



TO: Laura Justice
Adams 12 Five Star Schools

FROM: DeeDee Green
Adams County Human Services Department

DATE: January 9, 2019

RE: Contract Cost Amendment

The purpose of this memo is to describe the change and reduction of your financial responsibility. Effective January 1, 2019, there will be a change in the reimbursement for your Community Support Specialist (CSS). In 2014, the term of our contract was changed to automatic renewal with written notification of any modifications that are to be made.

In 2015, the Adams County Human Services Department (ACHSD) received notification of a three-year waiver from the Center for Medicaid and CHIP Services, approving 75% of the personnel costs billed monthly to **Adams 12 Five Star Schools** for the Community Support Specialist to be charged to Medicaid with an anticipated end date of December 31, 2018. The waiver remains effective with no current end date. Our Finance Department completed a Medicaid contract analysis and determined that 90% of the costs for this position could be charged to Medicaid and the State of Colorado. Therefore, our contractors will now only be responsible for 10% of the Community Support Specialist costs.

Additionally, the share of Supervisory cost has been reduced due to the addition of another contract and internal restructuring. The impact of the restructuring means there is no longer a lead worker directly assigned to the Medicaid Contract Team. Previously ACHSD billed an additional \$100 per month (administrative costs for expenses incurred from mileage and other incidental expenses) and \$520 per month for the proportionate share of the salary cost, health insurance, and other applicable benefits for the supervisory and lead worker functions of the Community Support Specialist. The administrative expense will be added into the new proportionate supervisory cost. These charges will be reduced to \$325. For services provided in 2019, ACHSD will change the reimbursement requests accordingly. The below table reflects your current and future financial responsibility while the waiver is in effect.

	CURRENT	JAN 1, 2019
Average Salary for CSS (Jan 2015)	\$3953.00	
Average Employee Cost (including benefits and coverage)		\$6,033.14
Your Responsible Percentage	25%	10%
Your Share of CSS Cost	\$988.25	\$603.31
Proportionate Supervisory Cost	\$520.00	
Administrative Expense	\$100.00	
Proportionate Supervisory Cost and Administrative Expense		\$325.00
Total Financial Responsibility	\$1608.25	\$ 928.31

Enclosed are two originals of the Contract Cost Amendment; please sign and return both originals to me. Once all parties have signed the amendment, a fully executed original will be returned to you. If you have any questions, please feel free to contact me at 720.523.6936.

IN WITNESS WHEREOF, the parties hereto have caused their names to be affixed hereto.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO

Chair

Date

ATTEST:

APPROVED AS TO FORM:

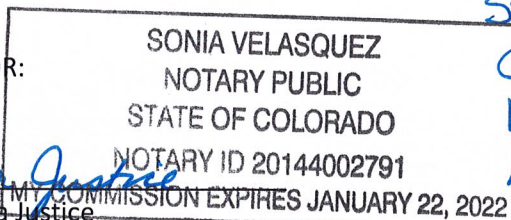
CLERK AND RECORDER

Adams County Attorney's
Office

Deputy Clerk

CONTRACTOR:

Name: Laura Justice
Title: Purchasing Manager
Adams 12 Five Star Schools



State of Colorado, Adams County. Attested before me by Laura Justice & only Laura Justice, on Feb 1, 2019. Sonia Velasquez, Notary Public. My commission expires Jan 22, 2022.