



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

DATE:	December 1, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Weapons Program for Youth and Parents for Juvenile Detention
CONTRACT NUMBER:	2391A
COMMODITY CODE:	952.67
CONTRACT PERIOD:	December 1, 2025 through November 30, 2026
RENEWAL OPTIONS:	One one-year renewal option through 2027
USER DEPARTMENT:	VJCCCA
Contact Name:	Letta Jones
Phone Number:	804-501-4418
Email Address:	JON245@henrico.gov
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	A New Legacy Family Services
Address:	900 St. James Street Suite 100
City, State:	Richmond, VA 23220
Contact Name:	Korinn Carter
Phone Number:	804-836-7212
Email address:	kcarter@anewlegacy.org
ORACLE SUPPLIER NUMBER:	400353
BUSINESS CATEGORY:	Small, Minority, Women Owned
PAYMENT TERMS:	Net 45
DELIVERY:	As needed and requested
FOB:	Destination
BUYER: Name:	Eileen M. Falcone, CPPB
Title:	Purchasing Manager
Phone:	804-501-5637
Email:	Fal51@henrico.gov

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.

**PRICE SCHEDULE**

**See Exhibit C2**



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF FINANCE  
PURCHASING DIVISION

Contract 2391A

Second Amendment

Second Amendment to the Non-Professional Services Contract 2391A (the "Second Amendment") dated October 28, 2025, between the County of Henrico, Virginia (the "County") and A New Legacy Family Services, LLC (the "Contractor"), amends the Non-Professional Services Contract between the County and the Contractor dated December 12, 2022 ("Contract").

Background

as amended by that First Amendment dated November 20, 2024

Pursuant to the Contract, the Contractor agrees to provide the County with a weapons program for youth and parents for Juvenile Detention.

On November 20, 2024, the parties renewed the Contract for an additional one-year period with a 3% increase in pricing and replaced Exhibit C with Exhibit C1

The parties wish to renew the Contract for an additional one-year period with a 3% increase and replace Exhibit C1 with Exhibit C2.

Accordingly, the parties agree as follows:

Amendment

1. The Contract is renewed for an additional one-year term beginning December 1, 2025 through November 30, 2026.
2. The Contract is amended to replace Exhibit C1 of the Contract with Exhibit C2, which is attached hereto and incorporated herein by reference.
3. Except as amended by this ~~First~~ <sup>Second</sup> Amendment, the Contract remains unchanged and in full force and effect.

To evidence the parties' agreement to this Second Amendment, each party has signed it on the date stated under that party's name.

A New Legacy Family Services, LLC  
900 St. James Street, Suite 100  
Richmond, VA 23220

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775

Signature

Signature

**Korinn Y. Carter, CEO**  
Printed Name and Title  
**10-17-25**  
Date

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO  
Purchasing Director  
**11/21/25**  
Date

APPROVED AS TO FORM  
**AS MODIFIED**  
  
Assistant County Attorney

**EXHIBIT C2**  
**Pricing 2025-2026**

<b>Category/Item</b>	<b>Cost</b>	<b>Total</b>
<b>Group Program</b>		
Youth Groups 10 – 2-hour sessions including community service session, graduation, and printed workbooks). Minimum of 3 Maximum of 15 participants	\$436.72	\$4,367.20
Parent Groups (4 – 2-hour sessions)	\$436.72	\$1,746.88
<b>Individual Program</b>		
Youth one-on-one program – 10 – 1-hour sessions. Include one community service session, graduation, and printed workbooks.	\$106/hour	\$1,060
Parent One-on-One program – 4 – 1-hour sessions	\$106/hour	\$424
<b>Other</b>		
Box lunch per participant and one parent/guardian for graduation	\$15	
Translation services	\$70/hour	



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

**Contract 2391A**

DEPARTMENT OF FINANCE  
PURCHASING DIVISION

**First Amendment**

**First Amendment to the Non-Professional Services Contract 2391A** (the “First Amendment”) dated November 20, 2024, between the County of Henrico, Virginia (the “**County**”) and A New Legacy Family Services, LLC (the “**Contractor**”), amends the Non-Professional Services Contract between the County and the Contractor dated December 12, 2022 (“**Contract**”).

**Background**

Pursuant to the Contract, the Contractor agrees to provide the County with a weapons program for youth and parents for Juvenile Detention.

The parties wish to renew the Contract for an additional one-year period with a 3% increase and add services to the pricing list.

The parties also agree to the following:

- allow for one make-up session per group session;
- provide VJCCA with attendance and sign-in reports within 24 hours of each group session instead of weekly; and
- a group shall consist of a minimum of 3 participants and a maximum of 15.

Accordingly, the parties agree as follows:

**Amendment**

1. The Contract is renewed for an additional one-year term beginning December 1, 2024 through November 30, 2025.
2. The Contract is amended to replace Exhibit C of the Contract with Exhibit C1, which is attached hereto and incorporated herein by reference.
3. The Contractor shall provide one make-up session per group and provide VJCCA with attendance and sign-in reports within 24 hours of each group session.
4. A group shall consist of at least 3 and a maximum of 15 participants.
5. Except as amended by this First Amendment, the Contract remains unchanged and in full force and effect.

To evidence the parties' agreement to this First Amendment, each party has signed it on the date stated under that party's name.

A New Legacy Family Services, LLC  
900 St. James Street, Suite 100  
Richmond, VA 23220



\_\_\_\_\_  
Signature

Korinn Y. Carter, CEO

\_\_\_\_\_  
Printed Name and Title

11/19/2024

\_\_\_\_\_  
Date

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775



\_\_\_\_\_  
Signature

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO

\_\_\_\_\_  
Purchasing Director

11/20/2024

\_\_\_\_\_  
Date

APPROVED AS TO FORM



\_\_\_\_\_  
Assistant County Attorney

**EXHIBIT C1**  
**Pricing 2024-2025**

<b>Category/Item</b>	<b>Cost</b>	<b>Total</b>
<b>Group Program</b>		
Youth Groups 10 – 2-hour sessions including community service session, graduation, and printed workbooks). Minium of 3 Maximum of 15 participants	\$424.36	\$4,243.60
Parent Groups (4 – 2-hour sessions)	\$424.36	\$1,697.44
<b>Individual Program</b>		
Youth one-on-one program – 10 – 1-hour sessions. Include one community service session, graduation, and printed workbooks.	\$103/hour	\$1,030
Parent One-on-One program – 4 – 1-hour sessions	\$103/hour	\$412
<b>Other</b>		
Box lunch per participant and one parent/guardian for graduation	\$15	
Translation services	\$70/hour	



A New Legacy Family Services  
 900 St. James Street, Suite 100  
 Richmond, VA 23220  
 Office: (804)269-0621  
 Fax: (804)452-7481  
 ANewLegacy.org

**Exhibit C**  
 Youth Weapons  
 2023-24 Pricing Sheet

<b>Line #</b>	<b>Category/Item</b>	<b>Cost</b>	<b>Total</b>
<b>1</b>	<b>Group Program</b>		
	Youth Groups (x10/2 hour sessions including community service session, graduation, and printed workbooks)	\$412	\$4120
	Parent Groups (x4/2 hour sessions)	\$412	\$1648
	<i>TOTAL:</i>		<b>\$5768</b>
<b>2</b>	<b>Individual Program</b>		
	Youth One-On-One (x10/1 hour sessions including community service session, graduation, and printed workbook)	\$100/hr	\$1000
	Parent One-On-One (x4/ 1 hour sessions)	\$100/hr	\$400
	<i>TOTAL:</i>		<b>\$1400</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>GROUP</u> PROGRAM+GRADUATION:</i></b>		<b>= \$5768</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>INDIVIDUAL</u> PROGRAM+GRADUATION:</i></b>		<b>= \$1400</b>



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Non-Professional Services Contract  
Contract No. 2391A**

This Non-Professional Services Contract (this "Contract") entered into this 12 day of December 2022, by A New Legacy Family Services (the "Contractor") and the County of Henrico, Virginia ("County").

**WHEREAS** the County has awarded the Contractor this Contract pursuant to Request for Proposals No. 22-2391-7EMF (the "Request for Proposals"), for Weapons Program for Youth and Parents for Juvenile Detention.

**WITNESSETH** that the Contractor and the County, 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 County as set forth in the Contract Documents.

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

**CONTRACT TERM:** The Contract term shall be for a period of one year beginning December 1, 2022 and ending November 30, 2023. The County may renew the Contract for up to four (4) one-year terms by giving 30 days' written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

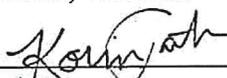
**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Non-Professional Services Contract between the County and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals;
3. Contractor's Best and Final Offer dated November 9, 2023 (**Exhibit A**);
4. Contractor's Original Proposal dated September 22, 2022 (**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.

A New Legacy Family Services  
900 St. James Street, Suite 100  
Richmond, VA 23220

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Korinn Y. Carter, CEO  
\_\_\_\_\_  
Printed Name and Title

Oscar Knott, CPP, CPPO, VCO  
\_\_\_\_\_  
Purchasing Director

\_\_\_\_\_  
Date

12/12/22  
\_\_\_\_\_  
Date

APPROVED AS TO FORM  
  
12/19/22  
\_\_\_\_\_  
ASSISTANT COUNTY ATTORNEY



Exhibit C

A New Legacy Family Services  
 900 St. James Street, Suite 100  
 Richmond, VA 23220  
 Office: (804)269-0621  
 Fax: (804)452-7481  
 ANewLegacy.org

Youth Weapons  
 Best and Final Pricing Sheet

Line #	Category/Item	Cost	Total
1	<b>Group Program</b>		
	Youth Groups (x10/2 hour sessions including community service session, graduation, and printed workbooks)	\$400	\$4000
	Parent Groups (x4/2 hour sessions)	\$400	\$1600
	<i>TOTAL:</i>		<b>\$5600</b>
2	<b>Individual Program</b>		
	Youth One-On-One (x10/1 hour sessions including community service session, graduation, and printed workbook)	\$100/hr	\$1000
	Parent One-On-One (x4/ 1 hour sessions)	\$100/hr	\$400
	<i>TOTAL:</i>		<b>\$1400</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS GROUP PROGRAM+GRADUATION:</i></b>		<b>= \$5600</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS INDIVIDUAL PROGRAM+GRADUATION:</i></b>		<b>= \$1400</b>

**Falcone, Eileen**

---

**From:** Korinn Carter <kcarter@anewlegacy.org>  
**Sent:** Wednesday, November 9, 2022 10:55 AM  
**To:** Falcone, Eileen  
**Cc:** Nikki Shaw - Buchanan  
**Subject:** Re: RFP 22-2391-7EMF  
**Attachments:** Youth Weapons FINAL Cost Proposal.docx

Good Morning,

Please see attached.

On Wed, Nov 9, 2022 at 10:03 AM Falcone, Eileen <[fal51@henrico.us](mailto:fal51@henrico.us)> wrote:

Good morning

Thank you for the information. We need to have some things clarified

1. The meals can be removed from the price list.
2. Under "Group Program" and Individual Program" in addition to what you have listed already these should include the following: One of these sessions will be a 2-hour community service session, printed workbooks and graduation ceremony. (as listed in your proposal)

Please send update price list to me by tomorrow morning at 10:00 a.m.

*Eileen M. Falcone, CPPB*

*Assistant Purchasing Division Director*

*804-501-5637*

*County of Henrico*

*Division of Purchasing*

*PO Box 90775*

*8600 Staples Mill Road*

*Henrico, VA 23273-0775*



---

**From:** Korinn Carter <[kcarter@anewlegacy.org](mailto:kcarter@anewlegacy.org)>  
**Sent:** Tuesday, November 8, 2022 10:42 PM  
**To:** Falcone, Eileen <[fal51@henrico.us](mailto:fal51@henrico.us)>  
**Cc:** Nikki Shaw - Buchanan <[nshaw@anewlegacy.org](mailto:nshaw@anewlegacy.org)>  
**Subject:** Re: RFP 22-2391-7EMF

Good Late Evening Eileen,

I hope you're well! Please see attached the answers to your additional questions, a final cost proposal, and the redacted RFP. Please let me know if the proposal is redacted in the way you need it to be, we thought it should only be the background check pages. Again, thank you for the opportunity!

With gratitude,

Korinn Y. Carter,

St. Luke Legacy Center  
900 St. James Street, Suite 100  
Richmond, VA 23220  
P: (804)441-5366  
F: (804)452-7481

"Enjoy the journey."

**IMPORTANT CONFIDENTIALITY NOTICE**

This communication, along with any attachment(s), is intended only for the use of the addressee and may contain confidential information. If you are not the intended recipient, any dissemination, distribution or copying of any information contained within or attached to this communication is strictly prohibited. If you have received this message in error, please notify the sender and destroy the original communication and its attachment(s).

**\_RedactedWeapons RFP.pdf**

On Thu, Nov 3, 2022 at 2:45 PM Falcone, Eileen <[fal51@henrico.us](mailto:fal51@henrico.us)> wrote:

Good afternoon

Attached is a letter with some additional questions the committee has regarding your proposal. Your response is due on Wednesday, November 9, by 3:00 p.m. as mentioned in the letter.

We look forward to hearing from you.

Thank you

*Eileen M. Falcone, CPPB*

*Assistant Purchasing Division Director*

*804-501-5637*

*County of Henrico*

*Division of Purchasing*

*PO Box 90775*

*8600 Staples Mill Road*

*Henrico, VA 23273-0775*



**From:** Korinn Carter <[kcarter@anewlegacy.org](mailto:kcarter@anewlegacy.org)>  
**Sent:** Wednesday, October 26, 2022 7:23 PM  
**To:** Falcone, Eileen <[fal51@henrico.us](mailto:fal51@henrico.us)>  
**Cc:** [nshaw@anewlegacy.org](mailto:nshaw@anewlegacy.org); Ra-Twoine Fields <[rfields@anewlegacy.org](mailto:rfields@anewlegacy.org)>  
**Subject:** Re: RFP 22-2391-7EMF

Good Evening Eileen,

We appreciate the opportunity to present today! We hope it was well received, and look forward to the additional questions you all may have. Please find our presentation attached in pdf format.

With gratitude,

Korinn Y. Carter,

St. Luke Legacy Center  
900 St. James Street, Suite 100  
Richmond, VA 23220  
P: (804)441-5366  
F: (804)452-7481

"Enjoy the journey."

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On Wed, Oct 26, 2022 at 2:57 PM Falcone, Eileen <[fal51@henrico.us](mailto:fal51@henrico.us)> wrote:

Thank you for the presentation today. I didn't seem to have Ra-Twonine's email address so I couldn't include him.

We would like to have a copy of the Power Point Presentation you did today. I will follow up next week with some additional questions.

Thank you

*Eileen M. Falcone, CPPB*

*Assistant Purchasing Division Director*

*804-501-5637*

*County of Henrico*

*Division of Purchasing*

*PO Box 90775*

*8600 Staples Mill Road*

*Henrico, VA 23273-0775*





A New Legacy Family Services  
 900 St. James Street, Suite 100  
 Richmond, VA 23220  
 Office: (804)269-0621  
 Fax: (804)452-7481  
 ANewLegacy.org

Youth Weapons  
 Best and Final Pricing Sheet

Line #	Category/Item	Cost	Total
1	<b>Group Program</b>		
	Youth Groups (x10/2 hour sessions including community service session, graduation, and printed workbooks)	\$400	\$4000
	Parent Groups (x4/2 hour sessions)	\$400	\$1600
	<i>TOTAL:</i>		<b>\$5600</b>
2	<b>Individual Program</b>		
	Youth One-On-One (x10/1 hour sessions including community service session, graduation, and printed workbook)	\$100/hr	\$1000
	Parent One-On-One (x4/ 1 hour sessions)	\$100/hr	\$400
	<i>TOTAL:</i>		<b>\$1400</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>GROUP</u> PROGRAM+GRADUATION:</i></b>		<b>= \$5600</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>INDIVIDUAL</u> PROGRAM+GRADUATION:</i></b>		<b>= \$1400</b>



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

DEPARTMENT OF FINANCE  
Purchasing Division

November 3, 2022

Ms. Korinn Y. Carter  
A New Legacy Family Services  
900 St. James Street, Suite 100  
[info@anewlegacy.org](mailto:info@anewlegacy.org)

RE: RFP 22-2391-7EMF- Weapons Program for Youth and Parents for Juvenile Detention

Dear Ms. Carter:

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. Redacted copy of your proposal submission. – some items in Tab 3 say confidential, however on Attachment D, Proprietary/Confidential Information on page 8 of your proposal, nothing is listed and there was not a redacted copy of the proposal included.
2. Responses to questions listed on Attachment A.

Please provide the above items by **3:00 p.m.** on Wednesday, **November 9, 2022**. A response via email attachment is sufficient.

If you have any questions, please contact me at 804-501-5637 or [fal51@henrico.us](mailto:fal51@henrico.us).

Sincerely,

Eileen M. Falcone  
Assistant Division Director

**ATTACHMENT A**  
**Questions for Clarification 22-2391-7EMF**

**Date: November 8, 2022**

1. In the submitted proposal, there is a Eastern location listed where services for this RFP will be provided. Provide information for the Western location that services for this RFP will be provided?

Kon-Nik Office Suites  
2590 Gaskins Rd, Suite C  
Richmond, VA 23238

2. Describe how your firm would ensure confidentiality of youth when they are completing the “community service” project.  
Agency will utilize professional content creator that will visually and audibly edit (block faces/distort voices) so that youth’s identities will remain confidential throughout life of the community service project. A new Instagram (social media) account with a new email will be created and controlled by agency; none of these will be connected to participating youth. Youth will not have access to passwords of either account. Youth, parents, hired media team, and program staff will sign a confidentiality agreement form explaining requirements of community service project.
3. There may be unique situations where the curriculum may need to be covered one on one with each family due to extenuating circumstances. This type of situation would consist of providing services one on one in lieu of a family participating in the group process. The VJCCCA Coordinator will advise of such circumstances. Proposals are to include the hourly cost for these individualized sessions. **Include this rate on your best and final pricing sheet.**  
*Please see final price sheet attached.*
4. Describe how the program being offered will encompass all usage of weapons during acts of violence, and not just firearm violence.  
Each week the topics, content, activities, and interventions will incorporate and focus on the totality of all weapon usage to include knives, body parts, bats (other blunt force objects), tasers, fireworks, brass knuckles, razors, mace, guns, and more. The program will provide open-ended questioning and interviewing to assess what weapons youth encounter and use, while assessing reasoning behind usage of various weapons during acts of violence. Program leaders will use different text, symbols, slang, pictures, song lyrics, and video clips to reference and discuss how any item can be turned into a weapon of violence with the right intent and context. This will connect directly to the CBT approach, assisting the youth with understanding the connection between their thoughts, feelings, and inclinations to violent actions.
5. Discuss how the program being offered will incorporate real life testimonies pertaining to the effects and consequences of gun violence. For example: role models, guest speakers, videos, etc. Program will utilize written text (books; newspaper articles; interviews), videos (interviews; forums; Tedx talks), and guest speakers (youth victims/perpetuators of violence; current gang

members; community members with felonies of violent charges; youth activists). All resources will be applied throughout the program and included when pertinent and aligned with various weekly topics. Roles models and guest speakers will also engage youth during the community service project, offering their own experiences as content. A mini-panel will be utilized during one week to engage 2-3 guest speakers and allow youth to ask open-ended questions in a safe and confidential space.

