

General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert "N/A" or "None" if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number: Therapeutic Treatment Services Jefferson Parish Department of Juvenile Services Resolution No. 143956
B. Firm Name & Address: NDC II Child & Family Services LLC. 3715 Williams Blvd Ste 103 Kenner, LA 70065
C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project: Nathaniel Collins, Program Manager 3715 Williams Blvd Ste 103 Kenner, LA 70065 nlhamilt@yahoo.com (504) 251-5368
D. Address of principal office where Project work will be performed: NDC II Child & Family Services LLC. 3715 Williams Blvd Ste 103 Kenner, LA 70065
E. Is this submittal by a JOINT-VENTURE? Please check: <div style="text-align: right;">YES _____ NO <u> x </u></div> If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.
F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.
1. N/A
2. N/A

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES _____ NO _____
N/A

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. Nakia Collins 5917 Amhurst Street Metairie, LA 70003	TF-CBT Licensed Supervisor Individual, Group, & Family Psychotherapy utilizing CBT & PCT approaches.	Yes
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A
5. N/A	N/A	N/A

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project:
one(1)

J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

PROFESSIONAL NO. 1

Name & Title:

Nathaniel Collins
Owner/Agent
Program Manager

Name of Firm with which associated:

NDC II Child & Family Services LLC

Description of job responsibilities:

Organizing programs and activities in accordance with the mission and goals of the organization. Developing new programs to support the strategic direction of the organization, creating and managing long-term goals, developing a budget and operating plan for the program, developing an evaluation method to assess program strengths and identify areas for improvement, writing program funding proposals to guarantee uninterrupted delivery of services, manage a team with a diverse array of talents and responsibilities, and ensuring goals are met including customer satisfaction.

Years' experience with this Firm:

ten(10)

Education: Degree(s)/Year/Specialization:

Nathaniel Collins poses a Bachelor of Science Degree in Criminal Justice from the University of Southwest Louisiana May 1998

Other experience and qualifications relevant to the proposed Project:

Nathaniel has demonstrated ability to establish action plans. Nathaniel has experience with developing workflow and maximizing available resources for greatest efficiency, productivity, and quality of work product. Nathaniel has proven abilities to organize programs and activities in accordance with the mission and goals of organizations. Nathaniel has superior communication and listening skills, he is capable of effectively establishing, develop, and maintain strong relationships with clients, staff, agents, vendors, and the public. Nathaniel poses significant experience in staff development including goal setting training and mentoring toward peak performance levels. Nathaniel has strong technology skills with popular software, e-mail, and internet. Nathaniel is capable of multitasking and is adaptably, skilled with conflict resolution, persistent and aggressive in achieving goals, enthusiastic and personable, career-oriented with extremely strong work ethic.

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Therapeutic Treatment Services for the Jefferson Parish Department of Juvenile Services Jefferson Parish Individual and Family Therapy Trauma-Focused Cognitive Behavioral Therapy(TF-CBT) Amber Aragon (504) 364-3750	Provide evidence-based treatment services to at-risk youth and/or their families who need and/or have been ordered to receive such services by Juvenile Court.
Length of Services Provided:	Cost of Services Provided:
Current contract period 12/22/2022 through 12/31/2024	17,680.00

PROJECT NO. 2	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

NDC II Child & Family Services LLC is an outpatient mental health private practice. NDC II Child & Family Services LLC was established April 2014 to provide mental health services to children, adolescents, and their families. The agency provides individual, group, and family mental health services as well as psychological/psychoeducational evaluations. The goals of NDC II Child & Family Services LLC are to meet individuals where they are, utilizing a person-centered approach to establishing therapeutic rapport. NDC Child & Family Services LLC take pride in being person-centered, always placing the client's needs first and supporting clients towards self-actualization.

Therapists also utilize cognitive behavioral therapy as a therapeutic framework to help clients clarify feelings as well as learn new tools such as communication skills and coping skills. NDC II Child & Family Services specializes in working with youth and adults with issues such as depression, anxiety, trauma, ADHD, anger-management, school issues, sibling/peer conflict, parent/child conflict, and defiant behaviors.

Since establishment, NDC II Child & Family Services has provided counseling services to 525 youth, 495 adults, 85 couples, and 9 families. NDC II Child & Family Services created and maintained community partnerships with Orleans Parish Families in Need of Services (FINS), Jefferson Parish Families in Need of Services (FINS), Orleans Parish Juvenile Court, Orleans Parish Teen Court, River Oaks Hospital, and Children's Hospital.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: _____

Print Name: _____

Title: _____

Date: _____

1. Demonstrated ability to provide evidence-based programs which includes completion of training, certification, and adherence to program fidelity of evidence-based programs targeted to the specific needs of at-risk youth and/or their families.

