



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: December 10, 2024
SUBJECT: Memorandum of Understanding

SUMMARY

The attached MOU is an updated version from June 11, 2024. This updated version is required due to the separation of Elbert County from the 18th Judicial Court to the new 23rd Judicial Court. This updated MOU will go into effect in January 2025.

Included you will find the original June memo from Chief Engel. This memo explains the need for the MOU.

ATTACHMENT

June 11, 2024, Memo
Resolution 24R52
Collaborative Management Memorandum of Understanding



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFFERY R. ENGEL
CHIEF OF POLICE

To: *Mayor Payne, Mayor ProTem Secrist, and Board of Trustees*

From: *Jeff Engel*

Subject: *Memorandum of Understanding*

Date: *June 11, 2024*

SUMMARY

The IOG is the Interagency Oversight Group, which is part of the State of Colorado Collaborative Management Program and is locally known as Connections for Families. The IOG (Connections for Families) is comprised of mandated and non-mandated partners formed by the Elbert County Department of Human and Health Services giving oversight to at-risk youth and families.

Connections for Families advocates for collaboration among service providers, to tailor support that meets the unique and specific needs of each youth and their family. The Goal of Connections for Families is to empower families to sustain a healthy environment of support for their children while avoiding involvement in the juvenile justice system and human service system. The service is a multisystem approach aimed at serving families promoting positive outcomes and improving family quality of life.

Each year, the parties in this group sign a MOU in accordance with CRS 24-1.9-102. The Elizabeth Police Department represents the Town of Elizabeth in this collaboration, as a non-mandated partner and our costs are “in kind” only, which means staff time to attend the meetings.

STAFF RECOMMENDATION

The IOG (Connections for Families) has proven valuable in identifying and delivering resources for at-risk youth and families. The Elizabeth Police Department supports the IOG (Connections for Families) and recommends approval of the Collaborative Management Memorandum of Understanding.

ATTACHMENT(S)

Resolution 24-29

Collaborative Management Memorandum of Understanding.

RESOLUTION 24R52

**A RESOLUTION APPROVING THE COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN AND
VARIOUS AGENCIES REGARDING THE PROVISION OF SERVICES TO
CHILDREN AND FAMILIES WHO WOULD BENEFIT FROM MULTI-AGENCY
SERVICES**

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Board of Trustees hereby approves **the** Collaborative Management
Memorandum of Understanding between the Town and Various Agencies regarding the
provision of services to children and families who would benefit from multi-agency services
attached hereto as **Exhibit A** and authorizes the Mayor to execute the same on behalf
of the Town.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2024, by the
Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of
_____ for and _____ against.

Angela Ternus, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

**Amendment
SFY July 2024-June 2025**

This Agreement is made between the following statutorily Mandated Partners and Non-Mandated Partners to the Collaborative Management Program, each of which may herein be referred to individually as a “Party” or collectively as the “Parties”:

MANDATED PARTNERS

1. **ELBERT COUNTY DEPARTMENT OF HUMAN SERVICES**, located at PO Box 924, 75 Ute Avenue, Kiowa, Colorado 80117;
2. **23rd JUDICIAL DISTRICT PROBATION DEPARTMENT**, located at 4000 Justice Way, Castle Rock, Colorado 80109;
3. **23rd JUDICIAL DISTRICT JUDICIAL DEPARTMENT**, located at 4000 Justice Way, Castle Rock, Colorado 80109;
4. **ELBERT COUNTY PUBLIC HEALTH DEPARTMENT**, located at PO Box 201, 75 Ute Avenue, Kiowa, Colorado 80117;
5. **ELIZABETH SCHOOL DISTRICT**, located at 634 Elbert St., Elizabeth, Colorado 80107;
6. **KIOWA SCHOOL DISTRICT**, located at PO Box 128, 525 Comanche St, Kiowa, Colorado 80117;
7. **CENTENNIAL MENTAL HEALTH CENTER COMPREHENSIVE BEHAVIORAL HEALTH SAFETY NET PROVIDER**, located at 650 Walnut Street, Elizabeth, Colorado 80107;
8. **BEHAVIORAL HEALTH ORGANIZATION (“BHO”) or REGIONAL ACCOUNTABLE ENTITY (“RAE”)**, called **COLORADO ACCESS**, located at 1110 E. Bethany Drive, Aurora, Colorado 80014;
9. **DIVISION OF YOUTH SERVICES (“DYS”)**, located at 4210 South Julian Way, Denver, Colorado 80236;
10. **DESIGNATED MANAGED SERVICE ORGANIZATION FOR THE PROVISION OF TREATMENT SERVICES FOR ALCOHOL AND DRUG ABUSE PURSUANT TO SECTION 27-80-107, C.R.S. (“MSO”)**, called **SIGNAL** located at 6130 Greenwood Plaza Blvd., Suite 150, Greenwood Village, Colorado 80111;

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

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- 11. COMMUNITY DOMESTIC VIOLENCE PROGRAM PURSUANT TO 26-7.5-104 C.R.S. IF REPRESENTATION FROM SUCH PROGRAM IS AVAILABLE, called THE CRISIS CENTER** located at PO Box 631302, Littleton, Colorado 80163.

NON-MANDATED VOTING PARTNERS

- 12. *JUVENILE ASSESSMENT CENTER**, located at 9700 E Easter Lane, Centennial, Colorado 80112;
- 13. *CASA, ADVOCATES FOR CHILDREN**, located at 16965 Pine Lane, Suite 100, Parker, Colorado 80134;
- 14. *23rd JUDICIAL DISTRICT COLORADO YOUTH DETENTION CONTINUUM**, located at 6904 S. Lima St., Centennial, Colorado 80112;
- 15. *ELBERT COUNTY SHERIFF'S DEPARTMENT (ECSO)**, located at PO Box 486, 751 Ute Avenue, Kiowa, Colorado 80117;
- 16. *TOWN OF ELIZABETH, ELIZABETH POLICE DEPARTMENT (EPD)**, located at PO Box 159, 156 Banner Street, Elizabeth, Colorado 80107;
- 17. *ELBERT COUNTY BOARD OF COMMISSIONERS**, located at PO Box 7, 215 Comanche Street, Kiowa, Colorado 80117;
- 18. *ELBERT COUNTY COALITION OF OUTREACH (ECCO)**, located at 336 Comanche Street, Kiowa, Colorado 80117;
- 19. *ELBERT COUNTY EARLY CHILDHOOD COUNCIL**, located at PO Box 2262, Elizabeth, Colorado 80107;
- 20. *BABY BEAR HUGS** located at 201 South Main Street, Yuma, Colorado 80759.

****Please indicate whether the non-mandated partners are voting or non-voting members. (* determines Non-Mandated Partners are voting members)***

WHEREAS, Colorado Revised Statutes (C.R.S.) Section 24-1.9-102(1)(a) authorizes the county department of human services to enter memorandums of understanding with specific agencies for the purpose of promoting a collaborative system of local-level interagency oversight groups and individualized service and support teams to coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services; and

WHEREAS, the undersigned desire to enter into an agreement for the collaboration of services to families and children who would benefit from integrated multi-agency services; and

WHEREAS, the undersigned agencies include all of the agencies required by statute.

NOW THEREFORE, in consideration of the premises and mutual promises and covenants herein contained, and for their mutual benefit, the Parties agree as follows:

Term of the Agreement. This Memorandum of Understanding (MOU) shall be effective beginning January 14, 2025 and shall expire June 30th, 2025

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Renewal of MOU. The Parties may renew this MOU annually, subject to mutual agreement. Each Party reserves the right to elect not to renew the MOU after the expiration of the current term. If any Party intends not to renew the MOU, it should give notice of such intent at least thirty (30) days prior to the expiration of the Agreement.

I. Oversight Group. The Parties agree that there is hereby created an Interagency Oversight Group (IOG) as authorized by C.R.S 24-1.9-102, that is identified locally as Connections for Families, whose membership shall be comprised of a local representative of each Party to this MOU. Membership requirements, the status of each Party as a voting member or advisory member, procedures for election of officers, procedures for resolving disputes, and procedures for the development of subcommittee groups can be found in the By-Laws/Procedure Guide (“By-Laws” or “Guide”) attached hereto as a labeled Appendix A. By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met. Any changes to the by-laws are considered a revision to the MOU and shall require new submission to the State with new signatures of all mandated and non-mandated partners.

II. Target Population. In recognition of the goals of the Collaborative Management Program (CMP), children, youth, and families across systems are identified and served according to their contact with collaborative programs. The CMP target population consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multi-system integrated service plan or multisystem approach. An Individualized Service and Support Team (ISST) includes two (2) or more system representatives that are present to assist a child/youth/family with developing an integrated service plan directed by family needs. The ISST identifies goals and facilitates collaboration and is a family-driven model for service planning. The child/youth/family members are present at and participating in the development of their plan. *Connections for Families* serves their target population(s) directly through an ISST(s) called: ISST involved team name(s) (insert a list of local ISSTs names): *Service Review Team (SRT), Game Plan to Success (GPS), District Attendance Review Board (DARB), Family Engagement Meeting (FEM)*.

Connections for Families may also serve children, youth, and families within their communities through the Collaborative Management Program by providing multi-system prevention program(s). The target population for these prevention programs consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multisystem approach. A multisystem prevention program must include two (2) or more system representatives that establish a program that facilitates collaboration and address needs not currently provided within the community. Multi-system Prevention Program(s) named (insert a list of local Prevention Program name(s)): *Rural Integrated Specialist Case manager, Alliance After School and Summer Program, Second Chance Tobacco Program, School-Based Group, Foster Care/Kinship Medical and Behavioral Healthcare Coordination, Municipal Court, Collaboration Consultation, Transportation Services*.

III. Services. As authorized by Section 12 CCR 2509-4-7.303.32(A), Counties may elect to participate in CMP by entering a Memorandum of Understanding (MOU) that is designed to promote a collaborative system to coordinate and manage the provision of services to children, youth, and families who would benefit from an integrated multi-system approach to service and service delivery. The Parties agree to provide the following specific services, subject to the

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availability of funds for which the collaborative has authority as specified below.

Services Defined:

- The CMP's ISST is called *Service Team Review (SRT)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.1.
- The CMP's ISST is called *Game Plan to Success (GPS)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.2.
- The CMP's ISST is called *District Attendance Review Board (DARB)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.3.
- The CMP's ISST is called *Family Engagement Meetings (FEM)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.4.
- The CMP provides a prevention program through Rural Integrated Specialist Case Manager (RISC) prevention program. Attached as a labeled appendix_C 1.1. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.
- The CMP provides a prevention program through Alliance After School and Summer prevention program. Attached as a labeled appendix_C 1.2. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.
- The CMP provides a prevention program through Second Chance Tobacco prevention program. Attached as a labeled appendix_C 1.3. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.
- The CMP provides a prevention program through the School-Based Group prevention program. Attached as a labeled appendix_C 1.4. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.
- The CMP provides a prevention program through the Foster Care/Kinship Medical and Behavioral Health Care Coordination prevention program. Attached as a labeled appendix_C 1.5. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.
- The CMP provides a prevention program through the Municipal Court Support prevention program. Attached as a labeled appendix_C 1.6. Prevention programs are mandated to meet

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one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.

- The CMP provides a prevention program through the Collaboration Consultation prevention program. Attached as a labeled appendix C 1.7. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.
- The CMP provides a prevention program through the Transportation Services prevention program. Attached as a labeled appendix C 1.8. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.

IV. Authorization to Contribute Resources and Funding. Each Party represents that it has the authority to approve the contribution of time, resources, and funding to solve problems identified by *Connections for Families* to create a seamless, collaborative system of delivering multi-agency services to children and families. The resources and funding to be contributed are identified in Section V: Funding Sources

V. Funding Sources. Funding identified in this MOU may be a carryover from previous funding or savings, additional funding provided to the CMP program or any funds directed towards CMP. Additional funding may become available during the term of this MOU and the Parties agree to comply with any terms, conditions and restrictions on the funding made available to them. The Parties agree to financial risk sharing where commitments to support programs exceed the remaining monies available. The fiscal agent for *Connections for Families* is Trestle Programs, Inc. (defaults to County Human Services Departments) and by signing here

_____ (signature of fiscal agent) agrees to assume financial risk. The financial risk defaults to the fiscal agent unless otherwise stated here _____. For this reason, *Connections for Families* projects a conservative budget based on currently available resources.