6. Provide an all-inclusive price per program to include all items listed below. The maximum number of youth participants would be 15 and the maximum number of parents would be 15.
  - Youth – 10 two-hour sessions (one of which is the Community Service project listed below)
  - Parent – 4 two-hour sessions
  - Community Service Project – 2 hours (no photographer, videographer, or Social Media Creator)
  - Printed workbooks
  - Participant gift

TOTAL COST PER PROGRAM = \$5600



A New Legacy Family Services  
 900 St. James Street, Suite 100  
 Richmond, VA 23219  
 Office: (804)269-0621  
 Fax: (804)452-7481  
 ANewLegacy.org

Youth Weapons  
 Best and Final Pricing Sheet

Line #	Category/Item	Cost	Total
1	<b>Group Program</b>		
	Youth Groups (x10/2 hour sessions)	\$400	\$4000
	Parent Groups (x4/2 hour sessions)	\$400	\$1600
	<i>TOTAL:</i>		<b>\$5600</b>
2	<b>Individual Program</b>		
	Youth One-On-One (x10/1 hour sessions)	\$100/hr	\$1000
	Parent One-On-One (x4/ 1 hour sessions)	\$100/hr	\$400
	<i>TOTAL:</i>		<b>\$1400</b>
3	<b>Graduation (billed separately)</b>		
	Catered Box Meal for Participants and Parents (x15 participants+15 parents)	\$15/pp	\$450
	Catered Box Meal for Participants and Parents (x1 participant+1 parent)	\$15/pp	\$30
	<i>TOTAL:</i>		<b>\$225</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>GROUP</u> PROGRAM+GRADUATION:</i></b>		<b>= \$6050</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>INDIVIDUAL</u> PROGRAM+GRADUATION:</i></b>		<b>= \$1430</b>



A New Legacy Family Services  
900 St. James Street, Suite 100  
Richmond, VA 23219  
Office: (804)269-0621  
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[ANewLegacy.org](http://ANewLegacy.org)



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## **Table of Contents**

**TAB 1 – INTRODUCTION AND SIGNED FORMS..... 2**

COVER LETTER..... 3

ATTACHMENT A..... 5

ATTACHMENT B..... 6

ATTACHMENT C..... 7

ATTACHMENT D..... 8

**TAB 2 – STATEMENT OF THE SCOPE ..... 9**

**TAB 3 – ORGANIZATION OVERVIEW, QUALIFICATIONS, AND EXPERIENCE..... 13**

REFERENCES..... 16

**STAFF QUALIFICATIONS, RESUMES, AND LICENSES..... 17**

SHERRON “NIKKI” SHAW..... 18

JESSICA HILL..... 31

RA-TWOINE FIELDS..... 49

**TAB 4 – SERVICE APPROACH / IMPLEMENTATION OF SERVICES ..... 59**

**TAB 5 – PRICING AND COST PROPOSAL..... 70**

**TAB 6 – APPENDICES..... 72**

CERTIFICATES OF INSURANCE..... 73

DBHDS LICENSE..... 73

CURRENT LITERATURE REVIEW..... 82



**A New Legacy Family Services**  
900 St. James Street, Suite 100  
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Office: (804) 441-5366 ext. 1  
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## TAB 1 – INTRODUCTION AND SIGNED FORMS



**A New Legacy Family Services**  
900 St. James Street, Suite 100  
Richmond, VA 23220  
Office: (804) 441-5366 ext. 1  
Fax: (804) 452-7481  
[www.anewlegacy.org](http://www.anewlegacy.org)

3

Oscar Knott, CPP, CPPO, VCO

Purchasing Director

County of Henrico

RFP No. 20-2025-7JOK

Youth Groups – “CONTROL THE NARRATIVE”

## COVER LETTER

September 23, 2022

A New Legacy Family Services LLC. seeks to fill the need that the population of youth who have been identified as having an inclination/risk of violence and in need of support in the Henrico County area. This population also directly includes the parents or guardians of youth.

According to the 2021 report from the Division of Violence Prevention of the National Center for Injury Prevention and Control (NCIPC):

*“Firearm violence is a serious public health problem that impacts the health and safety of Americans. Important gaps remain in our knowledge about the problem and ways to prevent it. Addressing these gaps is an important step toward keeping individuals, families, schools, and communities safe from firearm violence and its consequences.”*

The programming model outlined within this proposal details how A New Legacy Family Services LLC plans to provide an evidence-based holistic program that will consist of ten weekly meetings of two-hour sessions to a referred group of “at promise” youth with four separate concurrent sessions for the parent or guardian. Each session will include structured programming, cognitive behavioral interventions, interactive learning environments, trauma-informed approaches, strength-based programming, holistic interventions, experienced staff, individual mentoring and positive exposure/representation such as cultural, professional, and recreational. This model has been built on the Cognitive Behavioral Therapy model, and will be fueled by the undeniably effective method of holistic and humanistic mentorship. This model also has a utilitarian pragmatic approach. Each session will be facilitated by mental health professionals who are trained and experienced in theory/practice, but who are also trained individuals with experience and knowledge of street culture and firearm culture.

The 2016 study, “Hitting the Streets: Youth Involvement as Adaptive Well-Being”, examined how street related activities can actually be seen as protective measures and adaptive responses to underserved environments. The research presented:

- “more complex understandings of youth’s street involvement require deeper knowledge about its adaptive and varied nature, which can benefit educational researchers and practitioners in more effectively supporting these young people in achieving long-term well-being”



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4

- evidence to show how street related activities can actually be seen as protective measures and adaptive responses to underserved environments
- evidence to support the hypothesis that street activities are used to “intentionally address a variety of needs and desires”, and this could be shaped by neighborhood influences or other motivating factors/orientations to include: escapist, survivalist, and aspirational

The 2021 study, “Street Culture and Gun Violence: Exploring the Reputation-Victimization Paradox”, examined the triggers, causes, and cognitive reasoning behind youth’s use of violence and particularly gun violence. The article provides information and research context for why individuals in certain areas are more likely to use firearms: fear of payback, respect label, and fear of other having a firearm.

- “Black male offenders are significantly more likely to use a gun in the commission of an aggravated assault when the offense takes place in a contextual environment in which street culture is more likely to be entrenched.”
- “This study explored intricacies of street code and culture as they relate to gun violence involving Black male offenders and provides preliminary empirical support for the reputation–victimization paradox.”

A New Legacy is committed to providing evidence-based programming to determine the effectiveness of its program which includes data collection on the following, retention of the information taught, attendance in school, behavioral reports, reduction of violent engagement, academic achievement, and positive value changes. With the wraparound program approach, parents will also be provided with the support they need to maintain their youth’s gains, and encourage their success throughout the program, and after graduation.

A New Legacy believes that “controlling the narrative at the root leads to good fruit” and with the opportunity to equip youth with the tools they need to overcome their adversities, learn from their mistakes, identify triggers to patterned behaviors, manage their environments, realign with community-oriented goals, and be empowered to make better daily decisions for themselves, we can begin to shift the narrative of youth violence. With the chance to reach as many Henrico County youth as possible with this contract, we will be fostering the next generation of leaders, innovators, community members, mentors, and positive narrative creators in the Central Virginia region.

Korinn Y. Carter  
Chief Executive Officer  
A New Legacy Family Services  
900 St James St. Ste 100  
Richmond, VA 23220



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**ATTACHMENT A**

**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. 22-2391-7EMF Weapons Program for Youth and Parents for Juvenile Detention.

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 NOT USE TRADE NAME):
A New Legacy Family Services
ADDRESS:
900 St James Street, Suite 100
Richmond, VA 23220
FEDERAL ID NO: 47-5245792
SIGNATURE:
NAME OF PERSON SIGNING (PRINT): Korinn Y. Carter
TITLE: Chief Executive Officer
TELEPHONE: (804) 441-5366 ext.1
FAX: (804) 452-7481
EMAIL ADDRESS: info@anewlegacy.org
DATE: September 22, 2022



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**ATTACHMENT B**

**ATTACHMENT B  
 BUSINESS CATEGORY CLASSIFICATION FORM**

Company Legal Name: A New Legacy Family Services

This form completed by: Signature: [Signature] Title: Chief Executive Officer

Date: 9/22/2022

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.  
 \_\_\_\_\_ NUMBER \_\_\_\_\_ 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.



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## ATTACHMENT C

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

**The Offeror:**

is a corporation or other business entity with the following SCC identification number:  
S5820545 \_\_\_\_\_ **-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:



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**ATTACHMENT D**

**ATTACHMENT D  
 PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF OFFEROR: A New Legacy Family Services

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
Tab 3 Staff Qualifications	29 - 30	Staff's name, social, and reference ID redacted from confidential background check.
	47 - 48	Staff's name, social, and reference ID redacted from confidential background check.
	58	Staff's name, social, and reference ID redacted from confidential background check.



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## TAB 2 – STATEMENT OF THE SCOPE



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A New Legacy Family Services (ANLF) shall provide all labor, materials, equipment, supervision and counseling services for the purpose of providing youth group programming to address the underlying reasons for delinquent and unhealthy behavior with weapons before Intake or the Court. The program “CONTROL THE NARRATIVE” will be facilitated by three highly qualified mental health professionals:

Ra-Twoine Fields is a Qualified Mental Health Professional (QMHP-A/C), Clinical Psychology PhD student and training psychotherapist. He is currently studying the effects of firearm safety programming on youth gun violence, particularly in underserved communities in VA. He has 11 years-experience in the field of psychology. He maintains over 15 years of mentoring and community engagement across NJ and VA. He is passionate about working with youth, especially males, affected and inclined to firearm usage. He is a certified firearms instructor and defense literacy agent.

Sherron “Nikki” Shaw is a Licensed Professional Counselor (LPC) and Certified Substance Abuse Counselor (CSAC) that has over 15 years of experience providing therapeutic services to individuals of all ages affected by mental health, substance use disorders and behavioral health issues. She has extensive experience with group facilitation including relapse prevention, intensive outpatient, co-occurring disorders, parenting, anger management, domestic violence as well as trauma and recovery.

Jessica Hill is a Licensed Master Social Worker (LMSW) and Qualified Mental Health Professional (QMHP-C) that has over 5-years of experience providing individual and group counseling services for adolescents and their families. She is passionate about working with families to learn ways to stabilize and improve the dynamics within their families.



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“Control the Narrative” Specific Program Requirements

1. ANLF shall provide ten weekly two-hour sessions for youth and four weekly two-hour sessions for their parents or legal guardians as described below in the course descriptions. ANLF shall utilize an evidence-based curriculum that emphasizes cognitive behavioral strategies, trauma-informed, and strength-based programming. The participating clients will be juveniles and will be referred from the 14<sup>th</sup> CSU (diversion and probation) and/or ordered by the HCJDRDC to attend these groups.
2. Services shall include, but shall not be limited to:
  - a. ANLF will facilitate a maximum of ten groups per fiscal year unless prior approval is secured in advance by the VJCCCA Coordinator. ANLF staff will be flexible to meet the need of the clients and meet with individual families as needed if they are unable to participate in the group process. may be unique situations where the curriculum may need to be covered one on one with each family due to extenuating circumstances.
  - b. Clients referred to these groups will be before the Court or Intake on a petition alleging a Delinquent Offense or Child in Need of Supervision, and meet VJCCCA program admission criteria.
  - c. Clients will participate in a two-hour community service-related activity that will be supervised by two ANLF staff.
  - d. ANLF staff will provide in-sight staff supervision of all attendees while active in groups and will focus on teaching, enhancing and modeling appropriate and clear communication to address group topics;
  - e. ANLF staff will assist parents/legal guardians in how to effectively acknowledge and develop mutual support of their child’s feelings;
  - f. ANLF staff will provide an opportunity for all participants to examine family value systems and family roles by encouraging them to practice learned skills;
  - g. ANLF Staff will evaluate each family's level of participation and present functioning, and making clinical recommendations, if deemed necessary, in the discharge summary;
    - i. Staff will include various teaching modalities to include discussion, interactive role-play, homework, appropriate videos, guest speakers, coaching and modeling behavior.
  - h. ANLF Staff will send out notifications to families at least two weeks prior to group starting, to include dates and times of groups, location, map and any other information as per the VJCCCA Coordinator. Letters will be sent to VJCCCA Office for review one week prior to mailing to each family.
    - i. ANLF staff will contact families by phone at least one week prior to the group starting to remind them of group logistics.



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12

- i. ANLF staff will provide attendance and progress reports to VJCCCA office on a weekly basis. Staff will notify VJCCCA of client absences and non-compliance within 24 hours after each group session.
- j. ANLF staff will complete a written discharge summary including all required information on all families within 2 weeks of the group end date.
- k. ANLF staff will be available to assist families by telephone 24 hours a day, seven days per week while group is in process.
- l. ANLF staff will attend any court hearing upon the request of the Court.
- m. ANLF staff will provide the VJCCCA Coordinator with a copy of the curriculum used and any subsequent modifications to the program prior to implementation.
- n. ANLF staff will ensure that written program evaluations completed at the end of the 10<sup>th</sup> session.



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## TAB 3 – ORGANIZATION OVERVIEW, QUALIFICATIONS, AND EXPERIENCE



### **A New Legacy Family Services**

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A New Legacy Family Services, LLC was created in November 2015 to meet the immediate need of a family located in Hopewell, VA. Korinn Y. Carter founded A New Legacy to stabilize and maintain a Hopewell family that she had been servicing for no compensation for over 6 months. Korinn's qualifications and experiences as a Qualified Mental Health Professional- Child and Adult prompted her to found the company and provide wraparound comprehensive services that best suited the entire needs of the family. Parental Support and Therapeutic Mentoring were offered to a grandmother who was the Legal Guardian and sole provider of her 3 granddaughters – all of which had been diagnosed with behavioral and mental health disorders. The eldest granddaughter had been frequently involved with the Department of Juvenile Justice and Virginia Juvenile Community Crime Control Act in Hopewell, had spent several days at Crater Juvenile Detention Center, a short-term stay at Poplar Springs, had been serviced by numerous providers (outpatient therapy, case management, Intensive In-Home, Therapeutic Day Treatment, and psychiatric services), and finally a 9-month out-of-home placement at Hallmark Youth Care before she was assigned as Korinn's mentee in April 2015 as part of her transitional services. Within 6 months, all providers and departments involved saw a phenomenal marked improvement and A New Legacy was granted a 12-month contract to continue providing services to the community at large. From there, A New Legacy has provided and continues to provide these one-on-one services to youth and families in the Hopewell area, and has since expanded to the Greater Richmond area.

A New Legacy staff hired are properly trained in accordance with the standards of the Department of Behavioral Health and Developmental Services, Office of Licensing of Virginia to ensure that they are fully equipped to administer quality care to all youth. This includes but is not limited to Behavioral Management Training, First Aid/CPR Training, and Human Rights Training – and will hold all of the required up to date certifications to provide these services. They will also be trained on the Policies and Procedures and evidenced based practices of A New Legacy and operate within those parameters to provide the above-mentioned services.

A New Legacy Family Services LLC employs Qualified Mental Health Professionals (QMHP-C/A) who are experienced with children with behavioral and mental health diagnoses and their families. As defined by the Department of Behavioral Health and Developmental Services, Office of Licensing of Virginia, a QMHP-C is a person in the human services field who is trained and experienced in providing psychiatric or mental health services to children who have mental illness. To qualify as a QMHP-C, the individual must have the designated clinical experience and must either:

- (i) be a doctor of medicine or osteopathy licensed in Virginia;*
- (ii) have a master's degree in psychology from an accredited college or university with at least one year of clinical experience with children and adolescents;*
- (iii) have a social work bachelor's or master's degree from an accredited college or university with at least one year of documented clinical experience with children or adolescents;*
- (iv) be a registered nurse with at least one year of clinical experience with children and adolescents;*
- (v) have at least a bachelor's degree in a human services field or in special education*



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15

*from an accredited college with at least one year of clinical experience with children and adolescents, or  
(vi) be a licensed mental health professional.*

A Licensed Mental Health Professional (LMHP) will facilitate the Parent Support Program to provide an extra layer of clinical service by conducting the comprehensive assessments at the initiation of services, creation of the Individualized Service Plan (ISP) for each youth, facilitate monthly and as needed clinical supervision for S2S Mentors (QMHP-C's). LMHP will also serve as the care coordination component of the "CONTROL THE NARRATIVE" program, to ensure that the youth are connected to the proper resources and providers for any other service not provided by ANLF that is needed (*see Appendix for LMHP resume*). The wraparound mental health services will include (but not limited to) individual outpatient therapy, group therapy, substance abuse counseling, family counseling, anger management therapy, parenting classes, and trauma-focused therapy.



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16

## REFERENCES

**Terrie H. Hailey, M.Ed**  
**Director of Elementary Education**  
**Caroline County Public Schools**  
**16261 Richmond Turnpike**  
**Bowling Green, VA 22427**  
**804.633.5088 Office**  
**Email: thailey@PCPS.us**

2022-Current: We have been providing Therapeutic Day Treatment services to Caroline County Public Schools since February 2022.

**Deborah Nedervelt**  
**Senior Management Specialist**  
**Henrico VJCCCA**  
**County of Henrico, Virginia**  
**4201 East Parham Road**  
**Henrico, VA 23273**  
**804.501.4418 Office / 804-467-9922 Cell / 804-501-7377 Fax**  
**Email: ned@henrico.us**

2020-Current: We are currently working with Henrico County to facilitate their women's empowerment group "PEARLS" program with VJCCCA.

**Constance M. Towns**  
**Juvenile Services Coordinator**  
**Hopewell VJCCCA**  
**100 E. Broadway, Suite G05**  
**Hopewell, VA 23860**  
**804-541-2263 Office / 804-898-1965 Cell / 804-541-2313 Fax**  
**Email: constance.towns@djj.virginia.gov**

2014 – Current: We have worked closely together on a variety of cases of juveniles that are before the Hopewell court. Ms. Towns is a consistent referral source. We facilitated our "Chase Dreams Not Boys" 12-week girls empowerment program after school with each grade level of Carter G. Woodson Middle school years 2015 and 2016 funded by FAPT. We have facilitated a variety of mentoring programs and groups in the summer and after school in the city of Hopewell consistently since 2014.

**Corey Taylor**  
**Principal**  
**Cristo Rey High School**  
**304 N Sheppard Street**  
**Richmond, VA 23221**  
**(804) 840-3071 cell**  
**Email: ctaylor@crstoreyrichmond.org**

2021-2022: We facilitated an after school women's focused social emotional learning group. We have also facilitated youth and staff development workshops.



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## STAFF QUALIFICATIONS, RESUMES, AND LICENSES

**Sherron “Nikki” Shaw-Buchanan**, a native of Richmond, VA, is a graduate of Radford University, where she received her Bachelor of Science degree in psychology with a minor in criminal justice. She later received her Master’s degree in rehabilitation counseling with dual specializations in mental health and substance abuse from Virginia Commonwealth University. Nikki has over 15 years of experience providing therapeutic services to individuals of all ages affected by mental health, substance use disorders and behavioral health issues. She has served as Clinical Director, Director of Outpatient Services and Program Development Director for various community-based programs. She has nine years of post-licensure experience serving diverse populations with mental health, intellectual disabilities, substance abuse or co-occurring disorders to include individual, group and crisis counseling services. For the last eight years, she has provided clinical supervision for LPC & CSAC residents seeking licensure and certification through the VA Board of Health Professions. Nikki utilizes an empowering, participatory management style that encourages accountability, teamwork and continuous growth of professional skills.

**Jessica P. Hill** is a 2020 Master of Social Work graduate, of the Morgan State University School of Social Work. Throughout her two-year journey at Morgan State University, Jessica became a member of the leadership program, Urban Women Leader on the Rise (UWRL) a program dedicated to developing knowledge and skills in urban community engagement, advocacy, cultural competence, and advancing healthy life choices. Following this, Jessica is also a member of the Morgan State Chapter of National Association of Black Social Workers. In addition to this, Jessica is the founder of a community-based organization Creating A Better Me, LLC, whose mission to uplift, inspire, and educate young women to reach their greatest potential. Through this, Jessica is a mentor, motivational speaker, and community advocate. Currently, Jessica is a Licensed Master Social Worker, an Intensive In-Home Counselor, and a research assistant for a Licensed Clinical Social Worker in the Baltimore area, where she researches topics to enhance the knowledge within mental health, utilizing the clinical perspective. Jessica is a visionary on the rise who lives by her motto, “If everyone does a little, NO one has to do a lot!”

**Ra-Twoine Fields** is a Qualified Mental Health Professional (QMHP-A/C), Clinical Psychology PhD student and training psychotherapist. He is currently studying the effects of firearm safety programming on youth gun violence, particularly in underserved communities in VA. He has 11 years-experience in the field of psychology. He maintains over 15 years of mentoring and community engagement across NJ and VA. He is passionate about working with youth, especially males, affected and inclined to firearm usage. He is a certified firearms instructor and defense literacy agent.



