continue without disruption during remote learning. AMN has a large pipeline of experienced teletherapists available for as much or as little coverage as is needed by your district. If your needs increase throughout the year, we can accommodate them so that students continue to receive all the support they need. Our system

features the added bonus of keeping parents and guardians apprised of their child's weekly progress. Studies continue to show the outcomes of teletherapy often meet or exceed the outcomes of onsite therapy!

### **Online Therapy Sessions**

AMN teletherapists have school experience and are onboarded and trained in the proper implementation of teletherapy. We select and hire therapists that are experienced, professional, and engaging. They administer therapy to students via our online platform, which provides live, high-resolution video between therapist and student. During every session, therapists work with students using educational games and activities customized to their particular needs and goals. The student and therapist are both always visible on the screen while working on activities. Our technology ensures our therapists have everything they need to be effective, including scheduling, IEP details, library of activities, daily treatment notes, and homework. These highly skilled teletherapists can immediately satisfy the school's shortages and help support heavy caseloads.

### **Our Teletherapists**

AMN has a large network of teletherapists from around the country. Our therapists have diverse cultural and clinical backgrounds and offer a wide range of specializations including autism, AAC, bilingualism, and social-emotional needs.

Our teletherapist go through the same rigorous quality assurance and onboarding process as therapist that provide services onsite. This includes background checks, drug screening, and a physical. In addition, we require the following:

- Master's degree
- At least one year of in-person, onsite school experience
- Active State license
- State educator's license if required
- Ability to provide strong and clear communication with internal staff and parents
- Flexible schedule to arrange services based on the school's needs and student schedules
- Ability to collaborate with school to create an appropriate IEP for each student, and attend IEP meetings as needed
- Ability to simplify logistics for therapy sessions

### **Facilitation & Logistics**

The school will provide a facilitator to assist students with the teletherapy session. This facilitator can be a para-professional, teacher, parent volunteer, or any consistent school staff. If therapy is taking place at home, any adult can act as the facilitator and assist the therapist providing the services virtually. The role of the facilitator will differ depending on the age/grade and skills of the student. For example, with a younger child, a facilitator would need to help the student get logged onto the

appropriate computer and may need to help with student attention and behavior during the session. In comparison, an older student can be set up where the facilitator is in the room but would not need assistance. The teletherapist and the facilitator will have initial and ongoing conversations regarding the logistics and expectations of both the teletherapist and facilitator during therapy. AMN also offers training for facilitators if needed.

### **The Technology**

AMN Allied Services, LLC provides teletherapy services by utilizing our proprietary online platform, Televate™, which is HIPAA, FERPA, COPPA, and IDEA compliant. The system has all the tools necessary to personalize therapy and learning for each child while providing robust record-keeping and reporting functionality for - staff and administrators.



Televate allows therapists to customize activities for each student and save their progress as needed. We have developed an extensive library of activities for PreK-12 students, and discipline-specific materials and activities, which are delivered by an intuitive, easy-to-use interface while the student works with their therapist through HD video chat and screen share.

Of course, responsive, tailored treatment is only part of our teletherapy solution. Televate also provides a convenient scheduling system, instant progress updates, IEP information, treatment notes, and therapy outcomes. The platform allows for increased parent participation, or observation, as the parent(s) can observe a session with their child from work or home via a secure login.

### **Teletherapy and Continuity of Services**

Televate and teletherapy helps you to plan for inclusive distance learning. Examples include students that are homebound, in juvenile detention centers, participating in center based learning, or other placements. Teletherapy allows for continuity of care and flexibility to provide services regardless of where the student is located, ultimately saving time and money for the district.

### **Schedule a Demo**

Simply describing teletherapy and a feature-rich application like Televate can be difficult and is not a substitute for experiencing the functionality of the platform yourself. We would love to learn more about your district and how we can support your students and staff. To schedule a demonstration of our technology and ask specific questions, please contact our Clinical Director, Jennifer Martin MS, CCC-SLP at (720) 605-2657 or [jennifer.martin@amnhealthcare.com](mailto:jennifer.martin@amnhealthcare.com).

Demo video: <https://www.youtube.com/watch?v=sogY1fcxn2E&feature=youtu.be>

## INTERPRETATION AND TRANSLATION (OPTIONAL/IF REQUESTED)

AMN Allied Services, LLC also offers interpretation and translation services through AMN Language Services, formerly known as Stratus Video. Offering Video Remote Interpreting (VRI), Over-the-Phone Interpreting (OPI), and on-site interpreting, our medically-qualified interpreters are available around the clock and connect in 30 seconds or less to provide interpreting and translation services to your students.

### Bring Your Own Device

With improved smartphone video quality, increased screen size, and end-to-end call encryption, interpreters are accessible on any device (phone, tablets or PC).



**LANGUAGE SERVICES**



### One Platform for all Language Services

Our applications are HIPAA compliant, offer auto re-connect logic, and a robust security model, providing secure connections over any network.

### One Device Reaches Every Language

Every language can be reached through the application, including sign languages, keeping your district in complete ADA compliance. 40 languages are currently available on video and 200+ on audio.

### Placing Calls is Easy and Reliable

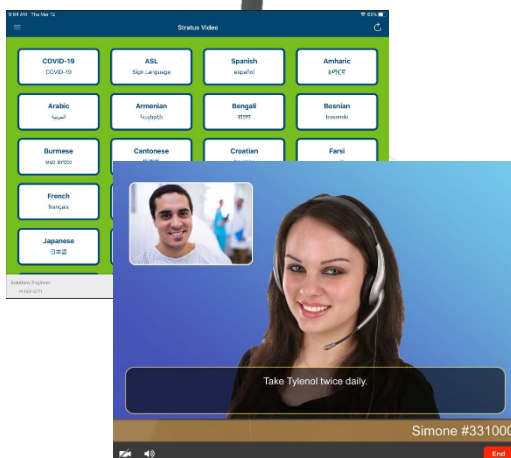
You are never more than two taps away from being on a call with an interpreter. With a fixed button on the application, providers no longer have to dial a phone number to reach an audio interpreter.

### Medically-Certified & Qualified Interpreters

All interpreters hold medical certifications and meet or exceed all guidelines established by Joint Commission, Medicare/Medicaid & HIPAA for healthcare interpreters.

### Additional Features

- Easy-to-generate VRI and OPI reports.
- Language shown in both English and native alphabet.
- Automatic reconnect to same interpreter if call drops.
- Digital White Board allows interpreter to write in student's language.
- Video and audio interpreters can be brought into your telehealth platform through integrations with leading telehealth platforms.



## HOW IT WORKS - INTERPRETATION AND TRANSLATION CONT.

The AMNLS software-based video applications installed on mobile video devices or via a web browser on PC/Mac laptops or workstations at all Henrico County Public Schools locations allows special education staff (temporary clinicians or school staff) to connect on-demand, for a VRI call, or connect to audio over-the-phone services (OPI) through the same simple and easy to use interface.



VRI Call Button

When the special education staff presses a VRI or OPI language button, they connect to a language queue on the AMNLS platform.

OPI Call Button

FIGURE 1 – LANGUAGE SELECTION/CALL SCREEN

The special education staff and student are then presented with a brief "hold" screen until language interpreter is available.

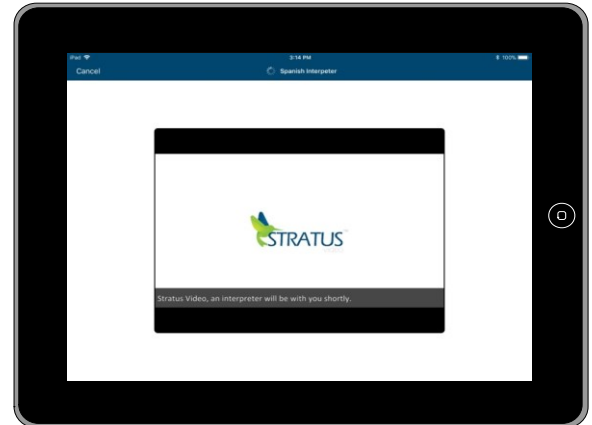


FIGURE 2 – HOLD SCREEN



Once an interpreter is available, the video or voice call connects starting the VRI or OPI session.

Interpreter Name & ID

FIGURE 3 – ACTIVE VIDEO CALL SCREEN

Henrico County Public Schools staff or clinician ends the call and are returned to the language screen to be ready to make another call. AMNLS has an optional feature to conduct a short, 2 question, after call survey to collect quality data on the video or voice call, interpreter performance, and includes a comment box for the staff or clinician to comment on the video call or interpreter.

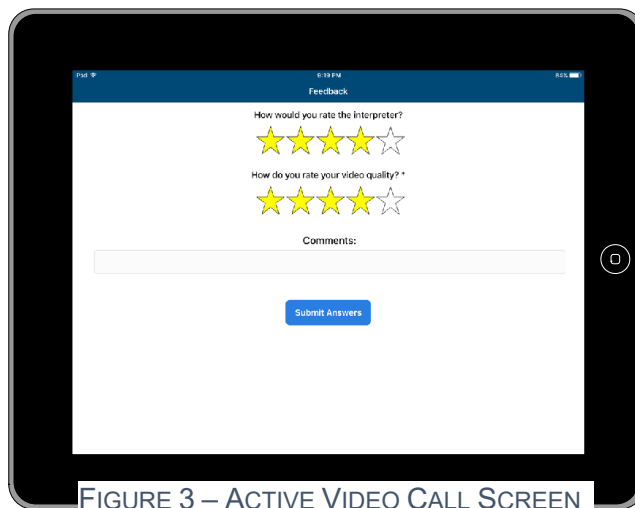


FIGURE 3 – ACTIVE VIDEO CALL SCREEN

**AMNLS Video:** Video Remote Interpretation (VRI) combines the benefits of face-to-face interpretation with the on-demand nature of Over-the-Phone Interpretation (OPI). VRI is a practical solution to language barriers because it is instant, mobile and more cost-effective than InPerson services. As the industry leader in VRI, AMN interpreters are available around the clock, are medically certified or qualified and have an average connection time of 30 seconds. AMNLS provides 40 languages staffed by AMNLS staff interpreters who process 97.2% of all video and audio calls.

**AMNLS Audio:** AMNLS Audio is a premier Over-the-Phone Interpretation (OPI) service with full integration with the AMNLS solution offering services in 200+ languages. Like VRI, AMN interpreters are available around the clock, are medically certified or qualified and have an average connection time of 30 seconds, ultimately saving your district time and money

**AMNLS Translation:** AMNLS Translation provides 125 languages for written document content to easily meet high quality standards by our large pool of interpreters.

**Right to Use iPad & Stand Program:** AMNLS' clients do not have to spend money on capital equipment. We provide clients with stands and iPads under a Right-To-Use Equipment program.

**Interpreter Qualifications:** We take pride in the quality of interpretation we offer. Our interpreters are trained to adapt to any situation they may encounter and are committed to improving care for patients who are Limited English Proficient, Deaf and Hard of Hearing. All interpreters undergo a stringent quality assurance and onboarding process and must meet a --- level of requirements and qualification before providing services to your district.



# Available Video Languages

ASK YOUR PATIENTS TO INDICATE WHICH LANGUAGE THEY SPEAK.