NDC II Child & Family Services LLC, since establishment, has fostered utilization of evidence-based interventions with at-risk youth and their families. The mission of **NDC II Child & Family Services LLC** is to increase access to quality mental health services in the Metro New Orleans area. **NDC II Child & Family Services LLC** understands the path to quality is rooted in professionals being trained, certified, and adhering to program fidelity of evidence-based programs.

NDC II Child & Family Services LLC employs and contract labor with individuals who share the same philosophy of the agency to provide evidence-based services. NDC II Child & Family Services LLC monitors staff training and certifications in programs that has proven effectiveness with populations served by the agency.

Nakia Hamilton-Collins, sub-contractor, is a Licensed Professional Counselor Supervisor in the State of Louisiana. Nakia is also a National Board-Certified Counselor. Nakia goes above and beyond the minimum requirement by her licensing board for continuing education units, achieving 54.5 clock continuing education hours in 2023 alone. Nakia possesses a certification in Trauma-Focused Cognitive Behavioral Therapy. Nakia also explores opportunities to attend trainings, conferences, and presentations to increase expertise in service delivery and maintain a level of proficiency for successful outcomes with population served. The following table outlines courses, trainings, and certifications completed by contracted LPC-S:

EDGC 6996 Advance Supervision in Counseling	5/11/2023	University of New Orleans
Clinical Topics in Behavioral Health Module 3 Bipolar and Related	4/14/2023	Adriana Peralta LCSW, LPN
DSM 5 Module 1-Diagnosis	4/4/2023	Centene Corporation
Clinical Topics in BH Module 6 Schizophrenia & Psychotic Disorders	3/28/2023	Centene Corporation
Clinical Topics in Behavioral Health-Module 4 Depressive Disorders	3/16/2023	Taylor Murphy
Ethics in Practice: Ethical Diagnosis and Treatment of Challenging and Complex Clients	2/9/2023	Dr. Mark Skellie Psy.D.
Tele supervision	12/6/2022	Home study
Advanced Counseling Techniques	1/26/2022	University of New Orleans
Ethics for Counselors	6/08/2021	Alice Yick Flanagan
Clinical Supervision-A Person-Centered Approach	5/6/2021	NetCE
TF-CBT Web 2.0	2021	Daniel W Smith
40 th Annual Governor's Conference on Juvenile Justice	2021	Louisiana Commission on Juvenile Justice
Substance Related and Addictive Disorders, Module 7	2021	Centene Corporation
39 th Annual Governor's Conference on Juvenile Justice	2019	Louisiana Commission on Juvenile Justice

Nakia Hamilton-Collins is holds certification in TF-CBT and the certification is effective until 5/26/2024.

2. Rationale for using evidence-based practice(s) and target population. Individual/Firms shall be evaluated on ability to identify target population(s) for proposed program(s), ability to identify and address criminogenic risk/protective factors in proposed program(s), programs/modalities to be used (including certifications achieved and training completed), ability to identify and provide standardized, validated, and reliable screening/assessment tools, and plans to maintain program fidelity.

Rationale for using evidence-based practice(s) and target population.

Urban youth witness traumatic events quite frequently. These youth are likely to see and witness community violence, loss of a loved one, experience sexual assault, or witness something which causes emotional distress or difficulty coping with emotions. Researchers have recognized the potential harmful effects of such pervasive exposures to violence and since the 1980s researchers have explored the consequences of community violence on mental health (Fowler et al., 2009). Thus, Burnes et al. (2008) noted the trend of research indicates trauma exposure can cause diverse negative reactions among youth and suggested the need for early intervention and treatment for children and adolescents who have been exposed to traumatic events.

Ability to identify target population(s) for proposed program(s).

NDC II Child & Family Services recognizes the need to provide a Psychotherapy that would help these youth process their exposures to traumatic events and learn coping strategies to build resilience against unhealthy defense mechanisms and developing healthy coping strategies. Trauma-Focused Cognitive Behavior Therapy (TF-CBT) is a mental health treatment model constructed for children ages 3-18 who have problems coping after trauma exposure.

Ability to identify and address criminogenic risk/protective factors in proposed program(s).

Exposures to complex traumas can cause difficulties with identifying, expressing, and managing feelings. This often leads to internalizing and/or externalizing responses to triggers. Responding to emotions can at times be unpredictable and/or explosive in nature. Unable to regulate emotions when in stressful situations amongst peers, interacting with parents/caregiver, or in school is often disassociated with mental illness and often associated with behavior problems. If left untreated, the youth will begin to normalize emotional responses and can later struggle with maintaining a quality of life with healthy relationships.