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## SHERRON "NIKKI" SHAW

### **Sherron "Nikki" Shaw, LPC, CSAC, ADS**

[nshaw@anewlegacy.org](mailto:nshaw@anewlegacy.org)

(804) 690-1879

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#### **Licensed Professional Counselor**

- Over 10 years of program development and clinical consulting experience focused on providing therapeutic services to individuals of all ages affected by mental health, substance use disorders and behavioral health issues
- 8 years of experience as an agency wide Clinical Director for various community-based services
- 10 years of post-licensure experience serving diverse populations with mental health, intellectual disabilities, substance abuse or co-occurring disorders to include individual, group and crisis counseling services
- 8 years of providing clinical supervision for LPC and CSAC residents seeking licensure and certification through the Virginia Board of Health Professions
- Effectively utilizes an empowering, participatory management style that encourages accountability, teamwork and continuous growth of professional skills

#### **Professional Experience**

##### **04/18-Present Chief Clinical Officer**

A New Legacy Family Services

Richmond, VA

- Responsible for the development, structure and management of all aspects of clinical services in throughout the agency
- Implements the clinical structure for staff, facilitates clinical staffing and staff trainings for professional development
- Manages Clinical Supervisors to ensure that internal chart audits, external Medicaid Audits and Office of Licensing Audits are managed appropriately & client charts are in compliance with DMAS & DBHDS standards
- Revises Policies and Procedures manual related to providing clinical services in accordance with DMAS and DBHDS standards and implements change with staff by facilitating trainings
- Provides LPC and CSAC supervision for Residents in Counseling, reviews clinical documentation and observes individual facilitation skills to provide feedback
- Responsible for recruiting, interviewing, hiring, training and supervising qualified clinical staff including clinical supervisors and community-based staff

##### **08/19-04/21 Clinical Services Manager**

Richmond Police Department

Richmond, VA

- Responsible for the development and implementation of the Health & Wellness Services Unit for the entire agency including four Precincts, Training Academy and Headquarters
- Responsible for creating standard operating procedures and clinical documentation related to providing clinical services in accordance City of Richmond and VA Department of Health Professions standards
- Responsible for recruiting, interviewing, training and supervising qualified staff including clinicians, administrative assistants and interns
- Facilitated clinical trainings for professional development and psychoeducational/support groups for staff and their families regarding healthy relationships, stress management, signs/symptoms of trauma, parenting and maintaining physical & emotional wellness
- Provided outpatient therapy services for all RPD staff including sworn officers, civilian staff and police recruits



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Fax: (804) 452-7481  
www.anewlegacy.org

Sherron N. Shaw Buchanan

---

12/18-06/19 **Program Development Director**

Therapeutic Alliance

Richmond, VA

- Responsible for the development and implementation of new community-based service programs across seven locations
- Created and revised policies and procedures related to providing clinical services in accordance with DMAS and DBHDS standards
- Implemented the clinical structure for therapists and community-based staff, facilitates clinical staffing and staff trainings for professional development
- Responsible for recruiting, interviewing, hiring, training and supervising qualified clinical staff including clinical supervisors, clinicians and therapists
- Provided LPC and CSAC supervision for Residents in Counseling, reviewed clinical documentation and observed individual facilitation skills to provide feedback
- Responsible for planning and implementing community events and professional development trainings to build partnerships with community providers

09/16-12/18 **Outpatient Services Director**

Family Insight, PC

Richmond, VA

- Responsible for the development, structure and management of all aspects of outpatient therapy services in nine sites throughout the agency for children, adults, couples and families
- Served as a member of the Senior Management Team and provided clinical oversight for community-based programs including Outpatient Therapy (Mental Health/Substance Use), Intensive In Home, Mental Health Skill Building and Crisis Stabilization
- Managed all agency wide operations regarding Telehealth and Psychiatric Medication Services
- Established agency wide Intensive Outpatient services for substance use and co-occurring disorders in accordance with ASAM criteria under the DMAS ARTS program
- Provided LPC and CSAC supervision for Residents in Counseling, reviews clinical documentation and observes individual facilitation skills to provide feedback
- Implemented the clinical structure for outpatient services staff, facilitates clinical staffing and staff trainings for professional development
- Served on senior management CARF task force to prepare agency for the accreditation survey by providing clinical training, creating, revising and implementing policies and procedures in accordance with CARF standards while maintaining compliance with DMAS and DBHDS standards

8/13-9/16 **Director of Clinical Services**

Hope, Unity, Freedom Center, LLC

Richmond, VA

- Developed the structure and managed of all clinical aspects of the Psychosocial Rehabilitation programs in five sites for over 400 adults with chronic and severe mental health diagnosis, mild intellectual disability and/or co-occurring disorders
- Managed Clinical Compliance Specialist & up to 10 Clinical Coordinators in 5 sites to ensure that internal chart audits, external Medicaid Audits and Office of Licensing Audits are managed appropriately & client charts are in compliance with DMAS & DBHDS standards
- Provided LPC supervision for two residents in counseling, review clinical documentation, observe group & individual facilitation skills to provide feedback
- Implemented the clinical structure for management & staff, facilitates clinical staffing and staff trainings
- Created monthly group activity calendars based on levels of functioning in addition to the development and revision of clinical documentation
- Revised Policies and Procedures manual related to providing clinical services in accordance with DMAS and DBHDS standards and implements change with staff by facilitating trainings
- Provided support to clients as they strive to achieve their goals, teaching/encouraging them to advocate for themselves and encouraging them to reach new levels of independence



## A New Legacy Family Services

900 St. James Street, Suite 100

Richmond, VA 23220

Office: (804) 441-5366 ext. 1

Fax: (804) 452-7481

www.anewlegacy.org

Sherron N. Shaw Buchanan

- 
- 5/12-8/13     **Program Manager**  
Hope, Unity, Freedom Center, LLC     Richmond, VA
- Managed daily operations of two Psychosocial Rehabilitation sites by ensuring that all structured and scheduled services commence at the designated time frames
  - Maintained/assigned caseload of clients and case management duties, provided quality assurance/improvement reviews on assigned client's charts
  - Supervised 7 case managers & program nurse in addition up to 10 part time case managers & interns
  - Coordinated staff meetings, staff scheduling, provided professional staff trainings, processed all company related business calls and inquiries during the absence of the Executive Director
  - Provided clinical supervision for 2 case managers by conducting documentation audits, observing group facilitation skills and providing additional training on clinical documentation

- 4/10-5/12     **Substance Abuse Clinician II**  
Richmond Behavioral Health Authority     Richmond, VA
- Provided individual, group and crisis counseling for adult offenders with mental health, intellectual disability and/or substance abuse issues
  - Supervised counselors by observing group facilitation skills, reviewing completed assessments and conducting chart audits
  - Facilitated early recovery, relapse prevention, women's trauma and recovery and intensive outpatient counseling groups
  - Conducted mental health and substance abuse assessments, determined programming & services rendered for clients, individualized service planning, documented group participation and progress, provided Probation Officers with monthly progress reports and absence notification
  - Monitored psychotropic medications management for offenders as needed
  - Assisted clients in locating resources to obtain housing, mental health services, medical assistance, medication management, employment, financial assistance and pursue education

### Education

- 08/2002-12/2004     **Virginia Commonwealth University**     Richmond, VA  
**Masters of Science, Rehabilitation Counseling**  
Specializations: *Mental Health & Substance Abuse*
- 09/1998-05/2002     **Radford University**     Radford, VA  
**Bachelor of Science, Psychology**     Minor: *Criminal Justice*

### Certifications/Trainings

Licensed Professional Counselor (LPC), Certified Substance Abuse Counselor (CSAC), Auricular Detoxification Specialist (ADS), VA Board of Counseling Registered Clinical Supervisor, CPR/First Aid Certification, Handle with Care Behavior Management Certification, TOVA Behavior Management Certification, Trauma & Resilience Facilitator Training, DBT Certificate Training, Family Violence Facilitator, Anger Management Facilitator, Acceptance & Commitment Therapy (ACT), Parenting with Love & Logic Training, Auricular Detoxification Specialist Training, Trauma Specific Treatment for Women with Co-Occurring Disorders, Effective Group Counseling Skills for Treating Persons with Co-Occurring Disorders, Dialectical Behavior Therapy, Evidence Based Practices, Motivational Interviewing, SMART ISP Goals & Measurable Treatment Objectives, Criminal Thinking & Psychopathy, Impact of Trauma on Law Enforcement, Grief Counseling and Treatment in a Pandemic of Loss



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Division/Department	Intensive In-Home Program
Location	Community
Job Title	Clinical Director
Reports to	Chief Executive Officer

Type of position:	Hours <u>n/a</u> week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt (Salaried)
<input type="checkbox"/> Part-time	<input type="checkbox"/> Non-Exempt (Hourly)
<input type="checkbox"/> Contractor	
<input type="checkbox"/> Intern	

**JOB PROFILE / DESCRIPTION**

Intensive In-Home Clinical Director is responsible for providing clinical oversight and staff supervision to assigned counselors.

**DUTIES AND RESPONSIBILITIES**

- Review resumes of potential employees, conduct interview as needed and offer employment to qualified applicants.
- Maintain an accurate list of all cases and due dates of all documentation.
- Conduct all required employee evaluations.
- Maintains all necessary personnel records and ensures information is current and updated regularly.
- Meets every week with counselors to provide clinical supervision, guidance, assess dynamics and needs of each case, determine the appropriateness of therapeutic strategies, and assess progress of service delivery and planning
- Plans and facilitates monthly peer supervision meetings
- Reviews client files to ensure proper and complete documentation of actions and services
- Prepares written diagnostic assessments, assessing clients from multiple perspectives, including family functioning, psychological/emotional, social, academic, medical, behavioral, substance abuse, skills, strengths, barriers to economic self-sufficiency, treatment history, and others, and utilizing various assessment instruments
- Reviews and approves assessments completed by LMHP Supervisors / Residents within 24 hours of completion
- Facilitates wraparound team meetings to enlist existing supports in determining and meeting service objectives and to identify additional resources and supports
- Prepares written service plan, incorporating input from clients, involved service providers, and wraparound team members, and clearly identifying problem areas and needs, strategies, and service objectives.
- Provides direct clinical services to clients, including individual, family, couple, and group therapy, and issues-specific or educational groups (parenting skills, anger management, substance abuse interventions)
- Response to crisis situations with twenty-four hour a day availability
- Documents case activities for both clinical and billing purposes
- Prepares progress reports as required by referral source or service purchaser
- Participates in Child Specific Team, Family Assessment and Planning Team, and other interdisciplinary, diagnostic, or planning meetings
- Links clients with external programs or services, such as health services, recreational activities, childcare services, financial resources, employment resources, AA/NA groups, transportation resources, and others
- Attends court hearings when families are court-involved and presents testimony and treatment recommendations as requested by attorneys, referral source, the court, or client
- Prepares written Discharge Summary and Plan

**JOB REQUIREMENTS**

Possess a valid driving license and maintain an acceptable driving record.  
 Own and operate an insurable and registered vehicle.  
 Available to work weekend hours as well as attend after work meetings.  
 Proficient knowledge of Microsoft Word and Excel.  
 Ability to navigate through the world wide web / internet.  
 Access to a working phone.



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<p>Access to a computer, printer and the world wide web/ internet.          Excellent written and oral communication and interpersonal skills.          Experience in implementing innovative approaches to revenue generation and customer service delivery.          Possess creative problem solving and conflict resolution skills.          Awareness and understanding of children's needs and challenges and those of adults in low income, multicultural communities.</p>	
<p><b>KNOWLEDGE, SKILLS AND ABILITY</b></p> <ul style="list-style-type: none"> <li>• Knowledge of youth and adolescent developmental stages.</li> <li>• Knowledge of mental disorders of youth and adolescence.</li> <li>• Knowledge of mental disorders, their symptoms, treatment and social implications in relation to individual and family.</li> <li>• Knowledge of counseling techniques.</li> <li>• Ability to evaluate psychological problems.</li> <li>• Ability to provide therapeutic counseling.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Knowledge of applicable federal, state, and local guidelines and regulations.</li> <li>• Knowledge of Medicaid billing requirements.</li> <li>• Knowledge of HIPAA requirements.</li> <li>• Ability to communicate both written and verbal information in a clear, concise, and accurate manner.</li> </ul>	
<p><b>EDUCATIONS AND SPECIFICATIONS</b></p> <p>Applicant must be a licensed mental health professional in the state of Virginia. Applicant must also have a minimum of one-year experience providing direct services to children and/or adolescents with a mental health diagnosis.</p> <p style="text-align: center;"><i>or</i></p> <p>Applicant must be approved by the applicable Virginia health regulatory board as a Supervisee or Resident and remain in continuous compliance with applicable board's requirement for supervised practice. Applicant must also have a minimum of one-year experience providing direct services to children and/or adolescents with a mental health diagnosis.</p> <p>Applicant must also have a minimum of one year supervisory experience of QMHP's providing direct services to persons with a diagnosis of mental illness.</p>	
EMPLOYEE NAME (PRINT)	Sherron "Nikki" Swan Buchanan
EMPLOYEE SIGNATURE	<div style="display: flex; align-items: center;"> <div style="margin-left: 10px;"> <p>Date: 1/2/2018</p> </div> </div>



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9/22/22, 6:01 PM

License Lookup



**Virginia Department of Health Professions  
 License Lookup**

Current as of 09/22/2022 18:01

License Information	
<b>License Number</b>	0710102270
<b>Occupation</b>	Certified Substance Abuse Counselor
<b>Name</b>	Sherron N Shaw
<b>Address</b>	Henrico, VA 23231
<b>Initial License Date</b>	06/14/2007
<b>Expire Date</b>	06/30/2023
<b>License Status</b>	Current Active
<b>Additional Public Information*</b>	No
<a href="#">Back to License Lookup Result</a>	

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

\* "Yes" means that there is information the Department must make available to the public pursuant to §54.1-2400.2.H of the Code of Virginia; please note that this may also include proceedings in which a finding of "no violation" was made. For additional information click on the "Yes" link above. "No" means no documents are available.

[Back to License Lookup](#)



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9/22/22, 6:01 PM

License Lookup



## Virginia Department of Health Professions License Lookup

Current as of 09/22/2022 18:01

### License Information

<b>License Number</b>	0701005005
<b>Occupation</b>	Licensed Professional Counselor
<b>Name</b>	Sherron N Shaw
<b>Address</b>	Henrico, VA 23231
<b>Initial License Date</b>	02/04/2011
<b>Expire Date</b>	06/30/2023
<b>License Status</b>	Current Active
<b>Additional Public Information*</b>	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.**

\* "Yes" means that there is information the Department must make available to the public pursuant to §54.1-2400.2.H of the Code of Virginia; please note that this may also include proceedings in which a finding of "no violation" was made. For additional information click on the "Yes" link above. "No" means no documents are available.

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VIRGINIA COMMONWEALTH UNIVERSITY  
 Box 842520 • Richmond, VA 23284-2520

Student No: V70333566

Date of Birth: 22-JUL

Date Issued: 26-OCT-2018  
 EXTL

Record of: Sherron N Shaw  
 Issued To: SHERRON BUCHANAN  
 7900 FORTRESS PL  
 HENRICO, VA 23231-6958

Page: 1

Course Level: Graduate  
 Student Type: Continuing

Program of Study  
 Not Applicable

Program : Degree Holder, Grad  
 College : Humanities and Sciences  
 Major : Degree Holder, Graduate

Degree Awarded Master of Science 25-DEC-2004  
 Primary Degree

Program : Rehabilitation Counseling-MS  
 College : Health Professions  
 Major : Rehabilitation Counseling

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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Institution Information continued:

Fall 2003

Health Professions  
 Rehabilitation Counseling  
 Continuing

RHAB 613	ADV RHAB COUN SEM: ADLERIAN	3.00 B	9.00
RHAB 624	APPRAISAL & EVALUATION IN RHAB	3.00 A	12.00
RHAB 625	RESEARCH IN REHABILITATION	3.00 A	12.00
RHAB 633	CASE MANAGEMENT IN RHAB	3.00 A	12.00
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.00 GPA:			3.75

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
----------	--------------	----------	-------

INSTITUTION CREDIT:

Fall 2002

Health Professions  
 Rehabilitation Counseling  
 New First Time - Degree Level

RHAB 521	FOUND OF SUBSTANCE ABUSE REHAB	3.00 A	12.00
RHAB 525	INTRO TO REHABILITATION COUNSE	3.00 A	12.00
RHAB 611	COUNSELING THEORIES IN RHAB	3.00 B	9.00
RHAB 654	MULTICULTURAL COUNSELING IN RH	3.00 A	12.00
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.00 GPA:			3.75

Spring 2004

Health Professions  
 Rehabilitation Counseling  
 Continuing

RHAB 623	CAREER COUNSELING & JOB PLACEM	3.00 A	12.00
RHAB 642	PSYCHIATRIC INFO FOR RHAB COUN	3.00 A	12.00
RHAB 695	SUP CLIN PRAC IN SUBSTANCE ABU	4.00 A	16.00
Ehrs: 10.00 GPA-Hrs: 10.00 QPts: 40.00 GPA:			4.00

Spring 2003

Health Professions  
 Rehabilitation Counseling  
 Continuing

RHAB 612	GROUP COUN THEORIES & TECHNIQU	3.00 B	9.00
RHAB 640	MEDICAL & PSYCHOSOCIAL ASPECTS	3.00 A	12.00
RHAB 642	PSYCHIATRIC INFO FOR RHAB COUN	3.00 W	0.00
RHAB 691	COUNSELING TECHNIQUES IN RHAB	3.00 A	12.00
Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 33.00 GPA:			3.67

Summer 2004

Health Professions  
 Rehabilitation Counseling  
 Continuing

RHAB 502	AMERICAN SIGN LANGUAGE I	3.00 B	9.00
RHAB 681	INSTITUTES: REHAB/PENAL OFFEND	3.00 A	12.00
RHAB 695	SUP CLIN PRAC IN SUBSTANCE ABU	2.00 A	8.00
Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.00 GPA:			3.63

Fall 2004

Health Professions  
 Rehabilitation Counseling  
 Continuing

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

\*\*\*\*\* CONTINUED ON PAGE 2 \*\*\*\*\*

Donard C. Hamm, Jr., University Registrar

In accordance with the Family Educational Rights and Privacy Act of 1974, as Amended, this document may not be released to others without the written consent of the student.

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VIRGINIA COMMONWEALTH UNIVERSITY  
 Box 842520 • Richmond, VA 23284-2520

Student No: V70333566

Date of Birth: 22-JUL

Date Issued: 26-OCT-2018  
 EXTL

Record of: Sherron N Shaw  
 Level: Graduate

Page: 2

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:					
EDUS 604	ADULT DEVELOPMENT	3.00	B	9.00	
RHAB 503	AMERICAN SIGN LANGUAGE II	3.00	A	12.00	
RHAB 613	ADV RHAB COUN SEM: MARRIAGE &	3.00	A	12.00	
Ehrs: 9.00 GPA-Hrs: 9.00		Qpts: 33.00	GPA: 3.67		

Summer 2010

Humanities and Sciences  
 Degree Holder, Graduate  
 Continuing

EDUS 605	CHILDO & ADOLESCENT DEVELOPMENT	3.00	A	12.00	
Ehrs: 3.00 GPA-Hrs: 3.00		Qpts: 12.00	GPA: 4.00		

N/A

Last Standing: N/A

***** TRANSCRIPT TOTALS *****				
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	63.00	63.00	237.00	3.76
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	63.00	63.00	237.00	3.76
***** END OF TRANSCRIPT *****				

TRANSCRIPT GUIDE PRINTED ON REVERSE SIDE

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Bernard C. Hamm, Jr., University Registrar

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American Safety & Health Institute  
 1450 Westec Drive  
 Eugene, OR 97402  
 800-447-3177

Monday, August 22, 2022

Sherron Shaw Buchanan

Dear Sherron

Congratulations on successfully completing your American Safety & Health Institute Basic First Aid/CPR and AED for Adult/Child/Infant (G2015) class. In an effort to be more environmentally friendly your ASHI Approved Training Center has chosen to issue your certification card electronically.

The digital certification card below is identical to a printed version of the card and documents that a properly authorized ASHI Instructor evaluated your knowledge and hands on skills in accordance with the program standard. You may duplicate this page as needed to provide proof of your training.

Go online to access your HSI Passport and take advantage of the additional training resources available to you:

- Metronome for CPR Rate
- CPR and First Aid Skill Guides
- Digital download of Student Handbook
- Mobile Application Downloads
- E-mail Renewal Notification
- Rate Your Program Survey

Find the mobile app in the appstore on your smartphone or tablet.

