

**AGENDA ITEM:** n .

**MEETING DATE:** January 24, 2012

**STAFF PERSON RESPONSIBLE:** Perry Boydston, Grants/Contracts Administrator  
Department of Human Services

**DESCRIPTION:** Request to approve an amendment to the 2011-2012 Core Services Contract for Services between Douglas County and Savio House.

**SUMMARY:** The Department of Human services is mandated by the State to provide placement prevention services to eligible families involved with the Child Welfare Division of Human Services. The goal for these services is to assist families in maintaining safe and stable family environments in order to alleviate the need to place children in out-of-home care.

Through a competitive solicitation process (Request for Application No. 030-11) in May, 2011, Savio House was selected to provide placement prevention services and subsequently entered into a contract to provide services paid for with placement prevention funds. This contract amendment is to amend the original contract amount and includes additional work for the remainder of this state fiscal year.

This contract amendment (\$185,000) to the Savio House Contract for Services has been allocated in the Human Services Budget for 2012.

**BOARD ACTION RECOMMENDED:** Approval of the Amendment to the 2011-2012 Core Services Contract for Services with Savio House.

**REVIEWED FOR FISCAL CONTENT:** Andrew Copland, Finance Director

**REVIEWED BY THE**

**COUNTY ATTORNEY:** Lance Ingalls, County Attorney

**REVIEWED BY THE  
COUNTY MANAGER:** Douglas J. DeBord, County Manager

**AMENDMENT TO PUBLIC CONTRACT FOR SERVICES (PCS)**

**THIS AMENDMENT**, entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the “County”), and **SAVIO HOUSE**, a non-profit corporation authorized to do business in Colorado (the “Contractor”).

**WHEREAS**, the County and the Contractor entered into a certain Contract for Public Services to acquire therapeutic Core Services for the 2011-2012 State fiscal year (the “Contract”); and

**WHEREAS**, the County and Contractor originally agreed to a maximum dollar amount for services in the amount of \$55,000. Compensation for this additional work shall be \$130,000.

**WHEREAS**, the County desires to amend the Contract by increasing the Maximum Contract Liability which may be paid to the Contractor; and

**WHEREAS**, the Contractor desires to perform additional work for County pursuant to these amendments to the Contract; and

**WHEREAS**, County has budgeted and appropriated the necessary funds to satisfy the financial obligations set forth in the Contract.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. Section 4 of the Contract is hereby amended to read:

**"Maximum Contract Liability"**. Any other provisions of this Contract notwithstanding, in no event shall the County be liable for payment under this Contract for any amount in excess of \$185,000. The County is not under obligation to make any future apportionment or allocation to this Contract.”

**The cost of this additional work shall not exceed: \$130,000.00**  
**Previously approved PCS Revisions: \$00,000.00**  
**Total for all PCS Revisions (to date): \$00,000.00**  
**Total for Original PCS: \$55,000.00**  
**Grand Total including all PCS Revisions (to date): \$185,000.00**

3. **Exhibit A.** of the Contract is hereby removed and replaced by the attached Exhibit A-1, incorporated herein by this reference.

4. **Exhibit B.** of the Contract is hereby amended by adding a rate of service contained in the attached Exhibit B-1, incorporated herein by this reference.

5. The remainder of the Contract shall remain in full force and effect.



**APPROVED AS TO FISCAL CONTENT:**

---

**Andrew Copland**  
**Director of Finance**

## **Exhibit A-1 Scope of Service**

Contractors agrees to provide services requested by the Department in the “Referral for Service” (Attachment B) for the person, services(s), unit(s), and rate(s) as identified herein. Services provided outside of this scope of service may be deemed gratuitous and are subject to non-payment at the Department’s discretion. All services must be performed in accordance with the Guiding Principles (Attachment A).

### **1. Services**

#### **A. Home Based Services- Child Protection Service**

(i) Definition – This community based program focuses on providing intensive in-home child protection services for families with young children age birth to 12 years who have come to the attention of Child Welfare as a result of an abuse and / or neglect complaint. Services include parenting classes, in-home parenting instruction, individual and family counseling and safety planning. The goal of this service is to prevent out-of-home placement or to smoothly transition children from out-of-home care safely back into their homes. Parents attend and complete a 12-week Parenting Skill Enhancement Training program as well as receive individualized in-home parenting skill instruction.