Table of Resource Pooling SFY 2024-2025		
CMP Carry Over/Reserve Funds	\$74,828	
Party	IN-KIND	CASH
1. COUNTY DEPARTMENT OF HUMANSERVICES	\$7,500	
2. JUDICIAL DISTRICT PROBATION DEPARTMENT	\$8,000	

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3. JUDICIAL DISTRICT COURT	\$5,000	
4. HEALTH DEPARTMENT	\$1,000	
5. SCHOOL DISTRICT-ELIZABETH	\$23,000	
6. SCHOOL DISTRICT- KIOWA	\$1,500	
7. COMPREHENSIVE BEHAVIORAL HEALTH SAFETY NET PROVIDER	\$6,000	
8. BEHAVIORAL HEALTH ORGANIZATION ("BHO") or REGIONAL ACCOUNTABLE ENTITY ("RAE")	\$4,000	
9. DIVISION OF YOUTH SERVICES ("DYS")	\$6,020	
10. DESIGNATED MANAGED SERVICE ORGANIZATION FOR THE PROVISION OF TREATMENT SERVICES FOR ALCOHOL AND DRUG ABUSE PURSUANT TO SECTION 27- 80-107, C.R.S. ("MSO")	\$1,500	
11. COMMUNITY DOMESTIC VIOLENCE PROGRAM PURSUANT TO 26-7.5-104, C.R.S. ("DVP")	\$2,708	
12. JUVENILE ASSESSMENT CENTER	\$6,694	
13. CASA, ADVOCATES FOR CHILDREN	\$500	
14. 23rd JUDICIAL DISTRICT COLORADO YOUTH DETENTION CONTINUUM (CYDC)	\$6,345	\$13,375
15. ELBERT COUNTY SHERIFF'S OFFICE	\$500	
16. TOWN OF ELIZABETH – ELIZABETH POLICE DEPARTMENT	\$1,658	
17. ELBERT COUNTY BOARD OF COMMISSIONER	\$500	
18. ELBERT COUNTY COALITION OUTREACH (ECCO)	\$500	
19. ELBERT COUNTY EARLY CHILDHOOD COUNCIL	\$500	

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20.BABY BEAR HUGS	\$500	
TOTALS	\$83,925	\$13,375

Approximate total contribution = \$172,128

VI. Reinvestment of Funds Saved.

Connections for Families has established a procedure to allow funds received by the CDHS, and allocated pursuant to CRS 24-1.9-104, to be reinvested by the Parties to provide appropriate services to children and families who would benefit from multi-agency services has been approved by the head or director of each Party, as documented in the By-Laws/Guide at *Appendix A*.

The Parties agree by signing this MOU that the *Connections for Families* will review the CMP budget regularly to ensure that CMP funds are being used to serve children, youth and families that are involved in multiple systems or at risk of involvement in multiple systems. This includes funds being used to serve children, youth and families who are part of an ISST, CMP prevention program or as a mechanism to increase collaboration among Parties.

VII. Collaborative Management Processes. Pursuant to section 24-1.9-102(2)(e), C.R.S., *Connections For Families* has established a collaborative management process addressing risk sharing, resource pooling, performance expectations, outcome monitoring, and staff training. This management process shall be utilized by the ISSTs and CMP Prevention Programs when providing services to children and families serviced by the parties to this MOU, designed to reduce duplication and fragmentation of services, increase the quality, appropriateness, and effectiveness of services delivered to families, and encourage cost sharing among services providers. All of which can be found in the By-laws/Procedure Guide attached as *Appendix A*. **By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met.**

VIII. Collaborative Management Program Elements.

Pursuant to section 24-1.9-102(2)(e), the parties agree to implement collaborative management processes (VII) in order to:

- A. Reduce duplication and eliminate fragmentation of services provided to children, youth and families who would benefit from integrated multi-agency services. The Parties will reduce duplication and fragmentation of services by: *Appendix A Section 1.5*.
- B. Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services, to achieve better outcomes; the Parties will increase the quality, appropriateness, and effectiveness of services delivered through: *Appendix A Section 1.4 Outcome Monitoring*.
- C. Encourage cost sharing among service providers. The Parties will encourage cost sharing through: *Appendix A Section 1.2 and Appendix A Section 2.2*.

IX. Process Measures.

Please select all the process measures that the CMP site will attempt to achieve. Each CMP site must select at least three (3).

☒ X IOG meeting attendance (all partners signing MOU attending 75% of the time at 75% of

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- scheduled meetings);
- ☒ Family agency or member participation on the IOG as a voting member;
- ☒ Seventy-five (75%) percent of the agencies contribute resources at a service level, either in-kind or actual funds;
- ☒ Use of Evidence Based or Evidence Informed practices;
- ☒ Process of Continuous Quality Improvement used by the IOG;
- ☒ Evidence of cost-sharing
 - ☒ *Appendix A 2.2, budget line item, and ISST plans*

X. Data.

The Parties agree to use either the State-provided Efforts to Outcomes (ETO) database and/or the Comprehensive Child Welfare Information System (CCWIS)/Trails for data collection for CMP-served clients. ETO shall be used for non-child welfare children, youth, and families to track participation. Trails or CCWIS databases shall be used for all Child Welfare CMP-served children, youth, and families.

The Parties agree by signing this MOU that the attestation statement shall be completed and the Parties shall comply with [Operational Memo OM-DCP-2024-0001](#). The CMP site is responsible for ensuring there is no duplication of clients entered into ETO and/or Trails. Duplication is defined as a child, youth, or family that is counted twice for the same ISST meeting or prevention program and recorded in one (1) or more CMP data system(s). A child, youth or family may be counted for multiple service episodes supported by several multi-system partnerships.

An outcome must be determined and documented for each client supported by an Individualized Service and Support Team (ISST). The CMP State Steering Committee establishes the outcomes and measurements for each CMP site to choose from.

XI. Confidentiality Compliance. The Parties agree that State and Federal law concerning confidentiality shall be followed by the Parties and Connections for Families. Any records used or developed by *Connections for Families*, its members, a listed ISST, or a listed Prevention Program that relate to a particular person are to be kept confidential and may not be released to any other person or agency, except as provided by law. The Parties have developed a release of information that addresses the confidentiality needs of all Parties attached as an [Appendix B- Forms](#).

XII. Termination of MOU. The Parties acknowledge that withdrawal from this MOU of any Mandated Party shall result in the automatic termination of this Agreement and termination of the collaborative system of delivery of services developed hereunder. The withdrawing Party shall assist the other Parties to achieve an orderly dissolution of the collaborative system with as little disruption as possible in the delivery of services provided to children and families who would benefit from multi-agency services.

- A. Withdrawal/Termination.** Any Party may withdraw from this Agreement at any time by providing 30 days written notice to all other Parties.
- B. For Loss of Funds.** Any Party may withdraw from this Agreement or modify the level of its commitment of services and resources hereunder, in the event of loss or reduction of resources from its funding source identified herein. Any Party withdrawing due to loss of funds will provide notice of withdrawal in writing within 30 days.

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C. Distribution of Funds. The Parties have established a collaborative management process addressing the distribution of funds if the MOU is terminated as further described in the by-laws/procedure guide. *Appendix A Section 2.7.*

IN WITNESS WHEREOF, the Parties hereto, through their authorized representatives have executed this Memorandum of Understanding and commit to all elements described above, effective for the dates written above. (Please note scanned and electronic signatures, with an attached digital receipt, are acceptable).

<i>Interagency Oversight Group Members</i>
MANDATED PARTNERS
1.COUNTY DEPARTMENT OF HUMAN
Name and Title: Darcy Bolding, Director Address: PO Box 924, 75 Ute Ave. City/State/Zip: Kiowa CO 80117 Phone: 303.621.3195 Email: darcy.bolding@state.co.us Signature: Proxy, Misty Callahan, Child Welfare Administrator
2.JUDICIAL DISTRICT PROBATION DEPARTMENT
Name and Title: Lori Griffith, Chief Agency: 23rd Judicial District Probation Address: 7323 S Potomac St City/State/Zip: Centennial, CO 80112 Phone: 303.662.5910 Email:lori.griffith@judicial.state.co Signature: Proxy, Ted Romeo, Probation Supervisor
3.JUDICIAL DISTRICT COURTS
Name:The Honorable Ryan Stuart, Chief Judge Agency:23rd Judicial District Address:PO Box 232, 751 Ute St. City/State/Zip: Kiowa CO 80117 Phone: 303.621.5910 Email:ryan.stuart@judicial.state.co Signature: Proxy, Judge Theresa Slade
4.HEALTH DEPARTMENT
Name: Sara McIntosh, RN, Interim Director Agency: Elbert County Public Health Department Address:PO Box 201, 75 Ute Ave. City/State/Zip:Kiowa, CO 80117 Contact Person:Sara McIntosh Phone: 303.621.3170 Email:sara.mcintosh@elbertcounty-co.gov Signature: Proxy, Lisa Helseth, Health Educator

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5.SCHOOL DISTRICT

Name:Dan Snowberger, Superintendent

Agency:Elizabeth School District

Address:634 Elbert St

City/State/Zip:Elizabeth CO 80107.

Contact Person:Dan Snowberger

Phone: 303.646.1836 **Email:**dsnowberger@esdk12.org

Signature:

Proxy, Dr. Kimberly Seefield, Director of Special Services

6.SCHOOL DISTRICT

Name:Travis Hargreaves, Superintendent

Agency:Kiowa School District

Address:PO Box 128, 525 Comanche St

City/State/Zip:Kiowa, CO 80117

Contact Person:Travis Hargreaves.

Phone: 303.621.2115 **Email:**thargreaves@kiowaschool.org.

Signature:

Proxy, Vaden Holmes, Principal

7. COMPREHENSIVE BEHAVIORAL HEALTH SAFETY NET PROVIDER

Name:Dante Gonzales, Chief Executive Officer

Address:650 E Walnut

City/State/Zip:Elizabeth, CO 80107

Contact Person: Dante Gonzales

Phone: 303.646.4519 **Email:**Dante.Gonzales@CentennialMHtC.org

Signature:

Proxy, Kris Schell, School Based Mental Health

Proxy, Katie Johnson, School Based Mental Health

8.BEHAVIORAL HEALTH ORGANIZATION/REGIONAL ACCOUNTABILITY ENTITY

Name and Title: Joy Twesigye, Vice President of Health Systems Integration

Address:11100 E Bethany Dr.

City/State/Zip:Aurora, CO 80014

Phone:720.744.6313 **Email:**joy.twesigye@coaccess.com

Signature:

Proxy, Lauren Showers, Program Manager of Member Affairs

Proxy, Shelby Keiran

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9.DIVISION OF YOUTH SERVICES

Name and Title: Tammy Schneiderman, Director

Agency: Division of Youth Services

Address: 4120 S Julian Way

City/State/Zip: Denver, CO 80236

Phone: 303.349.9723. Email: Amy

Signature:

Proxy, Krista Husak, Central Region Assistant Director

10.MANAGED SERVICE ORGANIZATION

Name and Title: Daniel Darting, Chief Executive Officer Address: 6130

Greenwood Plaza Blvd., Ste 150

City/State/Zip: Greenwood Village, CO 80111

Phone: 303.639.9320 Email: ddarting@signalbhn.org

Signature:

Proxy, Keirra Levier, Care Access Coordinator

11.DOMESTIC VIOLENCE PROGRAM

Name and Title: Amy McCandless, Executive Director

Agency: The Crisis Center

Address: PO Box 631302

City/State/Zip: Littleton CO 80163

Phone: 303.688.1094. Email: amymccandless@thecrisiscenter.org

Signature:

Proxy, Joanna Corbin, Program Director

NON-MANDATED PARTNERS

12.Juvenile Assessment Center

Name and Title: Sarah Troy, Executive Director

Agency: Juvenile Assessment Center

Address: 9700 E Easter Lane

City/State/Zip: Centennial, CO 80112

Phone: 720.213.1320 Email: stroy@arapahoegov.com

Signature:

Proxy, Zachariah Abdelbaki, Law Enforcement Program Director

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13. Advocates for Children

Name and Title: Josefina Milliner, Executive Director
Agency: Advocate for Children - CASA **Address:** 16965
Pine Lane, Suite 120 **City/State/Zip:** Parker CO 80134
Phone: 303.695.1882 **Email:** josefina_milliner@adv4children.org

Signature:

Proxy, Ebony Johnson, Program Director

14. 23rd Judicial District Colorado Youth Detention Continuum

Name and Title: Rhonda Riley, Program Coordinator
Agency: 23rd Judicial District Colorado Youth Detention Continuum
Address: 6904 S Lima Street
City/State/Zip: Centennial, CO 80112
Phone: 303.885.9835 **Email:** rriley@cydc18.com

Signature:

Proxy, Kari Yutzy, Pre-Trail Release Supervisor

15. Elbert County Sheriff's Office

Name and Title: Tim Norton, Sheriff **Agency:**
Elbert County Sheriff's Office **Address:** 751
Ute Ave
City/State/Zip: Kiowa, CO 80117
Phone: 303.805.6129 **Email:** tim.norton@elbertcounty-co.gov

Signature:

Proxy, Janet Maloney, Victim Assistance Program Coordinator
Proxy, Melissa Potestio, Victim Advocate

16. Town of Elizabeth – Elizabeth Police Department

Name and Title: Angela Ternus, Mayor
Agency: Town of Elizabeth-Elizabeth Police Department
Address: 156 S Banner St
City/State/Zip: Elizabeth CO 80107
Phone: 303.646.4166 **Email:** aternus1@townofelizabeth.org

Signature:

Proxy, Jeff Engel, Chief of Elizabeth Police Department

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17. Elbert County Board of Commissioners

Name and Title: Dallas Schroeder, Commissioner

Agency: Elbert County Board of Commissioners

Address: 215 Camanche St

City/State/Zip: Kiowa CO 80117

Phone: 303.621.3132. **Email:** dallas.schroeder@elbertcounty-co.gov

Signature:

18. Elbert County Coalition of Outreach

Name and Title: Erica Johnson, Executive Director

Agency: Elbert County Coalition of Outreach

Address: 336 Comanche St

City/State/Zip: Kiowa CO 80117

Phone: 303.621.2599 **Email:** eccoinkiowa@outlook.com

Signature:

Proxy, Janet Maloney, Victim Assistance Program Coordinator

19. Elbert County Early Childhood

Name and Title: Llan Barkley, Coordinator

Agency: Elbert County Early Childhood Council

Address: PO Box 2262

City/State/Zip: Elizabeth CO 80107.

Phone: 970.744.2928. **Email:** elbertearly@gmail.com

Signature:

20. Baby Bear Hugs

Name and Title: Jennifer Deam, Executive Director

Agency: Baby Bear Hugs

Address: 201 S Main Street

City/State/Zip: Yuma, CO 80759

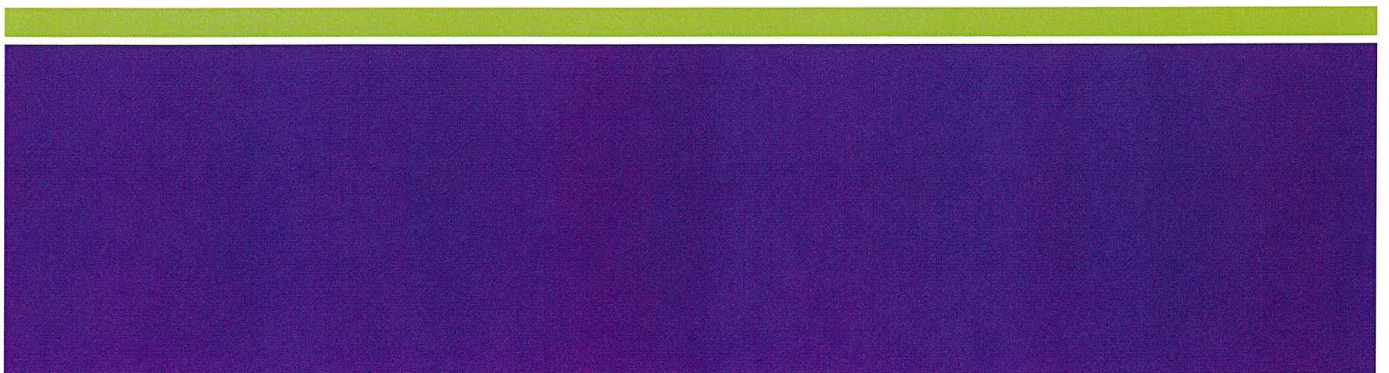
Phone: 970.848.5274 **Email:** jennifer.deam@babybearhugs.org

Signature:

Proxy, Cathy Ruppel, Elbert County Coordinator

CONNECTIONS FOR FAMILIES

POLICY AND PROCEDURES
APPENDIX A





CONNECTIONS FOR FAMILIES

COLLABORATIVE MANAGEMENT PROGRAM

POLICY AND PROCEDURES

CRS 24-1.9-102. Memorandum of understanding - local-level interagency oversight groups - individualized service and support teams - coordination of services for children and families - requirements – wavier. (d) Creation of an oversight group. The memorandum of understanding shall create a local-level interagency oversight group and identify the oversight group's membership requirements, procedures for selection of officers, procedures for resolving disputes by a majority vote of those members authorized to vote, and procedures for establishing any necessary subcommittees of the interagency oversight group. Each interagency oversight group shall include a local representative of each party to the memorandum of understanding specified in paragraphs (a) and (a.5) of subsection (1) of this section, each of whom shall be a voting member of the interagency oversight group. In addition, the interagency oversight group may include, but is not limited to, the following advisory nonvoting members: (I) Representatives of interested local private sector entities; and (II) Family members or caregivers of children who would benefit from integrated multi-agency services or current or previous consumers of integrated multi-agency services.

Mission Statement of Connections for Families:

We, the service providers of Elbert County Colorado, believe that community collaboration is the best way to provide comprehensive care for families living with children involved in more than one child-serving system. We believe in a family-driven process that bases recommendations and interventions on the unique needs of each family system and supports the family in caring for their child in their own home whenever possible.

1. Collaborative Management Processes

The IOG has established a collaborative management process to be utilized by individualized service and support teams and preventative programs described below. The collaborative management process addresses risk sharing, resource pooling, performance expectations, outcome monitoring, and staff training in order to do the following:

- Reduce duplication and eliminate fragmentation of services provided to children and families who would benefit from integrated multi-agency services.

- Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services, to achieve better outcomes; and
- Encourage cost sharing among service providers.

1.1 RISK SHARING

The Partners agree to have a qualified fiscal agent oversee the business, financial, and human resource portion of Connections for Families (IOG). This agent provides protections against financial and practice liability in the following ways:

The IOG operates in an intergovernmental agreement and is not a legal entity that insurance can be obtained. The insurance coverage for programs that operate under the IOG and through funds of HB 1451 is covered by the fiscal agent, Trestle Programs, Inc.

1.2 RESOURCE POOLING

Mandated and non-mandated partners agree to, at a minimum, provide their time at monthly IOG meetings to discuss policy, procedure, best practices, protocol, and community needs in Elbert County. Additional in-kind sources, such as administrative costs and staff time at collaborative meetings, will be documented in the yearly MOU and/or annual report.

1.3 PERFORMANCE EXPECTATION

Connections for Families mandated and non-mandated partners agree to uphold the mission of Connections for Families by performing the collaboration's functions, tasks, and responsibilities. Each member of Connections for Families will strive to meet the collaborative goals established by the group in the MOU, abiding by all rules and by-laws governing membership and the work, and will be guided by the group's stated mission. Through collaborative leadership, all partners will promote accountability, efficient, cost-effective, and coordinated systems to increase the health and well-being of children, youth, and families in Elbert County. Connections for Families strives to promote and coordinate integrated, family-centered services for all age groups, prioritizing ensuring that all youth are successful in their treatment or action plans.

1.4 OUTCOME MONITORING

- On a monthly and annual basis, outcome monitoring for all programming that Connections for Families oversees or financially supports will be reported to the coordinator. Data will be gathered from partner agencies, including data collected from databases such as; TRAILS, juvenile justice, and Infinite Campus. Data will be shared with any partner or community member requesting to view information once all identifying information has been removed, which would compromise confidentiality. Per

the MOU, IOG partners agree to collect and report data to Connection for Families when requested or, at a minimum, for year-end reporting.

- Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services to achieve better outcomes; Parties will increase the quality, appropriateness, and effectiveness of services delivered through: The implementation of the quality improvement process for the Crossover Youth Practice Model has increased the quality, appropriateness, and effectiveness of services planned in families' integrated service plan. The process was established as an additional step of the practice model to ensure that our youth-serving systems can deliver quality, appropriate and effective services to the families served as Crossover families. All our other prevention and ISST programs involve a follow-up process with the youth and families or the collaborator to improve our programs for our youth and families continuously. Connections for Families quality improvement discussion is a set agenda item regularly at meetings. Through this conversation, there are discussions about our processes and services to ensure that we are adjusting where necessary best to meet the needs of the community.

1.5 TRAINING

Elbert County conducts annual strategic planning during which the Collaborative:

- Orients new members to the mission and work of the IOG
- Identifies a community-wide training for local providers
- Commits the funding necessary to achieve training objectives
- Allocates funding in the annual budget for the training needs of any IOG partners or staff
- Core members of the Individualized Support Service Team (ISST), Service Review Team (SRT)/Game Plan to Success (GPS)/District Attendance Review Board (DARB) meetings participate in annual training around integrated service planning, family engagement best practices, mandatory reporter, and cross-system training to help reduce duplication in services and eliminate the fragmentation among providers. By working together, this process allows the team to serve youth and families from a holistic approach and can streamline the process so that their needs are met with the right services at the right time.

2 FISCAL MANAGEMENT

2.1 OPERATING RESERVES

Whenever the fiscal environment allows, the partners agree to protect against the risk of financial insufficiency by maintaining an operating reserve equal to the cost of conducting the partnership business for a minimum of twelve months.

2.2 COST SHARING

- The partners agree to combine human resources to conduct the Individualize Service Support Team (ISST) business and identify and use existing services that support individualized, integrated service goals to avoid duplicating services. Where possible, IOG-sponsored programs will be funded by contributions from each partner agency for whom the program meets their agency goals as well as the goals of the collaborative.
- The Juvenile Assessment Center, CYDC, and the IOG participate in co-funding the Rural Intervention Specialized Case Management (RISC) program, and other partner agencies provide in-kind support to the program in the form of office space, materials, and operational support.
- The Coordinator for Collaborative Management is co-funded across two collaboratives in the region and shares time between two counties. Efforts to meet collaborative goals may create the need to request funding from the IOG. Such financial awards will be documented in the end-of-the-year report to the Colorado Department of Human Services. Complete financial reports will be provided to the IOG from the funded agency.

2.3 SAVINGS REALIZED

Any money resulting from waivers granted by the federal government and any state general fund savings realized as a result of the implementation of services provided to children, youth, and families who would benefit from multi-agency services will **not** automatically be reinvested by parties to Connections for Families. Each Mandated and Non-Mandated Partner will determine if savings realized within their agency will be reinvested to provide appropriate services to children, youth, and families who would benefit from integrated multi-agency services.

2.4 STATE FUNDING

All funds received by the Department of Human Services and allocated pursuant to CRS 24-1.9-104 as a result of the participation in the collaborative will be invested in the work conducted by Connections for Families to best serve families that would benefit from multi-system services/programs and to support staffing. Requests for funding will be accepted once per year as funding allows. Funding requests can be used to finance positions and/or services/programs that benefit children, youth, and families in a way that if the position/service/program did not exist, the results would be a bifurcated system and a burden would be placed on multiple systems. Funding requests must follow the established format and include a thorough explanation of:

- The target population and unmet needs within the community.
- How the position/service/program will reduce duplication and eliminate fragmentation of services provided to children and families who would benefit

from integrated multi-agency services, increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from integrated multi-agency services to achieve better outcomes for these children and families, and encourage cost-sharing among service providers.

- Identified barriers to implementation and plans for sustainability without funds.
- Identified goals, objectives and measurements that will show when a goal/objective has been met.
- Budgetary expenses, fiscal agent, and in-kind/matching.

Funding requests that meet the criteria may be denied, approved in full, or partially funded by a majority vote once a quorum has been met. Funding requests may only be considered if funds are available to support programming.

2.5 AUTHORIZATION TO CONTRIBUTE RESOURCES AND FUNDING

IOG Partner represents that it has the authority to approve the contribution of time, resources, and funding to solve problems identified to create a seamless, collaborative system of delivering multi-agency services to children and families. The resources and funding to be contributed are identified in the yearly Memorandum of Understanding (MOU) and include in-kind and cash pooling.