Register now at [www.hsi.com/passport/](http://www.hsi.com/passport/). Use the registration code 152662 to register.

Next Level Health Care Options LLC  
 1731 Wall Street  
 Richmond, VA 23224

<div style="background-color: #003366; color: white; padding: 5px; text-align: center; font-weight: bold;">CERTIFICATION CARD</div> <h2 style="color: #003366; margin-top: 0;">CPR, AED, and Basic First Aid</h2> <p style="text-align: center; margin-top: 10px;"><b>Sherron Shaw Buchanan</b></p> <p style="text-align: center; font-size: small;">has successfully completed and competently performed the required knowledge and skill objectives for this program.</p> <p style="text-align: center; font-size: x-small;"> <input type="checkbox"/> Adult          <input type="checkbox"/> Adult and Child          <input checked="" type="checkbox"/> Adult, Child, and Infant     </p> <p style="text-align: center; font-size: x-small;">Card is valid if more than one box is checked.</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> </div> <p style="text-align: center; font-size: x-small; margin-top: 5px;">CC03480-10 09/16</p>	<p>Validation Code: C2968386578182535</p> <hr/> <p style="text-align: center; font-weight: bold; font-size: small;">Maurice Crawley</p> <p style="text-align: center; font-size: x-small;">Authorized Instructor (Print Name)</p> <hr/> <p style="text-align: center; font-weight: bold; font-size: small;">884322</p> <p style="text-align: center; font-size: x-small;">Registry No.</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; font-weight: bold; font-size: small;">06/16/2022</td> <td style="width: 50%; text-align: center; font-weight: bold; font-size: small;">6/2024</td> </tr> <tr> <td style="text-align: center; font-size: x-small;">Class Completion Date</td> <td style="text-align: center; font-size: x-small;">Expiration Date</td> </tr> <tr> <td style="text-align: center; font-weight: bold; font-size: small;">804-661-9472</td> <td style="text-align: center; font-weight: bold; font-size: small;">2302922</td> </tr> <tr> <td style="text-align: center; font-size: x-small;">Training Center Phone No.</td> <td style="text-align: center; font-size: x-small;">Training Center I.D.</td> </tr> </table> <hr/> <p style="font-size: x-small;">This card certifies the above named individual has successfully completed the required objectives and hands-on skill evaluations to the satisfaction of a currently authorized ASHI Instructor. This program conforms to the 2015 AHA Guidelines Update for CPR and ECC and the 2015 AHA and ARC Guidelines Update for First Aid. This program is not designed to meet pediatric first aid training regulatory requirements and should not be used for that purpose. Expiration date may not exceed two years from month of class completion.</p>	06/16/2022	6/2024	Class Completion Date	Expiration Date	804-661-9472	2302922	Training Center Phone No.	Training Center I.D.
06/16/2022	6/2024								
Class Completion Date	Expiration Date								
804-661-9472	2302922								
Training Center Phone No.	Training Center I.D.								



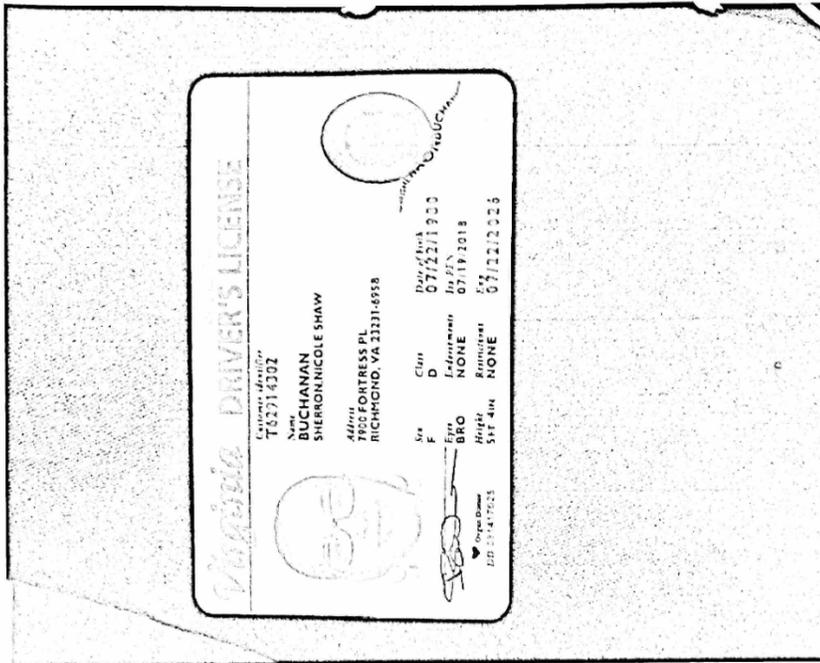
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Richmond, VA 23220  
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9/22/22, 6:09 PM

Sherron Shaw - Employee Documents

1/4/2019

image1.jpeg





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29



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF SOCIAL SERVICES

CONFIDENTIAL

**TO:** A NEW LEGACY FAMILY SERVICES  
206 E CLAY ST SUITE B  
RICHMOND, VIRGINIA 23219

**FROM:** Office of Background Investigation - Central Registry Unit

**DATE:** November 8, 2018

**RE:** Central Registry Search Results (NODLP)

Reference Id:

Name:

SSN:

The Virginia Department of Social Services has processed your Central Registry Release of Information Form on the individual named above.

As of November 8, 2018, based on the information provided, this search has resulted in a **NO MATCH** as the individual named above is **not identified** in the Central Registry of Child Abuse/Neglect.



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**COMMONWEALTH of VIRGINIA**

S. HUGHES MELTON, MD, MBA  
FAAFP, FABAM  
COMMISSIONER

DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797  
Richmond, Virginia 23218-1797

Telephone (804) 786-3921  
Fax (804) 371-6638  
www.dhhs.virginia.gov

**CONFIDENTIAL**

July 10, 2019

Mr. Korinn Carter  
A New Legacy Family Services, LLC (2814-001)  
206 E. Clay Street, Suite B  
Richmond, VA 23219

RE: [REDACTED]

SS#: [REDACTED]

Dear Mr. Carter:

After reviewing both the FBI and the Virginia State Police Criminal Record Investigation Reports, pursuant to Virginia Code §37.2-416 (a), (b), and/or (c), the above named Applicant has been deemed "Eligible" by the FBI and "No Criminal Record" was found by the Virginia State Police. Therefore, the Applicant is eligible for employment in a direct consumer care position with your organization.

Enclosed please find the Applicant's fingerprint card that has been processed by the FBI and the Virginia State Police.

If you have any questions, please contact my office at (804) 786-6384.

Sincerely,

*Malinda C. Roberts*

Malinda C. Roberts, Supervisor  
Background Investigations Unit

MCR/

pc: File





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Richmond, VA 23220  
Office: (804) 441-5366 ext. 1  
Fax: (804) 452-7481  
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JESSICA HILL

**JESSICA P. HILL**  
1102 Barnetts Road • Charles City, VA 23030 • (804) 426-0034 • Email: [jessicahill51922@gmail.com](mailto:jessicahill51922@gmail.com)

---

**EDUCATION**

<b>Morgan State University, Baltimore, Maryland</b> Master of Social Work, Specialized in Urban, Youth And Families	<b>May 2020</b>
<b>Old Dominion University, Norfolk, Virginia</b> Bachelor of Science, Human Services Minor, Sociology	<b>May 2018</b>

**WORK EXPERIENCE**

**Intern**

**First Families Counseling & Psychiatry, Baltimore Maryland** **August 2019-Present**

- Shadow counselors and supervisors as they provide services to clients
- Developed and maintain clinical records such as treatment plans, progress notes, and termination summaries according to FFCP standards.
- Implemented evidence-based practices within session, utilizing clinical orientations such as solution-focused therapy, cognitive behavioral therapy, and psychodrama therapy

**Psychiatric Rehabilitation Counselor**

**Sarah's House Mental Health Services LLC, Baltimore Maryland** **August 2018-August 2019**

- Offers additional support to consumers with Coping, Socialization, Time Management, and Communication skills

**Intensive In-Home/Mental Health Skill Building Intern** **January 2016-May 2018**

**Commonwealth Clinical and Consulting Services, Norfolk, VA**

- Provide resources and contact information for clients
- Shadow counselors and supervisors as they provide services to clients
- Conduct referrals, assist with assessments, shadow and assist Qualified Mental Health professionals providing services within the home
- Ensure compliance of all staff regarding documentation
- Serve as a liaison between the agency and the community

**Administrative Assistant**

**Commonwealth Clinical and Consulting Services, Norfolk, VA** **June 2016-January 2018**

- Conduct referrals, assist with assessments, shadow and assist Qualified Mental Health professionals providing services within the home
- Organize/set-up interviews
- Maintain case files regarding compliance
- Ensure compliance of all staff regarding documentation and productivity
- Serve as a liaison between the agency and the community

**Youth Leader/Counselor**

**Charles City County Parks & Recreation, Charles City, Virginia** **June 2015-August 2018**

- Ensure the safety of each child daily
- Exceed camp expectations of being a youth counselor by utilizing strengths perspective for each camper



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- Mentor children about the aspects of life, education, and their beliefs
- Create ways for children to engage with each other and use critical thinking while still having fun

#### **PRESENTATIONS**

- Study Abroad: Career Counseling in Italy** **July 2017-August 2017**
- Attended lectures under nationally known professors who specialize in career counseling
  - Learned the importance of career counseling within multiple Italian cities
  - Created and showcased a presentation displaying the differences in culture between the United States and Italy
- African American Panel for Diversity Issues of Human Services** **October 2017**
- Serve as a panelist for the African American panel for Diversity of Human Services under a prestige professor of Old Dominion University
  - Educate undergraduate students on the issues of diversity within the African American community
  - Provide skills to aspiring mental health professionals on how to work with the African American population

#### **LEADERSHIP EXPERIENCE**

- Student Liaison of Grievance Committee, Morgan State University** **August 2019-May 2020**
- Conducted meetings alongside faculty and tenured staff with grievance complaints presented by students of university
  - Authorized solely to hear representations by the persons directly involved in grievances, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate.
- Urban Women Leaders on The Rise Leadership Program** **September 2018-May 2020**
- Develop knowledge and skills in urban community engagement, advocacy, cultural competence, and advancing healthy life choices
  - Attend seminars include training in the area of leadership models, results Based Accountability (RBA) and use of technology for career advancement
- Engagement/Outreach Specialist: Teens with a Purpose Non-Profit Organization** **September 2017-January 2018**
- Provide the community with education and outreach activities to increase awareness and about the program throughout the community.
  - Promote and engage the community in positive and creative youth development activities.
  - Visit agencies and recreation centers to bring awareness of programs conducted by the organization
- Creating A Better Me, LLC** **June 2017- Present**  
**CEO and Founder**
- Community based organization whose mission is to enhance the lives of young women throughout the community by educating, uplifting, and inspiring them to reach their wildest dreams.
  - Conduct events that contribute to women empowerment, engagement, and giving back to the community
  - Provide community services opportunities for people of the community



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 Email: info@anewlegacy.org

**JOB DESCRIPTION**

Position Title	Department	Reports to
Clinical Supervisor	Community-based Services	Chief Clinical Officer
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt Exempt <input type="checkbox"/>	September 1, 2020

**POSITION SUMMARY**

The *Clinical Supervisor* is responsible for providing supervision to QMHPs working in community-based services. The clinical supervisor may also submit assessments for incoming clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists the Director with the provision of the clinical services;
- Effectively meet the requirements of the agency code of professional conduct and follow all policies and procedures.
- Full time coordinator who may manage up to 10 counseling staff; maintaining the minimum average of weekly worked hours required;
- Maintains a high degree of professionalism in the community, with clients, and with referring agencies seeking to build and maintain positive relationships.
- Provides supervision each week with each supervisee:
  - Mandatory face-to-face meeting for 1-hour weekly to assist staff with caseload management related to organization of caseload and productivity, approaches to cases assigned, discuss quality and integrity of documentation, length of service, professionalism and professional development;
  - Reviews and manages supervisee(s) for appropriate case hours utilization;
  - Completes the Supervisor Report weekly during the 1-hour face-to-face;
  - Mandatory review of medical records prior to 1-hour meeting to ensure proper and complete documentation of interventions and case management/care coordination activities; Monitor and maintain accurate, timely and complete documentation, including all client outcome surveys and billing, while meeting all time frames for entry.
  - Assists staff throughout the day and week as needed via phone and email;
  - Accompanies counselor to multi-disciplinary meetings (e.g. FAPT) and court hearings;
  - Accompanies counselor to a community-based session with new clients within their first 30 days of admission;
- Participates in quality assurance activities monthly which include meetings and phone interviews with clients, parents/guardians and case managers;
- Remains available to staff 24 hours daily to assist with crisis intervention;
- Responsible for new hire training, development and ensuring completion of mandatory human resources paperwork for those new hires assigned as supervisees;
- Provides on and off-site supervision of Therapeutic Day Treatment (TDT) Teams;



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- Assists the Director in appraising staff performance and recommending and implementing disciplinary/corrective action as necessary;
- Ensures a therapeutic relationship among supervisees and their clients and provides timely interventions to assist supervisee/client to meet at least 60% of the Individual Service Plan (ISP) objectives;
- Participates in a weekly site management meeting and a weekly staff meeting;
- Recommends, prepares and facilitates trainings as necessary to assist staff in better meeting the needs of clients;
- Assists with audit of client records when staff separate from agency;
- Prepares written diagnostic assessments, assessing clients from multiple perspectives, including family functioning, psychological/emotional, social, academic, medical, behavioral, substance abuse, skills, strengths, barriers to economic self-sufficiency, treatment history, and others, and utilizing various assessment instruments, under the direct supervision of a licensed individual if not licensed;
- Facilitates wraparound team meetings to enlist existing supports in determining and meeting service objectives and to identify additional resources and supports;
- May provide direct clinical services to clients, including individual, family, couple, and group therapy, and issue-specific or educational groups (parenting skills, anger management, substance abuse interventions) and fulfills utilization expectations;
- Fulfills all documentation, case management and billing functions for providing direct service as is outlined in the counselor job description;
- Assists and participates in ongoing in-service and professional development activities as needed; marketing and community outreach;
- Adheres to and upholds the guidelines and standards of agency, which include DBHDS and DMAS and MCO standards and guidelines, in the provision of supervision and clinical care;
- When providing direct client services, will maintain the client file in compliance with Medicaid and agency guidelines, assuring that all necessary paperwork is completed in a timely manner (i.e. individual service plan, progress notes, quarterly report, discharge summary, and any other documentation of DMAS, DBHDS, or Managed Care Organizations as they may require) and adhering to all such deadlines. **THIS PROVISION SHALL SURVIVE THE TERM OF ANY EMPLOYMENT CONTRACT;**
- Follow all HIPAA and Human Rights regulations regarding confidentiality and ethical practice as it relates to clients of Family Insight.
- Shall be responsible for wholly fulfilling the requirements and completeness of all elements of Supervision documentation whether in digital or paper form. **THIS PROVISION SHALL SURVIVE THE TERM OF ANY EMPLOYMENT CONTRACT.**
- Other duties as may be assigned.

#### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

A Licensed or Licensed-Eligible Mental Health Professional is required to apply for the Clinical Supervisor position. A Licensed Mental Health Professional OR Eligible holds a Master's Degree from an accredited college or university and (if licensed) a Virginia State license in professional counseling (LPC) or social work (LCSW). Preference to Board-approved clinical supervisors for LPC & LCSW. A minimum of 2 years' post-Masters mental health related experience is recommended.



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Thorough knowledge of principles and techniques of youth and family counseling; thorough knowledge of principles and techniques of basic interviewing and assessment skills; working knowledge of human services system, roles of human services personnel, and relevant community resources; ability to conduct and facilitate meetings; ability to form effective supervisory relationship with subordinate staff; ability to maintain effective working relationships with other social services providers, service purchasers, and clients; ability to communicate effectively both orally and in writing.

**INCENTIVES**

- LPC Supervision Offered

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, there must be an ability to perform a range of motions, including but not limited to, sitting for long periods of time, standing, walking, climbing/descending stairs and driving for periods exceeding one hour. The employee must occasionally lift and/or move up to 25 pounds. Flexible working hours, but this includes the need to work evenings, weekends and holidays as required to meet client needs.

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**New Hire Acknowledgement**

Signature: Jessica P. Hill, LMSW Name (print): Jessica Patrice Hill

Title: Community Based QMHP Date: 11/01/2021



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**ANLF Staff Acknowledgement**

Signature: Bria Thomas Name (print): Bria Thomas

Title: Chief of Staff Date: 06/06/2022

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



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### **Intensive In-Home Counselor**

Description: Intensive In-Home Counselors are responsible for direct therapeutic services delivered to assigned children and/or adolescents and their families, primarily in their residence.

#### **Job Requirements:**

- Complete daily progress notes, service plans, discharge reports, and quarterlies within expected time frame
- Provide direct 1:1 therapeutic intervention for clients.
- Maintain confidentiality
- Have contact and intervention with schools, courts, DSS, and other involved community resources
- Provide 24 hr. crisis intervention for clients and their families and make determinations as to plans of action during crisis.
- Transport clients as needed
- Implement behavior management system
- Attend scheduled staff meetings and mandatory supervisions/trainings
- Maintain professionalism while demonstrating concern and advocacy for the client and family
- Communicate effectively both orally and in writing.

#### **Minimum Qualifications:**

- The qualified applicant must possess a minimum of Bachelor's Degree from an accredited college or university in a Human Services Field
- A minimum of one year of experience providing direct services to children and adolescents with various mental health challenges.
- Must have and possess a valid driver's license and proof of insurance.



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### **Therapeutic Day Treatment Counselor**

Description: Intensive In-Home Counselors are responsible for direct therapeutic services delivered to assigned children and/or adolescents and their families, primarily in their residence.

#### **Job Requirements:**

- Manages a caseload of clients, providing services on an intensive basis and utilizing short-term, solution focused treatment strategies
- Attends wraparound team meetings to enlist existing supports in determining and meeting services objectives and to identify additional resources and supports.
- Clearly identifies problem areas and needs, strategies, and service objectives supports in determining and meeting service objectives and to identify additional resources and supports
- Prepares written service plan, incorporating input from clients, involved service providers and wraparound team members, and clearly identifying problem
- Guides, collaborates, and coordinates with follow up services with various community resources to include mentoring services and case management services, and ensuring the adequate exchange of information is provided
- Meets every week with Clinical Director to provide clinical guidance, assess dynamics and needs of each case, determine the appropriateness of therapeutic strategies, and assess progress of service delivery and planning
- Maintains up-to-date progress notes, quarterly reports, service plans, and other necessary documentation

#### **Minimum Qualifications:**

- The qualified applicant must possess a minimum of Bachelor's Degree from an accredited college or university in a Human Services Field



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- A minimum of one year of experience providing direct services to children and adolescents with various mental health challenges.
- Must have and possess a valid driver's license and proof of insurance.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, there must be an ability to perform a range of motions, including but not limited to, sitting for long periods of time, standing, walking, climbing/descending stairs and driving for periods exceeding one hour. The employee must occasionally lift and/or move up to 25 pounds. Flexible working hours but this includes the need to work evenings, weekends and holidays as required to meet client needs.



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8/28/22, 1:54 AM

License Lookup



**Virginia Department of Health Professions  
 License Lookup**

Current as of 08/28/2022 01:54

License Information	
<b>License Number</b>	0903003095
<b>Occupation</b>	Licensed Master's Social Worker
<b>Name</b>	Jessica Hill
<b>Address</b>	Charles City, VA 23030
<b>Initial License Date</b>	09/30/2020
<b>Expire Date</b>	06/30/2023
<b>License Status</b>	Current Active
<b>Additional Public Information*</b>	No
<a href="#">Back to License Lookup Result</a>	

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

\* "Yes" means that there is information the Department must make available to the public pursuant to §54.1-2400.2.H of the Code of Virginia; please note that this may also include proceedings in which a finding of "no violation" was made. For additional information click on the "Yes" link above. "No" means no documents are available.