ASL American Sign Language	አማርኛ Amharic	العربية Arabic	Հայերեն Armenian	বাংলা Bengali
bosanski Bosnian	ဗမာစကား Burmese	កម្ពុជា Cambodian	廣東話 Cantonese	CDI/ASL CDI/ASL Team
hrvatski Croatian	فارسی Farsi	français French	ગુજરાતી Gujarati	kreyòl ayisyen Haitian Creole
हिन्दी Hindi	hmong Hmong	日本語 Japanese	ကညီ Karen	한국어 Korean
普通话 Mandarin	नेपाली Nepali	پښتې Pashto	فارسی Persian	polski Polish
português (BRA) Portuguese (BRA)	português(EU) Portuguese (EU)	ਪੰਜਾਬੀ Punjabi	Română Romanian	русский Russian
srpski Serbian	soomaali Somali	español Spanish	kiswahili Swahili	tagalog Tagalog
ትግርኛ Tigrinya	Türk Turkish	Українська Ukrainian	اردو Urdu	tiếng Việt Vietnamese

## Available Audio Languages

Acholi*	Garre*	Lithuanian*	Sango*
Afar	Georgian*	Luganda*	Serbian
Afrikaans*	German	Luo*	Shanghainese*
Akan*	Greek	Maay Maay*	Sichuan*
Akateko*	Gujarati	Macedonian*	Sinhala*
Albanian	Haitian Creole	Malay*	Slovak*
Amharic	Hakha Chin	Malayalam*	Somali
Arabic	Hakka*	Mam*	Soninke*
Armenian	Hausa*	Mandarin	Spanish
Ashanti*	Hebrew	Mandigo*	Sudanese
Azerbaijani*	Hindi	Maraka*	Swahili
Bambara*	Hmong	Marathi*	Swedish*
Belarusian*	Hunan*	Marshallese*	Sylheti*
Bengali	Hungarian	Masalit*	Tagalog
Bosnian	Igbo*	Mien*	Taishanese*
Bulgarian	Ilocano	Mina*	Toishanese*
Burmese	Indonesian	Mixteco Alto*	Taiwanese
Cambodian	Italian	Mixteco Bajo*	Tajik*
Cantonese	Ixil*	Mizo	Tamil*
Cape Verdean Creole	Japanese	Moldavian*	Tedim
Catalan*	Juba-Arabic*	Mongolian	Telugu*
Cebuano*	Kabba*	Montenegrin*	Thai
Chaldean	Kanjobal*	Navajo*	Tibetan*
Chuj*	Karen	Nepali	Tigrinya
Chuukese*	Karenni	Nigerian Pidgin*	Tongan*
Croatian	Khmer	Norwegian*	Triqui*
Czech*	Kikongo*	Nuer*	Turkish
Dari	Kikuyu*	Oromo	Twi*
Dinka*	Kinyamulenge*	Palauan*	Ukrainian
Dutch*	Kinyarwanda	Pashto	Urdu
Edo*	Korean	Persian	Uzbek
Ewe*	Kosraean*	Pohnpeian*	Vietnamese
Falam	Krahn*	Polish	Visayan*
Fanti*	Krio*	Portuguese (Brazilian)	West African Pidgin*
Farsi	Kunama*	Portuguese (European)	Wolof*
Flemish*	Kurdish	Pulaar*	Yiddish*
French	Kurdish-Bahdini*	Punjabi	Yoruba
French-Canadian	Kurdish-Fayli*	Quiche*	Zaghawa*
Fujianese*	Kurdish-Kurmanji*	Rohingya	Zapoteco*
Fulani	Kurdish-Sorani*	Romanian	Zomi
Fuzhou*	Lao	Russian	Zophei*
Ga*	Lingala		

Availability of on demand languages are subject to market volatility and may require scheduling during high demand times.  
\*Language of lesser diffusion: anticipate extended wait time or need for scheduling the call.

## SUPERVISION AND TRAINING

AMN provides all therapists with a substantial amount of support in several layers including the support and guidance from the internal clinical management team, clinical fellowship supervisors, and new graduate mentors. All clinicians receive an assigned clinical manager. If a clinician is within their first two years of work, and they are on their first therapy contract with our company, they will also receive a supervisor or mentor. Typically, our supervisors and mentors serve about 2-3 mentees each. The new graduate clinicians are monitored through frequent check-ins, escalations via their mentor, and updates from their recruiter.

All our clinicians arrive to their assignment aware of the supervision and training provided by AMN. Each therapist is accustomed to entering new school environments based on the nature of travel therapy and has a strong skill sets in adaptability and seeking resources to learn about new school districts. AMN therapists attend any necessary orientations at the beginning of the school year and all required training sessions throughout the contract. Clinicians are trained to read all school policy handbooks, seek training in the IEP system, and review previous IEP documents to ensure they comply with the district's system. Additionally, each is required to follow all federal, state, and district policies. If AMN therapists have any questions about district policies and procedures, they are encouraged to ask questions to their special education team and administration.

Your assigned Account Manager will reach out to your district monthly to monitor the progress of the contract. If your district is not satisfied with the performance of any of our candidates, we encourage you to contact the AM immediately to address these issues.

If a clinician requires corrective actions, the internal clinical manager meets with them one-on-one to create a professional development plan based on the areas that need growth. The clinical manager has follow-up meetings with the clinician 1-2 times per week or as frequent as needed. The clinician's recruiter, account manager, and school representative will all be privy to the clinician's plan and progress towards their goals. If the clinician's behavior has not changed within the timeframe agreed upon by your district, they will be removed from the school immediately and terminated from AMN permanently. If your district raises enough concern for the therapist to be terminated before our counseling step, AMN will immediately start searching for a backfill.

The time it takes to fill positions varies anywhere from a couple of hours to less than a month, though we generally fill a position within hours or days. AMN clinicians start their assignment within two weeks, but this timeline is shorter if the therapist has worked for our agency before. **AMN encourages your district to utilize our teletherapy services offering to ensure the continuity of care for your students while we find a replacement who can adequately meets the needs of your district.**

## COORDINATION OF SERVICES

AMN therapists, regardless of discipline, will abide by district procedures to coordinate their services with classroom teachers, the district case manager, and other school staff so students can be supported in all classroom settings and situations.

At the beginning of the school year, the IEP and all supporting information will be presented to the teachers, case manager, and essential school staff who work with the special education students; ensuring they understand the goals and challenges of each. Therapists and essential teachers will work together to create a schedule for services and assessments, discuss potential issues, and establish the accommodations each student requires within the classroom. All information will be provided to the case manager. Therapists will perform regular check-ins with key players to confirm the services, schedule, and accommodations are appropriately aligned with the IEP and individual needs of each student. Our clinicians are proactive in identifying potential obstacles, additional goals, and making arrangements to communicate with essential teachers about the students they work with. Key players and therapists can collaborate at any time via email, phone, in-person, or during scheduled meetings.

## PARENT COLLABORATION

AMN believes in holistic treatment and the impact parents have as key players on the therapy team. Clinicians are trained to follow the district's communication culture so parents are familiar with the tools they can use to contact their child's. Therapists will introduce themselves at the beginning of the student's services at the school and will complete frequent student updates. Parents will be involved in the creation of the IEP so they are aware of their child's goals, progress, and accommodations that will be utilized. If adaptive equipment is implemented in the services, the clinician will train the parents on how to effectively use the equipment at home.

## IEP CREATION

The development of IEP goals is a holistic process that is led by the therapist and includes the Special Education team, teachers, and parents. When creating goals for a school, all objectives are based on increasing a student's ability to participate and succeed in their school environment. Once the team has decided on a goal area, the therapist will gather initial baseline data to know what type of support the child will need to make progress. The time and duration of services is based on the level of need, the amount of other services being provided, state-based guidelines, and the district's guidelines

Federal IDEA regulations state that every child is required to receive a free appropriate public education in a least restrictive environment, so AMN clinicians are trained to provide thorough

standardized and informal assessments to determine what supports/accommodations a student requires to succeed, and what type of classroom will provide them with the best opportunity for participation. The therapist acts as an evaluator as well as an advocate throughout the IEP process to ensure that the student is appropriately provided special education/therapy services and classroom placement. Additionally, AMN therapists follow all IEP regulations (i.e. abiding by mandated minutes each week, providing accommodations, following service location guidelines, etc.).

## IEP GOALS

Through the evaluation process, the therapist ensures the student is appropriately assigned special education/therapy services and classroom placement. The objective of services aims to increase a student's ability to participate and succeed in their school environment. Once the team has decided on a goal area, the therapist will gather initial baseline data to know what type of support the child will need, and the duration and intensity required.

### ***Type***

The type of therapy a student will participate in is dependent on the specific diagnoses and specialized needs of the child, which determines if push-in vs. pull-out services and individual vs. group therapy is recommended. All aspects are based on the child's goals as stated in their IEP.

### ***Timeline***

The therapist is required to meet the minimum minutes listed on the IEP. Each therapist will follow the mandated timeline based on guidelines of the district. The amount of time and number of required sessions will be determined using the specific needs of the student, student's individual attention span and skills, and school schedule and will be outlined within the IEP.

### ***Intensity***

The intensity of therapy is based on the child's specific needs and guarantees services and instruction take place with minimum restrictions. Therapists coordinate an approach with the student's teacher, special education team, and parents to ensure the student is not out of the classroom for too long. Services will coincide with the student's ability to attend and participate in therapy effectively, the schedule of school, and the parent's availability if required.

Clinicians gather data on progress towards the established goals during every session with the student. At the end of marking periods and/or when progress reports are due, clinicians will complete informal assessments to determine how a student is progressing toward their IEP goals. The data and original formal evaluation results are utilized to determine if the student has met their goals and no longer requires therapeutic services. Once confirmed, the student may be exited in accordance with district and state/federal regulations.

## STUDENT DOCUMENTATION/CONFIDENTIALITY

In school-specific therapy, documentation needs to be established for data collection, attendance in therapy sessions, parent contact logs, and IEP documents (i.e. progress reports, meeting notifications, consents, present level reports, etc.). AMN therapists follow your district's requirements for documentation, typically using a mix of digital and paper records for each student. For example, a therapist might use a digital IEP program through the district, but track data on a paper log that stays in the student's file throughout the year.

AMN therapists use the districts IEP documentation system to ensure uniformity and privacy to all information, and comply with HIPAA, FERPA, and COPA.

### **Service Logs and Student Progress Reports**

See the following examples of weekly services logs and student progress reports.

# SAMPLE SERVICE LOG

## Weekly Services Record

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Student's DOB: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date of Last IEP Update: \_\_\_\_\_

# of Sessions: \_\_\_\_\_ minutes per session \_\_\_\_\_ frequency: \_\_\_\_\_ # of Sessions per Month: \_\_\_\_\_ I/O \_\_\_\_\_  
 # of Sessions: \_\_\_\_\_ minutes per session \_\_\_\_\_ frequency: \_\_\_\_\_ # of Sessions per Month: \_\_\_\_\_ I/O \_\_\_\_\_

Provider Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Provider Signature: \_\_\_\_\_

Date Mo/Day/Yr (00/00/2013)	Description of Service		Provide detailed description of Assessment or Treatment	Type of Session				Absence Code	Prog. Notes	Service Location
	Serv. Key	Length of Session Start/End Time		Ind	Grp	M/U	I/O			
4/6/2021		30 mins 10 to 1030	Sound sequences (target /b/, /p/, /m/, /t/) and "Sailor Boy" phoneme coloring activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I		3	School
4/8/2021		30 mins 10 to 1030	"Sailor Boy" worksheet and play dough activity practicing 4/6 target phonemes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I		4	School
4/13/2021		30 mins 10 to 1030	Sound sequences (target /d/, /n/, /s/, /z/) and phoneme Die Roll activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I		3	School
4/15/2021		30 mins 10 to 1030		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I		4	School
		_____ mins _____ to _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		_____ mins _____ to _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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		_____ mins _____ to _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		_____ mins _____ to _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Key**

**Type of Session:** (I) Individual, (G) Group, (M/U) Make up  
**I/O:** I=Inside General Education O= Outside General Education  
**Absence Code:** (A) Student absent, (B) school closed, (C) state testing days, (D) clinician/therapist absent, (E) student unavailable (NOTE: Absences for codes D and E must be rescheduled)  
**Progress Notes:** 5= the objective has been achieved; 4= progress has been made and if the current rate of progress continues the objective should be achieved by the end of the duration of the IEP; 3= some progress has been made, but it may not be sufficient to achieve the objective by the end of the duration of the IEP; 2= progress is not sufficient to achieve this objective by the end of the duration of the IEP  
**Service Location:** S =School or H= Home

**Progress Report  
Spring 200x**

<b>Client:</b> <b>Date of Birth:</b> <b>Address:</b> <b>Phone:</b> <b>Parents:</b> <b>Referral Source:</b> <b>School:</b> <b>Graduate Clinician:</b> <b>Clinical Faculty:</b> <b>Diagnosis and Code:</b>	     Jimmy xxxxxx January xx, 20xx
C.A: 7 years, 3 months	
1x xxxxxxxxxxxx xxxx, VT 05xxx	
xxx-xxx-xxxx Sue and Joseph xxxxxx	
Lands End School xxx xxxxx, B.S.	
xxxx xxxxxxxxxxxx, M.S., CCC-SLP 315.29 Other Developmental Articulation Disorder	

**Background:**

Jimmy is a 7 year, 3 month old boy who has been receiving speech services at the E.M. Luse Center since April of 2006. Jimmy has a twin sister and Mrs. xxxxxx reported an uncomplicated twin pregnancy. Jimmy was evaluated at age 2 and determined to need physical therapy, occupational therapy and speech and language services to address motor development and speech and language development. In 2007 he was discharged from OT and PT services. Jimmy continues to demonstrate some challenges in gross motor coordination as observed with occasional unsteady gait and balance. He also has a history of hypotonia and strabismus.