Ability to identify and provide standardized, validated and reliable screening/assessment tools, and plans to maintain program fidelity.

NDC II Child & Family Services LLC conducts Psychosocial assessments to gather information to support diagnostic evaluations.

NDC II Child & Family Services LLC also utilizes the Hamilton Depression Scale, Hamilton Anxiety Scale, DSM Cross-Cutting, Patient Health Questionnaire (PHQ-9), and General Anxiety Disorder (GAD 7) as screening tools to help with evaluating symptoms and treatment planning.

NDC II Child & Family Services LLC utilizes the Child and Adolescent Trauma Screen (CATS) to screen for Post Traumatic Stress Disorder. Other screening tools utilized are Center for

Epidemiological Studies Depression Scale for Children (CES-DC), Child Dissociative Checklist, DSM-IV-TR Diagnostic Interview, and General Emotion & Behavior Screener-PSC.

3. Demonstrated ability to collect, measure, and provide outcomes on a quarterly basis. Programs will be evaluated on their ability to measure the desired outputs and outcomes.

NDC II Child & Family Services LLC collects and maintains data from receipt of referral, during services, at termination, and post termination of services.

NDC II Child & Family Services LLC utilizes Excel to store and analysis data such as cases served, cases not contacted, cases terminated prior to completion, active youth, active cases who have successfully completed services, average sessions completed per youth/family, average days between sessions, and arrest.

NDC II Child & Family Services LLC update records weekly for each client served to keep all data complete and accurate. Reports are generated, analyzed, and shared with stakeholders on a quarterly basis.

4. Professional experience of management staff and agency in providing similar services.

Professional experience of management staff and agency

Nathaniel Collins, program manager, has demonstrated ability to establish action plans. He has experience with developing workflow and maximizing available resources for greatest efficiency, productivity, and quality of work product. Nathaniel has proven abilities to organize programs and activities in accordance with the mission and goals of organization. He serves as program manager and has been an asset to the organization since 2014. Prior to NDC II Child & Family services he served as a program manager with Catholic Charities of the Diocese of Baton Rouge, LA from 2016-2017.

Nathaniel has superior communication and listening skills, he is capable of effectively establishing, developing, and maintaining strong relationships with clients, staff, agents vendors, and the public. Nathaniel poses significant experience in staff development including goal setting, training, and mentoring toward peak performance levels. Nathaniel has strong technology skills with popular software, e-mail, and internet. Nathaniel is capable of multitasking and is adaptably, skilled with conflict resolution, persistent and aggressive in achieving goals, enthusiastic and personable, career-oriented with strong work ethic.

Nakia Hamilton-Collins is a LPC-S who has worked for NDC II Child & Family Services LLC for 14 years. She has over twenty (20) years of experience working with at-risk youth. Shortly after graduating with a Bachelors degree in Criminal Justice she served as the Program Director of Lafayette Teen Court. Mrs. Hamilton-Collins has dedicated herself to advocating for at-risk youth, youth exposed to trauma, and youth who suffer with mental illness or who have behavioral disorders. She was appointed by Governor Mike Foster to serve on the Governor's Advisory Board of Juvenile Justice in 2000.

Mrs. Hamilton-Collins continued her career as a Mental Health Professional and later attained her license as a Licensed Professional Counselor in April 2014. Since being Licensed, she has become trained as a Trauma-Informed Therapist.

Mrs. Hamilton-Collins also volunteers her time supporting community organizations such as New Orleans Teen Court.

References

Burns, B., Kolko, D., Putnam, F., & Amaya-Jackson, L. (2008). Evidence-Based Psychosocial Treatments for Children and Adolescents Exposed to Traumatic Events. *Journal of Clinical Child & Adolescent Psychology*, 37(1), 156-183.

National Child Traumatic Stress Network. (n.d.). *Trauma types*. Retrieved May 29, 2024, from www.nctsn.org/what-is-child-trauma/trauma-types.