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8/28/22, 1:54 AM

License Lookup



**Virginia Department of Health Professions  
 License Lookup**

Current as of 08/28/2022 01:54

License Information	
<b>License Number</b>	0733007754
<b>Occupation</b>	Qualified Mental Health Professional-Child
<b>Name</b>	Jessica Hill
<b>Address</b>	Charles City, VA 23030
<b>Initial License Date</b>	09/30/2020
<b>Expire Date</b>	06/30/2023
<b>License Status</b>	Current Active
<b>Additional Public Information*</b>	No
<a href="#">Back to License Lookup Result</a>	

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3/31/22, 12:53 PM

License Lookup



**Virginia Department of Health Professions  
 License Lookup**

Current as of 03/31/2022 12:53

License Information	
<b>License Number</b>	0906010924
<b>Occupation</b>	Supervisee in Clinical Social Work
<b>Name</b>	Jessica Hill
<b>Address</b>	Charles City, VA 23030
<b>Initial License Date</b>	12/21/2020
<b>Expire Date</b>	12/21/2024
<b>License Status</b>	Current Active
<b>Additional Public Information*</b>	No
<a href="#">Back to License Lookup Result</a>	

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\* "Yes" means that there is information the Department must make available to the public pursuant to §54.1-2400.2.H of the Code of Virginia; please note that this may also include proceedings in which a finding of "no violation" was made. For additional information click on the "Yes" link above. "No" means no documents are available.

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**Office of the University Registrar  
Norfolk, VA 23529**

SSN: \*\*\*\*\*1254 Date Issued: 15-MAY-2020

Record of: JESSICA PATRICE BILL Page: 1  
 \*\*\* WARNING \*\*\*  
 --No Address--

Issued To: Jessica Bill  
 Parchment: 28251293

Course Level: Undergraduate

Current Program  
 Major : Human Services  
 Minor : Sociology

Events: Study Abroad Completed

Awarded: Bachelor of Science 05-MAY-2018  
 Primary  
 Major : Human Services  
 Minor : Sociology

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
<b>INSTITUTION CREDIT:</b>			
Fall 2014			
CHEM 105N	INTRODUCTORY CHEMISTRY	3.00 C	6.00
CHEM 106N	INTRODUCTORY CHEMISTRY LAB	1.00 C	2.00
DANC 185A	DANCE AND ITS AUDIENCE	3.00 B+	9.90
ENGL 112L	INTRODUCTION TO LITERATURE	3.00 A-	11.10
HIST 104E	INTERPRETING THE AMERICAN PAST	3.00 C+	6.90
Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 35.90 GPA: 2.76			
Good Academic Standing			
Spring 2015			
ENGL 110C	ENGLISH COMPOSITION	3.00 B+	9.90
MATH 101M	INTRO-MATH FOR CRITICAL THINK	3.00 C	6.00
PSYC 203S	LIFESPAN DEVELOPMENT	3.00 C+	6.90
SOC 201S	AN INTRODUCTION TO SOCIOLOGY	3.00 B	9.00
WMST 390T	WOMEN AND TECHNOLOGY WORLDWIDE	3.00 B+	9.90
Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 41.70 GPA: 2.78			
Good Academic Standing			
Fall 2015			
BIOL 117N	INTRODUCTION TO HUMAN BIOLOGY	3.00 C	6.00
BIOL 118N	INTRO HUMAN BIOL LAB	1.00 B	3.00
ENGL 211C	ENGLISH COMPOSITION	3.00 C+	6.90
PHIL 110P	INTRODUCTION TO PHILOSOPHY	3.00 A-	11.10
SOC 137	INTRO TO SOCIAL RESEARCH	3.00 B+	9.90
Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 36.90 GPA: 2.83			
Good Academic Standing			
Spring 2016			
HMSV 339	INTERPERSONAL SKILLS	3.00 B+	9.90
HMSV 341	INTRO TO HUMAN SERVICES	3.00 A-	11.10
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.50			
Good Academic Standing			
Fall 2017			
HMSV 348	FIELD OBSERVATION HUMAN SERV	3.00 B+	9.90
HMSV 447	INTRO TO SUBSTANCE ABUSE	3.00 A	12.00
HMSV 491	FAMILY GUIDANCE	3.00 B	9.00
HPE 200	FOUNDATIONS OF ED, PE & HLTH	3.00 A-	11.10
THEA 152R	ACTING ONE	3.00 B	9.00
THEA 241A	THE THEATRE EXPERIENCE	3.00 A-	11.10
Ehrs: 18.00 GPA-Hrs: 18.00 QPts: 62.10 GPA: 3.45			
Dean's List Good Academic Standing			
Spring 2018			
HMSV 452	SUBSTANCE ABUSE TX & RESEARCH	3.00 A-	11.10

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\* CONTINUED ON PAGE 2 \*\*\*\*\*

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Humberto Portelez  
University Registrar

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Office of the University Registrar  
 Norfolk, VA 23529

SSN: \*\*\*\*\*1254 Date Issued: 15-MAY-2020

Record of: JESSICA PATRICE HILL Page: 2  
 Level: Undergraduate

SUBJ NO.	COURSE TITLE	CRED GRD	PTS E
Institution Information continued:			
EMSV 468	INTERNSHIP-HUMAN SERVICES	12.00 A	48.00
Hrs: 15.00 GPA-Hrs: 15.00 QPts: 59.10 GPA: 3.94			
Dean's List			
Good Academic Standing			
***** TRANSCRIPT TOTALS *****			
Earned Hrs GPA Hrs Points GPA			
TOTAL INSTITUTION	120.00	120.00	397.00 3.31
OVERALL	120.00	120.00	397.00 3.31
***** END OF TRANSCRIPT *****			

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Hamberto Porteliez  
 University Registrar

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American Safety & Health Institute  
 1450 Westec Drive  
 Eugene, OR 97402  
 800-447-3177

Saturday, August 27, 2022

Jessica Hill

Dear Jessica

Congratulations on successfully completing your American Safety & Health Institute Basic First Aid/CPR and AED for Adult/Child/Infant (G2015) class. In an effort to be more environmentally friendly your ASHI Approved Training Center has chosen to issue your certification card electronically.

The digital certification card below is identical to a printed version of the card and documents that a properly authorized ASHI Instructor evaluated your knowledge and hands on skills in accordance with the program standard. You may duplicate this page as needed to provide proof of your training.

Go online to access your HSI Passport and take advantage of the additional training resources available to you:

- Metronome for CPR Rate
- CPR and First Aid Skill Guides
- Digital download of Student Handbook
- Mobile Application Downloads
- E-mail Renewal Notification
- Rate Your Program Survey

Find the mobile app in the appstore on your smartphone or tablet.

Register now at [www.hsi.com/passport/](http://www.hsi.com/passport/). Use the registration code 152662 to register.

Next Level Health Care Options LLC  
 1731 Wall Street  
 Richmond, VA 23224

<b>CERTIFICATION CARD</b>		Validation Code: C2968386578182539	
<b>CPR, AED, and Basic First Aid</b>		<b>Maurice Crawley</b>	
<b>Jessica Hill</b>		Authorized Instructor (Print Name)	
has successfully completed and competently performed the required knowledge and skill objectives for this program.		<b>884322</b>	
<input type="checkbox"/> Adult <input type="checkbox"/> Adult and Child <input checked="" type="checkbox"/> Adult, Child, and Infant		Registry No.	
<small>Card is void if more than one box is checked.</small>		<b>06/16/2022</b>	<b>6/2024</b>
		Class Completion Date	Expiration Date
		<b>804-661-9472</b>	<b>2302922</b>
		Training Center Phone No.	Training Center I.D.
 		<small>This card certifies the above named individual has successfully completed the required objectives and hands-on skill evaluations to the satisfaction of a currently authorized ASHI Instructor. This program conforms to the 2015 AHA Guidelines Update for CPR and ECC and the 2015 AHA and ARC Guidelines Update for First Aid. This program is not designed to meet pediatric first aid training regulatory requirements and should not be used for that purpose. Expiration date may not exceed two years from month of class completion.</small>	



**A New Legacy Family Services**  
900 St. James Street, Suite 100  
Richmond, VA 23220  
Office: (804) 441-5366 ext. 1  
Fax: (804) 452-7481  
www.anewlegacy.org

9/22/22, 5:55 PM

Jessica Hill - Employee Documents

Drivers License.jpg

VA, USA  
Virginia DRIVER'S LICENSE FEDERAL LIMITS APPLY

Customer identifier  
T62935778

Name  
HILL  
JESSICA, PATRICE

Address  
11020 BARNETTS RD  
CHARLES CITY, VA 23030-3131

Sex F	Class D	Date of birth 10/13/1996
Eyes BRO	Endorsements NONE	Iss DUP 03/02/2020
Height 5FT 7IN	Restrictions NONE	Exp 10/13/2024

DD 085919774

<https://mail.google.com/mail/u/2/?tab=wm&ogbl#search/jhill%40anewlegacy.org/FMfcgwxHNVtHwHWCzrWTsFrlSqMQwpg?projector=1&messagePartId=0.1> 1/1



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**COMMONWEALTH of VIRGINIA**

MIRA SIGNER  
INTERIM COMMISSIONER

DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES  
Post Office Box 1797  
Richmond, Virginia 23218-1797

Telephone (804) 786-3921  
Fax (804) 371-6638  
www.dbids.virginia.gov

**CONFIDENTIAL**

May 29, 2020

Mr. Korinn Carter  
A New Legacy Family Services, LLC (2814-001)  
206 E. Clay Street  
Richmond, VA 23219

RE: [REDACTED]  
SS#: [REDACTED]

Dear Mr. Carter:

After reviewing both the FBI and the Virginia State Police Criminal Record Investigation Reports, pursuant to Virginia Code §37.2-416 (a), (b), and/or (c), the above named Applicant has been deemed "Eligible" by the FBI and "No Criminal Record" was found by the Virginia State Police. Therefore, the Applicant is eligible for employment in a direct consumer care position with your organization.

If you have any questions, please contact my office at (804) 786-6384.

Sincerely,

*Malinda C. Roberts*

Malinda C. Roberts, Supervisor  
Background Investigations Unit

MCR/

pc: File



FBI\_VSP\_Eligible



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48



CONFIDENTIAL

**TO:** A NEW LEGACY FAMILY SERVICES  
900 ST JAMES STREET  
SUITE 100  
RICHMOND, VIRGINIA 23220

**FROM:** Office of Background Investigation - Central Registry Unit

**DATE:** May 29, 2020

**RE:** Central Registry Search Results (NODLP)

Reference Id: [REDACTED]

Name: [REDACTED]

SSN: [REDACTED]

The Virginia Department of Social Services has processed your Central Registry Release of Information Form on the individual named above.

As of May 29, 2020, based on the information provided, this search has resulted in a **NO MATCH** as the individual named above is **not identified** in the Central Registry of Child Abuse/Neglect.



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## RA-TWOINE FIELDS

### RA-TWOINE S. FIELDS

[rfields2012@gmail.com](mailto:rfields2012@gmail.com) • 1534 Newell Road Richmond, VA 23225 • (201) 852-5799

#### EDUCATION

**University of Richmond**, Richmond, VA (May 2012)  
Bachelor of Arts in Psychology  
Minors in Creative Writing & Philosophy

#### EXPERIENCE

**Mental Health Skill Building Team Lead**, Leaders for Life, Inc., Richmond, VA **May 2017-May 2018**  
Oversee all MHSS counselors, clients and cases (30-40 cases)

Create/provide orientation & ongoing trainings to staff  
Audit company charts through ongoing supervisions with staff

**Founder/Owner**, Crenius LLC, Richmond, VA **June 2014-Present**

Manage creative agency, which provides creative services including artist management & publishing  
Curate various events, specifically art gallery installations  
Develop a generational influence through art, culture & community based forums/events/outlets

**Mental Health/Intensive In-Home Counselor**, Guiding Lights LLC, Richmond, VA **December 2015-March 2017**

Provide therapeutic intervention services to clients, aged 6-18, who were at risk for home displacement  
Facilitate individual & family sessions, guided by clients' Individual Service Plans

Provide case management services for families such as scheduling & attending out-patient services

**Therapeutic Day Treatment Counselor**, Elk Hill, New Kent, VA **September 2013-May 2014**

Planned & implemented individualized behavior modification programs & monitored progress through collaboration with school personnel, family & others

Responded to & provided on-site crisis response during the school day

Provided individual, group & family counseling based on treatment objectives

**Crisis Intervention Team/ Teacher Aide**, Youth Consultation Services, Hackensack, N.J. **September 2012-June 2013**

Intervened in daily crises, using CPI\* training & helped with therapeutic rapport throughout a school for children with psychological & behavioral challenges from the ages of 7-15

Facilitated & organized a specific de-escalation area

Aided in tutoring of students in Mathematics, English, Writing, Reading, & misc. subjects

**Residential Counselor/ Teacher**, Wediko Children's Services, Boston, MA **June 2011-August 2011**

Taught in daily classes & fulfilled duties of a residential counselor at a therapeutic treatment camp for children with psychological & behavioral disorders from the ages of 6-18

Responded to & provided on-site crisis response

Participated in daily activities including group therapy sessions

**Boys to Men Program Director**, George Wythe H.S., Richmond, VA **January 2011-April 2013**

Implemented & facilitated a mentorship program at a local inner-city & at risk high school for young men through partnership with the service organization: Alpha Phi Alpha Fraternity, Inc.

Managed college volunteers & oversaw: scheduling of facilitators, activities, & student enrollment

Organized weekly workshops with focus on various transitional steps into adulthood

#### VARIOUS SKILLS, CERTIFICATIONS & VOLUNTEER WORK

- Critical & innovative thinking
- Effective verbal & written-communication skills
- Knowledge & understanding of group & individual behavior
- Leadership & management skills
- Qualified Mental Health Professional (QMHP-A/QMHP-C)
- CPR/First Aid/AED
- Crisis Intervention & De-escalation | Crisis Wave Intervention | MANDT Certified | TOVA Certified
- Transportation certified (16-passenger vans, small passenger buses)
- M-2 Class license
- VA Permit to carry concealed firearm
- Unarmed Security Certification
- Published author
- Alpha Phi Alpha Fraternity, Inc.
- Community engagement: "Can You See Me Now?"- facilitated creative project raising awareness for the homeless/impoverished
- The Wellness Tent- provided free mental health services, PPE and hygiene products to community members



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 900 St. James Street, Suite 100, Richmond, VA 23220  
 (804) 441-5366 (Office)  
 (804) 452-7481 (Referral Line) | (804) 452-7481 (Fax)  
 Email: info@anewlegacy.org

**JOB DESCRIPTION**

Position Title	Department	Reports to
Quality Assurance Specialist	Administrative	CCO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	February 28, 2022

**POSITION SUMMARY**

The *Quality Assurance Specialist* is responsible for reviewing progress notes and clinical documentation. The QA Specialist collaborates with the Clinical team to ensure client’s charts are in compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reviewing documentation to insure it is in compliance with licensure regulations.
- Sending and tracking revisions to QMHP-C.
- Implementing Documentation Policy as you see fit.
- Communicating with Program Director about delinquent revisions and/or QMHP-C performance.
- Correlate of billing sheet as it relates to documentation being submitted.
- Screening and submitting referral intakes to Clinical Director
- Scheduling assessments for Clinical Director
- Provide Support to Clinical Director

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

This position requires a minimum of a Bachelors’ degree in human services or medical related fields, such as social work, counseling, psychology, nursing, etc. Staff must meet eligibility requirements and maintain appropriate licensure, and satisfactory criminal history background check, and must have at least one year of experience providing direct services. Staff must possess strong clinical writing and verbal communication skills. Staff must have an ability to establish and maintain effective working relationships with clients, staff, service agencies, funding sources, and the public.

**Required Training’s/Certifications:**

- CPR/FIRST AID

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, there must be an ability to perform a range of motions, including but not limited to, sitting for long periods of time, standing, walking, climbing/descending stairs and driving for periods exceeding one hour. The employee must



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occasionally lift and/or move up to 25 pounds. Flexible working hours, but this includes the need to work evenings, weekends and holidays as required to meet client needs.

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**New Hire Acknowledgement**

Signature: R. Twoine Name (print): Ra-Twoine Fields  
 Title: Quality Assurance Coordinator Date: 08/16/2022

**ANLF Staff Acknowledgement**

Signature: Bria Thomas Name (print): Bria Thomas  
 Title: Chief of Staff Date: 08/27/2022

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



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8/28/22, 2:05 AM

License Lookup



**Virginia Department of Health Professions  
 License Lookup**

Current as of 08/28/2022 02:05

License Information	
<b>License Number</b>	0732008863
<b>Occupation</b>	Qualified Mental Health Professional-Adult
<b>Name</b>	Ra-Twoine Fields
<b>Address</b>	Richmond, VA 23225
<b>Initial License Date</b>	02/10/2021
<b>Expire Date</b>	06/30/2023
<b>License Status</b>	Current Active
<b>Additional Public Information*</b>	No
<a href="#">Back to License Lookup Result</a>	

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

\* "Yes" means that there is information the Department must make available to the public pursuant to §54.1-2400.2.H of the Code of Virginia; please note that this may also include proceedings in which a finding of "no violation" was made. For additional information click on the "Yes" link above. "No" means no documents are available.

[Back to License Lookup](#)



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8/28/22, 2:06 AM

License Lookup



## Virginia Department of Health Professions License Lookup

Current as of 08/28/2022 02:06

### License Information

<b>License Number</b>	0733007806
<b>Occupation</b>	Qualified Mental Health Professional-Child
<b>Name</b>	Ra-Twoine Fields
<b>Address</b>	Richmond, VA 23225
<b>Initial License Date</b>	11/05/2020
<b>Expire Date</b>	06/30/2023
<b>License Status</b>	Current Active
<b>Additional Public Information*</b>	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.**

\* "Yes" means that there is information the Department must make available to the public pursuant to §54.1-2400.2.H of the Code of Virginia; please note that this may also include proceedings in which a finding of "no violation" was made. For additional information click on the "Yes" link above. "No" means no documents are available.

