Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Staff and Operating Funding for the New High Security Forensics Institute (HSFI) at the Colorado Mental Health Institute at Pueblo (CMHIP)
Department: Human Services
Priority Number: 1

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _[signature]_   Date: 10/7/07
OSPB Approval: _[signature]_   Date: 10/24/07 _[signatures]_ 11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	149,266,992	152,581,083	0	152,581,083	162,789,913	1,402,553	164,192,466	0	164,192,466	3,078,058
	FTE	1634.2	1744.5	0.0	1744.5	1753.3	11.6	1764.9	0.0	1764.9	39.7
	GF	105,574,442	107,085,327		107,085,327	114,793,365	1,402,553	116,195,918		116,195,918	3,078,058
	GFE	0	0		0	0	0	0		0	0
	CF	4,050,970	5,394,631		5,394,631	5,434,907	0	5,434,907		5,434,907	0
	CFE	34,724,211	35,106,599		35,106,599	37,389,592	0	37,389,592		37,389,592	0
	FF	4,917,369	4,994,526		4,994,526	5,172,049	0	5,172,049		5,172,049	0
	MCF	13,485,665	15,501,892		15,501,892	16,931,849	0	16,931,849		16,931,849	0
	MGF	6,743,253	7,752,947		7,752,947	8,466,825	0	8,466,825		8,466,825	0
	NGF	112,317,695	114,838,274	0	114,838,274	123,260,190	1,402,553	124,662,743	0	124,662,743	3,078,058
(1) Executive Director's Office (A) General Administration Health, Life & Dental	Total	14,200,144	18,671,175	0	18,671,175	21,430,284	0	21,430,284	0	21,430,284	193,199
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	8,486,004	11,277,917		11,277,917	12,554,011	0	12,554,011		12,554,011	193,199
	GFE	0	0		0	0	0	0		0	0
	CF	151,878	200,805		200,805	244,469	0	244,469		244,469	0
	CFE	3,572,668	4,676,741		4,676,741	6,232,896	0	6,232,896		6,232,896	0
	FF	1,989,594	2,515,712		2,515,712	2,398,908	0	2,398,908		2,398,908	0
	MCF	1,462,932	4,142,444		4,142,444	5,073,787	0	5,073,787		5,073,787	0
	MGF	732,020	2,076,354		2,076,354	2,536,131	0	2,536,131		2,536,131	0
	NGF	9,218,024	13,354,271	0	13,354,271	15,090,142	0	15,090,142	0	15,090,142	193,199

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Department:	Human Services
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Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09   Supplemental FY 07-08   Budget Request Amendment FY 08-09

Dept. Approval by: Date:
OSPB Approval: Date:

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director's Office (A) General Administration Short-term Disability	Total	221,746	282,774	0	282,774	315,682	0	315,682	0	315,682	1,988
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	130,709	176,893	0	176,893	192,920	0	192,920	0	192,920	1,988
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	5,879	6,665	0	6,665	4,219	0	4,219	0	4,219	0
	CFE	46,649	53,153	0	53,153	71,474	0	71,474	0	71,474	0
	FF	38,509	46,063	0	46,063	47,069	0	47,069	0	47,069	0
	MCF	43,886	44,686	0	44,686	63,175	0	63,175	0	63,175	0
	MGF	21,966	22,244	0	22,244	31,527	0	31,527	0	31,527	0
	NGF	152,675	199,137	0	199,137	224,447	0	224,447	0	224,447	1,988
(1) Executive Director's Office (A) General Administration SB 04-257 Amortization Equalization Disbursement	Total	1,498,493	2,631,927	0	2,631,927	3,875,868	10,025	3,885,893	0	3,885,893	24,467
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	896,173	1,592,902	0	1,592,902	2,372,913	10,025	2,382,938	0	2,382,938	24,467
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	38,052	65,360	0	65,360	51,179	0	51,179	0	51,179	0
	CFE	315,321	531,021	0	531,021	876,399	0	876,399	0	876,399	0
	FF	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	10,025	2,769,422	0	2,769,422	24,467

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Staff and Operating Funding for the New High Security Forensics Institute (HSFI) at the Colorado Mental Health Institute at Pueblo (CMHIP)

Department: Human Services

Priority Number: 1

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director's Office (A) General Administration SB 06-235 Supplemental Amortization Equalization Disbursement	Total	0	482,075	0	482,075	1,241,489	4,543	1,246,032	0	1,246,032	7,645
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	284,220	0	284,220	763,140	4,543	767,683	0	767,683	7,645
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
	CFE	0	96,050	0	96,050	280,810	0	280,810	0	280,810	0
	FF	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
	MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	NGF	0	322,345	0	322,345	887,091	4,543	891,634	0	891,634	7,645
(1) Executive Director's Office (A) General Administration Shift Differential	Total	4,145,074	4,304,380	0	4,304,380	3,907,967	19,773	3,927,740	0	3,927,740	35,345
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	2,666,651	2,837,484	0	2,837,484	2,615,314	19,773	2,635,087	0	2,635,087	35,345
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	2,297	2,005	0	2,005	366	0	366	0	366	0
	CFE	1,467,594	1,457,549	0	1,457,549	1,281,734	0	1,281,734	0	1,281,734	0
	FF	8,532	7,342	0	7,342	10,553	0	10,553	0	10,553	0
	MCF	1,442,508	1,435,870	0	1,435,870	1,276,831	0	1,276,831	0	1,276,831	0
	MGF	721,254	717,934	0	717,934	638,416	0	638,416	0	638,416	0
	NGF	3,387,905	3,555,418	0	3,555,418	3,253,730	19,773	3,273,503	0	3,273,503	35,345

Schedule 13
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Department: Human Services
Priority Number: 1

Decision Item FY 08-09 ☐ | Base Reduction Item FY 08-09 | Supplemental FY 07-08 ☐ | Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
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	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(3) Office of Operations (A) Administration Personal Services	Total	23,881,179	22,476,856	0	22,476,856	23,643,028	222,683	23,865,711	0	23,865,711	527,241
	FTE	430.0	455.6	0.0	455.6	464.4	6.5	470.9	0.0	470.9	17.0
	GF	11,474,274	10,753,902		10,753,902	11,495,366	222,683	11,718,049	0	11,718,049	527,241
	GFE	0	0		0	0	0	0	0	0	0
	CF	579,103	512,019		512,019	524,630	0	524,630	0	524,630	0
	CFE	9,235,194	9,437,528		9,437,528	9,785,715	0	9,785,715	0	9,785,715	0
	FF	2,592,608	1,773,407		1,773,407	1,837,317	0	1,837,317	0	1,837,317	0
	MCF	3,694,980	3,773,720		3,773,720	3,922,606	0	3,922,606	0	3,922,606	0
	MGF	1,847,490	1,886,861		1,886,861	1,963,806	0	1,963,806	0	1,963,806	0
	NGF	13,321,764	12,640,763	0	12,640,763	13,459,172	222,683	13,681,855	0	13,681,855	527,241
(3) Office of Operations (A) Administration Operating Expenses	Total	2,355,060	2,643,297	0	2,643,297	2,935,156	296,364	3,231,520	0	3,231,520	257,152
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,914,104	1,625,030		1,625,030	1,921,394	296,364	2,217,758	0	2,217,758	257,152
	GFE	0	0		0	0	0	0	0	0	0
	CF	244	12,809		12,809	12,809	0	12,809	0	12,809	0
	CFE	432,551	923,254		923,254	918,749	0	918,749	0	918,749	0
	FF	8,161	82,204		82,204	82,204	0	82,204	0	82,204	0
	MCF	405,642	482,696		482,696	482,696	0	482,696	0	482,696	0
	MGF	202,821	241,349		241,349	241,349	0	241,349	0	241,349	0
	NGF	2,116,925	1,866,379	0	1,866,379	2,162,743	296,364	2,459,107	0	2,459,107	257,152

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: ☐ Decision Item FY 08-09   ☐ Base Reduction Item FY 08-09   ☐ Supplemental FY 07-08   ☐ Budget Request Amendment FY 08-09
Staff and Operating Funding for the New High Security Forensics Institute (HSFI) at the Colorado Mental Health Institute at Pueblo (CMHIP)

Department: Human Services   Dept. Approval by: _____   Date: _____

Priority Number: 1   OSPB Approval: _____   Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(3) Office of Operations (A) Administration Vehicle Lease Payments	Total	529,049	716,648	0	716,648	723,036	6,388	729,424	0	729,424	19,164
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	359,391	437,634	0	437,634	444,022	6,388	450,410	0	450,410	19,164
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	982	989	0	989	989	0	989	0	989	0
	CFE	137,658	239,060	0	239,060	239,060	0	239,060	0	239,060	0
	FF	31,018	38,965	0	38,965	38,965	0	38,965	0	38,965	0
	MCF	111,428	207,430	0	207,430	207,430	0	207,430	0	207,430	0
	MGF	55,714	103,714	0	103,714	103,714	0	103,714	0	103,714	0
	NGF	415,105	541,348	0	541,348	547,736	6,388	554,124	0	554,124	19,164
(3) Office of Operations (A) Administration Utilities	Total	7,082,225	7,335,406	0	7,335,406	7,569,799	234,393	7,804,192	0	7,804,192	450,001
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	5,431,823	5,425,896	0	5,425,896	5,660,289	234,393	5,894,682	0	5,894,682	450,001
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	1,650,402	1,909,510	0	1,909,510	1,909,510	0	1,909,510	0	1,909,510	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	1,317,779	1,538,491	0	1,538,491	1,538,491	0	1,538,491	0	1,538,491	0
	MGF	658,890	769,245	0	769,245	769,245	0	769,245	0	769,245	0
	NGF	6,090,713	6,195,141	0	6,195,141	6,429,534	234,393	6,663,927	0	6,663,927	450,001

Request Title: Staff and Operating Funding for the New High Security Forensics Institute (HSFI) at the Colorado Mental Health Institute at Pueblo (CMHIP)
Department: Human Services
Priority Number: 1

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(8) Mental Health & Alcohol & Drug Abuse Services (C) Mental Health Institutes / Mental Health Institutes										
Total	91,878,963	89,656,698	0	89,656,698	93,662,981	608,384	94,271,365	0	94,271,365	1,591,357
FTE	1,169.9	1,252.9	0.0	1,252.9	1,252.9	5.1	1,258.0	0.0	1,258.0	22.7
GF	70,740,254	69,468,922	0	69,468,922	73,464,693	608,384	74,073,077	0	74,073,077	1,591,357
GFE	0	0	0	0	0	0	0	0	0	0
CF	3,272,535	4,580,363	0	4,580,363	4,580,363	0	4,580,363	0	4,580,363	0
CFE	17,866,174	15,607,413	0	15,607,413	15,617,925	0	15,617,925	0	15,617,925	0
FF	0	0	0	0	0	0	0	0	0	0
MCF	4,708,030	3,344,403	0	3,344,403	3,344,403	0	3,344,403	0	3,344,403	0
MGF	2,354,015	1,672,202	0	1,672,202	1,672,202	0	1,672,202	0	1,672,202	0
NGF	73,094,269	71,141,124	0	71,141,124	75,136,895	608,384	75,745,279	0	75,745,279	1,591,357
(8) Mental Health & Alcohol & Drug Abuse Services (C) Mental Health Institutes / General Hospital										
Total	3,475,059	3,379,847	0	3,379,847	3,484,623	0	3,484,623	0	3,484,623	(29,501)
FTE	34.3	36.0	0.0	36.0	36.0	0.0	36.0	0.0	36.0	0.0
GF	3,475,059	3,204,527	0	3,204,527	3,309,303	0	3,309,303	0	3,309,303	(29,501)
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	0	175,320	0	175,320	175,320	0	175,320	0	175,320	0
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	3,475,059	3,204,527	0	3,204,527	3,309,303	0	3,309,303	0	3,309,303	(29,501)

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name:
IT Request: Yes ☑ No ☐
Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Personnel and Administration - Vehicle Lease Payments

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Colorado Department of Human Services
Priority Number:	1
Change Request Title:	Staff and Operating Funding for the New High Security Forensics Institute (HSFI) at the Colorado Mental Health Institute at Pueblo (CMHIP)

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

Construction will be completed on the State's new state-of-the-art, 200-bed, 200,000 square-foot, High Security Forensic Institute (HSFI) in the Institute for Forensic Psychiatry (IFP) on the campus of the Colorado Mental Health Institute at Pueblo (CMHIP) in June 2009.

This request consists of two sections that total $1,402,553 General Fund and 11.6 FTE in FY 2008-09 and annualizes to $3,078,058 General Fund and 39.7 FTE in FY 2009-10. The Office of Behavioral Health and Housing (OBHH) Mental Health Institute (MHI) section (pages D-1-8 to D-1-126) is for staff and operating funds necessary to operate the new facility and the Office of Operations section (pages D-1-127 to D-1-135) is for new facility operating funds for the HSFI and the heat plant expansion at the CMHIP.

The summary of the MHI request is on pages D-1-25 to D-1-28 and the summary of the Office of Operations request is on page D-1-129.

Short Summary of Mental Health
Institute Request:

This decision item is for $638,190 General Fund and 5.1 FTE in FY 2008-09, which annualizes to $1,737,615 General Fund and 22.7 FTE in FY 2009-10 to provide the remaining staff and operating funds necessary to operate the new HSFI.

Background and Appropriation History:

Description of the Institute of Forensic Psychiatry (IFP)

The Colorado Mental Health Institute at Pueblo is one of two publicly funded facilities responsible for providing inpatient hospitalization for mentally ill citizens of Colorado. The other is the Colorado Mental Health Institute at Fort Logan (CMHIFL), which does not have a forensic unit.

The Institute for Forensic Psychiatry (IFP) is a critical part of the Colorado public mental health system. It is a major division of the Colorado Mental Health Institute at Pueblo (CMHIP). Under sections 16-8-105 and 16-8-112, C.R.S., persons who are found to be Not Guilty by Reason of Insanity (NGRI) or Incompetent to Proceed (ITP) in criminal proceedings are committed to the Department of Human Services, which then determines the most appropriate facility for treatment. Additionally, section 16-8-106, C.R.S., specifically requires the Colorado Mental Health Institute at Pueblo to conduct psychiatric examinations ordered by the court in criminal cases. Historically, the CMHIP's Institute for Forensic Psychiatry (IFP) has been the entity designated to provide these services because it maintains adequate security to treat individuals accused of particularly violent crimes. It is the State's only forensic hospital, and serves as the primary treatment facility for adults with coexisting severe mental illness and criminal involvement.

HSFI Planning and *Neiberger* lawsuit

Planning for a new HSFI has been ongoing for almost a decade. Senate Bill 95-214 funded the development of a facilities master plan for the CMHIP campus. In 1999, the General Assembly and the Governor appropriated funding for the Department to develop a Facility Program Plan for the HSFI that aligned with the CMHIP master plan, and replaced 168 beds on the existing medium- and maximum-security units. This

square-foot High Security Forensic Institute and provided an additional 32 beds for the medium- and maximum-security forensics program.

The *Neiberger v. Schoenmakers* (*Neiberger*) lawsuit, which also began in 1999, was brought by a class of patients at the Institute for Forensic Psychiatry (IFP) who had been found by Colorado state courts to be Not Guilty by Reason of Insanity (NGRI) to criminal charges. The *Neiberger* plaintiff class claimed that the IFP physical plant was unsafe, that staffing levels did not meet constitutional minimums and that treatment and basic living conditions were constitutionally inadequate. Units in the IFP are located in old, outdated and inadequate facilities designed to house patients rather than treat their mental illness and reintegrate them into the community. In addition to the *Neiberger* lawsuit, the Department was sued in wrongful death litigation brought by the families of two of four patients who, within an 18-month period of time, committed suicide at CMHIP.

The *Neiberger* lawsuit was settled in 2002 after three years of litigation. The settlement agreement, which ended December 31, 2006, required (in part): mandatory staffing levels (a 1.35-to-1 staff-to-patient ratio and monitored efforts to maintain a 1.16 to 1 psychiatrist-to-patient ratio); caps and eventual reductions to the census for the maximum and medium security units; specific qualifications and training for staff; opportunities for each patient to be out of doors no less than 30 minutes each day; availability of certain equipment for patients; creation of the Forensic Community Based Services (FCBS) program (a transitional program for patients to move to a community setting); and court monitor reviews of appropriate patient progression to community settings. It also required that a new forensic facility, "remain the number one capital construction priority of the Department until the new facility is built."

In 2005, the General Assembly passed H.B. 05-1309, authorizing the Department to enter into a lease agreement for a new HSFI facility that would be built with private funds and then leased back to the state. House Bill 06-1373 repealed H.B. 05-1309 and authorized direct funding of $59.7 million from the State to build the facility and

modify auxiliary buildings. The timeline for building completion is provided in the table below.

Timetable for Forensics Replacement Facility
(Source: CMHIP – Forensics Replacement & Heat Plant Expansion, Phase IV of IV, page 4)

Phase	Start Date(s)	Completion Date(s)	Remarks
Physical Planning Phase	07/99	12/06	Includes Facility Program Plan, Design and Restart of the Project, completion of the Design
Demolition	06/06	01/07	Includes bidding for Building #108 demolition to prepare the site for general construction
Construction Phase	10/06	03/09	Includes bidding and new construction
Equipment Phase	12/08	04/09	Procurement and Installation
Commissioning and Testing	05/09	06/09	
Occupancy	07/09		

For FY 2007-08, the Department submitted a capital construction request for the HSFI that included an estimate for operating costs associated with operating an additional 32 beds. This estimate was a "straight line" projection based on then-current staffing levels and assumptions and did not include an estimate of the cost of providing improved active treatment programming for these medium- and maximum-security patients within the context of the new physical plant. For this request, the Department updated the FY 2007-08 operating estimate included in the capital construction request (see Attachment 1-Reference only) and identified the minimum necessary staffing levels for direct care and active therapeutic programming in the new facility (see Attachment 2-Detail of Department's request).

The Department broke ground for the HSFI in January 2007.

HSFI Operating Funding Already Approved
In December 2006, the Department received a supplemental/budget amendment appropriation of $3,456,502 and 49.1 FTE from the General Assembly to fund 20 of the

additional 32 beds associated with the HSFI to address a growing waiting list for court-ordered inpatient competency evaluations and restorations (A portion of this funding was appropriated to CMHIP and a portion was appropriated to the Office of Operations for the new 20-bed unit).

Competency evaluations at CMHIP occur when the court orders that an individual be evaluated for their ability to stand trial for the crimes of which they are accused. The court may order the individual to undergo an "outpatient evaluation," which is generally conducted in a jail or rarely some other approved location; 80% of court-ordered evaluations are done outside of CMHIP (i.e., as an "outpatient evaluation"). Alternatively, the court may order that an "inpatient evaluation" be conducted at CMHIP because it is a sufficiently secure treatment setting. In either case, the individual must be able to understand the charges against them and participate in their own defense. If an individual cannot understand the charges against them or participate in their own defense, the individual is considered Incompetent to Proceed (ITP) and the court may order the individual to CMHIP to be "restored" to competency (i.e., competency restoration) to stand trial.

Over the past few years, the number of court-ordered sanity and competency evaluations and ITP restorations referred to the CMHIP Institute of Forensic Psychiatry has increased significantly. During that time, the Department took numerous actions to meet this increasing demand and reduce waiting lists for these services. However in the fall of 2006, the waiting list had grown from 30 individuals to 81 individuals waiting up to five months in jail to be admitted for an examination. The table below shows the increase in the demand for these services.

CMHIP Exams (e.g. sanity, competency, mental condition, etc.) and Incompetent to Proceed (ITP) Referrals (i.e. competency restorations) per Fiscal Year

FY	Exams				ITPs				% Increase from FY0001	
	In Pt.	Out Pt.	Total	% Increase	In Pt.	Out Pt.	Total	% Increase	Exams	ITPs
0001	234	181	415		86	0	86			
0102	168	262	430	3.6%	96	0	96	11.6%	3.6%	11.6%
0203	81	333	414	-3.7%	107	0	107	11.5%	-0.2%	24.4%
0304	90	415	505	22.0%	111	0	111	3.7%	21.7%	29.1%
0405	102	441	543	7.5%	136	0	136	22.5%	30.8%	58.1%
0506	191	629	820	51.0%	164	5	169	24.3%	97.6%	96.5%
0607	224	615	839	2.3%	228	17	245	45.0%	102.2%	184.9%

Source: CMHIP record of the number of referred inpatient exams and ITPs includes those awaiting admission.

In the fall of 2006, the Mental Health Institute Director of Hospital Services (CMHIP Superintendent) was served by the Denver District Court with a contempt of court citation regarding failure to admit a patient in a timely manner per court order. The cases of two additional jail inmates joined in these contempt proceedings. The contempt of court citation (*Zuniga* v. Department of Human Services) was resolved and a lawsuit was avoided when the Department requested and received an emergency supplemental/budget amendment appropriation from the General Assembly to open a 20-bed unit designated to serve this population and address the court's requirements. Currently, no jail inmate is waiting more than 28 days for admission to CMHIP, and CMHIP has generally been able to admit emergency cases within two to five days after the county jail staff ask for this assistance. As of October 2007, the waiting list for these services was down to 5 people waiting approximately 7.8 days in jail.

Of the total amount received for the 20-bed competency evaluation and restoration unit, $3,005,607 and 46.7 FTE will be staff and operating costs transferred to operate the new HSFI (see Table 1 below). The balance of the supplemental/budget amendment funding was provided for administrative support to assist with reporting to the courts

and for additional evaluations in order to rapidly reduce the competency evaluation and restoration waiting list to avoid adverse actions against the State by the courts.

Table 1: Portion of the Competency Evaluation and Restoration supplemental/budget amendment applied to MHI portion of HSFI funding request (The Office of Operations request associated with HSFI has been submitted separately.)

Description FY 2006-07 Supplemental/Budget Amendment	FTE	Dollars
Executive Director's Office (FTE benefits)	0.0	$364,890
Office of Operations	1.4	$72,180
Mental Health Institutes line item	47.7	$2,896,258
General Hospital line item	0.0	$123,174
Emergency Supplemental/Budget Amendment Appropriation FY 2006-07	**49.1**	**$3,456,502**
Administrative FTE provided to specifically reduce competency evaluation and restoration waiting list (includes benefits)	(1.0)	($37,219)
Report costs provided to specifically address competency evaluation and restoration waiting list	0.0	($334,588)
Office of Operations funding provided with competency evaluation and restoration request to open 20-bed unit (includes benefits)	(1.4)	($79,088)
Balance of funding from FY 2006-07 supplemental that will be applied to staff and operating for the new HSFI	**46.7**	**$3,005,607**

Source: FY 2006-07 Emergency Supplemental Request, "S-1-J 1331 20 bed Comp Unit."

General Description of Request:

The HSFI is a brand new, state-of-the-art facility that provides the opportunity for the Colorado public mental health system to employ the most current and effective treatment modalities for forensics patients. These new opportunities for active treatment, give these patients the best opportunity to learn how to manage their mental illness (e.g. staying on medications, recognizing and eliminating negative behaviors), to function independently (e.g. receive life and vocational skills training) and to be successfully and safely reintegrated back into society.

Governor Ritter's *Colorado Promise* recognizes that medication and treatment of the state's mentally ill are essential to these individuals' abilities to live independently and reduce their usage of more costly public systems, such as returning to a mental health institute, prison or unnecessary use of emergency rooms. This cutting edge facility

allows the Department to provide these services in a secure setting that maximizes safety for the public, staff and patients while minimizing many of the risks of the old facility, such as patient escapes, patient assaults on staff and patient suicides.

The simplest description of the new HSFI is that it expands the State's bed capacity for medium- and maximum- security forensics patients by 32 beds. However, this description does not adequately reflect the full functionality of the building and its impact on the mental health system in Colorado (See Attachment 3 for layout and populations designated for the HSFI). The HSFI includes a number of specialized units such as: 1) a combination psychiatric/skilled-nursing unit for physically debilitated forensic patients (such as those that do not need medical hospitalization, but do require portable oxygen, walkers, specialized nursing care, and other resources not appropriate on, or safe for, regular forensic psychiatric units); 2) a specialized unit for patients with co-occurring developmental disabilities and mental illness so they can receive treatment modified to address the unique characteristics of developmental disabilities; 3) a specialized unit for competency evaluation and restoration patients, which will allows the State to continue to meet the terms of the *Zuniga* settlement agreement by establishing an onsite court room to streamline and expedite patient competency and other hearings; 4) a unit for female patients; and 5) a unit for prisoners from the Department of Corrections in need of specialized intensive mental health stabilization. The new facility also provides a patient-care clinic; a pharmacy; additional security features; and expanded treatment space and resources, including a new patient learning center (with a library, computers and learning software) — all housed within the same building and a secure perimeter.

These increases in capacity, security, medical care and psychiatric treatment capabilities will resolve all of the problematic issues with the existing physical facilities that were the basis of the *Neiberger* lawsuit, such as the following:

- Safety and Security-
  - Long narrow corridors leave patients out of the sight of staff posing greater suicide risks and greater difficulty for overall management of patients.

- o False ceilings allow for patients to hide contraband (e.g. sharp objects, narcotics) and present suicide hazards.

- o Units currently have insufficient space to segregate disruptive patients or patients that do not get along. Without sufficient space, feuding patients agitate each other and others on the ward, also inhibiting patient treatment/progression.

- o Difficulty for staff supporting each other and providing assistance between units due to layout of the building.

- o Limited opportunities for patient progression to less restrictive settings due to inadequate recreation and treatment space on the maximum- and medium-security units.

- o Maximum and medium units are spread out, creating multiple challenges for staff transporting patients to other buildings for treatment, required recreation, court hearings, medical care etc. Any transport of forensics patients increases the risk of a security breach or an adverse patient episode, which is why the HSFI is designed to address most patients' needs in one building, thus minimizing the need for transport.

- Layout of Maximum- and Medium-Security Facilities

  - o Separate maximum and medium facilities force staff to make decisions about patient progress based on unit capacity rather than patient readiness to progress and treatment needs. [This lengthens the average length of stay for these patients, thereby increasing the cost per patient served in the IFP.]

  - o Existing facilities lack appropriate space for treatment because they were constructed at a time when the emphasis for psychiatric hospitals was on housing individuals rather than treating and progressing patients to the community. There are an extremely limited number of treatment rooms for group and individual therapies and limited recreation space (e.g. access to the outdoors).

  - o Maximum and medium facilities have different amenities, such as single patient rooms on maximum-security and multiple occupancy rooms on

medium-security. Patients on medium-security sometimes act out in order to be placed back on maximum-security in a single occupancy room.

o The maximum and medium units are between 25 and 60 years old. They are inefficient to operate, wasteful of energy and problematic in terms of safety and clinical standards. Most units require electrical, plumbing and mechanical maintenance on systems that are obsolete. In addition, many units would require major renovations given the current treatment standards for the mentally ill and to bring these facilities up to current Americans with Disabilities Act (ADA) standards (e.g. the size of patient rooms does not meet the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) living codes, resulting in the Institute's need to operate under a waiver.).

o Maximum-security, in particular, is in very close proximity to Department of Corrections facilities on the CMHIP campus, which negatively influences perceptions by patients, family members and the community.

These factors lead to unsafe and inadequate treatment environments for patients and staff, which frequently extends the average length of stay for forensic patients. Longer lengths of stay increase the average cost per patient served by the IFP since the fixed costs of the IFP are spread over fewer patients (i.e. fewer patients are treated). The new facility addresses these issues through the combination of specialized units, a "Treatment Mall" with multiple therapeutic rooms for individual and group therapies and skills training, and recreation areas including access to the outdoors, available to each ward.

The funding request detailed in Attachment 2: Table 1 (below) includes:
a) Funding for 5.1 permanent FTE in FY 2008-09 and 22.7 permanent FTE in FY 2009-10 to provide the minimum necessary direct care staffing at the court-approved 1.35-to-1 staff-to-patient ratio for the additional 12 beds (32 beds less the 20 beds funded in the supplemental/budget amendment) and staffing to support the

new HSFI security, medical and treatment configuration (Attachment 2: Tables 2, 3, 4 & 5);

b) Operating funds for the additional 12 patients (including pharmaceuticals) and the additional FTE, as well as $10,000 to contract with DOC to help move into and set up the new facility (Attachment 2: Table 11 & 12);

c) One-time funding for library furnishings, moving expenses and start-up equipment for the skilled nursing unit (Attachment 2: Tables 13 & 14);

d) One-time funding in FY 2008-09 for the initial start-up, operating and personnel costs, including 4.1 short-term temporary FTE (Attachment 2: Table 7; FTE authority *not* requested) to cover training for direct care staff and unit transitioning. Using estimates provided by the Division of Youth Corrections for transition into a new youth facility, Sol Vista, the Department has estimated six months of transition time for existing and new staff associated with the HSFI, including transitioning patients to the new facility once it opens. The new facility will have state-of-the-art security systems, a treatment mall and new dining areas requiring staff to be trained in the operations of this new equipment as well as managing patient movement through all areas of the new facility.

e) One-time funding for 0.8 short-term temporary FTE (Attachment 2: Table 6; FTE authority *not* requested) in FY 2008-09 for the temporary operation of three dining areas while patents are transitioned to the new facility. Two existing dining areas will be collapsed into a new single dining area, but all three will be operational while patients on the units move from the old facilities into the HSFI over the course of four weeks;

f) One-time funding for 0.8 short-term temporary FTE (Attachment 2: Table 8; FTE authority *not* requested) in FY 2008-09 for the temporary operation of three security control posts, including the HSFI Central Control Station, until all patients are transferred to the HSFI; and

g) Medical costs for the General Hospital and "outside medical" costs (i.e. acute medical care provided by external medical providers) associated with the addition of 32 beds/patients (Attachment 2: Tables 9 & 10).

ATTACHMENT 2 - TABLE 1: Summary by Long Bill Section and Line Item

LONG BILL SECTION	FTE	FY 2008-09	FTE	FY 2009-10
(1) Executive Director's Office				
(A) General Administration				
Health, Life & Dental	0.0	$ 0	0.0	$ 116,818
Short-term Disability	0.0	$ 0	0.0	$ 1,376
Amortization Equalization Disbursement (AED)	0.0	$ 6,832	0.0	$ 16,930
Supplemental Amortization Equalization Disbursement (SAED)	0.0	$ 3,201	0.0	$ 5,290
Shift Differential	0.0	$ 19,773	0.0	$ 35,345
SUB-TOTAL Executive Director's Office	**0.0**	**$ 29,806**	**0.0**	**$ 175,759**
(8) Mental Health and Alcohol and Drug Abuse Services				
(C) Mental Health Institutes				
PERSONAL SERVICES (Info. only)				
Staffing per Updated FY 08 Capital Construction Operating Est. (Tables 2 & 3)	3.2	$ 216,125	12.7	$ 864,508
Additional Therapeutic and Security Staffing (Tables 4 & 5)	1.9	$ 98,769	10.0	$ 468,811
One-Time Personal Services Transition Costs for Startup (Tables 6, 7 & 8)	0.0	$ 215,419	0.0	$ 0
Contractual PS Outside Medical Costs (Table 10)	0.0	$ 0	0.0	$ 79,981
Prior Year Supplemental Amortization Equalization Disbursement (SAED)	0.0	$ 0	0.0	$ 1,859
SUBTOTAL MHI Personal Services	**5.1**	**$ 530,313**	**22.7**	**$ 1,415,159**
OPERATING (Info. only)				
One-time and On-Going Library/Minor Furnishings (Table 13)	0.0	$ 26,650	0.0	$ 6,500
One-time moving costs (Table 11)	0.0	$ 10,000	0.0	$ 0
One-time FTE Operating Costs (Table 11)	0.0	$ 27,060	0.0	$ 0
On-Going Staff Operating (Table 11)	0.0	$ 0	0.0	$ 65,930
Pharmaceuticals (Table 12)	0.0	$ 0	0.0	$ 40,949
On-Going Patient Operating (Table 11)	0.0	$ 0	0.0	$ 62,021
Skilled Nursing Unit Capital Outlay/Operating (Table 14)	0.0	$ 14,361	0.0	$ 798
SUBTOTAL MHI Operating		**$ 78,071**		**176,198**
SUBTOTAL Mental Health Institute Line Item	**5.1**	**$ 608,384**	**22.7**	**$ 1,591,357**

ATTACHMENT 2 - TABLE 1: Summary by Long Bill Section and Line Item

	FTE	FY 2008-09	FTE	FY 2009-10
LONG BILL SECTION				
GENERAL HOSPITAL Line Item				
GH costs for additional 12 beds/patients (Table 9)	0.0	$ 0	0.0	$ (29,501)
SUBTOTAL Mental Health Institutes	5.1	$ 608,384	22.7	$ 1,561,856
TOTAL Request by Long Bill Line Item	5.1	$ 638,190	22.7	$ 1,737,615

Requested funds will provide active treatment for forensics patients at levels that were rarely available to these patients in the old facility. The opportunity to provide comprehensive treatment, through individualized treatment plans that focus on the safe progression of these patients to the community, has the potential to reduce lengths of stay, which results in individuals being served more efficiently and effectively at a reduced cost per patient for the state.

In summary, the request provides adequate educational materials for the library; oxygen and suction equipment to the skilled-nursing unit; security staffing for the larger perimeter and new admitting area; nurses, doctors and therapists for direct-care treatment; a team leader and support staff for the additional unit (the new facility will have nine units compared to the existing eight); funding for temporary staff to cover for permanent staff receiving training; funding for start up and moving support; and operating funds necessary for the care for 12 additional patients. These expenses are estimated to be the costs necessary to transition into the new facility and for the HSFI to become fully operational. This request will allow for initial hiring and start-up expenditures to begin in January 2009 with the admission and transfer of patients starting in June 2009. Transition costs were developed after consulting with the Division of Youth Corrections regarding the opening of their new facility, Sol Vista, on the CMHIP campus.

Consequences if Not Funded:

If not fully funded, the Department will transfer staff from existing maximum- and medium-security units to the degree that safety and security of the patients and staff is not compromised. The Department will hold down census (i.e. not admit new patients) in the facility as needed to provide a safe environment, leaving beds or units vacant as necessary. Treatment options also will be kept to a level that maintains safety and security. These actions will result in limited mobility of patients to therapeutic, recreational and vocational activities, and will not fully utilize the treatment capacity and potential of the new facility.

The *Neiberger* lawsuit restricted operations on medium- and maximum-security by requiring the Department to hold down the census on those units. With the opening of the new HSFI, the Department will be able to operate at full capacity due to the treatment and progression programs that will be available in the new facility. If the HSFI cannot operate at full capacity, with treatment and recreational opportunities fully in place, the State will risk legal action.

Calculations for Request:

SUMMARY OF CALCULATIONS		FTE	Dollars
Calculation of Changes to Original Capital Operating Estimate			
FY 2007-08 CMHIP - Forensics Replacement & Heat Plant Expansion, Phase IV of IV (Attachment 3: pg 4-12)		59.4	$ 3,420,603
Inflationary Adjustments (See Attachment 1)		0.0	$ 690,950
FY 2007-08 Capital Construction Operating for 32 beds Updated for FY 2008-09 (Attachment 1)		59.4	$ 4,111,553
FY 2006-07 Emergency Supplemental for 20-bed Competency Evaluation & Restoration Unit		(46.7)	$ (3,005,608)
Remaining Funds Based on FY 08 Capital Operating Estimate		12.7	$ 1,105,945
FY 2009-10 portion of request associated with the balance of the FY 2007-08 Cap. Constr. operating estimate		12.7	$ 1,034,908
FY 2009-10 portion of request associated with Additional FTE and Operating Need		10.0	$ 702,707
Total FY 2009-10 Request		22.7	$ 1,737,615
Amount Requested above FY 2007-08 Cap. Construction Operating Estimate		10.0	$ 631,670

SUMMARY OF CALCULATIONS	FTE	Dollars
Calculation of Changes to Original Capital Operating Estimate		
Total FY 2007-08 Cap. Constr. Operating Estimate Updated for Inflation	59.4	$ 4,111,553
Revised Minimum Necessary Operating Estimate- Annualized (FY 2009-10) Budget Request	69.4	$ 4,743,223
Difference Over FY 2007-08 Cap. Construction Operating Estimate	10.0	$ 631,670

SUMMARY OF REQUEST	FTE	FY 2008-09 General Fund		FTE	FY 2009-10 General Fund	
Portion of Request Based on FY 2007-08 Capital Construction Operating Estimate.						
(8) Mental Health and Alcohol and Drug Abuse Services						
(C) Mental Health Institutes						
Mental Health Institutes line item						
Personal Services Funding for 12.7 FTE for 12 beds	3.2	$	216,125	12.7	$	864,508
Library/Minor Furnishings	0.0	$	26,650	0.0	$	6,500
On-Going Staff Operating	0.0	$	0	0.0	$	60,930
One-Time FTE Operating Costs	0.0	$	27,060	0.0	$	0
On-Going Patient Operating	0.0	$	0	0.0	$	62,021
Pharmaceuticals	0.0	$	0	0.0	$	40,949
SUB-TOTAL Original Operating Estimate Portion of Request	3.2	$	269,835	12.7	$	1,034,908

Additional Funding Request	FTE	FY 2008-09 General Fund		FTE	FY 2009-10 General Fund	
(1) Executive Director's Office						
Health, Life & Dental	0.0	$	0	0.0	$	116,818
Short-term Disability	0.0	$	0	0.0	$	1,376
Amortization Equalization Disbursement (AED)	0.0	$	6,832	0.0	$	16,930
Supplemental Amortization Equalization Disbursement (SAED)	0.0	$	3,201	0.0	$	5,290
Shift Differential	0.0	$	19,773	0.0	$	35,345
Sub-Total EDO	0.0	$	29,806	0.0	$	175,759

SUMMARY OF REQUEST	FTE	FY 2008-09 General Fund		FTE	FY 2009-10 General Fund	
(8) Mental Health and Alcohol and Drug Abuse Services						
(C) Mental Health Institutes						
Mental Health Institutes Line Item						
Additional Therapeutic and Security Staffing	1.9	$	98,769	10.0	$	468,811
One-Time Personal Services Transition Costs for Startup	0.0	$	215,419	0.0	$	0
On-Going Operating for Additional FTE	0.0	$	0	0.0	$	5,000
Skilled Nursing Unit Capital Outlay/Operating	0.0	$	14,361	0.0	$	798
One-time moving costs	0.0	$	10,000	0.0	$	0
Prior Year SAED	0.0	$	0	0.0	$	1,859
Costs for Outside Medical Care for Additional 32 Patients	0.0	$	0	0.0	$	79,981
Sub-Total MHI Line Item	**1.9**	**$**	**338,549**	**10.0**	**$**	**556,449**
General Hospital Line Item						
General Hospital Costs for an Additional 12 Patients	0.00	$	0	0.0	$	(29,501)
Sub-Total General Hospital Line Item	**0.0**	**$**	**0**	**0.0**	**$**	**(29,501)**
Sub-Total Additional Request (C) Mental Health Institutes	**1.9**	**$**	**338,549**	**10.0**	**$**	**526,948**
Sub-Total Additional Funding Request	**1.9**	**$**	**368,356**	**10.0**	**$**	**702,707**
TOTAL REQUEST All Sections	**5.1**	**$**	**638,190**	**22.7**	**$**	**1,737,615**

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

SUMMARY OF REQUEST	FTE	FY 2008-09 General Fund		FTE	FY 2009-10 General Fund	
Portion of Request Based on FY 2007-08 Capital Construction Operating Est.						
(8) Mental Health and Alcohol and Drug Abuse Services						
(C) Mental Health Institutes						
Mental Health Institutes line item						
Personal Services Funding for 12.7 FTE for 12 beds	3.2	$	216,127	12.7	$	864,508
Library/Minor Furnishings	0.0	$	26,650	0.0	$	6,500
On-Going Staff Operating	0.0	$	0	0.0	$	16,565
One-Time FTE Operating Costs	0.0	$	27,698	0.0	$	0
On-Going Patient Operating	0.0	$	0	0.0	$	62,021
Pharmaceuticals	0.0	$	0	0.0	$	40,949
SUB-TOTAL Original Operating Estimate Portion of Request	**3.2**	**$**	**270,475**	**12.7**	**$**	**990,543**
Additional Funding Request	FTE	FY 2008-09 General Fund		FTE	FY 2009-10 General Fund	
(1) Executive Director's Office						
Health, Life & Dental	0.0	$	0	0.0	$	80,874
Short-term Disability	0.0	$	0	0.0	$	1,375
Amortization Equalization Disbursement (AED)	0.0	$	3,968	0.0	$	16,930
Supplemental Amortization Equalization Disbursement (SAED)	0.0	$	985	0.0	$	5,291
Shift Differential	0.0	$	6,484	0.0	$	35,345
Sub-Total EDO	**0.0**	**$**	**11,437**	**0.0**	**$**	**139,815**

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

SUMMARY OF REQUEST	FTE	FY 2008-09 General Fund		FTE	FY 2009-10 General Fund	
(8) Mental Health and Alcohol and Drug Abuse Services						
(C) Mental Health Institutes						
Mental Health Institutes Line Item						
Additional Therapeutic and Security Staffing	1.9	$	98,769	10.0	$	468,811
One-Time Personal Services Transition Costs for Startup	0.0	$	215,419	0.0	$	0
On-Going Operating for Additional FTE	0.0	$	0	0.0	$	5,000
Skilled Nursing Unit Capital Outlay/Operating	0.0	$	14,361	0.0	$	798
One-time moving costs	0.0	$	10,000	0.0	$	0
Costs for Outside Medical Care for Additional 32 Patients	0.0	$	0	0.0	$	79,981
Sub-Total MHI Line Item	**1.9**	**$**	**338,549**	**10.0**	**$**	**554,590**
General Hospital Line Item						
General Hospital Costs for an Additional 12 Patients	0.0	$	0	0.0	$	(29,501)
Sub-Total General Hospital Line Item	**0.0**	**$**	**0**	**0.0**	**$**	**(29,501)**
Sub-Total Additional Request (C) Mental Health Institutes	**1.9**	**$**	**338,549**	**10.0**	**$**	**525,089**
Sub-Total Additional Funding Request	**1.9**	**$**	**349,986**	**10.0**	**$**	**664,904**
TOTAL REQUEST All Sections	**5.1**	**$**	**620,461**	**22.7**	**$**	**1,655,447**

Summary of Request FY 2008-09	Total	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds
LONG BILL SECTION					
(1) Executive Director's Office					
(A) General Administration					
Health, Life & Dental	$ 0	$ 0	$ 0	$ 0	$ 0
Short-term Disability	$ 0	$ 0	$ 0	$ 0	$ 0
Amortization Equalization Disbursement (AED)	$ 6,832	$ 6,832	$ 0	$ 0	$ 0
Supplemental Amortization Equalization Disbursement (SAED)	$ 3,201	$ 3,201	$ 0	$ 0	$ 0
Shift Differential	$ 19,773	$ 19,773	$ 0	$ 0	$ 0
SUB-TOTAL Executive Director's Office	$ 29,806	$ 29,806	$ 0	$ 0	$ 0
(8) Mental Health and Alcohol and Drug Abuse Services					
(C) Mental Health Institutes					
PERSONAL SERVICES (Info. only)					
Staffing, per Updated FY 08 Capital Construction Operating Est. (Tables 2 & 3)	$ 216,125	$ 216,125	$ 0	$ 0	$ 0
Additional Therapeutic and Security Staffing (Tables 4 & 5)	$ 98,769	$ 98,769	$ 0	$ 0	$ 0
One-Time Personal Services Transition Costs for Startup (Tables 6, 7 & 8)	$ 215,419	$ 215,419	$ 0	$ 0	$ 0
Prior Year Supplemental Amortization Equalization Disbursement (SAED)	$ 0	$ 0	$ 0	$ 0	$ 0
Contractual PS Outside Medical Costs (Table 10)	$ 0	$ 0	$ 0	$ 0	$ 0
SUBTOTAL MHI Personal Services	$ 530,313	$ 530,313	$ 0	$ 0	$ 0

Summary of Request FY 2008-09	Total	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds
OPERATING (Info. only)					
One-time and On-Going Library/Minor Furnishings (Table 13)	$ 26,650	$ 26,650	$ 0	$ 0	$ 0
One-time moving costs (Table 11)	$ 10,000	$ 10,000	$ 0	$ 0	$ 0
One-time FTE Operating Costs (Table 11)	$ 27,060	$ 27,060	$ 0	$ 0	$ 0
Staff Operating (Table 11)	$ 0	$ 0	$ 0	$ 0	$ 0
Pharmaceuticals (Table 12)	$ 0	$ 0	$ 0	$ 0	$ 0
Patient Operating (Table 11)	$ 0	$ 0	$ 0	$ 0	$ 0
Skilled Nursing Unit Capital Outlay/Operating (Table 14)	$ 14,361	$ 14,361	$ 0	$ 0	$ 0
SUBTOTAL MHI Operating	$ 78,071	$ 78,071	$ 0	$ 0	$ 0
SUBTOTAL Mental Health Institute Line Item	$ 608,384	$ 608,384	$ 0	$ 0	$ 0
GENERAL HOSPITAL Line Item					
GH costs for additional 12 beds/patients (Table 9)	$ 0	$ 0	$ 0	$ 0	$ 0
SUBTOTAL Mental Health Institutes	$ 608,384	$ 608,384	$ 0	$ 0	$ 0
TOTAL Request FY 2008-09	$ 638,190	$ 638,190	$ 0	$ 0	$ 0

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

Summary of Request FY 09-10	Total	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds
LONG BILL SECTION					
(1) Executive Director's Office					
(A) General Administration					
Health, Life & Dental	$ 116,818	$ 116,818	$ 0	$ 0	$ 0
Short-term Disability	$ 1,376	$ 1,376	$ 0	$ 0	$ 0
Amortization Equalization Disbursement (AED)	$ 16,930	$ 16,930	$ 0	$ 0	$ 0
Supplemental Amortization Equalization Disbursement (SAED)	$ 5,290	$ 5,290	$ 0	$ 0	$ 0
Shift Differential	$ 35,345	$ 35,345	$ 0	$ 0	$ 0
SUB-TOTAL Executive Director's Office	$ 175,759	$ 175,759	$ 0	$ 0	$ 0
(8) Mental Health and Alcohol and Drug Abuse Services					
(C) Mental Health Institutes					
PERSONAL SERVICES					
Staffing per Updated FY 08 Capital Construction Operating Est. (Tables 2 & 3)	$ 864,508	$ 864,508	$ 0	$ 0	$ 0
Additional Therapeutic and Security Staffing (Tables 4 & 5)	$ 468,811	$ 468,811	$ 0	$ 0	$ 0
One-Time Personal Services Transition Costs for Startup (Tables 6, 7 & 8)	$ 0	$ 0	$ 0	$ 0	$ 0
Prior Year Supplemental Amortization Equalization Disbursement (SAED)	$ 1,859	$ 1,859	$ 0	$ 0	$ 0
Contractual PS Outside Medical Costs (Table 10)	$ 79,981	$ 79,981	$ 0	$ 0	$ 0
SUBTOTAL MHI Personal Services	$1,415,159	$1,415,159	$ 0	$ 0	$ 0

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

	Total	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds
OPERATING EXPENSES					
One-time and On-Going Library/Minor Furnishings (Table 13)	$ 6,500	$ 6,500	$ 0	$ 0	$ 0
One-time moving costs (Table 11)	$ 0	$ 0	$ 0	$ 0	$ 0
One-time FTE Operating Costs (Table 11)	$ 0	$ 0	$ 0	$ 0	$ 0
Staff Operating (Table 11)	$ 65,930	$ 65,930	$ 0	$ 0	$ 0
Pharmaceuticals (Table 12)	$ 40,949	$ 40,949	$ 0	$ 0	$ 0
Patient Operating (Table 11)	$ 62,021	$ 62,021	$ 0	$ 0	$ 0
Skilled Nursing Unit Capital Outlay/Operating (Table 14)	$ 798	$ 798	$ 0	$ 0	$ 0
SUBTOTAL MHI Operating	$ 176,198	$ 176,198	$ 0	$ 0	$ 0
SUBTOTAL Mental Health Institute Line Item	$1,591,357	$1,591,357	$ 0	$ 0	$ 0
GENERAL HOSPITAL Line Item					
GH costs for additional 12 beds/patients (Table 9)	$ (29,501)	$ (29,501)	$ 0	$ 0	$ 0
SUBTOTAL Mental Health Institutes	$1,561,856	$1,561,856	$ 0	$ 0	$ 0
TOTAL Request FY 2009-10	$1,737,615	$1,737,615	$ 0	$ 0	$ 0

Assumptions for Calculations:

This change request includes two components: 1) a portion associated with the updated FY 2007-08 operating estimate included in the final capital construction submission for the HSFI (Attachments 1 & 4: *FY 2007-08 CMHIP - Forensics Replacement & Heat Plant Expansion, Phase IV of IV, pg 4-12*), totaling 3.2 FTE and $269,835, which annualizes to 12.7 FTE and $1,034,908 General Fund (not including benefits) in FY 2009-10; and 2) an additional 1.9 FTE and $338,549 in FY 2008-09, which annualizes to $526,948 (not including benefits) for 10.0 FTE in FY 2009-10, associated with additional security and therapeutic FTE needed to fully utilize this new facility.

Request Component #1: Updated Capital Construction Estimate

The original operating estimate included in the FY 2007-08 HSFI capital construction request used a conservative methodology to estimate the operating needs of the new facility. Since the new HSFI is going to increase the bed capacity on the IFP's medium- and maximum-security units by 32 beds, the operating estimate provided direct care and support staff for these additional beds, assuming a 1.35-to-1 staff-to-patient ratio, as was required by the *Neiberger* settlement agreement. This methodology was intentionally conservative for a number of reasons, including the fact that the State was managing a significant revenue shortfall between the years 2001 and 2004, which severely limited the size and scope of operating requests and halted capital construction projects that had not broken ground.

Attachment 1, which is provided for reference, outlines the itemized detail of how the FY 2007-08 HSFI capital construction operating estimate (using the 32-bed methodology) was updated for FY 2009-10. Attachment 1 shows the following:

1) All salaries were updated to reflect July 1, 2008 salaries;
2) A 19% increase was applied to competitive (nursing and direct care) positions;
3) FY 2007-08 common policy was applied for FTE operating, computer and LAN (Local Area Network) costs;
4) Other operating items that are calculated on a cost per patient day (e.g. pharmaceuticals) were updated using per patient day costs from the *FY 2005-06 Medicare Cost Report* and then inflated by a conservative growth factor of 2% per year through FY 2009-10; and
5) A 2% inflationary factor was applied to update other operating items included in the FY 2007-08 capital construction estimate, such as equipment and furnishings.

In addition, 2.0 FTE were reflected incorrectly for psychiatrists, because psychiatrists are contract staff and do not require FTE authorization. Given the Department's identified FTE need, these two positions (FTE) have been incorporated into the Department's request.

Request Component #2: Additional Security and Therapeutic Staffing

The 32-bed methodology for calculating the operating needs of the new HSFI was very conservative and did not address the new and greatly expanded treatment capabilities of the HSFI. Because the Department did not update operating estimates submitted in prior years, the Department is requesting the minimum staffing level necessary to operate the 200-bed facility. However, the Department has provided a table below identifying the highly preferable staffing level for the new facility that would make significantly better use of therapeutic opportunities.

TABLE 3: Staffing Scenarios	Optimal Staffing	Intermediate Staffing	Minimum Necessary (Request)
Direct Care Nursing Shift I			
Mid-Level Provider	1.0	1.0	1.0
Nurse II	1.0	1.0	1.0
Nurse I (staff nurse)	2.0	0.0	0.0
Correctional Clinical Security Officer II	1.0	1.0	1.0
Client Care Aide II	2.0	2.0	2.0
Shift I Sub Total	**7.0**	**5.0**	**5.0**
Direct Care Nursing Shift II			
Nurse III (Shift Supervisor)	3.5	3.5	0.0
Health Care Tech I (LPT/LPN)	2.0	2.0	1.0
Health Care Tech II (LPT/LPN)	1.0	1.0	0.0
Client Care Aide II	1.0	1.0	1.0
Shift II Sub Total	**7.5**	**7.5**	**2.0**
Direct Care Nursing Shift III			
Nurse III (Shift Supervisor)	1.8	1.4	1.4
Nurse I (Staff Nurse)	1.0	1.0	1.0
Client Care Aide II	2.0	2.0	0.0
Shift III Sub Total	**4.8**	**4.4**	**2.4**

TABLE 3: Staffing Scenarios

Staffing Scenarios	Optimal Staffing	Intermediate Staffing	Minimum Necessary (Request)
Nursing -- All Shifts Total	**19.3**	**16.9**	**9.4**
Non-Nursing Professionals			
Non-Nursing Professional *Direct* Care			
Music Therapist	1.0	1.0	1.0
Recreation Therapist	1.0	1.0	1.0
Teachers	1.0	1.0	1.0
Speech Therapist	0.5	0.0	0.0
Physical Therapist	1.0	1.0	1.0
Non-Nursing Professional *Indirect* Care			
Psychiatrists	NA	NA	NA
Internal Medicine	NA	NA	NA
Physician Asst./Nurse Practitioner	NA	NA	NA
Clinical Team Leader	1.0	1.0	1.0
Admin Asst (Ward Clerk)	2.0	1.0	1.0
Material Handlers	1.0	0.0	0.0
Correctional Clinical Security Officer I	2.6	2.6	2.6
Correctional Clinical Security Officer II	1.6	1.6	1.6
Correctional Clinical Security Officer III	1.6	1.6	1.6
Division Chief Nurse	1.0	0.0	0.0
Pharmacy II	1.0	1.0	1.0
Dietician	0.5	0.5	0.5
Non-Nursing Professional Sub Total	**16.8**	**13.3**	**13.3**
Non-Nursing Professional Direct Care Sub Total	**4.50**	**4.0**	**4.0**
Nursing Direct Care Sub Total	**19.3**	**16.9**	**9.4**
Total Direct Care (Nursing & Prof)	**23.8**	**20.9**	**13.4**

TABLE 3: Staffing Scenarios	**Optimal Staffing**	**Intermediate Staffing**	**Minimum Necessary (Request)**
Total FTEs Direct and Indirect	**36.0**	30.2	22.7

Source: Colorado Mental Health Institute at Pueblo, Institute for Forensic Psychiatry

Definitions for the different staffing levels are included below:

Optimal Staffing - The number of hospital employees required to meet professional standards of care. This number will allow staff to be available to provide clinical and rehabilitation services for effective and efficient patient recovery. (Research suggests that the number of seclusion and restraint hours have a direct link to the direct staff to patient ratio. Sufficient clinical staff are required to provide the behavioral treatment plans and other psychosocial treatment approaches thus reducing the need to manage the patient with the use of external controls (Donate, Neal and Addle ton, 1991). Sufficient quality staff has a direct correlation to patient safety, recovery and reduction of liability to hospitals.

Intermediate Staffing - The number of hospital employees required to meet the basic physical management and care of patients with safety and custodial oversight of the patients as the focus. When staffing is insufficient to provide the rehabilitative services required for severely impaired patients, the use of seclusion and restraint is a common method of managing mentally ill patients. Schwab and Limier carried out an empirical study of seclusion and found the lack of available staff contributed to the use of seclusion.

Minimum Staffing: - The number of hospital employees required to implement security and physical control of the facility. This number of staff maintains control of the buildings through searches, implementation of restrictive security policies and restrictive rules (1995 Blackwell Science Ltd, Journal of Advanced Nursing, 22, 1193-1202). This option provides for minimum number of staff to provide supervision for most patients and limited treatment.

In addition to the shortcomings of previous operating estimates, some of the requirements of Neiberger have resulted in CMHIP having fewer staff to transfer to the new facility. The *Neiberger Settlement Agreement* required that CMHIP establish a Forensic Community Based Services (FCBS) outpatient program, which required that CMHIP transfer eight (8) staff from inpatient care to this new program to satisfy the settlement ratio of case managers to patients in the program. This requirement left CMHIP with eight fewer staff to transfer to the new HSFI.

As a result of these two circumstances (an overly conservative initial staffing methodology and the Neiberger-required transfer of FTEs), the Department is requesting an additional 10.0 FTE and $702,707, to enhance the Department's ability to, at a minimum, operate the facility at full capacity (200 beds) with some appropriate therapeutic activity programming. The specialized units and the Treatment Mall will allow for the provision of various concurrent activities for up to 200 patients, each with individualized treatment plans. This means that staff can run multiple group and individual therapies, vocational and life skills training and recreational activities all at the same time, if sufficient staff are provided to conduct such activities and maintain security and appropriate staffing on the units.

Attachment 2: Detailed Calculations

Attachment 2 includes 15 separate tables itemizing the calculations for both components (updated operating estimate and additional staff) of the FY 2008-09 request and the costs to annualize this request in FY 2009-10. A description of each table follows:

Attachment 2: Table 1
Table 1 is a summary of the request for FY 2008-09 and FY 2009-10 by Long Bill section and line item and itemizes the major components of the request.
Attachment 2: Tables 2 & 3 – Updated Operating Estimate: HSFI on-going staffing for additional 12 beds, FY 2008-09 & FY 2009-10
Table 2 includes the FTE associated with the portion of this request associated with the updated FY 2007-08 capital construction operating estimate. It shows, by job

classification, the 12.7 FTE staff that will be hired in FY 2008-09 and will be a part of the on-going operations of the HSFI in FY 2009-10. It represents the balance of the original 59.4 FTE estimated in the FY 2007-08 HSFI capital construction request (*Attachment 4- CMHIP-Forensics Replacement & Heat Plant Expansion, Phase IV of IV, pg 4-11*), less the 46.7 FTE received in the FY 2006-07 supplemental/budget amendment funding for the 20-bed competency evaluation and restoration unit (see Table 2 above). Table 3 shows the annualization cost of the 12.7 FTE. The requested FTE focus on the additional direct care and staffing support needed for an additional 12 beds.

Attachment 2: Tables 4 & 5 – Additional security and therapeutic FTE for FY 2008-09 and FY 2009-10

The Department has determined that an additional 10 FTE are needed to meet the minimum staffing level necessary to operate the new facility, including the provision of adequate therapeutic programming and sufficient staffing for the needs of the specialized units (e.g. skilled nursing, etc.). This facility will house patients with the highest acuity levels of any inpatient psychiatric hospital in Colorado. As a result, these patients require intensive programming, while maintaining tight security and supervision throughout the facility. Previous estimates of the operating costs of the new facility did not account for the therapeutic programming opportunities and the levels of supervision required to operate multiple programs at once. In addition, the CMHIP will have 8.0 fewer FTE to transfer to the HSFI, because these staff were required to be reallocated the Forensic Community Based Services (FCBS); this request will make up for the reallocation of these staff to this outpatient program.

Attachment 2: Tables 6, 7 & 8: One-Time Temporary Staffing for Dining, Nursing and Security Services

Operation of the new HSFI will require substantial training for staff as well as careful and incremental transition of patients into the new facility. One of the primary features of the new facility is the security infrastructure. Staff will need to learn how they will move through the building, how they will transition patients through the building, and what types of staffing levels and monitoring are required for each distinct space in the

facility. In FY 2008-09, a small number of temporary nutrition and public safety staff are needed to run an additional guard post and dining room in June 2009 while patients are moving between buildings, when the HSFI is open and existing medium- and maximum- security units are not yet closed.

Attachment 2: Tables 9 & 10 – On-Going General Hospital & Outside Medical Costs
Both Mental Health Institutes are experiencing increased medical costs for their patients of 20-30%. Although medical care was not included in the original FY 2007-08 capital construction-operating estimate, CMHIP cannot afford to absorb the medical costs associated with this increase in patient population. Costs for the General Hospital were included in the FY 2006-07 supplemental/budget amendment funding for the 20-bed competency evaluation and restoration unit, however this figure was based on an *estimated* per patient per day cost because the *FY 2005-06 Medicare Cost Report* had not been completed at that time. Based on the final *FY 2005-06 Medicare Cost Report*, the General Hospital cost for a total of 32 beds is lower than what was approved in the FY 2006-07 supplemental/budget amendment funding for the 20-bed competency evaluation and restoration unit, therefore the Department is requesting to *reduce* the appropriation for the General Hospital by $29,501 (*Attachment 2: Table 8*). Table 9 calculates the per patient per day "Outside Medical" cost for an additional 32 beds using the *FY 2005-06 Medicare Cost Report*. This reflects the average cost for medical care for forensics patients that cannot be provided by the General Hospital and requires an outside vendor. Since it is not anticipated that the HSFI will be full in June 2009, no funding is requested for outside medical until FY 2009-10.

Attachment 2: Table 11 – On-Going Patient and Staff Operating
Table 11 reflects updated costs for the patient and staff operating estimates that were included in the FY 2007-08 capital construction operating estimate. The staff operating cost reflects FY 2008-09 common policy to include $500 per person for all requested FTE. For on-going patient operating costs, the Department used the *FY 2005-06 Medicare Cost Report* to isolate the food costs and dining operating costs to arrive at a $7.81 per patient per day cost. This cost was not inflated by 2% because it is

significantly higher than the original $4.45 cost per patient identified in the FY 2007-08 capital construction operating request. Similar to the medical cost calculation described above, the Department is requesting the difference between the updated patient operating amount for 32 beds, less the patient operating funding received for the FY 2006-07 supplemental/budget amendment funding for the 20-bed competency evaluation and restoration unit. This funding is only requested for FY 2009-10 and the Department will absorb the minimal cost increases in this area in FY 2008-09. In addition, this table includes $10,000 associated with using Department of Corrections inmates to move and set up furniture and equipment in the new facility.

Attachment 2: Table 12 – On-Going Funding for Pharmaceuticals

The per patient per day cost for pharmaceuticals included in the capital construction operating estimate has been updated using the *FY 2005-06 Medicare Cost Report*, which was then inflated by 2% through FY 2009-10. Therefore, the request reflects the difference between the updated cost in the FY 2007-08 capital construction operating estimate and the pharmaceutical funding received in the FY 2006-07 supplemental/budget amendment funding for the 20-bed competency evaluation and restoration unit. Two percent inflation was used as a conservative growth factor, assuming that if pharmaceuticals increased significantly, the Department would need to request additional funding for all pharmaceuticals across the MHIs.

Attachment 2: Table 13 – Library and Minor Furnishings

This table reflects the costs from the FY 2007-08 capital construction operating estimate inflated by 2%. The Department's request differs slightly from the capital construction operating estimate in that a different configuration of supplies is requested. The Department reduced the amount requested for the library/learning center and instead is requesting a portion of this funding be applied to purchase critical physical therapy equipment such as wheelchairs and other walking aides. These types of equipment and minor furnishings (e.g. lamps, etc.) are not included in the capital construction request associated with the new building. Instead they are considered capital outlay and therefore must be requested as a part of the Department's operating request.

Attachment 2: Table 14 – Capital Outlay for the Medical Unit

This portion of the request was not included in the FY 2007-08 capital construction operating estimate for the new HSFI, but it provides capital outlay dollars for a critical new feature in the HSFI. Capital outlay is not included in the furnishings and fixtures portion of the capital construction request and therefore must be requested with this operating request. One of the primary objectives of the new facility was to reduce the need to transport patients outside the secure setting. To accomplish this, the HSFI will have a medical unit designed to manage a number of medical procedures within its walls. Transporting patients to and from medical appointments, even on CMHIP campus grounds, is a very staff intensive process. For example, two to three staff from the ward must accompany the patient to the General Hospital or to the laboratory, leaving the ward temporarily short staffed. This unit will minimize staff leaving the facility and reduce the risks associated with patients leaving a secure setting. Therefore, the Department is requesting $15,159 in capital outlay expenditures for this new unit.

Attachment 2: Table 15 – Constant Factors Used in Calculations

This table includes common policy calculators and shift differential calculations that were used in the staffing requests.

Impact on Other Government Agencies:

There is no financial impact on other governmental agencies associated with this request. The request will have a positive impact on the Department of Corrections ability to manage mentally ill patients and will continue CMHIP's success at maintaining a waiting list for competency evaluations and restorations that is acceptable to the courts.

Cost Benefit Analysis:

When the new HSFI opens it is expected that all beds will be filled and that the clinical requirements of the Neiberger lawsuit (as described above) will be addressed. A conservative figure for the cost of Neiberger to the State was $1,720,436, however this figure did not include additional costs paid out of the Risk Management fund and CMHIP staff time, travel and other costs related to an increase in operational demands under lawsuit conditions. If these legal costs were inflated by 10% to account for CDHS ancillary costs, the cost of the lawsuit would rise to $1,892,480, which is $147,147 greater than the annualized cost of this request in FY 2009-10. This is a high

profile building for the judges, lawyers and court monitors that were involved in the *Neiberger* lawsuit. Therefore, a legal assessment and judgment of the State's the implementation and operation of this facility is likely.

In addition, the new facility is expected to greatly improve the therapeutic programming for medium- and maximum-security patients. With patients receiving active treatment according to individualized treatment plans, the opportunities for progressing more patients to community settings increases. It currently costs $479 per patient per day in the IFP. Every 10 people retained in forensics one year longer than necessary equates to $1.8 million, which is greater than the annualized FY 2009-10 request; 10 people is only 5% of the population at the new HSFI. The HSFI provides the opportunity for the State to operate its forensics program more efficiently by better meeting the demand for forensics services, providing more services to more people and moving them into the community as quickly as possible. This outcome will result in a greater number of people served at a lower cost per person to the State and more efficient use of one of the State's significant assets.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	April 2007 – June 2009 (Most recent Period of planning activity)
Purchase Furniture and Equipment	November 2008
FTE Hired	Starting January 2009 - June 2009
Building Systems Testing	January & February 2009
Train Staff	March, April & May 2009
Start-Up Date	Begin to transition patients June 2009

Source: Colorado Mental Health Institute at Pueblo, Institute for Forensic Psychiatry.

Statutory and Federal Authority:

Sections 16-8-101 thru 122, C.R.S. (2006) (Insanity – Incompetence – Release)

16-8-101 Insanity defined - offenses committed before July 1, 1995.

(1) The applicable test of insanity shall be, and the jury shall be so instructed: "A person who is so diseased or defective in mind at the time of the commission of the act as to be incapable of distinguishing right from wrong with respect to that act is not accountable. But care should be taken not to confuse such mental disease or defect with moral obliquity, mental depravity, or passion growing out of anger, revenge, hatred, or other motives, and kindred evil conditions, for when the act is induced by any of these causes the person is accountable to the law.".

(2) The term "diseased or defective in mind", as used in subsection (1) of this section, does not refer to an abnormality manifested only by repeated criminal or otherwise antisocial conduct.

(3) This section shall apply to offenses committed before July 1, 1995.

16-8-101.3 Legislative intent in enacting section 16-8-101.5 and in making conforming amendments.

The intent of the general assembly in enacting section 16-8-101.5 and making conforming amendments to sections 16-8-101 to 16-8-104, 16-8-106, 16-8-110, 16-8-114, 16-8-115, and 16-8-120 in 1995, and in enacting clarifying provisions in this section and sections 16-8-104.5 and 16-8-105.5 and making conforming amendments to sections 16-8-105 and 16-8-107 and sections 18-1-802 and 18-1-803, C.R.S., in 1996, was to combine the defense of not guilty by reason of insanity and the affirmative defense of impaired mental condition into the affirmative defense of not guilty by reason of insanity and to create a unitary process for hearing the issues raised by said affirmative defense to apply to offenses committed on or after July 1, 1995.

16-8-101.5. Insanity defined - offenses committed on and after July 1, 1995.

(1) The applicable test of insanity shall be:

(a) A person who is so diseased or defective in mind at the time of the commission of the act as to be incapable of distinguishing right from wrong with respect to that act is not accountable; except that care should be taken not to confuse such mental disease or defect with moral obliquity, mental depravity, or passion growing out of anger, revenge, hatred, or other motives and kindred evil conditions, for, when the act is induced by any of these causes, the person is accountable to the law; or

(b) A person who suffered from a condition of mind caused by mental disease or defect that prevented the person from forming a culpable mental state that is an essential element of a crime charged, but care should be taken not to confuse such mental disease or defect with moral obliquity, mental depravity, or passion growing out of anger, revenge, hatred, or other motives and kindred evil conditions because, when the act is induced by any of these causes, the person is accountable to the law.

(2) As used in subsection (1) of this section:

(a) "Diseased or defective in mind" does not refer to an abnormality manifested only by repeated criminal or otherwise antisocial conduct.

(b) "Mental disease or defect" includes only those severely abnormal mental conditions that grossly and demonstrably impair a person's perception or understanding of reality and that are not attributable to the voluntary ingestion of alcohol or any other psychoactive substance but does not include an abnormality manifested only by repeated criminal or otherwise antisocial conduct.

(3) This section shall apply to offenses committed on or after July 1, 1995.

16-8-102. Other definitions.

As used in this article, unless the context otherwise requires:

(1) "Competency examination" means a court-ordered examination of a defendant either before, during, or after trial, directed to developing information relevant to a determination of his competency to proceed at a particular stage of the criminal proceeding.

(2) "Competency hearing" means a hearing to determine whether a defendant is competent to proceed.

(2.7) (a) "Impaired mental condition" means a condition of mind, caused by mental disease or defect that prevents the person from forming the culpable mental state that is an essential element of any crime charged. For the purposes of this subsection (2.7), "mental disease or defect" includes only those severely abnormal mental conditions which grossly and demonstrably impair a person's perception or understanding of reality and which are not attributable to the voluntary ingestion of alcohol or any other psychoactive substance; except that it does not include an abnormality manifested only by repeated criminal or otherwise antisocial conduct.

(b) This subsection (2.7) shall apply only to offenses committed before July 1, 1995.

(3) "Incompetent to proceed" means the defendant is suffering from a mental disease or defect which renders him incapable of understanding the nature and course of the proceedings against him or of participating or assisting in his defense or cooperating with his defense counsel.

(4) "Ineligible for release" means the defendant is suffering from a mental disease or defect which is likely to cause him to be dangerous to himself, to others, or to the community, in the reasonably foreseeable future, if he is permitted to remain at liberty.

(4.5) "Ineligible to remain on conditional release" means the defendant has violated one or more conditions in his release, or the defendant is suffering from a mental disease or defect which is likely to cause him to be dangerous to himself, to others, or to the community in the reasonably foreseeable future, if he is permitted to remain on conditional release.

(4.7) "Mental disease or defect" means only those severely abnormal mental conditions that grossly and demonstrably impair a person's perception or understanding of reality and that are not attributable to the voluntary ingestion of alcohol or any other psychoactive substance; except that it does not include an abnormality manifested only by repeated criminal or otherwise antisocial conduct.

(5) "Release examination" means a court-ordered examination of a defendant directed to developing evidence relevant to determining whether he is eligible for release.