His speech is characterized by a limited phonemic repertoire, inconsistent prosody, and a markedly decreased intelligibility. A speech sample and intelligibility rating from November of 20xx indicated a speech intelligibility of 26%. Previously, his progress has been slow and generalization has been a challenge. However, since last summer, when the focus of therapy changed to functional key words, Jimmy demonstrated increased engagement in the therapy activities and his progress has improved. Most recently, treatment has focused on producing functional vocabulary words at the phrase and sentence level which include target phonemes along with accurate production of the sounds /j/ as in “she”, /tʃ/ as in “chew”, and /ð/ as in “they”.

Jimmy is currently scheduled for two one-half hour treatment sessions per week. He attends first grade at xx xxxxxxxx xxxx School, where no speech and language services are available. Jimmy’s mother works with him daily on his speech homework including target sounds, functional core vocabulary words, and the inclusion of these words in the context of sentences. This connection between therapy and home will be a contributing factor to his future success.

**Goals and Objectives:**

Jimmy was seen for 30 minute sessions, two times per week starting in the second week of January, for a total of 24 sessions. The following goals and objectives were established for the spring 20xx course of treatment:

*Long Term Goal #1:* Jimmy will increase his intelligibility to an unfamiliar speaker to 55% by May of 20xx.



• *Short Term Objective #1a:* Jimmy will accurately produce /ʃ/ in all word positions in 8 out of 10 trials with a model.

• *Short Term Objective #1b:* Jimmy will accurately produce /tʃ/ in all word positions in 8 out of 10 trials with a model.

• *Short Term Objective #1c:* Jimmy will accurately produce /ð/ in all word positions in 8 out of 10 trials with a model.

2

*Long Term Goal #2:* Jimmy will produce key vocabulary words with 100% accuracy in conversation.

• *Short Term Objective #2a:* Jimmy will demonstrate production of 50 new key vocabulary words at the sentence level with 85% accuracy, by May 20xx.

*Long Term Goal #3:* Jimmy will show evidence of situational generalization by accurately producing at least 50% of his functional core vocabulary words at home or at school, as measured by his parents and classroom teacher.

*Long Term Goal #4:* Jimmy will demonstrate increased cooperation as evidenced by his level of participation, rated on a scale of 1-3, with three being full effort and cooperation and one being little participation or off-task behavior.

• *Short term Objective 4a:* Jimmy will demonstrate increased cooperation by following the “look, listen and do” rules resulting in getting a rating of “3” on 2 out of 3 activities over 3 sessions.

### **Course of Treatment:**

In previous years, Jimmy’s speech therapy used a phonological process approach. Due to his challenges with motor coordination, the inconsistency of his errors, the level of unintelligibility, slow progress and limited generalization, a motor-speech approach was initiated in fall of 20xx and continued through this spring. Along with this approach, several key goals and procedures were continued through the spring to build on progress from the fall and provide a level of continuity for Jimmy. Therapy focused on the frequent production and repetition of common phrases (as suggested by his mother and his classroom teacher), functional vocabulary words in the context of sentences, and the sounds /ʃ/ (“sh”), /tʃ/ (“ch”), and /ð/ (voiced “th”) in all word positions.

Reading a daily letter on chart paper that included his key words and phrases was an activity carried over from the fall. After reading the letter, Jimmy would go back and say the functional core vocabulary words in the context of phrases with three repetitions. Modeling of appropriate prosody was used when reading these phrases. Generalization was addressed as Jimmy took the letter home to read to his family at various times during the week. While this task allowed for some variation and personalization in the way the words were presented, Jimmy responded well to the predictability that this procedure provided at the beginning of each session.

As carried over from the fall, functional core vocabulary words were added to his “word book” each week and also written in the context of a sentence. After reading the letter, we would add a new word and read a selection of previous words in sentences from the word book.

A new activity was recently initiated as another way to practice the functional core vocabulary words in the context of sentences, as we ended the introduction of new words in April and focused on increasing accuracy of the vocabulary words already introduced. Each session, a paragraph containing 12 core vocabulary words in sentences centered around a common theme was presented. After modeling the “story” by reading it aloud, Jimmy would read the paragraph twice focusing on

accuracy of the underlined vocabulary words. We would discuss his errors and chart his accuracy on a graph from the first and second reading so he could compare the results from week to week. The procedures described above facilitated Jimmy's literacy development, which showed great gains throughout this year, while at the same time gave meaning and functionality to speech practice targets. All of these materials were taken home either at the end of the session or the end of the semester for home practice and to encourage generalization.

Accurate production of two sounds, /ʃ/ as in "she", and /tʃ/ as in "chew" were continued as goals from the Fall, and the introduction of /ð/ as in "they" was included as a new goal for Spring. One or more of these target sounds were practiced during each session using a variety of phonetic placement cues, verbal prompts, and multisensory strategies, along with repeated practice of the sounds in isolation and in all word positions.

Tangible intermittent reinforcement was given for on task behavior and following directions, in the form of a "penny truck" and a visual reminder to "look, listen, and do". Due to challenges with behavior in the past and Jimmy's success at achieving his goals when he is cooperative and engaged, this form of positive reinforcement was implemented to increase motivation. Behavior was also measured on a 1-3 scale for each activity as a form of data collection.

Other strategies that were successful at increasing his motivation were encouragement, "silly" games or activities, continuity from session to session, flexibility on the part of the clinician, and redirection when he started demonstrating off-task behaviors.

**Present Status:**

An intelligibility rating taken from a spontaneous speech sample of approximately 150 words on April 8, 20xx was rated by 2 unfamiliar listeners. The topic was unknown, so this could not be used as a cue. Their scores were averaged, resulting in an overall score of 70% intelligibility in spontaneous, connected speech. While Jimmy continues to present with decreased intelligibility when he moves from structured tasks to conversation, he has made significant gains from the last rating of 26% in November, as shown in the table below:

***Intelligibility Rating:***

<i>Date</i>	November 20xx	April 20xx
<i>% of words understood by unfamiliar listener (intelligibility)</i>	<b>26%</b>	<b>70%</b>

It should also be noted that Jimmy made use of repair strategies, such as slowing his rate, at times when he was not understood by others. This increased his intelligibility to greater than 70% at times.

Having a solid repertoire of intelligible functional vocabulary words and phrases will help Jimmy successfully communicate and be understood by others. Each week new words were introduced and reinforced in a variety of activities. The percentage of accurate words, measured each week, was averaged by month with the totals listed in the table below:

***Percentage of Accurate Productions of Core Vocabulary Words at the Phrase Level***

Month	January	February	March
<b>Average % Accuracy</b>	59%	75%	82%

Jimmy's accuracy improved 29% as the semester progressed, as evidenced by this data. His most common errors were distortions of the initial /ʒ/ as in "juice" and the /tʃ/ as in "kitchen". When these words and phrases are accurately produced on a consistent basis, they will contribute to Jimmy's ability to successfully communicate his wants and needs through a core repertoire of

functional phrases.

Direct instruction of production of the sounds /ʃ/, /tʃ/, and /ð/ resulted in progress toward more accurate productions. Jimmy’s progress was characterized by these sounds moving from errors to distortions to accurate productions. This is illustrated in the table below, which highlights data from the first session where these sounds were introduced, at the end of the fall semester (December 200x), and the most recent data from April 20xx.

Oct-xx	Dec-xx	April-xx	
error	distortion	accurate	error
/ʃ/	55%	15%	<b>30%</b>
/tʃ/	68%	10%	<b>22%</b>
/ð/	n/a	n/a	n/a

The Goldman Frisloe Test of Articulation – 2 (GTFA-2) was given in April 200x to compare results from last October. Again, Jimmy showed gains in his accurate productions of sounds both at the word and the sentence level.

**GFTA-2 Score Summary:**

Raw Score	Standard Score	95% Confidence Interval	Percentile
October 20xx	37	45	38-52
April 20xx	15	78	72-84

Behavior was measured following each activity to determine the effectiveness of the intermittent reinforcement. A truck with a penny inside was moved along a “road” at various, unscheduled intervals as Jimmy was demonstrating on task behaviors. At the end of the session, he kept the pennies he earned. He was also reminded, both visually and verbally, to “look, listen and do”. Overall, he earned a three for most activities. He still showed sensitivity to failure and occasionally refused to participate in tasks.

**Summary:**

Jimmy made excellent progress on all of his goals this semester. He had a substantial increase in speech intelligibility in structured and conversational speech. He demonstrated initiation and maintenance of using strategies (e.g. slowing his speaking rate) to improve his speech if a listener did not understand him. His use of repair strategies when he is not being understood is a positive prognostic indicator. Increased accuracy (88%) with functional core vocabulary words will further support these gains in intelligibility. His growth and interest in reading helped to build on his speech therapy, giving him more confidence and allowing him to take the risks necessary to make these gains.

Jimmy demonstrated marked improvement in production of sounds in isolated words as shown on his score on the GFTA-2. However, his score in the tenth percentile still places him well below the level of his peers. The sounds /ʃ/ (“sh”), /tʃ/ (“ch”), and /ð/ (voiced “th”) were practiced using multisensory strategies and phonetic placement cues. Jimmy demonstrated progression from a few errors, to distortions, to mostly accurate productions over the course of the year. Increasing his repertoire of sounds and becoming more accurate with sounds that are challenging will also help to improve his intelligibility.

Behavior was another area where Jimmy made gains this semester. Jimmy demonstrated consistent cooperation, and with minimal reinforcement he participated in therapy and activities that were difficult for him. It should be noted, however, that it took several months to build the current level of rapport and to establish the routines that supported Jimmy’s comfort level.

Overall, Jimmy’s progress across different goals is a positive indicator for continued improvement in his speech production. However, given his underlying speech motor challenges, continued

improvement will require continued support from a speech-language pathologist.

**Recommendations:**

Based on Jimmy’s progress this semester, the results of assessments and discussions with his parents, the following recommendations are made:

1. Continue speech therapy for 30 minute sessions, twice weekly through the month of May. His present goals will continue.
2. Take a temporary break from therapy in June, July and August. Jimmy’s parents will contact us in the fall as he begins his school program. Based on how he is doing they will decide if they would like to pursue services in the fall.
3. Continued and consistent reinforcement at home is critical to Jimmy’s ongoing progress in developing speech motor skills. Activities for summer homework will be provided to the England’ at the end of May.

**Prognosis:**

It has been wonderful to work with Jimmy and his family this semester. If you have any questions regarding this report, please call the xx xxxxx xxxxxx at (802)6xx-xxxx.

_____ xxxx xxxxx, B.S. Graduate Clinician	_____ xxxx xxxxxxxxxxxx, M.S., CCC-SLP Speech Language Pathologist
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## DISTRICT RESPONSIBILITIES

For the duration of this project, HCPS staff will need to maintain communication with the assigned AMN Account Manager (AM). It is imperative your district conveys the requirements and details of each position to ensure we vet and recruit candidates who can meet your needs. AMN strongly believes that communication between the district and the Account Manager is vital to the success of job fulfillment, whether it's anticipated or not. If concerns are raised about our travelers at any time, it is the responsibility of your district to contact the AM immediately so we intervene.

AMN requests your district provides the necessary materials/tools to ensure the success of our clinicians. You would need to provide a laptop and/or desktop computer, district email address, and therapy testing materials. Upon request, AMN can provide laptops and resources for an additional cost if needed.

If awarded this project, AMN will request your district signs our *Fair Credit Reporting Act User Certification Acknowledgement*, *Therapist Confirmation*, and negotiable *Health Service Agreement*. A *Family Educational Right and Privacy Act Addendum* will also need to be signed only if your district utilizes our teletherapy services. Our agency is happy to sign any additional district contract paperwork if required.

**Fair Credit Reporting Act User Certification Acknowledgement:** Allows the release of clinician background checks and drug screens to your district.

**Therapist Confirmation:** HCPS's acceptance of rates and hours for the specific clinician(s) who will work at your district.

**Health Services Agreement:** AMN's standard contract, terms, and conditions.

**Family Educational Right and Privacy Act Addendum:** Covers privacy rights during teletherapy services.

**EXHIBIT B-1**

**Fair Credit Reporting Act User Certification Acknowledgement**

\_\_\_\_\_ (the "Client") has requested a copy of a Consumer Report and/or an Investigative Consumer Report ("Report") and by signing below hereby certifies that as a "User" of a Report, the Client will restrict the use of the information in the Report to personnel selection for employment purposes only.