NATHANIEL D. COLLINS

504-296-9238 • 5917 AMHURST STREET • Metairie, Louisiana 70003 • natc131@yahoo.com

PROFESSIONAL PROFILE

Accomplished Risk Management Professional with bachelor's degree, offering 15+ years of diverse experience and significant expertise in the following areas:

- **Licensed property and casualty adjuster** with proven record of managing claims in support of company interests as well as high-level customer service objectives
- **Demonstrated ability to establish action plans**, develop workflow and maximize available resources for greatest efficiency, productivity and quality of work product
- **Program Manager**, proven abilities to organize programs and activities in accordance with the mission and goals of the organization.
- **Effective in judicious use of discretionary authority** regarding claim settlement values, policy application and legal principles
- **Superior communication and listening skills**, to effectively establish, develop and maintain strong relationships with clients, staff, agents, vendors and the public
- **Significantly experienced in staff development** including goal setting, training and mentoring toward peak performance levels
- **Strong technology skills** with popular software, e-mail and the Internet, as well as Xactimate 28 and Reflections systems for claims management and documentation

PERSONAL STRENGTHS: highly multitasking and adaptable; skilled with conflict resolution; persistent and aggressive in achieving goals; enthusiastic and personable; career-oriented, with extremely strong work ethic

CAREER OVERVIEW

Program Manager

NDC II Child & Family Services LLC

04/2014-Present

Catholic Charities of the Diocese of Baton Rouge, Louisiana

10/2016-10/2017

- Organize programs and activities in accordance with the mission and goals of the organization.
- Develop new programs to support the strategic direction of the organization.
- Create and manage long-term goals.
- Develop budgets and operating plans for the program.
- Develop evaluation methods to assess program strengths and identify areas for improvement.
- Write program funding proposals to guarantee uninterrupted delivery of services.
- Manage a team with a diverse array of talents and responsibilities.
- Ensure goals are met in areas including customer satisfaction.
- Implement and manage changes and interventions to ensure project goals are achieved.
- Meet with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Produce accurate and timely reporting of program status.
- Analyze program risks.

LICENSED CLAIMS ADJUSTER/CONSTRUCTION COST ANALYST

United Services Automobile Association, Baton Rouge, Louisiana

08/2006-08/2016

St. Paul Travelers Insurance Company, Houston, Texas

08/2003-08/2006

- Investigate, evaluate, and settle homeowner claims that include major losses in excess of \$ 20,000 to \$100,000. Actively process 30 to 40 claims concurrently, with settlement authority between \$5,000 to \$50,000.00.
- Exercise sound judgment in negotiating settlements with policyholders, claimants and outside representatives. Communicate effectively with all parties involved in each claim.
- Complied with Property Best Practices in determining applicable coverage or non-coverage and claim settlements.
- Develop and analyze data with regard to insurance contract, and research coverage questions. Thoroughly evaluate conditions and analyze causes for loss. Gathered supporting information to support cause of loss.
- Prepare estimates reflecting dollar value of damages, and determine actual cash value for total losses. Utilize trade nomenclature, and interpret findings for claimants. Assist insured parties and claimants in obtaining repair estimates, and evaluate outside estimates.
- Maintain knowledge of construction repair practices, structural design elements and acceptable work standards for carpenters, roofers, painters and other tradesmen.
- Provide project management assistance to Disaster Case Manager and client to assist in quality assurance, meeting applicable local/federal building codes for timely completion of repairs
- Completed cost assessment/inspection reports estimates to assist in the appeals process with fema and long term recovery groups.

KEY ACCOMPLISHMENTS:

- Rapidly acquired strong proficiency with claims management and increased client load.
- Consistently approach each situation with objectivity, and effectively apply strong listening and critical-thinking skills.
- Handled a variety of claim types ensuring all objectives were met with speed and accuracy for both the client and company.
- Thoroughly investigated all claims that lead to precise coverage analysis and indemnity payments.
- Contracted all professional personnel that ensured appropriate property assessment.
- Continued professional development to keep abreast of current trends in the field.
- Received several approvals regarding fema and long term recovery appeals to assist in recovery efforts of maintaining safe, sanitary, and secure standards.

ASSISTANT BRANCH MANAGER

Enterprise Rent-A-Car, Houston, Texas

8/2000-6/2002

- Motivate and develop staff of 8-10, designing and implementing sales incentives. Continuously encourage advancement, job satisfaction and retention through ongoing training in sales techniques, collections and problem solving. Assist in establishing branch and individual goals.
- Coach sales force in conducting marketing calls to referral sources that include car dealerships, repair shops, insurance agents and hotels. Coordinate events and activities for commercial clients, and maintain highest standards of customer service to generate repeat business and positive referrals.
- Initiate and cultivate relationships with large commercial accounts as Corporate Account Manager, emphasizing local customer service to market rentals as replacement for fleet vehicles.
- Began as Management Trainee, earning promotions to Manager's Assistant and second in command.