(ii) Frequency/Duration - Services should occur at least twice per week; schedule of meetings will be established by the provider and the family. Provider may provide up to 10 hours of service each week as authorized by the Caseworker through the Service Authorization if necessary for higher intensity cases.

(iii) Provider Credentials - Providers must have, at minimum, a Bachelor’s degree in one of the Human Services fields. A Masters degree in one of the Human Services fields is preferred and may substitute for one year of required experience.

#### **B. Supervised Visitation**

(i) Definition – Supervised Visitation provides a safe, child-friendly environment that allows parents to engage in monitored contact with their child(ren). Supervised Visitation services are used primarily when children are placed out-of-home as a result of child abuse or neglect and are unable to return to their home. Upon entry into the Supervised Visitation service, an assessment will be conducted to ascertain parenting abilities, strengths, needs and potential risks. Results of the assessment are used by visitation workers to guide the level of monitoring, support and education that will be provided to parents during visitation sessions. Visitation workers ensure child safety and confidentiality by assisting the transition from foster home parent or physical care-taker into the visitation and, at the end of visitation, back to physical care-taker. During visitation sessions, workers maintain the safety of the child while educating, mentoring and training parents to encourage bonding and healthy parenting. Visitation workers also provide role modeling to foster healthy parent-child interactions. As a result, clients are able to make positive changes in the quality of each parenting interactions with their child(ren).

(ii) Frequency/Duration - The average length of Supervised Visitation services is 2-3 months. Services continuing longer than 3 months are subject to supervisor or division manager approval.

(iii) Provider Credentials – Minimum qualifications for Supervised Visitation services worker is a Bachelor’s degree in one of the Human Services fields with two (2) years of

direct experience in human services field. A Masters degree in one of the Human Services fields may substitute for one year of required experience.

#### C. Home Based Services – Community Based Adolescent Services

(i) Description - This community based program focuses on reducing out-of-control behaviors of youth (ages 13-18) by addressing identified issues that contribute to the behavior. The goal of this service is to prevent out-of-home placement or to smoothly transition children from out-of-home care safely back into their homes. This strength-based model may incorporate cognitive behavioral therapy and family group conferencing principles.

(ii) Frequency/Duration - Services should occur at least twice per week; schedule of meetings will be established by the provider and the family. Provider may provide up to 10 hours of service each week as authorized by the Caseworker through the Service Authorization if necessary for higher intensity cases.

(iii) Provider Credentials - Providers must have, at minimum, a Bachelor's degree in one of the Human Services fields. A Masters degree in one of the Human Services fields is preferred and may substitute for one year of required experience.

#### D. Life Skills

(i) Description - This service provides a short-term, hands-on, in-home/community instruction for parents with children and is designed to strengthen parental competency. It promotes family independence by teaching families skill practice, parenting techniques (feeding, bathing, child safety, non-physical discipline, calming, identifying child care, recognizing the developmental stages, etc.) problem solving, anger management, conflict resolution, household management, home cleaning, and how to access community resources and support systems, etc.

Basic Life Skills services may be provided to families struggling with activities of daily living (meal prep., house cleaning, budgeting, accessing community resources, laundry scheduling, etc.) due to a lack of knowledge or skill. The service may be an adjunct to professional mental health services (e.g., individual/family therapy, medication management, substance abuse treatment, etc.).

Life Skills services are also available in a psycho-educational group setting to such as parenting classes, Nurturing Parenting programs and the Love and Logic curriculum.

(ii) Frequency/Duration - Services can be provided for up to 15 hours per month for in-home services and 3 hours a week for Psycho-educational groups as determined by the Human Services assessment. Additional months may be authorized by the caseworker and casework supervisor.

(iii) Provider Credentials - Minimum qualifications to provide Basic Life Skills services is a high school diploma and two years of direct experience working with individuals in a similar capacity. Providers instructing in-home parenting and psycho-educational groups must have, at minimum, a Bachelor's degree in one of the Human Services fields with two years of direct experience in human services field.