2.6 FUNDING SOURCES

Funding identified in the yearly Memorandum of Understanding (MOU) can be a carryover from State funding or savings or additional funding provided to Connections for Families from partner agencies or grants. IOG Partners agree to financial risk sharing, with commitments to support programs with earned funds and carryover when monies are available. For this reason, Connections for Families projects a conservative yearly budget based on available resources.

2.7 DISTRIBUTION OF STATE FUNDS UPON IOG DISSOLUTION DUE TO MANDATORY MEMBER RESIGNATION

- In the event that Connections for Families is dissolved due to the departure of mandatory members, as defined by statute, the remaining IOG members will meet at the next scheduled meeting to discuss how to disburse any remaining funds.
- Distribution of remaining funds will be decided upon by a majority vote of 51% of the remaining IOG members.

2.8 EMPLOYMENT AND SUPERVISION

- Trestle Programs, Inc. is the fiscal agent that handles all human resources related services for any employees
- Services shall include but are not limited to payroll and benefits administration, compensation management, compliance, onboarding, off-boarding, training, and evaluations.
- Contracts for services, including MOUs
- Quality assurance
- Staff training needs are assessed annually
- All employees shall be required to complete new employee orientation and HIPAA. On an annual rotating basis, Trestle Programs, Inc. shall coordinate employee training on various topics related to their work
- Individual training for supervisors and/or line staff shall be accessible through Trestle Programs, Inc.'s membership with Employers Council and other training providers in the areas of Communications, Performance Appraisals, Coaching and Counseling, Conflict Management, Leadership, Writing Skills, Team Development, Supervisory Skills, Time Management, Problem Solving, Personal Development, Employment Law, etc.
- Trestle Programs, Inc. provides a web-based to record and facilitates efficient time management and paid leave reporting
- each employee shall use a monthly web-based timesheet to track hours worked and paid and/or unpaid leave taken
- the timesheet shall account for overtime hours (per Fair Labor Standards Act) when worked within the defined workweek
- the employee shall submit the timesheet
- timesheets are approved by their supervisor and shall provide the base documentation for the payroll process
- Trestle Programs, Inc. shall review these timesheets for accuracy and alignment with position requirements as stated in the annual CYDC and MTR Plans

Coordinator Supervision

- Trestle Programs, Inc. shall supervise the CMP Coordinator and work with the IOGs to implement the annual plan and ensure that tasks are performed effectively, timely, and accurately
- Trestle Program's, Inc. annual performance evaluation of the Coordinator is based on the job description criteria and expectations stated in the local IOG Policy and Procedure manual

- A document shall be created and disbursed via email to select IOG partners for performance feedback. The results shall be compiled and reviewed with the Coordinator and appropriate IOG Executive Team Members.
 - Future goals for improvement and career growth shall be discussed and stated in writing by the Coordinator and referenced in future evaluations. Copies shall be forwarded to Trestle Program's Inc. for review and kept in the Coordinator's personnel file.
- Trestle Program, Inc., as the Coordinator's employer of record, shall require that performance and employment issues be processed through Trestle Program's, Inc. Human Resource Department for compliance with policies and procedures and employment law.
- Direct supervision of line staff shall be the responsibility of the Coordinator. Trestle Program, Inc. shall provide guidance and advice on personnel and workplace issues.

Role with IOG Partners

- Trestle Program, Inc shall engage in a shared process with the IOG regarding selecting and supervising the Coordinator and staff
- The IOG defines the job expectations of the Coordinator. Trestle Program, Inc. as the employer of record shall be responsible for the supervision of the Coordinator but shall rely on input from the IOG through formal (performance evaluation process) and informal communication when determining if performance goals are being met
- When it comes to line staff, the IOG defines the personnel positions and core responsibilities of each in the process of plan development
- Trestle Program, Inc. shall use the plan to create job descriptions for each of the approved positions
- These job descriptions shall be the criteria for supervising and overseeing IOG employees throughout the plan year.

Coordinator Responsibilities

Staff

- Direct supervision of line staff. Trestle Program, Inc. shall provide guidance and advice to personnel and workplace issues
- Review all timesheets and approve
- Quarterly performance evaluations

Community Engagement

- Promote and market the IOG in the local community
- Serve as liaison between the IOG and the community

- Work to foster positive working relationships within the community partners to enhance available resources for youth and families
- Represent the IOG at community events and activities to increase awareness and support for the goals and initiatives of the collaborative

Program Development

- With the help of the IOG, identify community needs and gaps in services
- Meet regularly with community partners to discuss identified needs
- Serve as an advisor to community partners on the community's needs and how these needs can best be met
- Collaborate with community partners and the Board in developing new programs
- Facilitate Individualized Service and Support Team (ISST) Meetings
- Develop and maintain written ISST processes to include procedures prior, during and after ISST meetings
- Provide ISST meeting orientation to new representatives
- Provide orientation and support for the community portion of the Elbert County RISC position.
- Research programs and innovative and evidence-based practices to assist the IOG in program and service development
- Stay connected with ISST families and follow up to the referred sources to ensure/monitor services and desired outcomes.
- Follow up with appropriate ISST representatives specific to outcomes for families.
- Ensure appropriate case management, follow up services and case coordination for ISST involved families

Governance and Monitoring

- Complete State data monitoring requirements and complete annual report per State requirements, including a yearly strategic planning meeting and report.
- Work with Trestle to develop and implement policies and procedures around Human resources issues, budgeting, and financial planning
- Maintain ETO database as required by the State CMP
- Provide oversight and guidance to all IOG fiscally sponsored programs
- Maintain regular contact with IOG Board Members and provide monthly updates.
- Prepare IOG meeting board packet and disseminate to the IOG board
- Maintain the IOG Memorandum of Understanding annually
- Work with the Chair, Executive Team, and Subcommittee Chairs to set the agenda for IOG and subcommittee meetings
- Attend IOG meetings and sub-committee meetings as requested

Network Development

- Attend State IOG meetings and participate in State IOG subcommittee works as needed
- Create and maintain document and/or information showing potential funding opportunities for the IOG, IOG member entities and the families served

- With assistance from IOG sub-committee, develop community and service provider training
- Participate in local committees. Attend required trainings, conferences and work groups.
- Schedule annual school and other agency check-in meetings to share referral documents, and review processes
- Form alliances and positive working relationships other agencies
- Attend interagency committee meetings when applicable
- Develop materials and makes presentations to interested parties concerning the mission, goals, and services of the IOG
- Create, monitor, and update website

Funding/finance

- Manage billing
- In collaboration with the fiscal agent, develops procedures for review, monitoring and payment of program expenditures
- In collaboration with the fiscal agent, develops RFPs and contracts for services including MOUs

3 POLICY/PROCEDURES

- Executive Team Members review the policy and procedures Appendix A annually.
- Policy and Procedures reviewed: May 10, 2024
- The IOG Policy and Procedures may be amended by the majority vote of the Mandated and Non-Mandated Members, provided the amendments were previously submitted in writing to the membership. The revised Policy and Procedures will not be implemented until the new fiscal year unless signatures are obtained, submitted to State, and accepted.

4 MEMBERSHIP

4.1 MANDATORY HB 1451 MEMBERS:

1. Elbert County Department of Human Services
2. 23rd Judicial District Probation
3. 23rd Judicial District
4. Elbert County Department of Public Health
5. Elizabeth School District
6. Kiowa School District
7. Centennial Mental Health Center
8. Behavioral Health Organization, Colorado Access
9. Division of Youth Corrections
10. Management Service Organization, Signal
11. Local Domestic Violence Provider, The Crisis Center

4.2 NON-MANDATORY ELBERT COUNTY MEMBERS:

12. Juvenile Assessment Center (JAC)
13. CASA Advocates for Children
14. Colorado Youth Detention Continuum (CYDC)
15. Elbert County Sheriff's Office (EC SO)
16. Town of Elizabeth Police Department
17. Elbert County Board of Commissioners
18. Elbert County Coalition for Outreach (ECCO)
19. Elbert County Early Childhood Council
20. Baby Bear Hugs

4.3 MEMBERSHIP REQUIREMENTS

All partners agree to the following and to meet a minimum of 3 of the 6 State Mandated Process Measures:

1. The ability and authority to represent an agency or organization that serves the needs of children and families living in Elbert County.
2. The authority to approve the contribution of time, resources, and/or funding to solve problems; 75% of the agencies contribute resources at the service level, either in-kind or actual monies. Evidence of cost-sharing among IOG partners will be reflected in the expenditures section of the annual report.
3. Agreement to serve as the single voting representative from your agency, organization or association if the agency is eligible to vote;
4. Agreement and ability to serve a 1-year term of office as an IOG officer, if eligible to hold office; Elections are held once during each fiscal year;
5. Ability and commitment to attend 75% of the scheduled meetings; failure to fully engage in the process can result in removal by IOG vote.
6. Full and honest engagement in the process including a willingness to meet no less than quarterly to improve practices through continuous quality improvement.
7. A commitment to conflict resolution and decision making through a consensus model, realizing that voting is only resorted to under specific circumstances or where intractable conflict emerges;
8. The ability to represent the interests and needs of your agency, organization or association and the populations you serve, while simultaneously viewing services to families and children on a systems-level and understanding the mandates and needs of other partner agencies or organizations;
9. Agreement to:

- a. Sign (if a representative of a mandated Party, give consideration to signing if a representative of a voluntary Party) the Collaborative Management Program Memorandum of Understanding;
 - b. Serve as a representative of and comply with the Memorandum of Understanding Pursuant to House Bill 04-1451 and other documents and agreements pertaining to Collaborative Management Program;
 - c. Review the above-mentioned documents on an annual basis and renew or attempt to work out conflicts or problems that would stand in the way of renewing; and,
10. Agreement to engage in an ethical manner, follow all pertinent local, state and federal laws and to act in best faith.
11. Participate in staffing the ISST. All integrated service plans will reflect two or more agencies in the plan.
12. Any records used or developed by the IOG or its members or by the ISST that relate to a particular person are to be kept confidential and may not be released to any other person or agency, except as provided by law. A single release of information has been developed that covers the confidentiality needs of all Parties and will then only need to be signed by Recipients one time to better facilitate the exchange of information. Further, the content of discussions and documents pertinent to the work of the IOG even where it does not relate to a particular person is considered proprietary and shall be held confidential. Such information is not to be shared outside of IOG members without the express consent of the IOG.
13. Mandatory members agree to be present 75% of the time at the four required meetings in a fiscal year. Sign-in sheets and minutes will confirm attendance. The four annual mandatory IOG meetings are defined and scheduled as follows:
 - January/Sept: Financial and programming planning. This meeting will convene to conduct formal strategic planning, update the current strategic plan, address our strategic goals, our ongoing programming support, and review, revise and budget for all programmatic commitments.
 - March: MOU planning. The team will meet to draft, discuss and confirm the MOU for the new SFY.
 - June:
 - Annual officer elections will consist, Chairman, Vice-Chair, Secretary, and Treasurer. A request for the nomination will be sent to the membership one month prior to the elections. The officers will be selected by a majority vote of all members.
 - Review of data for the year-end report. Each signatory is required to attend, vote and provides any data from their member agency needed to evaluate MOU goals and complete the annual report for the State.
 - Annual contract renewals and the MOU will also be discussed and signed at this meeting.

14. Willingness to strive for a family agency or member participation as evidenced by a voting family member/agency at 50% of all IOG meetings. Sign-in sheets and minutes will confirm attendance.
15. Strive to build evidence based/informed practice into the system of care by implementing at least one under the IOG, as reflected by the expenditures section of the annual report.

4.4 APPLICATION PROCESS FOR NEW NON- MANDATED MEMBERS

Applications to become a voting, Non-Mandated member to the IOG are requested to provide the following information:

Please provide a narrative that addresses the following questions.

- Please give a detailed description of your organization and how you see your organization support the work of collaborative management in your community.
- Please provide the name, position, and current contact information for the person who would be designated to represent your agency at the IOG level
- Attach any supporting documents to the final application. Send the application electronically to the offices of Connections for Families.

4.5 PROXY MEMEBER

- A member may designate a consistent alternate (known as the Proxy) to represent his or her agency interest in matters that come before the IOG, by providing the IOG a Proxy letter.
- The Proxy assigned has voting rights.
- If a Proxy nor the MOU signature is not able to attend, the member will NOT be counted in attendance.
- A Proxy may resign at any time; however, the signature member must give the membership written notification of the resignation and provide a replacement before the next scheduled IOG meeting.

