



COLORADO

Office of Children,
Youth & Families

Division of Child Welfare

CORE SERVICES PROGRAM

FIRST YEAR OF A THREE-YEAR PLAN

SFY 2019 - 2020

SFY 2020 - 2021

SFY 2021 - 2022

FOR

ADAMS COUNTY(IES)

Please complete signature page, all corresponding Core Services Plan and budget pages, and then submit the original hard copy for approval.

REQUEST FOR STATE APPROVAL OF PLAN

Since this is the first year of a the three-year Core Services Plan, all signatures on this page are required.

This Core Services Plan is hereby submitted for Adams County_[Indicate county name(s) and lead county if this is a multi-county plan], for the period contract years June 1, 2019, through May 31, 2020 fiscal years July 1, 2019, through June 30, 2020. The Plan includes the following:

- Completed "Statement of Assurances";
- Completed program description of each proposed "County Designed Service";
- Completed "Information on Fees" form;
- Completed "Overhead Cost" form (Optional);
- Completed "State Board Summary";
- Completed "100% Funding Summary" form; and
- Completed "Final Budget Page".

This Core Services Program Plan has been developed in accordance with State Department of Human Services rules and is hereby submitted to the Colorado Department of Human Services, Division of Child Welfare for approval. If the enclosed proposed Core Services Program Plan is approved, the Plan will be administered in conformity with its provisions and the provisions of State Department rules.

The person who will act as primary contact person for the Core Services Plan is, Nadia Barela and can be reached at telephone number

(720)523-4262 , and e-mail at nbarela@adcogov.org .

If two or more counties propose this plan, the required signatures below are to be completed by each county, as appropriate. Please attach an additional signature page as needed.

Signature, DIRECTOR, COUNTY DEPARTMENT OF HUMAN/SOCIAL SERVICES DATE

Signature, CHAIR, PLACEMENT ALTERNATIVES COMMISSION DATE

Signature, CHAIR, BOARD OF COUNTY COMMISSIONERS DATE

Please check here if your county does not have a Placement Alternative Commission: ☐

CORE SERVICES STATEMENT OF ASSURANCES

Adams County(ies) assures that, upon approval of the Core Services Program Plan the following will be adhered to in the implementation of the Program:

Core Services Assurances:

- Operation will conform to the provisions of the Plan;
- Operation will conform to State rules;
- Core Services Program Services, provided or purchased, will be accessible to children and their families who meet the eligibility criteria set forth in Rule Manual Volume 7, at 7.303;
- Operation will not discriminate against any individual on the basis of race, sex, national origin, religion, age or mental/physical disability who applies for or receives services through the Core Services program;
- Services will recognize and support cultural and religious background and customs of children and their families;
- Out-of-state travel will not be paid for with Core Services funds;
- All forms used in the completion of the Core Services Plan will be State prescribed or State approved forms;
- Core FTE/Personal Services costs authorized for reimbursement by the State Department will be used only to provide the direct delivery of Core Services;
- The purchase of services will be in conformity with State purchase of service rules including contract form, content, and monitoring requirements;
- Core Services Program expenditures will not be reimbursed when the expenditures may be reimbursed by some other source. (Set forth in Rule Manual Volume 7, at 7.414,B);
- Information regarding services purchased or provided will be reported to the State Department for program, statistical and financial purposes;
- All providers of Core Services (through purchase of service contracts) must be registered with the Colorado Department of Regulatory Agencies (DORA). The provision of Life Skills is the only exception to this mandate;
- County staff are responsible for monitoring their Program provider payments and for ensuring the county and providers are following all statutory and regulatory requirements;
- All Core Services are made available, based on need of each child/youth/family; and,
- All contract for services using Core Services Program funding will include all of the required language of the attached contract template.

CORE SERVICES TO BE PROVIDED/PURCHASED

List below "County Designed Service" that will be provided/purchased. Please indicate which, if any, of the County Designed Service are provided through the Evidenced Based Services to Adolescents earmarked funding:

1. Supervised Visitation Services
2. Youth Intervention Program
3. Child Mentoring and Family Support
4. Family Group Decision Making- Family Team Meetings
5. Mobile Intervention Team- Removal Prevention Program
6. Early Crisis Intervention
7. Domestic Violence Reduction Program

Program Area Three - PA3 Services - Prevention/Intervention Services

If your county submitted a Program Area Three (PA3) Plan last fiscal year, and you wish to continue providing PA3 services using Core Services Program funding, please check the box below;

X Yes, our county wishes to continue offering PA3 services using Core Services Program funding.

If your county has not submitted a Program Area Three (PA3) Plan, and you wish to provide PA3 services, please complete and submit the PA3 Plan Addendum attached.

Funding for Evidenced Based Services to Adolescents

If the county received funding for evidenced based services to adolescents, and is requesting the funding to continue to receive the same funding for the same expansion or created of the evidenced based county designed program to adolescents, please indicate that above, as well as on the Core Plan under **County Designed**.

CORE SERVICES COUNTY DESIGNED SERVICE

Service Name: **Supervised Visitation**

Optional services approved as a part of the county's Core Services Plan are approved on an annual basis. For a County Designed Service to be extended beyond one year, this portion of the plan must be submitted and approved annually by the State Department.