(6) "Release hearing" means a hearing for the purpose of determining whether a defendant previously committed to the department of human services, following a verdict of not guilty by reason of insanity, has become eligible for release.

(7) "Restoration hearing" means a hearing to determine whether a defendant who has previously been determined to be incompetent to proceed has become competent to proceed.

(8) "Sanity examination" means a court-ordered examination of a defendant who has entered a plea of not guilty by reason of insanity, directed to developing information relevant to determining the sanity or insanity of the defendant at the time of the commission of the act with which he is charged and also his competency to proceed.

16-8-103. Pleading insanity as a defense.

(1) (a) The defense of insanity may only be raised by a specific plea entered at the time of arraignment; except that the court, for good cause shown, may permit the plea to be entered at any time prior to trial. The form of the plea shall be: "Not guilty by reason of insanity"; and it must be pleaded orally either by the defendant or by the defendant's counsel. A defendant who does not raise the defense as provided in this section shall not be permitted to rely upon insanity as a defense to the crime charged but, when charged with a crime requiring a specific intent as an element thereof, may introduce evidence of the defendant's mental condition as bearing upon his or her capacity to form the required specific intent. The plea of not guilty by reason of insanity includes the plea of not guilty.

(b) This subsection (1) shall apply only to offenses committed before July 1, 1995.

(1.5) (a) The defense of insanity may only be raised by a specific plea entered at the time of arraignment; except that the court, for good cause shown, may permit the plea to be entered at any time prior to trial. The form of the plea shall be: "Not guilty by reason of insanity"; and it must be pleaded orally either by the defendant or by the defendant's counsel. The plea of not guilty by reason of insanity includes the plea of not guilty.

(b) This subsection (1.5) shall apply to offenses committed on or after July 1, 1995.

(2) If counsel for the defendant believes that a plea of not guilty by reason of insanity should be entered on behalf of the defendant but the defendant refuses to permit the entry of the plea, counsel may so inform the court. The court shall then conduct such investigation as it deems proper, which may include the appointment of psychiatrists or psychologists to assist a psychiatrist to examine the defendant and advise the court. After its investigation the court shall conduct a hearing to determine whether the plea should be entered. If the court finds that the entry of a plea of not guilty by reason of insanity is necessary for a just determination of the charge against the defendant, it shall enter the plea on behalf of the defendant, and the plea so entered shall have the same effect as though it had been voluntarily entered by the defendant himself.

(3) If there has been no grand jury indictment or preliminary hearing prior to the entry of the plea of not guilty by reason of insanity, the court shall hold a preliminary hearing prior to the trial of the insanity issue. If probable cause is not established, the case shall be dismissed, but the court may order the district attorney to institute civil proceedings pursuant to article 10 of title 27, C.R.S., if it appears that the protection of the public or the accused requires it.

(4) Before accepting a plea of not guilty by reason of insanity, the court shall advise the defendant of the effect and consequences of the plea.

16-8-103.5. Impaired mental condition - when raised - procedure - legislative intent.

(1) If the defendant intends to assert the affirmative defense of impaired mental condition, he shall indicate that intention to the court and to the prosecution at the time of arraignment; except that the court, for good cause shown, shall permit the defendant to inform the court and the prosecution of his intention to assert the affirmative defense of impaired mental condition at any time prior to trial.

(2) If counsel for the defendant believes that an assertion of the affirmative defense of impaired mental condition should be entered on behalf of the defendant but the defendant refuses to permit counsel to offer such evidence, counsel may so inform the court. The court shall then conduct such investigation as it deems proper, which may include the appointment of psychiatrists or psychologists to assist a psychiatrist to examine the defendant and advise the court. After its investigation, the court shall conduct a hearing to determine whether evidence of impaired mental condition should be offered at trial. If the court finds that such a defense is necessary for a just determination of the charge against the defendant, it shall inform the prosecution that such defense shall be asserted at trial by the defendant and shall order the defendant's counsel to present evidence at trial on the defense of impaired mental condition.

(3) At the time at which the defendant announces his intention to assert the affirmative defense of impaired mental condition, the court shall advise the defendant of the effect and consequences of asserting the defense.

(4) When the defendant indicates his intention to assert the defense of impaired mental condition, the court shall order an examination of the defendant pursuant to section 16-8-106. The court shall order both the prosecutor and the defendant to exchange the names, addresses, reports, and statements of persons, other than medical experts subject to the provisions of section 16-8-103.6, whom the parties intend to call as witnesses with regard to the affirmative defense of impaired mental condition.

(5) If the truer of fact finds the defendant not guilty by reason of impaired mental condition, pursuant to section 18-1-803 (3), C.R.S., the court shall commit the

defendant to the custody of the department of human services until such time as he is found eligible for release, pursuant to the standards set forth in sections 16-8-115 and 16-8-120. The executive director of the department of human services shall designate the state facility at which the defendant shall be held for care and psychiatric treatment and may transfer the defendant from one institution to another if in the opinion of the director it is desirable to do so in the interest of the proper care, custody, and treatment of the defendant or the protection of the public or the personnel of the facilities in question.

(6) It is the intent of the general assembly that the assertion of the affirmative defense of impaired mental condition not be made in such a fashion that it is used to circumvent the requirements of disclosure specified in rule 16 of the Colorado rules of criminal procedure.

(7) A defendant may raise impaired mental condition only through an assertion of affirmative defense.

(8) This section shall apply only to offenses committed before July 1, 1995.

16-8-103.6. Waiver of privilege.

(1) (a) A defendant who places his or her mental condition at issue by pleading not guilty by reason of insanity pursuant to section 16-8-103, asserting the affirmative defense of impaired mental condition pursuant to section 16-8-103.5, raising the question of incompetency to proceed pursuant to section 16-8-110, or disclosing witnesses who may provide evidence concerning the defendant's mental condition during a sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.3-1302, C.R.S., waives any claim of confidentiality or privilege as to communications made by the defendant to a physician or psychologist in the course of an examination or treatment for such mental condition for the purpose of any trial, hearing on the issue of such mental condition, or sentencing hearing conducted pursuant to section 18-1.3-1201 or 18-1.3-1302, C.R.S. The court shall order both the prosecutor and the defendant to

exchange the names, addresses, reports, and statements of any physician or psychologist who has examined or treated the defendant for such mental condition.

(b) This subsection (1) shall apply only to offenses committed before July 1, 1995.

(2) (a) A defendant who places his or her mental condition at issue by pleading not guilty by reason of insanity pursuant to section 16-8-103, raising the question of incompetency to proceed pursuant to section 16-8-110, or disclosing witnesses who may provide evidence concerning the defendant's mental condition during a sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S., or, for offenses committed on or after July 1, 1999, by seeking to introduce evidence concerning his or her mental condition pursuant to section 16-8-107 (3) waives any claim of confidentiality or privilege as to communications made by the defendant to a physician or psychologist in the course of an examination or treatment for such mental condition for the purpose of any trial, hearing on the issue of such mental condition, or sentencing hearing conducted pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S. The court shall order both the prosecutor and the defendant to exchange the names, addresses, reports, and statements of any physician or psychologist who has examined or treated the defendant for such mental condition.

(b) This subsection (2) shall apply to offenses committed on or after July 1, 1995.

16-8-103.7. Examination after entry of defenses of insanity and impaired mental condition.

(1) (a) When, at the time of arraignment, the defense of insanity is raised, pursuant to section 16-8-103, and the defendant asserts his or her intention to raise the affirmative defense of impaired mental condition, pursuant to section 16-8-103.5, the court shall order one examination of the defendant with regard to both defenses pursuant to section 16-8-106.

(b) This subsection (1) shall apply only to offenses committed before July 1, 1995.

(2) (a) When, at the time of arraignment, the defense of insanity is raised pursuant to section 16-8-103, the court shall order an examination of the defendant with regard to the insanity defense pursuant to section 16-8-106.

(b) This subsection (2) shall apply to offenses committed on or after July 1, 1995.

(3) (a) When the defendant gives notice pursuant to section 16-8-107 (3) that he or she intends to introduce evidence in the nature of expert opinion concerning his or her mental condition, the court shall order an examination of the defendant pursuant to section 16-8-106.

(b) The provisions of this subsection (3) shall apply to offenses committed on or after July 1, 1999.

16-8-104. Separate trial of issues.

The issues raised by the plea of not guilty by reason of insanity shall be tried separately to different juries, and the sanity of the defendant shall be tried first. This section shall apply only to offenses committed before July 1, 1995.

16-8-104.5. Single trial of issues.

(1) The issues raised by the plea of not guilty by reason of insanity shall be treated as an affirmative defense and shall be tried at the same proceeding and before the same trier of fact as the charges to which not guilty by reason of insanity is offered as a defense.

(2) This section shall apply to offenses committed on or after July 1, 1995.

16-8-105. Procedure after plea for offenses committed before July 1, 1995.

(1) When a plea of not guilty by reason of insanity is accepted, the court shall forthwith commit the defendant for a sanity examination, specifying the place and period of commitment.

(2) Upon receiving the report of the sanity examination, the court shall immediately set the case for trial to a jury on the issue raised by the plea of not guilty by reason of insanity. In all cases except class 1, class 2, and class 3 felonies, the defendant may waive jury trial by an express written instrument or announcement in open court appearing of record. If the court and the district attorney consent, jury trial may be waived in a class 1, class 2, or class 3 felony case. Every person is presumed to be sane; but, once any evidence of insanity is introduced, the people have the burden of proving sanity beyond a reasonable doubt.

(3) If the trier of fact finds the defendant was sane at the time of commission of the offense, the court, unless it has reason to believe that the defendant is incompetent to proceed or the question is otherwise raised as provided in section 16-8-110, shall immediately set the case for trial on the issues raised by the plea of not guilty. If the question of whether the defendant is incompetent to proceed is raised, the court shall follow the procedure set forth in section 16-8-111.

(4) If the trier of fact finds the defendant not guilty by reason of insanity, the court shall commit the defendant to the custody of the department of human services until such time as he is found eligible for release. The executive director of the department of human services shall designate the state facility at which the defendant shall be held for care and psychiatric treatment and may transfer the defendant from one institution to another if in the opinion of the director it is desirable to do so in the interest of the proper care, custody, and treatment of the defendant or the protection of the public or the personnel of the facilities in question.

(5) This section shall apply to offenses committed before July 1, 1995.

16-8-105.5. Procedure after plea for offenses committed on or after July 1, 1995.

(1) When a plea of not guilty by reason of insanity is accepted, the court shall forthwith commit the defendant for a sanity examination, specifying the place and period of commitment.

(2) Upon receiving the report of the sanity examination, the court shall immediately set the case for trial. Every person is presumed to be sane; but, once any evidence of insanity is introduced, the people have the burden of proving sanity beyond a reasonable doubt.

(3) When the affirmative defense of not guilty by reason of insanity has been raised, the jury shall be given special verdict forms containing interrogatories. The trier of fact shall decide first the question of guilt as to felony charges that are before the court. If the trier of fact concludes that guilt has been proven beyond a reasonable doubt as to one or more of the felony charges submitted for consideration, the special interrogatories shall not be answered. Upon completion of its deliberations on the felony charges as previously set forth in this subsection (3), the trier of fact shall consider any other charges before the court in a similar manner; except that it shall not answer the special interrogatories regarding such charges if it has previously found guilt beyond a reasonable doubt with respect to one or more felony charges. The interrogatories shall provide for specific findings of the jury with respect to the affirmative defense of not guilty by reason of insanity. When the court sits as the trier of fact, it shall enter appropriate specific findings with respect to the affirmative defense of not guilty by reason of insanity.

(4) If the trier of fact finds the defendant not guilty by reason of insanity, the court shall commit the defendant to the custody of the department of human services until such time as the defendant is found eligible for release. The executive director of the department of human services shall designate the state facility at which the

defendant shall be held for care and psychiatric treatment and may transfer the defendant from one facility to another if in the opinion of the director it is desirable to do so in the interest of the proper care, custody, and treatment of the defendant or the protection of the public or the personnel of the facilities in question.

(5) This section shall apply to offenses committed on or after July 1, 1995.

16-8-106. Examinations and report.

(1) All examinations ordered by the court in criminal cases shall be accomplished by the entry of an order of the court specifying the place where such examination is to be conducted and the period of time allocated for such examination. The defendant may be committed for such examination to the Colorado psychiatric hospital in Denver, the Colorado mental health institute at Pueblo, the place where he or she is in custody, or such other public institution designated by the court. In determining the place where such examination is to be conducted, the court shall give priority to the place where the defendant is in custody, unless the nature and circumstances of the examination require designation of a different facility. The defendant shall be observed and examined by one or more psychiatrists during such period as the court directs; except that, if the examination is for the purpose of determining the defendant's competency to proceed, then the competency evaluation shall be conducted by a licensed psychiatrist or a licensed psychologist who is trained in forensic competency assessments, or a psychiatrist or psychologist who is in forensic training and practicing under the supervision of a licensed psychiatrist with expertise in forensic psychiatry or a licensed psychologist with expertise in forensic psychology. For good cause shown, upon motion of the prosecution or defendant, or upon the court's own motion, the court may order such further or other examination, including services of psychologists, as is advisable under the circumstances. Nothing in this section shall abridge the right of the defendant to procure a psychiatric examination as provided in section 16-8-108.

(2) (a) The defendant shall have a privilege against self-incrimination during the course of an examination under this section. The fact of the defendant's noncooperation with psychiatrists and other personnel conducting the examination may be admissible in the defendant's trial on the issues of insanity, competency, or impaired mental condition and in any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.3-1302, C.R.S. This paragraph (a) shall apply only to offenses committed before July 1, 1995.

(b) The defendant shall have a privilege against self-incrimination during the course of an examination under this section. The fact of the defendant's noncooperation with psychiatrists and other personnel conducting the examination may be admissible in the defendant's trial on the issues of insanity or competency and in any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S. This paragraph (b) shall apply to offenses committed on or after July 1, 1995, but prior to July 1, 1999.

(c) The defendant shall cooperate with psychiatrists and other personnel conducting any examination ordered by the court pursuant to this section. Statements made by the defendant in the course of such examination shall be protected as provided in section 16-8-107. If the defendant does not cooperate with psychiatrists and other personnel conducting the examination, the court shall not allow the defendant to call any psychiatrist or other expert witness to provide evidence at the defendant's trial concerning the defendant's mental condition including, but not limited to, providing evidence on the issues of insanity or competency, or at any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S. In addition, the fact of the defendant's noncooperation with psychiatrists and other personnel conducting the examination may be admissible in the defendant's trial to rebut any evidence introduced by the defendant with regard to the defendant's mental condition including, but not limited to, the issues of insanity and competency, and in any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S. This paragraph (c) shall apply to offenses committed on or after July 1, 1999.

(3) (a) To aid in forming an opinion as to the mental condition of the defendant, it is permissible in the course of an examination under this section to use confessions and admissions of the defendant and any other evidence of the circumstances surrounding the commission of the offense, as well as the medical and social history of the defendant, in questioning the defendant. When the defendant is noncooperative with psychiatrists and other personnel conducting the examination, an opinion of the mental condition of the defendant may be rendered by such psychiatrists or other personnel based upon such confessions, admissions, and any other evidence of the circumstances surrounding the commission of the offense, as well as the known medical and social history of the defendant, and such opinion may be admissible into evidence at trial and in any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.3-1302, C.R.S. It shall also be permissible to conduct a narcoanalytic interview of the defendant with such drugs as are medically appropriate and to subject the defendant to polygraph examination. In any trial or hearing on the issue of the defendant's sanity, eligibility for release, impaired mental condition, or competency to proceed and in any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.3-1302, C.R.S., the physicians and other personnel conducting the examination may testify to the results of any such procedures and the statements and reactions of the defendant insofar as the same entered into the formation of their opinions as to the mental condition of the defendant both at the time of the commission of the alleged offense and at the present time. This paragraph (a) shall apply only to offenses committed before July 1, 1995.

(b) To aid in forming an opinion as to the mental condition of the defendant, it is permissible in the course of an examination under this section to use confessions and admissions of the defendant and any other evidence of the circumstances surrounding the commission of the offense, as well as the medical and social history of the defendant, in questioning the defendant. When the defendant is noncooperative with psychiatrists and other personnel conducting the examination, an opinion of the mental condition of the defendant may be rendered by such psychiatrists or other personnel based upon such confessions, admissions, and any other evidence of the circumstances surrounding the commission of the offense, as

well as the known medical and social history of the defendant, and such opinion may be admissible into evidence at trial and in any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S. It shall also be permissible to conduct a narcoanalytic interview of the defendant with such drugs as are medically appropriate and to subject the defendant to polygraph examination. In any trial or hearing on the issue of the defendant's sanity, eligibility for release, or competency to proceed and in any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S., the physicians and other personnel conducting the examination may testify to the results of any such procedures and the statements and reactions of the defendant insofar as the same entered into the formation of their opinions as to the mental condition of the defendant both at the time of the commission of the alleged offense and at the present time. This paragraph (b) shall apply to offenses committed on or after July 1, 1995.

(c) For offenses committed on or after July 1, 1999, when a defendant undergoes an examination pursuant to the provisions of paragraph (b) of this subsection (3) because the defendant has given notice pursuant to section 16-8-107 (3) that he or she intends to introduce expert opinion evidence concerning his or her mental condition, the physicians and other personnel conducting the examination may testify to the results of any such procedures and the statements and reactions of the defendant insofar as such statements and reactions entered into the formation of their opinions as to the mental condition of the defendant both at the time of the commission of the alleged offense and at the present time.

(4) A written report of the examination shall be prepared in triplicate and delivered to the clerk of the court which ordered it. The clerk shall furnish a copy of the report both to the prosecuting attorney and the counsel for the defendant.

(5) With respect to offenses committed before July 1, 1995, the report of examination shall include, but is not limited to:

(a) The name of each physician or other expert who examined the defendant; and

(b) A description of the nature, content, extent, and results of the examination and any tests conducted; and

(c) A diagnosis and prognosis of the defendant's physical and mental condition; and

(d) (I) An opinion as to whether the defendant suffers from a mental disease or defect; and, if so,

(II) Separate opinions as to whether the defendant was insane or had an impaired mental condition at the time of the commission of the act, is incompetent to proceed, or is ineligible for release, as those terms are defined in this article, and, in any class 1 felony case, an opinion as to how the mental disease or defect affects any mitigating factor. The nature of the opinions required depends upon the type of examination ordered by the court.

(6) With respect to offenses committed on or after July 1, 1995, the report of examination shall include, but is not limited to, the items described in paragraphs (a) to (c) of subsection (5) of this section, and:

(a) An opinion as to whether the defendant suffered from a mental disease or defect or from a condition of mind caused by mental disease or defect that prevented the person from forming the culpable mental state that is an essential element of any crime charged; and, if so,

(b) Separate opinions as to whether the defendant was insane, is incompetent to proceed, or is ineligible for release, as those terms are defined in this article, and, in any class 1 felony case, an opinion as to how the mental disease or defect or the condition of mind caused by mental disease or defect affects any mitigating factor. The nature of the opinions required depends upon the type of examination ordered by the court.

(7) With respect to offenses committed on or after July 1, 1999, when a defendant has undergone an examination pursuant to the provisions of this section because the defendant has given notice pursuant to section 16-8-107 (3) that he or she intends to introduce expert opinion evidence concerning his or her mental condition, the report of examination shall include, but is not limited to, the items described in paragraphs (a) to (c) of subsection (5) of this section and:

(a) An opinion as to whether the defendant suffered from a mental disease or defect or from a condition of mind caused by mental disease or defect that affected the defendant's mental condition; and, if so,

(b) Separate opinions as to the defendant's mental condition including, but not limited to, whether the defendant was insane, is incompetent to proceed, or is ineligible for release, as those terms are defined in this article, and, in any class 1 felony case, an opinion as to how the mental disease or defect or the condition of mind caused by mental disease or defect affects any mitigating factor. The nature of the opinions required depends upon the type of examination ordered by the court.

16-8-106.5. Competency evaluation advisory board - creation - membership - duties - rules - repeal.

(1) There is hereby created the competency evaluation advisory board, referred to in this section as the "advisory board", in the department of human services that shall study and recommend standards to the state board of human services regarding the level of training, education, and experience that a psychiatrist or psychologist shall have to be considered qualified to perform competency evaluations in criminal cases pursuant to sections16-8-106 and 16-8-111. The advisory board shall additionally make recommendations to the state board of human services concerning standards for conducting and reporting the competency evaluations.

(2) The executive director of the department of human services, or his or her designee, shall serve as chair of the advisory board and shall appoint the remaining

members of the advisory board. The advisory board shall consist of up to fourteen members, including but not limited to:

(a) A psychiatrist who is trained in forensic competency assessments;

(b) A licensed psychologist who is trained in forensic competency assessments;

(c) A licensed clinical social worker who is trained in forensic competency assessments;

(d) A licensed professional counselor who is trained in forensic competency assessments;

(e) A representative of the unit within the department of human services that is responsible for mental health services;

(f) A person who represents district attorneys within the state;

(g) A person who represents defense attorneys within the state;

(h) A representative from the task force established pursuant to section 18-1.9-104, C.R.S.;

(i) A family member of a person who had been subject to the competency evaluation process at some time;

(j) A representative of the judicial department; and

(k) A representative of the Colorado mental health institute at Pueblo.

(3) The advisory board shall report its findings and recommendations to the department of human services no later than January 30, 2008, and no later than January 30 each year thereafter.

(4) Based on the recommendations of the advisory board, the state board of human services shall promulgate rules and adopt procedures to establish and implement the standards identified in subsection (1) of this section.

(5) This section is repealed, effective July 1, 2010.

16-8-107. Evidence.

(1) (a) Except as provided in this subsection (1), no evidence acquired directly or indirectly for the first time from a communication derived from the defendant's mental processes during the course of a court-ordered examination under section 16-8-106 or acquired pursuant to section 16-8-103.6 is admissible against the defendant on the issues raised by a plea of not guilty, if the defendant is put to trial on those issues, except to rebut evidence of his or her mental condition introduced by the defendant to show incapacity to form a culpable mental state; and, in such case, that evidence may be considered by the trier of fact only as bearing upon the question of capacity to form a culpable mental state, and the jury, at the request of either party, shall be so instructed.

(b) Evidence acquired directly or indirectly for the first time from a communication derived from the defendant's mental processes during the course of a court-ordered examination under section 16-8-108 or acquired pursuant to section 16-8-103.6 is admissible at any sentencing hearing held pursuant to section 18-1.3-1201, 18-1.3-1302, or 18-1.4-102, C.R.S., only to prove the existence or absence of any mitigating factor.

(c) If the defendant testifies in his or her own behalf upon the trial of the issues raised by the plea of not guilty or at a sentencing hearing held pursuant to section

18-1.3-1201, 18-1.3-1302, or 18-1.4-102, C.R.S., the provisions of this section shall not bar any evidence used to impeach or rebut the defendant's testimony.

(1.5) (a) Except as otherwise provided in this subsection (1.5), evidence acquired directly or indirectly for the first time from a communication derived from the defendant's mental processes during the course of a court-ordered examination pursuant to section 16-8-106 or acquired pursuant to section 16-8-103.6 is admissible only as to the issues raised by the defendant's plea of not guilty by reason of insanity, and the jury, at the request of either party, shall be so instructed; except that, for offenses committed on or after July 1, 1999, such evidence shall also be admissible as to the defendant's mental condition if the defendant undergoes the examination because the defendant has given notice pursuant to subsection (3) of this section that he or she intends to introduce expert opinion evidence concerning his or her mental condition.

(b) Evidence acquired directly or indirectly for the first time from a communication derived from the defendant's mental processes during the course of a court-ordered examination under section 16-8-106 or acquired pursuant to section 16-8-103.6 is admissible at any sentencing hearing held pursuant to section 18-1.3-1201 or 18-1.4-102, C.R.S., only to prove the existence or absence of any mitigating factor.

(c) If the defendant testifies in his or her own behalf, the provisions of this section shall not bar any evidence used to impeach or rebut the defendant's testimony. This subsection (1.5) shall apply to offenses committed on or after July 1, 1995.

(2) In any trial or hearing concerning the defendant's mental condition, physicians and other experts may testify as to their conclusions reached from their examination of hospital records, laboratory reports, X rays, electroencephalograms, and psychological test results if the material which they examined in reaching their conclusions is produced at the time of the trial or hearing.

(3) (a) In no event shall a court permit a defendant to introduce evidence relevant to the issue of insanity, as described in section 16-8-101.5, unless the defendant enters a plea of not guilty by reason of insanity, pursuant to section 16-8-103.

(b) Regardless of whether a defendant enters a plea of not guilty by reason of insanity pursuant to section 16-8-103, the defendant shall not be permitted to introduce evidence in the nature of expert opinion concerning his or her mental condition without having first given notice to the court and the prosecution of his or her intent to introduce such evidence and without having undergone a court-ordered examination pursuant to section 16-8-106. A defendant who places his or her mental condition at issue by giving such notice waives any claim of confidentiality or privilege as provided in section 16-8-103.6. Such notice shall be given at the time of arraignment; except that the court, for good cause shown, shall permit the defendant to inform the court and prosecution of the intent to introduce such evidence at any time prior to trial. Any period of delay caused by the examination and report provided for in section 16-8-106 shall be excluded, as provided in section 18-1-405 (6) (a), C.R.S., from the time within which the defendant must be brought to trial.

(c) The provisions of this subsection (3) shall apply to offenses committed on or after July 1, 1999.

16-8-108. Examination at instance of defendant.

(1) If the defendant wishes to be examined by a psychiatrist, psychologist, or other expert of his own choice in connection with any proceeding under this article, the court, upon timely motion, shall order that the examiner chosen by the defendant be given reasonable opportunity to conduct the examination.

(2) A copy of any report of examination of the defendant made at the instance of the defense shall be furnished to the prosecution a reasonable time in advance of trial.

16-8-109. Testimony of lay witnesses.

In any trial or hearing in which the mental condition of the defendant is an issue, witnesses not specially trained in psychiatry or psychology may testify as to their observation of the defendant's actions and conduct, and as to conversations which they have had with him bearing upon his mental condition, and they shall be permitted to give their opinions or conclusions concerning the mental condition of the defendant.

16-8-110. Mental incompetency to proceed - effect - how and when raised.

(1) (a) No person shall be tried, sentenced, or executed if such person is incompetent to proceed at that stage of the proceedings against him or her. This paragraph (a) shall apply only to offenses committed before July 1, 1995.

(b) No person shall be tried, sentenced, or executed if such person is incompetent to proceed at that stage of the proceedings against him or her. This paragraph (b) shall apply to offenses committed on or after July 1, 1995.

(2) The question of the defendant's competency to proceed shall be raised in the following manner:

(a) If the judge has reason to believe that the defendant is incompetent to proceed, it is his duty to suspend the proceeding and determine the competency or incompetency of the defendant as provided in section 16-8-111.

(b) By motion of either the prosecution or defense made in advance of the commencement of the particular proceeding. The motion may be filed after the commencement of the proceeding if, for good cause shown, the mental condition of the defendant was not known or apparent before the commencement of the proceeding.

(c) By the affidavit of any chief officer of an institution having custody of a defendant awaiting execution.

(3) Notwithstanding any provision of this part 1 or part 2 of this article to the contrary, the question of whether a convicted person is mentally incompetent to be executed shall be raised and determined as provided in part 14 of article 1.3 of title 18, C.R.S.

16-8-111. Determination of incompetency to proceed.

(1) Whenever the question of a defendant's incompetency to proceed is raised, the court shall make a preliminary finding that the defendant is or is not competent to proceed. If the court feels that the information available to it is inadequate for making such finding, it may order a competency examination or such other investigation as it deems advisable.

(2) The court shall immediately notify the prosecuting attorney and defense counsel of the preliminary finding. If neither the prosecuting attorney nor defense counsel requests, in writing, a hearing within a time limit set by the court, the preliminary finding becomes a final determination. Upon the timely written request of either the prosecuting attorney or defense counsel, the court shall hold a hearing and may commit the defendant for a competency examination prior to the hearing if adequate psychiatric information is not already available. At the conclusion of the hearing, the court shall make a final determination. Upon the request of either party, the judge shall set the matter for hearing before another judge. At any hearing held pursuant to this subsection (2), the burden of submitting evidence and the burden of proof by a preponderance of the evidence are upon the party asserting the incompetency of the defendant.

(3) If the question of defendant's incompetency to proceed was raised after a jury was impaneled to try the issues raised by a plea of not guilty and the court determines that the defendant is incompetent to proceed or orders the defendant

committed for a competency examination, the court may declare a mistrial. Declaration of a mistrial under these circumstances does not constitute jeopardy, nor does it prohibit the trial, sentencing, or execution of the defendant for the same offense after he has been found restored to competency.

(3.5) A competency examination shall be conducted by a licensed psychiatrist or a licensed psychologist who is trained in forensic competency assessments, or a psychiatrist or psychologist who is in forensic training and practicing under the supervision of a licensed psychiatrist with expertise in forensic psychiatry or a licensed psychologist with expertise in forensic psychology.

(4) Notwithstanding any provision of this part 1 or part 2 of this article to the contrary, the question of whether a convicted person is mentally incompetent to be executed shall be raised and determined as provided in part 14 of article 1.3 of title 18, C.R.S.

16-8-112. Procedure after determination of competency or incompetency.

(1) If the final determination made pursuant to section 16-8-111 is that the defendant is competent to proceed, the judge shall order that the suspended proceeding continue or, if a mistrial has been declared, shall reset the case for trial at the earliest possible date.

(2) If the final determination is that the defendant is incompetent to proceed, the court shall commit the defendant to the custody of the department of human services, in which case the executive director has the same powers with respect to such commitment as he has following a commitment under section 16-8-105 (4). However, in the case of a defendant who is charged with an offense which does not involve violent behavior and who is subject to treatment on an outpatient basis as determined by the examination conducted pursuant to section 16-8-111 (2) or on the basis of adequate psychiatric information already available, the court may order the defendant to undergo treatment at or under the supervision of a facility, as defined

in section 27-10-102 (4.5), C.R.S., if a facility exists in the judicial district which is able to provide treatment appropriate to the defendant. Such commitment or treatment shall continue until the defendant is found competent to proceed or until otherwise terminated under the provisions of section 16-8-114.5.

(3) A determination under subsection (2) of this section that a defendant is incompetent to proceed shall not preclude the court from considering the release of the defendant on bail upon compliance with the standards and procedures for such release prescribed by statute and by the Colorado rules of criminal procedure. At any hearing to determine eligibility for release on bail, the court may consider any effect the defendant's incompetency may have on his ability to insure his presence for trial. In the case of an incompetent defendant who is not subject to treatment on an outpatient basis as determined by the examination conducted pursuant to section 16-8-111 (2) or on the basis of adequate psychiatric information already available, there shall be a presumption that the incompetency of the defendant will inhibit the ability of the defendant to insure his presence for trial.

(4) A determination under subsection (2) of this section that a defendant is incompetent to proceed shall not preclude a continuation of the proceedings by the court to consider and decide matters, including a preliminary hearing and motions, which are susceptible of fair determination prior to trial and without the personal participation of the defendant. Proceedings thus continued may be later reopened if, in the discretion of the court, substantial new evidence is discovered after and as a result of the restoration to competency of the defendant.

16-8-113. Restoration to competency.

(1) The court may order a restoration hearing at any time on its own motion, on motion of the prosecuting attorney, or on motion of the defendant. The court shall order a hearing if the head of an institution to which the defendant is committed files a report that the defendant is mentally competent to proceed or if a physician

who has been treating the defendant files a report certifying that the defendant is mentally competent to proceed.

(2) At the hearing, if the question is contested, the burden of submitting evidence and the burden of proof by a preponderance of the evidence shall be upon the party asserting that the defendant is competent.

(3) At the hearing, the court shall determine whether the defendant is restored to competency.

16-8-114. Procedure after hearing concerning restoration to competency.

(1) If a defendant is found to be restored to competency after hearing as provided in section 16-8-113, the court shall resume or recommence the trial or sentencing proceedings or order the sentence carried out. The court shall credit any time the defendant spent in confinement while committed pursuant to section 16-8-112 against any term of imprisonment imposed after restoration to competency.

(2) If the court determines that the defendant remains mentally incompetent to proceed, the court may continue or modify any orders entered at the time of the original determination of incompetency and may commit or recommit the defendant or enter any new order necessary to facilitate the defendant's restoration to mental competency.

(3) (a) Evidence of any determination as to the defendant's competency or incompetency is not admissible on the issues raised by the pleas of not guilty or not guilty by reason of insanity or the affirmative defense of impaired mental condition. This paragraph (a) shall apply only to offenses committed before July 1, 1995.

(b) Evidence of any determination as to the defendant's competency or incompetency is not admissible on the issues raised by the pleas of not guilty or not

guilty by reason of insanity. This paragraph (b) shall apply to offenses committed on or after July 1, 1995.

16-8-114.5 Commitment - termination of proceedings.

(1) A defendant committed to the department of human services or otherwise confined as a result of a determination of incompetency to proceed shall not remain confined for a period in excess of the maximum term of confinement which could be imposed for the offenses with which he is charged less earned time to which he would be entitled under article 22.5 of title 17, C.R.S.

(2) The court shall review the case of a defendant committed or confined as incompetent to proceed at least every six months with regard to the probability that the defendant will eventually be restored to competency and with regard to the justification for continued commitment or confinement. Such review may be held in conjunction with a restoration hearing under section 16-8-113. Prior to each such review, the institution treating the defendant shall provide the court with a report regarding the competency of the defendant. If, on the basis of the available evidence, not including evidence resulting from a refusal by the defendant to accept treatment, there is a substantial probability that the defendant will not be restored to competency within the foreseeable future, upon motion of the district attorney or the defendant, the court may terminate the criminal proceeding and the commitment or treatment order under section 16-8-112 (2) and may either order the release of the defendant or the commencement of civil proceedings under the provisions of article 10 of title 27, C.R.S. In each such case the court shall enter a written decision outlining why the court terminated the criminal proceeding or did not terminate such proceeding.

16-8-115. Release from commitment after verdict of not guilty by reason of insanity or not guilty by reason of impaired mental condition.

(1) The court may order a release hearing at any time on its own motion, on motion of the prosecuting attorney, or on motion of the defendant. The court shall order a release hearing upon receipt of the report of the chief officer of the institution in which the defendant is committed that the defendant no longer requires hospitalization, as provided in section 16-8-116, or upon motion of the defendant made after one hundred eighty days following the date of the initial commitment order. Except for the first hearing following the initial commitment order, unless the court for good cause shown permits, the defendant is not entitled to a hearing within one year subsequent to a previous hearing.

(1.5) (a) Any victim of any crime or any member of such victim's immediate family, if the victim has died or is a minor, the perpetrator of which has been found not guilty by reason of insanity or not guilty by reason of impaired mental condition, shall be notified by the court in a timely manner prior to any hearing for release of the perpetrator held pursuant to subsection (1) of this section, if such victim or family member can reasonably be located. This paragraph (a) shall apply only to offenses committed before July 1, 1995.

(b) Any victim of any crime or any member of such victim's immediate family, if the victim has died or is a minor, the perpetrator of which has been found not guilty by reason of insanity, shall be notified by the court in a timely manner prior to any hearing for release of the perpetrator held pursuant to subsection (1) of this section, if such victim or family member can reasonably be located. This paragraph (b) shall apply to offenses committed on or after July 1, 1995.

(2) (a) The court shall order a release examination of the defendant when a current one has not already been furnished or when either the prosecution or defense moves for an examination of the defendant at a different institution or by different experts. The court may order any additional or supplemental examination, investigation, or

study which it deems necessary to a proper consideration and determination of the question of eligibility for release. The court shall set the matter for release hearing after it has received all of the reports which it has ordered under this section. When none of said reports indicates that the defendant is eligible for release, the defendant's request for release hearing shall be denied by the court if the defendant is unable to show by way of an offer of proof any evidence by a medical expert in mental disorders that would indicate that the defendant is eligible for release. For the purposes of this subsection (2), "medical expert in mental disorders" means a physician licensed under the provisions of article 36 of title 12, C.R.S., a psychologist licensed under the provisions of article 43 of title 12, C.R.S., a psychiatric technician licensed under the provisions of article 42 of title 12, C.R.S., a registered professional nurse as defined in section 12-38-103 (11), C.R.S., who by reason of postgraduate education and additional nursing preparation has gained knowledge, judgment, and skill in psychiatric or mental health nursing, or a social worker licensed under the provisions of part 4 of article 43 of title 12, C.R.S. The release hearing shall be to the court or, on demand by the defendant, to a jury of not to exceed six persons. At the release hearing, if any evidence of insanity is introduced, the defendant has the burden of proving restoration of sanity by a preponderance of the evidence; if any evidence of ineligibility for release by reason of impaired mental condition is introduced, the defendant has the burden of proving, by a preponderance of the evidence, that the defendant is eligible for release by no longer having an impaired mental condition. This paragraph (a) shall apply only to offenses committed before July 1, 1995.

(b) The court shall order a release examination of the defendant when a current one has not already been furnished or when either the prosecution or defense moves for an examination of the defendant at a different institution or by different experts. The court may order any additional or supplemental examination, investigation, or study that it deems necessary to a proper consideration and determination of the question of eligibility for release. The court shall set the matter for release hearing after it has received all of the reports that it has ordered under this section. When none of the reports indicates that the defendant is eligible for release, the defendant's request for

release hearing shall be denied by the court if the defendant is unable to show by way of an offer of proof any evidence by a medical expert in mental disorders that would indicate that the defendant is eligible for release. For the purposes of this subsection (2), "medical expert in mental disorders" means a physician licensed under the provisions of article 36 of title 12, C.R.S., a psychologist licensed under the provisions of article 43 of title 12, C.R.S., a psychiatric technician licensed under the provisions of article 42 of title 12, C.R.S., a registered professional nurse as defined in section 12-38-103 (11), C.R.S., who by reason of postgraduate education and additional nursing preparation has gained knowledge, judgment, and skill in psychiatric or mental health nursing, or a social worker licensed under the provisions of part 4 of article 43 of title 12, C.R.S. The release hearing shall be to the court or, on demand by the defendant, to a jury composed of not more than six persons. At the release hearing, if any evidence that the defendant does not meet the release criteria is introduced, the defendant has the burden of proving by a preponderance of the evidence that the defendant has no abnormal mental condition which would be likely to cause him or her to be dangerous either to himself or herself or to others or to the community in the reasonably foreseeable future. This paragraph (b) shall apply to offenses committed on or after July 1, 1995.

(3) (a) If the court or jury finds the defendant eligible for release, the court may impose such terms and conditions as the court determines are in the best interests of the defendant and the community, and the jury shall be so instructed. If the court or jury finds the defendant ineligible for release, the court shall recommit the defendant. The court's order placing the defendant on conditional release shall include notice that the defendant's conditional release may be revoked pursuant to the provisions of section 16-8-115.5.

(b) When a defendant is conditionally released, the chief officer of the institution in which the defendant is committed shall forthwith give written notice of the terms and conditions of such release to the executive director of the department of human services and to the director of any community mental health center which may be charged with continued treatment of the defendant. The director of such mental

health center shall make written reports every three months to the executive director of the department of human services and to the district attorney for the judicial district where the defendant was committed and to the district attorney for any judicial district where the defendant may be required to receive treatment concerning the treatment and status of the defendant. Such reports shall include all known violations of the terms and conditions of the defendant's release and any changes in the defendant's mental status which would indicate that the defendant has become ineligible to remain on conditional release as defined in section 16-8-102 (4.5).

(c) A defendant who has been conditionally released remains under the supervision of the department of human services until the committing court enters a final order of unconditional release. When a defendant fails to comply with any conditions of his release requiring him to establish, maintain, and reside at a specific residence and his whereabouts have therefore become unknown to the authorities charged with his supervision or when the defendant leaves the state of Colorado without the consent of the committing court, the defendant's absence from supervision shall constitute escape, as defined in section 18-8-208, C.R.S. Such offense occurs in the county in which the defendant is authorized to reside.

(d) Any terms and conditions imposed by the court on the defendant's release and the defendant's mental status shall be reviewed at least every twelve months unless the court sooner holds a release hearing as provided in this section.

(e) As long as the defendant is granted conditional release and is subject to the provisions thereof, there shall be free transmission of all information, including clinical information regarding the defendant, among the department of human services, the appropriate community mental health centers, and appropriate district attorneys, law enforcement, and court personnel.

(4) (a) In addition to any terms and conditions of release imposed pursuant to subsection (3) of this section, a court shall order a defendant, as a condition of

release, to register with the local law enforcement agency of the jurisdiction in which the defendant resides if the court finds that:

(I) The defendant was found not guilty by reason of insanity on a charge of an offense involving unlawful sexual behavior; or

(II) The defendant was found not guilty by reason of insanity on a charge of any other offense, the underlying factual basis of which includes an offense involving unlawful sexual behavior.

(a.5) In addition to any terms and conditions of release imposed pursuant to subsection (3) of this section, a court may order a defendant, as a condition of release, to register with the local law enforcement agency of the jurisdiction in which the defendant resides if the court finds that the chief officer of the institution in which the defendant has been committed recommends registration based on information obtained from the defendant during the course of treatment that indicates the defendant has committed an offense involving unlawful sexual behavior.

(b) The court's order placing the defendant on conditional release shall include notice of the requirement to register. The court's order, at a minimum, shall specify:

(I) The time period following release within which the defendant shall register with the local law enforcement agency;

(II) The time period following a change of residence within which the defendant shall reregister with the local law enforcement agency of the jurisdiction in which the defendant resides;

(III) The frequency with which the defendant must reregister with the local law enforcement agency of the jurisdiction in which the defendant resides to provide a periodic verification of the defendant's location;

(IV) Any other circumstances under which the defendant must reregister with the local law enforcement agency of the jurisdiction in which the defendant resides.

(c) Prior to release of any defendant who is required to register as a condition of release pursuant to this subsection (4), the department of human services shall obtain from the defendant the address at which the defendant plans to reside upon release. At least two days prior to release of the defendant, the department of human services shall notify the local law enforcement agency of the jurisdiction in which the defendant plans to reside upon release and the Colorado bureau of investigation of the anticipated release of the defendant and shall provide to the local law enforcement agency and the Colorado bureau of investigation the address at which the defendant plans to reside, a copy of the court order establishing the condition to register pursuant to this section, and any other pertinent information concerning the defendant.

(d) If the defendant plans to reside within the corporate limits of any city, town, or city and county, the defendant shall register at the office of the chief law enforcement officer of the city, town, or city and county. If the defendant plans to reside outside of such corporate limits, the defendant shall register at the office of the county sheriff of the county in which the defendant plans to reside.

(e) A defendant who registers with a local law enforcement agency as a condition of release pursuant to this subsection (4) shall register using forms provided by the local law enforcement agency and shall provide the information requested by the local law enforcement agency, including at a minimum a photograph and a complete set of fingerprints.

(f) The local law enforcement agency shall transmit any registrations received pursuant to paragraph (e) of this subsection (4) to the Colorado bureau of investigation within three business days following receipt. The Colorado bureau of investigation shall include any registration information received pursuant to this section in the central registry established pursuant to section 16-22-110, and shall

specify that the information applies to a defendant required to register as a condition of release pursuant to this section. The forms completed by defendants required to register as a condition of release pursuant to this subsection (4) shall be confidential and shall not be open to inspection except as provided in paragraph (e) of subsection (3) of this section and except as provided for release of information to the public pursuant to sections 16-22-110 (6) and 16-22-112.

(g) As used in this subsection (4), "an offense involving unlawful sexual behavior" means any of the following offenses:

(I) (A) Sexual assault, in violation of section 18-3-402, C.R.S.; or

(B) Sexual assault in the first degree, in violation of section 18-3-402, C.R.S., as it existed prior to July 1, 2000;

(II) Sexual assault in the second degree, in violation of section 18-3-403, C.R.S., as it existed prior to July 1, 2000;

(III) (A) Unlawful sexual contact, in violation of section 18-3-404, C.R.S.; or

(B) Sexual assault in the third degree, in violation of section 18-3-404, C.R.S., as it existed prior to July 1, 2000;

(IV) Sexual assault on a child, in violation of section 18-3-405, C.R.S.;

(V) Sexual assault on a child by one in a position of trust, in violation of section 18-3-405.3, C.R.S.;

(VI) Sexual assault on a client by a psychotherapist, in violation of section 18-3-405.5, C.R.S.;

(VII) Enticement of a child, in violation of section 18-3-305, C.R.S.;

(VIII) Incest, in violation of section 18-6-301, C.R.S.;

(IX) Aggravated incest, in violation of section 18-6-302, C.R.S.;

(X) Trafficking in children, in violation of section 18-6-402, C.R.S.;

(XI) Sexual exploitation of children, in violation of section 18-6-403, C.R.S.;

(XII) Procurement of a child for sexual exploitation, in violation of section 18-6-404, C.R.S.;

(XIII) Indecent exposure, in violation of section 18-7-302, C.R.S.;

(XIV) Soliciting for child prostitution, in violation of section 18-7-402, C.R.S.;

(XV) Pandering of a child, in violation of section 18-7-403, C.R.S.;

(XVI) Procurement of a child, in violation of section 18-7-403.5, C.R.S.;

(XVII) Keeping a place of child prostitution, in violation of section 18-7-404, C.R.S.;

(XVIII) Pimping of a child, in violation of section 18-7-405, C.R.S.;

(XIX) Inducement of child prostitution, in violation of section 18-7-405.5, C.R.S.;

(XX) Patronizing a prostituted child, in violation of section 18-7-406, C.R.S.; or

(XXI) Criminal attempt, conspiracy, or solicitation to commit any of the offenses specified in this paragraph (g).

(h) Any condition imposed pursuant to this subsection (4) shall be in addition to any conditions that may be imposed pursuant to subsection (3) of this section and shall be subject to monitoring, review, and enforcement in the same manner as any condition imposed pursuant to subsection (3) of this section.

(i) (I) Any defendant required to register as a condition of release pursuant to this subsection (4), upon completion of a period of not less than twenty years from the date the defendant is placed on conditional release, may petition the district court for an order that discontinues the requirement for such registration and removes the defendant's name from the central registry established pursuant to section 16-22-110. The court may issue such order only if the court makes written findings of fact that the defendant has neither been convicted nor found not guilty by reason of insanity of an offense involving unlawful sexual behavior subsequent to his or her conditional release and that the defendant would not pose an undue threat to the community if allowed to live in the community without registration.

(II) Upon the filing of a petition pursuant to this paragraph (i), the court shall set a date for a hearing on the petition. The defendant shall notify the local law enforcement agency with which the defendant is required to register and the prosecuting attorney for the jurisdiction in which the local law enforcement agency is located of the filing of the petition and the hearing date. Upon the victim's request, the court shall notify the victim of the filing of the petition and the hearing date. At the hearing, the court shall give opportunity to the victim to provide written or oral testimony. If the court enters an order discontinuing the defendant's duty to register, the defendant shall send a copy of the order to the local law enforcement agency and the Colorado bureau of investigation.

16-8-115.5. Enforcement and revocation of conditional release from commitment.

(1) The terms and conditions imposed upon a defendant's release pursuant to section 16-8-115 (3) or (4) may be enforced as are any other orders of court.

(2) (Deleted by amendment, L. 94, p. 1423, §2, effective July 1, 1994.)

(3) Whenever the superintendent of the Colorado mental health institute at Pueblo has probable cause to believe that such defendant has become ineligible to remain on conditional release as defined in section 16-8-102 (4.5), said superintendent shall notify the district attorney for the judicial district where the defendant was committed. The superintendent or the district attorney shall apply for a warrant to be directed to the sheriff or a peace officer in the jurisdiction in which the defendant resides or may be found commanding such sheriff or peace officer to take custody of the defendant. The application shall include the order conditionally releasing the defendant pursuant to section 16-8-115 (3) and supporting documentation showing that defendant has become ineligible to remain on conditional release as defined in section 16-8-102 (4.5). The committing court and the district court for the tenth judicial district are authorized to issue such a warrant pursuant to the provisions of section 16-1-106. The superintendent shall mail a copy of the application to the committing court and the district attorney in the committing jurisdiction.

(4) The sheriff or peace officer to whom the warrant is directed pursuant to subsection (3) of this section shall take all necessary legal action to take custody of the defendant. A sheriff shall deliver the defendant immediately to the Colorado mental health institute at Pueblo which shall provide care and security for the defendant. If any other peace officer takes custody of the defendant, such peace officer shall deliver the defendant to the custody of the sheriff of the jurisdiction in which the defendant was found, and such sheriff shall comply with the provisions of this subsection (4).

(5) The Colorado mental health institute at Pueblo shall examine the defendant to evaluate the defendant's ability to remain on conditional release. The examination shall be consistent with the procedure provided in section 16-8-106. If the defendant refuses to submit to and cooperate with the examination, the committing court shall revoke the conditional release. The examination shall be completed within twenty days after the defendant has been delivered to the institute as a result of the

defendant's arrest. The institute shall mail or deliver a written report of the examination to the committing court and the district attorney in the committing jurisdiction promptly after the examination is completed. The defendant may request an examination as provided in section 16-8-108.

(6) (a) The district attorney for the judicial district where the defendant was committed may file in the committing court a petition for the revocation of the defendant's conditional release. The petition shall set forth the name of the defendant, an allegation that the defendant has become ineligible to remain on conditional release as defined in section 16-8-102 (4.5), and the substance of the evidence sustaining the allegation.

(b) If the district attorney for the committing judicial district does not file a petition for revocation, as provided in paragraph (a) of this subsection (6), within ten days after the defendant is delivered to the Colorado mental health institute at Pueblo, the defendant shall be immediately released from custody; except that, upon a showing of good cause by the district attorney, the court may grant a reasonable extension of time to file the petition for revocation.

(c) The court may dismiss revocation proceedings at any time upon receipt of a written request for dismissal from the district attorney who filed the petition for revocation.

(d) The district attorney for the committing judicial district shall ensure that the defendant receives a copy of the petition for revocation prior to any appearance by the defendant before the court.

(7) (Deleted by amendment, L. 97, p. 1554, § 9, effective July 1, 1997.)

(8) Within thirty days after the defendant is delivered to the Colorado mental health institute in Pueblo pursuant to subsection (4) of this section, and if the defendant is not released from custody pursuant to paragraph (b) of subsection (6) of this section,

the committing court shall hold a hearing on the petition for revocation of conditional release. At such hearing, any evidence having probative value shall be admissible, but the defendant shall be permitted to offer testimony and to call, confront, and cross-examine witnesses. If the court finds by a preponderance of the evidence that the defendant has become ineligible to remain on conditional release as defined in section 16-8-102 (4.5), it shall enter an order revoking the defendant's conditional release and recommitting the defendant. At any time thereafter, the defendant may be afforded a release hearing as provided in section 16-8-115. If the court does not find by a preponderance of the evidence that the defendant has become ineligible to remain on conditional release as defined in section 16-8-102 (4.5), it shall dismiss the petition and reinstate or modify the original order of conditional release.

16-8-116. Release by hospital authority.

(1) When the chief officer of the institution in which a defendant has been committed after a finding of not guilty by reason of insanity determines that the defendant no longer requires hospitalization because he no longer suffers from a mental disease or defect which is likely to cause him to be dangerous to himself, to others, or to the community in the reasonably foreseeable future, such chief officer shall report this determination to the court that committed the defendant and the prosecuting attorney, including in the report a report of examination equivalent to a release examination. The clerk of the court shall forthwith furnish a copy of the report to counsel for the defendant.

(2) Within thirty days after receiving the report of the chief officer of the institution having custody of the defendant, the court shall set a hearing on the discharge of the defendant in accordance with section 16-8-115, whether or not such report is contested.

(3) Repealed.

16-8-117. Advisement on matters to be determined.

When a determination is to be made as to a defendant's competency to proceed or eligibility for release, the court shall explain to the defendant the nature and consequences of the proceeding and the rights of the defendant under this section, including his right to a jury trial upon the question of eligibility for release. The defendant, if he wishes to contest the question, may request a hearing which shall then be granted as a matter of right. At the hearing, the defendant and the prosecuting attorney are entitled to be present in person, to examine any reports of examination or other matter to be considered by the court as bearing upon the determination, to introduce evidence, summon witnesses, cross-examine witnesses for the other side or the court, and to make opening and closing statements and argument. The court may examine or cross-examine any witness called by the defendant or prosecuting attorney and may summon and examine witnesses on its own motion.

16-8-118. Temporary removal for treatment and rehabilitation.

(1) The chief officer of the institution in which a defendant has been committed under this article may authorize treatment and rehabilitation activities involving temporary physical removal of such person from the institution in which the defendant has been placed, if prior to such authorization the following procedures are carried out:

(a) Such chief officer shall give written notice by certified mail, with return receipt requested, to the committing court and the district attorney that on or after thirty days from the date of mailing such notice he will authorize treatment and rehabilitation activities involving temporary physical removal of the defendant from the institution, unless written objections to such authorization are received by him within thirty days from the date of mailing such notice.

(b) The clerk of the committing court shall deliver a copy of the notice mentioned in paragraph (a) of this subsection (1) to the attorney of record for the defendant. The district attorney or the attorney of record for the defendant may file objections with the clerk of the committing court to the proposed action of the chief officer of the institution in which such defendant is held. A copy of any such objections shall be delivered by the party making such objections, either by mail or by personal service, to such chief officer prior to the expiration of thirty days from the mailing of the notice by the chief officer of the institution.

(c) In the event that objections are filed and served as provided in paragraphs (a) and (b) of this subsection (1), the committing court shall fix a time for a hearing upon the objections, and no removal of the defendant from the institution in which he is held shall be authorized unless and until approval thereof is given by the committing court following such hearing.

(2) (a) A court shall order any defendant who receives treatment and rehabilitation activities involving temporary physical removal of the defendant from the institution to register with the local law enforcement agency of the jurisdiction in which the defendant resides if the court finds that:

(I) The defendant was found not guilty by reason of insanity on a charge of an offense involving unlawful sexual behavior; or

(II) The defendant was found not guilty by reason of insanity on a charge of any other offense, the underlying factual basis of which includes an offense involving unlawful sexual behavior.

(a.5) A court may order any defendant who receives treatment and rehabilitation activities involving temporary physical removal of the defendant from the institution to register with the local law enforcement agency of the jurisdiction in which the defendant resides if the court finds that the chief officer of the institution in which the defendant has been committed recommends registration based on

information obtained from the defendant during the course of treatment that indicates the defendant has committed an offense involving unlawful sexual behavior.

(b) Prior to temporary physical removal from the institution of any defendant who is required to register pursuant to this subsection (2), the department of human services shall obtain from the defendant the address at which the defendant plans to reside and shall notify the local law enforcement agency of the jurisdiction in which the defendant plans to reside and the Colorado bureau of investigation as provided in section 16-8-115 (4) (c).

(c) Any defendant required to register pursuant to this subsection (2) shall register as provided in section 16-8-115 (4). The local law enforcement agency shall transmit any registrations received pursuant to this subsection (2) to the Colorado bureau of investigation within three business days following receipt. The Colorado bureau of investigation shall include any registration information received pursuant to this section in the central registry established pursuant to section 16-22-110, and shall specify that the information applies to a defendant required to register as a condition of temporary physical removal from an institution. The forms completed by defendants required to register pursuant to this subsection (2) shall be confidential and shall not be open to inspection except as otherwise provided in section 16-8-115 (3) (e) for information pertaining to persons granted conditional release and except as provided for release of information to the public pursuant to sections 16-22-110 (6) and 16-22-112.

(d) (I) Any defendant required to register pursuant to this subsection (2), upon completion of a period of not less than twenty years from the date the defendant begins receiving treatment and rehabilitation activities involving temporary physical removal of the defendant from the institution, may petition the district court for an order that discontinues the requirement for such registration and removes the defendant's name from the central registry established pursuant to section 16-22-110. The court may issue such order only if the court makes written findings of fact

that the defendant has neither been convicted nor found not guilty by reason of insanity of an offense involving unlawful sexual behavior subsequent to such temporary removal and that the defendant would not pose an undue threat to the community if allowed to live in the community without registration.

(II) Upon the filing of a petition pursuant to this paragraph (d), the court shall set a date for a hearing on the petition. The defendant shall notify the local law enforcement agency with which the defendant is required to register and the prosecuting attorney for the jurisdiction in which the local law enforcement agency is located of the filing of the petition and the hearing date. Upon the victim's request, the court shall notify the victim of the filing of the petition and the hearing date. At the hearing, the court shall give opportunity to the victim to provide written or oral testimony. If the court enters an order discontinuing the defendant's duty to register, the defendant shall send a copy of the order to the local law enforcement agency and the Colorado bureau of investigation.

16-8-119. Counsel and physicians for indigent defendants.

In all proceedings under this article, upon motion of the defendant and proof that he is indigent and without funds to employ physicians, psychologists, or attorneys to which he is entitled under this article, the court shall appoint such physicians, psychologists, or attorneys for him at state expense.

16-8-120. Applicable tests for release.

(1) As to any person charged with any crime allegedly committed on or after June 2, 1965, the test for determination of a defendant's sanity for release from commitment, or his eligibility for conditional release, shall be: "That the defendant has no abnormal mental condition which would be likely to cause him to be dangerous either to himself or to others or to the community in the reasonably foreseeable future".

(2) As to any person charged with any crime allegedly committed prior to June 2, 1965, the test for determination of a defendant's sanity for release from commitment, or his eligibility for conditional release, shall be the test provided by law at the time of the alleged crime to determine the sanity or insanity of such defendant.

(3) As to any person charged with any crime allegedly committed on or after July 1, 1983, the test for determination of a defendant's sanity for release from commitment, or his eligibility for conditional release, shall be: "That the defendant has no abnormal mental condition which would be likely to cause him to be dangerous either to himself or others or to the community in the reasonably foreseeable future, and is capable of distinguishing right from wrong and has substantial capacity to conform his conduct to requirements of law".

(4) As to any person charged with any crime allegedly committed on or after July 1, 1983, but before July 1, 1995, resulting in commitment by reason of impaired mental condition, the test for determination of a defendant's mental condition for release from commitment, or a defendant's eligibility for conditional release, shall be: "That the defendant has no abnormal mental condition which would be likely to cause the defendant to be dangerous either to himself or herself or to others or to the community in the reasonably foreseeable future".

16-8-121. Escape - return to institution.

(1) If any defendant, confined in an institution for the care and treatment of persons with mental illness or developmental disabilities under the supervision of the executive director of the department of human services, escapes from such institution, it is the duty of the chief officer thereof to apply forthwith to the district court for the county in which the hospital or institution is located for a warrant of arrest directed to the sheriff of the county, commanding him or her forthwith to take all necessary legal action to effect the arrest of such defendant and to return him or her promptly to the institution; and the fact of an escape becomes a part of the

official record of a defendant and shall be certified to the committing court as part of the record in any proceeding to determine whether the defendant is eligible for release from commitment or eligible for conditional release.

(2) If any defendant committed to the custody of the executive director of the department of human services and placed in an institution under his supervision has escaped from an asylum or other institution for insane persons or users of drugs or narcotics of another state, the chief officer thereof is authorized to return such defendant to the institution from which he escaped. The chief officer is further authorized to effect the return at the expense of the state of Colorado and under such terms and conditions as the chief officer deems suitable.

16-8-122 Commitment and observation.

Upon the termination of the period of observation of a defendant committed under section 16-8-106, the authorities shall present to the court their account, evidenced by a statement thereof based upon the established per diem rate of the place of confinement. If approved by the court, the account shall be paid by the state pursuant to section 13-3-104, C.R.S.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

Performance Measures:

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Mental Health Institutes	Maintain the forensics wait list for admission of ITP and competency evaluation inpatients at an average of less than 24 days, and at no more than 28 days for any one patient.	Program Benchmark	NA	<24; <29	Avg. wait = 15.0 days; Number over 28 days = 0	Avg. wait = 15.0 days; Number over 28 days = 0
		Actual	NA	Avg. wait = 10.2 days		
			NA	Number over 28 days = 0		

The HSFI will have a unit specifically dedicated to this population and should be able to remain within court ordered waiting list requirements.

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Mental Health Institutes	Reduce the number of consumers readmitted to Mental Health Institute inpatient psych units within 180 days (based upon admission to the campus) by 1%.	Program Benchmark	666	582	516	510
		Actual	CMHIP = 302 CMHIFL = 280 MHIs = 582	CMHIP = 236 CMHIFL = 280 MHIs = 516		

Benchmark is based on actual data from FY 2004-05 (666 consumers).

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Mental Health Institutes	Reduce the average number of days used per patient on medium- and maximum- security forensics units within the fiscal year by 1%.	Program Benchmark	100.1	100.1	100.1	100.1
		Actual	98.2	95.0		

Benchmark is based on actual data from FY 2004-05 (462 patients, 36,268 days). This will determine whether the HSFI treatment areas are effective at reducing the average length of stay for this population.

MH Institutes - Forensics Replacement Facility

Additional Beds	32						
		July 1, 2008 Monthly	To Hire % Above	FY 2007-08 Monthly	PERA	Medicare	Estimated Annual Costs
Required Direct Care FTE for 1.35 Ratio	FTE	Salary	Minimum	Cost	0.1015	0.0145	FY 2009-10

Mental Health Institutes - PS

Direct Care Staff

	FTE	Salary	To Hire % Above Minimum	Cost	PERA	Medicare	FY 2009-10
Clinical Team Leader (CA)* not direct	1.30	$ 6,163		$ 8,012	$ 813	$ 116	$ 107,295
Mid-Level Provider	1.40	$ 5,471	19%	$ 9,115	$ 925	$ 132	$ 122,064
Psychologist II	1.00	$ 5,872		$ 5,872	$ 596	$ 85	$ 78,638
Social Work / Counselor III	2.00	$ 4,172		$ 8,344	$ 847	$ 121	$ 111,743
Clin Therapist II	4.50	$ 3,201	19%	$ 17,141	$ 1,740	$ 249	$ 229,557
Therapist II	1.00	$ 4,083	19%	$ 4,889	$ 493	$ 70	$ 65,069
Therapist Assistant I	0.30	$ 2,582	19%	$ 915	$ 93	$ 13	$ 12,249
Teacher I	1.00	$ 4,422	19%	$ 5,262	$ 534	$ 76	$ 70,471
Subtotal Non-Nursing	12.50	$ 35,946		$ 59,520	$ 6,041	$ 863	$ 797,085
Nurse III	1.00	$ 4,963	19%	$ 5,906	$ 599	$ 86	$ 79,093
Nurse II	1.60	$ 4,727	19%	$ 9,000	$ 914	$ 131	$ 120,531
Nurse I	5.80	$ 4,172	19%	$ 28,795	$ 2,923	$ 418	$ 385,625
Health Care Technician I (MH Clin & Client Care Aide)	12.00	$ 2,562		$ 30,744	$ 3,121	$ 446	$ 411,724
Health Care Technician II	12.00	$ 2,692		$ 32,304	$ 3,279	$ 468	$ 432,615
Subtotal Nursing	32.40	$ 19,116		$ 106,749	$ 10,835	$ 1,548	$ 1,429,587

Subtotal Direct Care	43.60		
*Clinical Administrators	1.30		
Subtotal Unit Staff	44.90		
Staff-to-Pt Ratio	1.36		

Support Staff

	FTE	Salary	To Hire % Above Minimum	Cost	PERA	Medicare	FY 2009-10
Pharmacy Technician II	0.50	$ 2,562	19%	$ 1,524	$ 155	$ 22	$ 20,415
Admin Asst III	3.00	$ 2,885		$ 8,655	$ 878	$ 125	$ 115,908
Dietician III	1.00	$ 4,172	19%	$ 4,965	$ 504	$ 72	$ 66,487
Corr/Clin sec Officer II (Direct Care)	6.00	$ 3,620		$ 21,720	$ 2,205	$ 315	$ 290,874
Hosp. Police Officer II (Hosptial Security)	2.00	$ 4,190		$ 8,380	$ 851	$ 122	$ 112,225
Subtotal Support	12.50	$ 17,429		$ 45,244	$ 4,592	$ 656	$ 805,909

Total - MHI Salaries	57.40		$ 211,513		$ 2,832,581
PERA	0.10150		$ 21,469		Incld above
Medicare	0.01450		$ 3,067		Incld above
AED	0.01600		$ 3,384		$ 40,610
SAED	0.00500		$ 1,058		$ 12,691
STD	0.00130		$ 275		$ 3,300
HLD	$ 374.42		$ 21,492		$ 257,900
shift diff 1	0.0214	$ 15,762	$ 337		$ 4,048
shift diff 2	0.0936	$ 41,020	$ 3,839		$ 46,073
shift diff 3	0.1571	$ 50,496	$ 7,933		$ 95,195
MHI- Benefits					$ 459,817

Medical Staff Contract Costs

		FY 2006-07 Avg. Mon. Salary for Forensic Physicians	Benefits (24%) Plus CU Admin (8.1%)	Monthly Cost for 2 physicians	Annual total physician costs
CO University Contract Physicians	2.00	$ 12,821	$ 4,116	$ 33,873	$ 406,477

Sub-total Contractual Personal Services

Total - MH Institutes PS	59.40	$ 3,698,875

Annual Operating for Additional 32 Pt. Beds (Source)	FY 2005-06 Cost Per Day	Number of FTE/Pts	2% Inflationary Factor Applied to FY07 - FY10	FY 2008-09 Cost per Day	FY 2009-10 Cost per Day	FY 2009-10 Cost per Day for 32 Beds	FY 2009-10 Annual Cost For 32 Beds
Pt Food and Operating (FY 2005-06 Medicare Cost Rpt)	$ 7.81	32	1.02	NA	NA	$ 249.92	$ 91,221
Pharmaceuticals (FY 2005-06 Medicare Cost Rpt)	$ 16.33	32	1.02	$ 17.33	$ 17.68	$ 565.76	$ 206,502
Annual LAN Infrastructure-Computers (Common Policy)	$ 152	22.0	NA				$ 3,344
Annual LAN Infrastructure-Printers (Common Policy)	$ 100	4.0	NA				$ 400
FTE Operating (Common Policy)	$ 500	59.40	NA				$ 29,700
Sub Total							$ 331,167
One-Time Costs							
Library Material (FY 2007-08 Cap. Constrc. Opr. Est.)	$ 28,875		1.02				$ 29,453
Minor Furnishings (FY 2007-08 Cap. Constrc. Opr. Est.)	$ 3,638		1.02				$ 3,711
Desktop Computers and software (Common Policy)	$ 1,259	22					$ 27,698
One-Time LAN Infrastructure - Computers (Common Policy)	$ 645	22					$ 14,190
Printers (Common Policy)	$ 1,500	4					$ 6,000
One-Time LAN Infrastructure-Printers (Common Policy)	$ 115	4					$ 460
Sub Total							$ 81,511
Total - MHI Operating for Additional Beds							$ 412,678

TOTAL - MH INSTITUTES	59.4	$ 4,111,553
HS12 net MHI costs	46.7	$ 3,005,608
Difference	12.7	$ 1,105,945

ATTACHMENT 2 - TABLE 1: Summary by Long Bill Section and Line Item					
LONG BILL SECTION	**FTE**	**FY 2008-09**		**FTE**	**FY 2009-10**
(1) Executive Director's Office					
(A) General Administration					
Health, Life & Dental	0.0	$ -		0.0	$ 116,818
Short-term Disability	0.0	$ -		0.0	$ 1,376
Amortization Equalization Disbursement (AED)	0.0	$ 6,832		0.0	$ 16,930
Supplemental Amortization Equalization Disbursement (SAED)	0.0	$ 3,201		0.0	$ 5,290
Shift Differential	0.0	$ 19,773		0.0	$ 35,345
SUB-TOTAL Executive Director's Office	**0.0**	**$ 29,806**		**0.0**	**$ 175,759**
(8) Mental Health and Alcohol and Drug Abuse Services					
(C) Mental Health Institutes					
PERSONAL SERVICES (Info. only)					
Staffing per Updated FY 08 Capital Construction Operating Est. (Tables 2 & 3)	3.2	$ 216,125		12.7	$ 864,508
Additional Therapeutic and Security Staffing (Tables 4 & 5)	1.9	$ 98,769		10.0	$ 468,811
One-Time Personal Services Transition Costs for Startup (Tables 6, 7 & 8)	0.0	$ 215,419		0.0	$ -
Contractual PS Outside Medical Costs (Table 10)	0.0	$ -		0.0	$ 79,981
Prior Year Supplemental Amortization Equalization Disbursement (SAED)	0.0	$ -		0.0	$ 1,859
SUBTOTAL MHI Personal Services	**5.1**	**$ 530,313**		**22.7**	**$ 1,415,159**
OPERATING (Info. only)					
One-time and On-Going Library/Minor Furnishings (Table 13)	0.0	$ 26,650		0.0	$ 6,500
One-time moving costs (Table 11)	0.0	$ 10,000		0.0	$ -
One-time FTE Operating Costs (Table 11)	0.0	$ 27,060		0.0	$ -
On-Going Staff Operating (Table 11)	0.0	$ -		0.0	$ 65,930
Pharmaceuticals (Table 12)	0.0	$ -		0.0	$ 40,949
On-Going Patient Operating (Table 11)	0.0	$ -		0.0	$ 62,021
Skilled Nursing Unit Capital Outlay/Operating (Table 14)	0.0	$ 14,361		0.0	$ 798
SUBTOTAL MHI Operating	**0.0**	**$ 78,071**		**0.0**	**$ 176,198**
SUBTOTAL Mental Health Institute Line Item	**5.1**	**$ 608,384**		**22.7**	**$ 1,591,357**
GENERAL HOSPITAL Line Item					
GH costs for additional 12 beds/patients (Table 9)	0.0	$ -		0.0	$ (29,501)
SUBTOTAL Mental Health Institutes	**5.1**	**$ 608,384**		**22.7**	**$ 1,561,856**
TOTAL Request by Long Bill Line Item	5.1	$ 638,190		22.7	$ 1,737,615

ATTACHMENT 2 - TABLE 2: Balance of Updated FY 2007-08 Capital Construction Operating Estimate 12.7 FTE for HSFI Staffing, FY 2008-09

Non-Add - Shown for calculation of benefits only

Cost Estimates	(A)	(B)		(C)			(D)	(E)	(F)		(G)		(H)	(I)	(J)
Staffing Costs FY 2008-09	FY0809 Min Mnth Salary	Recruiting Increase	Adjusted Mnth Salary	FTE sum	FY number of months (March thru May)	FY Total Salaries	Annual PERA (.1015)	Annual Medicare (.0145)	Annual AED (.016)	Annual SAED (.0075)	Annual Short term Disability (.0013)	Shift Diff	Annual Shift Pay	Annual HLD	FY total Annual Salaries + PERA and MCR
Contract Psychiatrist costs	$ 12,821		0.75	NA	3.0	$ 28,847	Benefits 24% + 8.1%								$ 38,107
Direct Care															
Recreational Therapist (Clinical Therapist-II)	$ 3,201	$ -	$ 3,201	1.4	3.0	$ 13,444	$ 1,365	$ 195	$ 215	$ 101	$ -	0.0000	$ -	$ -	$ 15,004
Physical & Speech Therapists (Therapist-III)	$ 4,602	$ -	$ 4,602	1.0	3.0	$ 13,806	$ 1,401	$ 200	$ 221	$ 104	$ -	0.0000	$ -	$ -	$ 15,407
Lead Nurse (Mid Level Provider)	$ 5,471	$ -	$ 5,471	1.0	3.0	$ 16,413	$ 1,666	$ 238	$ 263	$ 123	$ -	0.0000	$ -	$ -	$ 18,317
Teacher-I	$ 4,422	$ -	$ 4,422	1.0	3.0	$ 13,266	$ 1,346	$ 192	$ 212	$ 99	$ -	0.0000	$ -	$ -	$ 14,804
Nurse-II, shift 1	$ 4,727	$ -	$ 4,727	1.0	3.0	$ 14,181	$ 1,439	$ 206	$ 227	$ 106	$ -	0.0214	$ 303	$ -	$ 15,826
Support															
Administrative Assistant-III	$ 2,885	$ -	$ 2,885	1.0	3.0	$ 8,655	$ 878	$ 125	$ 138	$ 65	$ -	0.0000	$ -	$ -	$ 9,658
Pharmacy-II	$ 7,064	$ -	$ 7,064	1.0	3.0	$ 21,192	$ 2,151	$ 307	$ 339	$ 159	$ -	0.0000	$ -	$ -	$ 23,650
Dietitian-II	$ 4,172	$ -	$ 4,172	0.5	3.0	$ 6,258	$ 635	$ 91	$ 100	$ 47	$ -	0.0000	$ -	$ -	$ 6,984
Correctional Yth/Clin Security Officer I, shift 2	$ 3,285	$ -	$ 3,285	1.6	3.0	$ 15,768	$ 1,600	$ 229	$ 252	$ 118	$ -	0.0936	$ 1,476	$ -	$ 17,597
Correctional Yth/Clin Security Officer-II, shift 1	$ 3,620	$ -	$ 3,620	1.6	3.0	$ 17,376	$ 1,764	$ 252	$ 278	$ 130	$ -	0.0000	$ -	$ -	$ 19,392
Correctional Yth/Clin Security Spec-III, shift 1	$ 3,991	$ -	$ 3,991	1.6	3.0	$ 19,157	$ 1,944	$ 278	$ 307	$ 144	$ -	0.0000	$ -	$ -	$ 21,379
				12.7											
Annual Pro-rated Subtotals		$ -		3.2		$ 16,191	$ 2,313	$ 2,552	$ 1,196	$ -		$ 1,779	$ -		$ 216,125

EDO Costs (not funded)		
Health, Life & Dental	$	-
Short-term Disability	$	-
AED	$	2,552
SAED	$	1,196
Shift Differential	$	1,779
Total	$	5,527

plus EDO total $ 5,527
grand total $ 221,652

(A) FY09 minimum monthly salary-Annual Compensation Survey Report for FY 2008-09, Proposed Compensation Plan.