4.6 MEMBER RESIGNATION

- IOG members may resign at any time by providing written notice to the Chair. Upon resignation, vacancies shall be filled in accordance with the membership procedure.

4.7 VOTING PROCESS FOR MEMBERS

Mandated and Non-Mandated members of the IOG will have voting authority. Connections for Families will follow a consensus model for decision making and welcomes input from all participating members.

Organization and Conduct of Membership Meetings.

The Chair (or, in his/her absence the Vice-Chair) shall preside over each meeting of the Membership. The meetings are conducted by Robert's Rules of Order. The Secretary, (or in his/her absence, the member appointed by the presiding officer), shall record the minutes of the meetings.

Quorum at Meeting.

The presence of at least 51% of the Mandated and Non-Mandated Membership, in person, shall be necessary at any meeting of the Membership to constitute the quorum necessary for conducting of business.

Voting Procedures.

Except as otherwise overridden by these Policy/Procedures, or by statute, all matters before the Membership shall be decided by a majority (at least 51%) of Mandated and Non-Mandated Members voting. Matters pertaining to non-routine fiscal and administrative decisions or personnel policies require a two-thirds (2/3's) vote of the Mandated and Non-Mandated Membership voting.

Any voting Member may call for a secret ballot on any question raised by motion and seconded. The presiding officer may vote when a secret ballot is called. Otherwise, the presiding officer votes only where such vote would change the result.

Any member may cast a proxy ballot on items considered for a vote on the Membership agenda in which there has been five (5) days written notice prior to the meeting. All proxy votes shall be delivered to and announced by the presiding officer at the meeting.

Any action required or permitted may be taken outside of a formal meeting if a majority of the individual members of the elected Membership consent to a waiver of the formal meeting and register their vote in writing or orally, via E-mail, telephone or facsimile if it hinders day to day business practice. Such action requires a motion, a second and at least 51% of all Members participating in the vote. If the action is so approved by a simple majority (at least 51% of Members voting), then such consent shall have the same force and effect as a unanimous vote of the members; and, the vote results may be stated as unanimous in any Articles. The Chair, or their designee, is responsible for initiating and recording the votes. A time period of no less than two business days from the initial communication outlining the action to be taken will be provided to the Membership for consideration, discussion, and voting. The voting results shall be ratified and recorded in the official Minutes of the next regular or special meeting of the Membership.

4.8 SUBCOMMITTEES

Mandated and Non-Mandated Members will establish ad-hoc subcommittees whenever necessary to complete specific, time-limited projects but will have no standing subcommittees. It is encouraged that each Member participates on ONE committee. The

committee will select a Chair, in which is responsible for reporting back to the IOG of the committee's findings, action plan, and/or recommendations.

4.9 DISPUTE RESOLUTION

Procedures for resolving disputes between or among the members related to the mission and purpose of the Collaborative Management Program shall be:

- Any concern or dispute may be submitted in writing to the IOG Chair and/or Executive Team for procession by the CMP. A clear description of the issue or concern and of the primary partners or individuals involved shall be included.
- The IOG will attempt to resolve the concern or dispute through a facilitated discussion with the primary parties involved prior to the next scheduled IOG meeting. A trained third-party facilitator or mediator may be utilized as the Membership deems appropriate.
- Final authority will rest with the membership of each partner agency on any matters concerning their own internal personnel management or fiscal matters related to their own participation with the IOG or in general.

4.10 STAFF

Community Engagement

- Promote and market the IOG in the local community.
- Serve as liaison between the IOG and the community.
- Work to foster positive working relationships within the community partners to enhance available resources for youth and families.
- Represent the IOG at community events and activities to increase awareness and support for the goals and initiatives of the collaborative.

Program Development

- With the help of the IOG, identify community needs and gaps in services.
- Meet regularly with community partners to discuss identified needs.
- Serve as an advisor to community partners on the needs of the community and how these needs can best be met.
- Collaborate with community partners and the Board in the development of new programs.
- Facilitate Individualized Service and Support Team (ISST) Meetings
- Develop and maintain written ISST processes to include procedures prior, during and after ISST meetings
- Provide ISST meeting orientation to new representatives
- Provide orientation and support for the community portion of the Elbert County RISC position.

- Research programs and innovative and evidence-based practices to assist the IOG in program and service development
- Stay connected with ISST families and follow up to the referred sources to ensure/monitor services and desired outcomes.
- Follow up with appropriate ISST representatives specific to outcomes for families.
- Ensure appropriate case management, follow up services and case coordination for ISST involved families

Governance and Monitoring

- Complete State data monitoring requirements and complete annual report per State requirements which includes a yearly strategic planning meeting and report.
- Work with Fiscal Sponsor to develop and implement policies and procedures around Human resources issues, budgeting and financial planning
- Maintain ETO database as required by the State CMP
- Provide oversight and guidance to all IOG fiscally sponsored programs
- Maintain regular contact with IOG Board Members and provide monthly updates.
- Prepare IOG meeting board packet and disseminate to the IOG board
- Maintain annually the IOG Memorandum of Understanding
- Work with the Chair, Executive Team, Subcommittee Chairs to set agenda for IOG and subcommittee meetings
- Attend IOG meetings and sub-committee meetings as requested

Network Development

- Attend State IOG meetings and participate in State IOG subcommittee works as needed
- Create and maintain document and/or information showing potential funding opportunities for the IOG, IOG member entities and the families served
- With assistance from IOG sub-committee, develop community and service provider training
- Participate in local committees. Attend required trainings, conferences and work groups.
- Schedule annual school and other agency check-in meetings to share referral documents, and review processes
- Form alliances and positive working relationships other agencies
- Attend interagency committee meetings when applicable
- Develop materials and makes presentations to interested parties concerning the mission, goals, and services of the IOG
- Create, monitor, and update website

Funding/finance

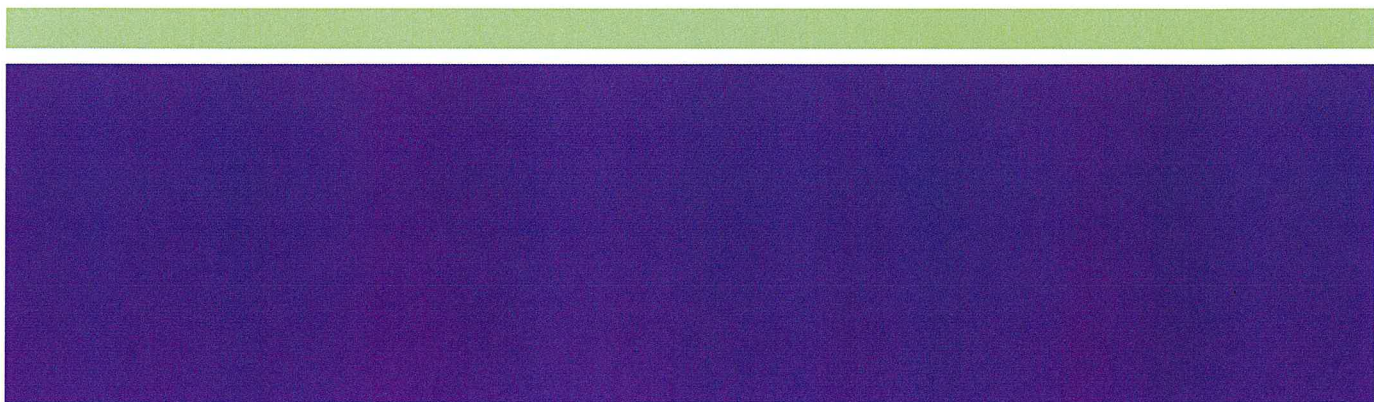
- Manage billing
- In collaboration with the fiscal agent, develops procedures for review, monitoring and payment of program expenditures
- Develop RFPs and contracts for services including MOUs

4.11 OPEN RECORDS

- All records of the IOG and its subcommittees will be published on the IOG website after each meeting. Exceptions are permitted where a specific determination is made and the IOG that there is a legitimate public purpose achieved by withholding a document concerning legal, personnel, or proprietary information, as set forth in the Colorado Open Meetings Law and Colorado Open Record

Connections for Families

INDIVIDUALIZED SERVICE AND SUPPORT POLICY AND
PROCEDURES
APPENDIX B





Individualized Service and Support

Policy and Procedures

1 ISST

CRS 24-1.9-102. Memorandum of understanding - local-level interagency oversight groups - *individualized service and support teams* - coordination of services for children and families

(f) Authorization to create individualized service and support teams. The memorandum of understanding shall include authorization for the interagency oversight group to establish individualized service and support teams to develop a service and support plan and to provide services to children and families who would benefit from integrated multi-agency services. The primary goal of an ISST meeting is to discuss the complex needs of the family in an open forum that will provide the family with a variety of options for services. At its core, an ISST is a multi-disciplinary assessment of service team that focuses on needs identified by and inclusive of family members, with the goal of developing an integrated service plan for that child and family. ISSTs may draw upon models such as Wraparound and Family Group Decision Making. An ISST should be a family friendly and family focused team bringing together children (when age appropriate), parents/guardians, extended family, family support partners, community supports, and service agencies involved in the life of the family. ISST meetings are guided by the Family Voice & Choice principles in which the family members share their strengths, challenges, and support needs openly and without blame or shame.

Connection for Families reserves the right to adopt by majority vote, once a quorum has been met, any multi-system planning process that meets the requirements for an Individualized Service and Support (ISST) when it fills an unmet need, reduces redundancy in services or provides more efficient and effective service. Connections for Families Service Review Team (SRT), Game Plan to Success (GPS), District Attendance Review Board (DARB) are the designated ISST. Elbert County Department of Health and Human Services Family Engagement Meeting (FEM) may be counted as an ISST when it meets the HB1451 criteria.

2 PURPOSE

2.1 SERVICE REVIEW TEAM (SRT)

The Services Review Team (SRT) is established following House Bill 23-1249 guidelines for the ISST. This meeting serves youth 10 years of age to 21 years of age. It will review children and youth who are involved with juvenile justice, child welfare, education, and mental health with complex needs, in addition to children or youth that is considered as Crossover Youth (dual involvement with child welfare and probation involvement). Per CRS 24.1.9-102 Memorandum of Understanding, local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, Service Review Team (SRT) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. The SRT process is to have the entire family unit engage in a facilitated conversation with professionals from child welfare, mental health, education, juvenile justice, and community organizations to discuss the needs of the child/youth and family. Through this discussion,

the team can create an action plan that may consist of assistance in locating housing for the family, job search for parent(s)/youth, transportation issues (this may include helping the child/youth and parents get to appointments), mental health resources (changing to a provider that is in the proximity or a specialized provider), and/or funding that may include but not limited to help with monthly bills or fund specialized services. This strategy is intended to blend community resources in a flexible and tailored manner to meet each family's unique needs and increases the likelihood of a positive outcome.

2.2 GAME PLAN TO SUCCESS (GPS)

The CMP provides an ISST meeting, Game Plan to Success, that may serve youth from birth to 21 years of age. The program addresses early concerns related to truancy, behavioral issues at school or home, mental health, peer relationships, substance abuse, academic performance, and/or youth experiencing homelessness. Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, Game Plan to Success (GPS) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. It targets youth that is involved in the Education, Mental Health, Law Enforcement, Child Welfare, and Juvenile Justice system(s) by providing consultation and/or collaborated facilitated meeting, to provide connection to community and system resources and additional support services with or without system involvement. This program serves all members of the family and treats the youth and family with individual needs to best serve the family unit. This can include but not limited to assistance in locating housing for the family, job search for parents/youth, transportation issues, and/or funding that may help with families’ monthly bills. The child/youth and family are invited to attend the meetings.

2.3 DISTRICT ATTENDANCE REVIEW BOARD (DARB)

The CMP provides an ISST meeting, District Attendance Review Board (DARB) for school age children; six to 21 years of age. The program is designed to address child/youth who has four (4) or more unexcused absences in any month or ten (10) or more unexcused absences during the school year. Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, District Attendance Review Board (DARB) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. The District Attendance Review Board (DARB) is an effort to bring together resources to assist families with attendance and truancy issues so that students will stay in school, attend school regularly and graduate. DARB works to divert students with school attendance or school behavior problems from the juvenile court system by providing guidance and coordinated school and/or community services to meet their special needs. A DARB panel is made up of representatives from the school district and may include members of public and community agencies that serve youth and families, such as probation officer and others. This panel examines the attendance situation and develops an individual attendance contract with the student and family to end absences. The child/youth and family are invited to attend the meetings.