#### E. Multi-Systemic Therapy

(i) Description - MST is an intensive home-based, evidenced-based program for working with adolescents between the ages of 11 and 18 exhibiting antisocial behavior such as repeated legal involvement (truancy, serious defiance and rule violation, aggression, property destruction, running away) and/ or illegal substance use. The model assesses various areas of the adolescent's life to include school, family, peers and community. Key to this type of intervention is the full cooperation of the family and good communication with other systemic areas. Adolescents and family members involved in MST should not be actively involved in additional treatment (substance abuse, individual / family therapy, etc.) during the duration of MST unless clinically indicated and agreed upon by the treatment team.

(ii) Frequency/Duration - Up to ten hours per family per week initially with graduated step down to an average of 6 hours per week toward end of treatment based on family need. Schedule to be set by Provider and family.

(iii) Provider Credentials - Providers must have, at minimum, a Bachelor's degree in one of the Human Services fields with two years of direct client experience in a human services field. Providers must also complete the evidence-based training prior to providing services.

#### F. Functional Family Therapy

(i) Description - Functional Family therapy is an evidence-based community/in-home intervention designed to increase family skills in order to promote positive family relationships. Functional Family Therapy is a phasic model designed to engage and motivate families to reduce or eliminate the problem behaviors, negative family relational patterns through individualized family interventions. Increase the family's capacity to use community resources and engage in relapse prevention.

(ii) Frequency/Duration - Up to a total of 12-14 hours of service for the entire service (approx. 1 hour per week per family for 3-4 months).

(iii) Provider Credentials - Must have a Master's Degree from an accredited college in a Human Services related field.

#### G. Sexual Abuse Treatment – Multi-Systemic Therapy for Problem Sexual Behaviors

(i) Definition – Multi-systemic therapy for adolescents with problem sexual behaviors is a family and community based treatment approach designed to promote victims safety and reduce risk of future problem behaviors and criminal activity. MST/PSB focuses on the wide range of individual, family, peer and academic problems commonly associated with juvenile sexual offending. MST/PSB is not an exclusive service and may work with other providers during the course of treatment.

(ii) Frequency/Duration- Length of service to completely may extend from 6-8 months. Services may be provided up to 43 hours per month (approximately 10 hours per week per family). Frequency of visits varies by need of the family

(iii) Provider Credentials– Multi-Systemic Therapy for Problem Sexual Behavior providers must have a Bachelors Degree in a Human Services related field and an SOMB intent to apply waiver and/or provisional license. Provider must also complete a service specific evidence-based certification training before providing services.

#### H. Sexual Abuse Treatment – Sexual Abuse Intervention

(i) Definition – SAI is an SOMB approved home based sexual abuse service for adolescents (10-18 years) designed to halt acts of sexual abuse and to prevent reoccurrence through maximum allowable supervision and therapeutic interventions.

SAI includes family therapy, offense specific treatment group, individual therapy, in-home supervision and safety contracts, school containment contracts, polygraphs, and weekly caretaker groups. SAI providers will be involved in the Multi-Disciplinary Team as an integral component of the treatment decisions. Participants in the SAI program will be able to identify offending patterns, control and resist deviant fantasies, utilize coping skills, demonstrate knowledge of the relapse prevention program. Caretakers will be able to identify behaviors / phases of offender cycle, identify risk factors / symptoms related to victimization and abuse, demonstrate consistent and appropriate supervision of children and enforcement of safety plans, demonstrate healthy boundaries for all family members with consistent ability to provide structure and appropriate discipline.

(ii) Frequency/Duration- Up to 40 hours of service per month (approximately 10 hours per week per family). Frequency of visits varies by need of the family and scheduling to be established by provider and family. Length of service should be between 6-9 months.

(iii) Provider Credentials– Sexual Abuse Intervention service providers must have a Bachelors Degree in a Human Services related field, two years experience and a Sex Offender Management Board (SOMB) intent to apply waiver and/or provisional license with appropriate supervision.

#### I. Aftercare Home Based Services

(i) Description - The aftercare home based program focuses on transition children safely and effectively from an out-of-home placement environment back into the natural home or the home of kin or relatives. This model incorporates principles of cognitive behavioral therapy and family group conferencing to strategically focus on aspects of family stability, family engagement and possible factors that may contribute to disruptions in family relationships, parenting and .

(ii) Frequency/Duration - Services should occur at least twice per week; schedule of meetings will be established by the provider and the family. Provider may provide up to 10 hours of service each week as authorized by the Caseworker through the Service Authorization if necessary for higher intensity cases.