(B) Increase above minimum salary necessary for recruiting due to market competition; this increase was approved for the FY 2006-07 Supp/BA for 20-bed unit. Not requested.

(C) Total FTE requested, adjusted to staff certain positions seven days a week.

(D) PERA at 10.15%.

(E) Medicare at 1.45%.

(F) AED at 1.6%.; FY09 SAED at 0.75%. FY10 SAED at 0.5%

(G) Short-term disability at 0.13%.

(H) Shift adjustment added according to appropriate shift pay.

(I) Health, Life and Dental estimated cost at Departmental average $4,493.

(J) Total agency FTE cost by position classification, excluding shift differential, AED, short-term disability and HLD (which fall under the Executive Director's Office).

ATTACHMENT 2 - TABLE 3: Annualization of Updated FY 2007-08 Capital Construction Operating Estimate 12.7 FTE for HSFi Staffing, FY 2009-10

Monthly salary base from the *Survey Report Compensation Plan Pay Structure for FY 2008-09*

Cost Estimates

Non-Add - Shown for calculation of benefits only

	(A)	(B)	(C)				(D)	(E)		(F)	(G)		(H)	(I)	(J)
Staffing Costs FY 2009-10	FY0809 Min Mnth Salary	Recruiting Increase	Adjusted Mnth Salary	FTE sum	FY number of months (March thru May)	FY Total Salaries	Annual PERA (.1015)	Annual Medicare (.0145)	Annual AED (.016)	Annual SAED (.005)	Annual Short term Disability (.0013)	Shift Diff	Annual Shift Pay	Annual HLD	FY total Annual Salaries + PERA and MCR
0.75 Contract Psychiatrist costs	$ 12,821		0.75	NA	12.0	$ 115,389	Benefits 32.1%								$ 152,429
Direct Care															
Recreational Therapist (Clinical Therapist-II)	$ 3,201	$ -	$ 3,201	1.4	12.0	$ 53,777	$ 5,458	$ 780	$ 860	$ 269	$ 70	0.0000	$ -	$ 8,986	$ 60,015
Physical & Speech Therapists (Therapist-II)	$ 4,602	$ -	$ 4,602	1.0	12.0	$ 55,224	$ 5,605	$ 801	$ 884	$ 276	$ 72	0.0000	$ -	$ 4,493	$ 61,630
Lead Nurse (Mid Level Provider)	$ 5,471	$ -	$ 5,471	1.0	12.0	$ 65,652	$ 6,664	$ 952	$ 1,050	$ 328	$ 85	0.0000	$ -	$ 4,493	$ 73,268
Teacher-I	$ 4,422	$ -	$ 4,422	1.0	12.0	$ 53,064	$ 5,386	$ 769	$ 849	$ 265	$ 69	0.0000	$ -	$ 4,493	$ 59,219
Nurse-II, shift 1	$ 4,727	$ -	$ 4,727	1.0	12.0	$ 56,724	$ 5,757	$ 822	$ 908	$ 284	$ 74	0.0214	$ 1,214	$ 4,493	$ 63,304
Support															
Administrative Assistant-III	$ 2,885	$ -	$ 2,885	1.0	12.0	$ 34,620	$ 3,514	$ 502	$ 554	$ 173	$ 45	0.0000	$ -	$ 4,493	$ 38,636
Pharmacy-II	$ 7,064	$ -	$ 7,064	1.0	12.0	$ 84,768	$ 8,604	$ 1,229	$ 1,356	$ 424	$ 110	0.0000	$ -	$ 4,493	$ 94,601
Dietitian-III	$ 4,172	$ -	$ 4,172	0.5	12.0	$ 25,032	$ 2,541	$ 363	$ 401	$ 125	$ 33	0.0000	$ -	$ 4,493	$ 27,936
Correctional Yth/Clin Security Officer I, shift 2	$ 3,285	$ -	$ 3,285	1.6	12.0	$ 63,072	$ 6,402	$ 915	$ 1,009	$ 315	$ 82	0.0936	$ 5,904	$ 8,986	$ 70,388
Correctional Yth/Clin Security Officer-II, shift 1	$ 3,620	$ -	$ 3,620	1.6	12.0	$ 69,504	$ 7,055	$ 1,008	$ 1,112	$ 348	$ 90	0.0000	$ -	$ 8,986	$ 77,566
Correctional Yth/Clin Security Officer-III, shift 1	$ 3,991	$ -	$ 3,991	1.6	12.0	$ 76,627	$ 7,778	$ 1,111	$ 1,226	$ 383	$ 100	0.0000	$ -	$ 8,986	$ 85,516
Annual Subtotals				12.7			$ 64,763	$ 9,252	$ 10,209	$ 3,190	$ 830		$ 7,117	$ 67,396	$ 864,508
Prior Year SAED	$ 1,197														

EDO Costs

Health, Life & Dental	$ 67,396
Short-term Disability	$ 830
AED	$ 10,209
SAED	$ 3,190
Shift Differential	$ 7,117
Total	$ 88,742

plus EDO total $ 88,742
grand total $ 953,250

(A) FY09 minimum monthly salary-Annual Compensation Survey Report for FY 2008-09, Proposed Compensation Plan.

(B) Increase above minimum salary necessary for recruiting due to market competition; this increase was approved for the FY 2006-07 Supp/BA for 20-bed unit. Not requested.

(C) Total FTE requested, adjusted to staff certain positions seven days a week.

(D) PERA at 10.15%.

(E) Medicare at 1.45%.

(F) AED at 1.6%; FY09 SAED at 0.75%; FY10 SAED at 0.5%

(G) Short-term disability at 0.13%.

(H) Shift adjustment added according to appropriate shift pay.

(I) Health, Life and Dental estimated cost at Departmental average $4,493

(J) Total agency FTE cost by position classification, excluding shift differential, AED, short-term disability and HLD (which fall under the Executive Director's Office).

ATTACHMENT 2 - TABLE 4: Additional Security and Therapeutic Staffing for HSFI, FY 2008-09

Salaries from the *Survey Report Compensation Plan Pay Structure for FY 2008-09*

Cost Estimates

Non-Add : Shown for calculation of benefits only.

Direct Care	FY0809 Min Mnth Salary (A)	Recruiting Increase (B)	Adjusted Mnth Salary	FTE	7 day/wk FTE adj	FTE sum (C)	FY number of months*	FY Total Salaries	Annual PERA (.1015) (D)	Annual Medicare (.0145) (E)	Annual AED (.016) (F)	Annual SAED (.0075) (F)	Annual Short term Disability (.0013) (G)	Shift Diff	Annual Shift Pay (H)	Annual HLD (I)	FY total Annual Salaries + PERA and MCR (J)
Recreational Therapist (Clinical Therapist-II)	$ 3,201	$ -	$ 3,201	0.60	1.0	0.6	2.0	$ 3,841	$ 390	$ 56	$ 61	$ 29	$ -	0.0000	$ -	$	$ 4,287
Nurse-I, shift 3	$ 4,172	$ -	$ 4,172	1.00	1.0	1.0	2.0	$ 8,344	$ 847	$ 121	$ 134	$ 63	$ -	0.1571	$ 1,311	$	$ 9,312
Nurse III, shift 3	$ 4,963	$ -	$ 4,963	1.40	1.0	1.4	2.0	$ 13,896	$ 1,410	$ 201	$ 222	$ 104	$ -	0.1571	$ 2,183	$	$ 15,508
HCT I, shift 2	$ 2,562	$ -	$ 2,562	1.00	1.0	1.0	2.0	$ 5,124	$ 520	$ 74	$ 82	$ 38	$ -	0.0936	$ 480	$	$ 5,718
Correctional Yth/Clin Security Officer-II, shift 1	$ 3,620	$ -	$ 3,620	1.00	1.0	1.0	2.0	$ 7,240	$ 735	$ 105	$ 116	$ 54	$ -	0.0214	$ 155	$	$ 8,080
Client Care Aide II, shift 1	$ 2,112	$ -	$ 2,112	2.00	1.0	2.0	2.0	$ 8,448	$ 857	$ 122	$ 135	$ 63	$ -	0.0214	$ 181	$	$ 9,428
Client Care Aide II, shift 2	$ 2,112	$ -	$ 2,112	1.00	1.0	1.0	2.0	$ 4,224	$ 429	$ 61	$ 68	$ 32	$ -	0.0936	$ 395	$	$ 4,714
Support																
Clinical Team Leader	$ 6,163	$ -	$ 6,163	1.00	1.0	1.0	5.0	$ 30,815	$ 3,128	$ 447	$ 493	$ 231	$ -	0.0000	$ -	$	$ 34,390
Corr/Yth/Clin Security Officer I (Security Reception)	$ 3,285	$ -	$ 3,285	1.00	1.0	1.0	2.0	$ 6,570	$ 667	$ 95	$ 105	$ 49	$ -	0.0000	$ -	$	$ 7,332
						10.0											
Annual Pro-rated Subtotals	$ -					1.9			$ 8,983	$ 1,283	$ 1,416	$ 663	$ -		$ 4,705	$ -	$ 98,769

*Either a Jan or April 2009 start date; June not included due to pay date shift.

EDO Costs (not funded)	
Health, Life & Dental	$ -
Short-term Disability	$ -
AED	$ 1,416
SAED	$ 663
Shift Differential	$ 4,705
Total	$ 6,784

plus EDO total / $ 6,784
grand total / $ 105,553

NOTES

(A) FY09 minimum monthly salary-Annual Compensation Survey Report for FY 2008-09, Proposed Compensation Plan.

(B) Increase above minimum salary necessary for recruiting due to market competition; this increase was approved for the FY 2006-07 Supp/BA for 20-bed unit. Not requested.

(C) Total FTE requested, adjusted to staff certain positions seven days a week.

(D) PERA at 10.15%.

(E) Medicare at 1.45%.

(F) AED at 1.6%., FY09 SAED at 0.75%, FY10 SAED at 0.5%

(G) Short-term disability at 0.13%.

(H) Shift adjustment added according to appropriate shift pay.

(I) Health, Life and Dental estimated cost at Departmental average $4,493.

(J) Total agency FTE cost by position classification, excluding shift differential, AED, short-term disability and HLD (which fall under the Executive Director's Office).

ATTACHMENT 2 - TABLE 5: Annualization of Additional Security and Therapeutic Staffing for HSFI, FY 2009-10

Salaries from the *Survey Report Compensation Plan Pay Structure for FY 2008-09*

Cost Estimates

Non-Add - Shown for calculation of benefits only.

Direct Care	FY0809 Min Mnth Salary (A)	Recruiting Increase (B)	Adjusted Mnth Salary	FTE	7 day/wk FTE adj	FTE sum (C)	FY 2009-10 number of months	FY Total Salaries	Annual PERA (.1015) (D)	Annual Medicare (.0145) (E)	Annual AED (.016) (F)	Annual SAED (.005)	Annual Short term Disability (.0013) (G)	Shift Diff	Annual Shift Pay	Annual HLD (H)	FY total Annual Salaries + PERA and MCR (I)
Recreational Therapist (Clinical Therapist-II)	$ 3,201	$ -	$ 3,201	0.60	1.0	0.6	12.0	$ 23,047	$ 2,339	$ 334	$ 369	$ 115	$ 30	0.0000	$ -	$ 4,493	$ 25,721
Nurse-I, shift 3	$ 4,172	$ -	$ 4,172	1.00	1.0	1.0	12.0	$ 50,064	$ 5,081	$ 726	$ 801	$ 250	$ 65	0.1571	$ 7,865	$ 4,493	$ 65,871
Nurse III, shift 3	$ 4,963	$ -	$ 4,963	1.40	1.0	1.4	12.0	$ 83,378	$ 8,463	$ 1,209	$ 1,334	$ 417	$ 108	0.1571	$ 13,099	$ 8,986	$ 93,050
HCT I, shift 2	$ 2,562	$ -	$ 2,562	1.00	1.0	1.0	12.0	$ 30,744	$ 3,121	$ 446	$ 492	$ 154	$ 40	0.0936	$ 2,878	$ 4,493	$ 34,310
Correctional Yth/Clin Security Officer-II, shift 1	$ 3,620	$ -	$ 3,620	1.00	1.0	1.0	12.0	$ 43,440	$ 4,409	$ 630	$ 695	$ 217	$ 56	0.0214	$ 930	$ 4,493	$ 48,479
Client Care Aide II, shift 1	$ 2,112	$ -	$ 2,112	2.00	1.0	2.0	12.0	$ 50,688	$ 5,145	$ 735	$ 811	$ 253	$ 66	0.0214	$ 1,085	$ 8,986	$ 56,568
Client Care Aide II, shift 2	$ 2,112	$ -	$ 2,112	1.00	1.0	1.0	12.0	$ 25,344	$ 2,572	$ 367	$ 406	$ 127	$ 33	0.0936	$ 2,372	$ 4,493	$ 28,284
Sub-total						8.0		$ 306,706			$ 4,907	$ 1,534	$ 399		$ 28,228	$ 40,437	$ 342,283
Support																	
Clinical Team Leader	$ 6,163	$ -	$ 6,163	1.00	1.0	1.0	12.0	$ 73,956	$ 7,507	$ 1,072	$ 1,183	$ 370	$ 96	0.0000	$ -	$ 4,493	$ 82,635
Corr/Yth/Clin Security Officer I (Security Reception)	$ 3,285	$ -	$ 3,285	1.00	1.0	1.0	12.0	$ 39,420	$ 4,001	$ 572	$ 631	$ 197	$ 51	0.0000	$ -	$ 4,493	$ 43,903
Sub-total						2.0		$ 113,376			$ 1,814	$ 567	$ 147		$ -	$ 8,986	$ 126,526
Annual Pro-rated Subtotals		$ -				10.0		$ 420,082	$ 42,638	$ 6,091	$ 6,721	$ 2,100	$ 546		$ 28,228	$ 49,423	$ 468,811

Annual Prior Year SAED: 662

EDO Costs		
Health, Life & Dental	$	49,423
Short-term Disability	$	546
AED	$	6,721
SAED	$	2,100
Shift Differential	$	28,228
Total	$	87,018

plus EDO total $ 87,018

grand total $ 555,829

(A) FY09 minimum monthly salary-Annual Compensation Survey Report for FY 2008-09, Proposed Compensation Plan.
(B) Increase above minimum salary necessary for recruiting due to market competition; this increase was approved for the FY 2006-07 Supp/BA for 20-bed unit. Not requested.
(C) Total FTE requested, adjusted to staff certain positions seven days a week.
(D) PERA at 10.15%.
(E) Medicare at 1.45%.
(F) AED at 1.6%; FY09 SAED at 0.75%, FY10 SAED at 0.5%.
(G) Short-term disability at 0.13%.
(H) Shift adjustment added according to appropriate shift pay.
(I) Health, Life and Dental estimated cost at Departmental average $4,493.
(J) Total agency FTE cost by position classification, excluding shift differential, AED, short-term disability and HLD (which fall under the Executive Director's Office).

ATTACHMENT 2 - Table 6: One-Time Temporary Staffing for Dining Services (April & May, 2009)

Dining room	staff	wknd factor	staff
Bldg 20	3.2	1.4	4.5
GW4	3.2	1.4	4.5
Current Dining Room staff that will move			9.0

	staff	Hrs each	Total Hrs
Dining training and set up time	9.0	80	717	Setting up new facility and training with new equipment.

Other staff training	staff	Hrs each	Total Hrs
Drivers	3.0	16	48	Training with new equipment, transport and security.
Relief staff	20.0	24	480
Cross train remaining dining staff	20.0	24	480
Total current Nutrition staff training			1,725

Temporary staff REQUESTED for April and May, 2008	staff	Hrs each	Total Hrs
Dining Services I	2.0	347	693
Dining Services III	3.0	347	1,040
Total	5.0		1,733

Backfill for training for April & May 2008   FY 2008-09

Monthly salary base from the *Survey Report Compensation Plan Pay Structure for FY 2008-09*

Cost Estimates

	(A)	(B)		(C)				(D)	(E)	(F)	(F)	(G)	(H)	(H)	(I)	(J)
Support Staff	FY0809 Min Mnth Salary	Recruiting Increase	Adjusted Mnth Salary	FTE	7 day/wk FTE adj	FTE sum	FY number of months (April & May 2008)	FY Total Salaries	Annual PERA (.1015)	Annual Medicare (.0145)	Annual AED (.016)	Annual SAED (.0075)	Annual Short-term Disability (.0013)	Shift Diff	Annual Shift Pay	Annual HLD	FY total Annual Salaries + PERA and MCR
Dining Services I	$ 1,537	$	$ 1,537	2.00	1.0	2.0	2.00	$ 6,148	$ 624	$ 89	$ 98	$ 46	$ -	0.0000	$ -	$ -	$ 6,861
Dining Services III	$ 1,961	$ -	$ 1,961	3.00	1.0	3.0	2.00	$ 11,766	$ 1,194	$ 171	$ 188	$ 88	$ -	0.0000	$ -	$ -	$ 13,131
			(FTE NOT REQUESTED)				contract FTE										
Pro-rated Subtotals		$ -				5.0		$ 1,818	$ 260	$ 287	$ 134	$ -	$ -	$ -	$ 19,992
						5.0											

EDO Costs		
Health, Life & Dental	$	-
Short-term Disability	$	-
AED	$	287
SAED	$	134
Shift Differential	$	-
Total	$	421

plus EDO total $ 421
grand total $ 20,413

Non-Add - Shown for calculation of benefits only

(A) FY09 minimum monthly salary-Annual Compensation Survey Report for FY 2008-09, Proposed Compensation Plan.
(B) Increase above minimum salary necessary for recruiting due to market competition; this increase was approved for the FY 2006-07 Supp/BA for 20-bed unit. Not requested.
(C) Total FTE requested, adjusted to staff certain positions seven days a week.
(D) PERA at 10.15%.
(E) Medicare at 1.45%.
(F) AED at 1.6%, FY09 SAED at 0.75%, FY10 SAED at 0.5%.
(G) Short-term disability at 0.13%.
(H) Shift adjustment added according to appropriate shift pay.
(I) Health, Life and Dental estimated cost at Departmental average $4,493.
(J) Total agency FTE cost by position classification, excluding shift differential, AED, short-term disability and HLD (which fall under the Executive Director's Office).

ATTACHMENT 2 - Table 7: One-Time Temporary Staffing for Nursing Training During Transition (March, April & May 2009)

	FTE	Hrs each	Total Hrs	
Current nursing staff that need training	230.0	40	9,200	Setting up new facility, training with new equipment, practicing new security and safety procedures, etc.
REQUESTED Health Care Tech I staff to backfill during training	17.75	520	9,230	

Monthly salary base from the Survey Report Compensation Plan Pay Structure for FY 2008-09

HSF opening staffing: FY 2008-09
Cost Estimates

Non-Add: Shown for calculation of benefits only.

Additional staff to backfill during training	FY0809 Min Mnth Salary (A)	Recruiting Increase (B)	Adjusted Mnth Salary	FTE	7 day/wk FTE adj	FTE sum	FY number of months (March, April & May 2009) (C)	FY Total Salaries	Annual PERA (.1015) (D)	Annual Medicare (.0145) (E)	Annual AED (.016)	Annual SAED (.0075) (F)	Annual Short term Disability (.0013) (G)	Shift Diff	Annual Shift Pay (H)	Annual HLD (I)	FY total Annual Salaries + PERA and MCR (J)
Health Care Tech I (shift 1)	$ 2,562	$	$ 2,562	5.00	1.0	5.0	3.00	$ 38,430	$ 3,901	$ 557	$ 615	$ 288	$	0.0214	$ 822	$	$ 42,898
Health Care Tech I (shift 2)	$ 2,562	$	$ 2,562	6.00	1.0	6.0	3.00	$ 46,116	$ 4,681	$ 669	$ 738	$ 346	$	0.0906	$ 4,316	$	$ 51,465
Health Care Tech I (shift 3)	$ 2,562	$	$ 2,562	6.75	1.0	6.8	3.00	$ 51,881	$ 5,266	$ 752	$ 830	$ 389	$	0.1571	$ 8,150	$	$ 57,899
				17.75		17.75	contract FTE										
Pro-rated Subtotals	$ -	(FTE NOT REQUESTED)		0.0				$ 13,847	$ 2,183	$ 1,978		$ 1,023	$ -		$ 13,289	$ -	$ 152,252

EDO Costs
Health, Life & Dental	$ -
Short-term Disability	$ -
AED	$ 2,183
SAED	$ 1,023
Shift Differential	$ 13,289
Total	$ 16,495

plus EDO total $ 16,495
grand total $ 168,747

Overtime for CSSO-II & other security-involved nursing staff
	FTE	Hrs each	Total Hrs	avg OT cost per hour	Total Cost	FY 2008-09	FY 2009-10 (not requstd)
CSSO-II and other nursing staffs	16.0	40.0	640.0	$ 36.75	$ 23,520	$ 15,680	$ 7,840

TOTAL REQUEST $ 167,932

(A) FY09 minimum monthly salary-Annual Compensation Survey Report for FY 2008-09, Proposed Compensation Plan.
(B) Increase above minimum salary necessary for recruiting due to market competition; this increase was approved for the FY 2006-07 Supp/BA for 20-bed unit. Not requested.
(C) Total FTE requested, adjusted to staff certain positions seven days a week.
(D) PERA at 10.15%.
(E) Medicare at 1.45%.
(F) AED at 1.6%...FY09 SAED at 0.75%; FY10 SAED at 0.5%.
(G) Short-term disability at 0.13%.
(H) Shift adjustment added according to appropriate shift pay.
(I) Health, Life and Dental estimated cost at Departmental average $4,493.
(J) Total salary FTE cost by position classification, excluding shift differential, AED, short-term disability and HLD (which fall under the Executive Director's Office).

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ATTACHMENT 2 - Table 8: One-Time Temporary Security Staffing for Transition (March, April & May 2009)

	staff	FTE	weeks of training	hours per week	Total Hrs	
Current Public Safety staff that need training	38.0	38.0	2.0	40.0	3,040	Setting up new facility, training with new equipment, practicing new security and safety procedures, etc.
Staff available for back fill						
Existing part-time Public Safety FTE for training backfill	6.0	2.5	17.5	40.0	1,750	No additional dollars needed for these staff to backfill; Dept. will reallocate temporarily during training
REQUESTED Additional permanent part-time Public Safety FTE needed*	6.0	2.5	13.0	40.0	1,300	Needed FTE and dollars to backfill training for Public Safety staff shown in table below.
					3,050	

HSRI opening staffing
Cost Estimates FY 2008-09

	FY0809 Min Mnth Salary (A)	Recruiting Increase (B)	Adjusted Mnth Salary	FTE	7 day/wk FTE adj	FTE sum	FY number of months (March, April & May 2009) (C)	FY Total Salaries	Annual PERA (.1015) (D)	Annual Medicare (.0145) (E)	Annual AED (.016) (F)	Annual SAED (.0075) (F)	Annual Short term Disability (.0013) (G)	Shift Diff	Annual Shift Pay (H)	Annual HLD (I)	FY total Annual Salaries + PERA and MCR (J)
Additional permanent part-time Public Safety FTE needed*																	
Correctional Yth/Clin Security Officer-1	$ 3,285	$ -	$ 3,285	2.50	1.0	2.5	3.00	$ 24,638	$ 2,501	$ 357	$ 394	$ 185	$ -	0.0000	$ -	$ -	$ 27,495
			(FTE NOT REQUESTED)			2.5	contract FTE										
						0.0	0.0										
Pro-rated Subtotals	$ -								$ 2,501	$ 357	$ 394	$ 185	$ -		$ -	$ -	$ 27,495

EDO Costs	
Health, Life & Dental	$ -
Short-term Disability	$ -
AED	$ 394
SAED	$ 185
Shift Differential	$ -
Total	$ 579

plus EDO total $ 579
grand total $ 28,074

(A) FY09 minimum monthly salary-Annual Compensation Survey Report for FY 2008-09. Proposed Con
(B) Increase above minimum salary necessary for recruiting due to market competition; this increase was approved for the FY 2006-07 Supp/BA for 20-bed unit. Not requested.
(C) Total FTE requested, adjusted to staff certain positions seven days a week.
(D) PERA at 10.15%.
(E) Medicare at 1.45%.
(F) AED at 1.6%; FY09 SAED at 0.75%, FY10 SAED at 0.5%
(G) Short-term disability at 0.13%.
(H) Shift adjustment added according to appropriate shift pay.
(I) Health, Life and Dental estimated cost at Departmental average $4,493
(J) Total agency FTE cost by position classification, excluding shift differential, AED, short-term disability and HLD (which fall under the Executive Director's Office).

ATTACHMENT 2 - Table 9: On-Going General Hospital costs

Per Patient Per Day General Hospital Costs for Med/Max Forensics Patients: Inflated by 2% per year

*FY 2005-06	7.41
FY 2006-07	7.56
FY 2007-08	7.71
FY 2008-09	7.86
FY 2009-10	8.02
Number of Patients	32
Number of days	365
Total General Hospital Cost	$ 93,673
Received in 20-bed request	$ 123,174
Net change requested	$ (29,501)

*Source: FY 2005-06 Medicare Cost Report

ATTACHMENT 2 - Table 10: On-Going Forensic Patient Outside Medical Costs

Cost Per Day Based on FY 2005-06 Medicare Cost Report for Maximum and Medium Forensics Patients = $ 6.32
(Inpatients only)
                                        FY 2006-07 inflated by 2% $ 6.45
                                        FY 2007-08 inflated by 2% $ 6.58
                                        FY 2008-09 inflated by 2% $ 6.71
                                        FY 2009-10 inflated by 2% $ 6.84

                                                      new beds =   32

30 days for June*   Cost for FY 2008-09, with 2.0% annual inflation = $ 6,439
*Program will absorb the cost for FY 2008-09

365 days for full year   Cost for FY 2009-10, with 2.0% annual inflation = $ 79,981

ATTACHMENT 2 - Table 11: On-Going Patient and Staff Operating Costs

PATIENT Operating

Patient operating for food per FY 2005-06 Medicare Cost Report		FY Cost
FY 2005-06 food and operating cost per patient per day =	$ 7.81	
Additional patients =	32	
(Not Requested) Days in FY 2008-09 =	15	$ 3,749
Days in FY 2009-10 =	365	$ 91,221
Funding received in 20-bed comp evaluation restoration supplemental		$ (29,200)
Difference for 32 bed less 20-bed supplemental FY 2009-10 request		$ 62,021

STAFF Operating updated per common policy		Common Policy Operating	FY 2009-10
20-bed unit FTE	46.7	500	$ 23,350
12-bed unit FTE	12.7	500	$ 6,350
Additional 10 FTE for therapy and security	10.0	500	$ 5,000
	69.4		$ 34,700
Common Policy Operating	$ 500		
FTE Operating	$ 34,700		

Original Capital Construction Operating Estimate from 2005 Updated Per FY 2008-09 Common Policy

Annual Operating	Cost per	Qty.	Total
Phones	$ 450	69.4	$ 31,230
Annual LAN Infrastructure (computers)	$ -	0	$ -
Annual LAN Infrastructure (printers)	$ -	0	$ -
		sub-total	$ 31,230
One-Time Costs			
Desktop computers	$ 1,230	22	$ 27,060
Printers	$ -	0	$ -
One-Time LAN Infrastructure (printers)	$ -	0	$ -
One-Time LAN Infrastructure (computers)	$ -	0	$ -
		sub-total	$ 27,060
Total - MHI Staff Operating			$ 58,290

One-time Start-up Operating	
DOC movers	$ 10,000

One-time staff operating total	$ 27,060
On-Going staff operating total	$ 65,930

ATTACHMENT 2 - Table 12: On-Going Funding for Pharmaceuticals

Pharmaceutical Cost per Patient per Day Inflated by 2% per Year thru FY 2008-09		
	Cost	
FY 2005-06	$	16.33
FY 2006-07	$	16.66
FY 2007-08	$	16.99
FY 2008-09	$	17.33
FY 2009-10	$	17.68

	32	
	365	
$	17.68	
Total pharmacy increase for 32 beds	$	206,502
Funding received for 20-bed	$	(165,553)
Net pharmacy request	**$**	**40,949**

Description	Location	Qty.	Unit Cost	Total
Library: books, software, instructional material, etc. one-time*	Treatment Mall & Learning Center	1	$ 13,350	$ 13,350
Library: books, software, instructional material, etc. on-going*	Treatment Mall & Learning Center	1	$ 500	$ 500
Electric wheelchair	patient units	1	$ 8,000	$ 8,000
Manual wheelchairs - Hemi style	patient units	2	$ 500	$ 1,000
Manual wheelchairs - regular adult	patient units	2	$ 500	$ 1,000
Minor furnishings for patient areas: non-durable items excluded from FFE - lamps, end-tables, bulleting boards, tripods, etc.	patient units	1	$ 3,300	$ 3,300
Orthopedic supplies (braces, splints, fracture boots, etc.)	PT storage room	1	$ 3,000	$ 3,000
Ambulatory Aides (non-durable PT medical equipment - crutches, walkers, canes, etc.)	PT storage room	1	$ 2,500	$ 3,000

One-Time   FY 2008-09 $ 26,650
On-Going   FY 2009-10 $ 6,500
$ 33,150

Budget for new IFP library *

Reference Books (one-time)

Encyclopedia	$ 1,300
Dictionaries	$ 200
PDR	$ 100
Misc. ref. books	$ 250

Miscellaneous materials

Paperback books 1,000 at $8.00/book (one-time)	$ 8,000	
Audio books: 40 at $25 each (one-time)	$ 1,000	
Magazine subscriptions: 25 at $20 each (on-going)	$ 500	
Software for 2 patient computers (one-time)	$ 2,000	
Misc. supplies for new books (one-time)	$ 500	bar codes, tape, stickers, dater

Total	$ 13,850
One-time	$ 500
On-Going	$ 13,350

ATTACHMENT 2 - TABLE 14: Capital Outlay for Medical Unit

Unit/Meas	Qty	Supply	UnitCost	TotalCost
One-Time: Capital Outlay				
each	1	Lift (Hoyer)	$ 6,000.00	$ 6,000.00
each	2	datascope B/P monitors	$ 2,100.00	$ 4,200.00
each	6	Suction head regulators (for wall suction)	$ 400.00	$ 2,400.00
each	16	Oxygen flow meters X 16	$ 52.00	$ 832.00
each	2	Shower chairs X 2	$ 151.39	$ 302.78
each	2	tympanic thermometer each	$ 150.02	$ 300.04
each	2	bedside commodes X 2	$ 100.00	$ 200.00
each	4	datascope B/P cuff	$ 31.50	$ 126.00
Sub-total				**$ 14,361**
On-Going Operating				
each	3	tape (variety)	$ 25.75	$ 77.25
each	100	Syringe - TB, 100/box	$ 0.50	$ 50.00
each	1	gloves 1 box each size (variety)	$ 48.21	$ 48.21
each	100	Syringe - Integra 3cc 22g 1.5, 100/box	$ 0.46	$ 46.00
each	100	Syringe - Integra 3cc 23g5/8, 100/box	$ 0.46	$ 46.00
each	9	Ace wrap (various sizes)	$ 5.00	$ 45.00
each	100	Syringe - 20 cc ea, 100/box	$ 0.36	$ 36.00
each	6	carrafoam cleanser	$ 5.76	$ 34.56
each	100	Syringe - Insulin 1 cc 28g 1/2", 100/box	$ 0.33	$ 33.00
case	1	laundry bags	$ 31.23	$ 31.23
each	4	stethoscope x4	$ 7.35	$ 29.40
each	10	Tagaderm - 6"x8"	$ 2.94	$ 29.40
each	100	Needles - Integra 22g 1/2" ea, 100/box	$ 0.22	$ 22.00
each	2	simple masks	$ 10.20	$ 20.40
each	6	suction canisters	$ 3.40	$ 20.40
each	100	Needles - Eclipse 21g 1 1/2" each, 100/box	$ 0.18	$ 18.00
each	1	emergency O2	$ 15.23	$ 15.23
each	5	waterless hand sanitizer	$ 3.00	$ 15.00
each	4	PPE X 4	$ 3.40	$ 13.60
each	100	Syringe - 10 cc ea, 100/box	$ 0.13	$ 13.00
pair	1	bandage scissors	$ 11.00	$ 11.00
each	100	Syringe - 5 cc ea, 100/box	$ 0.11	$ 11.00
each	10	Tagaderm - 4"x4"	$ 1.05	$ 10.50
each	1	suction machine	$ 10.20	$ 10.20
each	100	Syringe - 30cc ea, 100/box	$ 0.10	$ 10.00
each	10	suction catheters	$ 0.90	$ 9.00
each	1	Blood Spill Kit	$ 8.87	$ 8.87
each	100	Needles - 25g 5/8" each, 100/box	$ 0.07	$ 7.00
carton	1	cavicide wipes	$ 6.40	$ 6.40
pkg	1	kerlix unsterile	$ 6.00	$ 6.00
box	50	telfa pads	$ 0.11	$ 5.50
bottle	1	cavicide spray	$ 5.41	$ 5.41
each	6	Yanker suction tips	$ 0.84	$ 5.04
box	50	2X2 sterile	$ 0.10	$ 5.00
each	100	Needles - 18g 1 1/2" each, 100/box	$ 0.05	$ 5.00
each	100	Needles - 25g 1 1/2" each, 100/box	$ 0.05	$ 5.00
box	1	Cotton tipped applicators	$ 4.95	$ 4.95
box	1	med cups - souffle	$ 4.89	$ 4.89
box	1	unsterile tongue blades	$ 4.68	$ 4.68
box	2	alcohol swabs	$ 2.31	$ 4.62
each	4	Nasal cannula	$ 0.66	$ 2.64
each	4	O2 7' supply tubing each	$ 0.65	$ 2.60
box	1	Bandaids	$ 1.94	$ 1.94
each	5	urinals	$ 0.38	$ 1.90
each	2	sharps containers	$ 0.90	$ 1.80
box	25	4X4 sterile	$ 0.06	$ 1.50
each	6	Emesis basins	$ 0.15	$ 0.90
tube	1	med cups - plastic	$ 0.74	$ 0.74
pkg	1	2X2 nonsterile	$ 0.70	$ 0.70
Sub-total				**$ 798**

		One-time FY 2008-09	$	14,361
		On-going FY 2009-10	$	798
		TOTAL	**$**	**15,159**

ATTACHMENT 2 - Table 15: Benefits calculations

MHI benefits ratios, common policy FY 2009-10

PERA	0.10150
Medicare	0.01450
AED	0.01600
FY09 SAED	0.00750
FY10 SAED	0.00500
STD	0.00130
HLD	$ 374.42

Shift Diff	factor		
Shift	Week Day	Wknd/Hldy	blend
1st	1.000	1.075	0.0214
2nd	1.075	1.140	0.0936
3rd	1.140	1.200	0.1571

nursing only

Operating inflation factor per year =	1.02
Number of hours in one annual FTE =	2080

OSPB Common Policy for FTE Requests – September 2007

FTE and Operating Costs		Clinical Therapist II		Therapist III		Mid Level Provider		GRAND TOTAL	
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES	Title:								
Number of PERSONS / class title		1.4	1.4	1.0	1.0	1.0	1.0		
Number of months working in FY 08-09 and FY 09-10		4	12	4	12	4	12		
Number of months paid in FY 08-09 and FY 09-10*		3	12	3	12	3	12		
Calculated FTE per classification		0.4	1.4	0.3	1.0	0.3	1.0	0.9	3.4
Annual base salary		$38,412	$38,412	$55,224	$55,224	$65,652	$65,652		
Salary		$13,444	$53,777	$13,806	$55,224	$16,413	$65,652	$43,663	$174,653
PERA	10.15%	$1,365	$5,458	$1,401	$5,605	$1,666	$6,664	$4,432	$17,727
Medicare	1.45%	$195	$780	$200	$801	$238	$952	$633	$2,533
Prior Year SAED	N/A	$0	$101	$0	$104	$0	$123	$0	$328
Overtime								$0	$0
Outside Medical Costs								$0	$0
Subtotal Personal Services at Division Level		$15,004	$60,116	$15,407	$61,734	$18,317	$73,391	$48,728	$195,241
Subtotal AED at EDO Long Bill Group Level	1.60%	$215	$860	$221	$884	$263	$1,050	$699	$2,794
Subtotal SAED at EDO Long Bill Group Level	Varies	$101	$269	$104	$276	$123	$328	$328	$873
Contract Benefits									
Department Specific Average Cost for HLD / Employee**	$4,493		$8,986		$4,493		$4,493		
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$8,986	$0	$4,493	$0	$4,493	$0	$17,972
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$70	$0	$72	$0	$85	$0	$227
OPERATING EXPENSES									
Supplies @ $500/$500***	$500	$500	$700		$500		$500	$0	$1,700
Computer @ $900/$0	$900	$1,800	$0	$900	$0	$900	$0	$3,600	$0
Office Suite Software @ $330/$0	$330	$660	$0	$330	$0	$330	$0	$1,320	$0
Office Equipment @ $2,225 /$0	$2,225		$0		$0		$0	$0	$0
Telephone Base @ $450/$450***	$450		$630		$450		$450	$0	$1,530
Subtotal Operating Expenses		$2,460	$1,330	$1,230	$950	$1,230	$950	$4,920	$3,230
GRAND TOTAL ALL COSTS		$17,780	$71,631	$16,962	$68,409	$19,933	$80,297	$54,675	$220,337

OSPB Common Policy for FTE Requests - September 2007

FTE and Operating Costs

Fiscal Year(s) of Request	Title:	Teacher I		Nurse II		Admin Assistant III		GRAND TOTAL	
		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES									
Number of PERSONS / class title		1.0	1.0	1.0	1.0	1.0	1.0		
Number of months working in FY 08-09 and FY 09-10		4	12	4	12	4	12		
Number of months paid in FY 08-09 and FY 09-10*		3	12	3	12	3	12		
Calculated FTE per classification		0.3	1.0	0.3	1.0	0.3	1.0	0.8	3.0
Annual base salary		$53,064	$53,064	$56,724	$56,724	$34,620	$34,620		
Salary		$13,266	$53,064	$14,181	$56,724	$8,655	$34,620	$36,102	$144,408
PERA	10.15%	$1,346	$5,386	$1,439	$5,757	$878	$3,514	$3,663	$14,657
Medicare	1.45%	$192	$769	$206	$822	$125	$502	$523	$2,093
Prior Year SAED	N/A	$0	$99	$0	$106	$0	$65	$0	$270
Overtime								$0	$0
Outside Medical Costs								$0	$0
Subtotal Personal Services at Division Level		$14,804	$59,318	$15,826	$63,409	$9,658	$38,701	$40,288	$161,428
Subtotal AED at EDO Long Bill Group Level	1.60%	$212	$849	$227	$908	$138	$554	$577	$2,311
Subtotal SAED at EDO Long Bill Group Level	Varies	$99	$265	$106	$284	$65	$173	$270	$722
Contract Benefits									
Department Specific Average Cost for HLD / Employee**	$4,493		$4,493		$4,493		$4,493		$13,479
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$4,493	$0	$4,493	$0	$4,493	$0	$13,479
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$69	$0	$74	$0	$45	$0	$188
OPERATING EXPENSES									
Supplies @ $500/$500***	$500		$500		$500		$500	$0	$1,500
Computer @ $900/$0	$900	$900	$0	$900	$0	$900	$0	$2,700	$0
Office Suite Software @ $330/$0	$330	$330	$0	$330	$0	$330	$0	$990	$0
Office Equipment @ $2,225 /$0	$2,225		$0		$0		$0	$0	$0
Telephone Base @ $450/$450***	$450		$450		$450		$450	$0	$1,350
Subtotal Operating Expenses		$1,230	$950	$1,230	$950	$1,230	$950	$3,690	$2,850
GRAND TOTAL ALL COSTS		$16,345	$65,944	$17,389	$70,118	$11,091	$44,916	$44,825	$180,978

OSPB Common Policy for FTE Requests – September 2007

Fiscal Year(s) of Request	Title:	Pharmacy II FY 08-09	Pharmacy II FY 09-10	Dietician III FY 08-09	Dietician III FY 09-10	Corr Yth/Clin Sec Off I FY 08-09	Corr Yth/Clin Sec Off I FY 09-10	GRAND TOTAL FY 08-09	GRAND TOTAL FY 09-10
PERSONAL SERVICES									
Number of PERSONS / class title		1.0	1.0	0.5	0.5	1.6	1.6		
Number of months working in FY 08-09 and FY 09-10		4	12	4	12	4	12		
Number months paid in FY 08-09 and FY 09-10*		3	12	3	12	3	12		
Calculated FTE per classification		0.3	1.0	0.1	0.5	0.4	1.6	0.8	3.1
Annual base salary		$84,768	$84,768	$50,064	$50,064	$39,420	$39,420		
Salary		$21,192	$84,768	$6,258	$25,032	$15,768	$63,072	$43,218	$172,872
PERA	10.15%	$2,151	$8,604	$635	$2,541	$1,600	$6,402	$4,386	$17,547
Medicare	1.45%	$307	$1,229	$91	$363	$229	$915	$627	$2,507
Prior Year SAED	N/A	$0	$159	$0	$47	$0	$118	$0	$324
Overtime									
Outside Medical Costs									
Subtotal Personal Services at Division Level		$23,650	$94,760	$6,984	$27,983	$17,597	$70,507	$48,231	$193,250
Subtotal AED at EDO Long Bill Group Level	1.60%	$339	$1,356	$100	$401	$252	$1,009	$691	$2,766
Subtotal SAED at EDO Long Bill Group Level	Varies	$159	$424	$47	$125	$118	$315	$324	$864
Contract Benefits									
Department Specific Average Cost for HLD / Employee**	$4,493		$4,493		$4,493		$8,986		
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$4,493	$0	$4,493	$0	$8,986	$0	$17,972
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$110	$0	$33	$0	$82	$0	$225
OPERATING EXPENSES									
Supplies @ $500/$500***	$500		$500		$250		$800	$0	$1,550
Computer @ $900/$0	$900	$900	$0		$0	$1,800	$0	$2,700	$0
Office Suite Software @ $330/$0	$330	$330	$0		$0	$660	$0	$990	$0
Office Equipment @ $2,225 /$0	$2,225		$0		$0		$0	$0	$0
Telephone Base @ $450/$450***	$450		$450		$225		$720	$0	$1,395
Subtotal Operating Expenses		$1,230	$950	$0	$475	$2,460	$1,520	$3,690	$2,945
GRAND TOTAL ALL COSTS		$25,378	$102,093	$7,131	$33,510	$20,427	$82,419	$52,936	$218,022

OSPB Common Policy for FTE Requests – September 2007

FTE and Operating Costs

Fiscal Year(s) of Request	Title:	Corr Yth/Clin Sec Off II		Corr Yth/Cln Sec Spec III		Nurse I		GRAND TOTAL	
		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES									
Number of PERSONS / class title		1.6	1.6	1.6	1.6	1.0	1.0		
Number of months working inFY 08-09 and FY 09-10		4	12	4	12	3	12		
Number of months paid inFY 08-09 and FY 09-10*		3	12	3	12	2	12		
Calculated FTE per classification		0.4	1.6	0.4	1.6	0.2	1.0	1.0	4.2
Annual base salary		$43,440	$43,440	$47,892	$47,892	$50,064	$50,064		
Salary		$17,376	$69,504	$19,157	$76,627	$8,344	$50,064	$44,877	$196,195
PERA	10.15%	$1,764	$7,055	$1,944	$7,778	$847	$5,081	$4,555	$19,914
Medicare	1.45%	$252	$1,008	$278	$1,111	$121	$726	$651	$2,845
Prior Year SAED	N/A	$0	$130	$0	$144	$0	$63	$0	$337
Overtime									
Outside Medical Costs									
Subtotal Personal Services at Division Level		$19,392	$77,697	$21,379	$85,660	$9,312	$55,934	$50,083	$219,291
Subtotal AED at EDO Long Bill Group Level	1.60%	$278	$1,112	$307	$1,226	$134	$801	$719	$3,139
Subtotal SAED at EDO Long Bill Group Level	Varies	$130	$348	$144	$383	$63	$250	$337	$981
Contract Benefits									
Department Specific Average Cost for HLD / Employee**	$4,493		$8,986		$8,986		$4,493		$4,493
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$8,986	$0	$8,986	$0	$4,493	$0	$22,465
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$90	$0	$100	$0	$65	$0	$255
OPERATING EXPENSES									
Supplies @ $500/$500***	$500		$800		$800		$500	$0	$2,100
Computer @ $900/$0	$900	$1,800	$0	$1,800	$0	$900	$0	$4,500	$0
Office Suite Software @ $330/$0	$330	$660	$0	$660	$0	$330	$0	$1,650	$0
Office Equipment @ $2,225 /$0	$2,225	$0	$0	$0	$0	$0	$0	$0	$0
Telephone Base @ $450/$450***	$450		$720		$720		$450	$0	$1,890
Subtotal Operating Expenses		$2,460	$1,520	$2,460	$1,520	$1,230	$950	$6,150	$3,990
GRAND TOTAL ALL COSTS		$22,260	$89,753	$24,290	$97,875	$10,739	$62,493	$57,289	$250,121

FTE and Operating Costs

PERSONAL SERVICES	Title:	Nurse III		Health Care Tech I		Client Care Aide II		GRAND TOTAL	
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
Number of PERSONS / class title		1.4	1.4	1.0	1.0	3.0	3.0		
Number of months working in FY 08-09 and FY 09-10		3	12	3	12	3	12		
Number of months paid in FY 08-09 and FY 09-10*		2	12	2	12	2	12		
Calculated FTE per classification		0.2	1.4	0.2	1.0	0.5	3.0	0.9	5.4
Annual base salary		$59,556	$59,556	$30,744	$30,744	$25,344	$25,344		
Salary		$13,896	$83,378	$5,124	$30,744	$12,672	$76,032	$31,692	$190,154
PERA	10.15%	$1,410	$8,463	$520	$3,121	$1,286	$7,717	$3,216	$19,301
Medicare	1.45%	$201	$1,209	$74	$446	$184	$1,102	$459	$2,757
Prior Year SAED	N/A	$0	$104	$0	$38	$0	$95	$0	$237
Overtime									
Outside Medical Costs									
Subtotal Personal Services at Division Level		$15,507	$93,154	$5,718	$34,349	$14,142	$84,946	$35,367	$212,449
Subtotal AED at EDO Long Bill Group Level	1.60%	$222	$1,334	$82	$492	$203	$1,217	$507	$3,043
Subtotal SAED at EDO Long Bill Group Level	Varies	$104	$417	$38	$154	$95	$380	$237	$951
Contract Benefits									
Department Specific Average Cost for HLD / Employee**	$4,493		$8,986		$4,493		$13,479		
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$8,986	$0	$4,493	$0	$13,479	$0	$26,958
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$108	$0	$40	$0	$99	$0	$247
OPERATING EXPENSES									
Supplies @ $500/$500***	$500		$700		$500		$1,500	$0	$2,700
Computer @ $900/$0	$900	$1,800	$0	$900	$0			$2,700	$0
Office Suite Software @ $330/$0	$330	$660	$0	$330	$0			$990	$0
Office Equipment @ $2,225 /$0	$2,225		$0		$0			$0	$0
Telephone Base @ $450/$450***	$450		$630		$450		$1,350	$0	$2,430
Subtotal Operating Expenses		$2,460	$1,330	$1,230	$950	$0	$2,850	$3,690	$5,130
GRAND TOTAL ALL COSTS		$18,293	$105,329	$7,068	$40,478	$14,440	$102,971	$39,801	$248,778

OSPB Common Policy for FTE Requests – September 2007

FTE and Operating Costs

Fiscal Year(s) of Request	Title:	Clinical Team Leader		Clinical Therapist II		Corr Yth/Clin Sec Off II		GRAND TOTAL	
PERSONAL SERVICES		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
Number of PERSONS / class title		1.0	1.0	0.6	0.6	1.0	1.0		
Number of months working in FY 08-09 and FY 09-10		6	12	3	12	3	12		
Number months paid in FY 08-09 and FY 09-10*		5	12	2	12	2	12		
Calculated FTE per classification		0.4	1.0	0.1	0.6	0.2	1.0	0.7	2.6
Annual base salary		$73,956	$73,956	$38,412	$38,412	$43,440	$43,440		
Salary		$30,815	$73,956	$3,841	$23,047	$7,240	$43,440	$41,896	$140,443
PERA	10.15%	$3,128	$7,507	$390	$2,339	$735	$4,409	$4,253	$14,255
Medicare	1.45%	$447	$1,072	$56	$334	$105	$630	$608	$2,036
Prior Year SAED	N/A	$0	$231	$0	$29	$0	$54	$0	$314
Overtime									
Outside Medical Costs									
Subtotal Personal Services at Division Level		$34,390	$82,766	$4,287	$25,749	$8,080	$48,533	$46,757	$157,048
Subtotal AED at EDO Long Bill Group Level	1.60%	$493	$1,183	$61	$369	$116	$695	$670	$2,247
Subtotal SAED at EDO Long Bill Group Level	Varies	$231	$370	$29	$115	$54	$217	$314	$702
Contract Benefits									
Department Specific Average Cost for HLD / Employee**	$4,493		$4,493		$4,493		$4,493		
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$4,493	$0	$4,493	$0	$4,493	$0	$13,479
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$96	$0	$30	$0	$56	$0	$183
OPERATING EXPENSES									
Supplies @ $500/$500***	$500		$500		$300		$500	$0	$1,300
Computer @ $900/$0	$900	$900	$0	$900	$0	$900	$0	$2,700	$0
Office Suite Software @ $330/$0	$330	$330	$0	$330	$0	$330	$0	$990	$0
Office Equipment @ $2,225 /$0	$2,225		$0		$0		$0	$0	$0
Telephone Base @ $450/$450***	$450		$450		$270		$450	$0	$1,170
Subtotal Operating Expenses		$1,230	$950	$1,230	$570	$1,230	$950	$3,690	$2,470
GRAND TOTAL ALL COSTS		$36,344	$89,858	$5,607	$31,326	$9,480	$54,944	$51,431	$176,129

OSPB Common Policy for FTE Requests – September 2007

Fiscal Year(s) of Request		FTE and Operating Costs						GRAND TOTAL	
PERSONAL SERVICES	Title:	Corr Yth/Clin See Off I		Contract Psychiatrist (incl Benefits)		Dining Services I (Temp)			
		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
Number of PERSONS / class title		1.0	1.0						
Number of months working in FY 08-09 and FY 09-10		3	12						
Number of months paid in FY 08-09 and FY 09-10*		2	12						
Calculated FTE per classification		0.2	1.0	0.0	0.0	0.0	0.0	0.2	1.0
Annual base salary		$39,420	$39,420	$153,852	$153,852	$18,444	$0		
Salary		$6,570	$39,420	$38,107	$152,429	$6,148	$0	$50,825	$191,849
PERA	10.15%	$667	$4,001			$624	$0	$1,291	$4,001
Medicare	1.45%	$95	$572			$89	$0	$184	$572
Prior Year SAED	N/A	$0	$49			$0	$0	$0	$49
Overtime									
Outside Medical Costs									
Subtotal Personal Services at Division Level		$7,332	$44,042	$38,107	$152,429	$6,861	$0	$52,300	$196,471
Subtotal AED at EDO Long Bill Group Level	1.60%	$105	$631			$98	$0	$203	$631
Subtotal SAED at EDO Long Bill Group Level	Varies	$49	$197			$46	$0	$95	$197
Contract Benefits									
Department Specific Average Cost for HLD / Employee**	$4,493		$4,493	$0	$0			$0	$0
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$4,493	$0	$0	$0	$0	$0	$4,493
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$51	$0	$0	$0	$0	$0	$51
OPERATING EXPENSES									
Supplies @ $500/$500***	$500		$500					$0	$500
Computer @ $900/$0	$900	$900	$0			$0	$0	$900	$0
Office Suite Software @ $330/$0	$330	$330	$0			$0	$0	$330	$0
Office Equipment @ $2,225 /$0	$2,225		$0			$0	$0	$0	$0
Telephone Base @ $450/$450***	$450		$450			$0	$0	$0	$450
Subtotal Operating Expenses		$1,230	$950	$0	$0	$0	$0	$1,230	$950
GRAND TOTAL ALL COSTS		$8,716	$50,364	$38,107	$152,429	$7,005	$0	$53,828	$202,793

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OSPB Common Policy for FTE Requests - September 2007

Fiscal Year(s) of Request	Title:	Dining Services III (Temp) FY 08-09	Dining Services III (Temp) FY 09-10	Health Care Tech I (Temp) FY 08-09	Health Care Tech I (Temp) FY 09-10	...or Yth/Cln Sec Of I (Temp) FY 08-09	...or Yth/Cln Sec Of I (Temp) FY 09-10	GRAND TOTAL FY 08-09	GRAND TOTAL FY 09-10
PERSONAL SERVICES									
Number of PERSONS / class title									
Number of months working in FY 08-09 and FY 09-10									
Number of months paid in FY 08-09 and FY 09-10*									
Calculated FTE per classification		0.0	0.0	0.0	0.0	0.0	0.0	5.1	22.7
Annual base salary		$23,532		$30,744		$39,420			
Salary		$11,766		$136,427		$24,638		$465,104	$1,210,574
PERA	10.15%	$1,194		$13,847		$2,501		$43,338	$107,402
Medicare	1.45%	$171		$1,978		$357		$6,191	$15,343
Prior Year SAED	N/A	$0		$0		$0		$0	$1,859
Overtime								$15,680	$0
Outside Medical Costs								$0	$79,981
Subtotal Personal Services at Division Level		$13,131		$152,252		$27,496		$530,313	$1,415,159
Subtotal AED at EDO Long Bill Group Level	1.60%	$188		$2,183		$394		$6,832	$16,930
Subtotal SAED at EDO Long Bill Group Level	Varies	$88		$1,023		$185		$3,201	$5,290
Shift Differential									
Department Specific Average Cost for HLD / Employee**								$19,773	$35,345
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$0	$0	$0	$0	$0	$0	$116,818
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$0	$0	$0	$0	$0	$0	$1,376
OPERATING EXPENSES									
Supplies @ $500/$500*** (22.7 FTE)	$500	$0	$0	$0	$0	$0	$0	$0	$11,350
Supplies @ $500/$500*** (46.7 FTE)									$23,350
Computer @ $900/$0	$900	$0	$0	$0	$0	$0	$0		$0
Office Suite Software @ $330/$0	$330	$0	$0	$0	$0	$0	$0	$19,800	$0
Office Equipment @ $2,225 /$0	$2,225	$0	$0	$0	$0	$0	$0	$7,260	$0
Telephone Base @ $450/$450*** (22.7 FTE)	$450	$0	$0	$0	$0	$0	$0	$0	$10,215
Telephone Base @ $450/$450*** (46.7 FTE)									$21,015
Library/Minor Furnishings								$26,650	$6,500
Moving Costs								$10,000	$798
Skilled Nursing Unit Capital Outlay/Operating								$14,361	$40,949
Pharmaceuticals									$62,021
On-going Patient Operating									($29,501)
General Hospital Costs									
Subtotal Operating Expenses		$0	$0	$0	$0	$0	$0	$78,071	$146,697
GRAND TOTAL ALL COSTS		$13,407	$0	$155,458	$0	$28,075	$0	$638,190	$1,737,615

ATTACHMENT 3: Population Description for High-Security Forensic Institute

Zone A:
   (1) Main Lobby where all visitors, guests and staff enter or exit the HSFI
   (2) Central Control, staffed by Public Safety officers, serves as the security hub for all visitors, guests and staff who enter/exit the HSFI
   (3) IFP Administration offices

Zone B:
   (1) Visitation Center
   (2) Legal Procedures/Large Conference Room

Zone C (24 Beds Each):
   (1) Patient Care Unit C1 - Assessment and Stabilization Unit
   (2) Patient Care Unit C2 - Women's Unit

Zone D:
   Treatment Mall

Zone E (24 Beds Each):
   (1) Patient Care Unit E1 - STAT unit
   (2) Patient Care Unit E2 - Men's Dept of Corrections Unit

Zone F (16 Bed Units Each):
   (1) Patient Care Unit F1 - Special Needs Unit
   (2) Patient Care Unit F2 - Medical Unit

Zone G:
   Treatment Mall

Zone H:
   (1) Clinic (including medical, dental, physical therapy)
   (2) Pharmacy
   (3) Admissions
   (4) Music Therapy
   (5) Vocational Rehab
   (6) Patient Property
   (7) Central Park
   (8) Nutrition Services - Dining, Food Preparation
   (9) Occupational Therapy
   (10) Building Trades
   (11) Recreation Therapy - gym, outdoor yards

Zone J (24 Beds Each):
   (1) Patient Care Unit J1 - "extended" care for patients requiring high security setting but in a less acute living area
   (2) Patient Care Unit J2 - "extended" care for patients requiring high security setting but in a less acute living area

Zone K:
   (1) Treatment Mall

Zone L (24 Beds):
   (1) Patient Care Unit L1 - "extended" care for patients requiring high security setting but in a less acute living area

Zone M:
   (1) Restrooms and storage areas for outdoor yards
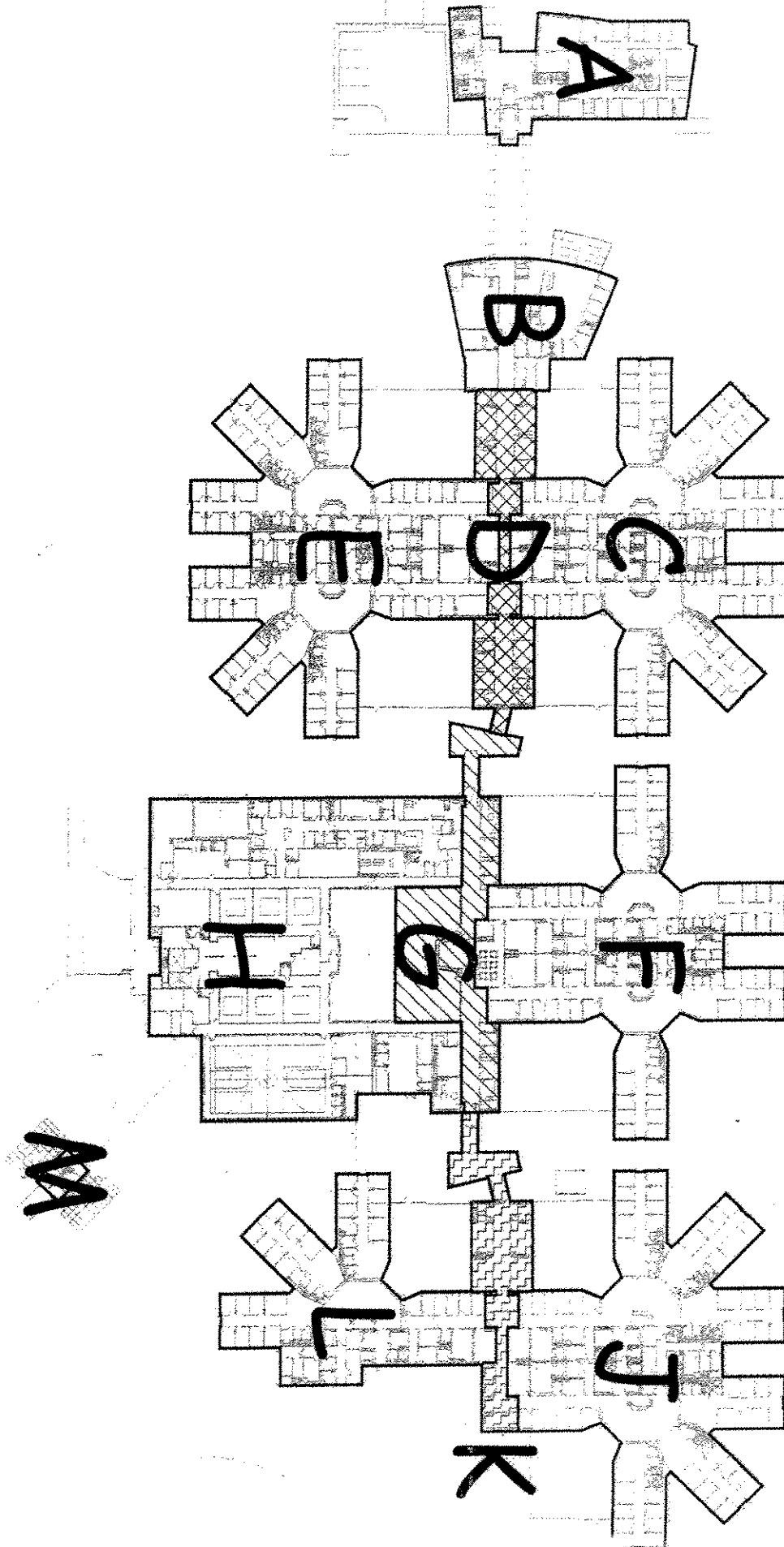
CC-C: CAPITAL CONSTRUCTION PROJECT REQUEST

FY 2007-08 — SUPPORT INFORMATION

Building and Project History and Description:

1. Project Description/History:

On March 31, 2006, Governor Bill Owens signed legislation passed by the General Assembly, which will allow the Department of Human Services to proceed with the completion of design and construction of a new High Security Forensics Institute to replace existing facilities of the Institute for Forensic Psychiatry on the grounds of the Colorado Mental Health Institute at Pueblo. House Bill 06-1373 authorizes funding over three years for the facility, including the expansion of the central Heat Plant and extension of supporting infrastructure. The bill allocated $20 million in FY 05-06, an additional $15 million in FY 06-07 and stipulated the balance of approximately $23 million would be appropriated in FY 07-08. However, rapidly escalating construction costs since the project was last requested have necessitated the Department increase the amount required to complete the project. Demolition of an existing structure (Building #108), which is within the footprint of the new facility, is scheduled for late this summer with construction ground breaking of the new facility projected to start this fall.

During the 2005 Session, the General Assembly passed legislation (HB 05-1309) authorizing the Executive Director of the Department of Human Services to enter into a lease agreement for a facility, constructed using private funds, to house the High Security Forensic Institute (HSFI). This authorization was withdrawn with the passage of HB 06-1373.

CMHIP provides psychiatric care to mentally ill adolescents, adults, medical/surgical, forensic, and geriatric patients. This request represents the final phase of the on-going project to replace maximum and medium security forensic beds with a new High Security Forensic Institute (HSFI) at the Colorado Mental Health Institute at Pueblo (CMHIP). The central Heat Plant expansion component of this request will support not only the Forensics Replacement facility, but also the future expansion of the Colorado Department of Corrections (CDOC) San Carlos Correctional Facility (SCCF).

The origination of the Forensics Replacement project goes back almost a decade, with efforts by the Department to determine future utilization of the CMHIP campus buildings and to focus on the core programs provided by the State in those facilities. Senate Bill 95-214 funded the development of a facilities master plan for CMHIP. The Colorado Department of Corrections (CDOC), in cooperation with the Colorado Department of Human Services (CDHS), contracted with RNL Design in April 1997 to develop the CMHIP Master Plan. This plan established a long-range vision for the campus through the year 2007. The original plan (CMHIP Pueblo Campus Master Plan, October 21, 1997) identified several phases of development and the greatest facility needs for both CDOC and CDHS.

In FY 1999-00 the General Assembly appropriated funding to complete a Facility Program Plan (FPP) for the Institute for Forensic Psychiatry (IFP). The Department had previously prepared an IFP Operational Program Plan (OPP) utilizing CDHS staff and existing resources. The Department retained a consultant to prepare the FPP, which was submitted on October 29, 1999, to the General

Assembly. The Capital Development Committee approved the FPP on March 28, 2000. The Department first received monies for the Heat Plant expansion in FY 2000-01. A Facilities Program Plan was subsequently approved by the Capital Development Committee on April 12, 2001.

Also, in FY 2000-01 the General Assembly appropriated funding for the professional services portion of the Forensics Replacement project allowing the Department to proceed with design of a new IFP facility, followed by a further appropriation for a portion of the construction in FY 2001-02; however, CDHS suspended project design as it neared completion in September 2001 when the state-wide freeze was issued on capital construction project spending. Construction Documents were to be issued for bidding in November 2001. The contract for the Heat Plant expansion, which had already been bid, was cancelled when funding was withdrawn. All project activities were terminated once the settlement of a claim related to cancellation of the Contractor's contract was completed. All monies were rescinded in the fall of 2001.

This request also reflects federal Job Growth and Tax Relief Reconciliation Act funding in the amount of $304,500 allocated by the Governor to begin site utility work. This work included the relocation of utilities to allow construction to go forward and the construction of a new primary power feed into the campus that will both serve the new facility and address the unreliable power supply to campus that jeopardizes the operation of the Central Production Kitchen and the North Chiller Plant.

The facility (Building #20) currently housing the IFP maximum-security unit will be turned over for use by the DOC. DOC indicates the building will be utilized as program space for their Youthful Offender System (YOS) facility, which is immediately adjacent to Building #20 on the south portion of the CMHIP campus.

During 2003 Institute of Forensic Psychiatry (IFP) administrative staff offices were moved out of Building #54 and into Building #126 in order to be closer to the programs they supervise. These management staff will be moved into space in the new facility when it is completed. Building #54 currently provides space for several functions. It houses the Parole Board; a warehousing operation on the first floor; and facility maintenance storage on the lower level. When the HSFI is completed, Building 126 is anticipated to house the Forensic Community Based Services Program and the Industry Arts Building Trades Program.

The portion of Building #121 (4th, 5th and 6th floors) currently occupied by the medium security unit of IFP will be vacated when the new HSFI is completed. The long-term plan for this building is demolition to make room for other development; however, the building cannot be fully vacated at this time since the lower three floors are occupied by geriatric mental health patients. In addition, this existing space may be used as the temporary location for intermediate and minimum-security level patients currently occupying Building #106, when the Transitional Forensic Institute goes forward.

(a) List key objectives of proposed project: Key objectives for the Forensics Replacement Facility are as follows:

The existing facilities housing the maximum and medium security level programs of the IFP were designed primarily to maximize the number of patients who could occupy the space, with treatment a secondary consideration. The new facility will fulfill the following programmatic objectives:

- Improve the program and treatment services able to be delivered to patients in maximum and medium security levels of the IFP program at CMHIP;

- Accommodate the increasing number of patients not yet adjudicated who are awaiting admission under legal status of evaluation or Incompetent To Proceed (ITP) and require a secure facility;

- Accommodate the increasing number of DOC inmates requiring the intensive mental health services provided by IFP;

- Allow patients to be treated in an environment, which provides the necessary level of security for the safety of patients, staff and the general public;

- Accommodate female patients who also require a high level of security, who cannot be housed in the current IFP Maximum security facility;

- Provide improved facilities, which will comply with certification requirements of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO);

- Mitigate the need for costly renovation of the obsolete and outdated mechanical, plumbing and electrical systems in the existing buildings;

- Provide patient care units (wards) that will allow better observation and greater participation by staff in patient activities. The existing facilities are poorly configured and make supervision of patients difficult;

- Place patient safety as a primary consideration. The existing space housing medium security level patients was not originally designed for a forensic population; and,

- Satisfy the Department's commitment in settling the Neiberger class action lawsuit.

Key objectives for the central Heat Plant expansion component of the project are as follows:

- Capacity of the Central Heat Plant will be expanded in order to provide heating and hot water for the Forensics Replacement and the Secure Mental Health Unit projects and also provide capacity for the future expansion of the SCCF;

- Replace two aging gas boilers at the Central Heat Planting that can no longer produce steam at rated capacity and would otherwise require Controlled Maintenance funding in the very near future to keep them operational;

- Upgrade the filtering system for the two coal fired boilers at the Central Heat Plant in order to maximize their operation; and,

- Provide the necessary redundancy of both fuel source and capacity in order to allow the most cost efficient operation of the Central Heat Plant in the marketplace with fluctuating fuel prices.