Given that County Designed programs are not standardized across counties, it is important to provide detailed information as outlined below. The information listed below is to be completed for each County Designed Service and included in the County(ies)' Core Services Program Plan.

1. Describe the service and components of the service; define the goals of the program.

Abused and neglected children in foster care or in relative placement are in need of comprehensive visitation services. When visitation is available to parents on a more frequent basis, the resolution of the child's situation will occur more quickly. The visitation services will provide for a continuum of parenting time opportunities.

- Supervised Visitation- provider in the room with the family at all times
- Community Visitation- parenting time in a more natural setting
- In Home Visitation- parenting time in a family home

Visitation services will include:

- Intervention with inappropriate parent child interactions
- Modeling of appropriate parent child interactions

The determination of the type of visitation will be based on safety and needs of the child. The Supervised Visitation Services will be used only until it is safe for children to be in a monitored, community or in-home, or an unsupervised visiting situation. The following factors will be considered in determining the length of time for visitation services:

- Supervision is court-ordered;
- Safety of child/children
- Progress of parents in treatment towards resolution of abusive/neglectful behavior
- Status of court case

Provision of visitation services is between children and their parents in a calm, neutral environment. Each visit is a minimum of one hour, 60 minutes for the visit. The highest priority is keeping children safe. Every individual will be treated in a culturally responsible manner.

The problems which required the child to be initially placed out of the home (physical abuse, emotional abuse, sexual abuse or neglect) can be dealt with in the visitation environment as the visitation worker models or teaches appropriate parent/child interaction. A safe environment for the visits would continue to be provided as ordered by the court.

This service will focus on working with the family toward the goal of reunification.

2. Indicate if a new Trails service detail is necessary for this County Designed Program or that the service detail is already an option in Trails.

This is not a new Trails service detail and is already open in Trails.

3. Define the eligible population to be served.

Each child will meet the following eligibility criteria:

- Program Areas 4, 5 or 6 target group
- Colorado Out-of-Home Placement Criteria at the time of placement in the program
- The child may also be in out-of-home placement and in need of an expedited procedure for permanent placement
- A manageable level of risk of harm to the child with the provision of services
- There is a reasonable possibility that services can bring about sufficient improvement in child/family functioning as to allow a child to step down to a lower level of service (community or unsupervised visits) or to safely reside at home or return home upon completion of the service.

4. Define the time frame of the service.

The following factors will be considered in determining the length of time the children's visits with their parents must be supervised: Supervision is court-ordered; safety of children; progress of parents in treatment towards resolution of abusive/neglectful behavior; status of court case (i.e., filing of termination motion or impending return of children); need to assess the interaction between parents and children.

The Supervised Visitation Services will be used only until it is safe for children to be in an unsupervised visiting situation.

5. Define the workload standard for the program:

Griffith Centers

200 hours of supervised visitations monthly at the ACHSD office

- Supervised visitation services will be provided Monday through Friday 1:30p.m. to 8:30p.m., Saturday, 8:30a.m. to 6:30p.m. and Sunday, hours vary

271 hours of community and home based supervised visitation

Centralized Visitation Program, Lifelong, Maple Star and Shiloh

Hours vary based on providers availability and the Department's need.

6. Define the staff qualifications for the service, e.g., minimum caseworker III or equivalent, see 7.303.17 for guidelines.

Visitation specialists: minimum qualifications for Professional Entry Level Position see Section 7.006, M, 2 for guidelines.

The Program Coordinator: minimum qualifications for Casework Supervisor Position see Section 7.006, M, 4 for guidelines.

7. Define the performance indicators that will be achieved by the service, see 7.303.18.
Identify the service provider.

"Parental Competency" 80% of families will be able to transition from supervised visits to either community or unsupervised visits within 4 to 8 months.

8. Identify the service provider.

The Griffith Center- Supervised Visitation in ACHSD building and Community-Based Visitation

Shiloh House - Supervised Community and Home-Based Visitation

Centralized Visitation-Supervised Community and Monitored Visitation Community

Lifelong-Supervised Community Visitation

Maple Star-Supervised Community Visitation

9. Define the rate of payment (e.g., \$100.00 per session/episode).

Griffith Centers In building visitation is \$75,000 for one year.

Other visitation services vary based on provider and location of visitation:

Therapeutic Visitation- \$50.00-\$85.00/hour

Supervised Visitation- \$37.00-\$65.00/hour

Monitored Visitation-\$30.00-40.00/hour

Service Name: **Youth Intervention Program**

Optional services approved as a part of the county's Core Services Plan are approved on an annual basis. For a County Designed Service to be extended beyond one year, this portion of the plan must be submitted and approved annually by the State Department.

Given that County Designed programs are not standardized across counties, it is important to provide detailed information as outlined below. The information listed below is to be completed for each County Designed Service and included in the County(ies)' Core Services Program Plan.

1. Describe the service and components of the service; define the goals of the program.

The goal of the Youth Intervention Program is to provide a quality, intensive, community-based service to adjudicated or non-adjudicated youth, identified by Adams County Human Services Department as having behavioral problems that threaten the stability of their family and place them at risk for out-of-home placement. The strength of this program lies in the unification of efforts of the social services system and the criminal justice system with community-based services through various providers.

The expected outcome of this program will be the reduction of out-of-home placements for youth who are beyond the control of their parents.