2.4 FAMILY ENGAGEMENT MEETING (FEM)

The Elbert County Department of Human Services is the lead agency that holds Family Engagement Meetings (FEM) which serves children from birth to 21 years of age. Family Engagement Meetings (FEM) may count as an ISST when one other system in addition to Child Welfare is involved. Other systems will include education, mental health, and/or juvenile justice. Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families' requirements waiver, Family Engagement Meeting (FEM) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. The purpose of the meeting is to engage the family, child/youth (if appropriate), family supports, and professionals in a facilitated discussion. Through this discussion, the family and professionals are able to create a plan that may consist of assistance in locating housing for the family, job search for parents/youth, transportation issues, and/or funding that may help with family's monthly bills as well as including a plan that will address safety planning, service coordination, and permanency planning. A FEM is held prior to opening a case, for consideration of a child/youth being removed from their home, any placement changes, regular monitoring to ensure the case is moving forward, or at case closure. Through this discussion, an action plan will be put in place to address safety planning, service coordination, and permanency planning.

3 ISST PLANNING AND TEAM MEMBERS

The goal of an ISST meeting is to develop an action plan to address the complex issues and safety needs of the child(ren) and family. It is recommended that information in the plan include, but is not limited to, the following:

- tasks for which each individual/organization is responsible,
 - financial responsibilities,
 - the timeline for completion, and
 - schedule for follow-up meetings.
- 2013, State of Colorado. Collaborative Management Program: Coordinators Handbook.

There are two types of ISST meeting attendees:

- 1- Core team members. They represent the IOG agency partners under MOU and attend every meeting. These team members should be people intimately involved with the array of services available through their agencies and capable of facilitating immediate referral to those services and providing funding resources to clients. Typically, they are clinical supervisors or highly experienced case management personnel.
- 2- Case specific attendees. Non-voting IOG members have the same responsibilities as case specific attendees. These are community providers that are involved with clients scheduled for SRT/GPS/DARB meetings who are invited to attend to discuss their current role in providing services or additional services they could offer to support the family. This includes non-voting IOG agency representatives. If the case specific attendee is not subject to the MOU, the referring agency must ensure that all attendees are added to the multi-system release of information prior to referral.

IOG mandatory partners appoint a representative from their agency to attend SRT/GPS/DARB meetings regularly. This member commits to maintain a family-focused perspective, attend regularly, stay current on policy and procedure governing the work of the Individual Service and Support Team as governed by the State and HB1451 and to participate in family engagement training provided annually by Connections for Families.

The current staff to the SRT by agency and position include:

1. 23rd Judicial District Pronation: Probation Supervisor/Officer
2. Department of Human Services - Child Welfare Administrator/Caseworker
3. Local School Districts- School Psychologist/Guidance Counselor /Principal/Assistant Principal
4. Community Mental Health Center-Centennial Mental Health Regional Operations Director/Clinical Supervisor/Case Manager
5. Colorado Youth Detention Continuum
6. Juvenile Assessment Center

5 GUIDELINES FOR PRESENTATION TO ISST MEETING

Referral source will be responsible for the following:

- Inviting parents, caretakers and service providers to the SRT/GPS/DARB meeting.
- Completing the referral form at least one week prior to the scheduled meeting. The packet is to be faxed/emailed to the Connections for Families Program Coordinator to schedule a meeting.
- Referral source will present a summary of client information in a clear, concise and strength-based manner.
- Questions concerns and problems regarding scheduling can be directed to the Connections for Families Program Coordinator.

ISST meetings will occur on the second and third Tuesday of each month if a family is unable to attend on a set date one will be scheduled to fit the families need. The set meeting members will be notified one week prior to client's date and time of appointment. Clients will be notified by either the referral party or the Program Coordinator with their scheduled time. Changes to the schedule including cancellations should be made within 24 hours prior to the scheduled meeting. The meeting is scheduled for 1 hour.

6 ISST MEETING PROCESS

- The team receives the information packets on the day of the ISST meeting. Time will be allowed prior to the first staffing for team members to review the material. **We do not discuss the case until the family is present.**
- If the "Colorado Authorized Consent to Release Form" has not been signed by the parents, it will be signed at this time. The original copy will be kept on file at CONNECTIONS FOR FAMILIES and a copy will be offered to the parent/guardian.
- During the meeting, agency staff, providers, and parents will participate in a respectful, focused discussion of the current family resources as well as service options available. The team and family will evaluate their potential usefulness in achieving the family goals.
- Based upon the information reviewed, the ISST will make recommendations for treatment and/or services.

- ISST meetings will recommend a time frame of 30, 60 or 90 days for a follow-up review of the case if needed.
- ISST meeting will complete an Action Plan Form and will keep it on file. A copy will be given to the family, to the referral source and to any provider who will be serving the family.
- The Action Plan will include basic client information, the current recommendations of the ISST meeting in life-domains discussed with the team. Subsequent team reviews will be summarized in a case addendum unless the circumstances require a new plan. The addendum will be kept on file and a copy will be given to the referral source.

7 REFERRAL PROCESS

You may request a referral form by contacting the RISC Case Manager, Connections for Families Program Coordinator or visiting the Connections for Families website. Complete the referral form to the best of your ability and fax/email it to Connections for Families Program Coordinator to be scheduled for a meeting. Thoroughly describe all issues that you want an ISST meeting to consider under “Reason for Referral”. Please attach additional documents that are crucial to understand your concerns about this child and family. You will be notified of the ISST meeting schedule and assigned a 1 hour time slot. Changes or cancellations should be made 24 hours prior to the scheduled meeting.

As the referring party, your responsibilities include:

- Completing the referral form, Release of Authorization form and submit all documents in the proper manner.
- Informing the family of the referral and that the Program Coordinator with Connections for Families will be in contact with them.
- Program Coordinator will inform other agencies currently involved with the child and family of the referral and invite them to attend the meeting.
- Confirming that the family will attend the meeting.
- After introductions and with the family present, present a five-minute overview of the client’s situation. Include in your presentation your agency’s efforts on the client’s behalf, services that have been provided, the outcome and your thoughts about what services could be helpful.

A general discussion will follow, and all parties are encouraged to participate. ISST meeting members represent program resources and will create an action plan that the team and the family agree upon. Please remember that this is a family-inclusive process. Rules governing confidentiality will be respected. All materials and discussion will be shared with the family. **This is not an appropriate forum for in-depth discussion of specific therapeutic issues** and the discussion will be redirected to focus on addressing needs through the action plan. Following the meeting, you will receive a summary of team findings. You may distribute the summary to the Courts and other involved agencies as you deem appropriate to the circumstances of the client’s case.

8 LIABILITY OF ISST MEMBERS

The ISST meetings are designed to be collaborative meeting to create a bridge to other resources, providers, and services. When partners participate in an ISST meeting, they are acting in the course and scope of their

employment with the organization they work for. Therefore, the employer of each partner is responsible for the actions of their employee(s) as provided by Colorado law.

9 USE OF FLEXIBLE FUNDING

Process for Flexible Funding

1. To request flexible funding for families, the referring party will submit a Connections for Families Request for Funding Form to the HB1451/IOG Coordinator. The request for assistance must be tied to a specific goal in the service plan or performance measures. When required, requests will be put to the full HB1451 CMP/IOG for an approval by vote.
2. Requests to fund items that are under \$1000 and tied to a specific goal in the service plan do not need HB1451/IOG approval. These requests need to be submitted in accordance with the process described above for reimbursement. Incentive requests over the amount of \$1000 must be approved in advance by the voting membership of the IOG prior to being committed to a child/family.
3. The ISST team members must have considered all other funding sources prior to making the request for assistance, with this information noted on the Connections for Families Request for Funding Form.
4. When a completed Connections for Families Request for Funding Form has been received by the IOG Coordinator, the Coordinator or her/his designee will notify the referral source for the family of whether the request has been approved or declined. If approved, the Coordinator and the Referring agency representative will determine the most appropriate method for delivery of check (via mail, hand delivery, or pick up).
5. If the request is declined, the IOG Coordinator and the referral source will discuss issues relevant to the request. Should there be disagreement, the voting membership of the IOG will review the request and make a final determination.
6. Checks cannot be issued directly to the client or the client's family.
7. The Coordinator will forward approved Request for Funding Forms to the fiscal agent for check disbursements or will facilitate the transaction using IOG funds.
8. Once a check has been received, the Referring Agency Representative is solely responsible for ensuring that the check is dispersed to the service provider within a timely manner or returned to the IOG Coordinator. A receipt for payment should be requested and returned to the IOG Coordinator for documentation. Checks should not be given directly to the client or the client's family.
9. If the check is not delivered to the service provider in accordance with this policy and stop payment is required, the Referring agency will be held responsible for reimbursing the fiscal agent the amount of the bank fee charged for stopping payment.
10. The Interagency Oversight Group of Elbert County is responsible for determining the allocation for flexible funding on an annual basis.

11. The IOG Coordinator is responsible for tracking expenditures and determining whether the line item is over or under budget and will provide a report to the Treasurer tracking these expenses monthly.

forms



State of Colorado

Authorization — Consent to Release Information

**Agency Requesting Information**

Agency Name	Connections for Families	Contact Name/Title	Patty Ann Fontenot-Coordinator
Mailing Address	PO Box 1972		
City	Elizabeth	State	CO
		ZIP	80107
Email	pafontenot@connections4families.org	Phone	3-204-9232
		Fax	720-368-5221
		Date	

Client Information

Last Name	First Name	MI
Physical Address		
City	State	ZIP
Permanent Address (if different than physical address)		
City	State	ZIP
Email	Phone	DOB
Type of Identifier <input type="checkbox"/> Other <input type="checkbox"/> School ID <input type="checkbox"/> DL <input type="checkbox"/> State ID <input type="checkbox"/> Child Welfare Case # <input type="checkbox"/> Case Report # <input type="checkbox"/> JD# <input type="checkbox"/> Passport	Identifier #: <small>Use only last four digits of SSN if used.</small>	Role:

Consenter/Person Authorizing Consent (if person above is a minor)

Last Name	First Name	MI
Physical Address		
City	State	ZIP
Permanent Address (if different than physical address)		
City	State	ZIP
Email	Phone	DOB
Type of Identifier <input type="checkbox"/> Other <input type="checkbox"/> School ID <input type="checkbox"/> DL <input type="checkbox"/> State ID <input type="checkbox"/> Child Welfare Case # <input type="checkbox"/> Case Report # <input type="checkbox"/> JD# <input type="checkbox"/> Passport	Identifier #: <small>Use only last four digits of SSN if used.</small>	Role:

Authorizes

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> DHS/
Office: _____ | <input type="checkbox"/> DHS/ Division of Youth Corrections | <input type="checkbox"/> LEA | <input type="checkbox"/> Probation (Juvenile, County,
Municipal) | <input type="checkbox"/> Juvenile Assessment Ctr |
| <input type="checkbox"/> DHS/ Office of Behavioral Health | <input type="checkbox"/> Court (Juvenile, County, Municipal) | <input type="checkbox"/> School (Private or District) | <input type="checkbox"/> Diversion | <input type="checkbox"/> SB94 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Service Provider | | | <input type="checkbox"/> DA |

To Release Information to

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> DHS/
Office: _____ | <input type="checkbox"/> DHS/ Division of Youth Corrections | <input type="checkbox"/> LEA | <input type="checkbox"/> Probation (Juvenile, County,
Municipal) | <input type="checkbox"/> Juvenile Assessment Ctr |
| <input type="checkbox"/> DHS/ Office of Behavioral Health | <input type="checkbox"/> Court (Juvenile, County, Municipal) | <input type="checkbox"/> School (Private or District) | <input type="checkbox"/> Diversion | <input type="checkbox"/> SB94 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Service Provider | | | <input type="checkbox"/> DA |

To Receive Information from

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> DHS
Office: _____ | <input type="checkbox"/> DHS/ Division of Youth Corrections | <input type="checkbox"/> LEA | <input type="checkbox"/> Probation (Juvenile, County,
Municipal) | <input type="checkbox"/> Juvenile Assessment Ctr |
| <input type="checkbox"/> DHS/ Office of Behavioral Health | <input type="checkbox"/> Court (Juvenile, County, Municipal) | <input type="checkbox"/> School (Private or District) | <input type="checkbox"/> Diversion | <input type="checkbox"/> SB94 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Service Provider | | | <input type="checkbox"/> DA |