2. Estimated Project Timetable. *(Each Phase Must Accomplish Distinct, Stand-Alone Functions)*

The timetables for the major elements of the project are similar and will be accomplished in parallel; however, they will be of different duration; following is a timetable for each component.

Timetable for Forensics Replacement Facility			
Phase	Start Date(s)	Completion Date(s)	Remarks
Physical Planning Phase	07/99	12/06	Includes Facility Program Plan, Design and Restart of the Project, completion of the Design
Demolition	06/06	01/07	Includes bidding for Building #108 demolition to prepare the site for general construction
Construction Phase	10/06	03/09	Includes bidding and new construction
Equipment Phase	12/08	04/09	Procurement and Installation
Commissioning and Testing	05/09	06/09	
Occupancy		07/09	

(a) Phasing Explanation.

The relocation of utilities and construction of the new primary power feed during calendar 2004 and 2005 using federal Job Growth and Tax Relief Reconciliation Act funds will allow demolition and general construction to proceed one after the other. The demolition of Building #108 will be followed immediately by the construction of the new building.

Timetable for central Heat Plant Expansion			
Phase	Start Date(s)	Completion Date(s)	Remarks
Physical Planning Phase	07/00	07/06	Planning and Design Phase Completed previously
Equipment Procurement	08/06	03/07	Bid for Pre-purchase of Boilers and obtain delivery
Construction Phase	01/07	11/08	Includes Bidding of Installation and Construction
Commissioning and Start-Up	12/08	01/09	
Facility Complete		01/09	

(a) Phasing Explanation.

This project was previously phased to the extent possible. These funds would fund the final phase of the Forensics project; as well as, procurement and construction of the modifications to the Central Heat Plant.

(b) (*__Only For Continuation Projects__*) Expenditure Information.

Year-to-Date Expenditure: From previous appropriations (prior to the shutdown of the project in 2001) a total of $2,575,454 was expended for the Forensics Replacement Facility; in addition, Federal Funds of $301,298 allocated by the Governor were expended. Also, $363,317 was expended for the Heat Plant component of the project prior to cancellation.

Update of phase progression and expenditures: (Refer to above)

Justification Section:

3. Project/Program Justification.

(a) Justification Related to Programs and Classifications served by Request (describe and enumerate): The Table below indicates the trends for the various security levels of the Forensics program. This is followed by the justification related to the expansion of the Heat Plant

Program Service Population	Actual FY03-04	Actual FY04-05	Actual FY05-06	Projected FY06-07	Projected FY07-08	Projected FY 08-09
Capacity -Forensics Beds (Existing and proposed)	278	278	278	278	278	310
Restricted Capacity on Max & Med Due to Lawsuit*	168	160*	152*	152	152	
Average Daily Attendance (# of beds)						
Maximum Security Bed Capacity	80	80	72*	72	72	
ADA Census	*77*	*75*	*75*	*75*	*75*	*HSFI 200 beds*
Medium Security Bed Capacity	88	66*	66	66	66	
ADA Census	*89*	*63*	*63*	*63*	*63*	
Intermediate Security Bed Capacity	69	75	83	83	83	*60*
ADA Census	*71*	*67*	*67*	*67*	*67*	
Minimum Security Bed Capacity	41	46	46	46	46	*40*
ADA Census	*40*	*37*	*37*	*37*	*37*	
Advanced Cottage Capacity in existing Cottage	-	11	11	11	11	*10*
ADA Census		*11*	*11*	*11*	*11*	
Total Existing Census	*269*	*253*	*253*	*260[1]*	*265*	*310*
ITP Overflow to Civil Units		6	10	25	25	25
Waiting List for Court Ordered Competency Restoration in Jail Detention			40	50	60	10
Total Demand without Restrictions			*303*	*335*	*350*	*345*

NOTE: Justification table assumes construction of new forensics replacement facility with occupancy beginning 6/1/09 and recruitment and hiring completed about 2 months before that time.
[1] *Settlement required bed reductions if building unfunded by 7-1-05. Settlement requirements also required the release of a minimum of 40 long-term stay patients. The release rate has been running at an unprecedented level; approximately 30 NGRIs per year for the last three years at the same time that the LOS of ITPs is slowly creeping upward.

As discussed earlier, the existing facilities housing the maximum and medium security level programs of the IFP were designed primarily to maximize the number of patients who could occupy the space, with treatment a secondary consideration. The new facility will fulfill the following programmatic objectives:

- The replacement facility will provide the type of environment necessary to deliver the program and treatment service needed to address patients needs in the IFP program at CMHIP;

- The new facility will accommodate the gradual growth in the number of patients and DOC inmates requiring the intensive mental health services provided by IFP;

- The facility will address demands being placed upon the Institute to provide evaluations for the courts;

- The new building will fully satisfy the facility related requirements of the Neiberger law suit against the State; and,

- Meet the objectives for the project and the program as further described in Item 1. (a) above.

(a) Justification Related to the expansion of the central Heat Plant is as follows:

The increase of space on the CMHIP campus will necessitate the addition of capacity at the Central Heat Plant. Also, the aging gas boilers are becoming increasingly unreliable and failures of the Central Heat Plant to provide needed steam for heating, cooling and hot water can be expected to increase. The most recent failure occurred during June of 2004, when both coal boilers were out of service at the same time. Heat Plant staff fired a gas boiler to provide steam; however, due to the age and condition both of the gas boilers have been down rated in production capacity twice. Operating funds were used to make repairs to bring one coal boiler back on line. All programs totaling approximately 2,000 Department of Corrections (including the SCCF, the YOS Program facility and the La Vista Correctional Facility), the Mental Health Institute and the Youth Corrections beds on campus are supported by the Central Heat Plant.

(b) Purpose Code Justification:
    (B)(1) – Continuation Project – Final Phase.

(c) Project Alternatives (include impact of not funding requested project):
The Department has researched several alternatives, including alternative financing, modifying existing IFP space, utilizing empty buildings on the CMHIP campus, utilizing vacant beds in the civil side of the psychiatric hospital to alleviate overcrowding in forensics, and renovating and utilizing a former veterans facility. Each of these alternatives are discussed below.

Utilization of HB 05-1309: In 2005, the passage of this legislation allowed the Department to lease a facility constructed using private funds. Authorization to utilize a lease-finance approach

to fund the project was withdrawn as part of HB 06-1373. The Request For Proposals which was nearing its conclusion in March 2006 was cancelled.

Utilizing Beds in the Civil Side of the Psychiatric Hospital. IFP currently employs this alternative when census pressure is extreme and they can identify a patient that could safely be treated in the less secure civil beds. On occasion, IFP has placed elderly patients on the Geriatrics unit or ill patients in the Medical/Surgical Ward of the General Hospital. Additionally, a significant increase in court-ordered competency restorations, has made it necessary to designate 10 beds on the Adult units as overflow for individuals with lesser charges. While this helps alleviate overcrowding when census pressure is extreme, it cannot be a long-term solution in the current physical facility, due to the security requirements of the forensics population and the lack of available program space.

A review of census on June 9, 2006 identified 28 individuals residing on units in the Civil Divisions of the Institute that would normally be served on the Institute for Forensic Psychiatry. These patients are considered Forensic patients due to the legal status and would have been admitted to Forensics except for the settlement agreement expectations to maintain a staff to patient ratio at a certain level and to manage census.

Waiting List for Admissions. CMHIP has been under a court settlement agreement for the past three years. Meeting the terms of the settlement agreement has contributed to a waiting list of individuals requiring the unique services of IFP. This waiting list becomes a contentious point with Judges and courts when an admission cannot occur as quickly as in the past. On June 9, 2006, there were 65 individuals (33 ITPs, 31 Evaluations, and 1 NGRI duel commitment) with court orders to CMHIP waiting for admission. Many of these individuals are in jail without treatment and medication.

In addition, 47 individuals have been determined by a court to require restoration at CMHIP, but a judge has not yet submitted an order. These individuals are in jail without treatment and medication.

Modifying Existing IFP Space. The physical layout of the medium-security and maximum-security buildings makes it extremely difficult to change configurations. The layout of medium-security (Building #121) requires linear patient care units with extremely narrow floor plans, and several floors are required to meet the space requirement. This multiple floor arrangement severely compromises the safety and security of both patients and staff. The layout of the maximum-security unit (Building #20) is functional for residential use, but there is a significant shortage of programming and treatment space. The design of this building would make it very difficult to efficiently add both program/treatment space and residential capacity. These structures were typically built with interior bearing walls, which further limit their flexibility and suitability for renovation. In addition, since 2004 the Division of Facilities Management has monitored cracking in masonry walls of the building. The Department received $238,100 in supplemental capital construction funding in FY 1998-99 to make modifications to maximum security to improve safety and security in the interim for the maximum unit.

Utilizing Empty Buildings on the CMHIP Campus. RNL thoroughly reviewed this option during development of the CMHIP Campus Master Plan in 1997. The existing, vacant buildings are extremely old, riddled with asbestos and other hazardous materials, and not in a layout suitable to

modern day treatment. RNL's conclusion was that renovating existing buildings would be more expensive than constructing new facilities.

Fort Lyon Veterans Administration Facility. On July 29, 1999, program staff from CMHIP and DHS facilities staff toured the Fort Lyon Veterans Administration Facility near Las Animas to assess the potential of using some buildings to house the forensics program. While the facility has been well maintained, the configuration of buildings is similar to that currently housing medium-security forensics; and as such, would no better serve the program. In addition, neither the campus, nor the buildings are secure; the construction is not hardened and has numerous suicide hazards; and a number of serious code deficiencies exist, which would lead to major renovation. To compound the situation, many of the buildings are on the National Register of Historic Places, which will likely restrict how they could be modified. Also, due to the remote location of the facility, stand alone water pumping and treatment facilities, sewage treatment facilities, storm water drainage and de-watering systems, laundry facilities and fire and police departments would need to be maintained by the State at potentially very high operating costs. DOC has also evaluated the Fort Lyon complex and determined that the facility is suitable for up to 1,000 medium custody inmates, including those who are considered chronically mentally ill, the medically infirm and older inmates. Subsequent to the DHS facility evaluation, DOC purchased and renovated the facility for their use. This alternative is no longer available.

Delay Project Funding: Not funding the project would cause the facilities to not meet the current or the projected needs for beds and suitable programmatic space. The mechanical, plumbing, and electrical systems will continue to increase the difficulty and expense of maintenance and repair. With declining suitability of the environment of care, the risk that CMHIP will lose its accreditation as a psychiatric facility grows each year. Continued awareness of the identified problems without addressing them sets the stage for serious liability and accreditation problems. The provisions of the law suit settlement to limit the population of the Forensics program would remain in place.

Project Alternatives for the central Heat Plant Expansion:
The Facility Program Plan (FPP) approved by the Capital Development Committee on April 12, 2001 studied the requirements for this support facility, refined solutions and recommended the following:

Replace the two 35-year old gas boilers with new, larger capacity units and add a larger EPA mandated filtering system to maximize the capacity of the existing coal-fired boilers. This solution provides both needed capacity and fuel redundancy to address the heating and hot water needs for the campus.

Providing steam by multiple, individual building heating systems would be both more expensive and less efficient, requiring higher operating costs. Conversion of the numerous existing buildings on campus would be cost prohibitive.

Should this project not receive final phase funding, current CDHS expansion projects and future CDOC program expansions would not be serviced by the central boiler/chiller system. Reliability of the Central Heat Plant will further decline and the campus will be in jeopardy of loosing this essential infrastructure support.

Project Relationship Section:

4. Project Association to Other Capital Improvement Projects:

Design of the project has considered the long-term development of the campus; as well as, the potential for the replacement of additional forensics beds in the future. The Department, in 1999, prioritized the replacement of the medium and maximum forensics beds and at the same time identified the need for the replacement of intermediate and minimum-security beds. These beds, identified as the Transitional Forensic Institute, represent the next step in the treatment program beyond the High Security Forensic Institute for returning patients to the community as productive members of society.

Planning for this project has been coordinated with other capital improvements occurring on the campus, including the new Sol Vista Youth Services Center (for mental health treatment of juveniles) and the expansion of the central Heating Plant.

The central Heat Plant expansion will support the Forensics Replacement, the new Sol Vista Youth Services Center that will open in the fall of 2006 and future expansion of any of the CDOC facilities on the campus that rely upon the Central Heat Plant as their source of steam for heat and hot water. If this project does not go forward all current, planned development would be impacted with additional costs and future construction would be more costly. The modifications provided by this project will also accommodate expansion of SCCF by 250-beds.

5. (*Only For Continuation Requests*) Comparison with Prior Request Made in FY 06 - 07

Since it has been over 5 years since the cost of this project was last estimated, prior to bidding in 2001; costs have been re-estimated to reflect the current construction market conditions. The overheated construction marketplace both in Colorado and nationally plus international demands for raw construction materials has driven unprecedented inflation in the last year. This costly trend is projected to continue for sometime into the future with major construction activities in the Pueblo and Colorado Springs areas, in particular driven by a significant expansion of the Fort Carson military complex with a massive infusion of federal construction dollars occurring for some time to come. In addition to preparation of an estimate by the design team, the Department retained a third party project management firm to separately estimate the cost of the project in the current construction marketplace. This independent estimate confirmed the cost of the facility.

Inflation Factor					
Total Cost of Original Approved Request	New Total Cost Requested	Difference	Inflation Factor Used	Dollar Impact of Inflation Factor on Original Request	Difference *not* due to Inflation
$	$	$	%	$	$

(a) Explanation of Differences. (*Deviation from OSPB-specified inflation factor must be pre-approved*):

Operating Impact:

6. Project Operating Impact:

(a) Operating Cost Table: (Following tables detail the Operating Cost Table for the Forensics portion of this project for the Mental Health Institutes and the Office of Operations.

Operating Balance Sheet – Office of Behavioral Health and Housing, Mental Health Institutes										
Project Operating Cost	First Year Operating Cost		Second Year Operating Cost		Third Year Operating Cost		Fourth Year Operating Cost		Fifth Year Operating Cost	
Facility to Open 07-01-09	09-10		10-11		11-12		12-13		13-14	
Personal Services										
MHI Staff, includes requirements of 1.35 direct care staff 2 CU Contracted	FTE 57.4	$ 2,187,092	FTE 57.4	$ 2,187,092	FTE 57.4	$ 2,187,092	FTE 57.4	$ 2,187,092	FTE 57.4	$ 2,187,092
Physicians	2.0	384,380	2.0	384,380	2.0	384,380	2.0	384,380	2.0	384,380
EDO-Benefits (MHI)		307,660		307,660		307,660		307,660		307,660
Shift Differential (MHI)		80,352		80,352		80,352		80,352		80,352
Total – Personal Services	59.4	2,959,484	59.4	2,959,484	59.4	2,959,484	59.4	2,959,484	59.4	2,959,484
Operating Expenses										
MHI Startup Costs		132,197								
MHI Operating		328,922		328,922		328,922		328,922		328,922
Total Operating Expenses		461,119		328,922		328,922		328,922		329,922
Total Fund		3,420,603		3,288,406		3,288,406		3,288,406		3,288,406
General Fund		3,420,603		3,288,406		3,288,406		3,288,406		3,288,406
Cash Fund (#/Name)										
Cash Fund Exempt (#/Name)										
Federal Funds (#/Name)										

(b) Operating Cost Assumptions:

1. Each Patient Care Unit will include two or three eight-bed pods.
2. Professional non-nursing staff will work staggered shifts to ensure treatment is available seven days each week.
3. Nursing staff refers to all unit direct care staff including registered nurses, licensed practical nurses, and health care technicians.
4. All direct care staffing figures include a coverage factor of 1.6 for seven-day weekly coverage that calculates vacation, holiday and sick leave.
5. The number of nursing staff is calculated based on coverage of 6.0 staff per unit during shift one, 7.0 per unit on shift two, 5 per unit on shift three, 2.6 for float duties, and 1 shift supervisor. Nursing staff participates in treatment planning and formulation activities, assist with emergency patient assault intervention, security and searches, and admissions processing when not required to be with the patient.
6. Professional non-nursing staff will lead groups throughout each day. Each unit requires a clinical team leader, lead nurse*, psychologist*, psychiatrist, social worker*, occupational therapist, vocational rehabilitation counselor, teacher, and clinical therapists. Classifications with * count as direct care staff per the lawsuit.
7. Occupational therapists*, vocational rehabilitation counselors*, teachers*, and clinical therapists* will be centralized to provide optimum services to the total number of patients. Classifications with * count as direct care staff per the lawsuit.
8. Support staff include: 1.3 FTE Clinical Team Administrator, 0.5 FTE pharmacy technician, 1.0 FTE dietician, 3.0 FTE ward clerks, and 6.0 FTE security officers and 2.0 FTE certified police officers.
9. All MHI salary levels are calculated based on the FY 2006-07 Compensation Plan. The minimum salary included in the project operating costs does not allow for the prevailing job market for medical staff. Additional funds will be needed in order to be competitive in the current job market.

10. Direct Care staff does not include staff in administrative positions or positions not directly related to day to day operations of patient care. The Neiberger Lawsuit requires a ratio of 1.35 staff to patient. The above costs support 43.6 direct care FTE and two contract physicians.

11. Per FY 2006-07 Common Policy, personal services includes PERA at 10.15%, AED at 1.2%, Medicare at 1.45%, Short Term Disability at .15%, shift differential and health, life and dental insurance.

12. Operating and pharmaceutical projections are based on the CMHIP at actual expenditures for FY 2005-06. $4.75 per day per patient without pharmacy and $20.53 per day per patient for pharmacy.

13. MHI start-up costs include the $28,875 for library and academic instructional materials: $15,840 for minor furnishings (small work tables, wall pictures, posters, bulletin boards) $15,520 for small equipment (digital cameras, recorders, musical instruments, gym furnishings); 48 purchased computers (including LAN costs for 26 staff computers and 22 computers for patient use to provide academic and vocational training); 4 laser printers and 1 color graphics printer for patients.

14. One-time LAN connect fees ($645 per Microcomputer, $155 per printer) and annual LAN infrastructure charges ($152 per microcomputer) based on CDHS Office of Technology Services FY 2006-07 costs.

Operating Balance Sheet – Office of Operations, Facilities Management										
Project Operating Cost	**First Year Operating Cost**		**Second Year Operating Cost**		**Third Year Operating Cost**		**Fourth Year Operating Cost**		**Fifth Year Operating Cost**	
Facility to Open 07/01/09 Personal Services	09-10		10-11		11-12		12-13		13-14	
	FTE	$	FTE	$	FTE	$	FTE	$	FTE	$
Operations Staff	19.0	554,516	19.0	554,516	19.0	554,516	19.0	554,516	19.0	554,516
EDO-Benefits		96,782		96,782		96,782		96,782		96,782
Shift Differential		10,119		10,119		10,119		10,119		10,119
Total – Personal Services	19.0	661,417	19.0	661,417	19.0	661,417	19.0.	661,417	19.0	661,417
Operating Expense										
Start Up Costs		95,000								
Operations Operating		194,895		194,895		194,895		194,895		194,895
Vehicle Lease		19,983		19,983		19,983		19,983		19,983
Utilities		429,721		429,721		429,721		429,721		429,721
Total Operating Cost		739,599		644,599		644,599		644,599		644,599
Total Fund		$1,401,016		$1,306,016		$1,306,016		$1,306,016		$1,306,016
General Fund		$1,401,016		$1,306,016		$1,306,016		$1,306,016		$1,306,016
Cash Fund (#/Name)										
Cash Fund Exempt (#/Name)										
Federal Funds (#/Name)										

(c) Operating Cost Assumptions:

15. Per FY 2006-07 Common Policy, Operations personal services includes PERA at 10.15%, AED at 1.2% and Medicare at 1.45%. Shift differential is calculated per FY07 Common Policy.

16. EDO Benefits are calculated on total FTE at a rate of .150% for STD and HLD at $421.24 / month / FTE.

17. Office of Operations custodial and maintenance operating expenses are based on current metrics for cost per square foot formulas. ($1.125/square foot)

18. Maintenance and housekeeping staff salaries are based on the minimum level for the FY07 Compensation Plan.

19. Vehicle costs are based on a lease rate for $416.32/month for 4 cargo vans (3 maintenance and 1 house keeping) with equipment.

20. Utility costs are based on the CMHIP campus average rate of $2.75 per square foot

21. Operations one-time start-up costs include equipment for maintenance ($27,000), grounds keeping ($43,000) and housekeeping ($25,000) for a total of $95,000.

(Following is the Operating Cost Table for the Heat Plant expansion portion of this project):

Operating Balance Sheet Office of Operations Facilities Management										
Project Operating Cost	**First Year Operating Cost**		**Second Year Operating Cost**		**Third Year Operating Cost**		**Fourth Year Operating Cost**		**Fifth Year Operating Cost**	
Facility Complete: 01/01/09	**08-09**		**09-10**		**10-11**		**11-12**		**12-13**	
Personal Services	FTE	$	FTE	$	FTE	$	FTE	$	FTE	$
Facility Maintenance	1.0	20,382	1.0	45,982	1.0	45,982	1.0	45,982	1.0	45,982
EDO Benefits		2,558		5,124		5,124		5,124		5,124
Total	1.0	22,940	1.0	51,106	1.0	51,106	1.0	51,106	1.0	51,106
Utilities		0		0		0		0		0
Supplies/ Equipment		30,360		60,720		60,720		60,720		60,720
Start-Up Costs		39,000		-		-		-		-
Total Estimated Operating Cost		69,360		60,720		60,720		60,720		60,720
Total Fund		$92,300		$111,826		$111,826		$111,826		$111,826
General Fund		$92,300		$111,826		$111,826		$111,826		$111,826
Cash Fund (Fund Number and Name)										
Cash Fund Exempt (Fund Number and Name)										
Federal Funds (Fund Number and Name)										

(b) Operating Cost Assumptions:

1. Additional staff required to support the central Heat Plant Expansion includes 1.0 FTE Utility Plant Operator I; salary based on the FY 07 Salary Survey. Benefits included in above are 10.15% PERA, 1.2% AED and 1.45% Medicare per FY 07 Common Policy.
2. EDO Benefits are included here since this request was combined with the Forensics Replacement Request and total number of FTE is 20. Refer to Footnote 18. above for calculation.
3. Start-Up Costs include emission gauges, EPA Certifications and a Front-End Loader for coal handling.
4. Supplies/Equipment costs are for maintenance and replacement of parts and equipment on account of increased usage of the coal boilers due to the larger connected campus load and increased costs for maintaining the larger gas boilers. Also, there will be increased handling of ash, which correspondingly increases maintenance costs.

(c) The OSPB operating budget analyst will receive a copy of the schedule 6 to cover the operating expenses denominated in table 6(a) in the request year for the fiscal year (FY 2008-09) in which operating funds are required.

Project Funding

7. (***Required For Cash Funded, Partial Cash Funded, or Lease-Purchase Projects***) Capital
   Finance Sources
Not Applicable – CCFE funds are proposed for this project.

Financing Balance Sheet							
Revenue Sources Fund Lists (List Each)	Fund No.	Actual FY03-04	Estimate FY04-05	Current Fund Balance	Projected FY06-07	Projected FY07-08	Projected FY 08-09
Cash Fund							
Cash Fund Exempt							
Federal Funds							
Capital Construction Funds Exempt							
Total Funding			N/A				

(a) For each cash funded source describe how the revenues accrue to the fund.

(b) Demonstrate that sufficient funding is available from this source.

(c) Finance Information
    Amount Financed $_____
    Duration of Agreement _____
    Interest Rate ____%
    Revenue Source _____

8. (*Only For Building Renovations and Additions*) Controlled Maintenance and Capital Construction Record.

Not Applicable for Forensics Replacement facility as new construction.

(a) Estimated Current Value: $13,734,532 for Building SMH035 – Central Heat Plant

Past 5 Year Capital Construction Projects			
Year	Project #	Item	Cost
FY2006-07			
FY2005-06			
FY2004-05			
FY2003-04			
FY2002-03			
Past 5 Year Controlled Maintenance Projects			
FY2006-07	M05029	Critical Heat Plant Repairs, CMHIP	$483,290
FY2005-06	M05029	Critical Heat Plant Repairs, CMHIP	$658,740
FY2004-05			
FY2003-04			
FY2002-03			

Emergency Controlled Maintenance funds totaling $501,294 for six separate central Heat Plant failures have been required since FY 94.

9. Space Requirements by Facility Master Plan.

Type of Space (List)	Existing GSF*	GSF Needed Under Master Plan or Recommended Industry Standard** (describe)	Surplus /(Deficit) GSF	Impact of This Project	Revised Surplus /(Deficit)	% Surplus /Deficit	Project GSF
Current IFP	108,400	1,100 GSF per patient x 168 patients in Medium and Maximum Security = 184,800	(76,400)			–	–
Proposed IFP	193,500	1,100 GSF per patient x 200 patients in HSFI = 220,000		85,100	(26,500)	(13.7%)	193,500
TOTAL							

* ASF not available, GSF used throughout table.
** This space requirements depiction was derived from the development process for the 1997 CMHIP Facility Master Plan. The industry standard for mental health institutes was found to be approximately 1,100 GSF per patient.

Project Compliance:

10. **REQUIRED - Indicate Appropriate Approval Authority** (*Requests cannot be forwarded for consideration unless following questions are completed*)

   a) This Project Request is in conformance with the most recently approved **Facility Program Plan** for this project entitled Department of Human Services, Institute of Forensic Psychiatry, High Security Forensic Institute, Facility Program Plan and approved on 10/29/1999 by the Department's Executive Director. The Capital Development Committee approved the Facility Program Plan on March 28, 2000.

   The Heat Plant Expansion component of this Project Request is in conformance with the most recently approved **Facility Program Plan** for this project entitled Kitchen / Warehouse / Heat Plant Expansion – CMHIP, dated 10/27/00 and approved on 11/01/00 by the Department's Executive Director and the Capital Development Committee on April 12, 2001.

   b) This Project Request (is) in conformance with the most recently approved **Facility Master Plan** for this project entitled for this project entitled State of Colorado, Colorado Mental Health Institute Pueblo Campus, Master Plan, 1997, and approved on 10/21/1997 by the Department's Executive Director.

   c) This Project Request (is) in conformance with the most recently approved **Departmental Operating Strategic Plan** for this project entitled _____ and approved on ___/___/___ by the _____. (if <u>not available</u>, explain why below.)

   A draft of the Colorado Department of Human Services, Strategic Plan will be submitted when available.

11. Six Month Rule Compliance.

   (a) Amount and percentage encumbered:
   Not Applicable.

   (b) Justification:

   The six-month rule was met for this project for the FY 06-07 appropriation.

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department: Human Services	Office of Operations
Priority Number:	1
Change Request Title:	New Facility Operating Funds - High Security Forensic Institute and Heat Plant Expansion at the Colorado Mental Health Institute at Pueblo

SELECT ONE (click on box):

☐ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Office of Operations

Request:

This Decision Item requests $764,363 General Fund and 6.5 FTE in FY 2008-09 and $1,340,443 General Fund and 17.0 FTE in FY 2009-10 for Office of Operations to staff and operate two new facilities that are currently under construction at the Colorado Mental Health Institute in Pueblo - the new High Security Forensic Institute (HSFI) and the Central Heat Plant Expansion.

Background and Appropriation History:

The Colorado Mental Health Institute at Pueblo provides psychiatric care to mentally ill adolescents, adults, medical/surgical, forensic, and geriatric patients. In FY 2007-08 a capital appropriation was received for the final phase of an on-going capital project to replace maximum and medium security forensic beds with a new High Security Forensic Institute (HSFI) at the Colorado Mental Health Institute at Pueblo (CMHIP). This capital project includes expansion of the central Heat Plant to support not only the Forensics Replacement facility, but also the future expansion of the Colorado Department of

Corrections (CDOC) San Carlos Correctional Facility (SCCF). The construction cost of the new facility is over $67 million and adds nearly 200,000 square feet of space to the CMHIP campus.

General Description of Request:

The requested funds will be used to open and service the new 200-bed High Security Forensic Institute (HSFI) facility at the appropriate level to ensure that the facility is operated and maintained safely and that the environment meets the requirements of regulatory agencies such as the Colorado Department of Health and Environment and the Joint Commission Accreditation of Hospital Organizations. This request identifies the required funding for the new space in the following categories: staff, operating, vehicles, and utilities.

Consequences if Not Funded:

If this Decision Item is not funded, the newly constructed HSFI will not be able to be occupied. Maintenance and custodial services, and groundskeeping cannot begin until funds become available. With the funding the existing maximum and medium security units can be vacated. If these units are not vacated but continue to be used to house patients, their obsolete mechanical, plumbing, and electrical systems will require expensive maintenance and repair.

Not funding the project would cause the facilities to not meet the current or the projected needs for Forensic beds and suitable programmatic space. With a declining suitability of the environment of care, the risk that CMHIP will lose its accreditation as a psychiatric facility grows each year. Continued awareness of the identified problems without addressing them sets the stage for serious liability and accreditation problems. The provisions of the recent Nieberger lawsuit settlement would not be met.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request Office of Operations									
Personal Services	$759,828	$759,828	$0	$0	$0	$0	$0	$759,828	6.5
Operating Expenses	$222,683	$222,683	$0	$0	$0	$0	$0	$222,683	6.5
Vehicle Lease Payments	$296,364	$296,364	$0	$0	$0	$0	$0	$296,364	
Utilities	$6,388	$6,388	$0	$0	$0	$0	$0	$6,388	
Total Executive Director's Office									
	$234,393	$234,393	$0	$0	$0	$0	$0	$234,393	
Amortization Equalization Disbursement	$4,535	$4,535	$0	$0	$0	$0	$0	$4,535	
Supplemental Amortization Equalization	$3,193	$3,193	$0	$0	$0	$0	$0	$3,193	
Disbursement	$1,342	$1,342	$0	$0	$0	$0	$0	$1,342	

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request Office of Operations									
Personal Services	$1,253,558	$1,253,558	$0	$0	$0	$0	$0	$1,253,558	17.0
Operating Expenses	$527,241	$527,241	$0	$0	$0	$0	$0	$527,241	17.0
Vehicle Lease Payments	$257,152	$257,152	$0	$0	$0	$0	$0	$257,152	
Utilities	$19,164	$19,164	$0	$0	$0	$0	$0	$19,164	
Total Executive Director's Office									
	$450,001	$450,001	$0	$0	$0	$0	$0	$450,001	
Short Term Disability	$86,885	$86,885	$0	$0	$0	$0	$0	$86,885	
Amortization Equalization Disbursement	$612	$612	$0	$0	$0	$0	$0	$612	
Supplemental Amortization Equalization	$7,537	$7,537	$0	$0	$0	$0	$0	$7,537	
Disbursement	$2,355	$2,355	$0	$0	$0	$0	$0	$2,355	
Health Life Dental	$76,381	$76,381	$0	$0	$0	$0	$0	$76,381	

OSPB Common Policy for FTE Requests- September 2007

FTE and Operating Costs

Fiscal Year(s) of Request		Electrical Trades II		Pipe Mech Trades II		LTC- Op I		Utility Plant Operator		TOTAL	
PERSONAL SERVICES	Title:	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
Number of PERSONS / class title		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		
Number of months working in FY 08-09 and FY 09-10		8	12	8	12	9	12	7	12		
Number of months paid in FY 08-09 and FY 09-10*		7	12	7	12	8	12	6	12		
Calculated FTE per classification		0.6	1.0	0.6	1.0	0.7	1.0	0.5	1.0	2.4	4.0
Annual base salary		$43,248	$43,248	$43,248	$43,248	$51,372	$51,372	$41,160	$41,160		
Salary		$25,228	$43,248	$25,228	$43,248	$34,248	$51,372	$20,580	$41,160	$105,284	$179,028
PERA	10.15%	$2,561	$4,390	$2,561	$4,390	$3,476	$5,214	$2,089	$4,178	$10,687	$18,172
Medicare	1.45%	$366	$627	$366	$627	$497	$745	$298	$597	$1,527	$2,596
Prior Year Supplemental Amortization Equalization Disbursement	N/A	$0	$189	$0	$189	$0	$257	$0	$257	$0	$789
Subtotal Personal Services at Division Level		$28,155	$48,454	$28,155	$48,454	$38,221	$57,588	$22,967	$46,089	$117,498	$200,585
Subtotal Amortization Equalization Disbursement at Executive Director's Office Long Bill Group Level	1.60%	$404	$692	$404	$692	$548	$822	$329	$659	$1,685	$2,865
Subtotal Supplemental Amortization Equalization Disbursement at Executive Director's Office Long Bill Group Level	Varies	$189	$216	$189	$216	$257	$257	$154	$206	$635	$895
Department Specific Average Cost for HLD / Employee**											
Subtotal for Health, Life, Dental (if over 20 FTE)	$ 4,493	$0	$4,493	$0	$4,493	$0	$4,493	$0	$4,493	$0	$17,972
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$56	$0	$56	$0	$67	$0	$54	$0	$233

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

OSPB Common Policy for FTE Requests - September 2007

FTE and Operating Costs

Fiscal Year(s) of Request / PERSONAL SERVICES	Title	Grounds and Nursery FY 08-09	Grounds and Nursery FY 09-10	Custodian I FY 08-09	Custodian I FY 09-10	Custodian II FY 08-09	Custodian II FY 09-10	TOTAL FY 08-09	TOTAL FY 09-10	Grand TOTAL FY 08-09	Grand TOTAL FY 09-10
Number of PERSONS / class title		1.00	1.00	9.00	10.00	2.00	2.00				
Number of months working in FY 08-09 and FY 09-10		5	12	5	12	6	12				
Number of months paid in FY 08-09 and FY 09-10*		4	12	4	12	5	12				
Calculated FTE per classification		0.3	1.0	3.0	10.0	0.8	2.0	4.2	13.0	6.5	17.0
Annual base salary		$38,340	$38,340	$20,784	$20,784	$22,944	$22,944				
Salary		$12,780	$38,340	$62,352	$207,840	$19,120	$45,888	$94,252	$292,068	$199,536	$471,096
PERA	10.15%	$1,297	$3,892	$6,329	$21,096	$1,941	$4,658	$9,567	$29,646	$20,254	$47,818
Medicare	1.45%	$185	$556	$904	$3,014	$277	$665	$1,366	$4,235	$2,893	$6,831
	NA	$0	$96	$0	$468	$0	$143	$0	$707	$-	$1,496
Subtotal Personal Services at Division Level		$14,262	$42,884	$69,585	$232,418	$21,338	$51,354	$105,185	$326,656	$222,683	$527,241
Subtotal Amortization Equalization Disbursement at Executive Director's Office Long Bill Group Level	1.60%	$204	$613	$998	$3,325	$306	$734	$1,508	$4,672	$3,193	$7,537
Subtotal Supplemental Amortization Equalization Disbursement at Executive Director's Office Long Bill Group Level	Varies	$96	$192	$468	$1,039	$143	$229	$707	$1,460	$1,342	$2,355
Department Specific Average Cost for HLD / Employee**											
Subtotal for Health, Life, Dental (if over 20 FTE)	$ 4,493	$0	$4,493	$0	$44,930	$0	$8,986	$0	$58,409	$0	$76,381
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$50	$0	$270	$0	$60	$0	$380	$0	$612
OPERATING EXPENSES											
Forensics (6 months in FY 2008-09)											
Heat Plant (12 months in FY 2008-09)										$97,399	$183,832
Forensics Start-Up Costs										$73,320	$73,320
Heat Plant Start-Up Costs										$88,493	$0
Subtotal Operating Expenses										$37,152	$0
Subtotal Vehicles										$296,364	$257,152
Subtotal Utilities										$6,388	$19,164
										$234,393	$450,001
GRAND TOTAL ALL COSTS		$14,562	$48,232	$71,051	$281,982	$21,787	$61,363	$107,400	$391,577	$764,363	$1,340,443

*FY 2008-09 salaries were reduced by one month to account for Pay Date Shift.

**Estimated Health Life and Dental and Short Term Disability costs are requested. The new FTE required to staff the High Security Forensics Institite includes both Mental Health Institute and Office of Operations FTE total 35.6 FTE.

Assumptions for Calculations:

The cost assumptions used for this decision item are consistent with the cost assumptions included in the FY 2007-08 Capital Request for the Forensics and Heat Plant facilities. The amounts were updated to reflect the most recent costs for salaries, benefits, operating supplies, vehicle lease payments, and utilities.

Staffing Assumptions: The personal services cost is based on the Department of Personnel and Administration FY 2007-08 Compensation Plan plus PERA and Medicare. Maintenance/Operations FTE calculation is based upon the Division of Facilities Management historical ratio of 21,839 SF/FTE. Housekeeping FTE calculations are based upon the ratio of 10,791 SF/FTE. The opening of this large facility requires phasing over a four to eight month period. This phasing is reflected in the number of FTE and months requested per classification in FY 2008-09. EDO benefits are requested for FY 2008-09 operational by July 2009. EDO benefits are requested for FY 2009-10 for 17.0 Office of Operations FTE.

Operating Expenses Assumptions: Operating expenses include the materials, equipment, supplies, consumables, and overhead costs to operate and maintain the HSFI building and Central Heating Plant. The operating cost per square foot metric for this facility is $1.08/sf. The additional square footage requiring services is the difference between the newly constructed square footage less the square footage lost when areas they are vacated. The additional Forensics square footage is 193,500 square feet. Operating costs for the Heat Plant are based on the amount of raw materials required to produce a kilo-pound of steam. It is estimated that the plant will produce 293,280 additional kilo-pound of steam at a cost of $0.25 per kilo-pound. The operating expenses include start-up costs which are one-time purchases for the initial investment in maintenance and housekeeping tools.

Vehicle Lease Payments Assumptions: The request includes four additional fully-equipped trucks based upon the DFM historical metric of 1.33FTE/maintenance vehicle. The annual lease cost of each vehicle is estimated at $4,791.

Utilities Assumptions: Utilities costs are based on $3.00 per square foot for the additional 156,262 square feet.

The Office of Operations received funding via a FY 2007-08 Budget Amendment to open and service an unused wing of an existing CMHIP building to temporarily house a 20-bed unit for Mental Health Institute clients. These clients will be moving to the new Forensics Unit in June 2009. The amount of the FY 2009-10 request for the Forensics Facility was reduced by the $72,180 and 1.4 FTE that were appropriated to the Office of Operations for this temporary function.

Impact on Other Government Agencies:

The counties and cities have won a lawsuit that requires the State to evaluate inmates that are being housed in jails within a "reasonable amount of time". The new facility will have adequate space to accommodate these inmates within a reasonable amount of time versus the "excessive amount of time" as outlined in the lawsuit. This change will permit the counties and cities to proceed with prosecution of inmates determined to be able stand trail and restore those inmates classified as needing mental health treatment.

With regard to the heat plant, the current plant cannot operate at full capacity without exceeding EPA standards for particulates, this will restrict our ability to heat and cool the CMHIP campus with the addition of the new HSFI facility.

Cost Benefit Analysis:

This decision item provides the necessary operating funds to support a new facility that is currently under construction. The request is consistent with the estimated operating cost assumptions provided in the FY 2007-08 capital request for the facility and the benefit of such a facility to the State was acknowledged at the time of the capital appropriation.

Implementation Schedule:

Task	Month/Year
FY2008-09 FTE Hiring 1st Group	Nov 2008
FY2008-09 FTE Hiring 2nd Group	Jan 2009
Open Facility	June 2009

Statutory and Federal Authority:

The Office of Operations is a general support function for the Department of Human Services Mental Health Institutes. Statutes outlining the Department's authority as it relates to Mental Health Institutes is included on pages D-1-39 through D-1-82 of this request.

Performance Measures:

Performance measures related to the Mental Health Institutes are located on page D-1-84.

Strategic Plan Workload Indicators for the Office of Operations:

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Maintain housekeeping cost per square foot at or above industry benchmark level.	$1.77	$2.23	$2.81	$3.40

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Maintain maintenance cost per square foot at or above industry benchmark level.	$2.90	$3.54	$4.31	$5.26

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Maintain vacancy rate for Division of Facilities Management housekeepers at or below 9%.	7.30	7.60	9.70	9.70

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Maintain vacancy rate for Division of Facilities Management maintenance employees at or below 6%.	12.10	11.50	12.80	13.30

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Percentage of monthly work orders that are completed as scheduled.	91.3%	89.5%	92.0%	93.0%

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Percentage of monthly preventative maintenance work orders that are completed.	92.9%	94.0%	96.0%	96.0%

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Percentage of monthly housekeeping inspections that are completed.	96.3%	98.0%	96.0%	97.0%

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Facilities Management	Percentage of monthly housekeeping inspections that are passed.	93.0%	96.0%	89.0%	93.0%

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Population Impact on Contract Placement Need
Department:	Human Services - Office of Children, Youth and Family Services - Division of Youth Corrections
Priority Number:	2

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _Reynolds Jaffe_   Date: 10/17/07

OSPB Approval: _____   Date: 10/24/07 50 11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	51,131,337	54,786,665	0	54,786,665	54,638,436	1,759,946	56,398,382	0	56,398,382	1,759,946
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	48,483,406	52,007,869		52,007,869	51,872,508	1,718,738	53,591,246	0	53,591,246	1,718,738
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,647,931	2,778,796	0	2,778,796	2,765,928	41,208	2,807,136	0	2,807,136	41,208
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	2,647,931	2,778,796	0	2,778,796	2,765,928	41,208	2,807,136	0	2,807,136	41,208
	MGF	1,323,966	1,389,398	0	1,389,398	1,382,964	20,604	1,403,568	0	1,403,568	20,604
	NGF	49,807,372	53,397,267	0	53,397,267	53,255,472	1,739,342	54,994,814	0	54,994,814	1,739,342
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs Purchase of Contract Placements	Total	51,131,337	54,786,665	0	54,786,665	54,638,436	1,759,946	56,398,382	0	56,398,382	1,759,946
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	48,483,406	52,007,869		52,007,869	51,872,508	1,718,738	53,591,246	0	53,591,246	1,718,738
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,647,931	2,778,796	0	2,778,796	2,765,928	41,208	2,807,136	0	2,807,136	41,208
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	2,647,931	2,778,796	0	2,778,796	2,765,928	41,208	2,807,136	0	2,807,136	41,208
	MGF	1,323,966	1,389,398	0	1,389,398	1,382,964	20,604	1,403,568	0	1,403,568	20,604
	NGF	49,807,372	53,397,267	0	53,397,267	53,255,472	1,739,342	54,994,814	0	54,994,814	1,739,342

Letternote revised text: b. These amounts shall be from Medicaid funds transferred from the Department of Health Care Policy and Financing.

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Department of Health Care Policy & Financing

Page D-2-1

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services – Office of Children, Youth and Family Services – Division of Youth Corrections
Priority Number:	2
Change Request Title:	Population Impact on Contract Placement Need

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This request is for $1,759,946 ($1,718,738 GF and $ 41,208 MCF) for the Division of Youth Corrections (DYC) Purchase of Contracts Placement line item to ensure the Division can provide one bed for every youth projected to be in the legal custody of the Division. The request is based on December 2006 Legislative Council staff (LCS) population projections that indicate the DYC commitment population will increase by 32.7 ADP in FY 2008-09 and 28.9 ADP in FY 2009-10. The Division will require additional residential commitment capacity in FY 2008-09 to accommodate this projected growth. Given a long-standing legislative practice of funding growth in the DYC system with additional contract placements, this decision item proposes to increase funding for the additional 32.7 ADP contract placements.

Background and Appropriation History:

The primary statutory mandates of the Division of Youth Corrections are to ensure the public safety and provide rehabilitative services to youth in order to prevent further delinquent behaviors and thus reduce recidivism – a key element of Governor Ritter's "Colorado Promise." The commitment of certain youth for delinquent behaviors, as well

as supervision of youth while on parole, is essential to maintaining the public safety. In addition, the Division seeks to provide services that address the specific social, educational, medical, mental health, substance abuse, and other offense-specific treatment needs of youth to maximize their ability to rejoin society as responsible, contributing members. This is essential to maintaining public safety in the long run, as previous offenders become contributing citizens in their communities. The full range of outcomes is comprehensive and substantially contributes to societal goals. Society benefits through reduced juvenile crime rates against persons and property. The families and youth benefit by gaining skills and overcoming problems that enable them to independently care for themselves and contribute to society. The State of Colorado benefits through avoidance of future expenditures on juvenile and adult correctional facilities and services, as well as reduced expenditures on welfare and increased revenues as these youth become job-holding, tax-paying citizens.

The Division's Purchase of Contract Placements appropriation funds an array of residential placement services for youth requiring secure, staff supervised, and non-secure residential placement services. Secure residential placement services are provided for youth who require a secure locked facility environment. Staff supervised placements are provided in staff-secure facilities in both institutional and community settings. Non-secure residential services are provided for youth transitioning to the community after release from institutional settings, and for committed youth who have been assessed as appropriate for placement in a community residential setting. Currently, the Division of Youth Corrections contracts with over 22 organizations which provide staff-supervised commitment services and with more than 31 organizations that provide non-secure community residential services to youth who are under the jurisdiction of the DYC. In FY 2006-07, the Division relied upon private contractors for approximately 65% of its commitment capacity.

The rate paid to vendors depends upon the level of security and programming provided and is determined through competitive procurement processes or is mandated through the Division of Child Welfare rate setting process (for PRTF placements). The majority of the Division's five-year residential placement contracts with private providers will expire

September 30, 2007. The Division is currently negotiating new rates and contracts to be effective October 1, 2007. Thus, the impact of new provider rates cannot be determined at this time and is therefore not included in the calculations included with this request.

Due to the fixed number of beds at State-operated detention and commitment facilities, the General Assembly traditionally adjusts the Division's Purchase of Contract Placements appropriation to increase the number of contract placement beds based on juvenile commitment population projections. The Division of Criminal Justice (DCJ) and Legislative Council Staff are statutorily mandated to submit annual adult and juvenile population projections to the General Assembly. For purposes of budget setting, the Office of State Planning and Budgeting (OSPB) and the Joint Budget Committee (JBC) have historically relied on LCS projections to determine the fiscal needs of the Division of Youth Corrections.

Purchase of Contract Placements Major Program and Funding Changes		
	Total Funds	NGF
FY 2005-06:		
Appropriation adjusted to accommodate growth, bed mix, and rate changes.	$3,368,690	$2,806,708
Received 2% Provider Rate Increase.	$990,264	$844,763
Flexibility Footnote added to allow up to 10% of general fund for treatment and transition services in residential and non-residential settings and the Division began the Continuum of Care Initiative.	N/A	N/A
Supplemental reduction to reflect revised Legislative Council Staff population projections.	($2,168,794)	($1,800,204)

Purchase of Contract Placements Major Program and Funding Changes		
	Total Funds	NGF
FY 2006-07:		
Appropriation adjusted to accommodate growth, bed mix, and rate changes, including the opening of the new Sol Vista Youth Services Center in Pueblo.	$ 106,903	($23,766)
Received 3.25% Provider Rate Increase.	$ 1,675,060	$ 1,638,134
Redesign of the RTC system to the TRCCF system and the enactment of HB06-1395 (PRTF) required re-financing of the appropriation from 29.4% Medicaid and 70.6% General Fund to 7% Medicaid and 93% General Fund	$ 929,936	$ 7,344,989
Supplemental approved to transfer $ 1.9 million to the Parole Program Services appropriation for the Continuum of Care Initiative.	N/A	N/A
FY 2007-08:		
Appropriation adjusted to accommodate growth, bed mix, leap year, and rate changes and the annualization of the Sol Vista Youth Services Center capacity and HB06-1395 (PRTF).	$761,761	$565,961
Received 1.5% Provider Rate Increase	$ 809,549	$ 789,070
Flexibility Footnote was adjusted to allow up to 15% of general fund for treatment and transition services in residential and non-residential settings.	N/A	N/A

General Description of Request:

December 2006 Legislative Council staff (LCS) population projections indicate that the DYC commitment population will increase by 32.7 ADP in FY 2008-09 and 28.9 ADP in FY 2009-10. The Division will require additional contract placement commitment capacity in FY 2008-09 to accommodate this growth. This will help to ensure that the Division can provide one bed for every youth in the legal custody of the Division. The Division relies upon contract placements as a means of quickly and efficiently expanding and reducing bed capacity. This process allows the Division to access a range of residential placement options from enhanced mental health treatment to transitional foster care services. The LCS projected incremental growth from the December 2006 projections is shown below.

	FY 2007-08	FY 2008-09	FY 2009-10
LCS Projections (December 2006)	1,489.4	1,522.1	1,551.0
LCS Projection (Incremental Growth)	N/A	32.7	28.9

LCS will issue a new set of projections in December 2007. The new projections will utilize more recent data, and should provide a more accurate forecast of future commitment populations. When Legislative Council Staff release revised population projections, the Division can amend its request to reflect the latest analysis.

The purchase of community residential placements is accomplished through a competitive bid process and relies on the capacity of the vendor system to respond to the bed needs of the Division. This request will provide the Division of Youth Corrections with the ability to contract for residential programs that directly link to the Division's primary mission of providing for public safety. Additionally, this request would likely mitigate the risk of an increase in the number of critical incidents in State-operated facilities by providing the Division with the capacity to adequately address the program needs of incarcerated youth, without overcrowding State facilities. The request will contribute to the Division's goal to reduce both pre and post-discharge recidivism by

supporting the Division in providing adequate bed space and programming for youth placed in its custody.

Alternative: Rather than appropriating funds to the Division to purchase additional contract-operated commitment capacity, the General Assembly could appropriate funds to construct new State-operated commitment capacity. However, the time required to design, build and begin operation of this additional state-operated capacity would not allow the Division to address immediate projected shortfalls in commitment capacity. As a result, the Division would be required to overcrowd existing state-operated commitment facilities to meet the projected bed needs.

Consequences if Not Funded:

If the Division does not receive additional resources for contract placements, the resulting lack of adequate commitment capacity will force the Division to intentionally overcrowd its State-operated commitment facilities. The State facilities act as a "safety net" when populations exceed capacity, since licensing requirements of private sector programs do not allow overcrowding of privately operated facilities. Overcrowding State-operated facilities can compromise the safety of youth and staff. In addition, overcrowded conditions severely compromise the quality of treatment and level of care for youth in these facilities, which in turn can negatively impact outcomes of youth at the time of re-integration into the community and increase recidivism, thus resulting in recommitment to the Division or placement with the Colorado Department of Corrections. Not only is this approach believed to be a long-term threat to effectively rehabilitating high-risk youth, there also exists a great potential for physical harm to other youth as well as staff members at the facilities.

Calculations for Request:

Summary of Request FY 2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$1,759,946	$1,718,738	$0	$41,208	$0	$41,208	$20,604	$1,739,342	0.0
RCCF Beds	$930,405	$930,405	$0	$0	$0	$0	$0	$930,405	0.0
PRTF Beds	$4,126	$0	$0	$4,126	$0	$4,126	$2,063	$2,063	0.0
TRCCF Maintenance	$406,350	$406,350	$0	$0	$0	$0	$0	$406,350	0.0
TRCCF Services	$333,820	$333,820	$0	$0	$0	$0	$0	$333,820	0.0
TRCCF Fee-For-Service	$37,082	$0	$0	$37,082	$0	$37,082	$18,541	$18,541	0.0
Detention Beds	$48,163	$48,163	$0	$0	$0	$0	$0	$48,163	0.0

Detailed Calculations are attached at the end of the narrative.

Assumptions for Calculations:

1. The requested funding assumes the composition of placement levels as appropriated for FY 2007-08. Specifically, 62.5% of beds are Residential Child Care Facility (RCCF) level placements; 37.3% are Therapeutic Residential Child Care Facility (TRCCF) level placements; and 0.2% are Psychiatric Residential Treatment Facility (PRTF) level placements.

2. DYC's total FY 2008-09 contract commitment Average Daily Population (ADP) is projected at 991.0 per December 2006 Legislative Council Staff projections as portrayed in the Table below:

December 2006 LCS Commitment ADP	1522.1
Less Boulder IMPACT ADP	(7.0)
Less State Commitment Capacity	(524.0)
Less FY 2007-08 Contract Capacity	(958.4)
Capacity Shortfall	32.7

3. The rates used to calculate this request reflect the funded average weighted rates for RCCF, TRCCF, and PRTF placements for FY 2007-08, including the 1.5% provider rate increase as approved by the General Assembly. As noted above, a majority of the Division's residential contracts are expiring September 30, 2007. The impact of the new contract residential rates that will result from the procurement process are not yet available, and are therefore not included in the calculation of this request.

4. All DYC state-operated facilities are assumed to operate at capacities as appropriated by the General Assembly (approximately 110 percent of designed capacities).

5. Medicaid Calculation:

  - PRTF Medicaid cost = 2.0 ADP X $ 385.00 (actuarial rate) X 365 Days/Year = $281,050

  - TRCCF Medicaid Cost = 369.7 ADP X $ 18.72 Average Fee-For-Service Reimbursement X 365 Days/Year = $2,526,086

  - Total Medicaid Need in FY 2008-09 = $ 2,807,136

6. All calculations for this decision item follow at the end of the narrative.

Impact on Other Government Agencies: The CFE appropriated to the Division of Youth Corrections, Purchase of Contract Placement line item is composed of 50% General Fund and 50% Medicaid Funds. General fund appropriated in this line item is transferred to the Department of Health Care Policy & Financing for payment of Medicaid claims for Therapeutic Residential Child Care Facility (TRCCF) and Psychiatric Residential Treatment Facility services.

Decision Item Medicaid Total: $ 41,208

General Fund: $ 20,604

Medicaid Cash Fund: $ 20,604

Cost Benefit Analysis: Not Required – Caseload Driven Request.

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Implementation Schedule:

Task	Month/Year
Ongoing placement of committed youth in appropriate contract residential placement	ALL

Statutory and Federal Authority:

Section 19-2-410 (1), C.R.S. (2007). Contracts and agreements with public and private agencies. (1) The executive director of the department of human services shall, subject to available appropriations, enter into agreements or contracts deemed necessary and appropriate with any governmental unit or agency or private facility or provider cooperating or willing to cooperate in a program to carry out the purposes of this article. Such contracts or agreements may provide, among other things, for the type of work to be performed at a camp or other facility, for the rate of payment for such work, and for other matters relating to the care and treatment of juveniles.

Performance Measures:

		FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Provide a safe and secure correctional environment for youth and staff by reducing the overall rate of critical incidents per ADP to at or below 6.5% in residential programs.	Benchmark	6.5%	6.5%	6.5%	6.5%
	Actual	7.5%	8.0%		
Improve the social functioning of committed youth by reducing pre-discharge recidivism to at or below 35%	Benchmark	35%	35%	35%	35%
	Actual	33%	39.1%		
Improve the stability and self-sufficiency of committed youth by achieving a rate of 75% of youth either employed or in school at discharge.	Benchmark	75%	75%	75%	75%
	Actual	71%	73.4%		

Division of Youth Corrections
FY 2008-09 Purchase of Contract Placements Decision Item

	Purchase of Contract Placements 08-09 Need Dec 06 LCS	08-09 Bed Mix	FY 2007-08 Purchase of Contract Placements Appropriation	
DYC Total Commitment ADP (Dec 2006)	1,522.1		1,489.4	
Less Boulder IMPACT	(7.0)		(7.0)	
Less State Facilities ADP:	(524.0)		(524.0)	
Total FY09 Commitment Contract ADP:	991.1		958.4	
Commitment - RCCF beds - GF	619.4	62.5%	599.0	
Avg Weighted RCCF Rate:	$128.42		$128.42	
Days per Year	365		366	
FY09 RCCF Amount Needed	**$29,033,322**		**$28,153,435**	$930,405
TRCCF & PRTF Beds				
Commitment - PRTF - CFE	2.0	0.2%	2.0	
PRTF Actuarial Rate:	$385.00		$385.00	
Days per Year	365		366	
FY09 PRTF Amount Needed	**$281,050**		**$281,820**	$4,126
TRCCF Costs				
Commitment - TRCCF Maintenance - GF	369.7	37.3%	357.4	
Avg Weighted TRCCF Rate:	$94.00		$94.00	
Days per Year	365		366	
FY09 TRCCF Maintenance Amount Needed	**$12,684,407**		**$12,295,878**	$406,350
Commitment - TRCCF Services - GF	369.7		357.4	
Avg Weighted TRCCF Rate:	$77.22		$77.22	
Days per Year	365		366	
FY09 TRCCF Services Amount Needed	**$10,420,105**		**$10,101,182**	$333,820
Commitment - TRCCF Fee for Service - CFE	369.7		357.4	
Avg Daily Reimbursement: B Level Services	$18.72		$19.09	
Days per Year	365		366	
FY09 TRCCF FFS Amount Needed	**$2,526,086**		**$2,496,976**	$37,082
FY09 Detention Contracts - GF	**$1,453,412**		**$1,457,374**	$48,163
(31 beds @ $ 128.08 X 365 days)				

Purchase of Contract Placements Summary	Purchase of Contract Placements 08-09 Need Dec 06 LCS	FY 2007-08 Appropriation	Leap Year Base Adjustment	FY 2008-09 Base Appropriation	Decision Item Request
TOTAL	56,398,382	54,786,665	-148,229	54,638,436	$ 1,759,946
GF	53,591,246	52,007,869	-135,361	51,872,508	$ 1,718,738
CFE	2,807,136	2,778,796	-12,868	2,765,928	$ 41,208
MCF	2,807,136	2,778,796	-12,868	2,765,928	$ 41,208
MGF	1,403,568	1,389,398	-6,434	1,382,964	$ 20,604
NGF	54,994,814	53,397,267	-141,795	53,255,472	$ 1,739,342

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Child Welfare Services Block Increase
Department: Human Services - Division of Child Welfare
Priority Number: 3

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _[signature]_   Date: 10/9/07
OSPB Approval: _[signature]_   Date: 10/25/07 11/1/7

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	318,923,705	337,351,314	0	337,351,314	336,776,466	11,304,453	348,080,919	0	348,080,919	11,304,453
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	156,513,669	152,107,575	0	152,107,575	151,693,512	6,449,386	158,142,898	0	158,142,898	6,449,386
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	68,020,139	88,351,854	0	88,351,854	88,205,428	2,350,210	90,555,638	0	90,555,638	2,350,210
	FF	94,389,897	96,891,885	0	96,891,885	96,877,526	2,504,857	99,382,383	0	99,382,383	2,504,857
	MCF	16,074,967	34,875,613	0	34,875,613	34,836,293	0	34,836,293	0	34,836,293	0
	MGF	8,037,483	17,437,807	0	17,437,807	17,418,147	0	17,418,147	0	17,418,147	0
	NGF	169,545,382	169,545,382	0	169,545,382	169,111,659	6,449,386	175,561,045	0	175,561,045	6,449,386
(5) DIVISION OF CHILD WELFARE **Child Welfare Services**	Total	318,923,705	337,351,314	0	337,351,314	336,776,466	11,304,453	348,080,919	0	348,080,919	11,304,453
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	156,513,669	152,107,575	0	152,107,575	151,693,512	6,449,386	158,142,898	0	158,142,898	6,449,386
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	68,020,139	88,351,854	0	88,351,854	88,205,428	2,350,210	90,555,638	0	90,555,638	2,350,210
	FF	94,389,897	96,891,885	0	96,891,885	96,877,526	2,504,857	99,382,383	0	99,382,383	2,504,857
	MCF	16,074,967	34,875,613	0	34,875,613	34,836,293	0	34,836,293	0	34,836,293	0
	MGF	8,037,483	17,437,807	0	17,437,807	17,418,147	0	17,418,147	0	17,418,147	0
	NGF	169,545,382	169,545,382	0	169,545,382	169,111,659	6,449,386	175,561,045	0	175,561,045	6,449,386

Letternote revised text:
f. Shall be from Medicaid funds transferred from the Department of Health Care Policy and Financing
g. Shall be from Title IV-E Reimbursements Cash Fund created in Section 26-1-111 (2) (d) (II) (C), C.R.S. (2007).

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☑ No
Request Affects Other Departments: ☐ Yes ☑ No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department: Human Services	Division of Child Welfare
Priority Number:	3
Change Request Title:	Child Welfare Services Block Increase

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This Decision Item is requesting an $11,304,453 increase in funding to the Division of Child Welfare; Child Welfare Services line to support children and families receiving services through the Child Welfare Block funding. This request is to provide appropriate and adequate funding to the Child Welfare Block to continue to meet the need by the counties for the care of children requiring protection from abuse and neglect, and their families needing assistance in caring for these children.

Background and Appropriation History:

Prior to FY 1999-00, funding for child welfare services was determined each year based on estimated caseloads and average rates (including cost-of-living adjustments and changes in the average cost of each case or "case mix") for individual line items (e.g., out-of-home care, subsidized adoptions, child welfare-related child care, etc.); related county administrative funding was increased based on an annual "salary survey-type" increase based on the merit system. County administration was only increased in relation to

changes in caseloads through decision items. The following table summarizes increases provided since FY 1998-99 (including caseload and inflationary components):

Appropriations for the Child Welfare Services Block				
Fiscal Year	Appropriation	Caseload Increase	Inflationary Increase	Annual Change in Total Funds
FY 1998-99	$232,750,327			
FY 1999-00	$241,218,855	0.99%	2.00%	3.64%
FY 2000-01	$263,056,077	5.75%	2.00%	9.05%
FY 2001-02	$280,921,405	3.17%	2.50%	6.79%
FY 2002-03	$289,944,933	3.40%	0.00%	3.21%
FY 2003-04	$297,146,124	2.80%	0.00%	2.48%
FY 2004-05	$302,016,627	2.34%	0.00%	2.14%
FY 2005-06	$315,785,901	2.50%	2.00%	4.50%
FY 2006-07	$328,042,534	0.56%	3.25%	3.88%
FY 2007-08	$337,208,753	1.10%	1.50%	2.79%

In the last eight fiscal years, total county child welfare expenditures have exceeded the amounts appropriated. The funding "gap", which counties have covered either by using transfers of federal TANF funds or county-only funds or a combination of both is listed below for each fiscal year:

State Fiscal Year	County Over Expenditure
SFY 1999-00	$20.6 million
SFY 2000-01	$21.4 million
SFY 2001-02	$33.4 million
SFY 2002-03	$24.4 million
SFY 2003-04	$12.37 million
SFY 2004-05	$10.89 million
SFY 2005-06	$14.21 million
SFY 2006-07	$16.72 million

In FY 2000-01, the Department began working with Pareto Solutions LLC to develop a new method of allocating child welfare funding among counties. The "optimization" model uses concrete, measurable cost drivers rather than demographic data to allocate resources. A cost driver variable is considered appropriate for inclusion in the model if: (a) there is currently variability among counties; (b) the variable is measurable and manageable; and (c) variability among counties is potentially minimized through variance reduction processes.

Pareto Solutions developed the model under the direction of the Child Welfare Allocations Committee. Two subcommittees consisting of representatives from county departments of social services have continued to work with the consultant to identify cost drivers and determine which variables would be appropriate to include in the model and have made recommendations to the Child Welfare Allocation Committee regarding variables to be included in the model. The ten variables included in the model were selected by the subcommittees and approved by the Child Welfare Allocation Committee. Each subcommittee makes recommendations to the Child Welfare Allocation Committee regarding desired range of variability for each factor. The following table summarizes the variables that were approved for the Ten Large counties (Adams, Arapahoe, Boulder, Denver, El Paso, Jefferson, Larimer, Mesa, Pueblo and Weld) to be included in the model for purposes of allocating funds for FY 2007-08, the actual range of data for the Ten Large counties, and the desired range of variability.

Child Welfare Optimization Model: Ten Large County Cost Drivers for FY 2007-08		
Description of Cost Driver	**Range of Actual SFY2006 Data for Largest 10 Counties**	**Desired Range**
Total child/adolescent population (0 - 17)	31,611 to 149,787	No variance reduction is applied.
Referrals (families) per 1,000 child/adolescent population	23.22 to 98.79	46.32 to 89.92
Assessments (children) as a percent of referrals	22.2% to 39.5%	22.2% to 39.5%
New involvements as a percent of assessments	21.8% to 37.0%	21.8% to 37.0%
Out-of-home placements as percent of open involvements	25.9% to 46.6%	25.9% to 46.6%
Average days per year per youth in out-of-home placement	121.9 to 213.0	129.1 to 202.0
Average cost per day per youth in out-of-home placement	$41.68 to $76.14	$49.58 to $70.26
"Program services" costs per open involvement (administration and other services related to foster care)	$1,890 to $5,363	$2,453 to $4,537
Average cost per youth per day for adoption	$11.98 to $19.19	$12.53 to $18.30

As indicated above, in many cases the Child Welfare Allocation Committee has chosen to apply a variance reduction adjustment for several variables. Counties operating outside the range for a selected driver are identified as outliers for the driver and adjustments are made to reduce the variability of these counties and move the data closer to the mean. Counties on the low end might not have been providing sufficient services, while counties on the high end may have been providing excessive services.

Once the cost drivers and desired ranges of variability have been determined, the optimization model allocates resources based on actual county-by-county data for each variable. The purpose of the model is to allow flexibility in county practice while providing an equitable means of funding. The model is not intended to force counties to mirror one another in every aspect of program administration. For example, if a county generally pays more for out-of-home placement, but by doing so it achieves an average length of stay that is shorter than other counties, it can continue to administer its program in this manner because the two factors are likely to offset one another in the model. However, if a county is serving a relatively high percentage of children out of the home, if children stay in out-of-home care for a longer period of time, and if the county pays a higher average cost for such care, the model will adjust the county's allocation so that funding is limited to an amount that is reasonable. The county may need to adjust practice when operating outside the reasonable range because its allocation would likely be lower than its actual costs.

The model is dynamic, so over time one can choose to add or delete factors, change the desired ranges, and change the total resources to be allocated. In the following table, staff has provided an example of how the model is used to calculate a county's relative share of funding using two counties of similar size.

Child Welfare Optimization Model: Example of Calculations (Data from SFY08 Model)	County A - data used by model adjusted per desired range	County B - data used by model adjusted per desired range
Description of Cost Driver		
Total child/adolescent population (0 - 17)	64,447	61,674
Referrals (per 1,000 child/adolescent population)	3,386 (52.54%)	5,546 (89.92%)
Children Assessed (as percent of referrals)	2,876 (84.9%)	3,074 (55.4%)
New involvements (as a percent of assessments)	652 (22.7%)	1,136 (37.0%)

Child Welfare Optimization Model: Example of Calculations (Data from SFY08 Model)		
Description of Cost Driver	**County A - data used by model adjusted per desired range**	**County B - data used by model adjusted per desired range**
Existing involvements	1,881	2,465
Out-of-home placements as percent of total open involvements	513 (27.3%)	659 (25.9%)
Average days per year per youth in out-of-home placement	149.2	159.7
Average cost per day per youth in out-of-home placement	$59.68	$49.58
Total out-of-home placement costs per model	$4,568,686	$5,055,763
Program services costs per open involvement	$4,537	$3,509
Total program services costs per model	$8,534,024	$8,649,356
Children receiving Adoption Subsidy	487	313
Average cost per child/adolescent per day for adoption	$13.31	$15.07
Total adoption costs per model	$1,662,623	$1,120,753
Total costs per model	$14,765,332	$14,825,872

The optimization model provides several key benefits over alternative allocation models. First, it eliminates the ongoing arguments about *conceptual* cost drivers (e.g., what is the relationship between poverty and abuse and neglect?), and instead focuses discussion on concrete, measurable, manageable factors that drive costs. Second, it encourages entities to compare their practices to those of other comparable entities. However, rather than dictating local policy and practice based on a *single* standard of practice, the model

allocates funds based on a number of different manageable variables. Third, the model supports an incremental consensus on the degree of acceptable variation in practices. Finally, the model has the potential to lay the foundation for a model that determines what overall level of resources are required to support a range of uncontrollable as well as manageable local practices.

The use of the allocation model as a tool to project child welfare services needs based on estimated population is the next logical step. The model using the same variables of "cost drivers" and the "squeezes" determined by the Child Welfare Allocation Committee and inflates the expenditures by using the individual county estimated child/adolescent population increase for SFY 2007-08. The model increases or decreases the funding based on the same premise of the allocation model and only funds the desired range.

The Department has provided data indicating the resources estimated to be required to cover projected increases/decreases in individual counties' child/adolescent populations. This approach differs from the past practice of applying a flat percentage increase (based on an estimate of the increase in the overall child welfare caseload) to the current appropriation, as it differentiates between population increases that occur in counties with relatively low child welfare costs and those with relatively high child welfare costs.

General Description of Request:

The projection model indicates an amount of $347,913,858 is needed to fund child welfare services at the county level, which is an increase of $10,562,544 over the FY 2007-08 total appropriation of $337,351,314. When annualizations for Leap Year ($495,077) and S.B. 07-226 ($79,771) are removed from the FY 2008-09 total appropriation, a continuation request of $336,776,466 for FY 2008-09 is calculated. When this amount is subtracted from the total estimated need for FY 2008-09 and the adjustment for inflation using the FY 2007-08 provider rate increase is factored in, a request of $11,304,453 total funds is calculated. This amount is then added to the FY 2008-09 continuation base for a request of $348,080,919 total funds. The calculation is shown in the table below.

FY 2008-09 Estimated Child Welfare Funding Needs for the State of Colorado	$347,913,858
FY 2007-08 Continuation Request (=Long Bill + Special Bills +Annualizations)	$336,776,466
Difference	$11,137,392
FY 2007-08 Provider Rate Increase of 1.5% (applied to the difference between what was appropriated and what is needed to account for inflation= $11,137,392 x 1.5%)	$167,061
Total Caseload Increase for Child Welfare FY 2008-09 ($11,137,392 + $167,061)	**$11,304,453**

The number of children requiring protection and families needing assistance in caring for their children continues to increase. To meet this need, funding for the Child Welfare Services Block appropriation should also be increased. The Child Welfare Services Block Appropriation provides funding for Child Welfare Services as defined in 26-5-101, C.R.S. with the exception of certain services (such as Core services, Promoting Safe and Stable Families services, and Chafee Independent Living services). Counties may use funding without categorical restriction in order to provide the least restrictive, most appropriate service available to meet the child's need. To operate within the current capped allocation, counties can negotiate provider rates, services, and outcomes. The Child Welfare Services allocated block provides funding to County Departments of Social Services/Human Services to be used to protect children from harm, to assist families in caring for, and protecting their children, and to move those children who cannot remain in their own home to a permanent placement as quickly as possible. The following are brief descriptions of some of the broad categories of service, which may be provided through this allocation.