2. Indicate if a new Trails service detail is necessary for this County Designed Program or that the service detail is already an option in Trails.

This is not a new Trails service detail and is already open in Trails.

3. Define the eligible population to be served.

Eligible youth will be 12 to 18 years of age who are referred for placement evaluations by Adams County Human Services Department and who are at immediate risk for out-of-home placement for one or more of the following reasons:

- The youth is beyond the control of his or her parents
- The youth has been adjudicated or is at risk of being adjudicated as a delinquent by a court of competent jurisdiction
- The youth has been noncompliant with his or her probation contract
- The youth is in need of mental health services and is noncompliant with their mental health treatment plan
- The youth is a chronic runaway
- The youth is a chronic and frequent drug abuser and is noncompliant with their substance abuse treatment plan.

4. Define the time frame of the service.

Each client will be eligible for 4 -6 months of services through this program. Extensions can be granted on a case by case basis.

5. Define the workload standard for the program:

The workload standard for the program will vary based on contract amount and the Department's need. These contracts are fee for service contracts.

6. Define the staff qualifications for the service, e.g., minimum caseworker III or equivalent, see 7.303.17 for guidelines.

Treatment staff will have a Master's degree in social work or human behavioral sciences field.

7. Define the performance indicators that will be achieved by the service, see 7.303.18.

- A. Family Conflict Management
- B. Parental Competency
- C. Household Management Competency
- D. Resources Access Competency
- E. Personal and Individual Competency

F. Academic, Behavioral, and Emotional Competency

8. Identify the service provider.

The service providers are Family Tree, Lifelong, Maple Star and Savio House.

9. Define the rate of payment (e.g., \$100.00 per session/episode).

Family Tree, Lifelong and Savio House-monthly rate per family based on the number of hours in the home per week

Maple Star-hourly rate

Service Name: **Child Mentoring and Family Support**

Optional services approved as a part of the county's Core Services Plan are approved on an annual basis. For a County Designed Service to be extended beyond one year, this portion of the plan must be submitted and approved annually by the State Department.

Given that County Designed programs are not standardized across counties, it is important to provide detailed information as outlined below. The information listed below is to be completed for each County Designed Service and included in the County(ies)' Core Services Program Plan.

1. Describe the service and components of the service; define the goals of the program.

Child mentoring is a community-based intervention for child/youth and families. It is used as an adjunct to ongoing case management services. The caseworker refers clients as part of the case plan on open cases. The program assigns advocates to families. The goal it is to provide between 8 to 15 hours of paraprofessional services per week to each family. Although services target an identified child/youth, assistance is provided to the entire family. The primary responsibility of Advocate is to initiate, organize, plan, develop and implement direct advocacy services to assigned clients and their families. Each family will develop goals and objectives in relationship to the following: family interaction, residence, educational/vocational/life skills development, employment/career development; health and hygiene; social development and legal issues.

2. Indicate if a new Trails service detail is necessary for this County Designed Program or that the service detail is already an option in Trails

This is not a new Trails service detail and is already open in Trails.

3. Define the eligible population to be served.

Children/youth ages 9 to 18 years of age who are at imminent risk of out of home placement and have an open Child Welfare Case in Program Area 4, 5 or 6.

- Families with open cases with a goal of the child remaining at home or reunification.
- Cases may be court involved or voluntary.
- Children/youth in placement with a goal of reunification.
- Families in need of in home wrap-around or other services during involvement with the Family Assessment and Stabilization Team (FAST).
- Children/youth at risk of disruption of foster care placements while working with the family to reintegrate family back into the child's/youth's home.

4. Define the time frame of the service.

The contractors will serve an average rotating caseload four months per family. Extension can be requested on a case by case basis.

5. Define the workload standard for the program:

The workload standard for the program will vary based on contract amount and the Department's need. These contracts are fee for service contracts.

6. Define the staff qualifications for the service, e.g., minimum caseworker III or equivalent, see 7.303.17 for guidelines.

Advocate Qualifications: minimum life skills staff position, see 7.000.6, M, 3 for guidelines

Assistant Director: Bachelor's Degree preferred, but experience in the field can substitute

Director: Master's preferred; experience necessary in non-profit field. See 7.000.6, M, 4 for guidelines

7. Define the performance indicators that will be achieved by the service, see 7.303.18.

- A. Family Conflict Management
- B. Resources Access Competency
- C. Personal and Individual Competency

8. Identify the service provider

Youth Advocate Program

Lifelong

Shiloh House

9. Define the rate of payment (e.g., \$100.00 per session/episode).

All providers bill based on an hourly rate.

Service Name: Family Group Decision-Family Team Meetings

Optional services approved as a part of the county's Core Services Plan are approved on an annual basis. For a County Designed Service to be extended beyond one year, this portion of the plan must be submitted and approved annually by the State Department.

Given that County Designed programs are not standardized across counties, it is important to provide detailed information as outlined below. The information listed below is to be completed for each County Designed Service and included in the County(ies)' Core Services Program Plan.