In compliance with The Fair Credit Reporting Act, as amended by the Consumer Reporting Reform Act of 1996 (the "Act"), no information in the Report(s) will be given to any other "person" or "user," as those terms are defined in the Act, unless the "person" or "user" agrees (i) to keep the Report(s) strictly confidential and to use the Report(s) for employment purposes only; and (ii) to adhere to the Notice to Users of Consumer Reports: Obligations of Users under the Fair Credit Reporting Act ("FCRA") 15 U.S.C. Section 1681 which can be found online at: [www.consumer.ftc.gov/articles/pdf-0111-fair-credit-reporting-act.pdf](http://www.consumer.ftc.gov/articles/pdf-0111-fair-credit-reporting-act.pdf)

The Client will also have in place procedures to properly retain and dispose of records containing this information in compliance with the Act and other applicable state and federal law. The Client further certifies that it will not use any information contained in the Report in violation of any applicable Federal or State privacy or equal employment laws or regulations.

**AGREED AND ACCEPTED**

**CLIENT NAME**

**Name:** \_\_\_\_\_

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

**Title:** \_\_\_\_\_

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



Date

Contact  
District  
Address

Dear Contact,

This letter is to memorialize and confirm your verbal acceptance of **Therapist Name** for provision of temporary allied services at **School District Name** for **Date**, under the terms in the parties' Healthcare Staffing Agreement (the "Agreement"). We appreciate your business and hope that you will enjoy having **Therapist Name** working at your facility. This assignment is contingent upon provider completion of AMN Healthcare's Quality Assurance process.

**Pre-Approved Time Off:**

**Rates:** Client agrees to pay AMN Healthcare for services rendered by the provider according to the following rates:

Speech/Language Pathologist:  
Hourly Rate: \$  
Housing Reimbursement:  
Mileage Reimbursement:

To the extent the rates set forth above are inconsistent with the Agreement (including the schedules thereto), these rates shall govern.

This confirmation letter is hereby incorporated into your existing Agreement. If you do not accept or agree with any of the terms set forth herein, you must notify AMN Healthcare upon receipt of this confirmation letter. This confirmation letter is deemed accepted by Client if no objection is received within 24 hrs of the date of this letter.

Please sign, date and return this confirmation letter via fax to my attention at xxxxx@amnhealthcare.com

AMN Healthcare

-----  
Account Manager  
AMN Healthcare  
8840 Cypress Waters Blvd., Suite 300  
Dallas, TX 75019

----- Date: -----  
By District  
Address

## HEALTHCARE STAFFING AGREEMENT

This Healthcare Staffing Agreement together with Attachment 1 hereto and all applicable Service Line Exhibits (collectively, the "Agreement") is entered into by and between «**Company**» ("Client") and AMN Healthcare, Inc. ("Agency") on «**Todays\_date**» for the purpose of using healthcare clinicians ("Clinicians") to provide temporary professional services at Client's facility(ies).

1. **DESCRIPTION OF SERVICES.** Agency will use its best efforts to recruit qualified Clinicians to staff Client's facility(ies) from Agency and/or Agency's direct and indirect subsidiaries in accordance with Client's specifications. It is Agency's policy not to use subcontractors. The one or more attached service line exhibits ("Service Line Exhibit(s)") set forth the specific services to be furnished by Agency for the applicable service line, together with current fees for these services and other terms specific to such service line. Client represents, warrants and covenants that it (A) has obtained and will keep current all licenses, permits and authorizations necessary to conduct its business and to utilize the Clinicians in accordance with all applicable laws, rules and regulations, and (B) shall provide and be responsible for all oversight of Clinicians in connection with the temporary professional services provided by Clinicians for Client.
2. **COMPENSATION TO AGENCY.** Client agrees to pay for services rendered under this Agreement in accordance with the Service Line Exhibit(s), plus all applicable federal, state and local taxes that may be payable by Agency, including but not limited to, sales/use tax, excise tax and gross receipts tax. Should Agency be required to pay a Clinician any wage/hour penalty as required by federal or state law, such penalty shall be billed to Client at the applicable rate. The parties acknowledge that they have a reimbursement arrangement with respect to housing and meals. The reimbursement amount is included in the fee Client pays for services, except as otherwise specifically stated herein. Agency will provide substantiation of the reimbursement amount. Amounts reimbursed by Client may be subject to tax deduction limitations.
3. **INVOICING.** Invoices will be rendered weekly and delivered via email or a web-based application (and Client and Agency shall cooperate to allow Client to obtain invoices in such manner) to the designation set forth in the section entitled "Notices" below. If Client requires Agency to use a non-electronic method of invoicing, then a \$5.00 per non-electronic invoice fee shall apply. Payment by Client shall be due within 30 days of the invoice date and shall be paid by check or EFT. Credit card payments shall not be permitted without Agency's written consent, which may be withheld in its sole discretion. Agency may impose a finance charge of 18% per annum (or the maximum charge permitted by law, if less) to all outstanding past due amounts. Information appearing on the invoice shall be deemed accurate and affirmed by Client unless Client notifies Agency in writing, specifying the particular error(s), omission(s) or objection(s) within 45 days of the invoice date. Failure to notify Agency within that time shall constitute a waiver by Client of any objection thereto.
4. **GOVERNMENT MANDATED COST INCREASES.** If at any time during the term of this Agreement, Agency is required to increase its employees' compensation (due to increase in minimum wage rates or mandatory benefits requirement), or incurs an increase in its compensation costs as a direct result of any law, determination, order or action by a governmental authority or government insurance benefit program, Client agrees that Agency may increase the bill rates proportionately so as to place Agency in the same position it was in prior to such law, determination, order or action. Client shall pay such increased bill rates upon Agency's provision of 30 days notice of such increase.
5. **MEDICARE ACCESS.** In compliance with Section 420.302(b) of the Medicare regulations, until the expiration of four years after the furnishing of the services provided under this Agreement, Agency will make available to the Secretary, U.S. Department of Health and Human Services, the U.S. Comptroller General, and their representatives, this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of those services.
6. **EQUAL EMPLOYMENT OPPORTUNITY POLICY.** Both parties acknowledge that they are equal opportunity employers and agree that they do not and will not discriminate against, harass, or retaliate against any employee or job applicant on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other status or condition protected by applicable federal, state or local laws. Client will promptly investigate allegations of discrimination, harassment and retaliation and will report to Agency any suspected discrimination, harassment and/or retaliation either by or against Clinicians immediately.

Client shall indemnify Agency for all costs, liabilities or losses associated with defending any charge, complaint, claim, cause of action or suit (hereinafter collectively referred to as "claim(s)") by (A) any governmental or administrative agency and/or (B) any Clinician or anyone acting on his/her behalf, in which Client's action/inaction



has given rise to, in whole or in part, the underlying claim. This may include, but is not limited to, claims for breach of contract, defamation, invasion of privacy, intentional or negligent infliction of emotional distress, wrongful discharge, discrimination, harassment, retaliation, or violation of any federal, state or other governmental statute or regulation.

- 7. NOTICES.** All notices, demands, requests or other instruments that may be or are required to be given hereunder (“Notices”) shall be in writing and sent to the addresses set forth below (for Client under “Notices (Other than Invoices/Billing)”), by hand delivery, first class, certified mail – return receipt requested or via overnight courier, postage prepaid. Invoices and billing items for Client shall be sent to the address set forth below and as provided in the section entitled “Invoicing” above.

AGENCY President  
11001 W. 120<sup>th</sup> Avenue, Suite 310  
Broomfield, CO 80021

<p>CLIENT</p> <p><b>NOTICES (OTHER THAN INVOICES/BILLING):</b></p> <p><input checked="" type="checkbox"/> _____ Client Designated Contact Name</p> <p><input checked="" type="checkbox"/> _____ Client Designated Client Name</p> <p><input checked="" type="checkbox"/> _____ Client Designated Address</p> <p><input checked="" type="checkbox"/> _____ Client Designated City, State, Zip</p> <p><input checked="" type="checkbox"/> _____ Client Designated Email Address</p>	<p><b>INVOICES AND BILLING:</b></p> <p><input checked="" type="checkbox"/> _____ Client Designated Contact Name</p> <p><input checked="" type="checkbox"/> _____ Client Designated Client Name</p> <p><input checked="" type="checkbox"/> _____ Client Designated Address</p> <p><input checked="" type="checkbox"/> _____ Client Designated City, State, Zip</p> <p><input checked="" type="checkbox"/> _____ Client Designated Email Address</p>
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The designations for Notices provided herein are conclusively deemed to be valid, and notice given in compliance with this paragraph shall be conclusively presumed to be proper and adequate. Either party may from time to time add or change its notice designation above in a writing given to the other party.

- 8. ENTIRE AGREEMENT; ATTORNEYS’ FEES; GOVERNING LAW.** This Agreement (including Attachment 1 and each executed Service Line Exhibit) contains the entire agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments and practices between the parties and shall take precedence and control over any terms set forth in a group purchasing agreement under which Client may be a participating member. No amendments to this Agreement (including a Service Line Exhibit) may be made except by written mutual agreement. In the event of a conflict between this Healthcare Staffing Agreement (or Attachment 1), on the one hand, and a Service Line Exhibit on the other hand, this Healthcare Staffing Agreement (or Attachment 1) shall control unless the conflicting provision in the Service Line Exhibit explicitly indicates the intent for such provision to supersede a specific provision in this Healthcare Staffing Agreement (or Attachment 1). In the event that any action is brought to enforce or interpret this Agreement or any part thereof, the prevailing party shall recover its costs and reasonable attorneys’ fees in bringing such action. In the event of non-payment by Client, Client shall pay all costs incurred by Agency in collecting delinquent amounts, including collection agency fees. This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to its conflict of laws rules. The parties consent to the exclusive jurisdiction of the state and federal courts located in the County of San Diego, California for any action arising under this Agreement.
- 9. INSURANCE AND SAFETY LAWS.** At Client’s request, Agency will provide certificates evidencing its worker’s compensation, general liability and professional liability insurance coverage. Client accepts responsibility for compliance with all relevant safety and health laws and regulations during the period of a Clinician’s assignment under Client’s supervision, including but not limited to Joint Commission regulations relating to orientation and evaluation and HIPAA regulations. While Agency will give each Clinician a safety and standards manual relating to safety, universal precautions, occupational exposure to bloodborne pathogens, other safety issues and HIPAA regulations, Client will also provide each Clinician with all necessary site-specific training, orientation, equipment and evaluations required by federal, state or local occupational safety laws or rules, including Joint Commission and HIPAA, for members of Client’s workforce. Further, Client will only assign Clinicians to work in the clinical specialty areas in which they are professionally qualified and oriented to work. In the event of any sentinel event or actual or threatened claim arising out of or relating to the acts or omissions of Clinician, Client shall provide Agency written notice of such claim immediately and, in no event more than 30 days after Client knew, or reasonably should have known, of such claim.

## 10. CONFIDENTIAL INFORMATION.

- a. Each party shall keep confidential all Confidential Information (as defined below) of the other party (“owning party”), and shall not use or disclose such Confidential Information either during or at any time after the term of this Agreement, without owning party’s express written consent, unless required to do so by law, court order or subpoena in which case a party shall not disclose such information until it has provided advance notice to owning party such that owning party may timely act to protect such disclosure. For purposes of this provision, “Confidential Information” means non-public information that is disclosed or becomes known to the other party as a consequence of or through its activities under this Agreement, including, but not limited to, matters of a business nature, such as Clinicians’ and prospective Clinicians’ names and personal information, bill rates and the terms of this Agreement, compensation and benefits packages and structure, hiring decision-making process, hiring needs and/or requests for placement, costs, profits, margins, markets, sales, business processes, information systems, quarterly and annual review documents, reports generated, and any other information of a similar nature.
- b. Client shall not:
  - i. sell, rent, release, disclose, disseminate, make available, transfer, or otherwise communicate orally, in writing, or by electronic or other means, Clinician Confidential Information to another business or a third party for monetary or other valuable consideration;
  - ii. retain, use, or disclose such Clinician Confidential Information for any purpose other than for the specific purpose of confirming the suitability of the Clinician to perform temporary professional services, and Client processes necessary to enable Clinician to perform the services, including but not limited to time keeping, billing, and access to client systems; or
  - iii. retain, use, or disclose such Clinician Confidential Information outside of the direct business relationship between Agency and Client.
- c. In addition, Client agrees to use appropriate privacy and security measures to protect all Clinician Confidential Information from unauthorized access, destruction, use, modification, or disclosures in accordance with all federal and state privacy laws, including but not limited to, limiting access to only those employees necessary for performance under this Agreement, implementing suitable measures to prevent unauthorized persons from gaining access to Clinician Confidential Information and to prevent unauthorized reading, copying, alteration, use, or removal of Clinician Confidential Information. Client will report to Agency in writing, no more than one business day after discovery, any breach of security or privacy unauthorized use, or unauthorized disclosure of Clinician Confidential Information. Client shall be responsible for notifying affected Clinician of the occurrence (as required by applicable law) and for payment of all costs of notification and any costs associated with mitigation, including but not limited to credit monitoring. Client shall also be responsible for all expenses, costs, and any damages incurred by Agency, resulting from such occurrence. Client must obtain Agency’s approval of the time and content of any notifications under this Section before contacting affected Clinicians.
- d. Upon termination or expiration of this Agreement, both parties will, without notice or request, either (i) return, within two (2) weeks, all Confidential Information of the other, including copies thereof; or (ii) destroy all Confidential Information in accordance with their respective policies and procedures, and with the same level of care that each party would destroy their own Confidential Information.
- e. This Section 10 will survive any termination or expiration of this Agreement.