Child Welfare Block Services

- Out of Home Placement provides 24-hour temporary or long-term care for those children who must live outside their own homes. Out-of-Home Placement Services are provided in the least restrictive most appropriate setting that meets the child's need. This includes a variety of settings including county department family foster homes, kinship care homes and group care, Child Placement Agency family foster and group care (CPAs) and Residential Child Care Facilities (RCCFs) and Children's Habilitation Residential Program (CHRP) placements.

  The Center for Medicare and Medicaid Services (CMS) notified the State that services provided by Residential Treatment Centers (RTC's) would no longer be eligible for Medicaid reimbursement. Beginning July 1, 2006 county departments began utilizing a new continuum of care to replace the residential treatment center program. The new program models are:
  - o Psychiatric Residential Treatment Facility (PRTF)
  - o Therapeutic Residential Child Care Facility (TRCCF)

  The new program offers a higher level of treatment for children and youth in Colorado using a Medical model as a basis, which is a lower level of care than psychiatric hospitalization. The RTC Redesign goals were to develop a program that met the best interests of children and their families, while preserving federal funding to the extent possible.

- Subsidized Adoption provides funding to families adopting children with special needs. These special needs include significant physical or mental disabilities, emotional disturbance or other considerations such as membership in a sibling group. Most of the children adopted with this subsidy were previously in out-of-home placement.

- Case Services Payments for Subsidized Adoptions provides funding for certain one-time costs incurred in freeing a child for adoption, such as legal fees. In addition,

these payments fund certain ongoing costs incurred in maintaining the child in the adoptive home, such as physical and speech therapy, special transportation needs or funding for pre-existing medical conditions that are not covered by insurance. These payments are necessary for the initial adoptions and to prevent later disruptions.

- Child Welfare Related Child Care (Special Circumstance Child Care) provides less than 24-hour care to children at risk of out-of-home placement due to abuse, neglect or exploitation. This care is authorized by the county department and is provided primarily by private child care facilities. These services are used to prevent out-of-home placements and to maintain children in the least restrictive settings and most appropriate setting as possible.

- County Administration provides funding to the county department for caseworker and administrative staff to implement child welfare programs. This funding is for both direct client services as well as administrative costs. The appropriation includes funding for personal services, operating expenses and other associated costs.

Consequences if Not Funded:

If this request is not fully funded, counties will provide less services or utilize county only funds to provide the state mandated services and could impact the Department's ability to meet its objectives of child safety, permanency, and family/child well being.

Colorado held its Child Family Services Review in June 2002, the federal report on compliance and non-compliance was issued and Colorado has implemented the Performance Improvement Plan (PIP). Part of the review is the determination of the State's compliance with key performance indicators such as the ones shown in this decision item. It is important that the counties receive the resources needed in order to have the fullest opportunity to meet safety and permanency outcomes for children and families. Colorado has not successfully met the measures negotiated in the Program Improvement Plan with the federal office and sanctions may be imposed. The second Child and Family Services review is expected to occur in FY2008. Adequate funding is critical to assure that counties have the resources to successfully implement the

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

requirements of the Child and Family Services Plan and to comply with any imposed Program Improvement Plan as a result of this review to avoid federal sanctions.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Division of Child Welfare – Child Welfare Service line									
Total Request	$11,304,453	$6,449,386	$0	$2,350,210	$2,504,857		$0	$6,449,386	0.0

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Division of Child Welfare – Child Welfare Service line									
Total Request	$0	$0	$0	$0	$0	$0	$0	$0	0.0

Assumptions for Calculations:

The model has been updated to reflect SFY 2006-07 final closeout expenditures and the most recent SFY 2007 child/adolescent population increase by county and the SFY 2007 cost drivers and desired ranges. The projection indicates that counties will require a total of **$348,080,919** in FY 2008-09 to cover the increased costs of providing child welfare services related to caseload increases. Below is the final closeout information for the ten large counties.

Child Welfare Optimization Model: Projection for Ten Large Counties	
Description of Cost Driver (The data used by model is adjusted per desired range)	**County Projections**
Total child/adolescent population (0 - 17)	Range of 32,150 to 153,698
Referrals (per 1,000 child/adolescent population)	Range of 1,879 to 10,458
Children Assessed	Range of 1,900 to 8,553
New involvements	Range of 509 to 2,377
Existing involvements	Range of 608 to 3,323
Out-of-home placements as percent of total open involvements	Range of 23.9% to 67.5%
Average days per year per child/adolescent in out-of-home placement	Range of 130.9 to 196.7
Average cost per day per child/adolescent in out-of-home placement	Range of $50.19 to $71.49
Total projected out-of-home placement costs per model	**Range of $4,349,010 to $25,398,836**
Program services costs per open involvement	Range of $3,014 to $7,857
Total projected program services costs per model	**Range of $5,472,839 to 29,562,288**
Children receiving Adoption Subsidy	Range of 348 to 1,819
Average cost per child/adolescent per day for adoption	Range of $12.45 to $18.02
Total projected subsidized adoption costs per model	**Range of $1,139,526 to $9,360,172**
Total projected county costs per model	**Range of $12,509,954 to $63,813,867**

Impact on Other Government Agencies: N/A.

Cost Benefit Analysis: Not Required – Caseload Driven Request.

Implementation Schedule: N/A.

Task	Month/Year
Ongoing placement of youth in out-of-home care, subsidized adoptions, child welfare-related child care, etc.	ALL

Statutory and Federal Authority:

Section 26-5-101, C.R.S. (2007). As used in this article, unless the context otherwise requires:

(1) "Capped allocation" means a capped amount of funds distributed to counties or a group of counties for the purpose of providing all or a portion of the child welfare services as defined in subsection (3) of this section.

(1.5) "Caseload" means the number of children who are eligible for child welfare services that are defined in subsection (3) of this section and who are currently receiving such child welfare services on a regular basis from a county.

(2) "Child welfare allocations committee" means a committee that is organized and authorized pursuant to the provisions of section 26-5-103.5 C.R.S. (2007).

(3) "Child welfare services" means the provision of necessary shelter, sustenance, and guidance to or for children who are or who, if such services are not provided, are likely to become neglected or dependent, as defined in section 19-3-102, C.R.S. (2007). "Child welfare services" includes but is not limited to:

(a) Child protection; (b) Risk assessment; (c) Permanency planning; (d) Treatment planning; (e) Case management; (f) Core services, as defined in section 19-3-208, C.R.S. (2007); (g) Adoption and subsidized adoption; (h) Emergency shelter; (i) Out-of-home placement, including foster care; (j) Utilization review; (k) Early intervention and prevention; (l) Youth-in-conflict functions; and (m) Administration and support functions.

(4) "County" means a county or a city and county or any two or more counties.

(5) "Governing body" means the board of county commissioners of a county or the city council and mayor of a city and county.

(6) "Targeted allocation" means a fixed amount of funds from a capped allocation to a group of counties that is designated for a specific county within that group of counties.

Section 26-5-104, C.R.S. (2007) (4) (a) Allocations. (a) For state fiscal year 1997-98, and for each state fiscal year thereafter, all counties shall receive capped allocations for child welfare services. A county may receive one or more capped allocations for the provision of child welfare services. The counties may use capped allocation moneys for child welfare services without category restriction within a specific capped allocation if not prohibited by federal law.

Performance Measures:

Program	Performance Measure	Outcome		FY 2005-06 Actual	FY 2006-07 Actual
Child Welfare Services	Families have the enhanced capacity to provide for their children's needs. Family needs are addressed through services at least 94.12 % of the time.	Benchmark		N/A	94.12%
		Actual		94.12%	Available Dec 2007

Program	Performance Measure	Outcome		FY 2005-06 Actual	FY 2006-07 Actual
Child Welfare Services	Children are first and foremost protected from abuse and neglect. For children who were victims of substantiated or indicated abuse or neglect, the percentage of children that do not experience another incident of abuse or neglect within the following 6-month period, shall exceed the national standard of 94.6%.	Benchmark		94.60%	94.60%
		Actual		96.24%	Available Dec 2007

Program	Performance Measure	Outcome		FY 2005-06 Actual	FY 2006-07 Actual
Child Welfare Services	Children have permanency and stability in their living situations. The percentage of children that are reunified with their parents or caretakers when discharged from foster care within 12 months will exceed the national standard of 76.2%.	National Benchmark		76.20%	76.20%
		Actual		80.00%	Available Dec 2007

Schedule 13
Change Request for FY 08-09 Budget Request Cycle
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Request Title: Senate Bill 91-94 Evidence Based Practice Funding
Department: Human Services
Priority Number: 3A

| Decision Item FY 08-09 ☑ | Base Reduction Item FY 08-09 ☐ | Supplemental FY 07-08 ☐ | Budget Request Amendment FY 08-09 ☐ |

Dept. Approval by: _[signature]_   Date: 10/19/07
OSPB Approval: _[signature]_   Date: 10/29/07   11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	10,407,696	12,463,139	0	12,463,139	12,434,585	666,308	13,100,893	0	13,100,893	666,308
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	10,407,696	12,463,139	0	12,463,139	12,434,585	666,308	13,100,893	0	13,100,893	666,308
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	10,407,696	12,463,139	0	12,463,139	12,434,585	666,308	13,100,893	0	13,100,893	666,308
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs S.B. 91-94 Programs	Total	10,407,696	12,463,139	0	12,463,139	12,434,585	666,308	13,100,893	0	13,100,893	666,308
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	10,407,696	12,463,139	0	12,463,139	12,434,585	666,308	13,100,893	0	13,100,893	666,308
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	10,407,696	12,463,139	0	12,463,139	12,434,585	666,308	13,100,893	0	13,100,893	666,308

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name:
IT Request: ☐ Yes ☑ No
Request Affects Other Departments: ☐ Yes ☑ No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Department:	Human Services, Office of Children, Youth and Family Services – Division of Youth Corrections
Priority Number:	3A
Change Request Title:	Senate Bill 91-94 Evidence Based Practice Funding

SELECT ONE (click on box):

- ☒ Decision Item FY 08-09
- ☐ Base Reduction Item FY 08-09
- ☐ Supplemental Request FY 07-08
- ☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- ☒ Not a Supplemental or Budget Request Amendment
- ☐ An emergency
- ☐ A technical error which has a substantial effect on the operation of the program
- ☐ New data resulting in substantial changes in funding needs
- ☐ Unforeseen contingency such as a significant workload change

Short Summary of Request: This request is for $666,308 General Fund to develop and implement evidence-based programs within the State's 22 judicial districts, as managed by the Senate Bill 91-94 program.

Background and Appropriation History: Senate Bill 91-94 (SB 94) became law on June 5, 1991 as the Colorado General Assembly recognized the need to address increasing demands for secure detention and commitment capacity for delinquent youth. The legislation allows for the development of a broader array of less restrictive detention services, including community-based services, as opposed to the more expensive option of building and maintaining additional State-operated juvenile detention facilities.

DYC continues to champion the General Assembly's mandate by supporting Judicial District SB 94 programs to continue to successfully manage within a capped detention

environment. DYC also continues to promote ongoing detention reform through efforts to broaden and promote more appropriate use of the detention continuum by focusing on two key concepts: 1) detention is a status, and not a place; and, 2) detention consists of a continuum of options, only one of which is secure detention. In carrying out these objectives, SB 94 also supports the State of Colorado's Children's Code that seeks to balance the needs of young persons with concern for the safety of all members of society.

The foundation of SB 94 is the collaboration between State agencies and local communities with local control in determining what services are needed in each of the judicial districts and as such each program has some discretion as to how to best utilize SB 94 funding. The SB 94 appropriation is allocated to each of the State's 22 judicial districts through a formula. The funding formula is comprised of four factors. The four factors include: 1) population ages 10-17; 2) juvenile delinquency petitions; 3) new probation intakes; and, 4) poverty. Each of the four factors is applied to each of the State's 22 judicial districts to determine a district's funding allocation.

Each judicial district, through a Juvenile Services Planning Committee (JSPC), develops an annual plan, which addresses how the district's funding will be utilized. The statutorily required working group (SB 94 Statewide Advisory Board) then reviews each district's plan and recommends approval of the plans to the Division. Local control in drafting and implementing the annual plan is at the foundation of SB 94 and represents collaboration between DYC and local communities.

SB 94 programs also develop formal and informal collaborations with agencies in their communities to share resources, a best practices approach promoted by the Annie E. Casey Juvenile Detention Alternatives Initiative (JDAI).[1] Such collaborations may include applying with other agencies for grants or serving in an oversight capacity for these funds through other agencies or programs. One of the most effective mechanisms for blending funds or utilizing grant funds is the implementation of interagency case

review teams, known by a variety of names such as Community Evaluation Teams (CET) and Interagency Staffing Committees (ISC).

The General Assembly approved a $1,856,017 General Fund increase in the SB 94 appropriation for FY 2007-08. The increased funding allowed local SB 94 programs to restore funding to previously reduced or eliminated programs. Furthermore, the increased funding has allowed districts to focus on addressing "capacity strain" at the local level and helped initiate an emphasis towards the development and provision of more evidence-based programs. SB 94 programs have allocated an estimated one million dollars in FY 2007-08 for evidence- based programming.

The Division of Youth Corrections is currently implementing the use of the Colorado Juvenile Risk Assessment (CJRA) pre-screen instrument across the State's 22 judicial districts. The CJRA "pre-screen" will be used for all youth who are admitted into a detention center for an initial risk assessment. The CJRA pre-screen will allow local districts to determine risk for release with bond conditions as well as to assist with decisions regarding release of youth to comply with detention bed allocations at the local level. This instrument will also provide the courts with valuable information when making decisions on where to place youth along the detention continuum.

A tenant of successful evidence-based programming involves the implementation of a research-based, validated instrument to assess youth for overall risk and needs. SB 94 utilization of the CJRA could include both the "pre-screen" function, which assigns a youth to high, moderate or low levels of risk and the "full screen" which identifies a youth's protective factors as well as risk factors. SB 94 programs would then be able to "match" services according to identified risk factors in developing supervision plans. The use of the CJRA "full screen" is intended for case planning for youth and development of service provision. By using the requested funds for evidence-based programs, more districts will be able to maximize their use of the CJRA "pre-screen" and "full screen" by providing services targeted at reducing recidivism.

The graph below details the detention cost avoidance obtained from SB 94 expenditures prior to the implementation of detention caps. As the graph indicates, SB 94 has proven extremely successful at avoiding costs associated with residential placements for detained youth. Many states across the nation have attempted to "build their way out" of growth in the juvenile detention populations, with few succeeding. Colorado is one of the few states that has successfully implemented a statewide reform of the juvenile detention system, saving the state nearly $30 million in capitol expenditures.

Detention Population
(Actual ADP v. LCS* 1995 Projections)
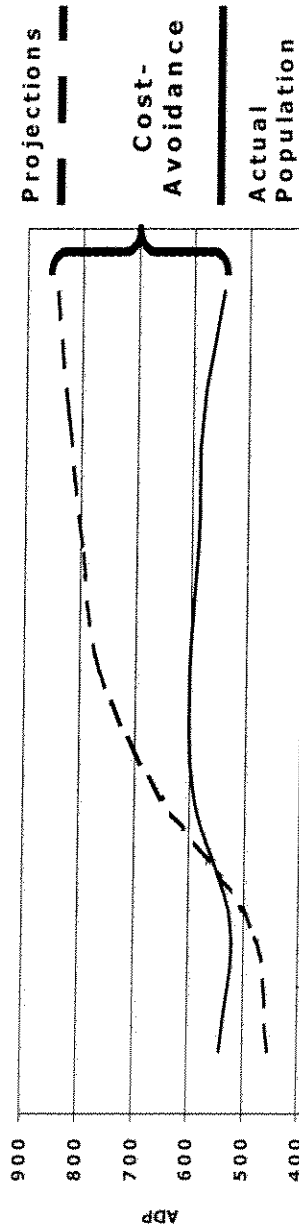
FY95-96 FY96-97 FY97-98 FY98-99 FY99-00 FY00-01 FY01-02

	FY97-98	FY98-99	FY99-00	FY00-01	FY01-02	5-Year Totals
Bed Cost Avoidance**	$10.5M	$21.3M	$15.8M	$15.6M	$22.4M	$85.6M
SB91-94 Expenditures	$11.0M	$11.3M	$11.3M	$11.6M	$12.0M	$57.2M
Net Cost-Avoidance	($0.5M)	$10.0M	$4.5M	$4.0M	$10.4M	$28.4M

* Legislative Council Staff (December 1995 Juvenile Detention Projections)
** Includes Capital Construction and Operating Costs

Prepared By DYC Research: 03/2003

General Description of Request:

The requested $666,308 would be use to increase SB 94 capacity in the State's 22 judicial districts to provide evidence based programs and practices proven to improve outcomes for youth. The funding would also assist in providing services to an increasing number of SB 94 youth needing services while under community supervision.

The Division would utilize a portion of the requested funds to provide assistance to the judicial districts about the development and implementation of evidence based programs and nationally recognized evidence-based practices. This assistance would allow for more uniform understanding and application of evidence-based principles and programs. Programming that meets the standard of evidence-based and is applied using a validated risk instrument to determine which programming best fits a youth has a much higher probability of successful outcomes. As indicated earlier, local districts plan an estimated $1,000,000 in expenditures for evidence-based programs during FY 2007-08. Local SB 94 programs have also expressed a desire to evaluate current program structures to determine if services are correctly aligned with need in the community and this technical assistance would allow districts to determine program alignment with current evidence-based programming and practice.

Evidence-based programs are highly regimented and require adherence to specific protocols. The Division would develop a protocol for program review or monitoring to ensure that programs are being delivered according to design. The Division would structure this funding around the following principles: 1) developing consistency in the application of evidence-based programming, 2) maintaining program fidelity in the application of the services, 3) maintaining flexibility in allowing districts to create programming that meets local needs that are shown as a promising practice or a best practice in juvenile justice.

An unintended consequence nationally to evidence-based programming is the reluctance of treatment providers to offer new, untested services, even if they are targeted to unmet needs. Additionally, SB 94 programs have historically been most successful when they have been allowed to determine local needs and develop programming accordingly. Many of the SB 94 programs have implemented programming that fits local needs that

fall into the category of a "best practice" or a "promising practice" but have not yet met the scientific evaluations and reviews that are required to identify a program as evidence-based. The Division believes that allowing local SB 94 programs the flexibility to determine locally areas of unmet need and implement programs that could eventually meet the litmus test of evidence-based will result in better outcomes for youth.

Consequences if Not Funded:

The Cost Benefit Analysis provided later in this document estimates a positive net benefit value of over $ 9 million assuming Colorado could attain a similar cost benefit as documented by the State of Washington. This net benefit will not accrue if this decision item is not funded.

Calculations for Request:

Summary of Request FY 2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$666,308	$666,308		$0	$0	$0	$0	$666,308	0.0
SB91-94	$666,308	$666,308		$0	$0	$0	$0	$666,308	0.0
Cost Component	$0	$0		$0	$0	$0	$0	$0	0.0
Cost Component	$0	$0		$0	$0	$0	$0	$0	0.0

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$666,308	$666,308		$0	$0	$0	$0	$666,308	0.0
Cost Component	$666,308	$666,308		$0	$0	$0	$0	$666,308	0.0
Cost Component	$0	$0		$0	$0	$0	$0	$0	0.0
Cost Component	$0	$0		$0	$0	$0	$0	$0	0.0

Assumptions for Calculations:

Fiscal Year	COLA %	Appropriation
FY 2002-03 Appropriation		$12,255,883
FY 2003-04 Provider Rate Increase	0%	$0
FY 2003-04 "Restored" Appropriation		$12,255,883
FY 2004-05 Provider Rate Increase	0%	$0
FY 2004-05 "Restored" Appropriation		$12,255,883
FY 2005-06 Provider Rate Increase	2.00%	$245,118
FY 2005-06 "Restored" Appropriation		$12,501,001
FY 2006-07 Provider Rate Increase	3.25%	$406,283
FY 2006-07 "Restored" Appropriation		$12,907,284
FY 2007-08 Provider Rate Increase	1.50%	$193,609
FY 2007-08 "Restored" Appropriation		$13,100,893
Projected FY 2007-08 "Restored" Appropriation		$13,100,893
FY 2007-08 Base Appropriation*		$12,434,585
Difference:		$666,308

* Base adjusted for leap year

Impact on Other Government Agencies: Provides increased resources to the State's 22 Judicial Districts.

Cost Benefit Analysis:

The Division would target the requested funds to develop and implement evidence based programs and practices through local SB 94 programs. The Washington State Institute for Public Policy (WSIPP) has conducted multiple studies on various components of both the adult and juvenile justice systems, including studies on evidence-based practices in the juvenile justice arena and their cost/benefit over time. Assuming a similar cost benefit would be achieved for services provided in Colorado, an estimated investment of approximately $666,308 million in these specific evidence-based programs and practices could result in a benefit to the state of more than $ 9.6 million. The benefit value represents future cost avoidance for the state overall, for seven outcomes of interest as identified in the Washington State studies. These outcomes of interest include: (1) Reduce crime; (2) Lower substance abuse; (3) Improve educational outcomes such as test scores and graduation rates; (4) Decrease teen pregnancy; (5) Reduce teen suicide attempts; (6) Lower child abuse or neglect; and (7) Reduce domestic violence. A summary of the cost benefit information by treatment type is provided in the table below. Additional information is provided in the following WSIPP reports/summaries:

- Family Integrated Transitions Program for Juvenile Offenders (December 2004)
- Benefits and Costs of Prevention and Early Intervention Programs for Youth (September 2004) – Summary Information
- Recommended Quality Control Standards: Washington State Research-Based Juvenile Offender Programs (December 2003)
- The Comparative Costs and Benefits of Programs to Reduce Crime (May 2001) – Summary & relevant juvenile sections
- Watching the Bottom Line: Cost-Effective Interventions for Reducing Crime in Washington (January 1998)

All benefit-to-cost information is based on Washington State Institute for Public Policy data and reports. The table represents a statewide approximation of local expenditures for each type of service and their associated benefit per dollar of cost. There is a high demand for Substance Abuse treatment at the local level, therefore DYC has estimated a

higher level of expenditure for this service type; however, actual expenditures will be driven by individual youth and local community needs.

Division of Youth Corrections
Estimated Cost Benefit for Evidence-Based Treatment

Evidence-Based Treatment	Proposed Expenditure	2001 Benefit per Dollar of Cost*	2004 Benefit per Dollar of Cost*	Net Benefit
Family Therapy				
Functional Family Therapy	$ 95,282		$ 13.25	$ 1,262,487
Multi-Systemic Therapy	$ 95,282	$ 28.33		$ 2,699,339
Other Family-based Therapy	$ 95,282	$ 21.13		$ 2,013,309
Group Therapy				
Aggression Replacement Training	$ 95,282		$ 20.56	$ 1,958,998
Substance Abuse Treatment	$ 285,180	$ 6.17		$ 1,759,561
Totals:	$ 666,308			$ 9,693,694

* Based on Washington State Institute for Public Policy Reports.

Evidence-Based Service Description and Benefit per Dollar of Cost Information
• MST is an intensive home-based intervention for chronic, violent or substance abusing juvenile offenders, ages 12 to 17. MST addresses the cause of delinquency and is delivered in the youth's home, school and community. The 2001 benefit-to-cost ratio is $28.33 for every dollar spent.

- FFT targets youth between the ages of 11 to 18, with problems of delinquency, violence and substance abuse. FFT focuses on increasing family problem solving skills, enhancing emotional connection and strengthening the parental ability to provide appropriate structure, guidance and limits to their children. The 2004 benefit-to-cost ratio is $13.25 for every dollar spent.

- Other Family-based Therapy approaches for juvenile offenders employ family-based therapies similar to MST and FFT in that they incorporate the family into the counseling session. This therapy can be provided during the youth's incarceration. Keeping families involved in the treatment of the youth while they are away from home is essential in improving the chances of successful integration back into the community. The 2001 benefit-to-cost ratio is $21.13 for every dollar spent.

- Aggression Replacement Training (ART) is a cognitive-behavioral intervention that attempts to reduce the anti-social behavior and increase the pro-social behavior of juvenile offenders through group therapy. Although this particular group intervention was not specifically mentioned in the original decision item, it will be one of the groups offered to eligible youth who are violent offenders incarcerated in State-owned and operated facilities. The 2001 benefit-to-cost ratio is $20.56 for every dollar spent.

- Substance Abuse Treatment: Although Adult Substance Abuse Treatment has been widely studied, Juvenile Substance Abuse treatment has not. However, the curriculum and treatment to be delivered will be based on a cognitive-behavioral approach specifically designed for the juvenile justice population. The cost-to-benefit could be similar to the results found through ART. The juvenile treatment continuum would parallel the Prison Adult Substance Abuse treatment that employs a diverse collection of treatment interventions including drug education, group and individual therapy and relapse prevention. The 2001 benefit-to-cost ratio for Adult Substance Abuse Treatment is $6.17 for every dollar spent. A specific finding in the WSIPP September 2004 Report stated that while net benefits for substance use prevention

program are relatively low, the programs are cost effective, because the programs are relatively inexpensive.

Implementation Schedule:

Task	Month/Year
SB 94 Funding Formula Applied to New Funds to determine Judicial District Allocations.	May 2008
Supplemental Plans with Direction to Use Funds for Evidence Based Services distributed to Judicial Districts	May 2008
Supplemental Plans Reviewed and Recommended for Approval by "working group" and Approved by Department of Human Services	July 2008
Contract Amendments to Districts	August 2008
Ongoing Technical Assistance and Quality Assurance	August 2008
Review of Evidence Based programming statewide is part of Annual SB 94 Evaluation as required by Footnote in the Long Bill	October 2009

Statutory and Federal Authority:

Section 19-2-310, C.R.S. (2007) Appropriations to department of human services for services to juveniles. The general assembly shall appropriate moneys for the provision of services to juveniles to the department of human services which shall allocate such moneys by each judicial district in the state. Such appropriation and allocation shall be made based upon the formula developed in section 19-2-212 (1) (b) C.R.S. (2007). The department of human services shall administer such appropriated moneys. The moneys appropriated to the department of human services for allocation by each judicial district shall be expended in such judicial district by the department of human services for services to juveniles that are intended to prevent the juvenile from being held in detention prior to adjudication, sentenced to detention, or committed to the department of human services or to reduce the length of time the juvenile is held in preadjudication or postadjudication detention or held in a commitment facility operated under section 19-2-403 C.R.S. (2007). If a judicial district has a local juvenile services planning committee,

the expenditure of moneys for juvenile services in such judicial district shall be made in accordance with the plan developed pursuant to section 19-2-211 C.R.S. (2007).

Section 19-2-1201, C.R.S. (2007) Juvenile detention bed cap. For the fiscal year 2003-04 and each fiscal year thereafter, the number of available juvenile detention beds statewide shall be limited to four hundred seventy-nine.

Section 19-2-1203, C.R.S. (2007) Judicial districts – plans for the cap. Each judicial district shall annually develop a plan to manage the limit on the number of juvenile detention beds allocated to the judicial district by the working group pursuant to section 19-2-1202 (1) (a) C.R.S. (2007). The judicial district shall consider the emergency release guidelines and placement guidelines developed pursuant to section 19-2-1202 C.R.S. (2007) in its annual plan to manage the limit. The annual plan developed by the judicial district shall ensure the judicial district does not exceed the number of juvenile detention beds allocated to it pursuant to section 19-2-1202 C.R.S. (2007).

Section 19-2-1204, C.R.S. (2007) Use of juvenile detention beds. A juvenile committed to the department of human services pursuant to article 3 of this title shall not be placed in a juvenile detention bed unless the juvenile is subject to an action proceeding under this article.

Other Statutory Sections: 19-2-211, 19-2-212, 19-2-302, 19-2-911, 19-2-1201, C.R.S. (2007).

Performance Measures:

The following table details performance outcomes obtained from Senate Bill 91-94 programs during FY 2006-07.

Required Goals and Objectives Performance Levels

Service Area Goal	Measurable Objectives	Performance
1. **Preadjudicated Youth – FY 2005 Goal** – To successfully supervise **preadjudicated youth** placed in community-based detention services.	1. Percent of enrolled preadjudicated youth that complete SB 94 services **without FTA's** (Failure To Appear for Court).	96% of Youth had no FTA's
	2. Percent of enrolled preadjudicated youth that complete SB 94 services **without new charges.**	96% of Youth had no new charges
	3. Percent of preadjudicated youth served through SB 94 that complete the period of the intervention **with a positive or neutral leave reason.**	92% of Youth had positive or neutral leave reason
2. **Sentenced Youth – FY 2005 Goal** – To successfully supervise **sentenced youth** placed in community-based detention services.	1. Percent of enrolled sentenced youth that complete SB 94 services **without FTA's.**	98% of Youth had no FTA's
	2. Percent of enrolled sentenced youth that complete SB 94 services **without new charges.**	96% of Youth had no new charges
	3. Percent of sentenced youth served through SB 94 that complete the period of the intervention **with a positive or neutral leave reason**	89% of Youth had positive or neutral leave reason

The Division has identified a five-year plan and goals for the SB 94 program. It includes both community-based detention programs and commitment interventions and is outlined in the table below.

Goals	Outcomes
1. DYC and local SB 94 Programs will continue their efforts to ensure that risk and needs of referred youth are adequately identified by developing a standardized, more comprehensive, up front process to screen and assess youth that provides adequate data to inform court decisions and develop appropriate Probation case plans.	1. Youth receiving SB 94 services are placed in programs with supervision services based on their identified level of risk and need. 2. Youth enrolled in SB 94 services appear for all required court proceedings. 3. Youth enrolled in SB 94 services do not receive any new charges while enrolled in the program.
2. DYC and local SB 94 Programs will work in conjunction with local H.B. 1451 committees to develop effective local collaborative plans.	1. Local youth services programs have reduced fragmentation and duplication of services.
3. DYC will continue its ongoing efforts to provide local SB 94 Juvenile Services Planning Committees and Staff with regular training opportunities focusing on outcome based "best practices" for youth facing potential incarceration.	1. Annual local SB 94 plans incorporate "best practice" outcome based programming.

Schedule 13
Change Request for FY 08-09 Budget Request Cycle
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09 ☐ Supplemental FY 07-09 ☐ Budget Request Amendment FY 08-09 ☐

Request Title: Earned Incentive Funds and Program Evaluation for Collaborative Management Program
Department: Human Services
Priority Number: 3B

Dept. Approval by: _(signature)_
OSPB Approval: _(signature)_

Date: 10/7/07
Date: 10/25/07 _(signatures)_

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	11,789,315	14,038,282	0	14,038,282	16,386,889	622,372	17,009,261	0	17,009,261	626,262
	FTE	109.5	115.2	0.0	115.2	115.2	1.8	117.0	0.0	117.0	2.0
	GF	8,765,988	9,270,318	0	9,270,318	10,870,392	122,372	10,992,764	0	10,992,764	126,262
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	94,302	130,152	0	130,152	118,360	0	118,360	0	118,360	0
	CFE	2,430,078	3,856,979	0	3,856,979	4,390,479	500,000	4,890,479	0	4,890,479	500,000
	FF	498,947	780,833	0	780,833	1,007,658	0	1,007,658	0	1,007,658	0
	MCF	338,237	573,300	0	573,300	1,066,950	0	1,066,950	0	1,066,950	0
	MGF	168,962	283,619	0	283,619	532,696	0	532,696	0	532,696	0
	NGF	8,934,950	9,553,937	0	9,553,937	11,403,088	122,372	11,525,460	0	11,525,460	126,262
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs Personal Services	Total	7,877,089	7,393,280	0	7,393,280	7,738,542	111,220	7,849,762	0	7,849,762	122,078
	FTE	109.5	115.2	0.0	115.2	115.2	1.8	117.0	0.0	117.0	2.0
	GF	7,533,530	7,053,404	0	7,053,404	7,394,547	111,220	7,505,767	0	7,505,767	122,078
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	53,802	48,728	0	48,728	48,850	0	48,850	0	48,850	0
	CFE	39,757	41,148	0	41,148	44,520	0	44,520	0	44,520	0
	FF	250,000	250,000	0	250,000	250,625	0	250,625	0	250,625	0
	MCF	39,757	41,148	0	41,148	44,520	0	44,520	0	44,520	0
	MGF	19,879	20,575	0	20,575	22,261	0	22,261	0	22,261	0
	NGF	7,553,409	7,073,979	0	7,073,979	7,416,808	111,220	7,528,028	0	7,528,028	122,078
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs Operating Expenses	Total	338,733	342,240	0	342,240	342,240	8,810	351,050	0	351,050	1,900
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	336,285	339,792	0	339,792	339,792	8,810	348,602	0	348,602	1,900
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	2,448	2,448	0	2,448	2,448	0	2,448	0	2,448	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0			0	0	0	0	0	0
	MGF	0	0			0	0	0	0	0	0
	NGF	336,285	339,792	0	339,792	339,792	8,810	348,602	0	348,602	1,900

Request Title:	Earned Incentive Funds and Program Evaluation for Collaborative Management Program
Department:	Human Services
Priority Number:	3B

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) EXECUTIVE DIRECTOR'S OFFICE											
(A) General Administration	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	1,595	3,877,463	0	3,877,463	1,740
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S.B. 04-257	GF	896,173	1,592,902	0	1,592,902	2,372,913	1,595	2,374,508	0	2,374,508	1,740
	GFE	0	0	0	0	0	0	0	0	0	0
Amortization	CF	38,052	65,360	0	65,360	51,179	0	51,179	0	51,179	0
Equalization	CFE	315,321	531,031	0	531,031	876,399	0	876,399	0	876,399	0
Disbursement	FF	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	1,595	2,760,992	0	2,760,992	1,740
(1) EXECUTIVE DIRECTOR'S OFFICE											
(A) General Administration	Total	0	482,075	0	482,075	1,241,489	747	1,242,236	0	1,242,236	544
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Supplemental	GF	0	284,220	0	284,220	763,140	747	763,887	0	763,887	544
	GFE	0	0	0	0	0	0	0	0	0	0
Amortization	CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
Equalization	CFE	0	96,050	0	96,050	280,810	0	280,810	0	280,810	0
Disbursement	FF	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
	MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	NGF	0	322,345	0	322,345	887,091	747	887,838	0	887,838	544
(5) DIVISION OF CHILD WELFARE											
Performance-based	Total	2,075,000	3,188,750	0	3,188,750	3,188,750	500,000	3,688,750	0	3,688,750	500,000
Collaborative	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Management Incentives	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,075,000	3,188,750	0	3,188,750	3,188,750	500,000	3,688,750	0	3,688,750	500,000
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Request Title:
Department: Human Services
Priority Number: 3B

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Earned Incentive Funds and Program Evaluation for Collaborative Management Program

Dept. Approval by: _____   Date:
OSPB Approval: _____   Date:

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10

Letternote revised text: a. Shall be from the contractor for the Ridge View facility pursuant to Section 19-2-411.5 (2) (e), C.R.S. (2007); b. Shall be from Medicaid funds transferred from the Department of Health Care Policy and Financing; c. Shall be from Title IV-E of the Social Security Act.

Cash Fund name/number, Federal Fund Grant name: Title IV-E, Performance-based Collaborative Management Incentive Cash Fund created in Section 24-1.9-104 C.R.S. (2007)

IT Request: ☐ Yes   ☑ No
Request Affects Other Departments: ☐ Yes   ☑ No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Department:	Human Services
Priority Number:	3B
Change Request Title:	Earned Incentive Funds and Program Evaluation for Collaborative Management Program

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The total request for this decision item is **$622,372.** The amount of $500,000 will be added to the Collaborative Management Program (CMP) Performance-based Collaborative Management Incentive Cash Fund (PCMICF), which will increase spending authority by $500,000 for incentives. The addition of $500,000 (cash fund exempt) per year will create a yearly incentive fund base of $3.7M. The PCMICF is used to provide funds to counties departments of social services who have entered into Memorandums of Understandings (MOU) with the local judicial district, including probation, health department, school district(s), community mental center, Division of Youth Corrections, family advocates, and each county behavioral health organization. The MOU is designed to promote 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.

The funding will be used to provide incentive funds to counties that meet performance measures approved by the State Board of Human Services. In SFY 2007, 10 counties had joined and in SFY 2008 an additional eight have joined the CMP. It is expected that additional counties will join in SFY 2008-2009. The request also includes $122,372 General Fund and 2.0 FTE (H.B. 04-1451 Regional Coordinators) for Division of Youth Correction Community Services line.

Background and Appropriation History:

The Collaborative Management Program has grown significantly since July 2005 to number eighteen county participants. The growth of the CMP has exceeded expectations and was not anticipated in the funding structure of the Performance-based Collaborative Management Incentive Cash Fund (PCMICF). Continued CMP growth on top of a static incentive fund base will result in a reduction of available incentive funding, discouraging counties from participating in the CMP unless this request is approved.

The number of Collaborative Management Programs created under H.B. 04-1451 has grown significantly over the last several years. As of July 2007, there are 18 counties participating in these programs. The Division of Youth Corrections acknowledges the benefit these programs provide in improving the provision of services to children and families. However, while the number of H.B. 04-1451 programs has increased significantly over the last several years, the resources available in DYC to support these programs have remained constant. As a result, the Division's four regional management offices are often unable to allocate staff time to participate in the ongoing and periodic workload requirements these programs demand. DYC regional directors and other regional staff are not able to participate in all of these efforts given other job duties, the number of H.B. 04-1451 programs, and the travel time required in the rural areas of the State. The challenge is to ensure participation and partnering with each local Interagency Oversight Group (IOG) through meeting attendance, providing liaison to each of the counties, fully understanding the goals and objectives of each county's project (as they all differ) participation in planning sessions, and ensuring that DYC is partnering with the local Counties and contributing valuable human resources. DYC believes it is important

to fully participate in these local meetings and planning sessions to continue to be a partner in this ongoing process.

General Description of Request:

The Collaborative Management Program is designed to reduce duplication and eliminate fragmentation of services provided; increase the quality, appropriateness and effectiveness of services provided; encourage cost-sharing among service providers; and ultimately lead to better outcomes and cost reduction for services provided to multi-agency children and families. A hallmark of the CMP is the development of performance-based measures in the areas of child welfare (Child and Family Service Review/CFSR related), education, juvenile justice system, and health/mental health. Incentive funding is connected to successfully meeting performance-based measures that are developed by the locally based Interagency Oversight Group.

The IOG is a major strength of the program, permitting governance responsibilities to be shared between representatives of local agencies and family participants. Local agency resources are committed to the IOG; the IOG oversees, provides resources to, and supports the Individualized Service and Support Teams (ISSTs) that serve as a single primary point of entry for families and children. The family participates as the hub of the ISST as services are integrated to respond to their needs.

Data from the Child Welfare League of America show that nationally over 35% of children involved in the child welfare system enter into the juvenile justice system. Over 50% of the children in DYC commitment facilities possess a DSM-IV mental health diagnosis. This system integration effort is designed to reduce these numbers and to provide community based intervention at an earlier stage, creating opportunities for reducing system recidivism.

Spending authority for the Performance-based Collaborative Management Incentive Cash Fund (PCMICF) should be increased to provide a sufficient incentive for new counties to implement and for existing counties to maintain participation. Potential participating counties will be discouraged from implementation as the earned incentive base decreases as county participation proportionately increases. These participating counties must

currently invest in and support Program start-up and implementation. Earned incentive funds are available only after successfully meeting outcomes, 18 months after initial Program implementation.

The "Colorado Promise" addresses, among other priorities, education and health care. The H.B. 04-1451 program, through its systems integration efforts, brings service organizations, communities, and families to the table to work towards a supportive and stable educational environment for multi-system children. This systems integration effort also supports the creation and availability of physical and mental health care for multi-system children, contributing to the safety, well being, and permanent living situations that these Colorado children need to thrive. The H.B. 04-1451 systems integration program also focuses on economies for the state, in reducing duplicative efforts, and focuses on economies for multi-system families, in simplifying and streamlining access to needed services. This program is consistent with the "Colorado Promise"; full implementation will result in a legacy of cutting edge best practices state wide for multi-system children and families.

The DYC portion of this request is for 2.0 FTE General Professional IV H.B. 04-1451 Regional Coordinators to provide assistance and support to the Division's management regions in actively participating in the several H.B. 04-1451 programs across the state. The duties and responsibilities of these positions would include:

1) Working with the other H.B. 04-1451 participating agencies in each county to develop collaborative management processes;
2) Identifying, monitoring, and reporting on performance based measures related to the juvenile justice goals of each local H.B. 04-1451 program;
3) Assisting in the development and operation of individualized service and support teams to meet the needs of children and families;
4) Representing the Division at Interagency Oversight Group (IOG) meetings; and,
5) Serving as the Division's liaison and contact person to each of the participating counties.

Consequences if Not Funded:

Consequences include a limitation on the number of counties implementing the Collaborative Management Program due to a lack of incentives. This system integration and system reform initiative will not reach potential in reaching additional multi-agency families and children that would benefit from implementation. Community agencies will continue to conduct business as usual to the detriment of families and children. Families and children will continue to penetrate and to rotate through the system; the "child welfare system to juvenile justice system to adult corrections pipeline" will continue unabated. The Collaborative Management Program promise will remain unfilled for many children and families.

If the DYC request for $122,372 and 2.0 FTE is not funded, the Division will not be able to actively participate in the growing number of H.B. 04-1451 programs across the State. As a result, the ability of these programs to fully provide collaborative management of multi-agency programs providing services to juveniles served by DYC and their families will be restricted. As a result, the cost benefit (discussed below) realized from interagency coordination of services to juveniles will not be fully realized.

Calculations for Request:

Summary of Request FY 2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$622,372	$122,372	$0	$500,000	$0	1.8
Earned incentive funds	$500,000	$0	$0	$500,000	$0	0.0
H.B. 04-1451 Regional Coordinators	$122,372	$122,372	$0	$0	$0	1.8

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$626,262	$126,262	$0	$500,000	$0	2.0
Earned incentive funds	$500,000	$0	$0	$500,000	$0	0.0
H.B. 04-1451 Regional Coordinators	$126,262	$126,262	$0	$0	$0	2.0

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Assumptions for Calculations:

The amount of $500,000 increase in the spending authority will support implementation by additional counties for FY 2008-09 given the current fund balance.

FTE and Operating Costs				GRAND TOTAL	
Fiscal Year(s) of Request		FY 2008-09	FY 2009-10	FY 2008-09	FY 2009-10
PERSONAL SERVICES	Title:	General Professional IV			
Number of PERSONS / class title		2	2		
Number of months working in FY 2008-09 and FY 2009-10		12	12		
Number of months paid in FY 2008-09 and FY 2009-10*		11	12		
Calculated FTE per classification		1.8	2.0	1.8	2.0
Annual base salary		$54,360	$54,360		
Salary		$99,660	$108,720	$99,660	$108,720
PERA	10.15%	$10,115	$11,035	$10,115	$11,035
Medicare	1.45%	$1,445	$1,576	$1,445	$1,576
Prior Year SAED	N/A	$0	$747	$0	$747
Subtotal Personal Services at Division Level		$111,220	$122,078	$111,220	$122,078
Subtotal AED at EDO Long Bill Group Level	1.60%	$1,595	$1,740	$1,595	$1,740
Subtotal SAED at EDO Long Bill Group Level	Varies	$747	$544	$747	$544
OPERATING EXPENSES					
Supplies @ $500/$500***	$500	$1,000	$1,000	$1,000	$1,000
Computer @ $900/$0	$900	$1,800	$0	$1,800	$0
Office Suite Software @ $330/$0	$330	$660	$0	$660	$0
Office Equipment @ $2,225 /$0	$2,225	$4,450	$0	$4,450	$0
Telephone Base @ $450/$450***	$450	$900	$900	$900	$900
Subtotal Operating Expenses		$8,810	$1,900	$8,810	$1,900
GRAND TOTAL ALL COSTS		$122,372	$126,262	$122,372	$126,262

Impact on Other Government Agencies:

The CMP performance based measures include education, juvenile justice, and health / mental health. Meeting these outcomes in each of these areas will benefit multi-agency families and children as well as positively impact on the outcomes achieved in these state and local agencies. Successful outcomes will support permanence, safety, and improved family functioning for participating families.

Cost Benefit Analysis:

In 2004, the Washington State Institute for Public Policy identified that for every dollar spent on interagency coordination for programs provided to juveniles and their families, a benefit of $13.58 is created.

Counties that enter into the CMP must wait until their performance-based outcomes are evaluated before they are eligible for any earned incentive funds. These funds are generally available sixteen months after CMP implementation. The CMP counties are dependent upon direct and in-kind contributions by the identified partners, particularly in the first year of operation.

Counties active in the program since SFY 2005-2006 have cumulatively reported a reduction in children entering out of home care, a reduction of children dropping out of school and being reported as truant, a reduction in hospitalization and/or residential treatment placement, and an increase in youth successfully completing probation. Counties have not cumulatively reported a reduction in the number of children served. These counties estimate a 12-month reinvestment of savings of $2.9 million.

The participating counties have had difficulty definitively determining reinvestment savings due to the Collaborative Management Program, as evaluation resources have not been made available to conduct a thorough evaluation of the program. The evaluation would provide valuable program information and report on the data gathered by the many local agency CMP partners using resources from diverse areas, such as Medicaid, juvenile justice, county-only programs, and local school districts.

Counties are reporting unforeseen benefits from their participation in the Collaborative Management Program. Two adjacent participating CMP counties have reported that due

to increased collaboration between their Interagency Oversight Groups they were jointly awarded a five year, $5 million dollar grant that will permit the development of joint residential and transitional services for families recovering from methamphetamine addiction as well as the development and expansion of family drug courts in both counties. The collaboration and engagement of the county IOGs were instrumental in this award.

Implementation Schedule:

Task	Month/Year
FTE Hired	July 1, 2008

Statutory and Federal Authority:

Section 24-1.9-102 C.R.S. (2007), Memorandum of understanding - local-level interagency oversight groups - individualized service and support teams - coordination of services for children and families - requirements — waiver.

(1) (a) Local representatives of each of the agencies specified in this paragraph (a) and county departments of social services may enter into memorandums of understanding that are designed to promote 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. The memorandums of understanding entered into pursuant to this subsection (1) shall be between interested county departments of social services and local representatives of each of the following agencies:

(I) The local judicial districts, including probation services;

(II) The health department, whether a county, district, or regional health department;

(III) The local school district or school districts;

(IV) Each community mental health center; and

(V) Each mental health assessment and service agency.

(b) The general assembly strongly encourages the agencies specified in paragraph (a) of this subsection (1) to enter into memorandums of understanding that are regional.

(c) Notwithstanding the provisions of paragraph (b) of this subsection (1), the agencies specified in paragraph (a) of this subsection (1) may enter into memorandums of understanding involving only one or more county departments of social services, not necessarily by region, as may be appropriate to ensure the effectiveness of local-level interagency oversight groups and individualized service and support teams in the county or counties.

(d) In developing the memorandums of understanding, the general assembly strongly encourages the parties to the memorandums of understanding specified in paragraph (a) of this subsection (1) to seek input, support, and collaboration from key stakeholders in the private and non-profit sector, as well as parent advocacy or family advocacy organizations that represent family members or caregivers of children who would benefit from multi-agency services.

(e) Nothing shall preclude the agencies specified in paragraph (a) of this subsection (1) from including parties in addition to the agencies specified in paragraph (a) of this subsection (1) in the memorandums of understanding developed for purposes of this section.

(2) (a) Each memorandum of understanding entered into shall include, but is not limited to, the requirements specified in paragraphs (b) to (j) of this subsection (2). On or before October 1, 2004, utilizing moneys in the performance incentive cash fund created in section 26-5-105.5 (3.2) (a), C.R.S. (2007), the state department of human services, in conjunction with the judicial department, shall develop and make available to the parties specified in paragraph (a) of subsection (1) of this section, a model memorandum of understanding based on the requirements specified in paragraphs (b) to (j) of this subsection (2).

(b) **Identification of services and funding sources.** The memorandum of understanding shall specify the legal responsibilities and funding sources of each party to the

memorandum of understanding specified in paragraph (a) of subsection (1) of this section as those responsibilities and funding sources relate to children and families who would benefit from integrated multi-agency services, including the identification of the specific services that may be provided. Specific services that may be provided may include, but are not limited to: Prevention, intervention, and treatment services; family preservation services; family stabilization services; out-of-home placement services; services for children at imminent risk of out-of-home placement; probation services; services for children with mental illness; public assistance services; medical assistance services; child welfare services; and any additional services which the parties deem necessary to identify.

(c) **Definition of the population to be served.** The memorandum of understanding shall include a functional definition of "children and families who would benefit from integrated multi-agency services".

(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 paragraph (a) 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.

(e) **Establishment of collaborative management processes.** The memorandum of understanding shall require the interagency oversight group to establish collaborative management processes to be utilized by individualized service and support teams

authorized pursuant to paragraph (f) of this subsection (2) when providing services to children and families served by the parties to the memorandum of understanding. The collaborative management processes required to be established by the interagency oversight group shall address risk-sharing, resource-pooling, performance expectations, outcome-monitoring, and staff-training, and shall be designed to do the following:

(I) Reduce duplication and eliminate fragmentation of services provided to children or families who would benefit from integrated multi-agency services;

(II) Increase the quality, appropriateness, and effectiveness of services delivered to children or families who would benefit from integrated multi-agency services to achieve better outcomes for these children and families; and

(III) Encourage cost sharing among service providers.

(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.

(g) **Authorization to contribute resources and funding.** The memorandum of understanding shall specify that each party to the memorandum of understanding specified in paragraph (a) of subsection (1) of this section has the authority to contribute time, resources, and funding to solve problems identified by the local-level interagency oversight group in order to create a seamless, collaborative system of delivering multi-agency services to children and families, upon approval by the head or director of each agency or department specified in paragraph (a) of subsection (1) of this section.

(h) **Reinvestment of moneys saved to serve additional children and families.** (I) The memorandum of understanding shall require the interagency oversight group to create a procedure, subject to approval by the head or director of each agency or department specified in paragraph (a) of subsection (1) of this section, to allow any moneys resulting from waivers granted by the federal government and any state general fund savings

realized as a result of the implementation of the collaborative system of management of multi-agency services provided to children and families related to the funding sources specified by the parties to the memorandum of understanding pursuant to paragraph (b) of this subsection (2) to be reinvested by the parties to the memorandum of understanding to provide appropriate services to children and families who would benefit from integrated multi-agency services, as such population is defined by the memorandum of understanding pursuant to paragraph (c) of this subsection (2).

(II) A county that has implemented a collaborative management process for services to children and families, which services are not included as services to be provided to children and families who would benefit from integrated multi-agency services in the memorandum of understanding pursuant to paragraph (b) of this subsection (2), and that under spends the general fund portion of its capped or targeted allocation may use the general fund portion of its capped or targeted allocation for provision of existing services for such children and families in the county.

(i) **Performance-based measures.** The memorandum of understanding shall include a provision stating whether the parties to the memorandum of understanding will attempt to meet performance measures specified by the department of human services and elements of collaborative management, as defined by rule of the state board of human services. If the parties to the memorandum of understanding agree to attempt to meet the performance measures and elements of collaborative management, the memorandum of understanding shall require the interagency oversight group to create a procedure, subject to the approval of the head or director of each agency or department specified in paragraph (a) of subsection (1) of this section, to allow any incentive moneys received by the department of human services and allocated pursuant to section 24-1.9-104 C.R.S. (2007) to be reinvested by the parties to the memorandum of understanding to provide appropriate services to children and families who would benefit from integrated multi-agency services, as such population is defined by the memorandum of understanding pursuant to paragraph (c) of this subsection (2).

(j) **Confidentiality compliance.** The memorandum of understanding shall include a provision specifying that state and federal law concerning confidentiality shall be

followed and that records used or developed by the interagency oversight group or its members or the individualized service and support teams 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.

(3) Each department or division, section, unit, or agency within a department that is a party to the memorandum of understanding shall enter into the memorandum of understanding and all revisions to the memorandum. Revisions to the memorandum shall be developed as necessary to reflect department reorganizations or statutory changes affecting the departments that are parties to the memorandum.

(4) The departments and agencies that provide oversight to the parties to the memorandum of understanding specified in paragraph (a) of subsection (1) of this section are authorized to issue waivers of any rules to which the departments and agencies are subject and that would prevent the departments from effective implementation of the memorandums of understanding, however, the departments and agencies are prohibited from waiving a rule in violation of federal law or that would compromise the safety of a child.

Section 24-1.9-104 C.R.S. (2007) **Cash fund – creation – grants, gifts, and donations.** (1) On July 1, 2005, there shall be created in the state treasury the performance-based collaborative management incentive cash fund, which shall be referred to in this section as the "fund". The moneys in the fund shall be subject to annual appropriation by the general assembly to the department of human services for state fiscal year 2005-06 and each fiscal year thereafter. On July 1, 2006, the state treasurer shall transfer the moneys in the performance incentive cash fund created pursuant to section 26-5-105.5 (3.2) (a), C.R.S. (2007), to the fund. In addition, on July 1, 2006, the state treasurer shall transfer the moneys remaining in the family stabilization services fund created pursuant to section 19-1-125, C.R.S. (2007), to the fund. The fund shall also consist of moneys received from docket fees in civil actions as specified in section 13-32-101 (1) (a), C.R.S. (2007).

(2) The executive director of the department of human services is authorized to accept and expend on behalf of the state any grants, gifts, or donations from any private or public source for the purposes of this section. All private and public funds received through grants, gifts, or donations shall be transmitted to the state treasurer, who shall credit the same to the fund in addition to moneys credited pursuant to subsection (1) of this section and any moneys that may be appropriated to the fund directly by the general assembly. All investment earnings derived from the deposit and investment of moneys in the fund shall remain in the fund and shall not be transferred or revert to the general fund of the state or any other fund at the end of any fiscal year.

(3) (a) On and after July 1, 2005, the executive director of the department of human services shall allocate the moneys in the fund to provide incentives to parties to a memorandum of understanding who have agreed to performance-based collaborative management pursuant to section 24-1.9-102 (2) (i) C.R.S. (2007), and who have successfully implemented the elements of collaborative management specified by rule of the state board and also met or exceeded the performance measures specified by the department of human services. The incentives shall be used to provide services to children and families who would benefit from integrated multi-agency services, as such population is defined by the memorandum of understanding pursuant to section 24-1.9-102 (2) (c) C.R.S. (2007).

(b) For purposes of allocating incentive moneys in the fund pursuant to this subsection (3), the executive director of the department of human services shall submit an accounting of moneys in the fund available for incentives and a proposal for the allocation of incentive moneys to the state board of human services for review and approval prior to the allocation of the moneys. The state board of human services shall approve the proposal not later than thirty days after receipt of the proposal from the executive director of the department of human services.

Performance Measures:

Completion of program evaluation by February 2009.

Technical assistance provided to implementing and ongoing counties: SFY 2008, SFY 2009.

Addition of participating counties and regions: July 2008 and July 2009.
Counties will receive earned incentive funds for meeting outcomes in areas of child welfare, juvenile justice, education, and health / mental health: November 2008 and November 2009.

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Request Title: Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐
Functional Family Parole
Department: Human Services   Dept. Approval by: _____
Priority Number: 3C   OSPB Approval: _____   Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	4,809,014	6,483,668	0	6,483,668	8,477,942	359,062	8,730,010	0	8,730,010	361,686
	FTE	0.0	0.0	0.0	0.0	0.0	1.8	0.0	0.0	0.0	2.0
	GF	3,144,702	4,165,946	0	4,165,946	13,153,055	359,062	5,670,784	0	5,670,784	361,686
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	38,052	78,976	0	78,976	67,062	0	67,062	0	67,062	0
	CFE	315,321	627,081	0	627,081	1,157,209	0	1,157,209	0	1,157,209	0
	FF	1,310,939	1,611,665	0	1,611,665	1,834,955	0	1,834,955	0	1,834,955	0
	MCF	298,480	532,152	0	532,152	1,022,430	0	1,022,430	0	1,022,430	0
	MGF	149,083	263,044	0	263,044	510,435	0	510,435	0	510,435	0
	NGF	3,293,785	4,428,990	0	4,428,990	5,929,151	359,062	6,181,219	0	6,181,219	252,016
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs Personal Services	Total	7,877,089	7,393,280	0	7,393,280	7,738,542	98,184	7,836,726	0	7,836,726	107,770
	FTE	109.5	115.2	0.0	115.2	115.2	1.8	117.0	0.0	117.0	2.0
	GF	7,533,530	7,053,404	0	7,053,404	7,394,547	98,184	7,492,731	0	7,492,731	107,770
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	53,802	48,728	0	48,728	48,850	0	48,850	0	48,850	0
	CFE	39,757	41,148	0	41,148	44,520	0	44,520	0	44,520	0
	FF	250,000	250,000	0	250,000	250,625	0	250,625	0	250,625	0
	MCF	39,757	41,148	0	41,148	44,520	0	44,520	0	44,520	0
	MGF	19,879	20,575	0	20,575	22,261	0	22,261	0	22,261	0
	NGF	7,553,409	7,073,979	0	7,073,979	7,416,808	98,184	7,514,992	0	7,514,992	107,770
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs Operating Expenses	Total	338,733	342,240	0	342,240	342,240	8,810	351,050	0	351,050	1,900
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	336,285	339,792	0	339,792	339,792	8,810	348,602	0	348,602	1,900
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	2,448	2,448	0	2,448	2,448	0	2,448	0	2,448	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	336,285	339,792	0	339,792	339,792	8,810	348,602	0	348,602	1,900

Schedule 13
Change Request for FY 08-09 Budget Request Cycle
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Request Title: Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Functional Family Parole

Department: Human Services   Dept. Approval by: Date:

Priority Number: 3C   OSPB Approval: Date:

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(11) DIVISION OF YOUTH CORRECTIONS											
(C) Community Programs	Total	3,310,521	3,369,656	0	3,369,656	3,360,585	250,000	3,610,585	0	3,610,585	250,000
Parole Program	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Services	GF	2,248,529	2,288,824		2,288,824	2,282,663	250,000	2,532,663	0	2,532,663	250,000
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	1,061,992	1,080,832		1,080,832	1,077,922	0	1,077,922	0	1,077,922	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	2,248,529	2,288,824	0	2,288,824	2,282,663	250,000	2,532,663	0	2,532,663	250,000
(1) EXECUTIVE DIRECTOR'S OFFICE	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	1,408	3,877,276	0	3,877,276	1,536
(A) General	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Administration	GF	896,173	1,592,902	0	1,592,902	2,372,913	1,408	2,374,321	0	2,374,321	1,536
S.B. 04-257	GFE	0	0	0	0	0	0	0	0	0	0
Amortization	CF	38,052	65,360	0	65,360	51,179	0	51,179	0	51,179	0
Equalization	CFE	315,321	531,031	0	531,031	876,399	0	876,399	0	876,399	0
Disbursement	FF	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	1,408	2,760,805	0	2,760,805	1,536
(1) EXECUTIVE DIRECTOR'S OFFICE	Total	0	482,075	0	482,075	1,241,489	660	1,242,149	0	1,242,149	480
(A) General	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Administration	GF	0	284,220	0	284,220	763,140	660	763,800	0	763,800	480
Supplemental	GFE	0	0	0	0	0	0	0	0	0	0
Amortization	CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
Equalization	CFE	0	96,050	0	96,050	280,810	0	280,810	0	280,810	0
Disbursement (SAED)	FF	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
	MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	NGF	0	322,345	0	322,345	887,091	660	887,751	0	887,751	480

Change Request for FY 08-09 Budget Request Cycle
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Request Title:
Department: Human Services   Dept. Approval by: Date:
Priority Number: 3C   OSPB Approval: Date:

Functional Family Parole

	1	2	3	4	5	6	7	8	9	10
	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Fund										

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes   ☑ No

Request Affects Other Departments: ☐ Yes   ☑ No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE
Governor Ritter's FY 2008-09 Recidivism Reduction Package

Department:	Human Services – Office of Children, Youth and Family Services – Division of Youth Corrections
Priority Number:	3C
Change Request Title:	Functional Family Parole

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This request is for $359,062 General Fund to fund the statewide expansion of the Functional Family Parole (FFP) program. FFP is currently being piloted in the Division of Youth Corrections' Central Region. Expansion of the FFP program is anticipated to result in a reduction in the number of youth on parole who receive a criminal filing and are convicted and sentenced to the Colorado Department of Corrections.

Background and Appropriation History:

Early research results regarding implementation in Washington State indicate FFP is more effective than traditional parole services at reducing recidivism and parole revocations. (Sexton, Thomas & Rowland, M, 2005, *Washington State's Implementation of Functional Family Parole*.) The Functional Family Parole model provides parole officers with a structured, skill-based and goal-oriented approach to working with youth and their families. It is based on the blueprint program, Functional Family Therapy (FFT), that is evidence-based, strength-based and family- focused. Like FFT it is a

structured, family-based intervention that uses a multi-step approach to enhancing protective factors and reducing risk factors in the family.

Research on maintaining and supporting behavior change for troubled and delinquent youth indicates intervention is most effective when promoted within the family context. The primary theoretical foundation of the FFP model comes from James Alexander, Ph.D and Thomas Sexton, Ph.D in Functional Family Therapy, a research-based family intervention identified as a "blueprint" model for treating delinquency by the University of Colorado's Center for the Study and Prevention of Violence. In the National Center for Mental Health and Juvenile Justice research brief on involving families in juvenile justice, Osher and Hunt (2002) state, "The successful rehabilitation of youth in the system, and their sustained reintegration into the community rely upon the mutual support of justice systems and families in the accomplishments of their goals."

Improved Youth and Family Functioning. The Washington State experience with FFP also indicates that the youth and families we serve are likely to experience a positive change in overall functioning as well as in specific behavioral risk factors by using FFP as its parole service model. Research there demonstrates that families who have experienced FFP describe their overall functioning as "a lot better" than prior to Functional Family Parole. They rate such things as the decrease of family conflicts and their adolescent's behavior as "a lot better" and such areas as parenting skills, ability to supervise, and family communication as "some better". These improvements are supported by youth and parole supervisor ratings as well. Increased parental supervision is a major mediator of peer influence (Dishion, French & Patterson, 1995). Furthermore, parental support has been found to be a powerful predictor of reduced delinquency in youth (The Development and Ecology of Antisocial Behavior – Manual of Developmental Psychopathology).

Functional Family Parole versus Traditional Parole. Prior to the implementation of Functional Family Parole in Washington State in 2002, parole supervision, (as it is in many places), was driven by the *amount* of contacts versus the *quality* of contacts a parole officer had with a youth. The focus was on the individual youth and not families. In FFP the family is the focus to better impact the youth and to sustain change. This also

incorporates a preventative aspect, since younger siblings have an increased opportunity for success when the functioning of the family as a whole is improved. In typical parole systems, crisis drives conversations around cases; fear of liability and bad publicity too often drives decision-making. The trend is to "load kids up" with interventions and it's more important that the youth is in any program than it is the right program. Traditionally, parole officers, though trained very thoroughly in the standards and processes of parole supervision, have very limited skills and training in managing family meetings. They turn their attention to what comes most naturally, focusing on the accountability of individual youth. The community perception, and very often the practice, of parole officers shifts from being responsible for case management to risk aversion and reacting when police, schools, and parents report problems with a youth's behavior.

FFP teaches the parole officer many of the skills that have proven so successful in Functional Family Therapy and provides the officer with a structured, goal-oriented approach to engaging and motivating families, matching families with the services that best mitigate their criminogenic risks increase their criminogenic protective factors, and helping families generalize the skills they learn over the course of parole to the types of situations and problems they may face when the parole officer is out of the picture. Ensuring public safety remains primary, but developing family environments that will ensure public safety long beyond parole is a goal that continuously drives the parole officer's management of his/her cases.

The expansion of Functional Family Parole is complimentary to the previous support the Colorado General Assembly has given the DYC in implementing its Continuum of Care Initiative. As DYC expands its continuum of care through the flexibility the Legislature has given the Division in its use of program funds, FFP provides client manager/parole officers with a methodology for determining what evidence based programs and community services are most likely to be effective with any given youth and family. Parole officers learn how to detect not only the right program, but the right timing for introducing it – factors that research has concluded are critical to program efficacy.

General Description of Request:

Current DYC funding only allows for quarterly training and weekly consultations for the 23 parole officers and 3 supervisors in one of the Division's four management regions currently using the model. The requested $250,000 for contract services will be used to bring in experts from Functional Family Therapy, Inc. (FFT, Inc.) in Washington State to conduct a series of 2-day initial trainings for the 63 other client manager/parole officers and their supervisors who deliver parole services for DYC in the Division's other management regions. FFP further requires initial training for supervisors, quarterly follow-up training for supervisors, quarterly advanced training for parole officers, and weekly phone consultation with Functional Family Parole experts for groups of six to eight parole officers and their supervisors. The requested funding will allow DYC to meet these requirements upon which use of the model is conditional.

Currently there are 23 DYC Client Manager/Parole Officers and 3 supervisors at various stages of learning and practicing FFP with paroled youth and their families. The interventions of the client manager/parole officer, in matching youth and their families with appropriate community services and teaching parents how to provide the support and supervision necessary for youth to be successful in community living both during and beyond parole supervision, are critical to reducing recidivism. Statewide implementation of Functional Family Parole affords the Division the opportunity to train and guide parole officers in an evidence-based, skill-based and structured model of parole that will lead to consistency in practice as well as a higher quality of juvenile parole services in Colorado, from client manager to client manager and from region to region.

The development of internal capacity to provide weekly consultation is anticipated through the addition of 2.0 FTE at the Social Worker III level. These 2.0 FTE state positions would receive additional training and supervision in Functional Family Parole in order to ensure model fidelity. FFT, Inc. would oversee their training and approve their ability to provide internal consultation.

Consequences if Not Funded:

The Cost Benefit Analysis provided later in this document estimates a positive net benefit value of $187,355 over the 5-year period assuming five DOC sentences are avoided in

each of the five years through the funding of this request. This net benefit will not accrue if this decision item is not funded.

Calculations for Request:

Summary of Request FY 2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$359,062	$359,062	$0	$0	$0	$0	$0	$359,062	1.8
Salaries & Benefits	$98,184	$98,184	$0	$0	$0	$0	$0	$98,184	1.8
Contract Services	$250,000	$250,000	$0	$0	$0	$0	$0	$250,000	0.0
Operating	$4,360	$4,360	$0	$0	$0	$0	$0	$4,360	0.0
Capital Outlay	$4,450	$4,450	$0	$0	$0	$0	$0	$4,450	0.0
AED at EDO Long Bill Group Level	$1,408	$1,408	$0	$0	$0	$0	$0	$1,408	0.0
SAED at EDO Long Bill Group Level	$660	$660	$0	$0	$0	$0	$0	$660	0.0

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$361,686	$361,686	$0	$0	$0	$0	$0	$361,686	2.0
Salaries & Benefits	$107,770	$107,770	$0	$0	$0	$0	$0	$107,770	2.0
Contract Services	$250,000	$250,000	$0	$0	$0	$0	$0	$250,000	0.0
Operating	$1,900	$1,900	$0	$0	$0	$0	$0	$1,900	0.0
Capital Outlay	$4,450	$4,450	$0	$0	$0	$0	$0	$4,450	0.0
AED at EDO Long Bill Group Level	$1,536	$1,536	$0	$0	$0	$0	$0	$1,536	0.0
SAED at EDO Long Bill Group Level	$480	$480	$0	$0	$0	$0	$0	$480	0.0

Detailed Calculations:

FTE and Operating Costs				GRAND TOTAL	
Fiscal Year(s) of Request		FY 2008-09	FY 2009-10	FY 2008-09	FY 2009-10
PERSONAL SERVICES	Title:	Social Worker III			
Number of PERSONS / class title		2	2		
Number of months working in FY 2008-09 and FY 2009-10		12	12		
Number of months paid in FY 2008-09 and FY 2009-10*		11	12		
Calculated FTE per classification		1.8	2.0	1.8	2.0
Annual base salary		$47,988	$47,988		
Salary		$87,978	$95,976	$87,978	$95,976
PERA	10.15%	$8,930	$9,742	$8,930	$9,742
Medicare	1.45%	$1,276	$1,392	$1,276	$1,392
Prior Year SAED	N/A	$0	$660	$0	$660
Subtotal Personal Services at Division Level		$98,184	$107,770	$98,184	$107,770
Subtotal AED at EDO Long Bill Group Level	1.60%	$1,408	$1,536	$1,408	$1,536
Subtotal SAED at EDO Long Bill Group Level	Varies	$660	$480	$660	$480
Functional Family Parole Contract Services		$250,000	$250,000	$250,000	$250,000
OPERATING EXPENSES					
Supplies @ $500/$500***	$500	$1,000	$1,000	$1,000	$1,000
Computer @ $900/$0	$900	$1,800	$0	$1,800	$0
Office Suite Software @ $330/$0	$330	$660	$0	$660	$0
Office Equipment @ $2,225 /$0	$2,225	$4,450	$0	$4,450	$0
Telephone Base @ $450/$450***	$450	$900	$900	$900	$900
Subtotal Operating Expenses		$8,810	$1,900	$8,810	$1,900
GRAND TOTAL ALL COSTS		$359,062	$361,686	$359,062	$361,686

Assumptions for Calculations:

1. FTE calculations for this decision item are based on OSPB Common Policy instructions.

2. This request assumes there will not be delays in implementation and that Functional Family Therapy, Inc will be able to provide the Division with the level of services required to implement FFP Statewide.

Impact on Other Government Agencies:

If the cost avoidance assumptions included in the cost benefit analysis (detailed below) are accurate, fewer DYC youth may receive sentences to the Colorado Department of Corrections.

Cost Benefit Analysis:

A cost-benefit analysis comparing the costs of the request with future costs avoided (benefits) is provided below. A five-year analysis is provided to demonstrate the "breakeven" point when comparing costs to benefits.

The Division prepares a recidivism report annually. In this report, the Division tracks pre-discharge recidivism and post-discharge recidivism. Pre-discharge recidivism is defined as a filing for a new felony or misdemeanor offense that occurred prior to discharge from DYC. Post-discharge recidivism is defined as a filing for a new felony or misdemeanor offense that occurred within one year following discharge from DYC. Using the most recent DYC recidivism report (January 2007), 325 youth received at least one filing for an offense that occurred prior to discharge from DYC. As the table below indicates, of these 325 youth, 65 youth were convicted of an adult charge and sentenced either to Adult Jail or the Colorado Department of Corrections.