1. Describe the service and components of the service; define the goals of the program.

ACHSD Promoting Safe and Stable Families (PSSF) Program continues to work on expanding the Family Engagement Process. The initial program involved the Family Group Conferencing Model and was used sporadically for a few select cases. Since that time, the idea of Family Engagement has evolved and become more at the forefront of case planning and case management. The process has changed to include elements of both the Family Group Conferencing Model and the Team Decision Making Model. The Family Engagement Meetings held at Adams County are now called Family Team Meetings (FTM). The FTM is designed for the family, relatives, and any additional supports that the family may have, to come into the office and meet with the Caseworker, Supervisor and other treatment team members assigned to the case. The meetings are facilitated by trained facilitators who are neutral and have little or no knowledge of the case prior to the meeting. The purpose of the FTM is to allow the family to have a voice in the direction of the case. Increasing family involvement and early engagement in the case is thought to shorten or eliminate the time that children are placed out of the home and with non-relative providers. During the FTM, all of the Child Protection Safety issues and concerns are presented by both

the family and the staff. The team then works together to develop a plan that meets the requirements of the Department, as well as meets the needs of the family.

As of January 2, 2011, ACHSD has made it a mandatory requirement that an FTM be scheduled and held within 48 hours of each removal. It is estimated that FTM's will increase by 30% FY 13-14. This is due to an expansion of cases reviewed. FTM's will be held within 7 days of a case opening, every 90 days for any cases with children in out of home placement, and every 6 months for open cases where the child remains at home. This enables staff to offer and implement services for the family immediately which address the safety concerns that caused the Department to become involved. The FTM process is also currently used to bring the family and their supports together and address safety risks as soon as they are identified, and often prevents out of home placements.

Reconvene meetings are also scheduled to identify progress and areas of continued risk.

The frequency of reconvene meetings is dependent upon the needs of the family and case circumstances. Each meeting lasts up to two hours.

The planned outcome for each meeting is to develop a clear and specific action plan detailing the responsibilities of the parents/family members and ACHSD.

Goals:

- Provide increased opportunities for families to be involved in decision making, planning and outcomes in order to preserve their family unit and ensure safety.
- Increase placements of children with kin if they cannot remain safely in the care of their biological/custodial parents.
- Adequately review the necessity for a change in a child's placements.
- Shorten the length of stay in out of home placement.
- Appropriately and thoroughly plan to promote successful reunification.

2. Indicate if a new Trails service detail is necessary for this County Designed Program or that the service detail is already an option in Trails.

The service detail is not already available in Trails. The detail that most closely matches the services is Family Group Decision Making.

3. Define the eligible population to be served.

Families who have children who are at imminent risk for out of home placement

- Families who have children who are placed out of the home and who are involved in dependency and neglect cases through court.

4. Define the time frame of the service.

FTM's should be coordinated and scheduled for every case:

- Prior to an anticipated out of home placement.
- Prior to any change in placement.
- Prior to reunification with their family.

5. Define the workload standard for the program:

- *number of cases per worker,
- *number of workers for the program, and
- *worker to supervisor ratio.

6. Define the staff qualifications for the service, e.g., minimum caseworker III or equivalent, see 7.303.17 for guidelines.

Minimum professional entry level staff position, see 7.000.6, M, 1 for guidelines

7. Define the performance indicators that will be achieved by the service, see 7.303.18.

- A. Family Conflict Management
- B. Parental Competency
- C. Household Management Competency
- D. Resources Access Competency
- E. Personal and Individual Competency
- F. Academic, Behavioral, and Emotional Competency

8. Identify the service provider.

Facilitators will be employees of the Adams County Human Services Department and Shiloh House.

9. Define the rate of payment (e.g., \$100.00 per session/episode).

- One fulltime FTE to provide coordination and facilitation of FTM's- funding is provided by the Adams County PSSF Grant
- One FTE position to provide coordination and facilitation of FTM's funded through CW Block Grant.
- Shiloh House, Inc. will provide FTM's through Core funding at a rate of \$8,750 a month.
- One half time position to provide coordination and facilitation of FTM's funded by CW Block Grant

Service Name: Mobile Intervention-Removal Prevention Program

Optional services approved as a part of the county's Core Services Plan are approved on an annual basis. For a County Designed Service to be extended beyond one year, this portion of the plan must be submitted and approved annually by the State Department.

Given that County Designed programs are not standardized across counties, it is important to provide detailed information as outlined below. The information listed below is to be completed for each County Designed Service and included in the County(ies)' Core Services Program Plan.

1. Describe the service and components of the service; define the goals of the program.

The service will provide intensive in-home intervention services to families with children at imminent risk of removal, or to maintain them in the least restrictive setting while the need for longer term, ongoing services can be determined. The removal prevention services will be provided in a culturally responsive and respectful manner. The service will make observations, provide supportive service and report back to the ACHSD caseworker who is doing the assessment. Intensity of services will be determined by ACHSD caseworker taking into consideration information presented by the removal prevention worker. The removal prevention workers will meet with the families in their homes to provide: behavior management tools, communication/conflict management, parent child relationship skill building, problem solving, provide support services in accessing resources and employment. The life skills worker will focus on the individual needs of the family, and goals set forth in the treatment plan. Examples of services:

- Crisis intervention
- Conflict resolution
- Eyes on supervision to mitigate safety concern
- Help to access community resources
- Modeling appropriate behavior
- Observation of daily routines

- Court testimony when necessary
2. Indicate if a new Trails service detail is necessary for this County Designed Program or that the service detail is already an option in Trails.

The service detail is available in Trails.