**11. CONSENT TO FAX.** In order to ensure that Agency is in compliance with state and federal law, Client hereby expressly grants permission to Agency to send all facsimile communications to any Client location.

**12. TERM.** The term of this Agreement shall be for a period of one year, and this Agreement will renew automatically for successive one year periods. Either party may terminate this Agreement upon the other party’s material breach and failure to cure within 30 days, or at any time upon provision of 30 days written notice to the other party; provided, however, all Clinicians currently confirmed for an assignment, or at work on an assignment, will be permitted at Agency’s option to complete their assignments under the terms of this Agreement. This Agreement shall be binding on and inure to the benefit of the successors and/or assigns of Agency.

**13. SEVERABILITY.** If any provision herein is held to be contrary to law, such provision will be deemed valid only to the extent permitted by law. All other provisions shall continue in full force and effect.

**14. NON WAIVER.** Agency's failure to require performance of any provision of this Agreement shall not affect its right to require performance at any time thereafter, nor shall Agency's waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default.

**15. ASSIGNMENT.** Except with the prior written consent of Agency, Client may not assign or transfer any right, remedy or obligation under this Agreement, including by merger, consolidation, dissolution, or operation of law.

**16. MEASURES TO PREVENT LOSS OF SERVICES.** In the event that a state or local order closes one or more Client Facilities, the Client has the following options to prevent an AMN Clinician assigned to the Client from being unavailable when the Client reopens its facility:

- (a) Continue to pay each AMN Clinician assigned to the facility for all previously scheduled time, as set forth in the most recent confirmation, during the period of time that the facility where the AMN Clinician is assigned is closed; or
- (b) Allow each AMN Clinician assigned to the facility to provide services utilizing the AMN Telehealth platform Televate. The AMN Clinician will continue to provide services according to the schedule as set forth in the most recent confirmation.

If Client elects to terminate any assignments as the result of a closure, standard termination provisions apply. If Client terminates the assignment of any AMN Clinician, AMN cannot guarantee that the AMN Clinician will be available when Client reopens its facility.

**AGREED AND ACCEPTED**

«COMPANY»

**AMN HEALTHCARE, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACHMENT 1**  
**GENERAL TERMS AND CONDITIONS**

The following terms shall be made part of each Service Line Exhibit except to the extent specifically excluded therein:

- 1. TIMEKEEPING; COMPENSATION OF CLINICIANS.** Clinicians will enter time worked into an electronic timecard system designated by Agency. Client shall designate a representative to review and approve all time no later than each Monday by 2 p.m. PST. Client's approval of Clinicians' time certifies that the hours submitted are correct, the work was performed to Client's satisfaction and authorizes Agency to bill Client for the hours worked by Clinicians. If Client's designated representative fails to timely report time worked to Agency, all time submitted by Clinicians will be considered accurate and Client shall be responsible for payment. If a Clinician does not report to work for a scheduled shift due to illness or some other reason outside of Client's control, Client will not be billed for those hours. Make-up of lost time will be at the mutual agreement of Client and Clinician. Agency has responsibility for all compensation of Clinicians working at Client's facility(ies) under this Agreement. Agency will obtain and keep on file all documentation required by the U.S. Citizenship and Immigration Services to prove legal status to work and reside in the USA.
- 2. OVERTIME.** Client agrees to pay one and one-half times the applicable rate for all hours worked more than 40 hours in one work week. If any applicable law requires Agency to pay Clinician daily overtime (an overtime multiple such as one and one-half times or two times the Clinician's hourly wage), Client shall pay Agency the same multiple on the applicable rate for such hours. Agency may comply with Client's policies regarding overtime when such compliance accords with Agency's obligations under state and federal law, and are communicated to Agency concurrently with the execution of this Agreement or at least 90 days prior to the effective date of such changes.
- 3. ORIENTATION.** Client agrees to pay Agency for all orientation hours worked by Clinicians.
- 4. FIRST REFERRING AGENCY.** It is understood that Agency is the first referring agency ("First Referring Agency") with respect to each presented Clinician unless Client notifies Agency within 48 hours of a written or verbal introduction that Client possesses prior knowledge of such Clinician's availability. If Agency is the First Referring Agency with respect to a Clinician, Client will adhere to the hiring limitations and provisions set forth in the applicable Service Line Exhibit. If Client does hire or use (except through Agency) a Clinician first referred by Agency on a travel or per-diem basis through another agency at any time and for any period prior to the later of (a) 18 months following the end date of a Clinician's assignment and (b) 18 months following the termination of the Agreement, Client shall pay Agency a \$2,500 transfer fee (no fee applies where prohibited by law).
- 5. TERMINATION OF ASSIGNMENT.** Agency will terminate a Clinician's assignment if the Client provides in writing that the Clinician is incapable of performing the duties of the position, commits acts of professional negligence, is absent from the position without Client's permission during scheduled times, is insubordinate, engages in substance abuse, violates Client's express rules or regulations, or engages in other unprofessional conduct or breach or neglect of duty. For any reasons other than those listed above, Client agrees to give Agency 60 days written notice of cancellation of any Clinicians once a confirmation has been sent by Agency. Should Client be unable to provide such 60 days cancellation notice, Agency reserves the right to bill Client for four weeks (40 hours per week) at the Clinician's applicable rate. In the event of a cancellation without cause, including cancellations with proper notice, Client shall be responsible for any housing and travel costs actually incurred by Agency as a result of such cancellation.
- 6. CLINICIAN QUALIFICATIONS.** Agency shall follow its standard certification and credential requirements for its Clinicians. Upon Clinician's arrival at Client facility, Client will verify the identity and credentials of each Clinician by a visual check of the Clinician's photo identification and professional license or certification. Client agrees to interview candidates within 48 hours of file submission.
- 7. FLOATING.** Client agrees to float a Clinician only in accordance with Client's floating policies for all staff, and the clinical experience of the Clinician. Client confirms that Client's policies on floating comply with current (and will comply with any future) Joint Commission standards, including the provision of an appropriate orientation to the new unit.
- 8. PERFORMANCE EVALUATIONS.** Client agrees to complete a written evaluation regarding the performance of each Clinician upon completion of his or her assignment, and to forward this evaluation to Agency within 15 days. Client may complete the performance evaluation on either the form Agency provides or a comparable form of Client's choosing.

**EXHIBIT A-4  
TERMS of SERVICE LINE  
ALLIED TRAVEL ASSIGNMENTS**

AMN Healthcare, Inc. (“Agency”) either directly or through its wholly owned subsidiaries will provide allied services in accordance with the Healthcare Staffing Agreement that was entered into by and between «**Company**» (“Client”) and Agency on or about «**Todays\_date**», as modified by these additional terms. This exhibit sets forth the terms for allied travel assignments effective as of «**Todays\_date**»(the “Allied Effective Date”).

**SCHEDULE OF RATES.** The Hourly Bill Rates listed below and will go into effect for anyone beginning an assignment or extension after the Allied Effective Date. These fees include recruitment, housing and compensation for each Clinician placed with Client.

On the first annual anniversary of this Agreement, and each anniversary thereafter, a rate increase equal to the most recent published Medical Care Services National CPI index or three percent (3%), whichever is greater, shall be incorporated automatically.

Rate Schedule is subject to change based on changes in amounts payable to Clinician and increases in malpractice costs. Should rates increase at any time for any reason, excluding COLA increases, during the term of the Agreement Agency will give Client 30 days' written notice prior to the effective date of the increase.

<<Insert appropriate geographic rate table here>>

**Conversion Fee Schedule.** The Client agrees not to allow the Clinician to work at the Client part-time, full-time, temporary or as a contracted employee, for a one year period following the completion of an assignment except through the Agency. If at any time Client, Client’s affiliates and/or any of its subsidiaries or any other organization to which Client supplies information, hires the Clinician received from the Agency, the Client will be charged thirty percent (30%) of the individuals estimated first year total compensation (No fee applies where prohibited by law.) The invoice is due upon receipt. It is understood that Agency is solely responsible for the introduction of a Clinician to Client, unless Client notifies Agency within forty-eight (48) hours of such introduction of Client’s prior knowledge of said Clinician’s availability. Should Client directly refer Clinician to an affiliated organization for either permanent employment or temporary allied coverage, Client will be billed for services rendered pursuant to this section. An affiliate of the Client includes, but is not limited to, an organization or person that has any form of direct or indirect business relationship with Client or any successor to Client’s business.

**Client Requirements Table.** For each Clinician who has been confirmed for an assignment Agency will obtain and maintain Client documentation of the requirements set forth below. The costs associated with these requirements are included in the bill rates set forth above. Any changes to these requirements will require mutual agreement of the parties. Client shall pay for all costs associated with additional Client requirements and shall provide sufficient time to adopt such new requirements.

Type	Requirement	Requirement Description
Federal	I-9	I-9 for employment eligibility, supporting documents, and E-Verify completed in compliance with federal regulation. Documentation to be retained by staffing agency.
Federal	OIG, SAM/GSA	OIG and SAM/GSA verifications completed within 30 days prior to first assignment and monthly thereafter. Documentation to be retained by staffing agency.
State	Licensed Providers	Current license and primary source verification prior to start of assignment for all licensed Providers.
State	Non-Licensed Providers	National certification, if applicable, and primary source verification prior to start of assignment for all non-licensed Providers.

State	Other State Requirement	Human Resources, Employee Health, Education/Training as required by state regulations for applicable practice settings.
Human Resources	Background Check	7 year search for-SSN Trace, County Resided and Employed search, National Criminal, OFAC, and VSOP completed prior to first assignment. Updated every 3 years thereafter. If break in service > 90 days, must run counties listed during break in service.
Human Resources	Facility Specific Documents	Collection and/or DocuSign for business critical facility documents include the following: facility confidentiality agreement, IT security facility access, and related policies and procedures
Employee Health	Drug Screening	Standard 10 panel prior to start of first assignment, updated annually thereafter. If break in service > 90 days, retesting required.
Employee Health	Measles, Mumps, Rubella	2 vaccines or positive IGG titer. If negative titer, must have booster vaccine x2
Employee Health	Tdap	Vaccine required every 10 years or declination

*In the event of a conflict between the terms of the Agreement and this Exhibit as it relates to allied travel assignments, the terms of this Exhibit shall prevail.*

**AGREED AND ACCEPTED**

**CLIENT NAME**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**AMN HEALTHCARE, INC.**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**EXHIBIT C-1**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ADDENDUM**

AMN Healthcare, Inc. ("Agency") either directly or through its wholly owned subsidiaries will provide staffing services in accordance with the Healthcare Staffing Agreement that was entered into by and between [CLIENT NAME] ("Client") and Agency on or about [DATE OF AGREEMENT]. Client has elected to utilize one or more teletherapists under the Agreement, and this addendum sets forth additional rights and obligations under the Agreement and is hereby incorporated therein.

**1. ACCESS TO INFORMATION.** The Parties understand and agree that as part of the teletherapy services provided by Agency, Agency may create, receive, access, or maintain personally identifiable information from education records as defined in the Family Educational Rights and Privacy Act ("FERPA"). To the extent that Agency receives information from education records subject to FERPA, Agency will be considered a "school official" with a legitimate educational interest in the educational records of the students to the extent such records are required to provide the teletherapy services. Agency agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (34 CFR § 99.33(a)(2)) and with the terms set forth below.

**2. COVERED DATA AND INFORMATION (CDI).** CDI includes paper and electronic student education record information supplied by School, as well as any data provided by School's students to Agency.