For the Purpose of

- | | | | | |
|---------------------------------------|---|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> Adjudication | <input type="checkbox"/> Coordination of Services | <input type="checkbox"/> Insurance (Health/Life) | <input type="checkbox"/> Placement | <input type="checkbox"/> Treatment |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Intake | <input type="checkbox"/> Interdisciplinary Team Staffing | <input type="checkbox"/> Pretrial | |
| <input type="checkbox"/> Other _____ | | | | |

Type of Information Requested

- | | | | | | |
|------------------|--|--|--|--|------------------------|
| <u>Education</u> | <input type="checkbox"/> School Grades/Test Scores | <input type="checkbox"/> School Attendance | Records | Reports <input type="checkbox"/> IEP's/504 | <u>Substance Abuse</u> |
| | | | <input type="checkbox"/> School Behavior | | |

☐ Treatment History ☐
Evaluations

Medical

- ☐ Current Prescriptions
- ☐ Medical History
- ☐ Immunizations

Mental Health

- ☐ MH Assessment
- ☐ MH Treatment History
- ☐ Diagnosis

Justice Agency

- ☐ Probation History
- ☐ Probation Records
- ☐ Police Reports/Records
- ☐ Other Court Records

Other Records

- ☐ Human Service
Records
- ☐ Child
Welfare History

Other (Please Specify) _____

Date Range of Youth Records:	From: Month: 02 Day: 02 Year: 2030	To: Month: 01 Day: 02 Year: 2004
Date Range of Authorization/Consent:	From: Month: 02 Day: 02 Year: 2000	To: Month: 02 Day: 02 Year: 2001
How is this information being released? <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In Person <input type="checkbox"/> Other _____		

Signature of person authorizing consent: Date: (MM/DD/YYYY)	
Type or print name:	
Signature of youth:	Date: (MM/DD/YYYY)
Type or print name:	

☐ By my signature, I consent to the release of information contained on this form for use by the requesting agency(ies). I understand that my records are protected under Federal and State regulations governing confidentiality, 42 part 2, HIPAA, and FERPA and cannot be released without my written consent unless otherwise provided for by the regulations. I understand that any agency or individual using the confidential information or records obtained will take all necessary steps to protect the confidentiality of the above named juvenile/child's identity. I acknowledge that I have been informed of my rights to refuse to sign this form, and any conditions related to my consent or refusal, and that I am entitled to receive a copy of the signed form.

☐ Consenter declined release of information. _____ [staff initial] [Copy Provided to Client]
Date Declined: (MM/DD/YYYY) _____

General

Disclosure Notice to Receiving Agencies: This notice accompanies a disclosure of information concerning a client whose information is protected by HIPAA, 42 part 2, FERPA, or other Federal or State law. This information has been disclosed to you from records whose confidentiality is protected by Federal Law. 42 part 2 and FERPA prohibit you from making further disclosure of this information without the specific written consent of the person to whom it pertains or as otherwise permitted by 42 part 2 or FERPA. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of 42 part 2 information to criminally investigate or prosecute any alcohol or drug abuse patient.

HIPAA Redisclosures: Information released under a HIPAA authorization may be subject to redisclosures that do not fall under HIPAA.

Confidentiality Notice for Electronic Transmittal: This release, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential information. If you have received this communication in error, please immediately notify the sender. In addition, if you have received this in error, do not review, distribute, or copy the document or attachments.

Condition Statement: I understand that I might be denied services if I refuse to consent to a disclosure for purposes of treatment, payment, or health care operations, if permitted by law. I will not be denied services if I refuse to consent to a disclosure for other purposes.

Consent Expiration: This authorization - consent expires on/no later than (specific date), or one year from the date signed, at end of event, completion of treatment, or if included as part of a Court Order or condition of probation, upon the terms specified, whichever is less. Length of time consent is valid can be specific by program or provider, or set by length of program/ referral, period of time that records are utilized for specified consent purpose. See specific agency rules for record retention.

Copies of Authorization/Consent Valid: A copy, photocopy, or facsimile transmission of this release will have the same authority as the original.

Parent must be informed of consent rights and right to revoke consent in native language: Under Section 300.9 of Title 34 of the Code of Federal Regulations, parental consent means all of the following: (a) The parent or guardian has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or other mode of communication. (b) The parent or guardian understands and agrees in writing to the carrying out of the activity for which his or her consent is sought; and the consent describes that activity and lists the records, if any, that will be released and to whom. (c) The parent or guardian understands that the granting of consent is voluntary on the part of the parent or guardian and may be revoked at any time. If a parent or guardian revokes consent, that revocation is not retroactive to negate an action that has occurred after the consent was given and before the consent was revoked. A public agency is not required to amend the education records of a child to remove any reference to the child's receipt of special education and services if the child's parent or guardian submits a written revocation of consent after the initial provision of special education and related services to the child.

Authorization/Consent Revocation Limitation/Period: This release/authorization may be revoked at any time by written notice to AGENCY, except to the extent that action has already been taken to comply with it. Without such revocation, this release/ authorization will expire as explained. Consenter may revoke consent in writing by contacting the releasing agency. This revocation will be re-corded in the AGENCY record. HIPAA requires written revocation of an authorization to release HIPAA information (45 CFR §164.508(b) (5)). Both Part 2 and HIPAA allow the program to make a disclosure for services already rendered in reliance on a signed consent or authorization form. See 42 CFR §2.31(a) (8) and 45 CFR §164.508. If consent is for Substance Abuse Treatment -verbal consent is acceptable. Verbal consent may also be accepted in specific emergency situations. See agency specific policies for more details.

Child Welfare and Medicaid Records: Federal law requires states to exchange information electronically through the state's automated child welfare and Medicaid systems to the extent it is feasible (45 C.F.R. § 1355.53(b) (2) (2009)) and encourages automated data exchange between child welfare and the courts. (45 C.F.R. § 1355.53(d) (2009)).

Questions: If you have questions concerning this release please call (PROVIDER AGENCY PHONE #) or Please Send Information to: (PROVIDER AGENCY NAME AND ADDRESS AND FAX) Under the State of Colorado and Federal Confidentiality Regulations, no information about a juvenile participation in treatment can be disclosed without written consent except in the case of medical emergency, child abuse or Court Order. If applicable, a minimum necessary determination has been applied to this release/ authorization.



Connections for Families Funding Request Policy & Procedure

1. Complete the C4F Funding Request and Agreement.
2. Attach a copy of the invoice or receipt for purchases or payments, if applicable.
3. Submit all documents (request form, invoice, and/or receipt, and Release of Information) to the Connections for Families office.
4. Coordinator is authorized to approve expenditures up to \$1000. Requests above \$1000 are submitted for approval to the Connections for Families Executive Committee.
5. Requests are approved on a case-by-case basis and are subject to available funding.
6. Elbert County IOG member who submits a request cannot review the request for approval.
7. The coordinator will process the request and ensure that the requestor knows if the request has been approved or not, and the date payment can be anticipated.
8. One copy of the request and supporting receipt/invoice is kept for records.
9. Trestle Programs, Inc. is the Fiscal Agent for HB 1451/Connections for Families Funds, thus any payments disbursed follow Trestle Programs, Inc./C4F Guideline dates for payment.
10. When appropriate, all payments will be made to the vendor.

Funds may be used to support families who are served through Elbert IOG/CMP member agencies and Connections for Families ISST meetings, including but not limited to the following:

- Fees for classes, groups, and programs
- Transportation (bus passes, gas cards, mileage reimbursement, C4F Uber Experience)
- Purchase items to use to improve grades/attendance, i.e. organizational items, alarm clock
- School Supplies
- Housing assistance
- Incentive for positive achievement (passes, restaurant gift cards)

Today's Date:

Child/Youth Name:	Date of Birth:
Address:	Grade/School Name:
	Phone:
Parent/Guardian	Parent Phone:
Address:	Email:
Person Requesting Funding:	Phone:
Agency Representing:	Agency Phone:

Total Amount Needed: \$	Have you previously received C4F Funding? _____ <input type="checkbox"/> Family <input type="checkbox"/> Child/Youth If yes, what was the funding used for: _____
Purpose of Funds:	Preferred Form of Payment: _____
	<input type="checkbox"/> C4F Check payable to: _____
	<input type="checkbox"/> C4F Voucher <input type="checkbox"/> Walmart: \$ _____ <input type="checkbox"/> Gift Card (type) _____ \$ _____
	<input type="checkbox"/> Online Debit(name of the website) _____
	<input type="checkbox"/> C4F Coordinator purchases and coordinates delivery with: _____ <input type="checkbox"/> C4F Coordinator coordinates Alliance Program services



Connections for Families Funding Request Policy & Procedure

Important Guidelines

These questions will help you to determine whether a potential request is valid:

- ✓ Will this money be used to benefit a child age 0-21 who is receiving or would benefit from multi-system services?
- ✓ Will this money be used in a way that helps the child/youth be successful in school?
- ✓ Will this money be used in a way that helps a child/youth free from substance use?
- ✓ Will this money be used in a way that helps a child/youth be in a stable and sustainable environment?
- ✓ Parent or youth agree to provide a U/A, if requested?
- ✓ Parent is currently working or in the process of employments?
- ✓ Have you considered other funding sources in our community that could pay for this?

*Any request for a **student** receiving a combined total of more than **\$500.00** requires a majority vote by the Executive Committee.

1. Complete the C4F Funding Request and Agreement with the child/youth/family, including goals & signatures.
2. Attach a copy of the invoice or receipt for purchases or payments, if applicable.
3. Submit all documents (request form, invoice, and/or receipt, Alliance Program Application, Consent and Release of Information) to the Connections for Families office.
4. Coordinator is authorized to approve expenditures up to \$500. Requests above \$500 are submitted for approval to the Connections for Families Executive Committee.
5. Requests are approved on a case by case basis and are subject to available funding.
6. Elbert County IOG member who submits a request cannot review the request for approval.
7. The coordinator will process the request and ensure that the requestor knows if the request has been approved or not, and the date payment can be anticipated.
8. One copy of request and supporting receipt/invoice is kept for records.
9. Trestle Programs, Inc. is the Fiscal Agent for HB 1451/Connections for Families Funds, thus any payments disbursed follow Trestle Programs, Inc./C4F Guideline dates for payment.
10. When appropriate, all payments will be made to the vendor.

Funds may be used to support families who are served through Elbert IOG member agencies and Connections for Families ISST meetings, including but not limited to the following:

- Fees for classes, groups and programs
- Transportation (bus passes, gas cards, mileage reimbursement, C4F Uber Experience)
- Purchase of items to use to improve grades/attendance, i.e. organizational items, alarm clock
- School Supplies
- Housing assistance
- Incentive for positive achievement (passes, restaurant gift cards)

Today's Date:

Child/Youth Name:	Date of Birth:
Address:	Grade/School Name:
	Phone:
Parent/Guardian	Parent Phone:
Person Requesting Funding:	Phone:
Relationship to Child/Youth:	E-mail:
Agency Representing:	Agency Phone:

Total Amount Needed: \$	Have you previously received C4F Funding? _____ Family _____ Child/Youth _____
Purpose of Funds:	Preferred Form of Payment:
	<input type="checkbox"/> C4F Check payable to: _____ <input type="checkbox"/> C4F Voucher _____ Walmart _____ Gift Card(s) from _____ <input type="checkbox"/> Online Debit (name of website) _____ <input type="checkbox"/> C4F Coordinator should purchase & coordinate delivery with _____ <input type="checkbox"/> C4F Coordinator coordinators Alliance Program services

Child/Youth & Family Pledge

I, _____, have a specific goal that this money from Connections for Families is going to help me achieve. This goal is:

My target date for achieving this goal is: _____

Child/Youth Signature _____ Date _____
Parent Signature _____ Date _____

I understand that Connections for Families will store basic family demographic information in a data base managed by the State of Colorado for the purposes of overall program evaluation and program improvement. This information will be submitted to a secure, firewall protected online database. Connections for Families will not share my personal, identifying information with any other agency, group, program or individual. I consent to the release of this information.