3. Define the eligible population to be served.
 - Families with children between the ages of birth to 18 who are involved in the child welfare system as a result of child abuse, neglect and/or juvenile delinquency and who are at imminent risk of removal.
 - Families with open assessments or open cases within ACHSD where the goal of the child is to remain home or reunification.
 - Cases may be court involved or voluntary.
4. Define the time frame of the service.
 - No longer than two weeks per family
 - 3- 10 hours a day, maximum of 25 hours a week
5. Define the workload standard for the program:

Maple Star will serve a minimum of 200 families through the fixed rate contract.

Lifelong will serve clients based on the contract amount and ACHSD client need.
6. Define the staff qualifications for the service, e.g., minimum caseworker III or equivalent, see 7.303.17 for guidelines.

Direct Contact Staff: Minimum professional entry level staff position, see 7.000.6, M, 1 for guidelines.

The Program Coordinator: minimum qualifications for Casework Supervisor Position see Section 7.006, M, 4 for guidelines.

7. Define the performance indicators that will be achieved by the service, see 7.303.18.
 - A. Family Conflict Management
 - B. Emotional Competency
 - C. Household Management Competency

- D. Resources Access Competency
- E. Personal and Individual Competency
- F. Academic, Behavioral and Emotional Competency

8. Identify the service provider.

Maple Star and Lifelong

9. Define the rate of payment (e.g., \$100.00 per session/episode).

Maple Star- \$29,583.33/month

Lifelong- \$95.00-\$175.00/hour

Service Name: Early Crisis Intervention Program

Optional services approved as a part of the county's Core Services Plan are approved on an annual basis. For a County Designed Service to be extended beyond one year, this portion of the plan must be submitted and approved annually by the State Department.

Given that County Designed programs are not standardized across counties, it is important to provide detailed information as outlined below. The information listed below is to be completed for each County Designed Service and included in the County(ies)' Core Services Program Plan.

1. Describe the service and components of the service; define the goals of the program.

The purpose of the ECI program is to help safely stabilize up to 60 families a year in crisis situations, who are referred by ACHSD Child Welfare Division. The focus of the service will be on parenting and health issues. ECI will help families in crisis maintain family integrity, improve family dynamics, facilitate positive behavior change, support families in making long lasting modifications within their family system that will keep them from returning to the Child Welfare system.

The Early Crisis Intervention Program will include the following components:

The Early Crisis Intervention Program is a collaboration between Early Crisis Intervention Program nurses and ACHSD child welfare. Families who are involved with ACHSD child welfare are referred to ECI for a 4-6 month intervention that includes home visits by nurses that are focused on parenting and health issues. The goal of the program is to keep children in the home. If removed, the goal is to expedite their return

into the home and to decrease the likelihood of future ACHSD involvement. The program also works on expanding parenting skills and increasing health knowledge to decrease the likelihood of future ACHSD involvement. Example of Services:

- Nursing case management to address any existing health issues
- Assisting families to advocate and to navigate complex health care systems on their own
- Following through with the families on long term behavioral change
- Address parenting and life course development, as well as longer term case management to help increase chances of success

Phone contact will be made within 48 hours when a home visit is not possible.

Engagement attempts include: 2 phone calls, a letter and a nurse going to the house to attempt contact.

2. Indicate if a new Trails service detail is necessary for this County Designed Program or that the service detail is already an option in Trails.

This is not a new Trails service detail and is already open in Trails.

3. Define the eligible population to be served.

- Families with children between the ages of birth to 8 who are involved in the child welfare system as a result of child abuse, neglect and/or juvenile delinquency and who are at imminent risk of removal.
-

Families with open assessments or open cases within ACHSD where the goal is of the child is to remain home or reunification.

- Cases may be court involved or voluntary.

4. Define the time frame of the service.

Length of time and intensity of services:

- 4-6 months
- Weekly home visits for the first 3 weeks, bi weekly visits for the remainder of the time
- Home visits are 1 to 1 ½ hours in length
- The initial home visit will take place within 48 hours, when possible, of the initial referral made by ACHSD

5. Define the workload standard for the program:

Tri-County Health will serve 28-40 cases per year.

6. Staff qualifications for the service, e.g., minimum caseworker III or equivalent, see 7.303.17 for guidelines.

- Nurses with a minimum of a BSN
- Specialists in Public Health as well home visitation

7. Define the performance indicators that will be achieved by the service, see 7.303.18.

- A. Parental Competency
- B. Household Management Competency"
- C. Resources Access Competency
- D. Personal and Individual Competency"

8. Identify the service provider.

Tri County Health Department

9. Define the rate of payment (e.g., \$100.00 per session/episode).

The cost for the ECI program is \$16,259.33 per month.

Service Name: **Domestic Violence Reduction Program**

Optional services approved as a part of the county's Core Services Plan are approved on an annual basis. For a County Designed Service to be extended beyond one year, this portion of the plan must be submitted and approved annually by the State Department.

Given that County Designed programs are not standardized across counties, it is important to provide detailed information as outlined below. The information listed below is to be completed for each County Designed Service and included in the County(ies)' Core Services Program Plan.