(iii) Provider Credentials - Providers must have, at minimum, a Bachelor's degree in one of the Human Services fields with two years of direct client experience in a human services field. A Masters degree in one of the Human Services fields is preferred and may substitute for one year of required experience.

## 2. Referral for Services

A. The services and rates that will be paid are noted in Exhibit B of this Agreement unless specifically noted otherwise as an approved exception on the “Referral for Service” and authorized through the County Representative or designee.

B. The services will be provided at the location(s) noted on the “Referral for Service”.

C. The Department's approved “Referral for Service” must be received by the provider prior to the commencement of services.

- D. The “Referral for Service” will include identifying information such as the name and address of the family, social history, medical and educational information, as appropriate.

### 3. Responsibilities

A. The Department shall:

- (i) Determine the eligibility of each person referred for services as appropriate.
- (ii) Provide information regarding rights and fair hearings.
- (iii) Monitor the provision of contracted services.

B. The Contractor shall:

- (i) Bill only for services authorized, amount of services authorized and actually provided per the “Referral for Service”.
- (ii) Hold the necessary license(s) which permit the performance of purchased service, and/or meet applicable Colorado Department of Human Services Qualification requirements, comply with the requirements of the Civil Rights Act of 1994 and Section 504, and the Rehabilitation Act of 1973.
- (iii) Comply with all mandatory child abuse and neglect reporting laws and policies (C.R.S § 19-9-103).
- (iii) Safeguard information and confidentiality of the child and the child’s family in accordance with the Colorado Revised Statute and rules of the Colorado Department of Human Services and Douglas County Department, in accordance with Guiding Principles (Appendix A),
- (iv) Provide the Department with the following client reports for services:
  - a. **Service Plan** – Within thirty (30) days following the initial client contact by the provider, submission of a provider service plan for the child/child’s family with specific objectives and target dates. The provider service plan is subject to Department approval.
  - b. **Monthly Progress Reports** – Provide monthly reports from the time of enrollment/participation that include the number of client contact hours, types of services provided, progress and barriers in achieving provisions of the provider’s service plan.
  - c. **Missed Appointments/Significant Events** – Notice of missed appointments shall be provided to the County. Any events considered clinically significant, i.e., family deaths, discovery of new relevant mental health issues, missed urine analysis appointments or other events that could be considered pertinent to client welfare shall also be reported within 48 hours.
  - d. **Discharge Summary/Reports** – Discharge summary/reports are due to the Department within ten working days from the close of service. Discharge reports, at the conclusion of treatment, should render the provider’s opinion of the success of services for the client and any ongoing recommendations.

#### **4. Credentialing Criteria**

Contractor shall ensure that all employees/subcontractors who provide services to clients under this contract meet the credentials/qualifications specific to the County's identified credentialing standards and C.R.S Title 12, Article 43 and in the Social Services Manual Volume VII (12 CCR 2509-4). The County has the right to approve Contractor's employees/subcontractors who will be performing services under this contract prior to the commencement of the work and shall have the right to review the employee(s)/subcontractor(s)' employment files prior to granting approval. Contractor must retain copies of employee credentialing qualifications and background checks in personnel files and make such records available to the County Representative upon request.

Contractor shall obtain reference and background checks, including fingerprint-based police (CBI and/or FBI) checks (if required by statute or regulation or if there will be unsupervised contact with children), checks of Department records, and Sexual Offender Registry checks and receive, at minimum, preliminary results before assigning/hiring employees/subcontractors to perform under this contract. In the event that the County becomes dissatisfied with Contractor's employee(s)/subcontractor(s), the County will notify Contractor of its concerns about the employee(s)/subcontractor(s). Disciplinary measures, if any, will be the sole responsibility of Contractor. However, if the concerns/issues cannot be resolved to the County's satisfaction, Contractor's employee(s)/subcontractor(s) may not be allowed to provide services under this contract.

**Exhibit B-2**  
**Method of Payment**

Category	Service	Rate	Unit
Home Based	After-Care Services	\$1120.00	Monthly

Monthly units must be prorated using a daily rate if services are not actually provided throughout the entire month or if services are end dated prior to the end of the month.