KEY ACCOMPLISHMENTS:

- Personally built fleet from zero to 40 cars as Management Trainee at startup dealership, and was instrumental in expanding fleet from 180 to 250 cars as Assistant Manager in two separate branches.
- Excellent record of staff promotions, including three within six months of tenure at current branch, through comprehensive training and ongoing mentoring.

- Provided several commercial leads to corporate staff, acquiring three accounts that generate revenues in excess of \$2000 monthly. Earned invitation to seven MVP lunches and ultimately to transfer, promotion and additional responsibilities at high-volume branch.
- Functioned as Corporate Account Manager, cultivating relationships and coordinating events and activities.

NATHANIEL D. COLLINS

Professional Development

- Successfully completed Outside Property Trainee Skills School, Exceptional Customer Service, National Flood Training Seminar, Xactimate Building Damage Estimating, Xactimate 28 Refresher Course, Vale National Residential Building Damage Estimating, and New Property Claim Representative Training.
- Completed course on errors and omissions through Crawford University, State Farm, Travelers, and USAA.
- Completed continuing education courses: Roof Framing and Cornice Construction Training, Hardwood Flooring-Repair versus Replacement, Composition Roofing Property Training, Residential Building Damage Estimating, Property Water Damage Mold Training, On Location Content and Structure Restoration, DPTA and Attorney Work Product, Good Faith Claim Handling, Loss Mitigation for Water and Sewer Damage, Reserving Your Rights, Fire and Smoke Damage, and Taking an Effective Recorded Statement.

Bachelor of Science Degree – Criminal Justice – English / Military Science minor

University of Southwestern Louisiana, Lafayette, Louisiana

5/1998

- Achieved Dean's List four semesters. Provided computer training and career services for displaced homemakers.

Excellent References Available Upon Request

Statement of Qualifications

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Nathaniel Collins, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Program Manager of NDC II Child + Family Services LLC (Entity), the party who submitted a Statement of Qualifications (SOQ) to Jefferson Parish evidenced-based Therapeutic Services (Briefly describe the services the SOQ will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B ✓ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B + there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A X Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

Choice B There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



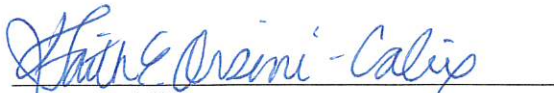
Signature of Affiant

Nathaniel Collins

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 18 DAY OF MAY, 2024.



Notary Public

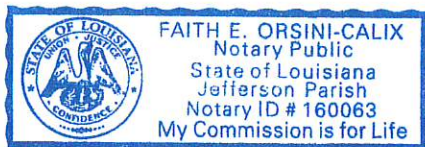
FAITH E. ORSINI-CALIX

Printed Name of Notary

160063

Notary/Bar Roll Number

My commission expires for life.



List of Subcontractors

Nakia Hamilton-Collins	Licensed Professional Counselor-Supervisor

General Professional Services Questionnaire Instructions

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CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**SOQ 24-011 Therapeutic Treatment Services for the Jefferson Parish
Department of Juvenile Services
Jefferson Parish Government**

Project documents obtained from www.CentralBidding.com

13-May-2024 08:50:09 PM

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

Therapeutic Treatment Services
Jefferson Parish Department of Juvenile Services
Resolution No. 143956

B. Firm Name & Address:

NDC II Child & Family Services LLC.
3715 Williams Blvd Ste 103
Kenner, LA 70065

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

Nakia Hamilton-Collins
3715 Williams Blvd Ste 103
Kenner, LA 70065
nlhamilt@yahoo.com
(504) 251-5368

D. Address of principal office where Project work will be performed:

NDC II Child & Family Services LLC.
3715 Williams Blvd Ste 103
Kenner, LA 70065

E. Is this submittal by a JOINT-VENTURE? Please check:

YES _____ NO ☒ _____

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1. N/A

2. N/A

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES _____ NO _____
N/A

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. N/A	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A
5. N/A	N/A	N/A