1. Describe the service and components of the service; define the goals of the program.

The goal of the Domestic Violence Intervention Program is to reduce the impact of domestic violence on children served by child welfare in Adams County and to:

- provide proactive support to families with a co-occurrence of domestic violence and child maltreatment,
- engage families in appropriate services,
- promote increased safety for abused children and adults, and decrease re-victimization
- educate and empower children about domestic violence
- promote self-sufficiency through connection to community resources
- positively impact the undocumented population

Victim Services

The Contractor shall serve a minimum of 150 clients throughout the contract term. The Contractor shall provide two trained domestic violence counselors called “advocates” to reduce the impact of domestic violence on children. The Contractor staff shall be housed in the Adams County Human Services Department’s Children and Family Services building and will participate in staffings, family team meetings and consultations, as appropriate, to improve the integration of domestic violence services with broader treatment plans.

The Contractor will provide:

- On-site assessments to determine level of treatment needs
- Two onsite, psycho-educational, open-ended mothers’ groups designed to increase awareness of the impact of domestic violence on children and develop strategies to improve child safety
- One onsite, psycho-educational, open-ended men’s group designed to increase awareness of the impact of domestic violence on children, develop skills for effectively managing anger, and develop strategies to improve child safety
- One onsite, psycho-educational children’s group designed to develop strategies to improve child safety
- When needed, provide appropriate mental health recommendations for therapeutic groups and/or individual therapy to qualified therapists who specialize in working with children and domestic violence issues

One advocate position will be attached to the Intake Section in order to respond with staff in the field on selected cases in which it is known that domestic violence endangers the children. The Intake advocate will provide preventative interventions to reduce the need for ongoing child protective services involvement by providing resources, domestic violence shelter referrals and coordination with shelter staff. The other advocate position will provide counseling intervention, education and resources to families served by the Ongoing Section, and will sustain a minimum of 20 client contacts per month. The advocate will provide recommendations for services for the victim and/or child offered either on-site or in the community and will meet the expected goal through face-to-face contact with clients, advocacy phone calls and responding to crisis situations in the field with the assigned caseworker.

Offender Services

The Contractor shall serve a minimum of 50 clients per year on a fee-for-service basis. The Contractor shall provide one Domestic Violence Offender Management Board (DVOMB) certified evaluator to reduce the impact of domestic violence on children and increase child safety. The Contractor staff shall be housed in the Adams County Human Services Department's (ACHSD) Children and Family Services building and will participate in staffings, family team meetings and consultations, as appropriate, to improve the integration of domestic violence services with broader treatment plans.

The Contractor will provide comprehensive Domestic Violence Offender evaluations for referred clients which will include, but not be limited to, an assessment of the following:

- Domestic Violence Risk and Needs Assessment Instrument (DVRNA)
- Psychosocial history
- Mental health history
- Relationship history, with attention to domestic violence dynamics
- Motivation for and amenability to treatment
- Offender accountability
- Recommendations for treatment (if needed)

2. Indicate if a new Trails service detail is necessary for this County Designed Program or that the service detail is already an option in Trails.

A current service detail in Trails exists.

3. Define the eligible population to be served.

- Families with children/youth ages 0-18 where domestic violence is a child protection issue
- Families within the intake unit where it is known that domestic violence endangers the children
- Families with open cases with a goal of the child remaining at home or reunification where domestic violence is identified as a child protection issue
- Families with court involved or voluntary cases
- Families with children/youth at risk of disruption from foster care placements while working with the family to reintegrate child/youth back into the family's home.

4. Define the time frame of the service.

Psycho-educational classes for men, women and children (ages 6-12) run for 14 weeks. DVOMB evaluations will be completed within 1-2 sessions with the client. A written evaluation will be provided within 30 days from the date of referral.

5. Define the workload standard for the program:

Maple Star will conduct eight concurrent groups at a time. These groups will include 2 psychoeducational groups for children, 4 psychoeducational groups for women and 2 men's groups. The program supervisor will conduct 50 client DVOMB evaluations per year.

IDEA, Lifelong and Spanish Clinic will provide services to clients based on client need.

6. Define the staff qualifications for the service, e.g., minimum caseworker III or equivalent, see 7.303.17 for guidelines.

For Victim Services:

Life Skills Staff Position- 7.303.17 Staff Qualifications [rev. eff. 8/1/99]

Staff in the life skills programs shall meet the equivalent of minimum qualifications, as defined in Section 7.603.1, O, of this staff manual. This position has obtained a high school diploma or a General Equivalency Diploma (GED) and six months full time public contact in human services or a related field. Substitution for public contact is successful completion of a certificate program and/or college course equivalent to public contact in human services or a related field.

The services, preferably, will be provided by bachelor's level staff for life skills and behavior coaching services.

Staff will have a Bachelor's degree with a major in a human behavioral sciences field, or two years of higher level education and two years of experience working with children and families.

- Experience with crisis intervention and conflict resolution
- General knowledge of child development, child protection, domestic violence, mental health and substance issues
- Bilingual staff

For Offender Services:

Registered DVOMB certified provider with at least one year of experience

For the Supervisor Position:

Supervisors shall meet the minimum qualifications, as defined in Section 7.603.1.

Bachelor's degree with a major in a human behavioral sciences field (no substitution) and three years professional casework experience at the Social Caseworker level; or,

- A Master's degree or higher in social work or human behavioral sciences field and two years professional casework experience at the Social Caseworker level.