CLIENT INTAKE FORM

Date: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ ZIP: _____

Home Phone: _____ **Marital Status:** ☐ Single ☐ Married ☐ Separated
☐ Divorced ☐ Widowed

Cell Phone: _____ Referred By: _____

Type of Housing:

Monthly Housing Payment: \$ _____

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Own | <input type="checkbox"/> House |
| <input type="checkbox"/> Rent | <input type="checkbox"/> Apartment |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Income Sources:

Self - Hourly Wage: \$ _____ Hours per Week: _____ Employer: _____

Spouse - Hourly Wage: \$ _____ Hours per Week: _____ Employer: _____

☐ My yearly income is under \$75,000.00 **and** I have children under the age of 18 in my home.**Monthly amount received from:**Food Stamps \$ _____ Child Support \$ _____ W.I.C. ☐ Yes ☐ No

TANF \$ _____ Unemployment \$ _____

SSI / SSDI / VA \$ _____ Other \$ _____

List total number of people in Household (beginning with yourself)

Name	Birth Date	Relationship

Reason for Visit:

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Rent | <input type="checkbox"/> Propane | <input type="checkbox"/> Car Repair |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Medical Needs | <input type="checkbox"/> Relocation Needs |
| <input type="checkbox"/> Water | <input type="checkbox"/> Clothing | <input type="checkbox"/> Other |

Other Agencies that you have received help from:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Elbert Cty. Dept. of Human Services | <input type="checkbox"/> Salvation Army | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Douglas/Elbert Task Force | <input type="checkbox"/> Women's Crisis Center | |
| <input type="checkbox"/> Parker Task Force | <input type="checkbox"/> Catholic Charities | |

I certify that the above information is correct and will permit this information to be shared with other agencies if necessary. Signed: _____

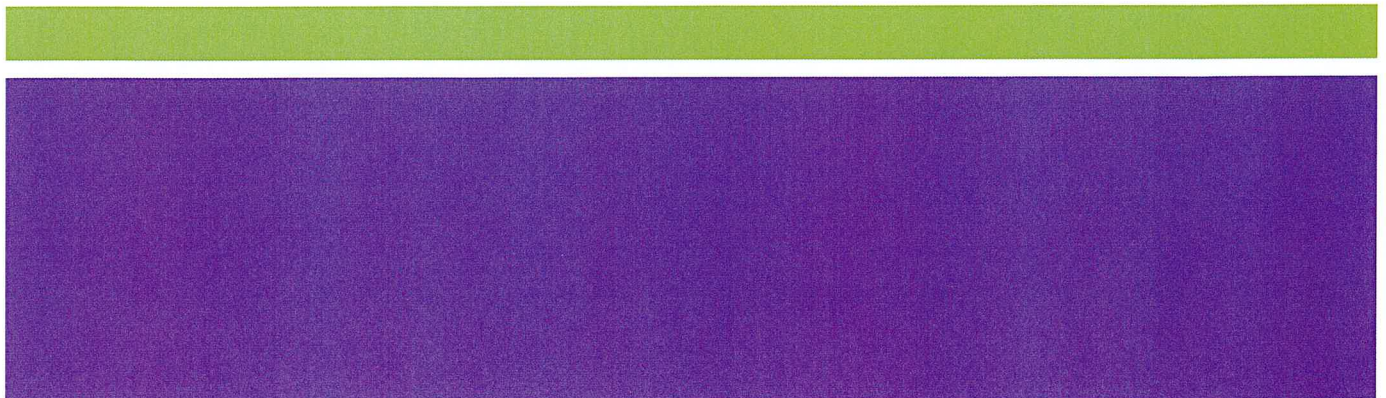
OFFICE USE ONLY:

- | | | | | |
|---|---|---|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Returning | <input type="checkbox"/> TANF | <input type="checkbox"/> ECCO | |
| <input type="checkbox"/> Picture ID | <input type="checkbox"/> Signed Consent | <input type="checkbox"/> LEAP Application | <input type="checkbox"/> VALE | <input type="checkbox"/> MT. View |
| <input type="checkbox"/> Copy of Statements | <input type="checkbox"/> Proof of Residency | <input type="checkbox"/> Other | <input type="checkbox"/> Gas Voucher | |

Connections for Families

PROGRAMS

APPENDIX C





Connections for Families Programs

PROGRAMS

Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, Identification of Services of Funding Sources. When applicable, the Elbert County IOG provides funding and/or staffing collaboration with other IOG partners such as but not limited to Centennial Mental Health, Advocates for Children, 23rd Judicial District Colorado Youth Detention Continuum CYDC, Juvenile Assessment Center (JAC), local schools, and Connections for Families. Connections for Families, in conjunction with collaborative relationships, implementations of, and the joint efforts with the Connections for Families, will consistently and frequently discuss the barriers and success a program. Connections for Families prevention programs consist of evidence-based principal and evidence-based practices that aim to serve children and youth who meet the criteria of “at-risk” and have been identified through the ISST meeting or a referral process. Participating organizations will offer funding and/or staff for the program.

1.1 RURAL INTEGRATED SPECIALIST CASE MANAGER – RISC MANAGER

Rural Integrated Specialist Case manager is an early intervention process designed to meet community needs, parents, teachers, community agencies, law enforcement, and community members, focusing on the needs of the child(ren)/youth. This may include but is not limited to therapeutic services, mentoring, family and school support. In collaboration with CYDC, the RISC program was created to serve the target population of children/youth from ages 5-18 years of age. The program focuses on the following concerns: school issues, disruptive/defiant behavior, homicidal/suicidal thoughts, mental health, and family and substance abuse. The RISC Manager provides the child(ren)/youth with assistance in locating resources or a referral to service providers. If the RISC Manager finds that more in-depth services are needed, the manager refers the child/youth and their family to participate in the Individualized Support Services Team (ISST) meeting. These meetings include the youth, their family, service providers, and other appropriate agencies to discuss their needs and concerns. The facilitator will lead the discussion to develop an action plan that all parties, including the family, agree to.

1.2 ALLIANCE AFTER SCHOOL AND SUMMER PROGRAM

Alliance After School Support and Summer Program supports youth aged 10 to 12 years old at risk of behavioral, mental health, and peer/family relationships by offering evidence-based practices through a social-emotional learning group activity. In working with school districts, the CMP had identified that as students begin transitioning into middle school, they worry about three aspects of change: logistical, social, and academics. In creating the program, the focus is that social and emotional learning will allow students to be better academically, with fewer disciplinary incidents and great awareness and understanding of handling their emotions. In collaboration with Centennial Mental Health Center, Connections for Families will provide the Alliance Program lesson that meets the needs of each student. The program offers mentorship, group lessons, and activities that develop the understanding, strategies, and skills that support a positive sense of self, promote respectful relationships and build student capacity to recognize and manage their own emotions and make responsible decisions. The group activities include but are not limited to therapeutic needs, life skills, self-esteem workshops, building peer relationships, and mentorship. The program performance and measures on academic success and collects its data from infinite campus and school administration.

1.3 SECOND CHANCE TOBACCO PROGRAM

Second Chance Tobacco Program is an educational program designed to help students think about tobacco's role in their lives and move them towards quitting. Connections for Families offers oversight and administration of the Second Chance Tobacco Program, a web-based tobacco education program for middle and high school youth who have violated a tobacco policy at school or have been ticketed in the community by law enforcement. When the CMP program reviewed data, the municipal court saw a high intake of tobacco tickets, and the court's only means were to give a fine and community service. In further discussion, the CMP agreed to provide oversight and administration of the Second Chance Tobacco Program created through the RMC Health program. Implementing this program has given schools and law enforcement an alternative to educate rather than punishment and offer youth participation in their community. Although this is a web-based program, the CMP agreed for the RISC Manager or Coordinator to provide a follow-up visit to discuss with the youth what they had learned and if there is a need for other resources that would be helpful for them. School Administration or law enforcement provides a referral. The program measure of success is not receiving a Municipal Court summons for a 2nd offense.

1.4 SCHOOL-BASED GROUPS

Kiowa School administrators have contacted the CMP looking for a program that offers lessons and activities focusing on social-emotional support for youths aged ten to 13. They have observed a decline in the school climate for middle school students, citing mental health concerns, bullying, and a lack of empathy for others. During in depth conversation between the IOG and Kiowa School District, all partners of the IOG agreed to finance and oversee the behavioral specialist to lead a monthly group focusing on evidence-informed practice social and

emotional lessons and activities to create a positive and safe student environment. This behavioral therapist will collaborate with the Kiowa Health Teacher to design and deliver monthly lessons. Since social and emotional learning is integral to education and human development, the lessons will aim to help youth acquire and apply knowledge. The curriculum will teach students skills and attitudes that contribute to developing healthy identities. The group will engage in lessons and activities centered around managing emotions, achieving personal and collective goals, and ways to show empathy for others. They will also learn to establish and maintain supportive relationships and make responsible and caring decisions. Additionally, the behavioral specialist will lead discussions on self-esteem, character, values, resiliency, protective factors, diversity awareness, violence prevention, substance abuse, gangs, self-defeating behaviors, anger management, peer pressure, problem-solving, and stress management. The goal is to create a more favorable climate in the school, ultimately leading to reduced behavioral or classroom disruptions. At the first and last group session, the facilitator will collect pre and post-assessments and continuously gather feedback from school administrators regarding the students' conduct.

1.5 FOSTER CARE/KINSHIP MEDICAL AND BEHAVIORAL HEALTH CARE COORDINATION

The target population for this prevention program is children and youth in custody, moving to adoption or kinship care of Elbert County Department of Human Services (ECDHS). ECDHS will collaborate with the Regional Accountable Entity (RAE), Colorado Access, to identify and collaborate on preventative medical and behavioral health care for children. In addition, this intervention can involve the local school district, Signal Behavioral Health, and the Division of Youth Services as needed. The intervention is housed with ECDHS and provides oversight and referrals. Once ECDHS closes the case, the case moves under the Elbert County IOG. The IOG will continue the oversight by checking in on the referred family for one month, six months, and one year. The purpose is to prevent further system involvement and promote positive mental health for children and youth who have suffered the trauma of removal from their homes. It will also support the guardians by connecting them to further services to support the family. This intervention will increase positive health and safety outcomes, decrease service duplication, and increase communication amongst systems to assist a vulnerable population.

1.6 MUNICIPAL COURT SUPPORT

Municipal Court Model uses evidence-based practices for youth who violate the municipal ordinance. This program targets youth that has received a citation through the Elizabeth Police or School Resource Officer. The program strives to serve in the best interest of youth and families by providing opportunities for positive outcomes and for youth to learn from their mistakes. The creation of this program was created during conversations with CYDC, Juvenile Assessment Center, and Elizabeth Police Department in efforts to take a more proactive approach in efforts to keep children and youth further into the juvenile justice system and child welfare systems. Depending on the citation, they can flow one or two ways. For lower offenses, such as curfew,

property damage, and/or stealing, the youth will attend a class (which can be through Connections for Families if appropriate), write a 300-word essay and complete community service. Youth who receive a citation for substance use, runaway, stealing, or assault must take complete an assessment through the Community Assessment Program and/or attend a Game Plan Success Meeting (GPS). Connections for Families monitors the program and offers supervision. The RISC Manager meets with the youth and family, gathers information, participates in the Community Assessment Program through Juvenile Assessment Center, provides recommendations, provides U/A's when requested, follow-ups with youth and family when needed, and provides written reports to the courts. The case supervision is for 30 days unless the court requests additional time.

1.7 COLLABORATION CONSULTATION

This process offers the Elbert County IOG partners with common goals of assisting youth and families. The purpose of the Collaboration Consultation meeting is for the professionals to have an open discussion about children and youth ranging from birth to 21 years old and their families that they are working with to identify community services and resources to implement in efforts to not have the child/youth further at risk of becoming or further involved with the multisystem. Connections for Families are involved in this process to discuss cost sharing and to assist in coordinating services among agencies to support the youth and family best.

1.8 TRANSPORTATION SERVICE

The transportation service was created because of the ongoing issues that arise with transportation needs. Elbert County needs the means of a transit program. Without one, it has made it more difficult for low-income and high-risk youth and families to meet specific obligations. To help eliminate this barrier, the CMP created Uber Experience. This program focuses on serving youth and families that meet these criteria. The program serves youth from birth to 21 years of age. The Uber Experience offers transportation to necessary appointments, medical, mental, visitation, court appearances, and others that are part of the youth or family's treatment plan. In addition, ECDHS offers funding for the program that services TANF eligible clientele.