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: one(1) _____
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.
PROFESSIONAL NO. 1
Name & Title: Nakia Hamilton-Collins Licensed Professional Counselor
Name of Firm with which associated: NDC II Child & Family Services LLC
Description of job responsibilities: Provides individual and group psychotherapy services, provides direct support to agency, provides brief intervention and crisis intervention as needed, conducts initial patient assessments, conducts psychosocial assessments and treatment plans, writes and maintains progress notes for all encounters, conducts appropriate discharge of patients, maintains and updates client record, makes appropriate referrals for clients, including psychiatric, obtains clients records when needed, participates in case staffings and administrative meetings as necessary, and peer consultation.
Years' experience with this Firm: ten(10)
Education: Degree(s)/Year/Specialization: Nakia Hamilton-Collins poses a Bachelors of Science in Criminal Justice from University of Louisiana-Lafayette(May 2000); Masters of Arts-Mental Health Counseling from Xavier University of Louisiana (December 2007); 30 hours towards Doctorate of Philosophy in Counselor Education from University of New Orleans. Mrs. Hamilton-Collins is a License Professional Counselor-Supervisor in the State of Louisiana. She specializes in trauma-informed therapy.
Other experience and qualifications relevant to the proposed Project: Nakla Hamilton-Collins has worked with marginalized populations for over 20 years. Shortly after graduating with a Bachelors degree in Criminal Justice, she served as the Program Director of Lafayette Teen Court. Mrs. Hamilton-Collins has dedicated herself to advocating for at-risk youth, youth exposed to trauma, and youth who suffer with mental illness or who have behavioral disorders. Mrs. Hamilton-Collins was appointed by Governor Mike Foster to serve on the Governor's Advisory Board of Juvenile Justice in 2000. Mrs. Hamilton-Collins continued her career as a mental health professional and later attained her license as a Licensed Professional Counselor in April 2014. Since being Licensed, Mrs. Hamilton-Collins has become trained as a Trauma-Informed Therapist. Mrs. Hamilton-Collins has volunteered her time to various community programs serving youth in the community, currently she is a volunteer with New Orleans Teen Court.

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
N/A
Name of Firm with which associated:
N/A
Description of job responsibilities:
N/A
Years' experience with this Firm:
N/A
Education: Degree(s)/Year/Specialization:
N/A
Other experience and qualifications relevant to the proposed Project:
N/A

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 2	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

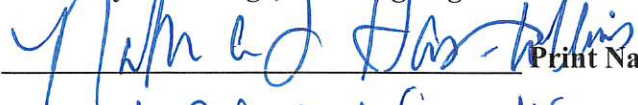
Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

Nakia Hamilton-Collins is a LPC-S who has worked for NDC II Child & Family Services LLC for 14 years. Mrs. Hamilton-Collins has over twenty(20) years of experience working with at-risk youth. Mrs. Hamilton-Collins believes in providing quality counseling supports and services to each individual she provides therapy too. Mrs. Hamilton-Collins believes in the impact of establishing a strong therapeutic alliance and utilizes a person-centered approach to create a safe space for each individual she provides counseling.

Mrs. Hamilton-Collins seeks continuous training and certifications for therapeutic approaches that help facilitate change for individuals she provide services. She maintains a certification to provide Trauma-Focused Cognitive Behavioral Therapy to her clients. She has also completed training to strengthen her skills in Motivational Interviewing, utilizing Cognitive Behavioral Therapy, and training on Human Trafficking Intervention.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature:  Print Name: Nakia Hamilton-Collins
 Title: Licensed Professional Counselor Date: 5/28/24

Statement of Qualifications

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Nakia

Hamilton-Collins, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Sub-contractor of NDC II Child + Family Svc. LLC (Entity), the party who submitted a Statement of Qualifications (SOQ) to Jefferson Parish evidenced-based Therapeutic Services (Briefly describe the services the SOQ will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

Choice B X There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Nakia L. Hamilton-Collins
Signature of Affiant

Nakia Hamilton-Collins
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

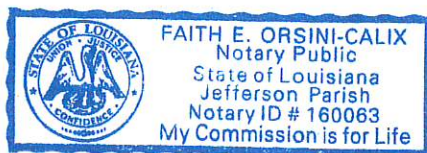
ON THE 18 DAY OF MAY, 2024.

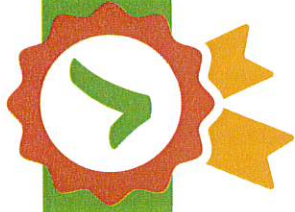
Faith E. Orsini-Calix
Notary Public

FAITH E. ORSINI-CALIX
Printed Name of Notary

160063
Notary/Bar Roll Number

My commission expires for life.