7. Define the performance indicators that will be achieved by the service, see 7.303.18.

- Reduce the risk of out of home placement
- Reduce the risk of abuse and neglect
- Shorten the length of out of home placement

8. Identify the service provider.

The provider for the fixed rate contract is Maple Star.

Lifelong, IDEA and Spanish Clinic will provide services when clients have criminal charges pending.

9. Define the rate of payment (e.g., \$100.00 per session/episode).

The cost for Maple Star is \$20,000 per month.

IDEA, Lifelong and Spanish Clinic are fee for service contracts and are reimbursed at an hourly rate.

INFORMATION ON CORE SERVICE FEES

Please check all that apply:

☒ Fees will not be assessed for Core Services Program Services.

If above line is checked, **STOP**. Remainder of information does not need to be completed.

☐ Fees will be assessed for the following services: Check those that apply:

- ☐ Home Based Intervention
- ☐ Intensive Family Therapy
- ☐ Life Skills
- ☐ Day Treatment
- ☐ Sexual Abuse Treatment
- ☐ County Designed Service (List Services Below)
- ☐ Special Economic Assistance
- ☐ Mental Health Services
- ☐ Substance Abuse Treatment Services

☐ Fee assessment formula is the same for all services. State the formula here (attach additional sheets as needed).

☐ Fee assessment formula varies with service. State formula used for each service (attach additional sheets as needed).

**CORE SERVICES PROGRAM
OVERHEAD/PROGRAM ADMINISTRATION COST for CORE SERVICES STAFF**

*****OPTIONAL PAGE - ONLY USE IF YOUR COUNTY WISHES TO CLAIM OVERHEAD/PROGRAM
ADMINISTRATION COSTS*****

1. DIRECT SERVICE
 - A. Total Core Services salary/Fringe/Travel/Operating Costs of Line
Core Service Workers and their Immediate Supervisors ___\$2,399,541___
 - B. Formula Percentage Allowed for Overhead/Program Administration Costs 15%
 - C. Provided Service Overhead/Program Administration Costs (A X B) ___359,931___

2. PURCHASED SERVICE
 - A. Purchased Service Dollar Amount ___\$3,133,108___
 - B. Formula Percentage Allowed for Overhead/Program Administration Costs _____
 $\$0 - 50,000 = 5\%$; $\$50,001 - 100,000 = 4.9\%$
For each \$50,000 (in total expenditure) increase the Overhead/
Program Administration decreases by .1 %.
 - C. Allowed Amount for Overhead/Program Administration Costs (A X B) 0
 - D. Base Overhead/Program Administration Cost Allowed \$500.00
 - E. Purchased Service Overhead/Program Administration Costs (C + D) \$500.00

3. TOTAL OVERHEAD/PROGRAM ADMINISTRATION COSTS (1C + 2E) ___\$360,431.00___

DISTRIBUTION OF OVERHEAD/PROGRAM ADMINISTRATION COSTS AMONG SERVICES*			
SERVICE	Provided Service Overhead/Program Administration Costs	Purchased Service Overhead/Program Administration Costs	Total Overhead/Program Administration Costs
1. Home Based Intervention			
2. Intensive Family Therapy			
3. Sexual Abuse Treatment			
4. Day Treatment			
5. Life Skills			
6. County Designed Service			
COLUMN TOTALS			

* Formula to determine overhead/program administration cost by service:

Step 1: total provided service cost (by service) x 15% = provided service overhead/program administration cost

Step 2: total purchased service cost (by service) x % listed in 2B = Y

\$500 divided by the number of purchased service = Z, then Y + Z = overhead/program administration cost

Step 3: Provided service overhead/program administration cost plus purchased service overhead cost equals total overhead/program administration cost.

**STATE BOARD SUMMARY
CORE SERVICES PROGRAM
FY 2019 - 2020 80/20 FUNDING**

COUNTY(IES) Adams

Services	Resource/Provider or Number of FTE	Age of Child	# of Families Served Per Month	# Children Served Per Month	Cost per Child Per Month	Cost per Year
Sexual Abuse	ACHSD Staff-Ongoing Sexual Abuse Team,	0-21				\$239,863.22
Intensive Family Therapy	ACHSD Staff-Internal Treatment Team	0-21				\$688,156.54
Lifeskills	ACHSD Staff-Lifeskills Team	0-21				\$488,861.96
Homebased	ACHSD Staff-FAST Team, Family Engagement Specialist, Core Contract Supervisor	0-21				\$982,659.02
County Design Programs (Youth Intervention, Visitation, Domestic Violence Reduction)	Family Tree, Lifelong, Maple Star, Savio, Griffith Centers, Centralized Visitation, IDEA, Spanish Clinic					\$907,871.26

TOTAL 80/20 CORE \$3,307,412

**100% FUNDING SUMMARY
CORE SERVICE PROGRAM
FY 2019-2020**

COUNTY(IES) Adams _____

Services	Resource/Provider or Number of FTE	Age of Child	# of Families Served Per Month	# Children Served Per Month	Cost per Child per Month	Cost per Year
County Design Program (Early Childhood Intervention, Visitation, Removal Prevention, Mentoring, Youth Intervention)	Tri-County Health, Shiloh House, Maple Star, YAP, Lifelong, Savio House	0-21				\$1,341,716
Mental Health	Maple Star, Savio House, The Curry Center, Lifelong, Community Reach Center	0-21				\$384,284
Day Treatment	Devereux Cleo Wallace, Denver Children's Home, Shiloh House	0-21				\$45,000
Substance Abuse Treatment	Signal, Synergy	0-21				\$370,779
Special Economic Assistance	Various Providers	0-21				\$83,458