	Number	Total %
Number of Youth Discharged in FY 2004-05	831	100.0%
Pre-Discharge Recidivists	325	39.1%
Charge Distribution		
Juvenile Filing	219	26.4%
Adult Filing	106	12.8%
	325	
Adult Filing Outcomes:		
Adjudicated on Juvenile Offense/Dismissed/Other	41	4.9%
Convicted (Adult Jail/Adult Corrections)	65	7.8%
	106	

This cost-benefit analysis assumes implementation of Functional Family Parole will result in an annual reduction of five DYC youth who are convicted of an adult charge and sentenced to an adult correctional facility in the DOC. Based on this assumption, the five-year cost avoidance value in the DOC system is shown in the table below:

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	Five Year Totals
Costs:						
Decision Item Costs	$359,062	$361,686	$361,686	$361,686	$361,686	$1,805,806
Benefits:						
Recidivism Reduction - ADP	5	5	5	5	2.25*	
Recidivism Reduction - ADP (08-09)		5	5	5	5	
Recidivism Reduction - ADP (09-10)			5	5	5	
Recidivism Reduction - ADP (10-11)				5	5	
Recidivism Reduction - ADP (11-12)					5	
Population Total:	5	10	15	20	22.25	
DOC Cost Avoided (per ADP):	$27,587	$27,587	$27,587	$27,587	$27,587	
Total DOC Cost Avoided (ADP times Cost Avoided):	137,935	275,870	413,805	551,740	613,811	$1,993,161
Net Benefit – (Cost)	($221,127)	($85,816)	$52,119	$190,054	$252,125	$187,355

*2.25 ADP represents the final .45 years of the average DOC sentence of 4.45 years that is avoided by the first year cohort in year 5.

Given the assigned costs and benefits, the request will generate a positive net benefit value of $187,355 over the 5-year period assuming five DOC sentences are avoided in each of the five years.

The Division has also identified the following benefits that could be realized through funding this request:

1. Improved Youth Behavior and Family Functioning — as measured by youth, family and parole officer ratings

2. Reduction in the number and length of parole revocations — an indicator of improved youth adjustment to parole

The Washington State Institute for Public Policy (WSIPP) has conducted multiple studies on various components of both the adult and juvenile justice systems, including studies on evidence-based practices in the juvenile justice arena and their cost/benefit over time. Assuming a similar cost benefit would be achieved for services provided in Colorado, an estimated investment of approximately $359,062 in these specific evidence-based programs and practices could result in a net benefit to the state of more than $ 4.7 million. The benefit value represents future cost avoidance for the state overall, for seven outcomes of interest as identified in the Washington State studies. These outcomes of interest include: (1) Reduce crime; (2) Lower substance abuse; (3) Improve educational outcomes such as test scores and graduation rates; (4) Decrease teen pregnancy; (5) Reduce teen suicide attempts; (6) Lower child abuse or neglect; and (7) Reduce domestic violence. The cost benefit information for Functional Family Parole is provided in the table below. Additional information is provided in the following WSIPP reports/summaries:

- Family Integrated Transitions Program for Juvenile Offenders (December 2004)
- Benefits and Costs of Prevention and Early Intervention Programs for Youth (September 2004) – Summary Information
- Recommended Quality Control Standards: Washington State Research-Based Juvenile Offender Programs (December 2003)
- The Comparative Costs and Benefits of Programs to Reduce Crime (May 2001) – Summary & relevant juvenile sections.
- Watching the Bottom Line: Cost-Effective Interventions for Reducing Crime in Washington (January 1998)

Division of Youth Corrections
Estimated Cost Benefit for Functional Family Parole

Evidence-Based Treatment	Proposed Expenditure	2004 Benefit per Dollar of Cost*	Net Benefit
Family Therapy			
Functional Family Parole/Therapy	$ 359,062	$ 13.25	$4,757,572

* Based on Washington State Institute for Public Policy Reports.

Implementation Schedule:

Task	Month/Year
Announce new Social Worker III staff positions	May 2007
Issue procurement document for Functional Family Parole Services	May 2007
Complete Hiring Process	July-August 2008
FTE Hired	September 2008
Procurement Process Complete	July 2008
Train Staff in FFP and implement state-wide	September 2008

Statutory and Federal Authority:

Section 19-2-1003, C.R.S. (2007). (1) Under the direction of the director of juvenile parole, the juvenile parole officer or officers in each district established under this part 10 shall supervise all juveniles living in the district who, having been committed to the department of human services, are on parole from one of its facilities.

(2) The juvenile parole officer shall give to each juvenile granted parole a written statement of the conditions of his or her parole, shall explain such conditions fully, and shall aid the juvenile to observe them. He or she shall have periodic conferences with and reports from the juvenile. The juvenile parole officer may conduct such investigations or other activities as may be necessary to determine whether the conditions of parole are being met and to accomplish the rehabilitation of the juvenile.

(3) All juvenile parole officers shall have the powers of peace officers, as described in sections 16-2.5-101 and 16-2.5-138, C.R.S. (2007), in performing the duties of their position.

Performance Measures:

		FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Improve the social functioning of committed youth by reducing pre-discharge recidivism to at or below 35%	Benchmark	35%	35%	35%	35%
	Actual	33%	39.1%		
Improve the stability and self-sufficiency of committed youth by achieving a rate of 75% of youth either employed or in school at discharge.	Benchmark	75%	75%	75%	75%
	Actual	71%	73.4%		

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Division for Developmental Disabilites New Resources Request
Department: Human Services
Priority Number: 4

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _(signature)_ Date: 10/17/07
OSPB Approval: _(signature)_ Date: 10/25/07

		1	2	3	4	5	6		8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	0	299,864,826		299,864,826	302,677,494	8,265,672	310,943,166	0	310,943,166	16,601,465
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	9,509,310		9,509,310	9,483,153	0	9,483,153	0	9,483,153	0.0
	CF	0	0		0	0	0	0	0	0	0
	CFE	0	290,355,516		290,355,516	293,194,341	8,265,672	301,460,013	0	301,460,013	16,601,465
	FF	0	0		0	0	0	0	0	0	0
	MCF	0	257,169,230		257,169,230	259,783,974	7,341,299	267,125,273	0	267,125,273	14,740,743
	MGF	0	128,551,131		128,551,131	129,858,504	3,670,651	133,529,155	0	133,529,155	7,370,371
	NGF	0	138,060,441		138,060,441	139,341,657	3,670,651	143,012,308	0	143,012,308	7,370,371
((9) Services for People with Disabilities (A) Developmental Disability Services (1) Community Services - (b) Program Costs - Adult Comprehensive	Total	0	247,005,842		247,005,842	249,601,798	8,006,126	257,607,924	0	257,607,924	16,082,373
	FTE	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,652,225		1,652,225	1,626,068	0	1,626,068	0	1,626,068	0
	CF	0	0		0	0	0	0	0	0	0
	CFE	0	245,353,617		245,353,617	247,975,730	8,006,126	255,981,856	0	255,981,856	16,082,373
	FF	0	0		0	0	0	0	0	0	0
Services for 66 General Fund and 3,806-3,957 Medicaid resources	MCF	0	214,821,368		214,821,368	217,230,236	7,094,730	224,324,966	0	224,324,966	14,247,605
	MGF	0	107,377,201		107,377,201	108,581,636	3,547,366	112,129,002	0	112,129,002	7,123,802
	NGF	0	109,029,426		109,029,426	110,207,704	3,547,366	113,755,070	0	113,755,070	7,123,802
((9) Services for People with Disabilities (A) Developmental Disability Services (1) Community Services - (b) Program Costs - Adult Adult Supported Living	Total	0	52,858,984		52,858,984	53,075,696	259,546	53,335,242	0	53,335,242	519,092
	FTE	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	7,857,085		7,857,085	7,857,085	0	7,857,085	0	7,857,085	0
	CF	0	0		0	0	0	0	0	0	0
	CFE	0	45,001,899		45,001,899	45,218,611	259,546	45,478,157	0	45,478,157	519,092
	FF	0	0		0	0	0	0	0	0	0
Services for 692 General Fund and 2,892-2,920 Medicaid resources	MCF	0	42,347,862		42,347,862	42,553,738	246,569	42,800,307	0	42,800,307	493,138
	MGF	0	21,173,930		21,173,930	21,276,868	123,285	21,400,153	0	21,400,153	246,569
	NGF	0	29,031,015		29,031,015	29,133,953	123,285	29,257,238	0	29,257,238	246,569

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Division for Developmental Disabilites New Resources Request
Department: Human Services
Priority Number: 4

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	1	2	3	4	5	6	7	8	9	10
Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10

Letternote revised text: Of this amount $291,777,507 shall be from Medicaid funds transferred from the Department of Health Care Policy and Financing, $27,168,865 shall be from client cash sources, and $9,579,513 (L) shall be from local matching funds, $2,808,580 shall be from the Early Intervention Services Trust fund, and $491,314 shall be transferred from the Division of Vocational Rehabilitation.

Cash Fund name/number, Federal Fund Grant name: Title XIX Medicaid

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Health Care Policy and Financing

DECISION ITEM CHANGE REQUEST for FY 2008-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	4
Change Request Title:	Division for Developmental Disabilities New Resources Request

SELECT ONE (click on box):

☒ Decision Item FY 2008-09
☐ Base Reduction Item FY 2008-09
☐ Supplemental Request FY 2007-08
☐ Budget Request Amendment FY 2008-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

Foster Care Transition – The Department is requesting 45 resources to serve young adults with developmental disabilities aging out of the Foster Care system who need 24 hour Comprehensive Services. The needs of youth with developmental disabilities over the age of eighteen years in the Foster Care system are reviewed each year. This process allows the State to plan for youth that age out of the Child Welfare system at age 21 and require continued comprehensive 24-hour care. This request would provide Foster Care Transition Comprehensive Services for approximately 45 individuals for an average of six months in FY 2008-09 at a cost to the State of $2,295,113 Medicaid Cash Funds. These resources are Medicaid funded and require a 50 percent General Fund match of $1,147,557.

Emergency Resources – The Department is requesting 62 resources to serve adults in emergency/crisis situations due to loss of their home, death or infirmity of caregivers, or abuse/neglect, and for whom no resource is available through CCB turnover. This request would provide Emergency Services for approximately 62 individuals for an average of six months in FY 2008-09 at a cost of $2,806,363 Medicaid Cash Funds.

These resources are Medicaid funded and require a 50 percent General Fund match of $1,403,182.

Transition resources from Children's Extensive Support Program to Supported Living Services – This request is also for 28 resources for youth with intensive disabilities who are aging out of the Children's Extensive Supports (CES) program and in need of adult Supported Living Services (SLS) and who are at risk for services if no other program is available. This request would provide Supported Living Services for approximately 28 individuals for an average of six months in FY 2008-09 at a cost of $246,569 Medicaid Cash Funds. These resources are Medicaid funded and require a 50 percent General Fund match of $123,285.

Wait List Resources – This request is for 44 Comprehensive resources that includes adults on the wait list for Comprehensive Services who live in the home of parents, siblings or other relatives and have been waiting for Comprehensive Services for an extended period of time. Many of these adults are considered a high risk for out-of-home placement because they live in precarious situations due to aging and/or ailing caregivers. This request would provide comprehensive services to 44 adults for an average of six months at a cost of $1,993,254 Medicaid Cash Funds in FY 2008-09. These resources are Medicaid funded and require a 50 percent General Fund match of $996,627.

Background and Appropriation History:

Comprehensive and Supported Living Services for Adults – These Services for adults are provided primarily through the Community Centered Board (CCB) system.

Community Centered Board system - Comprehensive Services for adults in the CCB system are intended to meet the needs of individuals with developmental disabilities who require extensive supports to live safely in the community, and who do not have the resources available to meet their needs. Comprehensive Services include group and individualized residential services in a variety of community-based settings, employment or other day services, and transportation. These services include access to 24-hour

supervision. The day services component offers support, habilitation, education, and training on work habits and work-related skills, so that adults receiving services can acquire and maintain paid employment, and can attain maximum functioning in the community.

The following table provides a general overview of Comprehensive Services for adults served by the CCB system. Information* is from DDD Quarterly Management Reports.

Comprehensive Services for Adults by the CCB system	FY 2001-02	FY 2002-03	FY 2003-04	FY2004-05	FY 2005-06
Number in Services during June*	3,371	3,496	3,582	3,607	3,652

Foster Care -Since 1987, the Division for Developmental Disabilities (DDD) has worked with the Child Welfare system to assure funding and services for youth with developmental disabilities who need to transition at age 21 from one system to the other. The Division for Developmental Disabilities, which is the state office that manages services for persons with developmental disabilities, is responsible for developing and submitting budget requests to the legislature so that new funding needed for services for youth transitioning from foster care to the Community Centered Board (CCB) system may be appropriated. The Division for Developmental Disabilities has made a long standing commitment to request Comprehensive resources (funding for 24-hour residential and day program services) for youth who have been placed in out-of-home foster care and are transitioning into long-term services in the adult CCB system.

The County Departments of Human Services review all youths from the age of 14 through age 20 who are placed in foster care that are suspected of having a developmental disability. The purpose of this review is to assure that all persons potentially eligible for DD services are identified and referred to the appropriate CCB.

CCBs notified DDD in January 2007 of all youths they were aware of who will turn 21 in FY 2008-09 (i.e. at least 18 months prior to their 21st birthday, possibly up to 29 months prior). This includes youth in foster care. In addition, CCBs must also review by early

January of each year, information submitted to DDD previously regarding all youths who will need a resource in the coming fiscal year (i.e. youths who will turn 21 in the fiscal year starting July 1st).

Emergency Resources - Historical data indicates that a significant number of adults with developmental disabilities will require Comprehensive Services due to emergency situations. Prior to FY 2006-07, when CCBs had the ability to provide over-service, DDD received 20 to 25 requests for resources for individuals that needed Comprehensive Services, as they are a danger to themselves or others, in abusive or neglectful situations, or at risk of homelessness. At the time of the emergency request to DDD, Comprehensive Services are not available at the local level to meet these individual crises. Included in this number are individuals previously not identified in the developmental disabilities data system and therefore not on the current Comprehensive Services waiting list. These individuals are in crisis at the time of presentation to the DD system and require immediate attention. In addition, individuals can go into crisis due to the inability of a caregiver to continue to provide the supervision and support necessary.

Supported Living Services - These services are aimed at adults who can either live independently with limited to moderate supports or who, if they need more extensive support, are provided this support by other persons such as their family. Supported Living Services for adults offers a variety of individualized and flexible supports to enable individuals to live in their own or their family's home and avoid or delay more costly Comprehensive Services. DDD must plan for 28 youth identified as aging out of the Children's Extensive Support (CES) program in FY 2008-09. As the CES program serves children under the age of 18 years, who are at high risk for out-of-home placement (i.e. Comprehensive Services) and require near constant line-of-sight supervision, youth aging out of this program are considered a high priority for continued support and services. This request will provide services for approximately 28 youth for six months whose needs are critical and urgent, as they will be transitioning from the CES program at age 18.

Comprehensive Community Waiting List - Colorado has long had a waiting list for Comprehensive Services. Persons on the waiting list are adults who primarily live in the

home of parents, siblings or other relatives and have been waiting for Comprehensive Services for an extended period of time. Many of these adults are considered a high risk for out-of-home placement because they are in precarious situations due to aging and/or ailing caregivers or other factors.

Colorado has experienced limited growth in resources for Comprehensive Services for many years. Resources have typically been directed to youth with developmental disabilities transitioning from foster care, adults in extreme emergency situations and persons moving from state-operated Regional Centers. This request would provide comprehensive services to 44 adults on the waiting list for an average of six months in FY 2007-08.

The following table shows the resources requested and approved for the period FY 2004-05 through FY 2007-08.

	Request FY 2004-05	Approved FY 2004-05	Request FY 2005-06	Approved FY 2005-06	Request FY 2006-07	Approved FY 2006-07	Request FY 2007-08	Approved FY 2007-08
Comprehensive: Foster Care Transition	49	36	48	48	64	60	39	39
Comprehensive: Emergencies	15	0	14	14	15	19	30	30
Comprehensive: Waiting List	7	0	0	0	0	90	10	9
CES to SLS Transition	0	0	22	22	9	13	24	24

The Foster Care, Emergency, Wait List and SLS resources are appropriated in the Adult Community Program line in FY 2006-07. The following table shows the Adult Community Program line changes in appropriation for FY 2006-07 to FY 2007-08. The Supplemental Bill was SB 07-165 and the Long Bills are for 2006 HB 06-1385 and for 2007 SB 07-239.

Adult Program Costs	Total	General Fund	Cash Funds Exempt	Medicaid Cash Fund	Medicaid General Fund	Net General Fund
HB 06-1385 FY 2006-07 Long Bill	$294,358,936	$12,438,159	$281,920,777	$247,952,288	$123,913,507	$136,351,666
FY 2006-07 S01-C Medicaid Waiver Adj.	($3,741,725)	$3,741,725	($7,483,450)	($7,483,450)	($3,741,725)	$0
FY 2006-07 S04 one time non-Medicaid Case Mgt	$823,283	$823,283	$0	$0	$0	$823,283
Add 07 S#2 Local Funds transfer	$15,215,890	$0	$15,215,890	$15,215,890	$7,607,945	$7,607,945
SB 07-165 Supplemental Bill for FY 2006-07	$306,656,384	$17,003,167	$289,653,217	$255,684,728	$127,779,727	$144,782,894
GF for FY 2006-07 Medicaid Cash Accounting Add-On to SB 07-239 Long Bill	($6,390,063)	$7,738,019	($14,128,082)	($14,128,082)	($7,064,041)	$673,978
Total Appropriation FY 2006-07	$300,266,321	$24,741,186	$275,525,135	$241,556,646	$120,715,686	$145,456,872
Supplemental 6-20-07	($9,700,759)	($1,309,129)	($8,391,630)	($8,391,630)	($4,195,815)	($5,504,944)
Revised Adult Program Appropriation FY 2006-07	$290,565,562	$23,432,057	$267,133,505	$233,165,016	$116,519,871	$139,951,928

The appropriation for Adult Community Programs and Children's Programs were consolidated in FY 2007-08. The following table shows the two programs added together for FY 2006-07 for comparison purposes.

Total DDD Program Costs	Total	General Fund	Cash Funds Exempt	Medicaid Cash Fund	Medicaid General Fund	Net General Fund
Revised Adult Program Appropriation FY 2006-07	$290,565,562	$23,432,057	$267,133,505	$233,165,016	$116,519,871	$139,951,928
Children's Program Appropriation FY 2006-07	$23,463,571	$16,882,166	$6,581,405	$5,346,267	$2,673,134	$19,555,300
Supplemental 6-20-07	($403,517)	$0	($403,517)	($403,517)	($201,759)	($201,759)
Total Community Program Appropriation FY 2006-07	$313,625,616	$40,314,223	$273,311,393	$238,107,766	$118,991,246	$159,305,469

The following table shows the computations for the FY 2007-08 Adult Community Program and Children's Program appropriations as consolidated in the Long Bill (SB07-239) as Program Costs.

DDD Programs	Total	General Fund	Cash Funds Exempt	Medicaid	Medicaid General Fund	Net General Fund
FY 2007-08 Adult Program Costs						
Base Calculation						
HB 06-1385						
FY 2006-07 Long Bill	$294,358,936	$12,438,159	$281,920,777	$247,952,288	$123,913,507	$136,351,666
Supplemental 1-C Convert 6 months funds for new 90 comp 60 SLS from Med to GF	($1,902,791)	$1,902,791	($3,805,582)	($3,805,582)	($1,902,791)	$0
Supplemental 1-C Convert 6 months funds for COLA	($1,838,934)	$1,838,934	($3,677,868)	($3,677,868)	($1,838,934)	$0
Supplemental #2 - Local Funds Match	$15,215,890	$0	$15,215,890	$15,215,890	$7,607,945	$7,607,945

DDD Programs	Total	General Fund	Cash Funds Exempt	Medicaid	Medicaid General Fund	Net General Fund
DD non-Medicaid case management functions	$823,283	$823,283	$0	$0	$0	$823,283
Medicaid cash accounting adjustment	($6,390,063)	$7,738,019	($14,128,082)	($14,128,082)	($7,064,041)	$673,978
Subtotal - base FY 2006-07	$300,266,321	$24,741,186	$275,525,135	$241,556,646	$120,715,686	$145,456,872
Annualize one-time 1331 Supplemental 1-C (60/90 resources)	$1,902,791	($1,902,791)	$3,805,582	$3,805,582	$1,902,791	$0
Annualize one-time 1331 Supplemental 1-C (COLA)	$1,838,934	($1,838,934)	$3,677,868	$3,677,868	$1,838,934	$0
Annualize FY 2006-07 DI #1	$3,429,729	$0	$3,429,729	$3,119,463	$1,559,733	$1,559,733
Annualize FY 2006-07 CES Resources	$0	($18,736)	$18,736	$18,736	$6,183	($12,553)
Annualize CCMS adjustments	$301,675	$59,058	$242,617	$242,617	$121,309	$180,367
Annualize FY 2006-07 Med cash accounting shift	($6,390,063)	($7,738,019)	$14,128,082	$14,128,082	$7,064,041	($673,978)
Subtotal - Annualization	$13,863,192	($11,439,422)	$25,302,614	$24,992,348	$12,492,991	$1,053,569
Total base FY 2007-08	**$314,129,513**	**$13,301,764**	**$300,827,749**	**$266,548,994**	**$133,208,677**	**$146,510,441**
Leap Year Adjustment	$822,865	$26,157	$796,708	$705,941	$352,971	$379,128
Decision Item #3 (Including COLA and SSI increases)						
New Foster Care resources	$1,701,424	$0	$1,701,424	$1,549,661	$774,831	$774,831
New Emergency resources	$1,337,338	$0	$1,337,338	$1,220,109	$610,055	$610,055
New Wait List Resources	$380,059	$0	$380,059	$345,039	$172,520	$172,520
New Supported Living Resources	$216,712	$0	$216,712	$205,876	$102,938	$102,938
Case Mgt for new CES Resources	$0	$0	$0	$0	$0	$0
Case Mgt for new EI Resources	$113,993	$78,539	$35,454	$29,754	$14,877	$93,416
Total Decision Item	**$3,749,526**	**$78,539**	**$3,670,987**	**$3,350,439**	**$1,675,221**	**$1,753,760**
Total COLA (base)	$4,312,692	$199,526	$4,113,166	$3,998,235	$1,998,130	$2,197,656

DDD Programs	Total	General Fund	Cash Funds Exempt	Medicaid	Medicaid General Fund	Net General Fund
SBA 3 Community Contract and Management System	($148,400)	($44,520)	($103,880)	($103,880)	($51,940)	($96,460)
PASARR Adjustment	$0	$0	$0	$0	($386)	($386)
TOTAL - Adult Funding	**$322,866,196**	**$13,561,466**	**$309,304,730**	**$274,499,729**	**$137,182,673**	**$150,744,139**
Children's Program's Costs						
FY 2006-07 Long Bill	$24,848,720	$16,699,924	$8,148,796	$6,913,658	$2,971,054	$19,670,978
Supplemental 1-E	$182,242	$182,242	$0	$0	$0	$182,242
Supplemental 2 B requested	($1,567,391)	$0	($1,567,391)	($1,567,391)	($673,978)	($673,978)
Subtotal - base FY 2006-07	$23,463,571	$16,882,166	$6,581,405	$5,346,267	$2,297,076	$19,179,242
Annualize June 2006 1331 Supplemental B	($182,242)	($182,242)	$0	$0	$0	($182,242)
Annualize Supplemental 2B	$1,567,391	$0	$1,567,391	$1,567,391	$673,978	$673,978
Annualize 30 new CES slots (1/2 year trade GF/Medicaid)	$0	($270,560)	$270,560	$270,560	$89,285	($181,275)
Subtotal - Annualization FY 2007-08	$1,385,149	($452,802)	$1,837,951	$1,837,951	$763,263	$310,461
FY 2007-08 Base	**$24,848,720**	**$16,429,364**	**$8,419,356**	**$7,184,218**	**$3,060,339**	**$19,489,703**
DI #3 -Early Intervention Resources	$537,432	$510,560	$26,872	$0	$0	$510,560
FY 2007-08 1.5% COLA	$372,730	$246,440	$126,290	$107,763	$45,905	$292,346
Subtotal - Decision Items	**$910,162**	**$757,000**	**$153,162**	**$107,763**	**$45,905**	**$802,906**
SB07-004 Early Intervention	**$2,808,580**	**$0**	**$2,808,580**	**$0**	**$0**	**$0**
TOTAL - Children's Funding	**$28,567,462**	**$17,186,364**	**$11,381,098**	**$7,291,981**	**$3,106,244**	**$20,292,609**
Total Adult and Children's Program Lines FY 2007-08 Combined -Program Costs	$351,433,658	$30,747,830	$320,685,828	$281,791,710	$140,288,917	$171,036,748

General Description of Request:

Foster Care – Some children with developmental disabilities receive services in out-of-home placements through the Child Welfare System. The Child Welfare System must terminate these services when the individual reaches the age of 21. Most of these individuals have been in out-of-home placements for several years. For a variety of reasons, typically abuse and neglect issues or the inability of the natural family to provide for the complex needs of the child, returning to the natural family home is not an option for these young adults. In addition, due to their developmental disability and ongoing need for supervision and care, these individuals cannot be emancipated at age 21. DDD and Child Welfare Services, in conjunction with the County Departments of Social Services, have identified 45 youths with developmental disabilities currently in the Child Welfare System who will reach the age of 21 during FY 2008-09. Since 1987, DDD and Child Welfare have worked together to assure each youth in Foster Care is provided with appropriate adult DD services and supports by age 21. These individuals have been identified by name by the County Departments of Social Services and reviewed by the Community Centered Boards (CCBs). The dates of birth of these individuals are the basis for the transition dates.

Emergency – Of the 1,368 individuals identified as waiting for Comprehensive Services in the next two years, an estimated 10 percent of these individuals are age 40 or older and are living with their parents. At any time, these caregivers may be unable to continue to provide supervision and care for their "adult children". DDD anticipates more on-going emergency resource requests than in prior years since CCBs, under the new Medicaid fee for service system, can no longer meet emergency needs through over-service, thereby placing the onus directly on the State to provide an appropriate number of Comprehensive resources targeted for adults in emergency/crisis situations. DDD received 61 requests for Emergency resources in FY 2006-07.

CES to SLS – Youth who meet all the high-risk criteria, and are aging out of the CES program at age 18 but who can remain in the family home with on-going services through Living will require new SLS resources. Supported Living Resources will help maintain the youth in the family home and postpone the need for higher cost Comprehensive Services.

Wait List - DDD has identified additional needs in the areas of Comprehensive Services (both Emergencies and Wait List), Supported Living Services and Family Support Services programs. The current Wait List numbers show 1,368 individuals waiting for Comprehensive Services, 2,324 individuals waiting for Supported Living Services and 4,178 individuals waiting for Family Support Services Program. In addition, in prior years, DDD has requested and been approved for additional resources in each of these service categories. (See table page 6) Those appropriated resources have provided for the following:

- Youth with developmental disabilities transitioning from out-of-home foster care placement have continuity of services by receiving adult Comprehensive Services.
- Adults in emergency/crisis situations due to loss of their home, death, or infirmity of caregivers and/or abuse/neglect for whom no resource is available through CCB turnover are served.
- Comprehensive Community Waiting List - Persons on the waiting list are adults who primarily live in the home of parents, siblings or other relatives and have been waiting for Comprehensive Services for an extended period of time. Many of these adults are considered a high risk for out-of-home placement because they are in precarious situations due to aging and/or ailing caregivers or other factors. Funding for persons on the Comprehensive Services waiting list is a significant need.
- Youth, who meet all the high-risk criteria, and are aging out of the CES program at age 18 but who can remain in the family home with on-going services through Supported Living.

DDD has few actions to take without being able to request additional resources in the categories described above. Due to significant waiting lists, the high demand for services, and the inability of local CCBs to address emergency and high risk situation other than through limited turnover of resources, vulnerable Colorado citizens will not have access to needed services.

SB 07-239 (the FY 2006-07 Long Bill) combined Children and Adult Program costs into a single appropriated line Program Costs, which incorporates each of the individual types of service including Adult Comprehensive Services and Supported Living Services. According to Footnote 76 "It is the intent of the General Assembly that expenditures for these services be recorded only against the Long Bill Group total for Program Costs." The following table details how the base request affects the total line (9) Services for People with Disabilities (A) Developmental Disability Services (1) Community Services – (b) Program Costs:

	Base Request FY 2008-09	Decision/ Base Reduction FY 2008-09	November 1 Request FY 2008-09	Full Year Change from Base FY 2009-10
Total	$354,360,319	$6,010,745	$360,371,064	$12,021,490
FTE	0.0	0.0	0.0	0.0
GF	$30,800,212	$0	$30,800,212	$0
GFE	$0	$0	$0	$0
CF	$0	$0	$0	$0
CFE	$323,560,107	$6,010,745	$329,570,852	$12,021,490
FF	$0	$0	$0	$0
MCF	$284,436,208	$5,348,045	$289,784,253	$10,696,090
MGF	$141,611,168	$2,674,024	$144,285,192	$5,348,045
NGF	$172,411,380	$2,674,024	$175,085,404	$5,348,045

Consequences if Not Funded:

Not funding this request could place persons in inappropriate and high cost settings such as state-operated Regional Centers or other intermediate care facilities (if space is available), Mental Health Institutes (MHI) or nursing facilities. Vacancies as a result of normal attrition in CCB or Regional Center programs would need to be filled by youth from the Child Welfare System leaving little ability for the CCB or Regional Center system to address emergencies or people on the Waiting List. Additionally, the

inappropriate placement of youth and persons experiencing crisis situations into nursing facilities is in violation of Federal Pre-Admission Screening and Annual Resident Review (PASARR) requirements and similarly results in noncompliance with the Olmstead ruling and could place DD Medicaid funding at risk. The key issue relating to youth needing to leave the Foster Care system is that the State of Colorado has already assumed responsibility for these individuals. Due to their developmental disability, these individuals will continue to need a place to live, supervision, care and habilitation.

Calculations for Request:

Summary of Request FY 2008-09	Total Funds	Cash Funds Exempt	Medicaid Cash Funds	Medicaid General Funds	Net General Fund
Total Request FY 2008-09	$8,265,672	$8,265,672	$7,341,299	$3,670,651	$3,670,651
Community Program Foster Care Resources (1/2 year)	$2,576,237	$2,576,237	$2,295,113	$1,147,557	$1,147,557
Emergency Resources (1/2 Year)	$3,174,962	$3,174,962	$2,806,363	$1,403,182	$1,403,182
Wait List (1/2 Year)	$2,254,927	$2,254,927	$1,993,254	$996,627	$996,627
CES to SLS (1/2 Year)	$259,546	$259,546	$246,569	$123,285	$123,285

Summary of Request FY 2009-10	Total Funds	Cash Funds Exempt	Medicaid Cash Funds	Medicaid General Funds	Net General Fund
Total Request FY 2009-10	$16,601,465	$16,601,465	$14,740,743	$7,370,371	$5,348,045
Community Program Foster Care Resources (Full Year)	$5,175,135	$5,175,135	$4,609,231	$2,304,615	$2,304,615
Emergency Resources (Full Year)	$6,377,729	$6,377,729	$5,635,662	$2,817,831	$2,817,831
Wait List (Full Year)	$4,529,509	$4,529,509	$4,002,712	$2,001,356	$2,001,356
CES to SLS (Full Year)	$519,092	$519,092	$493,138	$246,569	$246,569

The following table shows the level of care requested for each category of service for 45 Foster Care Resources.

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
Foster Care Request				45		
Residential Habilitation = Number of days						
Tier 1	52.36	1.50	53.15	0	181	0
Tier 2	75.55	1.50	76.68	2	181	27,758
Tier 3	109.22	1.50	110.86	6	181	120,394
Tier 4	136.16	1.50	138.20	6	181	150,085
Tier 5	164.51	1.50	166.98	11	181	332,457
Tier 6	193.24	1.50	196.14	19	181	674,525
Tier 7	244.96	1.50	248.63	1	181	45,002
Day Habilitation = Number of units in six months						
Tier 1	2.05	1.50	2.08	0	3,000	0
Tier 2	3.06	1.50	3.11	2	3,000	18,660
Tier 3	4.00	1.50	4.06	6	3,000	73,080
Tier 4	4.76	1.50	4.83	6	3,000	86,940
Tier 5	5.73	1.50	5.82	11	3,000	192,060
Tier 6	7.37	1.50	7.48	19	3,000	426,360
Tier 7	8.92	1.50	9.05	1	3,000	27,150
Transportation = Annual Cost						
FY07 Cost	1,572.64	1.50	1,596.23	45		35,915
Skilled Nursing = Annual Cost						
FY07 Cost	690.04	1.50	700.39	45		15,759
Behavioral Services = Annual Cost						
FY07 Cost	258.76	1.50	262.64	45		5,909
Specialized Medical Equipment = Annual Cost						
FY07 Cost	13.04	1.50	13.24	45		298
Supplies – Disposable = Annual Cost						

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
FY07 Cost	15.62	1.50	15.85	45		357
Dental – Treatment = Annual Cost						
FY07 Cost	211.05	1.50	214.22	45		4,820
Dental Diagnostic = Annual Cost						
FY07 Cost	66.11	1.50	67.10	45		1,510
Vision = Annual Cost						
FY07 Cost	21.74	1.50	22.07	45		497
				Based on units in 6 months		
Targeted Case Mgt. = Monthly	167.30	1.50	169.81	45	6	45,849
Utilization Review = Every six months	75.00		75.00	45	1	3,375
Quality Assurance = Monthly	23.18	1.50	23.53	45	6	6,353
Room & Board=Daily	18.70	0		45	181	152,312
Local Match						128,812

Total	$2,576,237
General Fund	$0
Cash Funds Exempt	$2,576,237
Medicaid Cash Fund	$2,295,113
Client Cash Fund	$152,312
Local Cash Fund	$128,812
Medicaid General Fund	$1,147,557
Net General Fund	$1,147,557

The following table shows the level of care requested for each category of service for 62 Emergency Resources.

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
Emergency Request				62		
Residential Habilitation = Number of days						
Tier 1	52.36	1.50	53.15	0	181	0
Tier 2	75.55	1.50	76.68	0	181	0
Tier 3	109.22	1.50	110.86	14	181	280,919
Tier 4	136.16	1.50	138.20	16	181	400,227
Tier 5	164.51	1.50	166.98	29	181	876,478
Tier 6	193.24	1.50	196.14	3	181	106,504
Tier 7	244.96	1.50	248.63	0	181	0
Day Habilitation = Number of units in six months						
Tier 1	2.05	1.50	2.08	0	3,000	0
Tier 2	3.06	1.50	3.11	0	3,000	0
Tier 3	4.00	1.50	4.06	14	3,000	170,520
Tier 4	4.76	1.50	4.83	16	3,000	231,840
Tier 5	5.73	1.50	5.82	29	3,000	506,340
Tier 6	7.37	1.50	7.48	3	3,000	67,320
Tier 7	8.92	1.50	9.05	0	3,000	0
Transportation = Annual Cost						
FY07 Cost	1,572.64	1.50	1,596.23	62		49,483
Skilled Nursing = Annual Cost						
FY07 Cost	690.04	1.50	700.39	62		21,712
Behavioral Services = Annual Cost						
FY07 Cost	258.76	1.50	262.64	62		8,142

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
Specialized Medical Equipment = Annual Cost						
FY07 Cost	13.04	1.50	13.24	62		410
Supplies – Disposable = Annual Cost						
FY07 Cost	15.62	1.50	15.85	62		491
Dental – Treatment = Annual Cost						
FY07 Cost	211.05	1.50	214.22	62		6,641
Dental Diagnostic = Annual Cost						
FY07 Cost	66.11	1.50	67.10	62		2,080
Vision = Annual Cost						
FY07 Cost	21.74	1.50	22.07	62		684
					Based on units in 6 months	
Targeted Case Mgt. – monthly	167.30	1.50	169.81	62	6	63,169
Utilization Review every six months	75.00		75.00	62	1	4,650
Quality Assurance monthly	23.18	1.50	23.53	62	6	8,753
Room & Board – daily	18.70	0		62	181	209,851
Local Match						158,748

Total	$3,174,962
General Fund	$0
Cash Funds Exempt	$3,174,962
Medicaid Cash Fund	$2,806,363
Client Cash Fund	$209,851

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
				Local Cash Fund		$158,748
				Medicaid General Fund		$1,403,182
				Net General Fund		$1,403,182

The following table shows the level of care requested for each category of service for 44 Waiting List Resources.

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
Wait List Request				44		
Residential Habilitation = Number of days						
Tier 1	52.36	1.50	53.15	0	181	0
Tier 2	75.55	1.50	76.68	0	181	0
Tier 3	109.22	1.50	110.86	11	181	220,722
Tier 4	136.16	1.50	138.20	14	181	350,199
Tier 5	164.51	1.50	166.98	13	181	392,904
Tier 6	193.24	1.50	196.14	6	181	213,008
Tier 7	244.96	1.50	248.63	0	181	0
Day Habilitation = Number of units in six months						
Tier 1	2.05	1.50	2.08	0	3,000	0
Tier 2	3.06	1.50	3.11	0	3,000	0
Tier 3	4.00	1.50	4.06	11	3,000	133,980
Tier 4	4.76	1.50	4.83	14	3,000	202,860
Tier 5	5.73	1.50	5.82	13	3,000	226,980

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
Tier 6	7.37	1.50	7.48	6	3,000	134,640
Tier 7	8.92	1.50	9.05	0	3,000	0
Transportation = Annual Cost						
FY07 Cost	1,572.64	1.50	1,596.23	44		35,117
Skilled Nursing = Annual Cost						
FY07 Cost	690.04	1.50	700.39	44		15,409
Behavioral Services = Annual Cost						
FY07 Cost	258.76	1.50	262.64	44		5,778
Specialized Medical Equipment = Annual Cost						
FY07 Cost	13.04	1.50	13.24	44		291
Supplies – Disposable = Annual Cost						
FY07 Cost	15.62	1.50	15.85	44		349
Dental – Treatment = Annual Cost						
FY07 Cost	211.05	1.50	214.22	44		4,713
Dental Diagnostic = Annual Cost						
FY07 Cost	66.11	1.50	67.10	44		1,476
Vision = Annual Cost						
FY07 Cost	21.74	1.50	22.07	44		486
				Based on units in 6 months		
Targeted Case Mgt. – monthly	167.30	1.50	169.81	44	6	44,830
Utilization Review every six months	75.00		75.00	44	1	3,300
Quality Assurance	23.18	1.50	23.53	44	6	6,212

COLA calculations	FY 2006-07 Net Rate	FY 2007-08 COLA	FY 2008-09 With COLA	Persons	Number of Days or Units in 6 Months	FY 2008-09 Total Costs
Room & Board - daily monthly	18.70			44	181	148,927
Local Match						112,746

Total	**$2,254,927**
General Fund	$0
Cash Funds Exempt	**$2,254,927**
Medicaid Cash Fund	**$1,993,254**
Client Cash Fund	**$148,927**
Local Cash Fund	**$112,746**
Medicaid General Fund	**$996,627**
Net General Fund	**$996,627**

Assumptions for Calculations:

The cost projection for Foster Care is based on specific information on the level of need for youth transitioning from Foster Care. This request is based on an average six months of funding for 45 foster care individuals, although start dates may vary based on need throughout the year. The projection for emergency resources is based on historical levels of need and an average of six months funding.

The rates used for calculating the needs of the 45 Foster Care, 44 Wait List and 62 Emergency individuals are based on the interim rates established in FY 2006-07 as a result of the DDD conversion to a fee for service billing system. This was mandated by the Centers for Medicare and Medicaid Services (CMS) to ensure that services provided and billed in the DDD Comprehensive programs met the CMS accountability

requirements. DDD intends to use these rates in FY 2007-08 until new rates are developed and approved and will submit appropriate budget changes when the impact is known. The amounts for residential services are based on 181 days of actual residential services. The day habilitation is based on an average of 25 fifteen minute units daily, multiplied by 5 days a week, multiplied by 4 weeks a month, multiplied by 6 months (3,000 Units). The estimates for transportation, skilled nursing, behavioral services, specialized medical equipment, supplies, dental treatment and diagnostic, and vision are based on average use per client for FY 2006-07. The targeted case management costs are based on a monthly rate per person multiplied by 6 months. The utilization review costs are based on one review per year per person. The quality assurance costs are based on a monthly rate per person for 6 months. The change to a fee for service billing system in FY 2006-07 necessitated estimating expenditures for the various levels of service by the nine service categories, based on historical costs and current rates.

The CES to SLS request is based on an average annual cost of $16,069 per resource (from FY 2007-08 Long Bill) and an additional per resource cost of $2,038 for targeted case management (TCM), $282 for quality assurance (QA) and $75 for utilization review (UR), for a full year total of $459,928. For FY 2008-09, the request is for 6 months (50%) of the average annual cost per resource, TCM, and QA, plus the $75 UR fee. The calculation is $16,069 + $2,038 + $282 multiplied by 28 resources and 50% = $257,446 + $75 UR cost for 28 resources = $2,100, for a total request of $259,546. Local match is 5% for this program ($12,977) and the remaining $246,569 is Medicaid Cash Funds.

Actual expenditures will be based on the level of need per client as dictated by the Supports Intensity Scale scores.

Impact on Other Government Agencies:

This request will require funding changes in Health Care Policy and Financing budget to reflect the changes in Medicaid funding for that Department as the single state Medicaid agency.

Cost Benefit Analysis:

The cost benefit for the Foster Care, Emergency, Wait List and SLS services is based on a comparison of funding the request at the rates and months of services as shown in the

tables above, versus the cost of placing these vulnerable individuals in the Regional Centers or similar high cost intermediate care facilities habilitation settings.

Benefit	Amount
Placement of 179 (45 Foster Care + 62 Emergency + 44 Wait List +28 Supported Living Services resources =135) individuals in Regional Center or similar habilitation setting @ average daily cost of $437* = 179 individuals X 181 days X $437 = $14,158,363	$14,158,363
Decision Item Total	$8,265,672
Cost Benefit Difference	$5,892,691

*Source: the ICF-MR rates as submitted to HCPF based on the federal "MED13" cost reports. It is a blended rate of a community provider and the Regional Center rate.

Statutory and Federal Authority:

27-10.5-104, C.R.S. (2007) Authorized services and supports - conditions of funding - purchase of services and supports - boards of county commissioners - appropriation.

(1) Subject to annual appropriations by the general assembly, the department of human services shall provide or purchase, pursuant to subsection (4) of this section, authorized services and supports through the community centered boards for persons who have been determined to be eligible for such services and supports pursuant to section 27-10.5-106, and as specified in the eligible person's individualized plan. Those services and supports may include, but are not limited to, the following:

(c) Case management services;

(d) Respite care services, which include temporary care of a person with a developmental disability in order to offer relief to the person's family or caregiver, or to allow the family or caregiver to deal with emergency situations or to engage in personal, social, or routine activities and tasks that otherwise may be neglected, postponed, or curtailed due to the demands of caring for a person who has a developmental disability;

(e) Day services and supports which offer opportunities for persons with developmental disabilities to experience and actively participate in valued adult roles in the community. These services and supports will enable persons receiving services to access and participate in community activities, such as work, recreation, higher education, and senior citizen activities. Day services and supports, including early intervention services, may also include the administration of nutrition or fluids through gastrostomy tubes, if administered by an individual authorized pursuant to section 27-10.5-103 (2) (k) and supervised by a licensed nurse or physician.

(f) Residential services and supports, which include an array of training, learning, experiential, and support activities provided in living alternatives designed to meet the individual needs of persons receiving services and may include the administration of nutrition or fluids through gastrostomy tubes, if administered by an individual authorized pursuant to section 27-10.5-103 (2) (k) and supervised by a licensed nurse or physician;

(g) Ancillary services, which include activities that are secondary but integral to the provision of the services and supports specified in this subsection (1).

(2) Service agencies receiving funds pursuant to subsection (1) of this section shall comply with all of the provisions of this article and the rules and regulations promulgated thereunder.

(3) Service and support coordination shall be purchased from the community centered board designated pursuant to section 27-10.5-105, except pursuant to subsection (4) of this section.

(4) (a) The department of human services may purchase services and supports, including service and support coordination, directly from service agencies under the following conditions:

(I) The executive director requests the provision of an authorized service or support for which a need has been identified in at least one designated service area and funds are available to purchase such service or support, and the community centered board has

failed to purchase such service or support from a service agency or failed to provide it directly; or

(II) A designated community centered board has declined to participate in a pilot program authorized by the executive director or has declined to provide or purchase a service or support deemed critical by the executive director based on the following findings:

(A) The service or support is consistent with local, regional, and state needs;

(B) The service or support is needed immediately to ensure the health or safety of a person receiving services; and

(C) The service or support, or service and support coordination, is an innovative service which may lead to increased cost savings or efficiencies in a designated service area; or

(7) (a) Each year the general assembly shall appropriate funds to the department of human services to provide or purchase services and supports for persons with developmental disabilities pursuant to this section. Unless specifically provided otherwise, services and supports shall be purchased on the basis of five percent local funding to be matched by ninety-five percent state funding less any federal or cash funds received for general operating expenses from any other state or federal source, less funds available to a person receiving residential services or supports after such person receives an allowance for personal needs or for meeting other obligations imposed by federal or state law, and less the required local school district funds specified in paragraph (b) of this subsection (7). The yearly appropriation, when combined with all other sources of funds, shall in no case exceed one hundred percent of the approved program costs as determined by the general assembly. Funds received for capital construction shall not be considered in the calculation for the distribution of funds under the provisions of this section.

Performance Measures:

Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Target	FY 2007-08 Target	FY 2008-09 Target
Families will have the enhanced capacity to provide for their child's needs. Increase the percentage of families participating in early intervention services who report that early intervention services have improved the family's ability to help their child develop and learn.	Program Benchmark	N/A	N/A	Increase above FFY 2007 baseline	Increase above FFY 2008 baseline
	Actual	N/A	Available in December 2007		
Young children will have the enhanced capacity to improve their competencies and talents. Increase the percentage of infants and toddlers participating in early intervention services who improve their acquisition and use of knowledge and skills (motor, cognition, speech, language, etc.).	Program Benchmark	N/A	N/A	Increase above FFY 2007 baseline	Increase above FFY 2008 baseline
	Actual	N/A	Available in December 2007		
Integrated employment should be the primary option for all persons receiving Day Habilitation Services and Supports. Increase the percentage of adults with developmental disabilities in the community enrolled in day services who have integrated employment.	Program Benchmark	30.1%	30.9%	31.9%	33.0%
	Actual	30.1%	31.4%		
DDD rules dictate that integrated employment should be the primary option for all persons receiving Day Habilitation Services and Supports. Projections were calculated from the FY 2006 total enrollment of 6,574 in day program and 1,981 in integrated employment. The projections assume that the total number enrolled each year in Day Habilitation will increase by approximately 100 persons. The measure targets a 5% increase each year in the actual number of persons employed after adjusting the total number enrolled in Day Habilitation for this assumption.					
Provide a safe and secure residential environment for Regional Center residents. Decrease the rate of critical	Program Benchmark	N/A	N/A	10.56%	10.27%

Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Target	FY 2007-08 Target	FY 2008-09 Target
incidents, as a percentage of the average daily census, at the Regional Centers.	Actual	N/A	10.96%		
The benchmarks assume a 3% reduction in the total number of Critical incidents and no change to the average daily census.					
Provide adult services in the least restrictive setting. Increase the number of adults receiving 24-hour residential services who are able to be moved from institutional settings (Regional Centers, nursing facilities, and Mental Health Institutes) into community-based settings.	Program Benchmark	N/A	32	35	36
	Actual	32	35		

* These goals/objectives and performance measures were from the FY 2008-09 DHS Strategic Plan.

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Request Title: Human Resource Staff
Department: Human Services
Priority Number: 5

Dept. Approval by: _(signature)_   Date: 10/15/07
OSPB Approval: _(signature)_   Date: 10/25/07

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items										
Total	6,271,131	7,727,074	0	7,727,074	9,917,149	244,428	10,161,577	0	10,161,577	238,186
FTE	0.0	0.0	0.0	0.0	0.0	5.0	5.0	0.0	5.0	5.0
GF	2,671,560	3,559,899	0	3,559,899	4,893,522	91,371	4,984,893	0	4,984,893	92,416
CF	207,093	250,100	0	250,100	241,921	7,817	249,738	0	249,738	7,384
CFE	1,072,755	1,357,846	0	1,357,846	1,917,851	37,618	1,955,469	0	1,955,469	37,634
FF	2,319,723	2,559,229	0	2,559,229	2,863,855	107,622	2,971,477	0	2,971,477	100,752
MCF	968,616	1,174,196	0	1,174,196	1,691,363	32,915	1,724,278	0	1,724,278	33,231
MGF	484,151	584,066	0	584,066	844,902	16,457	861,359	0	861,359	16,616
NGF	3,155,711	4,143,965	0	4,143,965	5,738,424	107,828	5,846,252	0	5,846,252	109,032
(1) Executive Director's Office **(B) Special Purpose** **Office of Performance Improvement**										
Total	4,772,638	4,613,062	0	4,613,062	4,799,792	239,636	5,039,428	0	5,039,428	233,903
FTE	0.0	0.0	0.0	0.0	0.0	5.0	5.0	0.0	5.0	5.0
GF	1,775,387	1,682,777	0	1,682,777	1,757,469	89,512	1,846,981	0	1,846,981	90,754
CF	169,041	171,124	0	171,124	174,859	7,669	182,528	0	182,528	7,251
CFE	757,434	730,765	0	730,765	760,642	36,860	797,502	0	797,502	36,957
FF	2,070,776	2,028,396	0	2,028,396	2,106,822	105,595	2,212,417	0	2,212,417	98,941
MCF	670,136	642,044	0	642,044	668,933	32,245	701,178	0	701,178	32,633
MGF	335,068	321,022	0	321,022	334,467	16,122	350,589	0	350,589	16,317
NGF	2,110,455	2,003,799	0	2,003,799	2,091,936	105,634	2,197,570	0	2,197,570	107,071
(1) Executive Director's Office **(A) General Administration** **S.B. 04-257 Amortization Equalization Disbursement**										
Total	1,498,493	2,631,937	0	2,631,937	3,875,868	3,263	3,879,131	0	3,879,131	3,263
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	896,173	1,592,902	0	1,592,902	2,372,913	1,266	2,374,179	0	2,374,179	1,266
CF	38,052	65,360	0	65,360	51,179	101	51,280	0	51,280	101
CFE	315,321	531,031	0	531,031	876,399	516	876,915	0	876,915	516
FF	248,947	442,644	0	442,644	575,377	1,380	576,757	0	576,757	1,380
MCF	298,480	450,698	0	450,698	774,253	456	774,709	0	774,709	456
MGF	149,083	224,919	0	224,919	386,484	228	386,712	0	386,712	228
NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	1,494	2,760,891	0	2,760,891	1,494

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Request Title: Human Resource Staff

Department: Human Services   Dept. Approval by: Date:

Priority Number: 5   OSPB Approval: Date:

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director's Office										
(A) General										
Total	0	482,075	0	482,075	1,241,489	1,529	1,243,018	0	1,243,018	1,020
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	0	284,220	0	284,220	763,140	593	763,733	0	763,733	396
CF	0	13,616	0	13,616	15,883	47	15,930	0	15,930	32
CFE	0	96,050	0	96,050	280,810	242	281,052	0	281,052	161
FF	0	88,189	0	88,189	181,656	647	182,303	0	182,303	431
MCF	0	81,454	0	81,454	248,177	214	248,391	0	248,391	142
MGF	0	38,125	0	38,125	123,951	107	124,058	0	124,058	71
NGF	0	322,345	0	322,345	887,091	700	887,791	0	887,791	467

Administration
S.B. 06-235 Supplemental
Amortization Equalization
Disbursement

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name:
IT Request: Yes ☐   No ☑
Request Affects Other Departments: ☑ Yes   ☐ No   If Yes, List Other Departments Here: Health Care Policy and Financing

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	5
Change Request Title:	Human Resources (HR) Staff

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This request is for $244,428 for five additional human resources staff to ensure the Colorado Department of Human Services (CDHS) fulfills its core functioning operations through timely and effective hiring and retention of talent thus complying with federal and state statutory requirements to design and deliver high quality human services that help individuals, families and communities to be safe and independent.

Background and Appropriation History:

Human Resources is part of the line item for the Office of Performance Improvement. In FY 2003-2004, Human Resources staff was reduced from 40 to 33 positions, or 18%. As the state budget has improved, FTE numbers in CDHS have also increased, resulting in the need for additional hires. However, the human resources staff has not increased correspondingly. Below is a summary of the growth of the department over the last 4 years (from the Long Bill authorized FTE):

Fiscal Year	Number of FTE in Department	Percent of Growth in Department	Number of Human Resources Specialist
FY 03-04	4526.7		12
FY 04-05	5197.3	15%	12
FY 05-06	5332.2	2.5%	12
FY 06-07	5431.5	1.9%	12

General Description of Request:

The Human Resources division serves all the employees of CDHS in supporting efforts to optimize staff effectiveness in work units throughout the Department. Functions performed by the Human Resources unit include hiring, position classification, consultation on all personnel issues, planning and administering testing, as well as guiding and mentoring on federal and State issues affecting employee relations, employee training, and management/employee development. A Delegation Agreement between the Colorado Department of Personnel and Administration and CDHS mandates that state personnel actions must be performed by certified human resources specialists. Currently, CDHS has only twelve human resources specialists to perform more than 2900 required personnel actions each year.

This decision item reflects a continued need for additional human resources staff, and is driven primarily by changes in the nature and depth of the work the staff performs to support the Department's mission to serve the most vulnerable of the State's population.

In FY 2003-2004, the department's Human Resources staff was reduced from 40 to 33 positions, a decrease of 18%. In an attempt to maintain an acceptable level of responsiveness to the workload demands inherent in discharging the duties within the human resources arena, the unit has utilized technology and has re-engineered processes wherever practical to increase efficiencies and improve the response time in addressing the Department's human resources needs.

According to data gathered from other state agencies, CDHS has the largest human resources workload of any Department in state government and could well be viewed as the most complex, with over 5,700 employees in 226 different job classes across Colorado (Note: Although CDHS is allocated 5,431 FTE, there are 5,704 employees as one FTE can be split between several part-time employees). The classes range from entry-level positions, such as dining services, custodial services, security officers, client care aides to professional level management positions, such as the recently filled Director at the Colorado Mental Health Institute at Pueblo and the TBI Director at Fort Logan. By comparison, the Colorado Department of Corrections has a greater number of FTE (5,520) and uses only 147 job classes and the Colorado Department of Transportation has

3,027 FTE and uses only 119 job classes. (Data from the "State of Colorado Workforce Report 2005-2006" compiled by DPA.)

This issue of CDHS having a significantly higher number of job classes is a critical one as this translates into a greater number of different jobs. Different job classes have specific minimum qualifications and require separate and distinct hiring processes -- exam development, one or more test assessments (i.e., in basket assignment, oral panel, role-playing, etc.), referrals -- which is a time consuming process.

The graph below provides a comparison of the number of job classes used by the Colorado Department of Corrections, Colorado Department of Transportation and CDHS.

**Comparison of the Number of Job Classes Used**
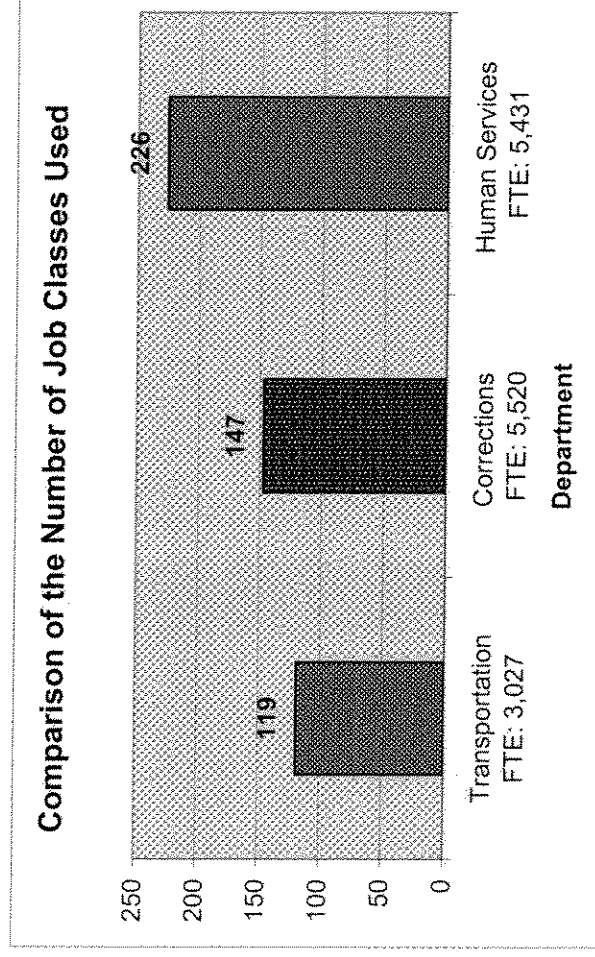
Moreover, the average turnover rate for CDHS is 16%, the highest of any large state department, according to the "State of Colorado Workforce Report 2005-2006" compiled by DPA. The report did not analyze the reason for the high turnover rate. Causes may include the complex nature of human services work and the use of many entry-level job classes to staff direct care facilities around the clock. As a result of this turnover, associated personnel actions that must be processed by certified human resources specialists to support the department's staffing needs has increased, averaging 2,954 actions per year. Regardless of the increase in the number of positions to be processed, the unit must maintain a base level of support to the organizational units it serves, and the exhaustive workloads can be tied to the 40% turnover in human resources staff witnessed within the last two calendar years. CDHS human resources professionals leave the Department to work at agencies with greater balance in workloads.

CDHS Turnover Rate versus Statewide Average

from the "State of Colorado Workforce Report 2005-2006" compiled by DPA

	2002	2003	2004	2005	2006
DHS	13.80%	15.20%	17.30%	16.20%	17.10%
State Average	12.70%	10.50%	11.40%	12.40%	12.30%

Turnover Comparison DHS v. State of Colorado
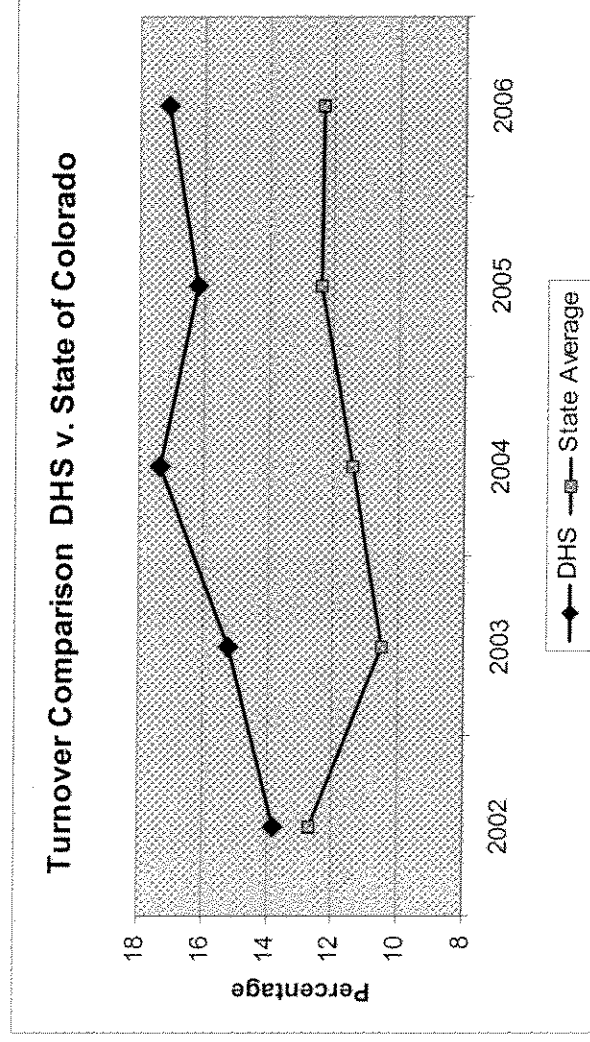
Total number of personnel actions received to fill positions.

Number of Personnel Actions Received by Fiscal Year
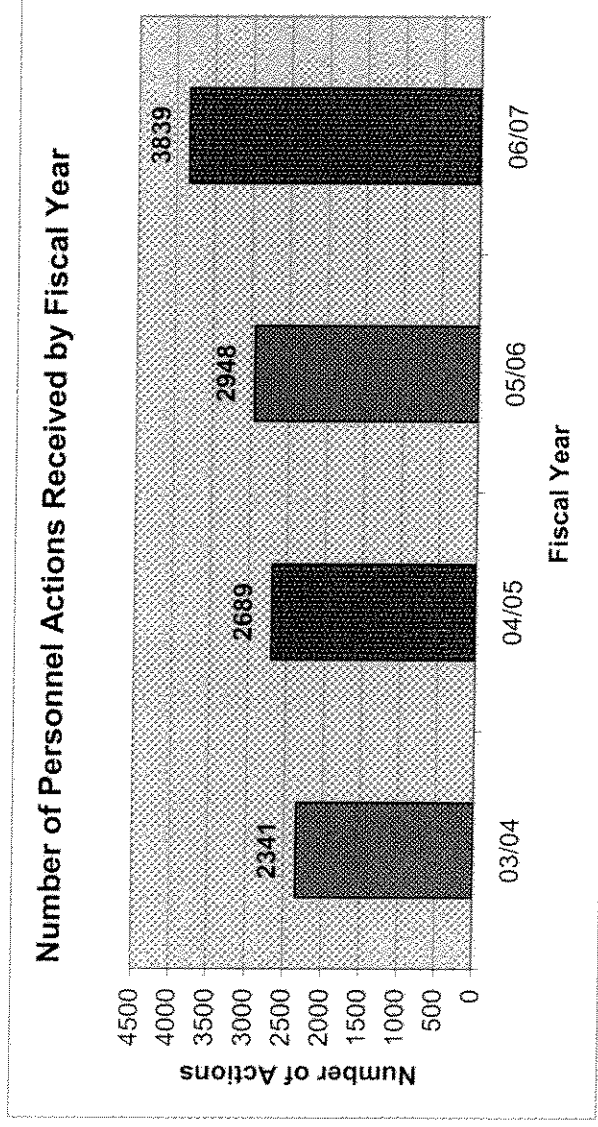
FY 03/04 2341 personnel actions were received for processing.
FY 04/05 2689 personnel actions were received for processing, a **15% increase** from prior year.
FY 05/06 2948 personnel actions were received for processing, a **10% increase** from prior year.
FY 06/07 3839 personnel actions were received for processing, a **30% increase** from prior year.

The average number of personnel actions received for the four years listed above is 2954 actions per year.

Data compiled from the CDHS HR2 Tracking Log extract on 7/03/2007.

Analysis of workload per Specialist (12 FTE):

Number of Personnel Actions Received by Fiscal Year

FY 03/04 received 2341 personnel actions = 195 actions per specialist.

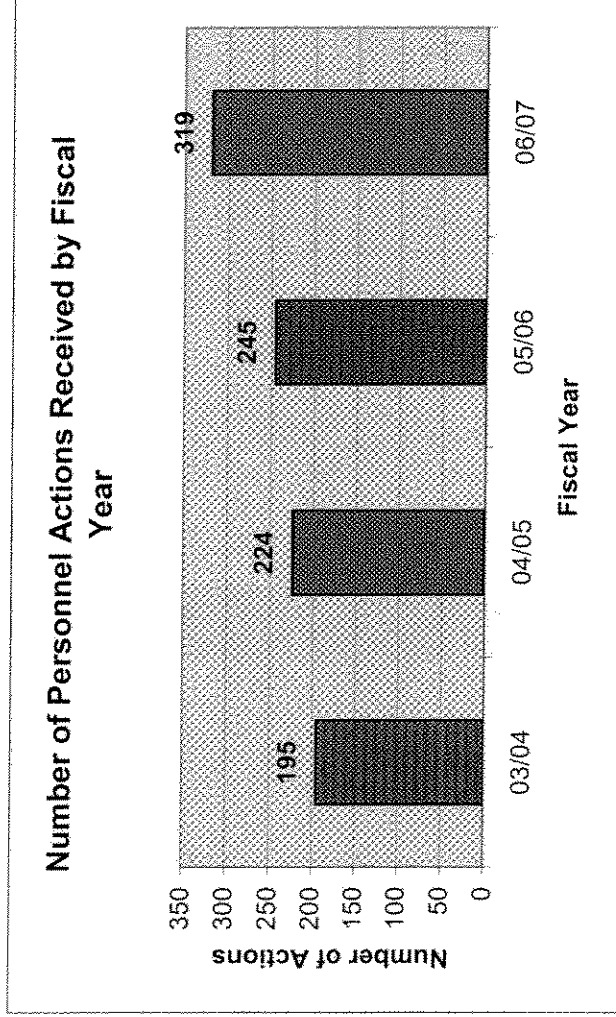FY 04/05 received 2689 personnel actions = 224 actions per specialist, a **15% increase** from prior year.

FY 05/06 received 2948 personnel actions = 245 actions per specialist, a **10% increase** from prior year.

FY 06/07 received 3839 personnel actions = 319 actions per specialist, a **30% increase** from prior year.

Actions include: Create new position, voluntary and disciplinary demotion, open competitive selection process, promotional, reappointment of eligible employees, reinstatement of eligible employees, S position (special service), temporary positions, reemployment for laid off employees, transfers (within CDHS and from other state departments) and reclassify/reallocate encumbered and vacant positions.

Total number of new hires (open competitive):

Number of New Hires by Fiscal Year
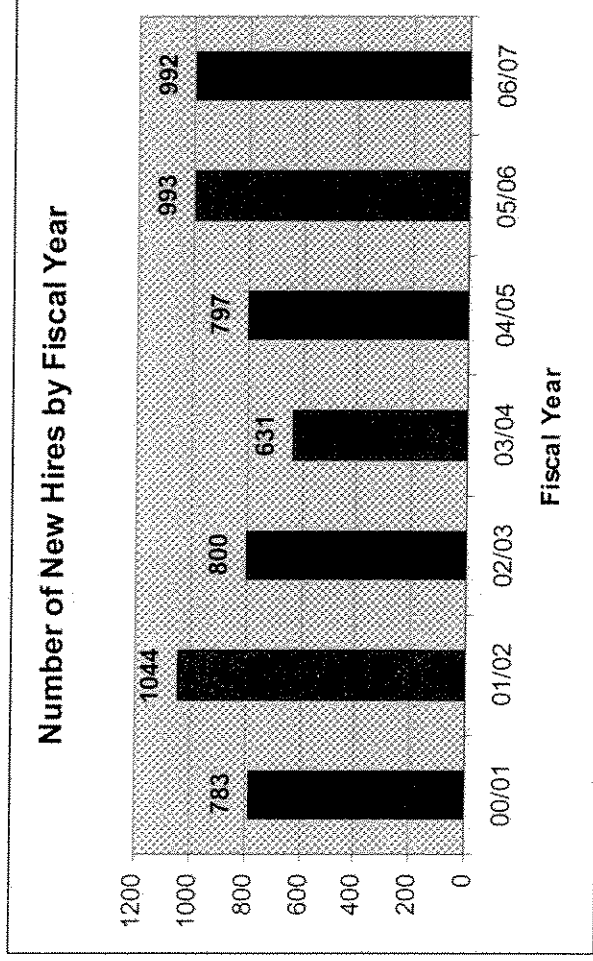
2000-2001	783 new hires
2001-2002	1044 new hires (Fitzsimons Nursing Home opened October 2002.)
2002-2003	800 new hires (Hiring Freeze from March 2002 through June 2003)
2003-2004	631 new hires
2004-2005	797 new hires
2005-2006	993 new hires
2006-2007	1757 requests have been received to fill positions through the open

competitive process. 992 employees have already been hired, leaving 730 requests received but not completed. 35 requests have been cancelled. Data compiled from HR2 Log extract on 7/03/2007.

Increase in total number of FTE allocated in the Long Bill by fiscal year:

2003-2004   4516 FTE

2004-2005   5197 FTE   (Nursing Homes added to the Long Bill)

2005-2006   5332 FTE

2006-2007   5431 FTE

Although CDHS is allocated 5332 FTE, it should be noted that there are currently 5704 employees, due to those employees with part-time status. An example would be in the State and Veterans Nursing Homes, where one FTE might be split into three part-time positions to cover parts of shifts in a 24-7 facility. This is important to note as employees utilize human resources personnel (hiring, benefits, etc) as though they are one full FTE.

This change request of five (5) additional positions would include two (2) certified human resources specialists at the General Professional III level, and three (3) human resources technicians, at the Technician III level. Teaming a technician with a certified specialist is an efficient approach to staffing and allows greater productivity at lower cost. Human Resource Specialists at the III level are fully operational and perform comprehensive professional functions independently, while Technician IIIs are likewise fully operational and would assist with data entry, computer related and administrative functions. The pairing of these two classes allows specialists to focus on more complex work such as job analysis, exam development, and progressive discipline consultation while delegating to technicians the less complex processes such as administering and scoring exams, reviewing applications for entry-level positions and data entry.

HR office staffing patterns in Colorado state government show that CDHS is understaffed compared to its size and workload. The generally accepted HR industry standard (as published by the Society for Human Resources Management based in Alexandria, VA) is one HR staff for every 100 employees served. Fully staffed HR offices, such as that in the Department of Transportation, meet this standard with about 35 HR staff members for 3300 employees (ratio is 1.06%). According to the Department of Personnel and Administration, Colorado's HR ratios average is .87 HR staff for every 100 employees.

Currently in CDHS, staff cuts in HR coupled with growth in program staff have caused the staffing ratio to fall to .58, 33 HR staff for 5700 full and part time employees (calculation: 33 HR staff divided by 57 = .58 staff member per 100 employees). This gap is causing serious delays in the hiring of direct care and other staff, resulting in a lack of support for the programs run by CDHS, many of which are "24-7" care facilities as discussed below. This budget request will assist the Department in meeting its workload by improving the HR staff to employee ratio to .66, 38 HR staff for 5700 full and part time employees, although this is still well below the State's average of .87 HR staff for every 100 employees.

Consequences if Not Funded:

The consequences of not funding these positions are already being experienced and are not   within the Department's control. These include sanctions, non-compliance, de-certification, legal action and critical safety issues. Several CDHS programs have already been cited as being deficient, some repeatedly, by state, federal and national oversight agencies for failure to meet required staffing ratios.

Examples include:

- For the past three years the Veteran's Administration has judged Fitzsimons State Veterans Nursing Home deficient in full and timely hiring of staff. The annual surveys of state nursing homes consistently warn of failures to maintain required staffing ratios of direct care staff to patient acuity due to delays in hiring qualified nurses and other direct care positions. Case in point, the Fitzsimons Veterans Nursing Home could not complete timely staff hires of direct care staff (RNs, LPNs and CAN) within the first year of the home opening. Consequently client care suffered to the point of repeated survey deficiencies from both survey agencies — the Colorado Department of Public Health and Environment and the Veteran's Administration. The deficiencies were so severe in direct resident care that the Veteran's Administration put a hold on the admittance of any new residents. Because the nursing homes must maintain a certain population census in order to break even fiscally, the Fitzsimons Veterans Nursing Home posted a loss of $5 million that year and a $5.4 million loss the next year. The losses had to be absorbed by the other

homes, causing them extreme hardship, impacting the general fund and special funding from the Governor's Office.