**3. PROHIBITION ON UNAUTHORIZED USE OR DISCLOSURE OF CDI.** Agency shall not use or disclose CDI received from or on behalf of Client (or its students) except as permitted or required by the Agreement, as required by law, or as otherwise authorized in writing by Client. Agency agrees not to use CDI for any purpose other than the purpose for which the disclosure was made.

**4. COURT ORDERS AND SUBPOENAS.** Upon receipt of a court order or lawfully issued subpoena, Agency agrees to notify the student pursuant to the requirements in 34 CFR 99.31(a)(9)(ii). Agency may request assistance from Client in fulfilling this requirement.

**5. RETURN OR DESTRUCTION OF CDI.** Upon termination, cancellation, expiration or other conclusion of the Agreement, Agency shall return all CDI to Client or, if return is not feasible, destroy any and all CDI. If Agency destroys the CDI, Agency shall provide Client with a certificate confirming the date of destruction of the data.

**6. REMEDIES.** If Client reasonably determines in good faith that Agency has materially breached any of its obligations under this contract, Client, in its sole discretion, shall have the right to require Agency to submit to a plan of monitoring and reporting; provide Agency with a thirty (30) day period to cure the breach; or terminate the Agreement immediately if cure is not possible. Before exercising any of these options, Client shall provide written notice to Agency describing the violation and the action it intends to take. If the Family Policy Compliance Office of the U.S. Department of Education determines that Agency improperly disclosed personally identifiable information obtained from Client's education records, Client may not allow Agency access to education records for at least five years.

**7. MAINTENANCE OF THE SECURITY OF ELECTRONIC INFORMATION.** Agency shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of Client or its students. These measures will be extended by contract to all subcontractors used by Agency.

**8. REPORTING OF UNAUTHORIZED DISCLOSURES OR MISUSE OF CDI:** Agency shall, within (10) ten days of discovery, report to Client any use or disclosure of CDI not authorized by this agreement or in writing by Client. Agency's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Agency has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Agency has taken or shall take to prevent future similar unauthorized use or disclosure. Agency shall provide such other information, including a written report, as reasonably requested by Client.

**AGREED AND ACCEPTED:**

**CLIENT NAME**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**AMN HEALTHCARE, INC.**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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



## **Mandated Overtime: Clinician Rights and Facility Obligations under Washington Law**

### **If you are a clinician working in Washington:**

Under Washington law, you may not be **required** to work overtime (time in addition to your regularly scheduled shift or on-call period, or any hours in excess of 12 per 24-hour period, or 80 hours per consecutive 14-day period), except in the following limited circumstances: (1) if there are unforeseeable, emergent circumstances; (2) if the hours are part of your pre-scheduled on-call time; (3) if the facility has already exhausted reasonable efforts to obtain staffing; or (4) overtime is necessary for you to complete a patient care procedure which was already in progress, if your absence could adversely affect the patient.

If the facility attempts to require you to work overtime and the situation does not fall into one of the 4 circumstances identified above, you should report such action to your recruiter so that he or she may resolve the matter directly with the facility. You are also entitled to report the facility to the Washington Department of Labor and Industries, who will then investigate your complaint.

### **If you are a facility located in Washington:**

Under Washington law (RCW §§ 49.28.130 – 49.28.150), you may not **require** a clinician to work overtime (time in addition to the clinician's regularly scheduled shift or on-call period, or any hours in excess of 12 per 24-hour period, or 80 hours per consecutive 14-day period), except in the following limited circumstances: (1) if there are unforeseeable, emergent circumstances; (2) if the hours are part of the clinician's pre-scheduled on-call time; (3) if you have already exhausted reasonable efforts to obtain staffing; or (4) overtime is necessary for the clinician to complete a patient care procedure which was already in progress, if the clinician's absence could adversely affect the patient. The meaning of the terms used above is specified in RCW §49.28.130.

In order to establish that you properly required a clinician to work overtime because you had exhausted reasonable efforts, a supervisor or manager must, to the extent reasonably possible, do all of the following:

- (1) Ask all qualified staff who are currently working to volunteer to work overtime;
- (2) Review the list of employees who are not working, who have agreed to volunteer to cover a shift, and call each of those employees;
- (3) Seek per diem coverage; and
- (4) Contact your contracted temporary staffing agencies for assistance.

As part of these efforts, you must maintain a list of your staff members who have volunteered to work overtime on specific shifts. It is further recommended that you maintain a written plan documenting your overtime policies which you communicate to your staff. Failure to comply with these requirements could result in your facility violating RCW § 49.28.140, and being subject to related penalties.

# NEW COMPANY DATA SHEET

<b>Financial Responsible, Party Legal Name</b>		<b>Dun &amp; Bradstreet #</b>	
		<b>Contract Signer Name</b>	
<b>Address City, State, Zip</b>		<b>Title</b>	
		<b>Telephone #:</b>	
<b>Client Operational Address City, State, Zip</b>		<b>Billing Address City, State, Zip</b>	
<b>Accounts Payable Contact:</b>		<b>Telephone #:</b>	
		<b>Email:</b>	
<b>Invoice Resolution Terms</b>	45 days	<b># of days to Dispute Invoice</b>	45 days
<b>Officers</b>			
<b>President</b>			
<b>CFO</b>			
<b>Type of Company (Inc., LLC., PC)</b>		<b>State of Registration</b>	
		<b>Date of Registration</b>	

<b>Parent Company Name</b>	
<b>Address City, State, Zip</b>	

**Timekeeping Instructions:E-Time**

<b>Timecards are due by Monday @ 2pm:</b>	
<b>Timecard type</b>	E-Time
<b>Timecard Submitted By:</b>	Clinician
<b>Rounding Rules:</b>	Time will be rounded to quarter hour
<b>Pay Cycle</b>	Sunday – Saturday
<b>Standard Timecard Statement of Rules:</b>	
Hours are billed as indicated on the signed timecard. If there is no lunch indicated, AMN bills for the missing lunch (in CA only). All other states, we deduct 30 min meal and bill the rest. Cancellations are reported on the timecard and AMN bills based on the information entered.	

**EXHIBIT  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ADDENDUM**

AMN Healthcare, Inc. ("Agency") either directly or through its wholly owned subsidiaries will provide staffing services in accordance with the Healthcare Staffing Agreement that was entered into by and between [CLIENT NAME] ("Client") and Agency on or about [DATE OF AGREEMENT]. Client has elected to utilize one or more teletherapists under the Agreement, and this addendum sets forth additional rights and obligations under the Agreement and is hereby incorporated therein.

**1. ACCESS TO INFORMATION.** The Parties understand and agree that as part of the teletherapy services provided by Agency, Agency may create, receive, access, or maintain personally identifiable information from education records as defined in the Family Educational Rights and Privacy Act ("FERPA"). To the extent that Agency receives information from education records subject to FERPA, Agency will be considered a "school official" with a legitimate educational interest in the educational records of the students to the extent such records are required to provide the teletherapy services. Agency agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (34 CFR § 99.33(a)(2)) and with the terms set forth below.

**2. COVERED DATA AND INFORMATION (CDI).** CDI includes paper and electronic student education record information supplied by School, as well as any data provided by School's students to Agency.

**3. PROHIBITION ON UNAUTHORIZED USE OR DISCLOSURE OF CDI.** Agency shall not use or disclose CDI received from or on behalf of Client (or its students) except as permitted or required by the Agreement, as required by law, or as otherwise authorized in writing by Client. Agency agrees not to use CDI for any purpose other than the purpose for which the disclosure was made.

**4. COURT ORDERS AND SUBPOENAS.** Upon receipt of a court order or lawfully issued subpoena, Agency agrees to notify the student pursuant to the requirements in 34 CFR 99.31(a)(9)(ii). Agency may request assistance from Client in fulfilling this requirement.

**5. RETURN OR DESTRUCTION OF CDI.** Upon termination, cancellation, expiration or other conclusion of the Agreement, Agency shall return all CDI to Client or, if return is not feasible, destroy any and all CDI. If Agency destroys the CDI, Agency shall provide Client with a certificate confirming the date of destruction of the data.

**6. REMEDIES.** If Client reasonably determines in good faith that Agency has materially breached any of its obligations under this contract, Client, in its sole discretion, shall have the right to require Agency to submit to a plan of monitoring and reporting; provide Agency with a thirty (30) day period to cure the breach; or terminate the Agreement immediately if cure is not possible. Before exercising any of these options, Client shall provide written notice to Agency describing the violation and the action it intends to take. If the Family Policy Compliance Office of the U.S. Department of Education determines that Agency improperly disclosed personally identifiable information obtained from Client's education records, Client may not allow Agency access to education records for at least five years.

**7. MAINTENANCE OF THE SECURITY OF ELECTRONIC INFORMATION.** Agency shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of Client or its students. These measures will be extended by contract to all subcontractors used by Agency.

**8. REPORTING OF UNAUTHORIZED DISCLOSURES OR MISUSE OF CDI:** Agency shall, within (10) ten days of discovery, report to Client any use or disclosure of CDI not authorized by this agreement or in writing by Client. Agency's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Agency has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Agency has taken or shall take to prevent future similar unauthorized use or disclosure. Agency shall provide such other information, including a written report, as reasonably requested by Client.

**AGREED AND ACCEPTED:**

**CLIENT NAME**

**AMN HEALTHCARE, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## ***Tab 6 - Training, Support, & Continued Education***

### **SUPERIOR SCHOOL THERAPISTS & CLINICAL PROGRAMS**

#### **Professional Development**

We properly fund all initiatives that equip our support staff with the latest technology and means to enable them to perform at optimal levels for our client districts. We believe the best therapists continue to learn and grow in their careers and are knowledgeable about newly advanced therapeutics and techniques. **Our therapists stay sharp and at the forefront of the latest evidence-based treatment methods through our free, unlimited continuing education units (CEU) program.** With over 1,000 courses, our therapy-specific platform has interactive features with 24/7 access, providing recorded or live webinars from leading therapy educators.

Our entire Clinical Services Team has personal therapy service expertise in a school setting. They manage the support network for our working therapists, using their experience to provide insight and guidance when needed. They assist our team in hiring therapists who have previous school experience, successfully completed assignments, and have been requested to return to their school districts due to their high quality of care. They also pair our newer therapists with veterans who specialize in the same area, creating a strong, reliable network of supervision, support, and mentorship.

Due to the high level of support and professional development we offer our therapists, **AMN Allied Services, LLC has an extremely low annual turnover rate and a high continuity of care.** This demonstrates not only the level of loyalty our clinicians have toward AMN, but also our commitment to ensure our staff stays happy while on assignment.

#### **New Graduate Program**

AMN created an industry exclusive New Grad Program in 2008 to support new graduates transitioning from students to fully-licensed, practiced professionals. **Therapists with less than 18 months of on-the-job experience are automatically enrolled in this program at no additional cost to the district.** They receive increased attention from our Clinical Directors, plus direct, one-on-one mentorship from an experienced traveler with at least one year of successful school experience through AMN Allied Services, LLC.

These mentors deliver guidance regarding productivity, evaluations, treatment, documentation, specific caseload questions, goal writing, and overall IEP development, etc. Our mentors and Clinical Directors are passionate about helping new grads offer superior care, and this program alleviates the supervisory burden placed on schools when working with new grads. This allows the new clinicians to feel more confident because they have a dedicated support system in place and allows districts to

dramatically increase the size of their potential hiring pool by considering candidates that would otherwise be deemed unqualified.

### **Clinical Fellowship Program**

Our Clinical Fellowship Program aims to offer more job placement opportunities for SLP Clinical Fellows while ensuring a consistent and meaningful mentorship experience. Since a set amount of direct/indirect supervision is required by law for individuals completing their CF period, many schools avoid CF candidates so as not to bog down their staff with supervision duties. If your district is open to working with CF candidates, we could potentially provide supervision by a seasoned, credentialed CF Supervisor in the area or through teletherapy (if allowed per state and ASHA guidelines). These supervisors provide personalized support throughout their mentee's CF, which lessens the burden for our school clients and can further expand the number of candidates available to your schools.

## **SUPERVISION AND TRAINING**

AMN provides all therapists with a substantial amount of support in several layers including the support and guidance from the internal clinical management team, clinical fellowship supervisors, and new graduate mentors. All clinicians receive an assigned clinical manager. If a clinician is within their first two years of work, and they are on their first therapy contract with our company, they will also receive a supervisor or mentor. Typically, our supervisors and mentors serve about 2-3 mentees each. The new graduate clinicians are monitored through frequent check-ins, escalations via their mentor, and updates from their recruiter.