TOTAL 100% CORE \$2,225,237

**FINAL BUDGET PAGE
FY 2019-2020
CORE SERVICES PROGRAM**

CFMS Function Code	Service Name	Other DSS Funds (Specify fund source)	Other Source Funds (Specify Fund source)	Total Funds 80/20 1700	Total Funds 100% (Core, SEA, Substance Abuse, Mental Health) 1800	Total FSS Funds	TOTAL FUNDS
	Sexual Abuse			239,863.22			239,863.22
	Intensive Family Therapy			688,156.54			688,156.54
	Lifeskills			488,861.96			488,861.96
	Homebased			982,659.02			982,659.02
	Mental Health				384,284		384,284
	Substance Abuse				370,779		370,779
	County Designed			907,871.26	1,341,716		2,249,587.26
	Day Treatment				45,000		45,000
	Special Economic Assistance				83,458		83,458
TOTALS							5,532,649

CFMS Function Codes 17xx denotes 80/20 funded Core Service

CFMS Function Codes 18xx denotes 100% funded Core Service

CFMS Functions Codes for Family Stability Services will be determined by funding source. Please contact Melinda Cox at 303.866.5962 for more information.

PURCHASE OF SERVICE CONTRACT Core Services Program

1. THIS CONTRACT, made this _____ day of _____, 20__ by and between the _____ County Department of Human/Social Services at _____, hereinafter called "County" and _____ (address) _____

(name) (address)
_____, hereinafter called "Contractor".
(Tax I.D. or Social Security Number)
2. This contract will be effective from _____ until _____
3. County agrees to purchase and Contractor agrees to provide _____
(Core Service)
to _____ at _____ at other
such (population to be served) (location service is to be provided)
location as shall facilitate the provision of such services. This service is described in Rule Manual Volume 7, Section 7.303.1 _____, and, if appropriate, the State approved County Core Service Plan.
4. County agrees to purchase and contractor agrees to furnish _____ units of _____ service at the cost of _____ per unit of service for a maximum amount of this contract of \$ _____.
5. The parties agree that the Contractor's relationship to the county is that of an independent Contractor.
6. The parties agree that payment pursuant to this Contract is subject to and contingent upon the continuing availability of funds for the purpose thereof.
7. County agrees:
 10. To determine child eligibility and as appropriate, to provide information regarding rights to fair hearings
 11. To provide Contractor with written prior authorization on a child or family basis for services to be purchased.
 12. To provide Contractor with referral information including name and address of family, social, medical, and educational information as appropriate to the referral.
 13. To monitor the provision of contracted service.
 14. To pay Contractor after receipt of billing statements for services rendered satisfactorily and in accordance with this Contract.
8. Contractor agrees:
 - a) Not to assign any provision of this Contract to a subcontractor.
 - b) Not to charge clients any fees related to services provided under this contract.
 - c) To hold the necessary license(s) which permits the performance of the service to be purchased, and/or to meet applicable Colorado Department of Human Services qualification requirements.
 - d) To comply with the requirements of the Civil Rights Act of 1964 and Section 504, Rehabilitation Act of 1973 concerning discrimination on the basis of race, color, sex, age, religion, political beliefs, national origin, or handicap.
 - e) To provide the service described herein at cost not greater than that charged to other persons in the same community.
 - f) To submit a billing statement in a timely manner, no later than forty-five (45) days after services. Failure to do so may result in nonpayment.

- g) To safe guard information and confidentiality of the child and the child's family in accordance with rules of the Colorado Department of Human Services and the County Department of Human/Social Services.
- h) To provide County with reports on the provision of services as follows:
 - Within _____ weeks of enrollment/participation, submission of a treatment plan for the child/child's family with specific objectives and target dates. The treatment plan is subject to county approval.
 - At intervals of _____ months, from the time of enrollment/participation, submit reports that include progress and barriers in achieving provisions of the treatment plan.
- i) To provide access for any duly authorized representative of the County or the Colorado Department of Human Services until the expiration of five (5) years after the final payment under this Contract, involving transactions related to this Contract.
- j) Indemnify the County and the Colorado Department of Human Services from the action based upon or arising out of damage or injury, including death, to persons or property caused or sustained in connection with the performance of this contract or by conditions created thereby, or based upon any violation of any statute, regulation, and the defense of any such claims or actions.

9. In addition to the foregoing, the County and Contractor also agree:

10. Termination: Either party may terminate this Contract by thirty (30) days prior notification in writing.

11. All payments will be paid through the State's approved automated system, as appropriate.

➤ Core Services Program expenditures will not be reimbursed when the expenditures may be reimbursed by some other source. (As set forth in Rule Manual Volume 7, at 7.414, B (12 CCR 2509-5).

ADDITIONAL PROVISIONS:

County Director's Signature

Contractor's Signature

Date

Contractor's Title

Date

Original to Contractor
Copy to the Case File
Copy to County Bookkeeping
Copy to State Accounting