- All three Regional Centers (Pueblo, Grand Junction, and Wheat Ridge) have recently been cited for inadequate staffing during surveys of the facilities. The Regional Centers provide direct support for adults with developmental disabilities who have very significant needs and for whom adequate services and supports are not available through the community. The staffing pressures associated with a more severe clientele and funding constraints have been identified by the Colorado Department of Public Health and Environment (CDPHE). Continued certification by CDPHE is at risk if adequate staffing levels are not secured. The Regional Centers are Medicaid funded, and continued funding requires compliance with survey findings. Failure to address CDPHE deficiencies ultimately results in loss of more than $25 million in Medicaid funding. The Department must address compliance with Medicaid regulations and ensure the health, well-being, and safety of vulnerable residents at the Regional Centers. The Department's ability to recruit and retain staff is crucial to these efforts.

Failure to support CDHS programs with a reasonable level of HR services could result in possible fines and sanctions against the state by accrediting agencies, such as the Joint Healthcare Accrediting Commission. An unlikely, yet possible consequence could be closures of these direct care facilities.

The *Colorado Promise* requires state government to improve its performance to its fullest potential and to leave Colorado better for our younger generations of citizens. If staffing shortages in human resources continue, the result will most certainly be a failure to fulfill the Promise in staffing positions essential to direct care and those positions critical to the success of the most vulnerable populations throughout Colorado.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$244,428	$91,371	$7,817	$37,618	$107,622	$32,915	$16,457	$107,828	
Personal Services*	$217,611	$80,966	$6,992	$33,374	$96,279	$29,199	$14,583	$95,549	5.0
Operating	$22,025	$8,546	$677	$3,486	$9,316	$3,079	$1,539	$10,085	
AED	$3,263	$1,266	$101	$516	$1,380	$456	$228	$1,494	
SAED	$1,529	$593	$47	$242	$647	$214	$107	$700	

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$238,186	$92,416	$7,384	$37,634	$100,752	$33,231	$16,616	$109,032	
Personal Services	$229,153	$88,911	$7,104	$36,206	$96,932	$31,970	$15,985	$104,896	5.0
Operating	$4,750	$1,843	$147	$751	$2,009	$663	$332	$2,175	
AED	$3,263	$1,266	$101	$516	$1,380	$456	$228	$1,494	
SAED	$1,020	$396	$32	$161	$431	$142	$71	$467	

*FY08-09 personal services is reduced by $7,361 general fund and $2,651 in cash fund exempt for shift in pay date

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Assumptions for Calculations:

FTE and Operating Costs		General Professional III		Technician III		GRAND TOTAL	
Fiscal Year(s) of Request	**Title:**	**FY 08-09**	**FY 09-10**	**FY 08-09**	**FY 09-10**	**FY 08-09**	**FY 09-10**
PERSONAL SERVICES							
Number of PERSONS / class title		2.00	2.00	3.00	3.00		
Number of months working in FY 08-09 and FY 09-10		12	12	12	12		
Number months paid in FY 08-09 and FY 09-10*		12	12	12	12		
Calculated FTE per classification		2.00	2.00	3.00	3.00	5.00	5.00
Annual base salary		$46,884	$46,884	$36,732	$36,732		
Salary		$93,768	$93,768	$110,196	$110,196	$203,964	$203,964
PERA	10.15 %	$9,517	$9,517	$11,185	$11,185	$20,702	$20,702
Medicare	1.45%	$1,360	$1,360	$1,598	$1,598	$2,958	$2,958
Prior Year SAED	N/A	$0	$703	$0	$826	$0	$1,529
Subtotal Personal Services at Division Level		**$104,645**	**$105,348**	**$122,979**	**$123,805**	**$227,624**	**$229,153**
Subtotal AED at EDO Long Bill Group Level	1.60%	**$1,500**	**$1,500**	**$1,763**	**$1,763**	**$3,263**	**$3,263**
Subtotal SAED at EDO Long Bill Group Level	Varies	**$703**	**$469**	**$826**	**$551**	**$1,529**	**$1,020**
OPERATING EXPENSES							
Supplies @ $500/$500***	$500	$1,000	$1,000	$1,500	$1,500	$2,500	$2,500
Computer @ $900/$0	$900	$1,800	$0	$2,700	$0	$4,500	$0
Office Suite Software @ $330/$0	$330	$660	$0	$990	$0	$1,650	$0
Office Equipment @ $2,225 /$0	$2,225	$4,450	$0	$6,675	$0	$11,125	$0
Telephone Base @ $450/$450***	$450	$900	$900	$1,350	$1,350	$2,250	$2,250
Subtotal Operating Expenses		**$8,810**	**$1,900**	**$13,215**	**$2,850**	**$22,025**	**$4,750**
GRAND TOTAL ALL COSTS		$115,658	$109,217	$138,783	$128,969	$254,441	$238,186

Impact on Other Government Agencies: For Medicaid Department of Health Care Policy & Financing.

Cost Benefit Analysis:

The benefits of this change request are that programs within CDHS will be assisted to meeting their program goals and avoid financial sections by federal authorities because the facilities are adequately staffed. For example, failure to adequately fill positions at the Regional Centers in a timely manner will mean that the State is unable to address Colorado Department of Public Health and Environment deficiencies found at each of the Regional Centers. If the State is not able to bring the facilities back into compliance with the requirements of licensing entity, the Department will face a loss of more than $25 million in Medicaid funds.

The current shortage of human resources staff that would be substantially remedied by this decision item also causes errors that result in unnecessary costs to the state. For example, mistakes made in the hiring process can cause disputes that must be researched, negotiated and settled at significant cost to the state in staff time, attorney fees and settlement payouts.

In a recent case HR erroneously included an unqualified candidate in an applicant pool. The candidate was hired. The decision was subsequently challenged successfully, requiring the Department to reverse the hiring process and start over. The cost of this error was $5,549 in salary for the erroneous hire and $4,277 in staff time to work through this issue, before even beginning the hiring process again. Assuming that the staff shortage is causing errors such as this one in only 5% of all new hires in the department each year, about 1000 positions, the cost would be $491,300. (Calculation .05 x 1000 x $9826= $491,300.)

The cost of staff shortage is also seen in the increase in costs to settle disputes before the State Personnel Board or in other litigation. Settlement costs for such cases paid by Department in the last three years total $203,546.

The costs of settlement by year are:

Fiscal year 2004-2005: $41,595
Fiscal year 2005-2006: $95,634
Fiscal Year 2006-2007: $66,317
(Source: CDHS, Division of Statewide Services)

As the figures show, settlement costs spiked in Fiscal Years 2006 and 2007, the same years in which HR suffered a 40% staff turnover rate due to overwork and understaffing. Clearly this brain drain is harming the Department. With additional staff, the Department would be able to stabilize the HR workforce and provide consistent and accurate decisions that would help avoid these costs and the attorney fees related to them.

HR staff filled more than 340 positions in the Division of Youth Corrections last year, including opening a new facility. However, an overall vacancy rate of 6% of all DYC staff remains unfilled. Additional HR staff will assist the Department in reducing the vacancy rate, thus providing more complete staffing at DYC and assisting DYC in meeting its performance goal of reducing the recidivism rate of youth offenders in Colorado. HR staff filled more than 460 jobs at the State's Mental Health Institutes in Pueblo and at Fort Logan last year. However, an overall vacancy rate of 12.4% remains unfilled.

Additional HR staff will help reduce this vacancy rate, thus assisting the mental health institutes in providing services to existing patients, even in the midst of a national nursing shortage, and in meeting the increasing need for services in areas such as court ordered forensic competency evaluations.

At the State and Veterans Nursing Homes, HR staff filled more than 320 positions. However, an overall vacancy rate of 22% remains unfilled. Additional HR staff will assist in reducing this very high vacancy rate, thus allowing the homes to meet their performance goals, which include providing adequate care for war veterans and their

families and improving care in areas such as reducing patient injuries due to falls and reducing medication errors.

If the State were to contract out the operations of one of the five state owned nursing homes, for example, the Fitzsimons facility with 250 staff members, the increase in cost of operation in the first year alone would be $2.3 million. (Calculation: $18 million current annual operating budget plus 10% standard private contractor profit, plus cost of recruitment and rehiring 25 leadership staff at $10,000 per person and 225 other staff at $1,000 per person. Source: CDHS Office of State and Veterans Nursing Homes. (Note: the calculation does not include the cost associated with administering the layoff and bumping process for 250 current state employees). The Fitzsimons' Fiscal Year 08 budget also shows a potential net profit of $970,000, which will currently be put back in the Enterprise fund to assist with the maintenance needs of all of the homes. If a private contractor were to take over the facility and all of its HR operations it would mean a $1.3 million dollar loss that the State would still be responsible for covering. The increase in cost to contract out the operations of only one of the nursing homes is almost nine times the amount of this decision item.

As shown on page 8, the overall number of HR actions is increasing at a rate of over 13% each year due to a growth in the demand for human services in Colorado. With current HR staff, this rate of growth is outstripping the ability to meet demand. This change request will allow CDHS to keep up with service demands, thus assisting all CDHS programs in meeting program goals for the benefit of patients and clients.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	April-June, 2008
Written Agreement w/ Other State Agencies	N/A
FTE Hired	July, 2008
Waiver or State Plan Amendment Written	N/A
Waiver or State Plan Amendment Approved	N/A
RFP Issued	N/A
System Modifications Made	N/A
Contract or MOU Written	N/A
Rules Written	N/A
Rules Passed	N/A
Contract or MOU Awarded/Signed	N/A
Start-Up Date	August, 2008

Statutory and Federal Authority: Colorado Constitution Article XII, CRS 24-50-101 et. seq. and related State Personnel Rules.

24-50-101. Short title – legislative declaration – terminology.

(1) This article shall be known and may be cited as the "State Personnel System Act". It is the purpose of this article and the personnel rules adopted pursuant to this article to provide a sound, comprehensive, and uniform system of personnel management and administration for the employees within the state personnel system as defined by the constitution of the state of Colorado and laws enacted pursuant thereto, including all employees of the state colleges and universities not otherwise exempted by law.

(2) Whenever, in any law of this state relating to state employees, reference is made to the civil service, the state civil service, or the classified service, such terms shall be deemed to refer to the state personnel system. Whenever reference is made to the civil service commission in any law of this state relating to the administration of the state personnel system, such term shall be deemed to refer to the state personnel director. Whenever reference is made to the civil service commission in any law of this state relating to rule-making powers, administrative appeals, or any power vested by the state constitution in the state personnel board, such term shall be deemed to refer to the state personnel board.

(3) (a) It is the purpose of the state personnel system, as a merit system, to assure that a qualified and competent work force is serving the residents of Colorado and that any person has an equal opportunity to apply and compete for state employment. Recruitment shall be from appropriate sources.

(b) It is the duty of the state personnel board to provide fair and timely resolution of cases before it.

(c) It is the duty of the state personnel director to establish the general criteria for adherence to the merit principles and for fair treatment of individuals within the state personnel system. It is the responsibility of the state personnel director to provide leadership in the areas of policy and operation of the state personnel system as well as to provide consultant services to executive branch agencies and institutions of higher education to further their professional management of human resources in state government. The state personnel director, pursuant to the "State Administrative Procedure Act", article 4 of this title, shall provide necessary directives and oversight for the management of the state personnel system and in the discharge of his constitutional duty to administer the state personnel system.

(d) The heads of principal departments and presidents of colleges and universities shall be responsible and accountable for the actual operation and management of the state personnel system for their respective departments, colleges, or universities. Such operation and management shall be in accordance with directives promulgated by the state personnel director, who shall provide postaudit review of such operation and management.

Presidents of colleges and universities shall be the appointing authorities for employees of their respective institutions.

(e) The state personnel director shall establish and administer an affirmative action program, including annual documentation by appointing authorities listing methods of remedying, within a time period established by the director, the underutilization of persons covered by part 4 of article 34 of this title.

(4) It is also the policy of the state to base employee advancement and compensation on demonstrated ability and quality of performance in order to encourage and achieve high levels of performance and productivity by state employees.

Performance Measures:

Program	Performance Indicators	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	Program Notes
		Actual	Actual	Current	Request	
Human Resources	Increase the total number of all HR2's completed.	2905	3506		3600	HR2's are the official request form required for all HR actions, i.e. a request to fill a vacant position, funding changes, transfers, pay differential, leave, and separations.

Program	Performance Indicators	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	Program Notes
		Actual	Actual	Current	Request	
Human Resources	Increase number of positions filled.	2336	2327		2400	Includes open competitive, promotions, reappointments, reinstatements, creating new positions, reclassify/reallocate vacant and encumbered positions, reemployment, S positions, temporaries, transfers, voluntary demotions.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Program	Performance Indicators	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	Program Notes
		Actual	Actual	Current	Request	
Human Resources	Decrease the number of grievances, corrective and disciplinary actions received, and number of appeals	357	271		258	

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Regional Center ICF/MR Conversion and Year Two of the Staffing Study (Wheat Ridge)
Department:	Human Services
Priority Number:	6

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _A.W. P.B. Thomson_ Date: _10/24/07_
OSPB Approval: _(signature)_ Date: _10/26/07_

Line Item	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	69,235,861	73,379,156	0	73,376,986	80,469,551	2,261,894	82,731,445	0	82,731,445	4,047,789
	FTE	907.1	935.8	0.0	935.8	950.3	40	990.7	0.0	990.7	72.7
	GF	12,179,506	16,677,997	0	16,677,997	19,019,296	150,667	19,169,963	0	19,169,963	(160,000)
	CF	2,845,215	2,924,457	0	2,924,457	2,952,122	0	2,952,122	0	2,952,122	0
	CFE	51,925,558	50,676,752	0	50,674,582	55,284,570	2,111,227	57,395,797	0	57,395,797	4,207,789
	FF	2,285,582	3,099,950	0	3,099,950	3,213,563	0	3,213,563	0	3,213,563	0
	MCF	49,516,879	50,017,380	0	50,015,210	53,977,480	2,111,227	54,493,158	0	54,493,158	4,207,789
	MGF	24,382,898	24,189,022	0	24,187,937	26,165,470	1,055,614	27,221,084	0	27,221,084	2,103,894
	NGF	36,562,404	40,867,019	0	40,865,934	45,184,766	1,206,281	46,391,047	0	46,391,047	1,943,894
(9) Services for People with Disabilities (A) Developmental Disability Services (1) Community Services - (a) Administrative - Personal Services	Total	2,733,794	2,602,214	0	2,602,214	2,724,416	(2,872)	2,721,544	0	2,721,544	(5,626)
	FTE	29.1	32.4	0.0	32.4	32.4	(0.1)	32.3	0.0	32.3	(0.1)
	GF	267,623	264,121	0	264,121	276,538	0	276,538	0	276,538	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	2,466,171	2,338,093	0	2,338,093	2,447,878	(2,872)	2,445,006	0	2,445,006	(5,626)
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	2,466,171	2,338,093	0	2,338,093	2,447,878	(2,872)	2,445,006	0	2,445,006	(5,626)
	NGF	1,233,086	1,169,046	0	1,169,046	1,223,939	(1,436)	1,222,503	0	1,222,503	(2,813)
		1,500,709	1,433,167	0	1,433,167	1,500,477	(1,436)	1,499,041	0	1,499,041	(2,813)
(9) Services for People with Disabilities (A) Developmental Disability Services (1) Community Services - (a) Administrative - Operating Expenses	Total	151,317	148,029	0	148,029	148,029	(645)	147,384	0	147,384	(1,155)
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	151,317	148,029	0	148,029	148,029	(645)	147,384	0	147,384	(1,155)
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	151,317	148,029	0	148,029	148,029	(645)	147,384	0	147,384	(1,155)
	MGF	71,195	74,015	0	74,015	74,015	(323)	73,692	0	73,692	(578)
	NGF	71,195	74,015	0	74,015	74,015	(323)	73,692	0	73,692	(578)

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Regional Center ICF/MR Conversion and Year Two of the Staffing Study (Wheat Ridge)			
Department:	Human Services			
Priority Number:	6			

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

(9) Services for People with Disabilities (A) Developmental Disability Services (2) Regional Centers - Personal Services

Fund	(1) Prior-Year Actual FY 06-07	(2) Appropriation FY 07-08	(3) Supplemental Request FY 07-08	(4) Total Revised Request FY 07-08	(5) Base Request FY 08-09	(6) Decision/Base Reduction FY 08-09	(7) November 1 Request FY 08-09	(8) Budget Amendment FY 08-09	(9) Total Revised Request FY 08-09	(10) Change from Base (Column 5) FY 09-10
Total	46,702,072	41,781,411		41,781,411	44,352,825	1,556,949	45,909,774	0	45,909,774	3,266,708
FTE	907.1	901.9	0.0	901.9	916.4	41.1	957.5	0.0	957.5	73.8
GF	0	0	0	0	0	0	0	0	0	0
GFE	0		0		0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	2,646,756	2,636,006	0	2,636,006	2,636,006	0	2,636,006	0	2,636,006	0
FF	44,055,316	39,145,405	0	39,145,405	41,716,819	1,556,949	43,273,768	0	43,273,768	3,266,708
MCF	0	0	0	0	0	0	0	0	0	0
MGF	43,942,517	39,145,405	0	39,145,405	41,716,819	1,556,949	43,273,768	0	43,273,768	3,266,708
MGF	21,599,760	18,751,035	0	18,751,035	20,036,742	778,474	20,815,216	0	20,815,216	1,633,354
NGF	21,599,760	18,751,035	0	18,751,035	20,036,742	778,474	20,815,216	0	20,815,216	1,633,354

(9) Services for People with Disabilities (A) Developmental Disability Services (2) Regional Centers - Operating Expenses

Fund	(1) Prior-Year Actual FY 06-07	(2) Appropriation FY 07-08	(3) Supplemental Request FY 07-08	(4) Total Revised Request FY 07-08	(5) Base Request FY 08-09	(6) Decision/Base Reduction FY 08-09	(7) November 1 Request FY 08-09	(8) Budget Amendment FY 08-09	(9) Total Revised Request FY 08-09	(10) Change from Base (Column 5) FY 09-10
Total	2,317,046	2,230,701		2,228,531	2,228,531	277,891	2,506,422	0	2,506,422	446,551
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	0	0	0	0	0	0	0	0	0	0
GFE	0		0		0	0	0	0	0	0
CF	353	0	0	0	0	0	0	0	0	0
CFE	2,316,693	2,230,701	0	2,228,531	2,228,531	277,891	2,506,422	0	2,506,422	446,551
FF	0	0	0	0	0	0	0	0	0	0
MCF	2,175,239	2,230,701	0	2,228,531	2,228,531	277,891	2,506,422	0	2,506,422	446,551
MGF	1,087,620	1,115,350	0	1,114,265	1,114,265	138,946	1,253,211	0	1,253,211	223,276
NGF	1,087,620	1,115,350	0	1,114,265	1,114,265	138,946	1,253,211	0	1,253,211	223,276

(9) Services for People with Disabilities (A) Developmental Disability Services (2) Regional Centers - General Fund Physician Services

Fund	(1) Prior-Year Actual FY 06-07	(2) Appropriation FY 07-08	(3) Supplemental Request FY 07-08	(4) Total Revised Request FY 07-08	(5) Base Request FY 08-09	(6) Decision/Base Reduction FY 08-09	(7) November 1 Request FY 08-09	(8) Budget Amendment FY 08-09	(9) Total Revised Request FY 08-09	(10) Change from Base (Column 5) FY 09-10
Total	0	244,460		244,460	244,460	(89,333)	155,127	0	155,127	(160,000)
FTE	0.00	1.5	0.0	1.5	1.5	(0.6)	0.9	0.0	0.9	(1.0)
GF	0	244,460	0	244,460	244,460	(89,333)	155,127	0	155,127	(160,000)
GFE	0		0		0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	0	244,460	0	244,460	244,460	(89,333)	155,127	0	155,127	(160,000)

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09 ☐	Supplemental FY 07-08 ☐	Budget Request Amendment FY 08-09 ☐
	Regional Center ICF/MR Conversion and Year Two of the Staffing Study (Wheat Ridge)			
Department:	Human Services		Dept. Approval by:	Date:
Priority Number:	6		OSPB Approval:	Date:

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(9) Services for People with Disabilities (A) Developmental Disability Services (2) Regional Centers - ICFMR Adaptations (proposed new line)	Total	0	0	0	0	0	240,000	240,000	0	240,000	0
	GF	0	0	0	0	0	240,000	240,000	0	240,000	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	240,000	240,000	0	240,000	0
(1) Executive Director's Office (A) Administration Health Life, and Dental	Total	14,200,113	18,671,175		18,671,175	21,430,284	182,829	21,613,113	0	21,613,113	327,453
	GF	8,485,973	11,277,917		11,277,917	12,554,011	0	12,554,011	0	12,554,011	0
	CF	151,878	200,805		200,805	244,469	0	244,469	0	244,469	0
	CFE	3,572,668	4,676,741		4,676,741	6,232,896	182,829	6,415,725	0	6,415,725	327,453
	FF	1,989,594	2,515,712		2,515,712	2,398,908	0	2,398,908	0	2,398,908	0
	MCF	1,462,932	4,142,444		4,142,444	5,073,787	182,829	5,256,616	0	5,256,616	327,453
	MGF	732,020	2,076,354		2,076,354	2,536,131	91,415	2,627,546	0	2,627,546	163,727
	NGF	9,217,993	13,354,271		13,354,271	15,090,142	91,415	15,181,557	0	15,181,557	163,727
(1) Executive Director's Office (A) Administration - Short Term Disability	Total	221,746	282,774	0	282,774	315,682	1,994	317,676	0	317,676	3,571
	GF	130,709	176,893	0	176,893	192,920	0	192,920	0	192,920	0
	CF	5,879	6,665	0	6,665	4,219	0	4,219	0	4,219	0
	CFE	46,649	53,153	0	53,153	71,474	1,994	73,468	0	73,468	3,571
	FF	38,509	46,063	0	46,063	47,069	0	47,069	0	47,069	0
	MCF	43,886	44,686	0	44,686	63,175	1,994	65,169	0	65,169	3,571
	MGF	21,966	22,244	0	22,244	31,527	997	32,524	0	32,524	1,785
	NGF	152,675	199,137	0	199,137	224,447	997	225,444	0	225,444	1,785

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Regional Center ICF/MR Conversion and Year Two of the Staffing Study (Wheat Ridge)
Department: Human Services
Priority Number: 6

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____   Date: _____
OSPB Approval: _____   Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director's Office											
(A) Administration	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	24,540	3,900,408	0	3,900,408	43,958
	GF	896,173	1,592,902	0	1,592,902	2,372,913	0	2,372,913	0	2,372,913	0
S.B. 04-257 Amortization	CF	38,052	65,360	0	65,360	51,179	0	51,179	0	51,179	0
Equalization	CFE	315,321	531,031	0	531,031	876,399	24,540	900,939	0	900,939	43,958
Disbursement	FF	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698	0	450,698	774,253	24,540	798,793	0	798,793	43,958
	MGF	149,083	224,919	0	224,919	386,484	12,270	398,754	0	398,754	21,979
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	12,270	2,771,667	0	2,771,667	21,979
(1) Executive Director's Office											
(A) Administration	Total	0	482,075	0	482,075	1,241,489	7,669	1,249,158	0	1,249,158	13,737
S.B. 06-235	GF	0	284,220	0	284,220	763,140	0	763,140	0	763,140	0
Supplemental	CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
Amortization	CFE	0	96,050	0	96,050	280,810	7,669	288,479	0	288,479	13,737
Equalization Service	FF	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
	MCF	0	81,454	0	81,454	248,177	7,669	0	0	0	13,737
	MGF	0	38,125	0	38,125	123,951	3,835	127,786	0	127,786	6,869
	NGF	0	322,345	0	322,345	887,091	3,835	890,926	0	890,926	6,869
(1) Executive Director's Office											
(A) Administration - Shift	Total	4,145,074	4,304,380	0	4,304,380	3,907,967	62,872	3,970,839	0	3,970,839	112,592
Differencial	GF	2,666,651	2,837,484	0	2,837,484	2,615,314	0	2,615,314	0	2,615,314	0
	CF	2,297	2,005	0	2,005	366	0	366	0	366	0
	CFE	1,467,594	1,457,549	0	1,457,549	1,281,734	62,872	1,344,606	0	1,344,606	112,592
	FF	8,532	7,342	0	7,342	10,553	0	10,553	0	10,553	0
	MCF	1,442,508	1,435,870	0	1,435,870	1,276,831	62,872	0	0	0	112,592
	MGF	721,254	717,934	0	717,934	638,416	31,436	669,852	0	669,852	56,295
	NGF	3,387,905	3,555,418	0	3,555,418	3,253,730	31,436	3,285,166	0	3,285,166	56,295

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name: Title XIX Medicaid

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Health Care Policy and Financing, Public Health and Environment

CHANGE REQUEST for FY 2008-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	6
Change Request Title:	Regional Center ICF/MR Conversion and Year Two of the Staffing Study (Wheat Ridge)

SELECT ONE (click on box):

☒ Decision Item FY 2008-09
☐ Base Reduction Item FY 2008-09
☐ Supplemental Request FY 2007-08
☐ Budget Request Amendment FY 2008-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department requests funding and positions to provide necessary staff and operating to begin transition of the Regional Centers' group homes to certification under the Centers for Medicare & Medicaid Services (CMS) regulations for Intermediate Care Facilities for Persons with Mental Retardation (ICF/MR). This request is to address compliance with Medicaid regulations and to assure the health, well-being and safety of vulnerable residents at the Regional Centers. Currently, all but 102 of the Regional Centers' 403 beds are certified under the Home and Community Based Services for the Developmentally Disabled (HCBS-DD) waiver. This request would allow 20 of the Regional Centers' 40 waiver group homes to convert to ICF/MR certification during FY 2008-09. These 20 homes represent all of the waiver group homes at the Wheat Ridge Regional Center. The remaining homes at the Grand Junction and Pueblo Regional Centers would be requested in the next year. Staff and associated funding are requested for 6.7 months in the next fiscal year that will annualize to twelve months in FY 2009-10.

Background and Appropriation History:

Brief Background of the Developmental Disability Service System

The Regional Centers provide direct support for adults with developmental disabilities who have very significant requirements and for whom adequate services and supports are not available through the HCBS-DD waiver to meet their needs and the safety needs of the community.

The trend in treatment for persons with developmental disabilities has been deinstitutionalization and transfer to the least restrictive settings. Consistent with that trend, the State's three Regional Centers have been extensively downsized and reconfigured over the past 25 years. The reconfiguration has shifted the Regional Centers from large, campus-based programs to little or no campus base and extensive community integration.

History of the Changes to the HCBS-DD Waiver

Historically, the HCBS-DD waiver operated under a bundled, comprehensive rate structure, covering all related costs of services. During state fiscal year FY 2003-04, CMS reviewed Colorado's HCBS-DD waiver programs and approved renewal conditioned on the following key changes: (1) the removal of certain services from the waiver and their transition to the Medicaid State Plan, and (2) improved financial oversight and accountability of the program, including steps to "unbundle" services and costs in the comprehensive waiver program.

As part of the first change, the Regional Centers are no longer allowed to provide medical, psychiatric and therapy services to waiver individuals. These services are critical in meeting the needs of this population. Instead these services must be accessed through Medicaid State Plan providers. The lack of providers available, or willing to operate under the Medicaid State Plan means that Regional Center individuals either do not receive these services, or the Regional Centers continue to violate Medicaid regulations.

The second change, improved financial oversight and accountability, has resulted in a new fee-for-service rate structure that is expected to be inadequate for individuals with severe, extensive treatment needs who reside at the Regional Centers. Interim rates in effect for FY 2007-08 are projected to be insufficient to cover costs. The rate structure has yet to be finalized so the impact on homes continuing under the waiver is unknown at this time.

Additionally, the Regional Centers must begin to access home health services under the Medicaid State Plan. These services may include medication monitoring, monitoring of diabetes management, monitoring of vital signs, administration of certain medications, among other services. Finally, by July 1, 2008 the Regional Centers will be required to access CCB case management, utilization review and quality assurance activities.

Background of the Staffing Shortfall at the Regional Centers
In 2006, the Office of Adult, Disability, and Rehabilitation Services of the Department of Human Services undertook a comprehensive study of the staff of the Regional Centers to determine the appropriate level necessary to provide services to the individuals with severe medical, behavioral and psychiatric needs residing therein. The Study to address this shortfall is attached to this request. The Study identified a need for a minimum of 279.1 additional FTE required to serve this population regardless of licensure. Year one of this request was funded in the FY 2007-08 Long Bill at 29.0 FTE with the expectation that the remaining FTE would be requested over a four-year period. The staff that are necessary, to convert to ICF/MR certification, are a subset of the staff identified through the Staffing Study.

Appropriation History

	Total	FTE	GF	CF	CFE	MCF	MGF	NGF
Total FY 2006-07 Long Bill	$40,117,878	887.4	$0	$2,608,448	$37,509,430	$37,509,430	$18,011,718	$18,011,718
07 S#1 Physician Services SB 07-165	$237,870	0.00	$237,870	$0	$0	$0	$0	$237,870

STATE OF COLORADO FY 2008-09 BUDGET REQUEST CYCLE: Department of Human Services

	Total	FTE	GF	CF	CFE	MCF	MGF	NGF
FY 2006-07 Appropriation	**$40,355,748**	**887.4**	**$237,870**	**$2,608,448**	**$37,509,430**	**$37,509,430**	**$18,011,718**	**$18,249,588**
FY 2006-07 Salary Survey	$1,343,798		$0	$0	$1,343,798	$1,343,798	$671,900	$671,900
SB 06-219 HCPF Reorganization	($29,024)		$0	$0	($29,024)	($29,024)	($14,512)	($14,512)
Physician Services to GF Line	($237,870)		($237,870)	$0	$0	$0	$0	($237,870)
08 DI#1 Staffing Increases SB 07-239	$342,541	14.5	$0	$0	$342,541	$342,541	$171,271	$171,271
Medical Inflation JBC addition	$6,218		$0	$0	$6,218	$6,218	$3,109	$3,109
Medicaid GF adjust JBC	$0		$0	$0	$0	$0	($78,761)	($78,761)
Reconcile to Long Bill HCPF	$0		$0	$0	$0	$0	$89	$89
JBC adjustment to client cash	$0		$0	$27,558	($27,558)	($27,558)	($13,779)	($13,779)
Total FY 2007-08 Long Bill	**$41,781,411**	**901.9**	**$0**	**$2,636,006**	**$39,145,405**	**$39,145,405**	**$18,751,035**	**$18,751,035**
Operating Expenses								
Total FY 2006-07 Long Bill	**$2,198,203**		**$0**	**$0**	**$2,198,203**	**$2,198,203**	**$1,099,101**	**$1,099,101**
1331 A Physician Services SB 07-165	$6,590		$6,590	$0	$0	$0	$0	$6,590
FY 2006-07 Appropriation	**$2,204,793**		**$6,590**	**$0**	**$2,198,203**	**$2,198,203**	**$1,099,101**	**$1,105,691**
Physician Services to separate Line	($6,590)		($6,590)	$0	$0	$0	$0	($6,590)
Medical Inflation	$15,828		$0	$0	$15,828	$15,828	$7,914	$7,914
08 DI#1 Staffing Increases SB 07-239	$16,670		$0	$0	$16,670	$16,670	$8,335	$8,335
Total FY 2007-08 Long Bill SB 07-239	**$2,230,701**		**$0**	**$0**	**$2,230,701**	**$2,230,701**	**$1,115,350**	**$1,115,350**

General Description of Request:

Address Inadequate Staffing

Over the past four years the Regional Centers have been serving a more severe clientele largely due to new admissions criteria that were fully implemented in April 2003 and were established to meet the high demand for Regional Center services. These individuals require enhanced staffing for monitoring of safety and provision of necessary treatment. During this time period the State faced budgetary crises and funds appropriated for personal services have not kept pace with costs. The staffing pressures associated with a more severe clientele and funding constraints have been identified, and cited as deficiencies, by the Colorado Department of Public Health and Environment

(CDPHE) during surveys of both campus and group home settings and at each of the three centers as discussed in the Staffing Study. In all cases, additional staff had to be placed in the identified locations by pulling them from other, equally problematic sites. The Regional Centers continuously shuffle staff in an attempt to prevent crisis in certain settings while hoping others do not arise.

Most individuals residing in the Regional Centers have extensive treatment needs outlined in their individual program plan. Individuals with severe behavioral needs and persons with a history of sex offense often require interventions or one-to-one staffing that are increasingly problematic to accomplish with the current staffing level of two staff for an eight bed group home. Meeting these needs requires a minimum of one staff for every three individuals throughout the waking hours. Individuals with severe medical needs typically require two staff to transport the person to and from the bathroom, meals, treatment, and various other activities. Again, this is very difficult with the current staffing ratios. This is more thoroughly discussed in the attached staffing study. Additionally, the Regional Centers require the therapy staff necessary to provide psychology, speech, occupational, and physical therapies. Without this level of staffing, individual needs are not met and ICF/MR certification will not be possible.

Certification and Source of Funding

The implementation of the previously discussed waiver changes has restricted the Regional Centers ability to provide necessary clinical treatment for individuals with severe medical, behavioral and psychiatric needs, and individuals are not receiving the care required in their treatment plans. The Regional Centers currently violate Medicaid regulations by frequently providing clinical treatment that is not allowable under the Waiver but is critical to ensure the patient's safety. The Regional Centers cannot continue to operate in this manner without facing penalties and decertification.

Under an ICF/MR certification, the Regional Center is required to provide all services outlined in an individual's program plan and the costs of those services are allowed and reimbursed by Medicaid. The complicated needs of the individuals receiving services in

the Regional Centers require a closely coordinated, seamless treatment approach that is not possible under the new requirements of the HCBS-DD waiver.

Additionally, the number of HCBS DD individuals served will be adjusted in the waiver, when the waiver amendment addressing CMS compliance issues is submitted. CMS allows the state to adjust the number of individuals to be served in an HCBS waiver based on state legislative budget limitations. Additionally, CMS allows the numbers to show staggered enrollment during a transition period. The number of individuals to be served in the waiver amendment will reflect the reduction of an estimated 301 resources related to the ICF conversion and the addition of any resources funded through the legislative process for emergencies, anticipated wait list buy down (HJR 07-1043), additional requested resources, foster care transition and other budget actions that may occur.

Optimally, all three Regional Centers would convert all HCBS-DD waiver beds to ICF/MR certification effective July 1, 2008. However, funding and survey constraints make this timeframe difficult to meet. Therefore, this request is for 20 of the 40 HCBS-DD licensed homes to be converted in the request year with funding for 6.7 months. These are only the waiver homes at the Wheat Ridge Regional Center (WRRC). The Department is planning to request funding to convert the remaining homes at Grand Junction and Pueblo in the following year. This means the homes that continue to operate under the waiver will have to access CCB case management, utilization review and quality assurance activities and may require General Fund support to meet the therapy needs of the individuals in service. Any appropriation changes will be calculated and requested when the changes in the rate structure are released.

The Department has investigated different solutions to this problem. After numerous attempts to provide services within the new requirements of the waiver, the Department requested and received General Funding for physicians to supplement what is available under the State Plan. Staff considered similar arrangements for therapeutic services. While this would be costly, it would avoid the need for re-licensure. However, with the July 1, 2008 prohibition on providing case management, operating under the HCBS-DD

waiver into the long-term becomes problematic. Additionally, the HCBS-DD waiver rates are insufficient to cover the necessary residential staff. Consequently, increased General Fund backfill will be necessary.

Consequences if Not Funded:

The Regional Centers cannot continue to violate Medicaid regulations to meet the needs of this population. If this and subsequent requests to convert to ICF/MR certification are not funded, the Regional Centers will require General Fund to pay for residential and therapeutic staff to serve the individuals with the most complex needs. Without appropriate treatment provided by the Regional Centers, high risk persons with developmental disabilities often end up in the correctional system, the mental health institutes, nursing homes, homeless, or receiving inadequate care in home settings.

Additionally, the Regional Center Medicaid rates support $5.6 million of indirect and overhead expenses for the Department. Continued receipt of this funding requires compliance with Medicaid regulations. The Regional Centers will be unable to ensure the health and safety of Regional Center individuals and maintain compliance under the current structure.

Calculations for Request:

Summary of Request	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Human Services Requested Appropriations FY 2008-09									
Total Request	$2,261,894	$150,667		$2,111,227	$0	$2,111,227	$1,055,614	$1,206,281	40.4
RC Staff & Operating	$1,419,816	($89,333)		$1,509,149	$0	$1,509,149	$754,575	$665,242	40.5
ICF/MR Additional Expenses based on reduction in State Plan expenses	$224,989	$0		$224,989	$0	$224,989	$112,495	$112,495	0.0
POTS	$279,904	$0		$279,904	$0	$279,904	$139,952	$139,952	0.0
Group Home Sprinklers	$240,000	$240,000		$0	$0	$0	$0	$240,000	0.0
Reduce DDD Surveys	($3,517)	$0		($3,517)	$0	($3,517)	($1,759)	($1,759)	(0.1)

Summary of Request	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Provider Fee - RC Personal Services	$100,702	$0	$0	$100,702	$0	$100,702	$50,351	$50,351	0.0
Health Care Policy and Financing/Public Health and Environment Departments									
HCPF Survey Changes	$90,400	$0	$0	$90,400	$0	$80,302	$10,098	$10,098	0.0
Human Services Revenues									
Provider Fee - Revenue Impact	$0	($100,702)		$100,702	$0	$100,702	$50,351	($50,351)	0.0

Summary of Request	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Human Services Requested Appropriations FY 2009-10									
Total Request	$4,047,789	($160,000)	$0	$4,207,789	$0	$4,207,789	$2,103,894	$1,943,894	72.7
RC Staff & Operating	$2,949,601	($160,000)	$0	$3,109,601	$0	$3,109,601	$1,554,800	$1,394,800	72.8
ICFMR Additional Expenses based on reduction in State Plan expenses	$402,964	$0	$0	$402,964	$0	$402,964	$201,482	$201,482	0.0
POTS	$501,311	$0	$0	$501,311	$0	$501,311	$250,656	$250,656	0.0
Group Home Sprinklers	$0	$0	$0	$0	$0	$0	$0	$0	0.0
Reduce DDD Surveys	($6,781)	$0	$0	($6,781)	$0	($6,781)	($3,391)	($3,391)	(0.1)
Provider Fee - RC Personal Services	$200,694	$0	$0	$200,694	$0	$200,694	$100,347	$100,347	0.0
Health Care Policy and Financing /Public Health and Environment Departments									
HCPF Survey Changes	$90,400	$0	$0	$90,400	$0	$80,302	$10,098	$10,098	0.0
Human Services Revenues									
Provider Fee - Revenue Impact	$0	($200,694)		$200,694	$0	$200,694	$100,347	($100,347)	0.0

This request affects numerous line items within the Human Services, Health Care Policy and Financing, and Public Health and Environment sections of the Long Bill. These impacts are described below and in the impacts to other Departments sections.

Number of Months in Request Year

Due to funding constraints and to provide time for surveyors from the CDPHE to assess each home, this request assumes a staggered timeline for conversion to ICF/MR certification. This results in all ongoing costs being requested for only a partial year in FY 2008-09. The following table shows the calculation of the number of months.

Locale	Transition Date	a. Number of Homes	b. Number of Months	a x b = Total Months
WRRC	July 1st	2.0	12.0	24.0
WRRC	September 1st	2.0	10.0	20.0
WRRC	November 1st	3.0	8.0	24.0
WRRC	January 1st	7.0	6.0	42.0
WRRC	March 1st	6.0	4.0	24.0
Totals		20.0		134.0
Number of Months in Full FY (= sum of column a = 20 x 12)				240.0
Number of Months in FY 2008-09 (= total months / avail months 134/240 * 12				6.7

Human Services – Developmental Disabilities Services Personal Services

Currently, the Division for Developmental Disabilities (DDD) within the Department of Human Services conducts three types of surveys for Regional Center HCBS-DD waiver sites.

1. Group Residential Services and Supports are community group homes for the developmentally disabled. These are homes in which four-eight persons reside and

on-site surveys are conducted at minimum every two years by DDD. Once these homes are converted to ICF/MR, DDD will no longer survey these group homes.

2. Day Habilitation Services and Supports are day programs operated by the three regional centers. DDD surveys these programs for compliance and issues ongoing program approval. These on-site surveys are conducted at minimum every three years. With the conversion to ICF/MR, DDD will no longer survey the day program services provided to those persons.

3. Case Management Agencies are the role the regional centers serve in providing total case management. Effective July 1, 2008, the Regional Centers will no longer provide case management and DDD will no longer conduct on-site surveys of each RC as a case management agency. Currently these surveys are conducted at minimum every three years.

The calculated amount of time spent conducting these surveys is outlined in the following table:

Division for Developmental Disabilities Survey Time	WRRC	GJRC	PRC	(a) Total	(b) Surveyed Every x Year	a / b = Survey Days Per Year
Group Residential Services and Supports Surveys	20	n/a	n/a	20		
Surveyor Days	23	n/a	n/a	23	2	11.5
Day Habilitation Services and Supports Surveys	1	n/a	n/a	1		
Surveyor Days	18	n/a	n/a	18	3	6.0
Case Management Agency Survey	1	1	1	3		
Surveyor Days	18	18	15	51	3	17.0
Total Surveyor Days per Year						34.5
Number of Work Days in Year (52 weeks x 5 days)						260
FTE Attributable to Surveys (= surveyor days / work days)						0.1

The 0.1 FTE reduction is calculated as follows:

DDD Survey Savings			
Fiscal Year(s) of Request	Title:	**FY 2008-09**	**FY 2009-10**
PERSONAL SERVICES		Health Professional III	
Number of PERSONS / class title		-0.10	-0.10
Calculated FTE per classification		-0.06	-0.10
Annual base salary (monthly * 12)		$ 50,412	
Number months working in FY 2008-09 and FY 2009-10		6.7	12
Salary		($3,025)	($5,041)
PERA	10.15%	($307)	($512)
FICA	1.45%	($44)	($73)
Less Pay Date Shift		$504	$0
Subtotal Personal Services		($2,872)	($5,626)
OPERATING			
Travel - GJ & PRC survey days x per diem	$105	($645)	($1,155)
Subtotal Operating		($645)	($1,155)
GRAND TOTAL ALL COSTS		**($3,517)**	**($6,781)**

Human Services Human Services – Regional Center Direct Care Positions

The main impact is in the addition of staff to provide adequate supervision and ensure safety of individuals. Currently, most of the Regional Center eight-bed group homes are staffed with two staff per home on shifts one and two, or a ratio of one staff for every four individuals. This level needs to increase to a minimum of one staff for every three individuals. At nights, currently there is only one staff person. For locations serving high behavioral needs individuals, an additional staff person is needed to rotate between four houses. For locations serving high medical needs individuals, each home requires two

staff people at night to allow for patient transfers. These assumptions are more thoroughly discussed in the attached Staffing Study and calculated in Appendix B of the Study.

An important component of the request is the staffing coverage ratio. This is the figure used to account for time off for sick leave, holidays, vacation, injury-on-the-job, and other absences for positions that must be covered. The Regional Centers have historically had a relief factor for covering sick, annual, and holiday of 1.6. This means for every 1.0 FTE needed on a unit typically 1.6 FTE have been appropriated. This factor had long been reported to be inadequate to cover actual staff absences. As part of the Study, staff contacted other state agencies providing 24-hour care and found that the Division of Youth Corrections recently studied this issue and proposed a methodology for calculating an accurate coverage ratio. Consistent with that, staff pulled data on actual time off for RC direct care staff for fiscal year 2005-06 and calculated the coverage ratio for positions required to be available seven and five days each week. Some direct care positions, such as those staffing the centralized day program site, are required only five days a week. The actual required coverage factor is 1.85 for a seven-day post and 1.32 for a five-day post. This is more thoroughly discussed and documented in the Staffing Study.

The staff identified in the Staffing Study and this request are reconciled in the following table. Note the therapy and physician staff were not included in the Staffing Study, therefore are not included in the reconciliation below.

Wheat Ridge Regional Center Direct Care Staffing Reconciliation	
Staff Identified in the Staffing Study Minimum Model	99.5
Less Staff Included in the FY 2007-08 Long Bill	-12.5
Net Staff Still Required	87.0
Number Included in this Request	64.4
Balance to be Requested in Future Year	22.6

See below for detailed calculations.

Human Services – Regional Center Therapy Positions

Under the HCBS-DD waiver, individuals must access therapy services from the Medicaid State Plan. To begin to provide these services in-house, the Regional Centers require additional therapy FTE. This request includes 7.5 FTE to provide psychology, speech, occupational, and physical therapies to 137 individuals. During temporary absences these positions are not backfilled, therefore a coverage ratio is not applied to the 7.5 FTE.

Human Services – Regional Center Physicians

As mentioned previously, the Regional Centers have had to contract for General Fund physicians due to a shortage of State Plan providers willing to service this population. This request includes 1.0 FTE physician to be hired and eliminates the General Fund contract physician for WRRC. This position does include coverage in the request amount as the facility is required by federal regulation to have a physician available 24 hours a day. [42 CFR Ch. IV 483.460 (a) (1): Condition of participation: Health Care Services. (a) Standard: Physician services. (1) The facility must ensure the availability of physician services 24 hours a day.] See below for detailed calculations.

Human Services - Regional Center Operating

The operating is calculated according to common policy with a few exceptions. Every direct care position does not require a computer; therefore only three are included in the request. However, each individual does need an e-mail address at a cost of $45 per employee. This amount is added to the standardized table. The following table summarizes the Regional Center personal services and operating calculations. See below for detailed calculations.

STATE OF COLORADO FY 2008-09 BUDGET REQUEST CYCLE: Department of Human Services

Regional Center FTE, Personal Services and Operating Costs

Fiscal Year(s) of Request		2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	FY 2008-09	FY 2009-10
PERSONAL SERVICES	Job Title:	Health Care Tech II		Therapist III		Physician I		GRAND TOTAL	To one decimal
Number of Posts		34.8	34.8	7.5	7.5	1.0	1.0		
Post Coverage Ratio		1.85	1.85	1.00	1.00	1.85	1.85		
Number of PERSONS / class title		64.38	64.38	7.50	7.50	1.85	1.85		
Calculated FTE per classification		35.95	64.38	4.19	7.50	1.03	1.85	41.1	73.8
Annual base salary (monthly * 12)		$32,304		$55,224		$136,980			
Number of months worked each year		6.7	12	6.7	12	6.7	12		
Salary		$1,161,329	$2,079,732	$231,389	$414,180	$141,089	$253,413	$1,533,807	$2,747,325
PERA	10.15%	117,875	$211,093	$23,486	$42,039	$14,321	$25,721	$155,682	$278,853
FICA	1.45%	$16,839	$30,156	$3,355	$6,006	$2,046	$3,674	$22,240	$39,836
Less Pay Date Shift**		($193,439)	$0	($38,542)	$0	($23,501)	$0	($255,482)	$0
Subtotal Personal Services		$1,102,604	$2,320,981	$219,688	$462,225	$133,955	$282,808	$1,456,247	$3,066,014
OPERATING									
Supplies @ $500/$500	$500	$17,975	$32,190	$2,095	$3,750	$500	$925	$20,570	$36,865
Computer @ $959/$0	$959	$2,877	$0	$7,193	$0	$0	$0	$10,070	$0
Office Suite Software @ $300/$0	$300	$900	$0	$2,250	$0	$0	$0	$3,150	$0
Office Equipment @ $2,021 /$0	$2,021	$0	$0	$15,158	$0	$0	$0	$15,158	$0
Phone* (annual)	$450	$0	$0	$1,886	$3,375	$450	$450	$2,336	$3,825
Email address for each (annual)	$45	$1,618	$2,897	$0	$0	$0	$0	$1,618	$2,897
Subtotal Operating		$23,370	$35,087	$28,582	$7,125	$950	$1,375	$52,902	$43,587
GRAND TOTAL ALL COSTS		$1,125,974	$2,356,068	$248,270	$469,350	$134,905	$284,183	$1,509,149	$3,109,601

**Account for Pay Date Shift, no salary payment in June

Human Services - Regional Center Operating – ICF/MR Expenses

There are numerous operating expenses that are currently paid for by the Medicaid State Plan. Under ICF/MR certification, these expenses will be paid for by the Regional Centers directly. Staff pulled all actual operating expenses attributable to Regional Center HCBS-DD residents for FY 2006-07 as the basis for the increase to the Regional Center budget. In the category of adaptive equipment, there were numerous one-time expenses included in the FY 2006-07 actuals that are not expected to be repeated, therefore the amount requested is reduced to $20,000 on an annual basis.

ICF/MR Operating Expenses	FY 2006-07 Actual State Plan Charges	FY 2008-09	FY 2009-10	Comments
Number of Months	12	6.7	12	
Adaptive Equipment	$65,846	$11,167	$20,000	several one-time purchases in actual year
Medical Supplies	$217,020	$121,170	$217,020	uses FY 2006-07 Actuals
Disposable Briefs	$165,944	$92,652	$165,944	uses FY 2006-07 Actuals
Total	$448,810	$224,989	$402,964	

Human Services - Regional Centers Group Home Sprinklers (proposed new line ICFMR Adaptations)

This is a one-time expense to install sprinkler systems in the six leased homes operated by WRRC. The homes must have sprinklers to pass the licensure requirements. The Department's Division of Facilities Management, after consultation with their contractor, estimates the cost at $40,000 per home to engineer and install a system. The calculation is 6 x $40,000 = $240,000.

Human Services - Regional Centers General Fund Physician Services

The WRRC portion of this appropriation would be eliminated under ICF/MR certification. The Grand Junction Regional Center utilizes the remainder of the

appropriation. The FY 2008-09 amount assumes 6.7 months of elimination, while the FY 2009-10 amount is a full 12 months of funding.

GF Physician Services	FY 2008-09	FY 2009-10
WRRC FY 2007-08 Appropriation	$160,000	$160,000
WRRC FY 2007-08 FTE	1.0	1.0
Number of Months Reduced	6.7	12
Number of FTE Reduced	.6	1.0
Total Reduction	$89,333	$160,000

Human Services - POTS

Since this request exceeds 20 FTE, the Department has included applicable benefits expenditures (POTS) as outlined in the table below.

POTS		Health Care Tech II		Therapist III		Physician I		TOTAL	
Fiscal Year(s) of Request	Title:	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	FY 2008-09	FY 2009-10
Health, Life & Dental per month	$374.42	$161,505	$289,262	$18,815	$33,698	$2,509	$4,493	$182,829	$327,453
Short-term Disability	0.13%	$1,510	$2,704	$301	$538	$183	$329	$1,994	$3,571
Amortization Equalization Disbursement	1.6%	$18,581	$33,276	$3,702	$6,627	$2,257	$4,055	$24,540	$43,958
Supplemental Amortization Equalization Disbursement	0.50%	$5,807	$10,399	$1,157	$2,071	$705	$1,267	$7,669	$13,737
Salary Survey	3.7%	$0	$0	$0	$0	$0	$0	$0	$0
Pay For Performance	1.0%	$0	$0	$0	$0	$0	$0	$0	$0
Shift Differential per year per FTE	$1,748.87	$62,872	$112,592	$0	$0	$0	$0	$62,872	$112,592
Subtotal POTS		$250,275	$448,233	$23,975	$42,934	$5,654	$10,144	$279,904	$501,311

Overall State Revenues

Per Section 25.5-6.204, C.R.S., all ICF/MR facilities pay a provider fee of five percent of expenses to the State. The effect of this payment is to increase State General Fund revenues by half of the payment. Any increase in expenses generates additional revenue. The figure included in this request is based on five percent of the Regional Center additional expenses, divided in half for the 50% Federal Financial Participation.

Provider Fee		FY 2008-09	FY 2009-10	Comments
Schedule 13 Change in RC Expenses		$2,014,042	$4,013,876	Includes RC PS, POTS, RC operating, ICF/MR transition, and GF physicians
Change in RC Provider Fee Payment	5%	$100,702	$200,694	5% of increased RC expenses
MCF		$100,702	$200,694	100% Medicaid funded
MGF		$50,351	$100,347	50% GF match rate
Overall Impact on Net General Fund				
Receive Provider Fee Payment		$100,702	$200,694	See above
GF Cost of Provider Fee Payment		($50,351)	($100,347)	See above
Net Benefit to State		$50,351	$100,347	

Assumptions for Calculations: All salaries are derived from the FY 2008-09 State Compensation Plan. All other assumptions are explained in detail in the calculations section above.

Impact on Other Government Agencies: The Departments of Health Care Policy and Financing and Public Health and Environment are also impacted by this request, as outlined in the following calculations.

Public Health and Environment – Survey Costs

CDPHE conducts the surveys of both the waiver and ICF/MR programs under agreement with HCPF. The amounts reflected above for HCPF surveys are therefore also reflected in the CDPHE section of the budget as outlined below. Each department has submitted a Schedule 13 outlining their requested budgets.

Health Care Policy and Financing – ICF/MR Surveys

The Department of Health Care Policy and Financing (HCPF) contracts with CDPHE for ICF/MR certification surveys, therefore funds are appropriated in both departments. The current cost is $5,960 per survey and the surveys are done every year. CDPHE estimates these costs will increase by 10% to $6,556 due to the complexity of the surveys. Currently, an ICF/MR survey receives an enhanced (FFP) federal participation rate.

Additional ICF/MR Surveys (75% federal funds and 25% General Fund = Medicaid FFP percentages)			
Estimated Cost per survey		$6,556	
Times the number of surveys		20	
Total Cost		$131,120	
Approximate FTE added	1.5		
	FF	**GF**	**Total**
Personal services 75/25	$80,910	$26,970	$107,880
Operating 75/25	$5,165	$1,721	$6,886
Indirect 100% federal	$16,354		$16,354
Total Cost	$102,429	$28,691	$131,120
	78.1%	21.9%	

Health Care Policy and Financing – Waiver Surveys

Like ICF/MR surveys, HCPF contracts with CDPHE for HCBS-DD certification surveys and funds are included in both departments. The current cost is $2,036 per survey. These surveys would no longer be needed at the 20 facilities.

Decrease in Waiver Group Home Surveys (50% federal funds and 50% General Fund = Medicaid FFP percentages)

	FF	GF	Total
Estimated Cost per survey			$2,036
times number facilities not surveyed			(20)
Total Costs Avoided			($40,720)
Approximate FTE reduction	(0.50)		
	FF	GF	Total
Personal services 50/50	($17,478)	($17,478)	($34,956)
Operating 50/50	($1,116)	($1,115)	($2,231)
Indirect 100% federal	($3,533)		($3,533)
	($22,127)	($18,593)	($40,720)
	54.3%	45.7%	

The net effect of the ICF/MR surveys added and the Waiver Group Home Surveys reduced, including a net add of one FTE at DPHE to complete the ICF/MR surveys is calculated in the following table. These amounts are reflected in Schedule 13s for both the Department of Health Care Policy and Financing and the Department of Public Health and Environment.

Net Impact	FF	GF	Total
FTE	1.00		
Net Estimate Survey Costs	$80,302	$10,098	$90,400

Net Impact	FF	GF	Total
	89%	11%	
Personal services	$63,432	$9,492	$72,924
Operating	$4,049	$606	$4,655
Indirect	$12,821	$0	$12,821
	$80,302	$10,098	$90,400

Health Care Policy and Financing – State Plan Costs

Whether the State Plan appropriation can be reduced for the amounts utilized by WRRC individuals continues to be evaluated. Those services will now be provided directly by the Regional Center. Because the Regional Centers have had difficulties accessing State Plan services, actual costs from recent years do not reflect the full cost of providing the services. The Health Care Policy and Financing and Human Services Departments are investigating this issue and anticipate there will be a budget amendment in January that will address a potential reduction in State Plan Services, adjusted to be only those savings attributable to the WRRC.

Cost Benefit Analysis:

The primary benefit to the State of ICF/MR conversion is the avoidance of General Fund expenditures to supplement the inadequacies of the waiver program for the Regional Center population. To continue providing services to this population, the Regional Centers must either change certification and hire necessary staff under the Medicaid ICF/MR program or continue under the waiver license and supplement the waiver rates with General Fund positions.

This analysis focuses only on those positions included in this request. The aforementioned Staffing Study identifies additional positions that would likely have to be requested as General Fund in future years if WRRC remained under the HCBS-DD certification. Additionally, there will be similar costs and benefits associated with future transition of the Grand Junction and Pueblo Regional Centers to ICF/MR licensure; these

STATE OF COLORADO FY 2008-09 BUDGET REQUEST CYCLE: Department of Human Services

are not included in this request. A cost/benefit ratio over 1.0 is considered favorable. The following table summarizes the costs and benefits, all of which are based on the same calculations used for the decision item and outlined above.

Costs	FY 2008-09	FY 2009-10	Calculation
Net General Fund Costs	1,166,027	1,853,646	Schedule 13 General Fund + Medicaid General Fund including surveys and savings for HCPF but less provider fees

Benefits	FY 2008-09	FY 2009-10	Calculation
Avoid GF for Direct Care Staff	$1,125,974	$2,356,068	Schedule 13 personal services & operating, but
Avoid GF for Therapy Staff	$248,270	$469,350	assumes funded all by GF with loss of the benefit of
Avoid GF for Physician	$134,905	$284,183	the 50% federal match that is part of the Medicaid rate
Total Benefits - Costs Avoided	$1,509,149	$3,109,601	Sum of benefits
Net Benefit (Cost)	$343,122	$1,255,955	Benefits less costs
Benefit/Cost Ratio	1.29	1.68	Total Benefits divided by total costs

Implementation Schedule:

The dates below indicate completion dates for each item. Many tasks, such as hiring and training of positions and surveying of homes, will be started well in advance of the completion date in accordance with the transition phasing detailed above.

Wheat Ridge Regional Center Implementation Schedule Phase I Regional Center Intermediate Care Facility Conversion	Month/Year Completed
Waiver or State Plan Amendment Written (if needed)	09/2007
Reconcile placement and referral lists	12/2007
Internal Research/Planning Period	01/2008
Rules Written	03/2008

Wheat Ridge Regional Center Implementation Schedule Phase I Regional Center Intermediate Care Facility Conversion	Month/Year Completed
Written Agreement w/ Other State Agencies	06/2008
Rules Passed	06/2008
Hiring and reassigning of staff	07/2008
Waiver or State Plan Amendment Approved by CMS	07/2008
System Modifications Made – MMIS, et.al. (if needed)	08/2008
FTE Hired	As needed
Facility Modifications	04/2009
Staff trained to new duties	As needed
Certification fully obtained	04/2009
Survey completed for Certification	06/2009
Medicaid provider enrollment	07/2009
Conversion Date	07/2009

Statutory and Federal Authority:

27-10.5-301, C.R.S. (2007) Regional centers for persons with developmental disabilities. There are hereby established state regional centers in Wheat Ridge, Pueblo, and Grand Junction. The essential object of such regional centers shall be to provide state operated services and supports to persons with developmental disabilities.

27-10.5-302, C.R.S. (2007) Directors. The executive director shall appoint, pursuant to section 13 of article XII of the state constitution, a director for each regional center. Persons appointed must be skilled and trained administrators with experience related to the needs of persons with developmental disabilities. The director of each regional center shall appoint such other employees in accordance with section 13 of article XII of the state constitution as are necessary to carry out the functions of the regional center.

27-10.5-304, C.R.S. (2007) Admissions. There may be admitted to any regional center persons with developmental disabilities who have been ordered placed in a regional center pursuant to section 27-10.5-110, if the applicant or legal guardian is a bona fide resident of Colorado.

25.5-6-204, C.R.S. (2007) Providers - reimbursement - fees - nursing facility - nursing facility patient program improvement fund - intermediate care facility for the mentally retarded - reimbursement - maximum allowable - nonmonetary incentive program - legislative declaration.

(1) (a) For the purpose of making payments to private, nonprofit, or proprietary nursing facility providers and intermediate care facilities for the mentally retarded, the state department shall establish a price schedule to be readjusted every twelve months, that shall reimburse, subject to available appropriations, each such provider, as nearly as possible, for its actual or reasonable cost of services rendered, whichever is less, its case-mix adjusted nursing costs as defined in section 25.5-6-202 (1), and a fair rental allowance for capital-related assets as defined in section 25.5-6-203 (4). The state board shall adopt rules, including uniform accounting or reporting procedures, in order to determine such actual or reasonable cost of services and case-mix adjusted nursing costs and the reimbursement therefor. The provisions of this paragraph (a) shall not apply to state-operated intermediate care facilities for the mentally retarded.

(b) State-operated intermediate care facilities for the mentally retarded shall be reimbursed based on the actual costs of administration, property, including capital-related assets, and room and board, and the actual costs of providing health care services, and such costs shall be projected by such facilities and submitted to the state department by July 1 of each year for the ensuing twelve-month period. Reimbursement to state-operated intermediate care facilities for the mentally retarded shall be adjusted retrospectively at the close of each twelve-month period. The state board shall adopt rules to be effective by June 30, 1988, implementing the provisions of this paragraph (b). In the implementation of such rules, the state department shall ensure, by the establishment of classes of facilities, that the reimbursement to private, nonprofit, or proprietary state-operated intermediate care facilities for the mentally retarded or developmentally disabled, as defined in section 27-10.5-102 (11), C.R.S., is not adversely impacted.

(c) (I) Beginning in fiscal year 2003-04, and for each fiscal year thereafter, the department of human services is authorized to charge both privately owned intermediate care facilities for the mentally retarded and state-operated intermediate care facilities for the mentally retarded a service fee for the purposes of maintaining the quality and continuity

of services provided by intermediate care facilities for the mentally retarded. The service fee charged by the department of human services pursuant to this paragraph (c) shall not exceed five percent of the costs incurred by each intermediate care facility for the fiscal year in which the service fee is charged. The state board of human services shall adopt rules consistent with federal law in order to implement the provisions of this paragraph (c).

(II) The moneys collected in each fiscal year pursuant to subparagraph (I) of this paragraph (c) shall be transmitted by the department of human services to the state treasurer, who shall credit same to the service fee fund, which fund is hereby created and referred to in this paragraph (c) as the "fund". The moneys in the fund shall be subject to annual appropriation by the general assembly to the state department to be used toward the state match for the federal financial participation to reimburse intermediate care facilities for the mentally retarded pursuant to this section. Any unexpended and unencumbered moneys remaining in the fund at the end of any fiscal year shall remain in the fund and not be credited or transferred to the general fund or any other fund.

25.5-6-404, C.R.S. (2007) Duties of the department of health care policy and financing and the department of human services.

(1) The state department and the department of human services shall provide a system of reimbursement for services provided pursuant to this part 4 that encourages the most cost-effective provision of services.

(2) The state department and the department of human services shall, subject to appropriation, utilize any available federal, state, local, or private funds, including but not limited to, medicaid funds available under Title XIX of the federal "Social Security Act", as amended, such as medicaid home- and community-based waivers, to carry out the purposes of this part 4.

(3) The state department may contract with the department of human services to certify agencies providing services under this part 4 as eligible medicaid providers, to adopt fiscal and administrative procedures, to review plans of care, to set rates, and to make and implement recommendations regarding the scope, duration, and content of programs and the eligibility of persons for specific services provided pursuant to this part 4, and to

fulfill any other responsibilities necessary to implement this part 4 that are consistent with the single state agency designation set out in section 25.5-4-104.

(4) The executive director and the state board shall promulgate such rules regarding this part 4 as are necessary to fulfill the obligations of the state department as the single state agency to administer medical assistance programs in accordance with Title XIX of the federal "Social Security Act", as amended. Such rules may include, but shall not be limited to, determination of the level of care requirements for long-term care, patient payment requirements, clients' rights, medicaid eligibility, and appeal rights associated with these requirements.

(5) The state board of human services, created in section 26-1-107, C.R.S., shall promulgate such rules as are necessary to implement the provisions of this part 4 and to fulfill the responsibilities and duties set out in article 10.5 of title 27, C.R.S. Such rules shall be promulgated pursuant to section 24-4-103, C.R.S.

Performance Measures:

Program	Performance Measure	Outcome		FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
				Actual	Actual	Current	Request
Division Developmental Disabilities / Regional Centers	Increase community safety and the safety of the treatment environment. Decrease the number of incidents where a Regional Center resident is unaccounted for, after an immediate search of the facility, residence, program site and grounds.	Benchmark		22	37	36	35
		Actual		40*	36**		

* In FY 2005-06, 40 incidents were attributed to 30 individuals.
** In FY 2006-07, 36 incidents were attributed to 28 individuals.

STATE OF COLORADO FY 2008-09 BUDGET REQUEST CYCLE: Department of Human Services

Program	Performance Measure	Outcome		FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
				Actual	Actual	Current	Request
Division Developmental Disabilities / Regional Centers	Provide a safe and secure residential environment for Regional Center residents. Decrease the rate of critical incidents, as a percentage of of the average daily census, at the Regional Centers.	Outcome	Benchmark	N/A	N/A	10.56%	10.27%
			Actual	N/A	10.96%		

The benchmarks assume a 3% reduction in the total number of critical incidents and no change to the average daily census

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	93,599,202	89,656,698	0	93,053,484	99,096,020	1,006,095	100,102,115	0	100,102,115	1,097,559
	FTE	1169.90	1252.90	0.00	1252.90	1252.90	0.00	1252.90	0.00	1252.90	0.00
	GF	71,767,136	69,468,922	0	69,468,922	76,793,666	1,006,095	77,799,761	0	77,799,761	1,097,559
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	3,316,466	4,580,363	0	4,580,363	4,651,644	0	4,651,644	0	4,651,644	0
	CFE	18,228,144	15,607,413	0	15,607,413	16,846,608	0	16,846,608	0	16,846,608	0
	FF	287,456	0	0	0	804,102	0	804,102	0	804,102	0
	MCF	5,050,396	3,344,403	0	3,344,403	4,430,008	0	4,430,008	0	4,430,008	0
	MGF	2,525,064	1,672,202	0	1,672,202	2,214,164	0	2,214,164	0	2,214,164	0
	NGF	74,292,200	71,141,124	0	71,141,124	79,007,830	1,006,095	80,013,925	0	80,013,925	1,097,559
(1) Executive Director's Office (A) General Administration Short-term Disability	Total	221,746	282,774	0	282,774	315,682	1,149	316,831	0	316,831	1,253
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	130,709	176,893	0	176,893	192,920	1,149	194,069	0	194,069	1,253
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	5,879	6,665	0	6,665	4,219	0	4,219	0	4,219	0
	CFE	46,649	53,153	0	53,153	71,474	0	71,474	0	71,474	0
	FF	38,509	46,063	0	46,063	47,069	0	47,069	0	47,069	0
	MCF	43,886	44,686	0	44,686	63,175	0	63,175	0	63,175	0
	MGF	21,966	22,244	0	22,244	31,527	0	31,527	0	31,527	0
	NGF	152,675	199,137	0	199,137	224,447	1,149	225,596	0	225,596	1,253

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Compression Pay for Nurse 1 (Registered Nurse) Positions at the Colorado Mental Health Institutes
Department: Human Services
Priority Number: 7

Decision Item FY 08-09   Base Reduction Item FY 08-09   Supplemental FY 07-08   Budget Request Amendment FY 08-09

Dept. Approval by: Date:
OSPB Approval: Date:

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director's Office (A) General Administration SB 04-257 Amortization Equalization Disbursement	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	14,141	3,890,009	0	3,890,009	15,427
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	896,173	1,592,902	0	1,592,902	2,372,913	14,141	2,387,054	0.00	2,387,054	15,427
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	38,052	65,360	0	65,360	51,179	0	51,179	0	51,179	0
	CFE	315,321	531,031	0	531,031	876,399	0	876,399	0	876,399	0
	FF	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	14,141	2,773,538	0	2,773,538	15,427
(1) Executive Director's Office (A) General Administration SB 06-235 Supplemental Amortization Equalization Disbursement	Total	0	482,075	0	482,075	1,241,489	4,419	1,245,908	0	1,245,908	4,821
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	284,220	0	284,220	763,140	4,419	767,559	0.00	767,559	4,821
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
	CFE	0	96,050	0	96,050	280,810	0	280,810	0	280,810	0
	FF	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
	MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	NGF	0	322,345	0	322,345	887,091	4,419	891,510	0	891,510	4,821

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Compression Pay for Nurse 1 (Registered Nurse) Positions at the Colorado Mental Health Institutes
Department: Human Services
Priority Number: 7

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date:
OSPB Approval: _____ Date:

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(8) Mental Health & Alcohol & Drug Abuse Services (C) Mental Health Institutes											
Mental Health Institutes	Total	91,878,963	89,656,698	0	89,656,698	93,662,981	986,386	94,649,367	0	94,649,367	1,076,058
	FTE	1,169.90	1,252.90	0.00	1,252.90	1,252.90	0.00	1,252.90	0.00	1,252.90	0.00
	GF	70,740,254	69,468,922	0	69,468,922	73,464,693	986,386	74,451,079	0	74,451,079	1,076,058
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	3,272,535	4,580,363	0	4,580,363	4,580,363	0	4,580,363	0	4,580,363	0
	CFE	17,866,174	15,607,413	0	15,607,413	15,617,925	0	15,617,925	0	15,617,925	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	4,708,030	3,344,403	0	3,344,403	3,344,403	0	3,344,403	0	3,344,403	0
	MGF	2,354,015	1,672,202	0	1,672,202	1,672,202	0	1,672,202	0	1,672,202	0
	NGF	73,094,269	71,141,124	0	71,141,124	75,136,895	986,386	76,123,281	0	76,123,281	1,076,058

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes ☐   No ☑

Request Affects Other Departments: Yes ☐   No ☑   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Colorado Department of Human Services
Priority Number:	7
Change Request Title:	Compression Pay for Nurse I (Registered Nurse) Positions at the Colorado Mental Health Institutes

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This request is for $1,006,095 in personal services funding for the Colorado Mental Health Institutes (MHIs) to increase the salaries of experienced MHI nurses in the Nurse I job class to an amount competitive with the private sector for nurses with comparable levels of experience. Specifically, the request is to:

- Increase the salaries of 102 current Nurse I staff, totaling $686,450 for 11 months in FY 2008-09 on the Forensics, Civil and Medical Surgical Services units at the Colorado Mental Health Institute at Pueblo (CMHIP); and

- Increase the salaries of 64 current Nurse I staff, totaling $319,645 for 11 months in FY 2008-09 in the Civil and Residential Treatment units at the Colorado Mental Health Institute at Fort Logan (CMHIFL).