TF-CBT Certification

THIS CERTIFICATION IS HEREBY AWARDED TO:

Nakia Hamilton

For successfully completing the
Trauma-Focused Cognitive-Behavioral Therapy Therapist Certification Program

Presented by Allegheny Health Network and the Rowan University CARES Institute

Anthony P. Mannarino, PhD

Anthony P. Mannarino, PhD
Director, Center for Traumatic Stress in Children and Adolescents

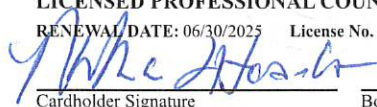
Certification Effective Until: 5/26/2027

**STATE OF LOUISIANA
LICENSED PROFESSIONAL COUNSELORS
BOARD OF EXAMINERS**

This is to certify that the person named below has complied with the requirements of the laws of the State of Louisiana and is entitled to practice mental health counseling as a

LICENSED PROFESSIONAL COUNSELOR

RENEWAL DATE: 06/30/2025 License No. 4656



Cardholder Signature



Board Chair

NAKIA L. HAMILTON, LPC

5917 Amhurst Street Metairie, LA 70003

(504) 251-5368(w)

(504) 304-5986(f)

nlhamilt@yahoo.com

EDUCATION

University of New Orleans New Orleans, LA

PhD Counseling Education

Expected Graduation Date-Fall 2025

Xavier University of Louisiana New Orleans, LA

MA in Mental Health Counseling

2007

Chi Sigma Iota Honor Society

University of Louisiana at Lafayette Lafayette, LA

2000

BS in Criminal Justice

Minor: English

EXPERIENCE

Boystown of Louisiana

In Home Family Services Supervisor

2018-Present

Contributes to ongoing program development and assumes responsibility for delivery of services to children and families. Supervises Consultants in developing, monitoring, and reviewing service plans developed by consultants for children and families as well as developing subsequent plans throughout care. Supervises and provides assessment of staff problems and develops strategies to solve them. Acts as an advocate for children and families. Monitors and ensures that records and documentation, including service plans, forms, reports, case notes, narratives, outcome measures, and demographics, are completed appropriately and on time. Assists in accepting and screening referrals to the program. Supervises and participates in service planning reviews, progress reviews, staff meetings, and case reviews. Ensures appropriate level of direct contact with families per program requirements, and remains available to staff and families 24/7, for crisis intervention as needed. Promotes safety through ongoing training and supervision and promotes culture of professionalism through role modeling, profession, and respect. **Assumes supervisory and administrative responsibility for the In-Home Family Services.** Provides and documents on-going and regular supervision to consultants. Assists in screening, hiring, and directing program staff; provides training for staff; provides observation and direction to consultants while in the field. Develops and monitors career path trajectories for consultants with particular emphasis on educational and experiential requirements necessary to assume the next level of program responsibility. Builds and maintains relationships with community funding entities, governmental agencies, service providers, sources of support for families within the community and all program consumers. Develops and maintains effective data collection systems, providing required and appropriate data. Establishes and implements systems to predict and prevent potential problems. Reviews individual staff data to ensure that program guidelines are being followed, and uses data to improve efficiencies, outcomes, and staff development. Implements and ensures compliance with all contractual, regulatory, program, and accrediting body standards; provides necessary documents, maintaining

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certifications and licensures as required. Manages notifications of changes in professional status or standing that may affect job status or program compliance.

NDC II Child & Family Services LLC

Licensed Professional Counselor-Supervisor

2014-Present

Provides individual and group psychotherapy services, provides direct support to agency, provides brief intervention and crisis intervention as needed, conducts initial patient assessments, conducts psychosocial assessments and treatment plans, writes and maintains progress notes for all encounters, conducts appropriate discharge of patients, maintains and updates client record, makes appropriate referrals for clients, including psychiatric, obtains clients records when needed, participates in case staffing and administrative meetings as necessary, and peer consultation.

Harpers Counseling and Family Services New Orleans, LA

Licensed Mental Health Professional & CARF Committee Chair

2015-2018

Provides lead responsibility on MHR assessment team for each assigned consumer in which services are rendered. Administer and score LOCUS/CANS. Act as team leader of the service planning team, sign and date the Treatment Plans and Quarterly Report. Provide crisis intervention services for community support staff as needed. Notify the provider's staff psychiatrist of any significant change in a recipient's physical or mental status. Provides all core services except medication management, when needed to fulfill the approved service agreement. Assures that all activity plans are developed and implemented. Coordinates all services for the MHR recipient. This includes but is not limited to assurance of active recipient involvement in all aspects of care, coordination and management of all services provided through MHR agency, and access and coordination of services provided through non-MHR agencies. Completes Initial Screening of prospective recipients. Supervises all non-licensed mental health staff that serve as a member of his/her assigned recipients' team, meeting the supervision requirements of the MHR program. Evaluates charts of a representative sample of caseload quarterly. Consults with physician and other clinic personnel and community agency personnel to develop social diagnosis and plan of treatment or service and to interpret psycho-social factors related to illness, treatment, and continuity of care needs. Submits progress notes after seeing recipient with proper documentation and appropriate signatures. Maintains list of all persons referred to other agencies. Participates in ongoing accreditation initiatives, trainings growth, and change. Acknowledges responsibility to participate in agency growth.