[Back to License Lookup](#)





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9/22/22, 6:17 PM

Ra-Twoine Fields - Employee Documents

**UNIVERSITY OF RICHMOND**

Student No: \*\*\*-\*\*-3213      UR ID: 28921419      Date Issued: 21-OCT-2020  
 AEEE

Record of: Ra-Twoine Shameel Fields      Page: 2  
 Level: Undergraduate Units

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:					
Spring 2011					
ENGL 401	CREATIVE WRITING SEMINAR	1.00	B-	2.70	
PHIL 370	PHILOSOPHY OF MIND	1.00	D	1.00	
PSYC 449	ADV SEM: SELF & RELATIONSHIPS	1.00	A	4.00	
SOC 101	FOUNDATIONS OF SOCIETY	1.00	P	0.00	
Ehrs: 4.00 GPA-Hrs: 3.00 Qpts: 7.70 GPA: 2.56					
Good Standing					
Fall 2011					
ARTS 201	DRAWING	1.00	B+	3.30	
LATN 101	ELEMENTARY LATIN	1.00	A-	3.70	
PSYC 313	SOCIAL PSYCHOLOGY	1.00	A-	3.70	
PSYC 352	CHOICE AND DECISION MAKING	1.00	B+	3.30	
SOC 218	SOCY OF THE BLACK EXPERIENCE	1.00	B+	3.30	
Ehrs: 5.00 GPA-Hrs: 5.00 Qpts: 17.30 GPA: 3.46					
Good Standing					
Spring 2012					
PHIL 280	ST:ISSUES IN PHIL:CRM&PUNSHMNT	1.00	C-	1.70	
PSYC 351	RELIGION AND PSYCHOLOGY	1.00	B	3.00	
PSYC 388	INDIVIDUAL INTERNSHIP	1.00	P	0.00	
RELG 358	ST:SLAVE RVLTS:RLGN&REBELLION	1.00	P	0.00	
THTR 312	ST: GLOBAL HIP HOP	1.00	B	3.00	
Ehrs: 5.00 GPA-Hrs: 3.00 Qpts: 7.70 GPA: 2.56					
Good Standing					
***** TRANSCRIPT TOTALS *****					
Earned Hrs    GPA Hrs    Points    GPA					
TOTAL INSTITUTION    34.50    31.50    93.45    2.96					
TOTAL TRANSFER    1.00    0.00    0.00    0.00					
OVERALL    35.50    31.50    93.45    2.96					
***** END OF TRANSCRIPT *****					

  
 Susan D. Breeden, University Registrar



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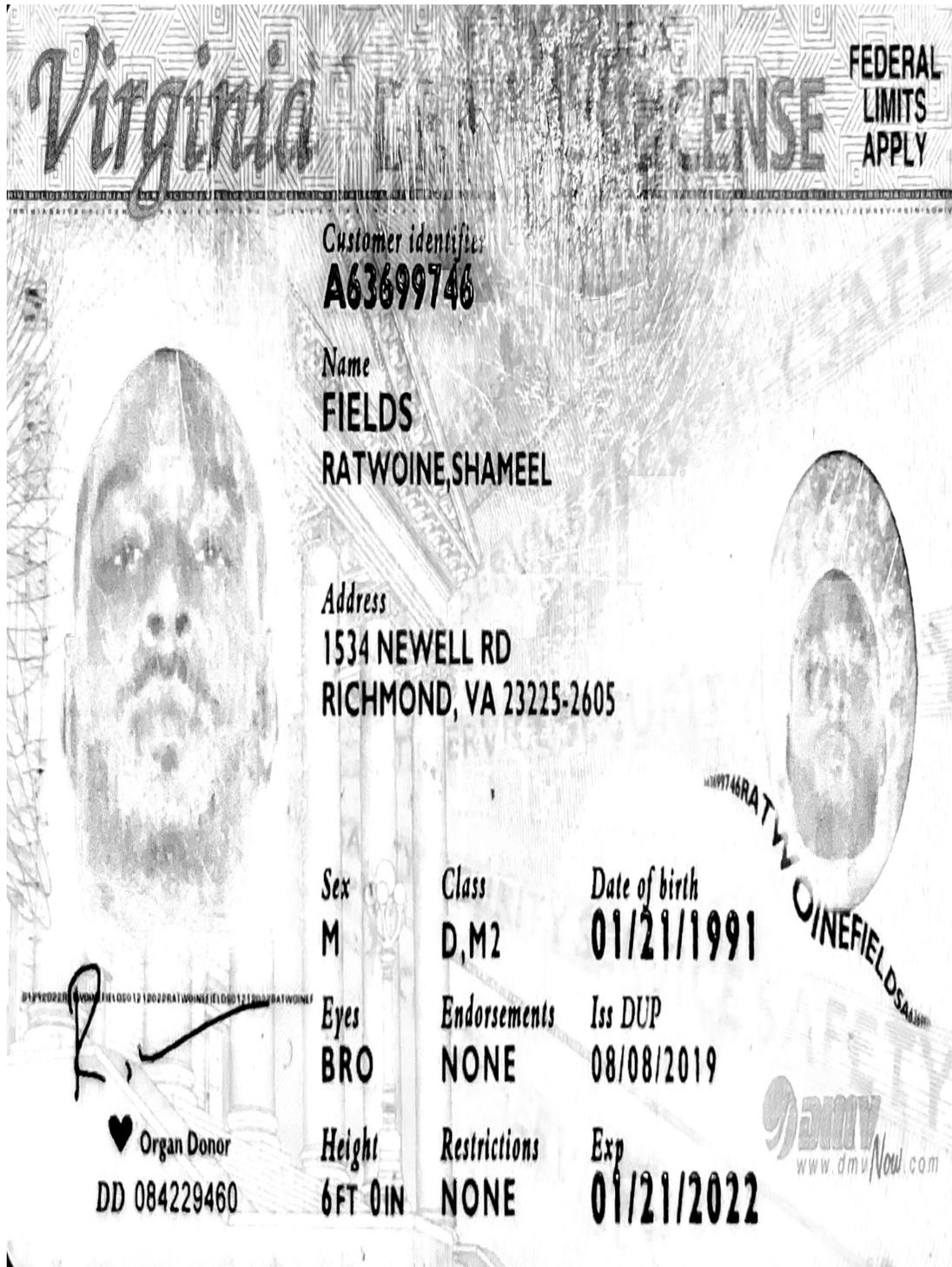
<b>CERTIFICATION CARD</b>	<b>Validation Code: C2286476468539703</b>
<b>CPR, AED, and Basic First Aid</b>	<b>Maurice Crawley</b> Authorized Instructor (Print Name)
<b>Ratwoine Fields</b> has successfully completed and competently performed the required knowledge and skill objectives for this program.	<b>884322</b> Registry No.
<input type="checkbox"/> Adult <input type="checkbox"/> Adult and Child <input checked="" type="checkbox"/> Adult, Child, and Infant <small>Card is void if more than one box is checked.</small>	<b>11/07/2020</b> Class Completion Date
	<b>11/2022</b> Expiration Date
	<b>2302922</b> Training Center I.D.
<b>AMERICAN SAFETY &amp; HEALTH INSTITUTE</b> <small>ESTABLISHED 1987</small>	<b>804-661-9472</b> Training Center Phone No.
<small>This card certifies the above named individual has successfully completed the required objectives and hands-on skill evaluations to the satisfaction of a currently authorized ASHI Instructor. This program conforms to the 2015 AHA Guidelines Update for CPR and ECC and the 2015 AHA and ARC Guidelines Update for First Aid. This program is not designed to meet pediatric first aid training regulatory requirements and should not be used for that purpose. Expiration date may not exceed two years from month of class completion.</small>	



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9/22/22, 6:14 PM

Ra-Twoine Fields - Employee Documents





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**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF SOCIAL SERVICES**

**CONFIDENTIAL**

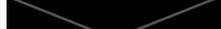
**Case#:** 

**TO:** Bria Thomas  
Somebody's to Somebodies Youth Care LLC  
900 St. James St Ste 100  
Richmond, VA 23220-0000

**FROM:** Office of Background Investigation-Criminal Background Unit

**DATE:** August 17, 2022

**RE:** Virginia Record & FBI Screening

**Name:** 

**SSN:** 

An analysis of the fingerprint check results obtained from the Virginia State Police and the Federal Bureau of Investigation confirms that the above individual is:

**ELIGIBLE** as Employee pursuant to 22.1-289.035  
of the *Code of Virginia*.

This criminal history background check was conducted on the above-referenced individual who is being evaluated by the Somebody's to Somebodies Yo. This search also included a review of the sex offender registry to determine if the individual has registered as a convicted sex offender.

These results are only valid for the designated role at the agency referenced above and are not transferable to another agency or other role.

For additional information, please contact the Office of Background Investigations Criminal Unit at 804-726-7884.



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## TAB 4 – SERVICE APPROACH / IMPLEMENTATION OF SERVICES



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### ***Introduction of Service Approach***

*“Children must be taught how to think, not what to think.” — Margaret Mead, cultural anthropologist*

Our youth are the most important and most vulnerable population. Youth especially in inner-city communities, are faced with a reality where “contact and involvement with the street is almost unavoidable” (Anderson, 1999). These chaotic environments, adverse childhood experiences (ACEs), and lack of positive representation allows for a narrative to be spun about the use of violence. Several studies, included in our current literature review, dictate that youth utilize firearms and other methods of violence as protective measures against: fear of violence, gang recruitment, negative family associations, personal protection, home safety, etc. “Cultural factors impact the form violence takes depending on the participants and [their] location” (January 2021). These youth are unable to utilize positive communication skills, coping mechanisms, self-awareness, and problem-solving skills. They need help with controlling their narrative and the narrative of youth violence in Henrico County.

Controlling the narrative assists with shifting perspectives and paradigms. These youth are in fact future parents, academics, scientists, athletes, first responders, politicians, philosophers, activists, entrepreneurs, business owners, and more. These youth require positive representations, guidance, resources, and opportunities to achieve these successes. Through restructuring how they think and gaining understanding of their thoughts/emotions via educational activities, youth will establish new identities and hone skills to achieve in school, home, work, and the community. The youth will be imbued with pride and understanding of self through increased emotional intelligence and awareness of choices/decisions.

A New Legacy Family Service’s purpose of facilitating the “Control the Narrative” program is to provide wraparound services that empower “at promise” youth mindset to think positively and expansively in order for their negative behaviors to change and to reduce/dissolve their inclinations to violence. This program is based in the Cognitive Behavioral Therapy (CBT) technique which includes the use of worksheets, journaling, hands-on activities, role-playing, and life skill building to achieve positive thoughts and ultimately, positive behaviors. At the end of the program, participants will develop a personalized portfolio that justifies the completion of each session. Participants will be able to articulate who they are without being defined by their criminal charges, adverse behaviors, and stereotypes. Upon completion, youth will have increased understanding of the connection between thoughts, feelings, and behaviors. Participants will have a deeper connection to community. Participants will have increased sense of responsibility and accountability of the long-lasting effects of violence; this includes a better sense of self, but also a better sense of responsibility – for themselves, their peers, and their community.

The objectives of the “Control the Narrative” program were designed to help the participants: understand the ongoing effects of violence, identify triggers/causes to violence, give back directly to their community, learn positive communication skills, learn positive coping skills, and influence positive decision-making. The program also works to observe any mental health disparities, if any, amongst the participants. The participants will be provided with necessary resources, to ensure efficiency and successful comprehension throughout the course. Each session will have an objective, activity and journal debrief. The facilitators will note significant observations after each session for further analysis. Parents will be provided with an overview of the program, and will have the option of inquiring about said matters at any time. There is a healthy balance of program topics between practical issues (i.e., community safety, conflict avoidance, emotional intelligence, decision making skills) and issues of morality (i.e., relationships, self-worth, self-esteem, value of life). Participants have the opportunity to be hands on with various projects, as well as



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experience a more mature learning setting.

With the goal of building the participants up – the experience, the education, and relatability of the “Control the Narrative” facilitators, in addition to the customized programming and wraparound model approach are the attributes that will set the A New Legacy’s program experience aside from others.

This program is intended to run as a 10, two-hour weekly course. Course sessions are as follows, but are subject to change, based on the progress of the young ladies:

***10 Week “TBD” Curriculum: Facilitated by Jessica Hill and Ra-Twoine Fields***

***Encouraged (not required) reading throughout 10 Week Program; Copies will be provided by program and will be used for reference by staff.***

***Anderson, E. (1999). Code of the street: Decency, violence, and the moral life of the inner city. W. W. Norton & Company.***

**Week One: “ICE: Identify, Categorize, and Evaluate”**

***Objective(s):*** To assess and make lawful and sensible decisions based on experienced situations in their home, school, and community.

***Activity:*** Each participant will read a list of possible scenarios and categorize each scenario as a “threat” and “no threat”. Participants will evaluate the scenario and discuss why they categorized each scenario accordingly. Participants will write and discuss possible actions/reactions they could perform in the various scenarios. Scenarios will be based on real-life incidents and evidence-based data based on participants’ communities, homes, and schools. Facilitators will analyze for patterns and distinctions, and discuss responses with participants.

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day’s session.

**Week Two: “Consequences: The Positive, The Neutral, and The Negative”**

***Objective(s):*** To understand how to discover the differences between consequence types: positive, neutral, and negative. To understand how various behaviors produce various consequence types. To understand cause-and-effect between behaviors and consequence types.

***Activity:*** Each participant will write 2-3 lived experiences to include those with 1-3 consequence types. The participants will discuss different behaviors/actions/choices with mentors to produce positive consequences from their lived experiences. Participants will choose 1-2 experiences to role-play the various consequence types with staff and peers.

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day’s session.

**Week Three: “Street Codes VS. Laws”**

***Objective(s):*** To understand the distinctions and intersections of “street codes” and VA laws.

***Activity:*** Mentors will create a 3-d Venn diagram (overlapping circles created with string, street chalk, etc.) to compare and contrast “street codes” and VA laws. Participants will randomly choose cards labeled “Street Code”, “VA law”, and “Intersection” to designate their chosen section in the Venn diagram.



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Participants will utilize consequence types to discuss similarities and differences between “street codes” and VA laws. Participants will discuss their thoughts and feelings during and after the activity with mentors.

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day’s session.

***Week Four: PART I, Redefining REALationships: Your Family/Your Friends***

***Objective(s):*** To identify the qualities of a positive support system and to understand how they can help you with your thoughts, feelings, and behaviors. To understand how certain family relationships can affect thinking, feeling, and behaviors. To assess the effects and consequences of proximity to negative friend groups. To identify the qualities of a positive support system and to understand how they can help you with your thoughts, feelings, and behaviors. To understand how certain friend relationships can affect thinking, feeling, and behaviors.

***Activity:*** Mentors will hang a “Family Tree” laminate up so that it is visible to the group. Each participant will receive a piece of construction paper where he will trace and cut out his hand-print. On each finger, they will write who he considers a part of his family. Each hand-print is taped to the “Family Tree” laminate as leaves on the tree branches. The roots of the trees will remain bare until after the discussion. Each participant will add a theme or quality that he believes makes up a positive support system (i.e., loyalty, honesty, love). Participants will utilize and build on the laminated family tree from the previous discussion. Participants will create their “right hand” or an individual they believe to be really close with. Participants will write characteristics and identifiers of their “right hand”. Each hand-print is taped to the “Family Tree” laminate as leaves on the tree branches. The roots of the trees will remain bare until after the discussion. Each participant will add a theme or quality that he believes makes up a positive support system (i.e., loyalty, honesty, communication, positive intentions). Discussion will consist of asking what differences and similarities were seen among the groups.

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day’s session.

***Week Five: Community Project***

***Objective(s):*** To identify the power of social media’s influence on personal branding, choice of friend group, general associations, and representations of character. To empower participants to use their voices and personal experiences with violence to control the narrative and shift the paradigms within their homes, schools, and communities. To continue to educate each participant on accountability and responsibility.

***Activity:*** Community project will begin in the middle of the program and be a “living” project throughout. Participants will be able to add to the project and continue to share with others in their social and community groups. Participants will create individual videos and a compilation group project (public Instagram account) based on what they learned/will learn throughout the program. Participants will create social media posts discussing their feelings about violence in their communities, their future promises to help reduce violence in their communities, and why they believe youth engage in violence. Participants will tag their friends and family members in social media posts to express earnestness and share their new



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knowledge/skills with their communities. Program will provide professional videographer/photographer to assist with content creation and process documentation.

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day's session.

**Week Six: "Grab Your Shovels: We're Unburying Grief"**

***Objective(s):*** To learn the ongoing and residual effects of violence: self, family, peers, and community. To discuss the effects of grief on decision-making and well-being.

***Activity:*** Each participant will view a short film from YouTube focused on experiences involving violence, grief, and community healing. Participants will be prompted to write the feelings/thoughts they experience while viewing the film. Participants will discuss the film and film notes in relation to their own experiences and lives. Facilitators can provide prompts involving themes found in film and community to include: PTSD, hypervigilance, depression, anxiety, substance abuse, death, divorce, separation, and abandonment.

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day's session.

**Week Seven: Stop the Bleed**

***Objective(s):*** To provide participants with hands-on pertinent skills to assist with reducing their feelings of victimhood and hypervigilance. To provide participants with real-life context of the effects of violence (fighting, stabbing, shooting, etc.)

***Activity:*** Each participant will be split into pairs and work with their partners throughout the exercise. Participants will learn how to properly use a tourniquet/understanding of tourniquet functionality/utility, proper use of an 'IFAK' (individual first aid kit) and proper use of 'stop the bleed' materials. Each participant will be provided with an "IFAK". Each participant will receive a 'Stop the Bleed' certificate of completion. Participants will discuss their experience including thoughts and emotions after the activity.

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day's session.

**Week Eight: "Trigger/Twitter Fingers"**

***Objective(s):*** To discuss media (music, video games, social-media, and tv/movies) and its projection, manipulative messaging, romanticizing, influence, and misrepresentations of weapon usage and violence. To define and understand positive/negative branding and its effects on the individual.

***Activity:*** Participants will randomly be split into two groups: positive and negative branding. Participants will create simulated social media accounts representative of certain branding, lifestyles, and daily engagement. Participants will use their own media and media found from Participants will present their social media.



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***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to that is in relation to the session objective, in order for them to debrief independently from the day's session.

**Week Nine: "Staying Out the Way: Conflict Identification, Avoidance, De-escalation, and Resolution"**

***Objective(s):*** To identify the various elements of conflict management: identification, avoidance, de-escalation, and resolution. To prioritize methods of "staying out the way" and preemptively assessing, identifying, and avoiding conflict. To learn de-escalation and conflict management skills such as conscious awareness, 'verbal judo', distance, and emotional intelligence.

***Activity:*** Participants will engage in role-playing activities to discuss and practice elements of conflict management. Participants will engage in a charades game focused on assisting youth with identifying positive and healthy conflict management, while creatively being able to think of methods of avoiding conflict, reducing adverse experiences, and "staying out the way".

***Independent Journal Debrief:*** Participants will be given a journal prompt to respond to the session objective, in order to debrief independently from the day's session.

**Week Ten: Closing Graduation Ceremony**

***Objective(s):*** To have each participant pledge to continuously increase self-awareness, access their problem-solving skills, utilize positive communication skills, reduce violence in their community, and be an active and positive member of their community. Each participant will pledge to "control the narrative" of youth violence through the knowledge and skills gained from the "Control the Narrative" program.

***Activity:*** Graduation Ceremony— Allow each participant to have a fun time celebrating the end of their program. Mentors will pass out their "CONTROL THE NARRATIVE" presents including their "CONTROL THE NARRATIVE" t-shirts, their gifts from the mentors, 'Stop the Bleed' certifications, their Certificate of Completion from "CONTROL THE NARRATIVE", and their completed "CONTROL THE NARRATIVE" portfolios. Participants will invite their family and friends to their graduation ceremony. Each participant will have a role in planning the ceremony, and during the ceremony. They will present what they've learned, including their community project, and gained from the "CONTROL THE NARRATIVE" program.

***4 Week "CONTROL THE NARRATIVE" Parent Curriculum: Facilitated by Sherron "Nikki" Shaw***  
*"It is easier to build strong children than to repair broken men."— Frederick Douglass, abolitionist and scholar*

A New Legacy Family Services jointly believes in providing parents with the tools to be successful in their parenting endeavors in combination with programming offered for their children. Our Parental Support program will be provided to parents that require support and skill building to assist them with managing the struggles and concerns of children engaging in violence. This program will assist parents



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with identifying early signs of violence, how to healthily feed curiosity on firearms, learning how to safely store firearms, accountability, responsibility, liability, building healthy attachments, their own strengths and limitations regarding parenting and building on both in order to become a more effective parent. Our Licensed Mental Health professionals will assist parents with learning how to communicate with their children in positive, healthy and effective way to assist with increasing their children's understanding of their feelings and behaviors. Parents will learn how to build trust and open communication with their children. We will also teach conflict management skills, along with behavior modification techniques like behavior charts, behavior contracts, and incentive/reward systems that increase a child's positive behaviors. Building on the parent's strengths while teaching new skills will help the parents feel supported and gain more confidence to implement those positive parenting strategies that are proven to work.

**Week One: *The Foundation: Understanding and Creating Healthy Attachments***

Parents will learn:

- Key components of healthy attachments (basic needs, open communication, empathy, grace, and more)
- Early childhood and the importance of the Trust Cycle
- The effects of trauma and impaired attachment on social, emotional, and behavioral development and adjustment
- The role played by healthy attachment relationships, boundaries, and success experiences on the healing process
- Essential skills and attitudes for avoiding power struggles and conflicts that interfere with the healing process
- Joint interpersonal coping skills

**Week Two: *Accountability, Responsibility, Liability (ARLs)***

Parents will learn:

- Their accountability as a parent/guardian when a youth associates with an at-risk group and/or commits an act of violence



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- Their responsibility as a parent/guardian when a youth associates with an at-risk group and/or commits an act of violence
- Their liability as a parent/guardian when a youth associates with an at-risk group and/or commits an act of violence
- The importance of restitution, appropriate consequences, and other strategies for translating accountability, responsibility, and liability
- The integration and connection between Accountability, Responsibility, Liability (ARLs)
- Laws related to ARLs associated with youth violence

### **Week Three: *Healthily Feeding the Curiosity***

Parents will learn:

- Why many youth are attracted to and interested in firearm culture
- How to provide positive and negative reinforcement to assist with helping to increase positive inclinations to firearm culture
- How to foster safe and positive firearm enthusiasm/curiosity
- How to access community engagement programming/events
- How to access firearm safety specific programming
- How to remain calm and empathetic when a youth is displaying curious behaviors and/or interest in firearms/firearm culture
- How to identify/access/provide safe and healthy outlets to address firearm curiosity (gun range: indoor/outdoor, virtual reality, paintball, airsoft, etc.)
- How to understand and use ‘recoil therapy’ to assist youth with reducing stress, anger, frustration, fear, and negative associations with firearms

### **Week Four: *Recognizing Early Signs***



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Parents will learn:

- How to recognize associations and signs of potentially dangerous and at-risk friend/family groups
- Tips for preventing or addressing early signs of negative associations with firearms
- The importance of protective factors: addressing basic needs, healthy attachment, positive community connections, after-school programming, lawful employment, and more
- How to help them build self-competence and resilience by identifying and focusing on their children's strengths and by teaching practical problem-solving skills
- How to take a positive proactive approach to helping youth identify, understand, own and solve the problems and choices they encounter
- How to recognize and positively address maladaptive behaviors primarily with inclinations to violence

**PROGRAM LOCATIONS:**

*Eastern Henrico County*  
409 E Laburnum Ave  
Richmond, VA 23222



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*Pre/Post Assessment*

***Weapons Youth Group- “CONTROL THE NARRATIVE”***

All program participants are required to complete pre/post evaluations. The results from the pre-evaluation provide baseline from which participants’ retention is measured. The Pre/Post Evaluations consist of age-appropriate short answer, multiple choice, sliding scale questions, and a blank action plan which is a graphic representation outlining the execution of participants’ short-term and long-term goals.