All our clinicians arrive to their assignment aware of the supervision and training provided by AMN. Each therapist is accustomed to entering new school environments based on the nature of travel therapy and has a strong skill sets in adaptability and seeking resources to learn about new school districts. AMN therapists attend any necessary orientations at the beginning of the school year and all required training sessions throughout the contract. Clinicians are trained to read all school policy handbooks, seek training in the IEP system, and review previous IEP documents to ensure they comply with the district's system. Additionally, each is required to follow all federal, state, and district policies. If AMN therapists have any questions about district policies and procedures, they are encouraged to ask questions to their special education team and administration.

Your assigned Account Manager will reach out to your district monthly to monitor the progress of the contract. If your district is not satisfied with the performance of any of our candidates, we encourage you to contact the AM immediately to address these issues.

If a clinician requires corrective actions, the internal clinical manager meets with them one-on-one to create a professional development plan based on the areas that need growth. The clinical

manager has follow-up meetings with the clinician 1-2 times per week or as frequent as needed. The clinician's recruiter, account manager, and school representative will all be privy to the clinician's plan and progress towards their goals. If the clinician's behavior has not changed within the timeframe agreed upon by your district, they will be removed from the school immediately and terminated from AMN permanently. If your district raises enough concern for the therapist to be terminated before our counseling step, AMN will immediately start searching for a backfill.

## SPECIALTY TRAINING & TRAINING PLANS

AMN's requirements for clinicians meet rigorous TJC standards, which are generally more stringent than client requirements. Clinicians must maintain their licensure to a standard which includes verifiable education and CEUs as required by their respective discipline. Also, our therapists are required to renew their *Workplace Safety Acknowledgement* yearly, which covers education on topics such as:

- Cultural Diversity
- Sensitivity Training
- HIPAA & Protecting Patient Information
- Abuse
- Workplace Violence & Safety
- Fires, Radiation, & Hazardous Materials
- Active Shooters
- Disaster Preparedness
- Medical Devices
- On-the-job injuries
- Infection Control & Prevention
- Blood-borne Pathogens & Transmission Based Precautions
- Cultural Competence/Sensitivity
- Patient Rights & Ethical Care

Additionally, some clinicians enter our workforce with specialized experience or training such as sign language and disability specific knowledge. When districts have additional specialized requirements, we will staff to those standards, adjusting recruitment and credentialing timelines accordingly to ensure we put the best candidate forward. Your district also has the ability to grant waivers and/or exceptions except those mandated by State or Federal law.

*\*Please see our "Quality Assurance Procedure" section for details on TCI requirements.*

## MEDICAID

Our clinicians' practices regarding Medicaid claims for services will be in compliance with all applicable federal and state laws and regulations. They will collect, maintain, disclose information, and properly document according to the Medicaid Compliance Plan for the accurate billing of their services while following the Medicaid Compliance Code of Conduct. We believe, as do those we choose to work with, that everything is done with honesty and accuracy.

AMN strives to employ clinicians who already know how to process Medicaid claims and have Medicaid numbers. For those who do not, either the therapist will work with the school to attain one prior to the start of their contract, or, for students with their own Medicaid numbers, the clinician can bill Medicaid for services rendered for those students with numbers. If a therapist has questions about processing Medicaid claims, AMN encourages them to connect with their special education team and administration or assigned AMN clinical manager for guidance.

## INCREASED CASELOAD SOLUTIONS

AMN Allied Services, LLC strives to meet every need that arises. In the situation where a current caseload increases, AMN would meet the needs of the district in several ways. Some include:

- Communication of Ongoing Needs: AMN strongly believes that communication between the district and the Account Manager is paramount to the success of job fulfillment, whether it's anticipated or not. If additional therapists are needed for full-time and/or part-time positions, Recruiting Consultants would start working to find the additional therapists you need. In the very rare case of an AMN therapist being unable to remain on assignment, our Recruiting Consultants would immediately start recruiting for a replacement therapist for that position.
- Teletherapy Options: We highly encourage districts to use our teletherapy options to fill immediate full time, part time, or substitute needs.

## CALL-OUTS & SICK-DAYS

AMN requires all therapists provide their desired time-off prior to being considered for any position. We also comply with all local and state sick leave laws and require request for sick leave to be received by AMN and the employee's manager at the job assignment no less than four hours prior to the start of a scheduled shift. If school staff coverage is not available, make up sessions will be scheduled immediately upon return. If greater than one week, AMN will make every effort to find a substitute.

The most reliable method of covering any sick time or call-outs is utilizing a teletherapist who can cover any sessions at any time. Our teletherapy offering ensures sessions are never missed since there will always be a therapist available to fill in.

## RELIABILITY

Since we pre-close our therapists on jobs before we allow them to be reviewed by our clients, they often know what to expect and look forward to their assignments. It is highly unusual when one of our school therapists leaves an assignment. It almost never happens since we are in constant communication with them throughout the course of their contract and they participate in AMN programs that assist with any clinical related matters. They enjoy the school districts we have aligned ourselves with. If there is a leave of some sort, it's typically for a serious matter out of one's control – serious illness, death of a spouse, etc.

### **Emergency situations**

In the very rare circumstance of emergencies, unforeseen time off, long term leave, resignations, and terminations, AMN would immediately start recruiting to fill that position utilizing our pipeline of clinicians and nationwide reach.

Teletherapy can be utilized in these circumstances to ensure continuity of care to your students until the position is successfully backfilled.

## HIRING OF AMN CLINICIANS/EMPLOYEES

If your district decides to hire any clinician(s) received from AMN, you will be charged 30% of the individual's estimated first year total compensation (No fee applies where prohibited by law.) The invoice is due upon receipt. It is understood that AMN is solely responsible for the introduction of a clinician to you district, unless you notify our agency of your previous awareness of the presented clinician's availability within forty-eight hours. Should your district directly refer our clinician to an affiliated organization for permanent or temporary related employment, you will be billed for services rendered pursuant to this section. Affiliates includes, but are not limited to, an organization or person that has any form of direct or indirect business relationship with your district.



## **Tab 7 - Pricing/Cost Proposal**

### **ALL-INCLUSIVE FEE PROPOSAL**

Below are our suggested negotiable rates. **Rates listed are all-inclusive regardless of clinical activity or location and are for the 2021-2022 school year.** Rates for multi-year contracts will increase by \$1 hourly every year the contract is renewed unless otherwise negotiated between AMN and your district.

<b>Speech Language Pathologist</b>	<b>\$68 p/hr.</b>
<b>Bilingual SLP</b>	<b>\$73 p/hr.</b>
<b>Therapy Assistant (SLPA)</b>	<b>\$58 p/hr.</b>
<b>Clinical Fellow</b>	<b>\$65 p/hr.</b>
<b>Teletherapist</b>	<b>\$68 p/hr.</b>
<b>Bilingual Teletherapist</b>	<b>\$73 p/hr.</b>
<b>AMN Language Services (Interpretation &amp; Translation)</b>	
<b>    Spanish (VRI)</b>	<b>\$1.59 p/minute</b>
<b>    Other Languages (VRI)</b>	<b>\$1.65 p/minute</b>
<b>    American Sign Language</b>	<b>\$2.95 p/minute</b>
<b>    Certified Deaf Interpreter (CDI)</b>	<b>\$5.95 p/minute</b>
<b>    Audio (OPI)</b>	<b>\$1.59 p/minute</b>

1. **LONG-TERM COSTS, INVOICING, AND BILLING:** We bill only for hours worked. Our all-inclusive rate is billed per hour for services during school hours. Clients are sent weekly invoices via email as well as monthly official statements. Payment can be remitted by ACH, check, or wire transfer.
2. **COMPLIANCE EXPENSES:** Compliance, credentialing, and on-boarding of therapists according to Joint Commission regulations occurs fully at our expense.
3. **INSURANCES:** For each employee placed, AMN Allied Services, LLC maintains professional and general liability insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate annually. We are willing to acquire any additional insurance required by the district. We also maintain worker’s compensation insurance at statutory limits.

**ATTACHMENT G**  
**Proposed Pricing Form**

**Fixed Hourly Rate for Speech Language Pathologist (SLP):**

\$ 68.00

**Optional:**

**Fixed Hourly Rate for Clinical Fellows (SLP-CF):**

\$ 65.00

**Fixed Hourly Rate for Speech Assistants (SLPA):**

\$ 58.00

## ***Tab 8 - Exceptions***

### **PROPOSED EXCEPTIONS**

AMN Allied Services, LLC does not propose any exceptions to the Scope of Services and General Terms and Conditions associated with this RFP.

## *Tab 9 - Assumptions*

### ASSUMPTIONS

AMN Allied Services, LLC does not have any assumptions regarding this Request for Proposals.

# Commonwealth of Virginia



## State Corporation Commission

### CERTIFICATE OF FACT

I Certify the Following from the Records of the Commission:

That AMN ALLIED SERVICES, LLC, a limited liability company formed under the law of DELAWARE, obtained a certificate of registration to transact business in Virginia from the Commission on April 3, 2006; and

That the limited liability company is registered to transact business in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

January 20, 2021

A handwritten signature in black ink, appearing to read "Bernard J. Logan".

---

Bernard J. Logan, Clerk of the Commission

# CERTIFICATE OF DISTINCTION

*has been awarded to*

AMN Healthcare, Inc.  
San Diego, CA

*for*  
Health Care Staffing  
*by*



The Joint Commission  
*based on a review of compliance with national standards.*

August 10, 2018

*Certification is customarily valid for up to 24 months.*

  
Craig W. Jones, FACHE  
Chair, Board of Commissioners

ID #404985  
Print/Reprint Date: 08/20/2018

  
Mark R. Chassin, MD, FACP, MPP, MPH  
President

The Joint Commission is an independent, not-for-profit national body that oversees the safety and quality of health care and other services provided in certified organizations. Information about certified organizations may be provided directly to The Joint Commission at 1-800-994-6610. Information regarding certification and the certification performance of individual organizations can be obtained through The Joint Commission's web site at [www.jointcommission.org](http://www.jointcommission.org).



AMA  
AMERICAN  
MEDICAL  
ASSOCIATION



This reproduction of the original certification certificate has been issued for use in regulatory/payer agency verification of certification by The Joint Commission. Please consult Quality Check on The Joint Commission's website to confirm the organization's current certification status and for a listing of the organization's locations of care.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>AMN ALLIED SERVICES LLC</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input checked="" type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>12400 HIGH BLUFF DRIVE</b></p> <p><b>6</b> City, state, and ZIP code <b>SAN DIEGO, CA 92130</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) <b>5</b></p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>Requester's name and address (optional)</p>
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## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
2	0	-	4	0	6	9	7	8	2

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Datun Mart</i>	Date ▶ 1-4-2021
------------------	--	-----------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

# AMN will provide evidence of required coverage upon award



## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
02/04/2021

**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 have ADDITIONAL INSURED provisions or 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).**

<b>PRODUCER</b> Aon Risk Insurance Services West, Inc. San Francisco CA Office 425 Market Street Suite 2800 San Francisco CA 94105 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (415) 486-7000      FAX (A/C. No.): (415) 486-7029 <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> AMN Healthcare, Inc. 12400 High Bluff Drive San Diego CA 92130-3077 USA	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Lexington Insurance Company</td> <td>19437</td> </tr> <tr> <td>INSURER B: Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER C: Arch Indemnity Insurance Company</td> <td>30830</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Lexington Insurance Company	19437	INSURER B: Arch Insurance Company	11150	INSURER C: Arch Indemnity Insurance Company	30830	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES      CERTIFICATE NUMBER: 570085968156      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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:			11466377	03/01/2020	03/01/2021	EACH OCCURRENCE      \$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)      \$300,000
							MED EXP (Any one person)      \$5,000
							PERSONAL & ADV INJURY      \$1,000,000
							GENERAL AGGREGATE      \$3,000,000
							PRODUCTS - COMP/OP AGG      \$1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY ( Per person)
							BODILY INJURY (Per accident)
							PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE
	DED    RETENTION						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			71WCI1005903	09/01/2020	09/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
C	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) <small>If yes, describe under DESCRIPTION OF OPERATIONS below</small>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A	WC (AOS) 74WCI1006003 WC (CA KY MN MO NY OR TX)	09/01/2020	09/01/2021	E.L. EACH ACCIDENT      \$1,000,000
							E.L. DISEASE-EA EMPLOYEE      \$1,000,000
							E.L. DISEASE-POLICY LIMIT      \$1,000,000
A	HPL			11466377 PL - Nurses/Allies	03/01/2020	03/01/2021	Each Claim      \$2,000,000 Aggregate      \$4,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Workers' Compensation program has a \$500,000 deductible. Evidence of Coverage.