Affiliated Computer Services, Baton Rouge

11/2007-03/2018

Intake Specialist

Conduct home visits to inform recipients of services, application and eligible process, initiate and complete needs assessment documentation for validation, using Minimum Data Set-Home Care (MDS-HC) assessment or other assessment tools designed by the Department of Health and Hospitals. Obtain and review medical information and evaluations performed by various agencies and groups. Gather existing evaluative and eligibility materials from various sources to verify the level of care needed and severity of medical conditions; verify consumer's disability/diagnosis. Prepare package of required eligibility materials, including obtaining necessary signatures, and forward to the Bureau of Community Supports and Services (BCSS) and designee.

NAKIA L. HAMILTON, LPC

5917 Amhurst Street Metairie, LA 70003

(504) 251-5368(w)

(504) 304-5986(f)

nlhamilt@yahoo.com

Grace Behavioral Health, LLC Metairie, LA

Licensed Mental Health Professional/Mental Health Professional/Corporate Compliance Office

2012

Provides lead responsibility on MHR assessment team for each assigned consumer in which services are rendered. Administer and score LOCUS/CANS. Act as team leader of the service planning team, sign and date the Treatment Plans and Quarterly Report. Provide crisis intervention services for community support staff as needed. Notify the provider's staff psychiatrist of any significant change in a recipient's physical or mental status. Provides all core services except medication management, when needed to fulfill the approved service agreement. Assures that all activity plans are developed and implemented. Coordinates all services for the MHR recipient. This includes but is not limited to assurance of active recipient involvement in all aspects of care, coordination and management of all services provided through MHR agency, and access and coordination of services provided through non-MHR agencies. Completes Initial Screening of prospective recipients. Supervises all non-licensed mental health staff that serve as a member of his/her assigned recipients' team, meeting the supervision requirements of the MHR program. Evaluates charts of a representative sample of caseload quarterly. Consults with physician and other clinic personnel and community agency personnel to develop social diagnosis and plan of treatment or service and to interpret psycho-social factors related to illness, treatment, and continuity of care needs. Submits progress notes after seeing recipient with proper documentation and appropriate signatures. Maintains list of all persons referred to other agencies. Participates in ongoing accreditation initiatives, trainings growth, and change. Acknowledges responsibility to participate in agency growth. Provide leadership and oversight of the Corporate Compliance Program. Serve as the organization's internal and external point of contact for all corporate compliance issues. Develop, implement, and monitor the organization's Corporate Compliance Program, including internal and external monitoring, auditing, investigative and reporting processes, procedures, and systems. Provide regular communication to leadership. Provide specific guidance and ongoing education to staff members who are expected to know and comply with specific laws and guidelines in their regular job duties. Ensure that mechanisms for preventing, detecting, reporting, and resolving compliance issues are operating in a functioning manner. Ongoing identification and assessment of compliance systems and issues. Plan and provide guidelines for development of service specific compliance procedures through the development, revision, and ongoing monitoring of the organizational Corporate Compliance policies and process.

Enhanced Destiny Services, LLC New Orleans, LA

Mental Health Professional

2009

Provides community support work to recipients, as assigned. Provide individual and/or group counseling to recipients, as assigned. Provide group psychosocial skills training to recipients, as assigned. Participates in staff training assignments. Assess, review or monitor a recipient's status in relation to rehabilitation. Identify, report, and maintain weekly appointments for community resources. Submit accurate, legible and complete weekly counseling notes and progress notes. Arrange appointments and transportation for recipient's psychiatric visits. Participate in the agency's Performance Improvement Initiative. Submit re-authorization to the office within 5 days of notification. Attend and conduct staff meetings. Participate in ongoing accreditation initiatives, trainings growth, and change. Maintain membership in at least one accreditation team.

LANGUAGES

English-native language

NAKIA L. HAMILTON, LPC

5917 Amhurst Street Metairie, LA 70003

(504) 251-5368(w)

(504) 304-5986(f)

nlhamilt@yahoo.com

MEMBERSHIPS

Delta Sigma Theta Sorority, Inc.

Louisiana Counseling Association

REFERENCES

Nedra V. Scott

Professional Reference

(504) 390-0078

Nhung Pham

Professional Reference

(337) 504-1400

Nathaniel D. Collins

Personal

(504) 296-9238



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**SOQ 24-011 Therapeutic Treatment Services for the Jefferson Parish
Department of Juvenile Services
Jefferson Parish Government**

Project documents obtained from www.CentralBidding.com

13-May-2024 08:50:09 PM