- 1) What is your definition of “violence”?
  
- 2) What are some reasons that cause you to use violence?
  
- 3) Violence is a choice.  
*True or False:*
  
- 4) Consequences can be good and bad.  
*True or False:*
  
- 5) Which is not an example of a good support system?
  - A. Someone who listens when you need to talk
  - B. Someone who makes you feel bad for doing/being good
  - C. Someone who gives you advice
  - D. Someone who helps you achieve your goals

*Identify*

*Scale: 0 being lowest, 5 highest*

6. I know myself and the things that make me angry.
7. I can identify different emotions when I feel them.
8. I make friends easily.
9. I have lots of enemies.
10. I can defend myself without violence.
11. I can talk openly to my friends and family about my feelings.
12. I can understand my thoughts and feelings.
13. I care about what others think of me.
14. I get angry a lot.
15. I understand the effects of violence.



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*Pre/Post Assessment*

***Parent's Group- "CONTROL THE NARRATIVE"***

All program participants' parents/guardians are required to complete pre/post evaluations. The results from the pre-evaluation provide baseline from which participants' retention is measured. The Pre/Post Evaluations consist of age-appropriate short answer, multiple choice, sliding scale questions, and a blank action plan which is a graphic representation outlining the execution of participants' short-term and long-term goals.

1. What is your definition of "violence"?
  
2. What are some signs of inclinations to violence?
  
3. Violence is a choice.  
*True or False:*
  
4. I have a positive relationship with my son.  
*True or False:*
  
5. Which is not an example of healthy attachment?
  - E. Positive open communication between parent and son
  - F. Lying between parent/son to avoid consequence/judgement
  - G. Trust between parent and son
  - H. Shared empathy between parent and son

*Identify Scale: 0 being lowest, 5 highest*

6. I know my son and the things that make him angry.
7. I can identify different emotions when my son feels them.
8. I feel knowledgeable about firearm safety.
9. I know how to use positive coping skills.
10. I understand how to build a healthy attachment with my son.
11. I understand my liability for my son's actions.
12. I understand my accountability for my son's actions.
13. I feel safe in my community.
14. I know where to practice/use firearms safely.
15. I understand the effects of violence.



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## TAB 5 – PRICING AND COST PROPOSAL



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<b>Line #</b>	<b>Category/Item</b>	<b>Cost</b>	<b>Total</b>
1	<b>Program</b>		
	Youth Groups (x10 sessions)	\$400	\$4000
	Parent Groups (x4 sessions)	\$400	\$1600
	<i>TOTAL:</i>		<b>\$5,600</b>
2	<b>Community Service Project</b>		
	Photographer + Videographer + Social Media Content Creator	\$250	\$250
	<i>TOTAL:</i>		<b>\$250</b>
3	<b>Graduation</b>		
	Catered Box Meal for Participants and Parents (x15 participants)	\$15/pp	\$225
	Printed Workbooks (x15 participants)	\$15/pp	\$225
	Participant Gift (x15 participants)	\$5/pp	\$75
	<i>TOTAL:</i>		<b>\$525</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS GROUP PROGRAM:</i></b>		<b>= \$6,375</b>



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## TAB 6 – APPENDICES



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**CERTIFICATES OF INSURANCE**

ACORD®		CERTIFICATE OF PROPERTY INSURANCE		DATE (MM/DD/YYYY)		
				04/14/2022		
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.						
<b>PRODUCER</b> Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022		<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): 844-357-0403 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com PRODUCER CUSTOMER ID:				
<b>INSURED</b> A New Legacy Family Services, LLC 900 St James St Ste 100 Richmond, VA 23220		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hiscox Insurance Company Inc. NAIC # 10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:				
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>		
LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	<input type="checkbox"/> PROPERTY	P100.125.458.5	02/28/2022	02/28/2023	<input checked="" type="checkbox"/> BUILDING	\$
	<input type="checkbox"/> CAUSES OF LOSS				<input type="checkbox"/> PERSONAL PROPERTY	\$ \$ 10,000
	<input type="checkbox"/> DEDUCTIBLES				<input type="checkbox"/> BUSINESS INCOME	\$
	<input type="checkbox"/> BASIC				<input type="checkbox"/> EXTRA EXPENSE	\$
	<input checked="" type="checkbox"/> BROAD				<input type="checkbox"/> RENTAL VALUE	\$
	<input type="checkbox"/> SPECIAL				<input type="checkbox"/> BLANKET BUILDING	\$
	<input type="checkbox"/> CONTENTS				<input type="checkbox"/> BLANKET PERS PROP	\$
	<input type="checkbox"/> \$ 500				<input type="checkbox"/> BLANKET BLDG & PP	\$
	<input type="checkbox"/> EARTHQUAKE				\$	
	<input type="checkbox"/> WIND				\$	
<input type="checkbox"/> FLOOD	\$					
<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY				\$	
<input type="checkbox"/> CAUSES OF LOSS	POLICY NUMBER				\$	
<input type="checkbox"/> NAMED PERILS					\$	
<input type="checkbox"/> CRIME					\$	
<input type="checkbox"/> TYPE OF POLICY					\$	
<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$	
SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
County of Henrico Risk Management is named as additional insured on the commercial general liability policy subject to policy terms and conditions.						
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>			
County of Henrico Risk Management Po Box 90775 Henrico, Virginia 23273			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 			









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Fax: (804) 452-7481  
www.anewlegacy.org

**DBHDS LICENSE**

# Commonwealth of Virginia

**Department of Behavioral Health and Developmental Services**

***Pursuant to Title 37.2 of the Code of Virginia  
and  
The Rules and Regulations for Licensing Providers by the  
Department of Behavioral Health and Developmental Services***

***A License is hereby granted to***

A New Legacy Family Services, LLC  
900 St. James Street  
Suite 100  
Richmond, VA 23220

***to maintain and operate***

SEE ADDENDUM FOR LISTING OF LICENSED SERVICES

LICENSE AS: A PROVIDER OF MENTAL HEALTH SERVICES  
STIPULATIONS:

*This TRIENNIAL license is for the period beginning APRIL 04, 2021 through  
APRIL 03, 2024 subject however to revocation for justifiable cause.*

**License Number: 2814**

By

**Nelson Smith  
COMMISSIONER**

**Jae Benz  
DIRECTOR, OFFICE OF LICENSING**



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 900 St. James Street, Suite 100  
 Richmond, VA 23220  
 Office: (804) 441-5366 ext. 1  
 Fax: (804) 452-7481  
 www.anewlegacy.org

**A New Legacy Family Services, LLC**

**Licensed Services**

*1. Licensed As: A mental health non-school based therapeutic day treatment service for children with serious emotional disturbance*

*Stipulations:*

Service License Number	Type of License	Effective Date	Expiration Date
2814-02-014	Triennial	04/04/2021	04/03/2024

**Locations:** 1 St. Luke Legacy Center  
 900 St. James Street Suite 100  
 Richmond, VA 23220

Bed Capacity: Flex Beds:  
 Effective Date: 7/21/2020  
 Modification Date: 08/03/2020

2 TDT AfterSchool  
 500 S Buren Street  
 Hopewell, VA 23860

Bed Capacity: Flex Beds:  
 Effective Date: 6/10/2019  
 Modification Date: 06/10/2019

3 TDT Laburnum  
 409 Laburnum Ave.  
 Richmond, VA 23222

Bed Capacity: Flex Beds:  
 Effective Date: 3/18/2021  
 Modification Date: 04/05/2021



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Office: (804) 441-5366 ext. 1  
Fax: (804) 452-7481  
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2. Licensed As: A mental health school-based therapeutic day treatment service for children and adolescents with serious emotional disturbance

Stipulations:

Service License Number	Type of License	Effective Date	Expiration Date
2814-02-029	First Conditional	03/04/2022	09/03/2022

**Locations:** 1 St. Luke Legacy Center  
Administrative Office  
900 St. James Street Suite 100  
Richmond, VA 23220  
  
Bed Capacity: 0 Flex Beds: 0  
Effective Date: 3/4/2022  
Modification Date: 08/03/2020



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Office: (804) 441-5366 ext. 1  
Fax: (804) 452-7481  
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3. Licensed As: A mental health community support for adults with serious mental illness

Stipulations:

Service License Number	Type of License	Effective Date	Expiration Date
2814-03-001	Annual	10/04/2021	10/03/2022

**Locations:** 1 St. Luke Legacy Center  
900 St. James Street Suite 100  
Richmond, VA 23222

**Bed Capacity:**      **Flex Beds:**  
**Effective Date:** 1/6/2021  
**Modification Date:** 01/06/2021



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900 St. James Street, Suite 100  
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Fax: (804) 452-7481  
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4. *Licensed As: A mental health intensive in-home service for children and adolescents and their families*

*Stipulations:*

Service License Number	Type of License	Effective Date	Expiration Date
2814-05-001	Triennial	04/04/2021	04/03/2024

**Locations:** 1 St. Luke Legacy Center  
900 St. James St Suite 100  
Richmond, VA 23220

**Bed Capacity:**      **Flex Beds:**  
**Effective Date:** 7/21/2020  
**Modification Date:** 08/03/2020



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82

## CURRENT LITERATURE REVIEW:

*Anderson, E. (1999). Code of the street: Decency, violence, and the moral life of the inner city. W. W. Norton & Company.*

*Brown, T. M. (2016). "Hitting the streets": Youth street involvement as adaptive well-being. Harvard Educational Review, 86(1), 48-71,155. Retrieved from <https://tcsedsystem.idm.oclc.org/login?url=https://www.proquest.com/scholarly-journals/hitting-streets-youth-street-involvement-as/docview/1776413591/se-2?accountid=34120>*

*National Center for Injury Prevention and Control (2021, May 4). Firearm violence prevention. Centers for Disease Control and Prevention. <https://www.cdc.gov/violenceprevention/firearms/index.html>*

*Freilich, J. D. & Bolland, J. (2008). Gang Membership, Gun Carrying, and Employment: Applying Routine Activities Theory to Explain Violent Victimization Among Inner City, Minority Youth Living in Extreme Poverty, Justice Quarterly, 25:2, 381-410, DOI: 10.1080/07418820802024911*

*Whitehill, J. M., Webster, D. W., Frattaroli, S., & Parker, E. M. (2014). Interrupting violence: How the CeaseFire program prevents imminent gun violence through conflict mediation. Journal of Urban Health; J Urban Health, 91(1), 84-95. doi:10.1007/s11524-013-9796-9*

*(January 2021). Street Culture and Gun Violence: Exploring the Reputation–Victimization Paradox. Journal of Interpersonal Violence. [https://advance-lexis-com.tcsedsystem.idm.oclc.org/api/document?collection=news&id=urn:contentItem:63R2-P4K1-DY41-718W-00000-00&context=1516831](https://advance.lexis-com.tcsedsystem.idm.oclc.org/api/document?collection=news&id=urn:contentItem:63R2-P4K1-DY41-718W-00000-00&context=1516831).*



Exhibit C

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 Fax: (804)452-7481  
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Youth Weapons  
 Best and Final Pricing Sheet

Line #	Category/Item	Cost	Total
1	<b>Group Program</b>		
	Youth Groups (x10/2 hour sessions including community service session, graduation, and printed workbooks)	\$400	\$4000
	Parent Groups (x4/2 hour sessions)	\$400	\$1600
	<i>TOTAL:</i>		<b>\$5600</b>
2	<b>Individual Program</b>		
	Youth One-On-One (x10/1 hour sessions including community service session, graduation, and printed workbook)	\$100/hr	\$1000
	Parent One-On-One (x4/ 1 hour sessions)	\$100/hr	\$400
	<i>TOTAL:</i>		<b>\$1400</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>GROUP</u> PROGRAM+GRADUATION:</i></b>		<b>= \$5600</b>
	<b><i>TOTAL EXPENSES FOR 15 PARTICIPANTS OF YOUTH WEAPONS <u>INDIVIDUAL</u> PROGRAM+GRADUATION:</i></b>		<b>= \$1400</b>

## **I. INTRODUCTION**

### **A. Purpose**

The intent and purpose of this Request for Proposal (“RFP”), and the resulting contract, is to obtain services from a qualified firm for the purpose of providing a program to youth and parents to address the underlying reason why youth use weapons in accordance with the Scope of Services section of the solicitation.

### **B. Background**

The most recent annual VJCCCA program evaluation indicated weapons were the 3rd highest offense (4.3% or 51) by juveniles within Henrico County. The data also indicated there were 49 weapons (10-felonies, 39 - misdemeanors) offenses in the first 7 months of FY21/22. In addition to weapon offenses, there have been 130 assaults reported to Henrico police in FY20/21 of which 13 included a form of a weapon; there were 51 offenses for possession of a weapon and 1 that included a discharge of a firearm. The number of youth detained on a weapons charge was 42 in FY20/21 and 74 through April in FY21/22. In the FY22/23 Henrico County budget presentation, Henrico Police reported in 2021 there were 7 juveniles accidentally injured during a firearm incident, 17 juveniles injured in a firearm discharge incident and 81 firearm discharge incidents with juveniles involved (as a victim occupant of dwelling/vehicles, witness to a shooting or arrested for discharge. These figures are not all inclusive as the actual use of an object as a weapon may not have resulted in a charge being filed.

Based on meetings with various stakeholders, the weapons program being proposed will focus on a youth’s use of any object as a weapon and the behavior contributing to the use. Referrals may originate from schools, police, intake, probation and the court. This allows for referrals under the prevention section of VJCCCA programming along with referrals for youth meeting the statutory requirements for a petition being filed. “Typically, youth violence involves young people assaulting peers and can take many forms. Instigating fights, threats with weapons and gang-related violence are a few examples of youth violence and young people may be involved as a victim, offender or witness.” (Tilhou, Rebecca, MA Ed., Eckhoff, Angela, PhD. Violence in the Lives of Virginia’s Children: Impacts and Implications, Old Dominion University, December 2018.)

A review of articles on the topic of weapons indicates the importance of utilizing a developmental context “because young people think differently than adults, are emotionally immature and do not have fully formed moral values.” (Marty Beyer, Best Practices in Juvenile Accountability Overview, Juvenile Accountability Incentive Block Grants Program, April 2003) In addition it is indicated “curriculum approaches are also ineffectual if they fail to include real experiences with positive alternatives” (Shay Bilchik, Reducing Youth Gun Violence: An Overview of Programs and Initiatives, Office of Juvenile Justice and Delinquency Prevention, May 1996, p. 20)

Research of current weapons programs for juveniles did not result in a program that would best address the behaviors or thought processes of youth when using a weapon. Numerous conversations with local police officers and other stakeholders have provided an opportunity to secure input regarding program development and an outline of what material is to be covered in a weapons program. “When young people are scared and feel cornered, they are often unable

(because of a lack of maturity) to think of any way out. Frequently, juveniles who use weapons do so when they feel threatened and their judgement is distorted.” (Marty Beyer, “Best Practices in Juvenile Accountability: Overview”, Juvenile Accountability Incentive Block Grants Program, April 2003) In addition to referrals from intake and the court, the targeted population will also include youth in contact with police or resource officers using an object as a weapon that may not meet the level of a delinquent offense, and youth charged with a weapons related offense or related offense (i.e. Assault) while using a weapon. The goal will be to educate and provide information related to the use of weapons and impact on youth, family and community.

VJCCCA programs and services are funded with state and local appropriations through the Virginia Juvenile Community Crime Control Act (“VJCCCA”). VJCCCA has an on-going goal of providing a range of community-based programs and services for juveniles and their parents and/or legal guardians as submitted in a VJCCCA biennial plan. These groups are part of the VJCCCA biennial plan that has been approved by Henrico County Board of Supervisors. The County intends to award this contract to one (1) firm.

The County does not have a current contract for similar services, but it is anticipated 100 youth and their families will be served under this contract annually.

## **II. SCOPE OF SERVICES**

The Successful Offeror shall provide all labor, materials, equipment, supervision, and counseling services to provide, at a minimum, the following services:

### **A. Specific Program Requirements:**

1. The Successful Offeror shall provide, to each referred youth and their parent/guardian, a group curriculum that addresses the behavior behind a youth’s use of a weapon. The use of cognitive behavioral techniques is to be included along with parents’ attending at separate sessions to allow for discussion and information sharing on the dangers of weapons and what is available for youth to obtain.
2. The sessions will be in a group format and will have youth and parent/guardian in separate sessions.
3. One of the youth sessions is to be devoted to a 2 - hour group community service project that incorporates the program’s learning strategies in the project.
4. The curriculum and material must be formatted in a developmental context. and include a cognitive behavioral curriculum. The youth targeted will primarily range in age from 11 through 17 with an understanding referred youth must be able to participate in a group process without mental health concerns that may be escalated if youth participate in the program.
5. When feasible, groups shall run concurrently in both the eastern and western sections of the County with locations approved in advance by the VJCCCA Coordinator.
6. An evidence based curriculum is to be utilized emphasizing cognitive behavioral strategies and strength based programming.
7. Determination of curriculum used by Successful Offeror will impact the number of group sessions to be held.
8. The program shall encompass current research and best practices as evidenced above.

B. Program Services:

The following program services shall include, but shall not be limited to:

1. Preparing a curriculum/learning strategy/plan(s) for each of the meetings of an assigned session as identified below.
2. A maximum of ten (10) groups will be run per fiscal year unless prior approval is secured in advance by the VJCCCA Coordinator. Group assignment and curriculum material are to be age appropriate.
3. Providing group services to referred youth who range in age from 11 through 17 years of age with a behavior associated with the use of a weapon.  
NOTE: Juveniles charged or with a history of felonious assaults, violent felonies or psychosis shall not be served unless permission is first secured by the VJCCCA Coordinator or juveniles are Court ordered into the program.
4. Presenting information on identified topic areas as follows:
  - a. Discussion regarding weapons and violence and impact on the victim, families and community;
  - b. Discussion of identified risk factors and criminal involvement with weapons (feelings of entitlement, gang membership, drug dealing, availability of guns in the home, being arrested with armed co- defendant);
  - c. Identifying the “fear factor” as to why a youth uses a weapon (i.re. anxiety, cyberbullying, protection);
  - d. Proliferation of weapons and use thereof in daily life of youth via social media;
  - e. Discuss the negative impact of certain lifestyles that contribute and support use of a weapon by youth;
  - f. The desensitization to weapons and violence due to the use of video games and music that “glamourizes” weapons and violence;
  - g. The impact of social media on youth and use of social media in a toxic or negative manner;
  - h. Harmful effects of proliferation of youth violence and weapons on youth’s brain;
  - i. The underlying reasons why youth rely on weapons to resolve disputes;
  - j. The impact of gun violence on a youth’s development and emotional maturity;
  - k. How a family tradition of violence can be detrimental to a youth’s development;
  - l. Potential consequences of youth violence and unlawful weapon possession;
  - m. The legal consequences of use of a weapon;
  - n. Real world consequence of weapon offense to a youth’s future (i.e. jobs, career, college, etc.)
  - o. Emphasizing the value of human life; the finality of use of a weapon; death is real;
  - p. Physical consequences of a wound from a gun (consequences are real, i.e. colostomy bag, paralyzed etc.)
  - q. Alternatives to a youth’s attitudes underlying the decision to carry a weapon;
    - i. effective communication and decision making skills;
    - ii. effective conflict resolution and anger management skills;
    - iii. value of self-worth/respecting self;
    - iv. healthy problem solving skills;
  - r. Providing parents with information related to weapon use;
    - i. A parent’s lack of accountability in parenting their child and consequences thereof;
    - ii. The consequence of a parent lack of involvement in their child’s life; lack of monitoring internet use, friends, curfew etc.’