<b>CERTIFICATE HOLDER</b>  AMN Healthcare, Inc. 12400 High Bluff Dr. San Diego CA 92130 USA	<b>CANCELLATION</b> 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  <div style="text-align: center; font-family: cursive; font-size: 1.2em;">                     Aon Risk Insurance Services West, Inc.                 </div>
---	---

Holder Identifier : 570085968156      Certificate No : 570085968156







# ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Insurance Services West, Inc.		NAMED INSURED AMN Healthcare, Inc.	
POLICY NUMBER See Certificate Numbe 570085968156		EFFECTIVE DATE:	
CARRIER See Certificate Numbe 570085968156	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

Full Named Insured Schedule:

AMN Healthcare Services, Inc. (AHS)  
 AMN Healthcare, Inc. (AMN)  
 AMN Services, LLC  
 DBA: American Mobile Healthcare  
 DBA: Medical Express  
 DBA: Preferred Healthcare Staffing  
 DBA: NurseChoice  
 DBA: RN Extend  
 DBA: Procertify  
 AMN Staffing Services, LLC  
 O' Grady-Peyton International (USA), Inc. (OGP)  
 O' Grady-Peyton International (USA), Inc. (Singapore Branch)  
 O' Grady-Peyton International (India) Ltd.  
 O' Grady-Peyton International Recruitment U.K. Ltd.  
 O' Grady-Peyton International (SA) (Proprietary) Ltd.  
 O' Grady-Peyton International (Australia) (Proprietary) Ltd.  
 O' Grady-Peyton International (Europe) Ltd.  
 The MHA Group, Inc. (MHA Group)  
 Merritt Hawkins & Associates, LLC  
 Merritt, Hawkins & Associates  
 Merritt, Hawkins & Associates of New Jersey, Limited Liability Company  
 Merritt, Hawkins & Associates, Inc.  
 Staff Care, Inc.  
 Med Travelers, Inc. (MTI)  
 Med Travelers, LLC  
 RN Demand, Inc. (RND)  
 DBA: MTI Staffing  
 Rx ProHealth, Inc.  
 Pharmacy Choice, Inc.  
 DBA: AMN Healthcare Recruitment Process Outsourcing  
 AMN Allied Services, LLC  
 AMN Healthcare Allied, Inc.  
 AMN Staffing Services, LLC  
 AMN Services of Ohio, Inc.  
 AMN Services of New Hampshire, LLC  
 Medfinders  
 Nursefinders, Inc.  
 Nursefinders, LLC  
 NF Investors, Inc.  
 NF Holdings Corporation  
 NF Acquisition Corporation  
 Nursefinders Acquisition Corporation  
 B.C.P., Inc. (divested 01/30/2012)  
 NF Services, Inc.  
 Linde Healthcare Staffing, Inc.  
 Jim Kendall and Associates, LLC  
 Staffco Holdings, Inc.  
 Club Staffing, LLC  
 Club Staffing, LLC  
 National Healthcare Staffing, LLC  
 M&E Affiliates, Inc. DBA: TVL Healthcare  
 Radiologic Enterprises, Inc. DBA: Resources On Call, LLC  
 Resources On Call, LLC  
 Nursefinders Restorative Care Services, Inc.  
 Nursefinders Acquisitions, LLC  
 Kendall & Davis  
 Pharmacy Choice, LLC  
 Rx ProHealth, LLC  
 DBA: AMN Services of Arizona  
 DBA: Worldview Healthcare, Inc  
 DBA: AMN Services of New Jersey Limited Liability Company  
 DBA: F/K/A Worldview Healthcare, Inc.

**ADDITIONAL REMARKS SCHEDULE**

AGENCY Aon Risk Insurance Services West, Inc.		NAMED INSURED AMN Healthcare, Inc.	
POLICY NUMBER See Certificate Numbe 570085968156			
CARRIER See Certificate Numbe 570085968156	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Full Named Insured Schedule:

DBA: AMN Staffing Services of New Jersey  
 DBA: Intech Staffing  
 DBA: Merritt, Hawkins and Associates of New York, LLC  
 DBA: Nursefinders of Alabama, LLC  
 DBA: Nursefinders of Arizona, LLC  
 DBA: Nursefinders of Missouri, LLC  
 DBA: Nursefinders of New York, LLC  
 DBA: Nursefinders of Rhode Island, LLC  
 Nursefinders of Vermont, LLC  
 Origin, Inc. DBA Shiftwise  
 Onward Healthcare, LLC  
 Onward Healthcare of Missouri, LLC  
 Onward Healthcare of New Jersey LLC  
 Onward Healthcare Staffing, LLC  
 Onward Healthcare, Inc.  
 Medefis, Inc.  
 Locum Leaders, LLC  
 Avantas, LLC  
 Shiftwise, Inc  
 DBA: Nursefinders of Cherry Hill  
 DBA: Nursefinders of Verona  
 DBA: Nursefinders of Wisconsin, LLC  
 DBA: Rx Pro Health of Michigan, LLC  
 DBA: Rx Pro Health of New Jersey Limited Liability Company  
 DBA: Rx Pro Health of Pennsylvania, LLC  
 DBA: Rx Pro Health of Tennessee, LLC  
 AMN Staffing Services of Alabama, LLC  
 Onward Healthcare Staffing  
 The First String Healthcare  
 MillicanSolutions  
 MillicanSolutions, LLC  
 B.E. Smith International  
 B.E. Smith, LLC  
 B.E. Smith Interim Services, LLC  
 B.E. Smith, Inc. of Kansas  
 Josem Holdings, Inc.  
 HealthSource Global Staffing  
 Healthsource Global Staffing Corporation  
 Peak Government Services, LLC  
 Peak Health Solutions, Inc. Of Louisiana  
 AMN Leadership Solutions, Inc.  
 AMN Vision Services, LLC  
 AMN workforce Solutions, LLC  
 Phillips DiPisa & Associates, LLC  
 Leaders for Today, LLC  
 DBA: Advanced Medical Personnel Services LLC  
 Stratus OPI, Inc.  
 Stratus Video, LLC.  
 Stratus Interpreting, LLC.  
 Stratus Audio, Inc.  
 Stratus InDemand, Inc.  
 B4Health, LLC  
 FKA MedPartners HIM, LLC  
 DBA: Advanced Medical Personnel Service, Inc.





**ADDITIONAL REMARKS SCHEDULE**

<b>AGENCY</b> MARSH RISK & INSURANCE SERVICES		<b>NAMED INSURED</b> AMN Healthcare, Inc. 12400 High Bluff Drive San Diego, CA 92130-3077	
<b>POLICY NUMBER</b>		<b>EFFECTIVE DATE:</b>	
<b>CARRIER</b>	<b>NAIC CODE</b>		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

Full Named Insured Schedule:

- AMN Healthcare Services, Inc. (AHS)
- AMN Healthcare, Inc. (AMN)
- AMN Services, LLC
- DBA: American Mobile Healthcare
- DBA: Medical Express
- DBA: Preferred Healthcare Staffing
- DBA: NurseChoice
- DBA: RN Extend
- DBA: Procertify
- AMN Staffing Services, LLC
- O' Grady-Peyton International (USA), Inc. (OGP)
- O' Grady-Peyton International (USA), Inc. (Singapore Branch)
- O' Grady-Peyton International (India) Ltd.
- O' Grady-Peyton International Recruitment U.K. Ltd.
- O' Grady-Peyton International (SA) (Proprietary) Ltd.
- O' Grady-Peyton International (Australia) (Proprietary) Ltd.
- O' Grady-Peyton International (Europe) Ltd.
- The MHA Group, Inc. (MHA Group)
- Merritt Hawkins & Associates, LLC
- Merritt, Hawkins & Associates
- Merritt, Hawkins & Associates of New Jersey, Limited Liability Company
- Merritt, Hawkins & Associates, Inc.
- Staff Care, Inc.
- Med Travelers, Inc. (MTI)
- Med Travelers, LLC
- RN Demand, Inc. (RND)
- DBA: MTI Staffing
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- DBA: AMN Healthcare Recruitment Process Outsourcing
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- AMN Services of Ohio, Inc.
- AMN Services of New Hampshire, LLC
- Medfinders
- Nursefinders, Inc.
- Nursefinders, LLC
- NF Investors, Inc.
- NF Holdings Corporation
- NF Acquisition Corporation
- Nursefinders Acquisition Corporation
- B.C.P., Inc. (divested 01/30/2012)
- NF Services, Inc.
- Linde Healthcare Staffing, Inc.
- Jim Kendall and Associates, LLC
- Staffco Holdings, Inc.



**ADDITIONAL REMARKS SCHEDULE**

<b>AGENCY</b> MARSH RISK & INSURANCE SERVICES		<b>NAMED INSURED</b> AMN Healthcare, Inc. 12400 High Bluff Drive San Diego, CA 92130-3077	
<b>POLICY NUMBER</b>		<b>EFFECTIVE DATE:</b>	
<b>CARRIER</b>	<b>NAIC CODE</b>		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

- Club Staffing, LLC
- Club Staffing, LLC
- National Healthcare Staffing, LLC
- M&E Affiliates, Inc. DBA: TVL Healthcare
- Radiologic Enterprises, Inc. DBA: Resources On Call, LLC
- Resources On Call, LLC
- Nursefinders Restorative Care Services, Inc.
- Nursefinders Acquisitions, LLC
- Kendall & Davis
- Pharmacy Choice, LLC
- Rx ProHealth, LLC
- DBA: AMN Services of Arizona
- DBA: Worldview Healthcare, Inc
- DBA: AMN Services of New Jersey Limited Liability Company
- DBA: F/K/A Worldview Healthcare, Inc.
- DBA: AMN Staffing Services of New Jersey
- DBA: Intech Staffing
- DBA: Merritt, Hawkins and Associates of New York, LLC
- DBA: Nursefinders of Alabama, LLC
- DBA: Nursefinders of Arizona, LLC
- DBA: Nursefinders of Missouri, LLC
- DBA: Nursefinders of New York, LLC
- DBA: Nursefinders of Rhode Island, LLC
- Nursefinders of Vermont, LLC
- Origin, Inc. DBA Shiftwise
- Onward Healthcare, LLC
- Onward Healthcare of Missouri, LLC
- Onward Healthcare of New Jersey LLC
- Onward Healthcare Staffing, LLC
- Onward Healthcare, Inc.
- Medefis, Inc.
- Locum Leaders, LLC
- Avantas, LLC
- Shiftwise, Inc
- DBA: Nursefinders of Cherry Hill
- DBA: Nursefinders of Verona
- DBA: Nursefinders of Wisconsin, LLC
- DBA: Rx Pro Health of Michigan, LLC
- DBA: Rx Pro Health of New Jersey Limited Liability Company
- DBA: Rx Pro Health of Pennsylvania, LLC
- DBA: Rx Pro Health of Tennessee, LLC
- AMN Staffing Services of Alabama, LLC
- Onward Healthcare Staffing
- The First String Healthcare
- MillicanSolutions
- MillicanSolutions, LLC
- B.E. Smith International
- B.E. Smith, Inc.
- B.E. Smith Interim Services, Inc.
- B.E. Smith, Inc. of Kansas



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<b>AGENCY</b> MARSH RISK & INSURANCE SERVICES		<b>NAMED INSURED</b> AMN Healthcare, Inc. 12400 High Bluff Drive San Diego, CA 92130-3077	
<b>POLICY NUMBER</b>		<b>EFFECTIVE DATE:</b>	
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**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

- Josem Holdings, Inc.
- HealthSource Global Staffing
- Healthsource Global Staffing Corporation
- Peak Government Services, LLC
- Peak Health Solutions, Inc. Of Louisiana
- AMN Vision Services, LLC
- AMN Workforce Solutions, LLC
- Phillips DiPisa & Associates, LLC
- Leaders for Today, LLC
- DBA: Advanced Medical Personnel Services LLC
- Stratus OPI, Inc.
- Stratus Video, Inc.
- Stratus Interpreting, LLC.
- Stratus Audio, Inc.
- Stratus InDemand, Inc.
- B4Health, LLC
- FKA MedPartners HIM, LLC
- DBA: Advanced Medical Personnel Service, Inc.



Thank you so much for your time and consideration regarding AMN Healthcare. We are exceedingly proud of the quality of service we offer, and we look forward to the opportunity of working with your school!

The AMN Healthcare Family