- iii. A parent's role in being aware of their child's behavior and activities and consequences when not performed;
- iv. The importance of parents being aware of their child's personal belongings and spending habits;
- v. Easy access to "ghost" guns and the increased availability of guns;
- vi. The consequences of their child use of a weapon (as indicated above)
- s. Services shall include the following components:
  - i. Providing two facilitators for individual group sessions for juveniles;
  - ii. Providing two facilitators for each of the sessions with the parent/guardian;
  - iii. Providing in-sight staff (2) supervision for a 2 - hour community service project with the youth;
  - iv. Providing in-sight staff supervision of all attendees while active in groups;
  - v. Developing a weekly detailed written curriculum for both youth and parent groups to cover the topics presented above;
  - vi. Teaching, enhancing and modeling appropriate and clear communication to address the above topics;
  - vii. Providing an opportunity for all participants to practice learned skills;
  - viii. Providing an on-site graduation session for graduates and their parents and invited family members during the last session;
  - ix. Developing and providing each family an end of program survey that provides an opportunity to identify thoughts that led to the youth's involvement in the behavior/offense surrounding the use of a weapon as well as a counter thought for future situations;
  - x. Providing each family a program evaluation for their completion;
  - xi. Evaluating each family's level of participation and present functioning, and making clinical recommendations, if deemed necessary, in the discharge summary;
  - xii. Providing dual sessions for families in both the western and eastern sections of Henrico County as coordinated with the VJCCCA Coordinator and when feasible.
- t. Providing group sessions for youth referred into the program that incorporates the topics identified above with a detailed weekly curriculum utilized.
- u. Providing identified separate 2-hour sessions for the youth's parent/guardian in conjunction with the sessions for the juveniles. These sessions are to educate the parent on topics as outlined above and is to be outlined in the curriculum utilized.
- v. Arranging and supervising a 2-hour community service project for the youth that is clearly identified and shown to correlate with the group process. The projects are to be provided within Henrico County and supportive of the VJCCCA policy of "giving back" to the community.
- w. Inclusion of an array of teaching modalities to include but not be limited to classroom discussion, interactive role-play, homework, appropriate videos, guest speakers, coaching and modeling behavior.
- x. Guiding/Facilitating group discussions with two facilitators present for each session.
- y. Mailing letters to families at least 2 weeks prior to group starting, to include dates and times of groups, location, map and any other information as per the VJCCCA Coordinator. Letters are to be provided to the VJCCCA Office for review one week prior to mailing to each family.
- z. Making telephone contact with families at least one week prior to the group start date to review group logistics and answer any questions. (NOTE: If contact information is invalid, contact is to be made to the VJCCCA office to secure updated information.)

- aa. Advising the VJCCCA Office ASAP of any concerns, issues, inability to contact family etc. that may impede the family's successful attendance in the program.
  - bb. Keeping a written record of participant's weekly attendance and progress and providing weekly to the VJCCCA Office.
  - cc. Advising the VJCCCA Office within 24 hours after each group session of any absence or non-compliance with program rules. The VJCCCA Coordinator/designee will make all determinations of excused absences and/or discharge from program for noncompliance.
  - dd. Completing a written discharge summary on all families enrolled in the program and provide to the VJCCCA Office within 2 weeks of group ending date. The discharge summary is to include the family's level of participation, attendance, program compliance, and any clinically sound recommendations for additional services that may benefit the family following program completion. (NOTE: Families discharged prior to the anticipated ending group date are to have discharge summaries completed within 1 week after confirmation of discharge by the VJCCCA Office. Attempts to contact the family are to be included in the discharge summary.) The VJCCCA Office will dispense copies of discharge summaries to the respective Judge, referring probation officer and any other county agency referring to program.
  - ee. In case of an emergency, providing staff availability to families by telephone 24 hours a day, 7 days per week while family is open to services.
  - ff. Providing the family at the first group session a written summary of the material to be covered, general rules of conduct, expectations of each participant, identified community service project, program rules and expectations including discharge for noncompliance with program rules. The juvenile and parent/legal guardian are to sign the paperwork with a clear understanding of the program material and requirements for program.
  - gg. Attending any court hearing upon the request of the Court.
  - hh. Providing the VJCCCA Coordinator with a copy of any subsequent modifications to the program prior to implementation.
  - ii. Attending any meetings to discuss the program at the request of the VJCCCA Coordinator.
5. Families are expected to attend all sessions and comply with VJCCCA policies and procedures. The family's progress in the group is based on attending all sessions as required, actively participating and complying with rules and procedures.
6. The Successful Offeror shall ensure that all components of the program provided are reviewed and approved by the VJCCCA Coordinator prior to implementation. These components include all areas as outlined in the Successful Offeror's proposal and any changes made after contract award.
7. The Successful Offeror shall conform to any and all applicable DJJ Regulations for Nonresidential Services during the contract. The Successful Offeror shall be responsible for securing and maintaining these standards including any updates or revisions. The Successful Offeror shall operate the program and provide services in accordance with any and all applicable federal, state and local statutes and ordinances.

C. General Program Requirements:

Applicable DJJ Regulations for Nonresidential Services Part 1 General Provisions (6VAC35-150-10 et seq.) and Part III Programs and Services; General Requirements (6VAC35-150-425 et seq.) (Last updated 7.1.14)

1. The Successful Offeror shall provide group services (to include a community service component as mentioned above) to juveniles referred as referenced above. The VJCCCA office will forward completed referrals to the Successful Offeror. Placement in the group by the Successful Offeror shall be in a timely manner and in coordination with the VJCCCA Office.

Exceptions must be approved, in advance, by the VJCCCA Coordinator/designee. The VJCCCA Coordinator will determine group size based on funding availability and total number of referrals received. Unless ordered by the Court or approved by the VJCCCA Coordinator/designee, juveniles are not to be re-referred into the program due to initial non-compliance.

2. Admission and Release Criteria: All referral packets shall come through the VJCCCA Office and written on the format approved by the VJCCCA Coordinator. Any emergency referral is to be approved by the VJCCCA Coordinator. Unless approved by the VJCCCA Coordinator/designee, families who fail to comply with program requirements including attendance are to be discharged from the program.
3. Location: All services are to be located within Henrico County, handicap accessible and at locations in both the eastern and western areas of the County reasonably accessible to all participants.
5. Conformance to Standards: The Successful Offeror shall conform to any and all applicable DJJ Regulations for Nonresidential Services as referenced above. The Offeror shall be responsible for securing and maintaining these standards including any updates or revisions. All Offerors shall operate the program and provide services in accordance with any and all applicable federal, state and local statutes and ordinances.
6. Staff Requirements: The Successful Offeror's staff facilitating groups shall have at least a bachelor's degree in sociology, social work, counseling, education or some related field acceptable to the VJCCCA Coordinator. ~~Proposals should clearly indicate any staff fluent in Spanish. Proposals shall include an updated resume and college transcripts (unofficial is acceptable) of all staff providing direct services under this contract. In addition, resumes and transcripts of direct staff supervisors and administrators shall also be provided to the proposal. Licensure verification of said staff shall also be included. The proposal shall clearly designate the Program Coordinator assigned to this contract.~~

All staff shall be qualified and well trained for the positions and duties to which they are assigned. At least one of the two facilitators assigned to a group shall maintain current first aid and CPR certification. Direct staff shall have access to a licensed clinical therapist on an as needed basis. Staff shall not provide transportation to families actively involved in the program.

8. Security Background Investigation: The Successful Offeror or their employees performing service under the terms of contract shall undergo security background investigations, provided by the Successful Offeror, which, at a minimum, include the following:
  - a. Fingerprint checks (State Police);
  - b. Local agency checks (Local Police, Sheriff's Department, etc.);
  - c. Employment verification/references;
  - d. Verification of education and licensure;
  - e. Computer checks with the Virginia Criminal Information Network (VCIN), and Virginia Department of Motor Vehicles (DMV);
  - f. Social Services: Child Abuse and Neglect Central Registry Search.
9. Successful Offeror shall conduct a review of the reports of the security background investigations to ensure that only those employees whose record(s) show no convictions or founded juvenile protective service complaints for acts, which would present a risk or threat to the clients served under this contract, are assigned as direct service providers. When there are indications that an individual who is providing services poses a direct threat to the health and safety of a juvenile, others at the program, or the public, the program administrator shall immediately require the individual be removed from contact with the juveniles until the situation is abated or resolved.
  - a. By submitting their proposals, Offerors certify that they understand this requirement, and if awarded a contract, they shall comply.
  - b. Offerors further understand that failure to submit to any of the above requirements or failure to provide the VJCCCA Coordinator with an acceptable explanation of derogatory information obtained through background investigations is a breach of contract and may result in termination of the contract.
  - c. It will be the responsibility of the Successful Offeror to ensure all record checks are in compliance with DJJ Regulations for Nonresidential Services and completed on any new staff assigned to the contract after contract award.
  - d. The Successful Offeror shall provide the VJCCCA Coordinator all required information on any staff hired after contract award and annual verification by July 1 of each year that all direct services staff have met the background check requirement.
  - e. The Successful Offeror will notify the VJCCCA Coordinator immediately of any misconduct on the part of those employees having contact with juveniles while in the program. Unless notified otherwise by the VJCCCA Coordinator, the Successful Offeror or employee shall have no further contact with the juvenile or the juvenile's family.
15. First-Aid Kits: A well-stocked first-aid kit shall be kept in the building used by the Successful Offeror and shall be readily accessible for minor injuries and medical emergencies.
16. Fire Safety: Staff conducting group sessions are to be aware of the fire evacuation plan at each of the locations being utilized. Families in attendance should be advised of the plan.
17. Medical Emergencies and Delivery of Medication: The Successful Offeror shall have written policy and procedures regarding response to medical emergencies while youth are in the program and the delivery of medication that prohibits staff from delivering medication or either (i) permits or (ii) prohibits self-medication by participants and only when medically necessitated. Notwithstanding any other provisions of this program to the contrary, all medication delivery shall be in accordance with the laws of the Commonwealth of Virginia.

18. **Liaison Services:** The Successful Offeror shall designate a Program Coordinator to handle and assist in any and all problems concerning contract administration, communications and relations with the VJCCCA Coordinator. The Program Coordinator shall meet monthly with the VJCCCA Coordinator or as often as requested by the VJCCCA Coordinator. The VJCCCA Coordinator will be responsible for handling all communication, concerns and issues related to this contract.
19. **Confidentiality of Records:** The Successful Offeror shall maintain the confidentiality of records in accordance with applicable laws and regulations; however, the Successful Offeror shall provide complete access to said records to the VJCCCA Coordinator and applicable DJJ personnel. It shall be the responsibility of the Successful Offeror to secure and maintain these records in accordance with all applicable statutes, rules and regulations including DJJ Regulations for Nonresidential Services regarding case management of files.
20. **Behavior Management:** The Successful Offeror shall provide a behavior management process with specific expectations for behavior and appropriate consequences utilizing positive reinforcements and promoting pro social behaviors. Program staff is responsible for managing juveniles' behavior and shall not delegate this responsibility to other juveniles. The Successful Offeror shall provide written policy and procedures to the VJCCCA Coordinator on the handling of participant's behavior while in the program. The VJCCCA Coordinator shall have final approval of the behavior management process initiated by the Offeror.
21. **Incident documentation and Reporting:** The Successful Offeror shall document, report and complete all required documents for serious incidents as defined and required by DJJ policies and procedures and shall ensure they have current reports as provided by DJJ. The Serious Incident Report may be found in the Virginia Department of Juvenile Justice VJCCCA Manual. As required by DJJ policies and procedures, all serious incidents are to be verbally reported immediately to the VJCCCA Coordinator and referring CSU staff member (if referred from the CSU) and followed up in writing to the VJCCCA Coordinator and referring CSU staff member within 24 hours of the incident.
22. **Grievance/Complaint Procedures:** The Successful Offeror shall have and adhere to grievance/complaint procedures which ensure the family's access to at least one level of appeal to the VJCCCA Coordinator as designated by the Department of Juvenile Justice to handle such appeals on any matter that could not be resolved by the Successful Offeror's administrative staff. All families shall be advised of this procedure in writing, acknowledged by juveniles and parent/legal guardian signature upon admission to the program. No adverse action(s) shall be taken against a family for filing a grievance/complaint. This process is not to replace any licensing requirements for grievance or appeals that shall be directed to the Successful Offeror's Licensing Board.
23. **Removal of Juvenile:** In order to ensure the safety of the program and its participants, the Successful Offeror may remove a juvenile and/or parent/legal guardian from the program and on the following business day shall advise the VJCCCA Coordinator of such action. In any other circumstance, no family member may be removed from the program unless approved by the VJCCCA Coordinator.

24. Community Service Requirements: The Successful Offeror shall provide in-sight supervision of juveniles while they are performing community service.
- a. The Successful Offeror shall ensure each youth have the required quantity of safety equipment needed to perform the community service work;
  - b. The Successful Offeror shall provide safety training and the training necessary to perform assigned duties.

NOTE: All community service providers and assigned staff are to comply with child labor laws identified in the Virginia Administrative Code (16VAC15-30-Index of hazardous occupations) and those in the Code of Federal Regulations Title 29 part 570 Child Labor Regulations, Orders and Statements of Interpretation (Subpart C - Employment of Minors Between 14 and 16 Years of Age, Subpart E-Occupations Particularly Hazardous for the Employment of Minors Between 16 and 18 Years of Age or Detrimental to Their Health or Well-Being, and Subpart E-1 Occupations in Agriculture Particularly Hazardous for the Employment of Children Below the Age of 16.

23. Inspection/Monitoring of Program: Without prior notification, all facilities and programs for non-residential care under a contract resulting from this document are subject to inspection by the VJCCCA Coordinator and/or DJJ representative. In addition, the Successful Offerors shall ensure access to their facilities, employees and records by any other agency carrying out its responsibilities of investigating child protective services complaints.
24. Media: The Successful Offeror shall have written procedures regarding contact with the media with a clear understanding information regarding participants is to remain confidential.
25. Juveniles' Rights: The Successful Offeror shall comply with the following:
- a. Juveniles shall not be excluded from a program nor be denied access to services based on race, ethnicity, national origin, color, religion, sex, physical disability, or sexual orientation.
  - b. Juveniles shall not be subjected to:
    - i. Deprivation of drinking water or food necessary to meet daily nutritional needs except as ordered by a licensed physician for a legitimate medical purpose and documented in the juvenile's record;
    - ii. Any action that is humiliating, degrading, or abusive;
    - iii. Corporal punishment;
    - iv. Unsanitary conditions;
    - v. Deprivation of access to toilet facilities; or
    - vi. Confinement in a room with the door so secured that the juvenile cannot open it.
28. Juvenile Participation in Research: The Successful Offeror shall have written procedures complying with the applicable research provisions in 6VAC35-150-130. Confidentiality of records shall comply with applicable laws and licensing requirements.

29. Child Abuse and Neglect: When there is a reason to suspect that a child is an abused or neglected child, the program or service provider shall report the matter immediately to the local department of social services as required by Article 2 (§ 63.2-1508 et seq.) of Title 63.2 of the Code of Virginia and shall be documented in the juvenile's record.
30. Physical Setting: The Successful Offeror shall comply with all applicable building, fire, sanitation, zoning and other federal, state, and local standards and shall have premises liability insurance. The inside and outside of all buildings shall be kept clean, in good repair, and free of rubbish.
31. Physical and Mechanical Restraints and Chemical Agents: Only staff who have received DJJ department-approved training may apply physical restraint, and only as a last resort after less restrictive behavior intervention techniques have failed, to control youth whose behavior poses a risk to the safety of the group, others, or the public, or to avoid extreme destruction of property.
  - a. Staff shall use the least force necessary to eliminate the risk and shall never use physical restraint as punishment or with intent to inflict injury;
  - b. The application of physical restraint shall be fully documented in the juvenile's record, including the (i) date and time of the incident, (ii) staff involved, (iii) justification for the restraint, (iv) less restrictive interventions that were unsuccessfully attempted prior to or harm that would have resulted without using physical restraint, (v) duration, (vi) method and extent of any physical restraint techniques used, (vii) signature of the person completing the report, and (viii) reviewer's signature and date;
  - c. Staff whose job responsibilities include applying physical restraint techniques, when necessary, shall receive training sufficient to maintain a current certification for the administration of the physical restraints;
  - d. Mechanical restraints shall not be used for behavior management purposes;
  - e. Chemical agents, such as pepper spray, shall not be used by staff for behavior management purposes.

C. Reporting and Service Delivery Requirements:

1. The Successful Offeror shall maintain confidential case files on each family referred for services and all files shall be kept up to date and in a uniform manner. Files shall contain the referring paperwork as provided by the VJCCCA Office and discharge summary. These records are to be maintained in accordance with DJJ Regulations for Nonresidential Services (6VAC35-150-510 to include:
  - a. A separate case record shall be kept up to date and in a uniform manner;
  - b. The juvenile case record shall contain current identifying and demographic information as indicated on the Referral Form; court order if applicable; signed VJCCCA rules, and dates of acceptance and release.
2. The Successful Offeror shall ensure sound fiscal management of their program and manage their finances in accordance with generally accepted accounting principles. All financial records related to the program are subject to an independent audit or examination by the VJCCCA Office or DJJ personnel.
3. The Successful Offeror shall notify the VJCCCA Office via e-mail by the following business day if a family fails to show for a scheduled group.

4. The Successful Offeror shall write and provide to the VJCCCA Office a discharge summary within two weeks from group end date. If youth are discharged prior to the anticipated group end date, discharge summaries are to be provided within one week from discharge. This discharge summary shall include a summary description of material covered during the sessions, community service project completed, an attendance sheet, a clinical evaluation on each referred family and any recommendations for additional services. The VJCCCA will review specific requirements with Successful Offeror after contract award. The evaluation may include but is not limited to:
  - a. Juvenile's name;
  - b. Parent/Legal Guardian name;
  - c. Presiding Judge and Docket Number (if applicable);
  - d. Successful or Unsuccessful completion status;
  - e. Referral source;
  - f. Names of facilitators;
  - g. Attendance dates and dates of completion;
  - h. Level of participation;
  - i. Clinical summary of family's response to the program;
  - j. Any recommendations for the family to other community resources,
5. The Successful Offeror's Program Coordinator shall meet at least monthly with the VJCCCA Coordinator to review cases that have been referred, resolve concerns, discuss scheduling, billing and review services being provided.
6. The Successful Offeror is to have each family complete an evaluation at the end of the program to indicate their opinions related to the program and curriculum. The Successful Offeror shall also have each youth complete an outcome survey to measure the youth's ability to identify thoughts that led to their involvement in the behavior/offense as well as a counter thought for future situations. Copies are to be provided to the VJCCCA Office after each group. If requested by the VJCCCA Coordinator, the Successful Offeror shall write and provide an annual evaluation of the program and ensure data is gathered for completion of the annual evaluation to assess the program's effectiveness.
7. The Successful Offeror shall destroy all confidential information initially provided on the family as per applicable licensing requirements.
8. The Successful Offeror shall submit billings and necessary Community Program Reporting (CPR) information in a format provided by the VJCCCA Coordinator. All billings and information shall be provided to the VJCCCA Office by the 5<sup>th</sup> of the month following the month during which services were provided. This information and format will be provided to the Successful Offeror at contract award.
9. To comply with the provisions of this Contract, the Successful Offeror shall make available all records requested by the auditor, designated DJJ personnel or VJCCCA Coordinator.
10. The Successful Offeror shall, subject to the approval of the VJCCCA Coordinator, develop and implement a plan to disseminate information regarding this program model.

**III. COUNTY RESPONSIBILITIES**

The County will designate an individual to act as the County's representative with respect to the work to be performed under this contract. Such individual shall have the authority to transmit instructions, receive information, and interpret and define the County's policies and decisions with respect to the contract.