This request represents an initiative to improve nurse retention at the MHIs by increasing salaries of experienced existing staff. The request is intended to: 1) boost the salaries of mid-range nursing staff (those who have been with the MHIs longer than 5 years) toward mid-range salaries in the private sector (the private sector median); and 2) distance mid-range salaries

from new hire (entry level) nursing staff salaries in a manner that adequately compensates nurses with more experience.

Background and Appropriation History:

The Mental Health Institutes (MHIs) play an important role in the continuum of care in the mental health system in Colorado. Over time, the MHIs have moved away from housing mentally ill patients to providing "active treatment" in a secure setting with the goal of reintegrating severely mentally ill individuals back into the community. The majority of the patients are currently referred to the MHIs by the Community Mental Health Centers (CMHCs) when the patient is too unstable for community services to be effective. The MHIs, therefore, have become the provider of short-term secure stabilization services to the State's most severely mentally ill citizens.

Over the last several years, the Mental Health Institutes have had increasing difficulty retaining registered nurses, primarily due to the Institutes' lower salaries and less-attractive benefit packages. Between July 1, 2006 and February 28, 2007, Fort Logan had 9 Nurse Is leave the Institute due to low salaries. Institute nurses have an annual median salary of $54,765 for Colorado Mental Health Institute at Pueblo (CMHIP) and $57,504 for the Colorado Mental Health Institute at Fort Logan (CMHIFL), while other Nurse Is along the Front Range with comparable certifications and experience have a median salary of $54,711 and $61,646 in Pueblo and the Denver metro area, respectively.[1] The Colorado Mental Health Institute at Pueblo is comparable to the median salary for the private sector, because it is such a large employer of nurses in that area (CMHIP employs approx. 230 nurses), however CMHIP still faces competition from its private sector hospitals and other agencies such as the Department of Corrections.

The private sector frequently offers tuition reimbursement, superior benefit packages, flexible hours, and signing bonuses that are attractive to experienced nursing personnel. The private sector also aggressively recruits nurses and often pays for relocation costs. Additionally, the psychiatric wards at the MHIs present an environment that is typically more violent than that found in other hospitals, and less controlled than Department of Corrections (DOC) facilities where inmates are behind bars or under heavy security. These discrepancies between Institute,

[1] From www.hotjobs.com, as of July 2, 2007.

private sector and DOC working conditions and compensation (the DOC Nurse I starting salary is advertised at $250 more a month than the Institute Nurse I salary) make it exceedingly and increasingly difficult to recruit new nurses and to retain those already employed. This longstanding and worsening problem has resulted in nursing staff turnover rates on the psychiatric units at CMHIP of 15.0% and 15.3% in FY 2006-07 for the forensic and civil units, respectively, and 22.6% at CMHIFL; in 2005 the national nursing turnover rate was 13.9%.

TABLE 1: Comparison of Staff Nurse I Base Salary

		Difference from MHI
MHI Base Salary, Nurse I	$47,988	$0
Dept. of Corrections Base Salary, Nurse I	$50,988	$3,000
Private Sector Salary (10th percentile of Nurse I)*	$50,875	$2,887
*Source: Compensation website "www.hotjobs.com"		

The identified discrepancy between the State and the private sector salaries was further confirmed through an analysis conducted by the Department of Personnel and Administration, Total Compensation Unit for the Office of State Planning and Budgeting.

Nurse I class in comparison to the Colorado market

FY0506	*State*	*Market*	**Difference**
Midpoint	$4,378	$4,477	2.26%
Average Salary	$4,352	$4,745	9.03%

FY0607	*State*	*Market*	**Difference**
Midpoint	$4,576	$4,717	3.08%
Average Salary	$4,462	$4,880	9.37%

FY0708	*State*	*Market*	**Difference**
Midpoint	$4,878	$4,912	0.70%
Average Salary	$4,689	$5,088	8.51%

All salaries are a monthly value. As of August 20, 2007.

The chronic shortage of registered nurses (RNs) at the Institutes and the resulting long-term vacancies creates situations wherein RNs and other direct care staff needs to be transferred to units with mandates for higher staff levels, which exacerbates the staffing problem on all units. For example, the CMHIP Forensic units are staffed at an average of 1.35 direct-care FTE per patient, mandated by the Neiberger lawsuit settlement[2], but the direct-care staffing level on the Civil units (typically between 1.00 to 1.20 direct-care FTE per patient) are based upon balancing staffing capacity against current patient acuity (i.e. severity of mental illness) on the units that have no immediate or legal consequence if they are not met. The relatively higher-staffing levels on the Forensic units make them safer and allow for a more effective treatment milieu (i.e. program), therefore Nurse Is typically transfer to the Forensic units as quickly as possible when there are vacancies. These transfers result in a trickle-down effect to the Civil units, which then operate with fewer staff and Nurse Is with less experience. It also forces the Civil units to rely heavily upon pool staff who lack the training, experience and ongoing familiarity with the patients and treatment needs of the patients. When staffing is compromised on the Civil treatment teams, the shortage of Civil nursing staff accelerates Nurse I transfers to the Forensic units, which in turn amplifies the shortages on the Civil units. The inadequate staffing on the Civil units forces the cancellation of important therapies, which further compromises treatment and safety (patients engaged in educative and productive activities are less likely to engage in aggressive behavior).

Inadequate staffing also reduces opportunities to intervene and redirect the patients, which in turn increases assaults, their severity, and the use of seclusion and restraint (S&R). Both Institutes have experienced increased assaults compared to last year, by as much as two-thirds at CMHIP and 29% at CMHIFL. Seclusion and restraint usage has increased fivefold on the Adult Civil units from March 2006 to March 2007 at CMHIP and by 30% at CMHIFL. Low staffing ratios hinders safety and patient-care training because employee attendance could leave the units dangerously short staffed, and also hampers recruitment and retention — which contributes to staff burnout and in turn increases employee absenteeism and compromises programming and the continuity of care.

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[2] CMHIP completed the terms of the Neiberger lawsuit settlement in December 2006, but continues to operate the Forensic units at the lawsuit-targeted staffing levels to prevent the safety, treatment and patient-progression issues that were fundamental to the lawsuit, and in recognition of the continued attention in the community.

Out of necessity, some newly hired Institute nurses receive salaries right at private sector standards that are well above base pay. However, these new hire salaries are often close to the salaries of long-standing Institute nurses. This inequity is exacerbated by the annual Salary Survey process, which is not structured to reward Nurse Is as they gain experience, therefore adding incentive for experienced nurses to leave the Institutes for higher salaries elsewhere. These factors have had an adverse impact over and above the systemic problem of the growing nursing shortage in Colorado, making the Institutes the nursing employers-of-last-resort, which is exacerbated in an open-ended and competitive market. As a result, the Institutes are struggling to maintain safe staff-to-patient ratios, provide adequate quality of care, ensure patient safety, retain an experienced and well-trained staff, and meet regulatory standards.

Higher staffing levels are consistent both with regulatory mandates (explained below) and with research concluding that higher direct-care staff and nurse-to-patient ratios have a significant, positive impact on patient outcomes[3]. In order to increase the retention of valuable Nurse Is and improve the staffing-levels and consistency of care across units, the Department requests funds for a compression pay increase for all persons in the Nurse I classification at the Mental Health Institutes. This request, outlined in the "Assumptions and Calculations" section of this request, represents 73% of the funding that was available based on the Department's reverse mark to increase Nurse I salaries to a competitive market rate. It is the Department's intent to request the remaining increase, as well as the salary requirements of the Nurse II through Nurse VI job classes, using a phased approach as resources are available in subsequent fiscal years.

The nurse retention and recruitment problem has been a long-standing issue for the Mental Health Institutes (MHIs). The MHIs employ over 300 nurses and is the largest state employer of nurses. Although the nursing shortage is a state- and nation-wide problem, the MHIs can no longer wait for a statewide solution. Funding to mitigate this critical staffing problem is essential for the MHIs to continue operating at existing levels. In FY 2005-06, a request for compression pay for existing staff was initiated but not prioritized. However, the Institutes have submitted staffing requests (for new FTE at adequate nursing salaries) every year since FY 2001-02, with the exception of FY 2006-07. In FY 2007-08, the Joint Budget Committee recognized the critical nature of this issue and designated $400,000 of the MHIs existing

[3] *Hospital Nurse Staffing and Patient Mortality, Nurse Burnout, and Job Dissatisfaction,* Aiken, et al 2002; *Nurse Staffing and Patient Outcomes in Hospitals,* Needleman et al, 2001; *Nurse-Staffing Levels and the Quality of Care in Hospitals,* Needleman et al, 2002; *Staffing of Forensic Inpatient Services in the United States,* Way et al, 1990; *Staffing Levels and Seclusion Use,* Morrison & Lehane, 1995

budget, plus an additional $100,000 General Fund to address the nursing retention problem at the MHIs. The details of the Department's usage of these funds is discussed in the report submitted for Footnote 71 pursuant to the FY 2007-08 Long Bill.

General Description of Request:

Due to the competitiveness of the nursing market, the MHIs have had to hire new hire nurses at salaries that are close to 20% above the minimum Nurse I salary. By providing an increase above the minimum Nurse I salary to new hires, new hire salaries are closer to the salaries of nurses that have been with the MHIs for many years. As the table below demonstrates, those staff at mid-range salary levels may have salaries that are equal to or less than new hires and never improve their salary level above the new hire salary even though they have significantly more experience.

TABLE 2: Example of salary inequities between nurses at the MHIs

	New Hire Salary Nurse I (Entry Level)	Existing Staff Actual Avg. Salary Nurse I with 5 Years Exp.		Difference to New Hire	Existing Staff Actual Avg. Salary Nurse I with 10 Years Exp.		Difference to New Hire
Minimum Salary - FY08 Hiring incentive	$ 3,999 20%		NA NA			NA NA	
Year 1 Current Salary Salary Survey - FY 07 used as est.	$ 4,799 3.7%	$	4,200 3.7%	-14.3%	$	4,791 3.7%	-0.2%
Year 2 Current Salary Salary Survey - FY 07 used as est.	$ 4,976 3.7%	$	4,355 3.7%	-14.3%	$	4,968 3.7%	-0.2%
Year 3 Current Salary Salary Survey - FY 07 used as est.	$ 5,160 3.7%	$	4,517 3.7%	-14.3%	$	5,152 3.7%	-0.2%
Year 4 Current Salary Salary Survey - FY 07 used as est.	$ 5,351 3.7%	$	4,684 3.7%	-14.3%	$	5,343 3.7%	-0.2%

This dynamic was exacerbated during the years when the State experienced significant budget shortfalls and could not provide salary increases commensurate with the private sector as shown in the table below. The table shows the last five years of recommended salary survey increases and approved salary survey increases for the Health Care Services job classifications.

Salary Survey	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07
Market Salary	6.1	6.7	5.1	3.9	3.7
Approved Funding	6.1	0.0	2.0	3.0	3.7

*Source: Department of Personnel and Administration, "Colorado State Personnel System Compensation Time Line."

The requested funds would be used to increase the salaries of currently employed Nurse Is at the Institutes to be more competitive with salaries offered in the private sector, and to reduce salary inequities within the Nurse I classification series. The primary criterion for determining the level of salary increase for each employee is years of experience and level of performance. The increases will apply to all Nurse I class nurses in FY 2008-09 for 11 months (due to the June 2009 pay date shift). These changes will improve the Institutes' ability to attract and retain a qualified nursing workforce and approach more adequate staffing ratios. As a result of inadequate staffing, in April 2006, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) found CMHIP partially compliant on standard PC.5.10 (providing care, treatment and services for each patient), and insufficiently compliant on standards:

- PC.12.20 (staffing levels are set to minimize S&R),
- HR.1.10 (the hospital provides an adequate number and mix of staff),
- LD.3.20 (patients with comparable needs receive the same standard of care), and
- LD.3.70 (leaders recommend a sufficient number of qualified and competent staff).

Inadequate staffing also challenges the Institutes' abilities to meet the following JCAHO standards:

- PC.5.50 (care, treatment and services are interdisciplinary i.e., have full nursing involvement);
- PC.12.30 (staff is trained to minimize the use of S&R);
- NR.3.10 (the nurse executive ensures registered nursing coverage at all times);

- As well as Centers for Medicare and Medicaid Services (CMS) standard 482.62(d)(2) (there must be adequate numbers of registered nurses to provide the nursing care necessary).

The Colorado Mental Health Institute at Fort Logan has also received adverse findings related to inadequate staffing. In July 2004 the Department of Health and Human Services Centers for Medicare and Medicaid Services (CMS) cited the Colorado Mental Health Institute at Fort Logan for deficiencies in standard 482.62(d)(2) (there must be adequate numbers of registered nurses to provide the nursing care necessary under each patient's active treatment program.) These staffing problems also challenge CMHIFL's ability to meet the Joint Commission's staffing standards mentioned above. The Centers for Medicare and Medicaid Services are surveyed CMHIFL in September 2007 and was found deficient in the area of adequate staffing. CMHIFL is awaiting the final "Plan of Correction" (POC) to determine the scope of the adjustments it will have to make. A JCAHO survey of CMHIFL is expected sometime in 2009.

Consequences if Not Funded:

In April 2008, CMHIP will be required to report to JCAHO the progress towards meeting the standards cited above for which it was found insufficiently compliant in April 2007. If JCAHO withdraws CMHIP's accreditation following the April 2008 report, then CMS would most likely also cite CMHIP for inadequate staffing and give the Institute 60 days to come into compliance, or face decertification and terminate the Institute's ability to bill Medicare and Medicaid. Should this occur, the revenue loss from the Centers for Medicare and Medicaid Services and third-party insurers would result in the need for additional General Fund to continue operations at current capacity. Medicaid could then challenge its reimbursement for services that were delivered in a facility that lost accreditation.

In Table 2 below, $11.9 million (or 74%) of CMHIP's total revenue of $16.1 million from FY 2005-06 is derived from Medicare, Medicaid and third-party insurers. While CMHIFL currently is not facing the same regulatory deadline, it has many of the same underlying staffing issues that have led to similar regulatory findings (although these findings have not yet been finalized). The combined share of Medicare, Medicaid and third-party revenue from both institutes from FY 2005-06 is $20.7 million, or 79% of the $26.1 million in total MHI revenue. This budget request is critical to the Institutes' efforts to meet JCAHO and CMS standards, in

that it represents the most viable alternative for offering significant incentives to retain and attract RNs.

TABLE 2: MHI Revenue by Source

Revenue Source	CMHIP	CMHIFL	Total
Medicare	$ 5,682,818	$ 3,008,666	$ 8,691,484
Medicaid	4,044,491	1,751,965	5,796,456
Medicaid Capitation	1,490,969	3,529,378	5,020,347
Commercial/Other Third Party Insurance	703,486	536,540	1,240,026
Subtotal	**$ 11,921,764**	**$ 8,826,549**	**$ 20,748,313**
Dept of Corrections	$ 3,129,990	$ 0	$ 3,129,990
Division of Youth Corrections	0	69,874	69,874
Dept of Education	66,981	216,554	283,535
Pueblo Regional Center	12,000	0	12,000
County Dept Social Services/School Districts	15,080	409,076	424,156
Cash--Ability to Pay/Courts/Miscellaneous	1,864,174	368,425	2,232,599
Other: Accrual to Cash Adjustments	(927,212)	134,833	(792,379)
Total FY 2005-06 Revenue	**$ 16,082,777**	**$10,025,311**	**$ 26,108,088**

*Final FY 2006-07 revenue figures will not be available until early 2008.

Short of threats to the MHIs accreditation, the MHIs may have negative survey findings associated with insufficient staffing levels that lead to plans of correction, which may be costly to the state. In the event the MHIs cannot correct survey deficiencies within existing resources, the MHIs will have to come to the General Assembly under an emergency situation to correct these problems. Secondary risks include the loss of additional nurses due to expected resignations and retirements, increased costs associated with nursing turnover, potential challenges to patient safety, thus increasing the potential for negative patient outcomes or potential litigation similar to the *Neiberger* and *Zuniga* lawsuits. The Neiberger v. Schoenmakers settlement had direct legal costs of $1,720,436, including $850,000 for plaintiff's legal fees, not including additional legal costs paid through the Risk Management

Fund, as well as additional operational costs of substantial staff time in meetings with Monitors, settlement-related reporting, etc. and required specific staff-to-patient ratios. The Zuniga lawsuit was averted when the General Assembly provided an additional $3.5 million to create an additional 20 beds at CMHIP to serve the increased demand for court-orderd competency evaluations and restorations.

Currently, the MHIs reallocate staff as necessary based on the acuity of current patients. If the MHIs are not able to retain sufficient nursing staff to operate the units safely, the MHIs will begin examining ways to reduce bed capacity in order to concentrate staff where they are needed and provide care to fewer patients, rather than risk patient and staff safety to continue operating at current census levels.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
(1) EXECUTIVE DIRECTOR'S OFFICE						
Short-term Disability	$1,149	$1,149	$0	$0	$0	0.0
Amortization Equalization Distribution (AED)	$14,141	$14,141	$0	$0	$0	0.0
Supplemental Amortization Equalization Distribution (SAED)	$4,419	$4,419	$0	$0	$0	0.0
Sub-Total EDO	$19,709	$19,709	$0	$0	$0	0.0
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES						
(C) Mental Health Institutes line item						
CMHIP Nurse I compression pay	$673,003	$673,003	$0	$0	$0	0.0
CMHIFL Nurse I compression pay	$313,383	$313,383	$0	$0	$0	0.0
Sub-Total Request (11 months)	$986,386	$986,386	$0	$0	$0	0.0
TOTAL REQUEST	$1,006,095	$1,006,095	$0	$0	$0	0.0

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
(1) EXECUTIVE DIRECTOR'S OFFICE						
Short-term Disability	$1,253	$1,253	$0	$0	$0	0.0
Amortization Equalization Disbursement (AED)	$15,427	$15,427	$0	$0	$0	0.0
Supplemental Amortization Equalization Disbursement (SAED)	$4,821	$4,821	$0	$0	$0	0.0
Sub-Total EDO	$21,501	$21,501	$0	$0	$0	0.0
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES						
(C) Mental Health Institutes line item						
CMHIP Nurse I compression pay	$734,185	$734,185	$0	$0	$0	0.0
CMHIFL Nurse I compression pay	$341,873	$341,873	$0	$0	$0	0.0
Sub-Total MHI Request (12 months)	$1,076,058	$1,076,058	$0	$0	$0	0.0
TOTAL REQUEST	$1,097,559	$1,097,559	$0	$0	$0	0.0

Assumptions for Calculations:

The following table provides the summary calculations for this request for each Institute. Detailed calculations are provided in Attachment 1.

ATTACHMENT 1: Table - 1 Nurse I Compression Pay, FY 2009-10, Mental Health Institutes

	Original Wages	Compression Wages	Difference	Reduction	Requested Compression	Medicare	PERA	AED	SAED	STD	Total	Total less EDO calcs
Rate				0.27		0.0145	0.1015	0.0160	0.0050	0.0013		
CMHIP RN I	$ 5,547,886	$ 6,449,080	$ 901,194	$ 243,322	$ 657,872	$ 9,539	$66,774	$10,526	$ 3,289	$ 855	$ 748,855	$ 734,185
Ft. Logan RN I	$ 2,764,395	$ 3,184,036	$ 419,641	$ 113,303	$ 306,338	$ 4,442	$31,093	$ 4,901	$ 1,532	$ 398	$ 348,704	$ 341,873
Total FY 2009-10	$ 8,312,281	$ 9,633,116	$1,320,835	$ 356,625	$ 964,210	$13,981	$97,867	$15,427	$ 4,821	$ 1,253	$ 1,097,559	$ 1,076,058
FY 2008-09 (11 months for pay date shift)								$14,141	$ 4,419	$ 1,149	$ 1,006,095	$ 986,386
CMHIP FY 2008-09								$ 9,649	$ 3,015	$ 784	$ 686,450	$ 673,003
CMHIFL FY 2008-09								$ 4,493	$ 1,404	$ 365	$ 319,645	$ 313,383

Attachment 1 details the calculations for this request including the "Salary Grid" used to target salaries based on the number of years of experience for each nurse. The Department reviewed the actual salary and years of experience for each Nurse I currently employed the Mental Health Institutes and provided compression pay above the employee's current base salary commensurate with private sector wages for that level of experience. Overall, Nurse Is were provided increases above existing salaries on averages of 11.0% and 12.0% at CMHIFL and CMHIP respectively. In general, the Department has used the median private sector salary point as a gauge against which to account for years of experience and expertise for nurses with varying years of experience. Nurses with more years of experience would be expected to command salaries in the upper portion of the salary range of the private sector.

The Department is requesting salaries for Nurse Is with 10 or more years of experience at an average of approximately 15% above the median private sector salary for the average median salary across Denver, Colorado Springs and Pueblo. For Nurse Is with 5-10 years of experience, the Department is requesting salaries that are on average approximately 5-10% above the average median salary in the private sector. The adjustments above the private sector median salaries reflect the experience of the nurses and compensate for the less-attractive benefits and safety conditions offered by the MHIs, as compared to those available in the

private sector. The Department used the median private sector salaries as a benchmark, but also applied anecdotal salary information (e.g. stated new salaries of nurses departing from the MHIs) and informal surveys of private sector hospitals in the area conducted by MHI nurse recruiters.

Impact on Other Government Agencies:

There is no fiscal impact to other government agencies associated with this request.

Cost Benefit Analysis:

The Mental Health Institutes are increasingly at risk for adverse regulatory and legal action. The cost of this decision item is approximately $1 million dollars in FY 2008-09 and FY 2009-10, but the possible legal costs legal or regulatory action could be over $1.0 million ($1.7 million is the cost of the Neiberger lawsuit settlement and is also the cost of one month of lost Medicaid and Medicare revenue for both Institutes). As stated above, the MHIs are surveyed regularly and frequently have Plans of Correction (POCs) related to inadequate staffing levels on the units. This request provides some relief to one of the many variables that affect adequate staffing by creating a strong incentive for existing staff to stay at the MHIs, rather than leave for higher salaries with another employer. With this request, the MHIs are trying to avoid coming to the General Assembly with an emergency situation, such as an expensive POC that cannot be addressed within existing resources or a lawsuit driven by a negative outcome related to inadequate staffing.

The cost of this decision item is also less than the loss of one month of Medicaid and Medicare revenue. Revenue generated by the MHIs from Medicare and Medicaid for FY 2005-06 equated to $20.7 million. If $20.7 million is divided by 12 months, one month of lost Medicaid and Medicare revenue equates to $1.7 million or almost $700,000 more than this request; this assumes that reimbursement from Medicaid and Medicare would resume after one month. The loss of one month of Medicaid and Medicare revenue for CMHIP alone equals $992,000 ($11.9 million divided by 12 months) or just over the FY 2008-09 requested amount.

Implementation Schedule:

Task	Month/Year
Draft employee compression pay documents	May 2008
Provide documents with all appropriate signatures to payroll	June 2008
Provide compression pay to RN Is	July 2008

Statutory and Federal Authority:

Section 27-13-103, C.R.S. (2006) (Employees-Publications; CMHIP); Section 27-15-103, C.R.S. (Employees-Publications; CMHIFL)

27-13-103. Employees - publications.

(1) The head of the administrative division overseeing the Colorado mental health institute at Pueblo shall appoint or employ, pursuant to section 13 of article XII of the state constitution, such administrators, physicians, nurses, attendants, and additional employees as may be necessary for the proper conduct of said institute. The head of the administrative division may contract with the board of regents of the university of Colorado health sciences center or any other governing board of a state-supported institution of higher education for the provision of services by physicians and other health care practitioners when deemed necessary for the proper conduct of the institute. During the performance of any duties by the physicians and other health care practitioners for the department of human services, the physicians and other health care practitioners are "public employees" as defined in section 24-10-103 (4), C.R.S., and the limitation of section 24-30-1517 (2), C.R.S., shall not apply.

27-15-103. Employees - publications.

(1) The head of the administrative division overseeing the center shall appoint or employ, pursuant to section 13 of article XII of the state constitution, such administrators, physicians, nurses, attendants, and additional employees as may be necessary for the proper conduct of said center. The head of the administrative division may contract with the board of regents of the university of Colorado health sciences center for the provision of services by physicians when deemed necessary for the proper conduct of the center, and during the performance of any duties by such physicians for the department of human services, such physicians are "public employees" as defined in section 24-10-103 (4), C.R.S., and the limitation of section 24-30-1517 (2), C.R.S., shall not apply.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

Performance Measures:

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Mental Health Institutes	Decrease patient-to-patient assaults by 5% below prior year actual.	Program Benchmark		0.035	0.040	0.038
		Actual	0.037	0.042	0.040	0.038

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Mental Health Institutes	Decrease patient to staff assaults by 5% below prior year actual.	Program Benchmark		0.97	1.24	1.18
		Actual	1.02	1.31	1.24	1.18

Workload Indicators:

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Mental Health Institutes	Direct care RN FTE turnover rate based on budgeted and filled FTE as of 6/30.	CMHIP rate = 11.6% CMHIFL = 20%	CMHIP rate = 11.8% CMHIFL = 26%	CMHIP rate = 10.9% CMHIFL = 23%	CMHIP rate = 10.9% CMHIFL = 23%

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Mental Health Institutes	Direct care RN FTE vacancy rate based on budgeted FTE as of 6/30.	CMHIP rate = 7.9% CMHIFL = 9.8%	CMHIP rate = 10.9% CMHIFL = 13.1%	CMHIP rate = 6.0% CMHIFL = 10%	CMHIP rate = 6.0% CMHIFL = 10%

ATTACHMENT 1: Table - 1 Nurse I Compression Pay, FY 2009-10, Mental Health Institutes

Rate	Original Wages	Compression Wages	Difference	Reduction	Requested Compression	Medicare	PERA	AED	SAED	STD	Total	Total less EDO calcs
				0.27		0.0145	0.1015	0.0160	0.0050	0.0013		
CMHIP RN I	$ 5,547,886	$ 6,449,080	$ 901,194	$ 243,322	$ 657,872	$ 9,539	$66,774	$10,526	$ 3,289	$ 855	$ 748,855	$ 734,185
Ft. Logan RN I	$ 2,764,395	$ 3,184,036	$ 419,641	$ 113,303	$ 306,338	$ 4,442	$31,093	$ 4,901	$ 1,532	$ 398	$ 348,704	$ 341,873
Total FY 2009-10	$ 8,312,281	$ 9,633,116	$1,320,835	$ 356,625	$ 964,210	$ 13,981	$97,867	$15,427	$ 4,821	$ 1,253	$ 1,097,559	$ 1,076,058
FY 2008-09 (11 months for pay date shift)								$14,141	$ 4,419	$ 1,149	$ 1,006,095	$ 986,386
CMHIP FY 2008-09								$ 9,649	$ 3,015	$ 784	$ 686,450	$ 673,003
CMHIFL FY 2008-09								$ 4,493	$ 1,404	$ 365	$ 319,645	$ 313,383

RN Compression Pay

ATTACHMENT 1 - Table 2 PUEBLO

Average Median — $57,826

Title	Current Salary (0.73)	Current Annual Salary	Monthly w/ Compress Pay	Compression Annual Salary	Compression Pay Annual Difference	Initial RN Employment Date	RN's 73% of annual	Revised Annual Compression	% Increase	Length of Service	FTE	PERA 10.15%	Medicare .0145	AED (0.016)	SAED (0.0050)	Short-Term Disability (0.0013)	Amount over/(under) community median	% of Average Median Salary
NURSE	4,037	48,442	4,227	50,725	2,283	12/1/05	1,667	50,108	3.4%	2	1.00	169	24	27	27	2	(7,718)	86.7%
NURSE	4,037	48,442	4,227	50,725	2,283	10/17/05	1,667	50,108	3.4%	2	1.00	169	24	27	8	2	(7,718)	86.7%
NURSE	4,037	48,442	4,227	50,725	2,283	10/3/05	1,667	50,108	3.4%	2	1.00	169	24	27	8	2	(7,718)	86.7%
NURSE	4,037	48,442	4,227	50,725	2,283	10/1/05	1,667	50,108	3.4%	2	1.00	169	24	27	8	2	(7,718)	86.7%
NURSE	4,219	50,625	4,236	50,832	207	7/18/05	151	50,776	0.3%	2	1.00	15	2	2	1	0	(7,050)	87.8%
NURSE	4,037	48,442	4,227	50,725	2,283	7/5/05	1,667	50,108	3.4%	2	1.00	169	24	27	8	2	(7,718)	86.7%
NURSE	4,037	48,442	4,227	50,725	2,283	7/1/05	1,667	50,108	3.4%	2	1.00	169	24	27	8	2	(7,718)	86.7%
NURSE	4,148	49,780	4,233	50,791	1,011	6/20/05	738	50,518	1.5%	2	1.00	75	11	12	4	1	(7,308)	87.4%
NURSE	4,338	52,051	4,433	53,191	1,139	11/1/04	832	52,883	1.6%	3	1.00	84	12	13	4	1	(4,943)	91.5%
NURSE	4,119	49,426	4,422	53,061	3,635	4/19/04	2,654	52,080	5.4%	4	1.00	269	38	42	13	3	(5,746)	90.1%
NURSE	4,390	52,683	4,435	53,222	539	4/19/04	394	53,076	0.7%	4	1.00	40	6	6	2	1	(4,750)	91.8%
NURSE	4,391	52,695	4,435	53,222	527	4/5/04	385	53,080	0.7%	4	1.00	39	6	6	2	1	(4,746)	91.8%
NURSE	4,391	52,695	4,435	53,222	527	3/15/04	385	53,080	0.7%	4	1.00	39	6	6	2	1	(4,746)	91.8%
NURSE	4,037	48,442	4,418	53,013	4,571	2/17/04	3,337	51,779	6.9%	4	1.00	339	48	53	17	4	(6,047)	89.5%
NURSE	4,398	52,771	4,626	55,514	2,743	12/15/03	2,003	54,773	3.8%	4	1.00	203	29	32	10	3	(3,053)	94.7%
NURSE	4,399	52,784	4,626	55,515	2,731	12/1/03	1,994	54,777	3.8%	4	1.00	202	29	32	10	3	(3,049)	94.7%
NURSE	4,037	48,442	4,608	55,301	6,859	8/4/03	5,007	53,449	10.3%	4	1.00	508	73	80	25	7	(4,377)	92.4%
NURSE	4,037	48,442	4,608	55,301	6,859	7/1/03	5,007	53,449	10.3%	4	1.00	508	73	80	25	7	(4,377)	92.4%
NURSE	4,256	51,067	4,619	55,430	4,363	5/5/03	3,185	54,252	6.2%	4	1.00	323	46	51	16	4	(3,574)	93.8%
NURSE	4,481	53,768	4,821	57,851	4,083	12/16/02	2,981	56,749	5.5%	5	1.00	303	43	48	15	4	(1,077)	98.1%
NURSE	4,564	54,765	4,825	57,900	3,135	9/16/02	2,289	57,054	4.2%	5	1.00	232	33	37	11	3	(772)	98.7%
NURSE	4,037	48,442	4,799	57,589	9,147	7/1/02	6,677	55,119	13.8%	5	1.00	678	97	107	33	9	(2,707)	95.3%
NURSE	4,481	53,788	4,821	57,851	4,083	7/1/02	2,981	56,749	5.5%	5	1.00	303	43	48	15	4	(1,077)	98.1%
NURSE	4,243	50,914	5,000	59,999	9,084	1/1/02	6,632	57,546	13.0%	6	1.00	673	96	106	33	9	(280)	99.5%
NURSE	4,120	49,439	4,994	59,926	10,487	11/5/01	7,656	57,094	15.5%	6	1.00	777	111	122	38	10	(732)	98.7%
NURSE	4,564	54,765	5,016	60,188	5,423	1/15/01	3,959	58,724	7.2%	6	0.50	402	57	63	20	5	898	101.6%
NURSE	4,373	52,481	5,006	60,076	7,595	8/6/01	5,544	58,025	10.6%	6	1.00	563	80	89	28	7	199	100.3%
NURSE	4,037	48,442	4,990	59,877	11,435	5/21/01	8,348	56,789	17.2%	6	1.00	847	121	134	42	11	(1,037)	98.2%
NURSE	4,258	51,092	5,001	60,007	8,915	5/21/01	6,508	57,600	12.7%	6	1.00	661	94	104	33	8	(226)	99.6%
NURSE	4,461	53,528	5,201	62,415	8,887	1/2/01	6,488	60,016	12.1%	7	1.00	658	94	104	33	8	2,190	103.8%
NURSE	4,461	53,528	5,201	62,415	8,887	12/18/00	6,488	60,016	12.1%	7	1.00	658	94	104	32	8	2,190	103.8%
NURSE	4,037	48,442	5,180	62,165	13,723	11/20/00	10,018	58,460	20.7%	7	1.00	1,017	145	160	50	13	634	101.1%
NURSE	4,037	48,442	5,180	62,165	13,723	7/17/00	10,018	58,460	20.7%	7	1.00	1,017	145	160	50	13	634	101.1%
NURSE	4,872	58,463	5,222	62,658	4,195	7/17/00	3,062	61,526	5.2%	8	1.00	311	44	49	15	4	3,700	106.4%
NURSE	4,209	50,512	5,380	64,555	14,043	1/18/00	10,252	60,763	20.3%	8	1.00	1,041	149	164	51	13	2,937	105.1%
NURSE	4,804	57,643	5,409	64,906	7,263	11/15/99	5,302	62,945	9.2%	8	1.00	538	77	85	27	7	5,119	108.9%
NURSE	4,037	48,442	5,371	64,453	16,011	8/1/99	11,688	60,130	24.1%	8	1.00	1,186	169	187	58	15	2,304	104.0%
NURSE	4,228	50,739	5,381	64,566	13,827	7/6/99	10,094	60,833	19.9%	8	1.00	1,025	146	162	50	13	3,007	105.2%
NURSE	4,390	52,683	5,383	64,662	11,979	6/21/99	8,745	61,427	16.6%	8	1.00	888	127	140	44	11	3,601	106.2%
NURSE	4,037	48,442	5,371	64,453	16,011	2/16/99	11,888	60,130	24.1%	9	1.00	1,186	169	187	58	15	2,304	104.0%
NURSE	4,419	53,023	5,581	66,967	13,943	11/19/98	10,179	63,202	19.2%	9	1.00	1,033	148	163	51	13	5,376	109.3%
NURSE	4,915	58,981	5,605	67,260	8,279	7/9/98	6,044	65,025	10.2%	9	1.00	613	88	97	30	8	7,199	112.4%
NURSE	4,454	53,452	5,582	66,988	13,535	7/6/98	9,881	63,333	18.5%	9	1.00	1,003	143	158	49	13	5,507	109.5%
NURSE	4,461	53,528	5,583	66,991	13,463	6/15/98	9,828	63,356	18.4%	9	1.00	998	143	157	49	13	5,530	109.6%
NURSE	4,461	53,528	5,583	66,991	13,463	6/15/98	9,828	63,356	18.4%	9	1.00	998	143	157	49	13	5,530	109.6%
NURSE	4,612	55,346	5,590	67,081	11,735	4/6/98	8,567	63,912	15.5%	10	1.00	870	124	137	43	11	6,086	110.5%
NURSE	4,360	52,317	5,778	69,333	17,290	10/17/94	12,622	64,509	24.3%	10	1.00	1,281	183	202	63	16	6,683	111.6%
NURSE	4,550	54,601	5,767	69,199	16,882	2/3/97	12,324	64,641	23.6%	10	1.00	1,251	179	197	62	16	6,815	111.8%
NURSE	4,612	55,346	5,776	69,311	14,710	9/28/92	10,739	66,340	19.7%	10+	1.00	1,090	156	172	54	14	7,514	113.0%
NURSE	4,620	55,434	5,779	69,346	14,002	5/1/96	10,222	65,567	18.5%	10+	1.00	1,038	148	164	51	13	7,741	113.4%
NURSE	4,736	56,822	5,779	69,352	13,918	12/26/95	10,160	65,594	18.3%	10+	1.00	1,031	147	163	51	13	7,768	113.4%
NURSE	4,827	57,921	5,785	69,421	12,598	11/17/75	9,197	66,019	16.2%	10+	1.00	933	133	147	46	12	8,193	114.2%
NURSE	4,858	58,299	5,791	69,494	11,194	2/11/90	8,172	66,471	14.0%	10+	1.00	829	118	131	41	11	8,645	115.0%

RN Compression Pay

Title	Current Salary	Current Annual Salary	Monthly w/ Compress Pay	Compression Annual Salary	Compression Pay Annual Difference	Initial RN Employment Date	RN is 73% of annual	Revised Annual Compression	% increase	Length of Service	FTE	PERA 10.15%	Medicare .0145	AED (0.016)	SAED (0.0050)	Short-Term Disability (0.0013)	Amount over/(under) community median	% of Average Median Salary
NURSE	$ 4,871	$ 58,451	$ 5,792	$ 69,501	$ 11,050	7/22/91	$ 8,067	$ 66,517	13.8%	10+	1.00	$ 819	$ 117	$ 129	$ 40	$ 10	$ 8,691	115.0%
NURSE	$ 4,875	$ 58,501	$ 5,792	$ 69,504	$ 11,002	2/14/94	$ 8,032	$ 66,533	13.7%	10+	1.00	$ 815	$ 116	$ 129	$ 40	$ 10	$ 8,707	115.1%
NURSE	$ 4,875	$ 58,501	$ 5,792	$ 69,504	$ 11,002	12/7/92	$ 8,032	$ 66,533	13.7%	10+	1.00	$ 815	$ 116	$ 129	$ 40	$ 10	$ 8,707	115.1%
NURSE	$ 4,886	$ 58,627	$ 5,792	$ 69,510	$ 10,882	10/9/89	$ 7,944	$ 66,571	13.6%	10+	1.00	$ 806	$ 116	$ 127	$ 40	$ 10	$ 8,745	115.1%
NURSE	$ 4,901	$ 58,817	$ 5,793	$ 69,519	$ 10,702	9/2/96	$ 7,813	$ 66,629	13.3%	10+	1.00	$ 783	$ 113	$ 126	$ 39	$ 10	$ 8,803	115.2%
NURSE	$ 4,910	$ 58,918	$ 5,794	$ 69,524	$ 10,606	7/27/96	$ 7,743	$ 66,660	13.1%	10+	1.00	$ 786	$ 112	$ 124	$ 39	$ 10	$ 8,834	115.3%
NURSE	$ 4,915	$ 58,981	$ 5,794	$ 69,527	$ 10,546	4/18/94	$ 7,699	$ 66,680	13.1%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,854	115.3%
NURSE	$ 4,915	$ 58,981	$ 5,794	$ 69,527	$ 10,546	9/13/93	$ 7,699	$ 66,680	13.1%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,854	115.3%
NURSE	$ 4,915	$ 58,981	$ 5,794	$ 69,527	$ 10,546	1/13/93	$ 7,699	$ 66,680	13.1%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,854	115.3%
NURSE	$ 4,915	$ 58,981	$ 5,794	$ 69,527	$ 10,546	5/20/91	$ 7,699	$ 66,680	13.1%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,854	115.3%
NURSE	$ 4,916	$ 58,993	$ 5,794	$ 69,528	$ 10,534	10/17/96	$ 7,690	$ 66,683	13.0%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,857	115.3%
NURSE	$ 4,916	$ 58,993	$ 5,794	$ 69,528	$ 10,534	6/14/96	$ 7,690	$ 66,683	13.0%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,857	115.3%
NURSE	$ 4,916	$ 58,993	$ 5,794	$ 69,528	$ 10,534	2/12/96	$ 7,690	$ 66,683	13.0%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,857	115.3%
NURSE	$ 4,916	$ 58,993	$ 5,794	$ 69,528	$ 10,534	12/5/94	$ 7,690	$ 66,683	13.0%	10+	1.00	$ 781	$ 112	$ 123	$ 38	$ 10	$ 8,857	115.3%
NURSE	$ 5,022	$ 60,268	$ 5,799	$ 69,591	$ 9,322	4/1/89	$ 6,805	$ 67,073	11.3%	10+	1.00	$ 691	$ 99	$ 109	$ 34	$ 9	$ 9,247	116.0%
NURSE	$ 5,075	$ 60,899	$ 5,802	$ 69,622	$ 8,722	4/21/80	$ 6,367	$ 67,267	10.5%	10+	1.00	$ 646	$ 92	$ 102	$ 32	$ 8	$ 9,441	116.3%
NURSE	$ 5,114	$ 61,366	$ 5,804	$ 69,645	$ 8,278	1/1/90	$ 6,043	$ 67,409	9.8%	10+	1.00	$ 613	$ 88	$ 97	$ 30	$ 8	$ 9,583	116.6%
NURSE	$ 5,116	$ 61,391	$ 5,804	$ 69,646	$ 8,254	12/3/84	$ 6,026	$ 67,417	9.8%	10+	1.00	$ 612	$ 87	$ 96	$ 30	$ 8	$ 9,591	116.6%
NURSE	$ 5,120	$ 61,442	$ 5,804	$ 69,648	$ 8,206	8/19/89	$ 5,991	$ 67,433	9.8%	10+	1.00	$ 608	$ 87	$ 96	$ 30	$ 8	$ 9,637	116.6%
NURSE	$ 5,120	$ 61,442	$ 5,804	$ 69,648	$ 8,206	11/1/88	$ 5,991	$ 67,433	9.8%	10+	1.00	$ 608	$ 87	$ 96	$ 30	$ 8	$ 9,607	116.6%
NURSE	$ 5,120	$ 61,442	$ 5,804	$ 69,648	$ 8,206	7/19/88	$ 5,991	$ 67,433	9.8%	10+	1.00	$ 608	$ 87	$ 96	$ 30	$ 8	$ 9,607	116.6%
NURSE	$ 5,120	$ 61,442	$ 5,804	$ 69,648	$ 8,206	10/20/87	$ 5,991	$ 67,433	9.8%	10+	1.00	$ 608	$ 87	$ 96	$ 30	$ 8	$ 9,607	116.6%
NURSE	$ 5,120	$ 61,442	$ 5,804	$ 69,648	$ 8,206	6/16/86	$ 5,991	$ 67,433	9.8%	10+	1.00	$ 608	$ 87	$ 96	$ 30	$ 8	$ 9,607	116.6%
NURSE	$ 5,120	$ 61,442	$ 5,804	$ 69,648	$ 8,206	12/4/84	$ 5,991	$ 67,433	9.8%	10+	1.00	$ 608	$ 87	$ 96	$ 30	$ 8	$ 9,607	116.6%
NURSE	$ 5,129	$ 61,543	$ 5,804	$ 69,653	$ 8,110	11/1/90	$ 5,921	$ 67,464	9.6%	10+	1.00	$ 601	$ 86	$ 95	$ 30	$ 8	$ 9,638	116.7%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	1/31/89	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	5/4/88	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	1/4/88	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	1/4/88	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	10/1/87	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	7/16/87	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	3/16/87	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	3/1/87	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	6/9/86	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	5/23/85	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	8/13/81	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,160	$ 61,922	$ 5,806	$ 69,672	$ 7,750	11/1/76	$ 5,658	$ 67,579	9.1%	10+	1.00	$ 574	$ 82	$ 91	$ 28	$ 7	$ 9,753	116.9%
NURSE	$ 5,204	$ 62,452	$ 5,808	$ 69,698	$ 7,246	1/19/88	$ 5,290	$ 67,742	8.5%	10+	1.00	$ 537	$ 77	$ 85	$ 26	$ 7	$ 9,916	117.1%
		$ 5,547,886		$ 6,449,080	$ 901,194		$ 657,872		12.0%		99.5	$ 66,774	$ 9,539	$ 10,526	$ 3,289	856		
Average*	$ 4,623	$ 55,479				Average comp.	$ 5,171	$ 62,058										
Median	$ 4,564	$ 54,765				Median comp	$ 5,326	$ 63,912										
	Monthly	Annual			REQUEST		Monthly	Annual										

FY 2009-10 full year $ 748,855
FY 2008-09 11 months $ 686,450

Class	Current Salary	Current Annual Salary	Monthly Compression Salary	Compression Annual Salary	Compression Pay: Annual Difference	73% for RN1s only	Revised Annual Compression	% Increase	Years of Experience	FTE	PERA 10.15%	Medicare .0145	AED (0.016)	SAED (0.0050)	Short-Term Disability (0.0013)	Amount over/(under) community median	% of Average Median Salary
NURSE I	2,018	24,221	2,113	25,361	1,140	832	25,053	3.4%	2	0.50	84	12	13	4	1	(3,860)	86.6%
NURSE I	2,422	29,068	2,536	30,436	1,368	999	30,066	3.4%	2	0.60	101	14	16	5	1	(4,629)	86.7%
NURSE I	4,037	48,442	4,227	50,722	2,280	1,664	50,106	3.4%	2	1.00	169	24	27	8	2	(7,720)	86.6%
NURSE I	4,037	48,442	4,227	50,722	2,280	1,664	50,106	3.4%	2	1.00	169	24	27	8	2	(7,720)	86.6%
NURSE I	4,037	48,442	4,227	50,722	2,280	1,664	50,106	3.4%	2	1.00	169	24	27	8	2	(7,720)	86.6%
NURSE I	4,037	48,442	4,227	50,722	2,280	1,664	50,106	3.4%	2	1.00	169	24	27	8	2	(7,720)	86.6%
NURSE I	4,159	49,906	4,233	50,794	888	648	50,554	1.3%	2	1.00	66	9	10	3	1	(7,272)	87.4%
NURSE I	4,219	50,625	4,236	50,829	204	149	50,774	0.3%	2	1.00	15	2	2	1	0	(7,052)	87.8%
NURSE I	4,087	48,682	4,419	53,026	4,344	3,171	51,853	6.5%	3	1.00	322	46	51	16	4	(5,973)	89.7%
NURSE I	4,349	52,190	4,624	55,490	3,300	2,409	54,599	4.6%	4	1.00	245	35	39	12	3	(3,227)	94.4%
NURSE I	136	1,628	145	1,736	108	79	1,707	4.8%	5	0.03	8	1	1	0	0	(28)	98.4%
NURSE I	2,554	30,645	2,886	34,629	3,984	2,908	33,554	9.5%	5	0.60	295	42	47	15	4	(1,142)	96.7%
NURSE I	4,200	50,398	4,807	57,882	7,284	5,317	55,715	10.6%	5	1.00	540	77	85	27	7	(2,111)	96.4%
NURSE I	4,080	48,959	4,992	59,903	10,944	7,989	56,948	16.3%	6	1.00	811	116	128	40	10	(878)	98.5%
NURSE I	2,714	32,564	3,352	40,220	7,656	5,589	38,153	17.2%	9	0.60	567	81	89	28	7	3,457	110.0%
NURSE I	4,791	57,491	5,788	69,453	11,962	8,732	66,223	15.2%	10	1.00	886	127	140	44	11	8,397	114.5%
NURSE I	4,791	57,491	5,788	69,453	11,962	8,732	66,223	15.2%	10	1.00	886	127	140	44	11	8,397	114.5%
NURSE I	4,793	57,517	5,788	69,454	11,938	8,714	66,231	15.2%	10	1.00	885	126	139	44	11	8,405	114.5%
NURSE I	262	3,143	291	3,491	348	254	3,397	8.1%	10+	0.05	26	4	4	1	0	506	117.5%
NURSE I	1,010	12,117	1,160	13,917	1,800	1,314	13,431	10.8%	10+	0.20	133	19	21	7	2	1,866	116.1%
NURSE I	1,087	13,036	1,164	13,962	924	675	13,713	5.2%	10+	0.20	68	10	11	3	1	2,147	118.6%
NURSE I	1,198	14,376	1,447	17,364	2,988	2,181	16,557	15.2%	10+	0.25	221	32	35	11	3	2,101	114.5%
NURSE I	1,250	14,994	1,450	17,394	2,400	1,752	16,746	11.7%	10+	0.25	178	25	28	9	2	2,290	115.8%
NURSE I	1,449	17,393	1,737	20,849	3,456	2,523	19,915	14.5%	10+	0.30	256	37	40	13	3	2,568	114.8%
NURSE I	1,893	22,719	2,314	27,771	5,052	3,688	26,407	16.2%	10+	0.40	374	53	59	18	5	3,276	114.2%
NURSE I	1,949	23,388	2,317	27,804	4,416	3,224	26,612	13.8%	10+	0.40	327	47	52	16	4	3,481	115.0%
NURSE I	1,960	23,514	2,318	27,810	4,296	3,136	26,650	13.3%	10+	0.40	318	45	50	16	4	3,520	115.2%
NURSE I	2,077	24,928	2,323	27,880	2,952	2,155	27,083	8.6%	10+	0.40	219	31	34	11	3	3,952	117.1%
NURSE I	2,205	26,455	2,330	27,955	1,500	1,095	27,550	4.1%	10+	0.40	111	16	18	5	1	4,419	119.1%
NURSE I	2,385	28,626	2,893	34,722	6,096	4,450	33,076	15.5%	10+	0.50	452	65	71	22	6	4,163	114.4%
NURSE I	2,396	28,752	2,894	34,728	5,976	4,362	33,114	15.2%	10+	0.50	443	63	70	22	6	4,201	114.5%
NURSE I	2,519	30,229	2,900	34,801	4,572	3,338	33,565	11.0%	10+	0.50	339	48	53	17	4	4,653	116.1%
NURSE I	2,538	30,456	2,901	34,812	4,356	3,180	33,636	10.4%	10+	0.50	323	46	51	16	4	4,723	116.3%
NURSE I	2,787	33,447	3,191	38,295	4,848	3,539	36,986	10.6%	10+	0.55	359	51	57	18	5	5,182	116.3%
NURSE I	2,875	34,495	3,473	41,671	7,176	5,238	39,733	15.2%	10+	0.60	532	76	84	26	7	5,038	114.5%
NURSE I	2,875	34,495	3,473	41,671	7,176	5,238	39,733	15.2%	10+	0.60	532	76	84	26	7	5,038	114.5%
NURSE I	2,935	35,214	3,476	41,706	6,492	4,739	39,953	13.5%	10+	0.60	481	69	76	24	6	5,258	115.2%
NURSE I	2,946	35,353	3,476	41,713	6,360	4,643	39,996	13.1%	10+	0.60	471	67	74	23	6	5,300	115.3%
NURSE I	3,209	38,509	3,767	45,205	6,696	4,888	43,397	12.7%	10+	0.65	496	71	78	24	6	5,810	115.5%
NURSE I	4,022	48,265	4,640	55,681	7,416	5,414	53,679	11.2%	10+	0.80	549	78	87	27	7	7,418	116.0%
NURSE I	4,092	49,096	4,643	55,710	6,612	4,827	53,925	9.8%	10+	0.80	490	70	77	24	6	7,664	116.6%
NURSE I	4,202	50,423	4,649	55,787	5,364	3,916	54,339	7.8%	10+	0.80	397	57	63	20	5	8,078	117.5%
NURSE I	4,408	52,897	5,769	69,227	16,330	11,921	64,818	22.5%	10+	1.00	1,210	173	191	60	15	7,050	112.2%
NURSE I	4,620	55,434	5,785	69,425	13,918	10,160	65,594	18.3%	10+	1.00	1,031	147	163	51	13	7,768	113.4%
NURSE I	4,744	56,923	5,788	69,453	12,502	9,126	66,050	16.0%	10+	1.00	926	132	146	46	12	8,281	114.3%
NURSE I	4,791	57,491	5,788	69,453	11,962	8,732	66,223	15.2%	10+	1.00	886	127	140	44	11	8,397	114.5%
NURSE I	4,791	57,491	5,788	69,453	11,962	8,732	66,223	15.2%	10+	1.00	886	127	140	44	11	8,397	114.5%
NURSE I	4,791	57,491	5,788	69,453	11,962	8,732	66,223	15.2%	10+	1.00	886	127	140	44	11	8,397	114.5%
NURSE I	4,793	57,517	5,788	69,454	11,938	8,714	66,231	15.2%	10+	1.00	885	126	139	44	11	8,405	114.5%
NURSE I	4,875	58,501	5,792	69,503	11,002	8,031	66,532	13.7%	10+	1.00	815	116	128	40	10	8,706	115.1%
NURSE I	4,878	58,501	5,792	69,503	11,002	8,031	66,532	13.7%	10+	1.00	815	116	128	40	10	8,706	115.1%
NURSE I	4,875	58,501	5,792	69,503	11,002	8,031	66,532	13.7%	10+	1.00	815	116	128	40	10	8,706	115.1%
NURSE I	4,875	58,501	5,792	69,503	11,002	8,031	66,532	13.7%	10+	1.00	815	116	128	40	10	8,706	115.1%
NURSE I	4,902	58,829	5,793	69,519	10,690	7,803	66,633	13.3%	10+	1.00	792	113	125	39	10	8,865	115.3%
NURSE I	5,029	60,344	5,799	69,593	9,250	6,752	67,096	11.2%	10+	1.00	685	98	108	34	9	9,270	116.0%
NURSE I	5,037	60,445	5,800	69,598	9,154	6,682	67,127	11.1%	10+	1.00	678	97	107	33	9	9,359	116.2%
NURSE I	5,054	60,647	5,801	69,608	8,962	6,542	67,189	10.8%	10+	1.00	664	95	105	33	9	9,363	116.2%
NURSE I	5,075	60,899	5,802	69,621	8,722	6,367	67,266	10.5%	10+	1.00	646	92	102	32	8	9,440	116.3%
NURSE I	5,148	61,770	5,805	69,664	7,894	5,762	67,532	9.3%	10+	1.00	585	84	92	29	7	9,706	116.8%

Class	Current Salary	Current Annual Salary	Monthly Compression Salary	Compression Annual Salary	Compression Pay: Annual Difference	73% for RN1s only	Revised Annual Compression	% Increase	Years of Experience	FTE	PERA 10.15%	Medicare .0145	AED (0.016)	SAED (0.0050)	Short-Term Disability (0.0013)	Amount over/(under) community median	% of Average Median Salary
NURSE	$ 5,224	$ 62,691	$ 5,809	$ 69,709	$ 7,018	$ 5,123	$ 67,814	8.2%	10+	1.00	$ 520	$ 74	$ 82	$ 26	$ 7	$ 9,988	117.3%
NURSE	$ 5,664	$ 67,967	$ 5,831	$ 69,969	$ 2,002	$ 1,461	$ 69,428	2.1%	10+	1.00	$ 148	$ 21	$ 23	$ 7	$ 2	$ 11,602	120.1%
NURSE	$ 5,664	$ 67,967	$ 5,831	$ 69,969	$ 2,002	$ 1,461	$ 69,428	2.1%	10+	1.00	$ 148	$ 21	$ 23	$ 7	$ 2	$ 11,602	120.1%
	$ 230,366	$ 2,764,395	$ 265,336	$ 3,184,036	$ 419,640	$ 306,338	$ 3,070,733	11.0%		48.58	$ 31,093	$ 4,442	$ 4,901	$ 1,532	$ 398		
ACTUAL	$ 4,742	$ 56,909			REQ Avg	$ 5,268	$ 63,215									$ 348,704	
ACTUAL	$ 4,792	$ 57,504			REQ Median	$ 5,519	$ 66,229									$ 319,645	
	Monthly	Annual			Monthly		Annual										

FY 2009-10 full year salary and benefits $ 348,704

FY 2008-09 Salary and benefits for 11 months $ 319,645

RN is	Hourly	Monthly	Annual	FY 07-08 Proposed Compensation Plan Range MIN	Range MAX	$s above MIN	% above MIN	Pueblo Median $ 54,711	Denver Median $ 61,646	CO Spgs Median $ 57,121
0-1	$ 23.29	$ 4,036	$ 48,437	$ 3,999	$ 5,785	$ 37	0.9%	89%	79%	85%
1-2	$ 24.44	$ 4,237	$ 50,843	$ 3,999	$ 5,785	$ 238	5.9%	93%	82%	89%
3	$ 25.60	$ 4,437	$ 53,250	$ 3,999	$ 5,785	$ 438	11.0%	97%	86%	93%
4	$ 26.76	$ 4,638	$ 55,656	$ 3,999	$ 5,785	$ 639	16.0%	102%	90%	97%
5	$ 27.91	$ 4,839	$ 58,063	$ 3,999	$ 5,785	$ 840	21.0%	106%	94%	102%
6	$ 29.07	$ 5,039	$ 60,469	$ 3,999	$ 5,785	$ 1,040	26.0%	111%	98%	106%
7	$ 30.23	$ 5,240	$ 62,876	$ 3,999	$ 5,785	$ 1,241	31.0%	115%	102%	110%
8	$ 31.39	$ 5,440	$ 65,282	$ 3,999	$ 5,785	$ 1,441	36.0%	119%	106%	114%
9	$ 32.54	$ 5,641	$ 67,689	$ 3,999	$ 5,785	$ 1,642	41.1%	124%	110%	119%
10+	$ 33.38	$ 5,785	$ 69,420	$ 3,999	$ 5,785	$ 1,786	44.7%	127%	113%	122%

Attachment 1: Table 5

Source: Updated August 2007- www.hotjobs.com

Median salaries as of August 2007

	Colo. Springs	Pueblo	Denver	Front Range Avg. Median
Staff Nurse (Nurse I)	$ 57,121	$ 54,711	$ 61,646	$ 57,826
Charge Nurse (Nurse II)	$ 61,838	$ 59,230	$ 66,737	$ 62,602
Nurse Supervisor (Nurse III)	$ 70,706	$ 67,724	$ 76,308	$ 71,579
Head Nurse (Nurse IV/Mid-Level Provider)	$ 80,132	$ 76,752	$ 86,480	$ 81,121
Nurse Director (Nurse V)	$ 97,522	$ 93,408	$ 105,247	$ 98,726

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09	Supplemental FY 07-08	Budget Request Amendment FY 08-09
Request Title:	County Foster Care Program Monitoring Specialists and SAFE Training
Department:	Human Services	Dept. Approval by:	Date: 10/9/07
Priority Number:	8	OSPB Approval:	Date: 10/25/07 10/5/07 11/1/07

	Fund	Column 1 Prior-Year Actual FY 06-07	Column 2 Appropriation FY 07-08	Column 3 Supplemental Request FY 07-08	Column 4 Total Revised Request FY 07-08	Column 5 Base Request FY 08-09	Column 6 Decision/ Base Reduction FY 08-09	Column 7 November 1 Request FY 08-09	Column 8 Budget Amendment FY 08-09	Column 9 Total Revised Request FY 08-09	Column 10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	4,435,891	6,181,560	0	6,181,560	8,280,886	479,140	8,760,026	0	8,760,026	481,030
	FTE	25.1	26.0	0.0	26.0	26.0	5.5	31.5	0.0	31.5	6.0
	GF	2,814,074	3,853,706	0	3,853,706	5,177,259	373,729	5,550,988	0	5,550,988	375,203
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	39,034	79,965	0	79,965	68,051	0	68,051	0	68,051	0
	CFE	581,328	993,626	0	993,626	1,528,234	0	1,528,234	0	1,528,234	0
	FF	1,001,455	1,254,263	0	1,254,263	1,507,342	105,411	1,612,753	0	1,612,753	105,827
	MCF	538,257	867,067	0	867,067	1,361,825	0	1,361,825	0	1,361,825	0
	MGF	268,972	430,501	0	430,501	680,132	0	680,132	0	680,132	0
	NGF	3,083,046	4,284,207	0	4,284,207	5,857,391	373,729	6,231,120	0	6,231,120	375,203
(5) DIVISION OF CHILD WELFARE Administration	Total	2,408,349	2,350,900	0	2,350,900	2,440,493	465,406	2,905,899	0	2,905,899	468,154
	FTE	25.1	26.0	0.0	26.0	26.0	5.5	31.5	0.0	31.5	6.0
	GF	1,558,510	1,538,950	0	1,538,950	1,597,184	363,017	1,960,201	0	1,960,201	365,160
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	128,349	127,485	0	127,485	131,965	0	131,965	0	131,965	0
	FF	721,490	684,465	0	684,465	711,344	102,389	813,733	0	813,733	102,994
	MCF	128,349	127,485	0	127,485	131,965	0	131,965	0	131,965	0
	MGF	64,175	63,743	0	63,743	65,983	0	65,983	0	65,983	0
	NGF	1,622,685	1,602,693	0	1,602,693	1,663,167	363,017	2,026,184	0	2,026,184	365,160
(1) EXECUTIVE DIRECTOR'S OFFICE (A) General Administration	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	5,493	3,881,361	0	3,881,361	5,493
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	896,173	1,592,902	0	1,592,902	2,372,913	4,285	2,377,198	0	2,377,198	4,285
S.B. 04-257	GFE	0	0	0	0	0	0	0	0	0	0
Amortization	CF	38,052	65,360	0	65,360	51,179	0	51,179	0	51,179	0
Equalization	CFE	315,321	531,031	0	531,031	876,399	0	876,399	0	876,399	0
Disbursement	FF	248,947	442,644	0	442,644	575,377	1,208	576,585	0	576,585	1,208
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	4,285	2,763,682	0	2,763,682	4,285

Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09	Supplemental FY 07-08 ☐	Budget Request Amendment FY 08-09 ☐
	County Foster Care Program Monitoring Specialists and SAFE Training			
Department:	Human Services		Dept. Approval by:	Date:
Priority Number:	8		OSPB Approval:	Date:

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(1) EXECUTIVE DIRECTOR'S OFFICE											
(A) General	Total	0	482,075	0	482,075	1,241,489	2,575	1,244,064	0	1,244,064	1,717
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Administration	GF	0	284,220	0	284,220	763,140	2,008	765,148	0	765,148	1,339
Supplemental	GFE	0	0	0	0	0	0	0	0	0	0
Amortization	CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
Equalization	CFE	0	96,050	0	96,050	280,810	0	280,810	0	280,810	0
Disbursement	FF	0	88,189	0	88,189	181,656	567	182,223	0	182,223	378
	MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	NGF	0	322,345	0	322,345	887,091	2,008	889,099	0	889,099	1,339
(3) OFFICE OF OPERATIONS											
(A) Administration	Total	529,049	716,648	0	716,648	723,036	5,666	728,702	0	728,702	5,666
Vehicle Lease Payments	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	359,391	437,634	0	437,634	444,022	4,419	448,441	0	448,441	4,419
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	982	989	0	989	989	0	989	0	989	0
	CFE	137,658	239,060	0	239,060	239,060	0	239,060	0	239,060	0
	FF	31,018	38,965	0	38,965	38,965	1,247	40,212	0	40,212	1,247
	MCF	111,428	207,430	0	207,430	207,430	0	207,430	0	207,430	0
	MGF	55,714	103,714	0	103,714	103,714	0	103,714	0	103,714	0
	NGF	415,105	541,348	0	541,348	547,736	4,419	552,155	0	552,155	4,419

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

b. These amounts shall be from Title IV-E of the Social Security Act. Title IV-E

IT Request: Yes ☐ No ☑

Request Affects Other Departments: Yes ☑ No ☐   If Yes, List Other Departments Here: Health Care Policy and Financing

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	8
Change Request Title:	County Foster Care Program Monitoring Specialists, Kinship Program Administrator and SAFE Training

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department is requesting $479,140 under the Division of Child Welfare Administration line and 5.5 FTE for FY 2008-09. The request includes 4.6 FTE with specialized areas of expertise to assure accountability and compliance, to monitor county foster care program, oversee subsequent corrective actions, and provide technical assistance and training. The purposes are to create a comprehensive monitoring, oversight and accountability team; and to provide continuous quality improvement through the Department's supervision of the county department's child welfare practice. The FTEs would also participate in special county reviews where the State has identified concerns in specific areas of child safety, permanency, or well-being where additional examination and analysis is needed. An additional FTE is requested to specialize in supporting kinship care programs to assure safety for children placed with kin. This FTE will address many of the concerns raised in the 2002 and 2007 Foster Care Performance audits and prepare for issues emerging from the federal Child and Family Services Review.

In addition, $53,043 is requested for training county staff responsible for completion of home studies and training their supervisors regarding use of the Structured Analysis Family Evaluation (SAFE) instrument, a standardized and validated methodology for conducting home studies for foster and adoptive homes. The training is critical in assuring the values and integrity of SAFE are maintained for standardization, validation, and quality. Training is conducted through contractors in three components including 1) SAFE Training for Home Study Workers; 2) SAFE Clinical/Consultation Supervision Training; and 3) Safe Interview Skills Building Training.

Background and Appropriation History:

Currently, 1.0 FTE has the responsibility to conduct county foster care program reviews. Additional state staff participate in the reviews, which inhibits their ability to fulfill their main job responsibilities. Thus, supervision of county departments is inadequate and other service areas suffer as well.

In the 2002 Foster Care Performance Audit, the State Auditors concluded that the Department "should ensure that county departments of human/social services are properly monitored" in relation to the safety of children in out-of-home care. The Department agreed to monitor one county each quarter. The scope of a foster care program review is complex. The Department utilized staff that assumed the responsibility for the reviews in an effort to honor the agreement to conduct monitoring.

The Department conducted the following number of county reviews:

- 21 between SFY 2003 through SFY 2005. *Of those, 14 were conducted within a 4-month period between September 2002 and January 2003 (counties included the ten large counties and four medium sized counties with the largest caseloads which represented 92% of the caseload), using 6 teams and over 30 staff from Field Administration, Child Care, and Child Welfare in order to quickly gather information to address the recommendations in the audit report. The Department was not able to sustain this number of reviews by utilizing staff from other positions within the Department, as continued participation in the reviews was detrimental to other programs in meeting the workload requirements of those positions.*

- 4 in SFY 2006.
- 6 in SFY 2007, plus 3 special reviews.

The counties reviewed by date since July 1, 2002 is provided in the chart below.

County Foster Care Program Reviews	Dates of Review
Adams	September 24-27, 2002
Montezuma	October 15-17, 2002
Fremont	October 23-24, 2002
Jefferson	October 29-November 1, 2002
Weld	November 4-5, 2002
Arapahoe	November 12-15, 2002
Garfield	November 18-19, 2002
Mesa	November 20-23, 2002
Denver	December 2-6, 2002
Larimer	December 9-10, 2002
Boulder	December 9-12, 2002
El Paso	December 11-13, 2002
Montrose	January 7-9, 2003
Pueblo	January 13-15, 2003
Logan	September 29-30, 2003
Yuma	October 1-3, 2003
La Plata	March 15-16, 2004
Alamosa	March 17-18, 2004
Lake	October 4-5, 2004
Moffat	October 12-14, 2004
Saguache	March 21-23, 2005
Teller	April 6-8, 2005
Las Animas	February 21-23, 2006
Conejos	March 20-21, 2006
Broomfield	May 8-10, 2006
Washington	June 12-14, 2006
Delta	July 10-12, 2006
Eagle	July 13-14, 2006
Otero	August 23-25, 2006

County Foster Care Program Reviews	Dates of Review
Prowers	April 11-13, 2007
Elbert	May 16-18, 2007
Huerfano	June 11-13, 2007
Douglas (scheduled)	October 24-26, 2007
Morgan (scheduled)	December 1-2, 2007
Other Special Reviews	**Dates of Reviews**
Crowley (CPS)	2003
Gilpin (CPS)	2004
Lake (CPS)	October 4-5, 2006
Kit Carson (CPS)	February 20-22, 2007
Moffat (CPS)	Oct. 12 -14, 2006
Weld (CPS and desk audit)	August 15-17, 2007
Denver (scheduled mock CFSR and desk audit)	November 25-30, 2007

The Department anticipates conducting seven reviews per year under the current structure, which will take another four and a half years to complete reviews for every county in the state. Counties will be prioritized to include those that are at highest risk (if risk is identified through other means), then by the largest county foster care program that have not yet been reviewed to the smallest foster care program. Special reviews take precedence and will be conducted as is necessary.

The 2007 Foster Care Performance Audit issued by the Office of the State Auditors outlined recommendations to strengthen the foster care system in Colorado including improving the following: Oversight of the foster care certification process, recruitment and retention of foster homes, oversight of safety in foster homes, and follow up of institutional abuse investigations in county foster homes to determine culpability of the county departments.

In 2002, the federal Administration of Children and Families conducted the Child and Families Services Review [(CFSR) under the authority of the Adoption and Safe Families

Act of 1997] regarding safety, permanency and well-being of children and families in the child welfare system. The State failed to meet national standards or substantial compliance in some of these areas. Non-compliance areas included the incidence rate of abuse in foster care, placement stability (too many moves for children once in out-of-home care), and the re-entry rate of children into the child welfare system.

The Department submitted funding requests for 2.0 FTE for county foster care program monitoring specialists in SFY 2004 and SFY 2005. 1.0 FTE was funded in SFY 2006. This request will allow for a team of 5.5 FTE dedicated to the purpose of county foster care program reviews and monitoring, and to improve county compliance with program, financial and other technical requirements related to the foster care program. The Department contends that 5.5 FTE are necessary to provide adequate oversight including onsite county monitoring. The complexity and volume of work required to analyze data and fiscal information, conduct reviews, provide technical assistance and training, and sustain the monitoring and compliance in the county departments is considerable. The Department cannot fully make and sustain the systemic and practice changes addressed in the recommendations of the 2002 and 2007 audit reports, with 1.0 FTE. It is expected that if fully funded, the team can complete 22 primary reviews annually, which will result in a county being reviewed approximately every 3 years. The team will be able to conduct secondary (follow-up) reviews as needed and complete approximately 3 to 4 specialized reviews as they become necessary.

Recent fatalities of children that were at some point involved with county departments of human services and who were in care with relatives have highlighted the need for improved oversight of kinship care practices statewide. 1.0 FTE is needed to support counties in providing safe care through kinship resources. This position will be the expert in kinship care practices in Colorado and will be knowledgeable about national trends and model practices that could be utilized in this state. The position would work with counties to identify resources that could support families and other kin caregivers and provide training and technical assistance to counties to assure that kin caregivers receive critical support services needed for safe care of children. It is very important to maintain family connections when safely possible; however, assuring safety of the child is

paramount. Improving our support systems for kin caregivers is vital in promoting safe and positive utilization of kin as a resource for placement. This position will work with counties to comprehensively assess the family and identify the supports needed to sustain kin as a resource to the children in their care.

Prior to 2006, the Department promulgated rules, which defined subject matter for foster care and adoptive home studies. The Department conducted a six-month pilot study as a result of the recommendation of a diverse group of foster and adoptive parents, numerous county departments and child placement agencies. Upon completion of the pilot, the advisory group recommended that the state implement Structured Analysis Family Evaluation (SAFE) in Colorado. During this period of time, the Consortium for Children who developed SAFE obtained a grant to implement SAFE in several states. The Consortium assisted Colorado in implementing SAFE statewide by providing free statewide training, technical assistance and access to all training materials and templates for the period of the grant that expires in 2008. Starting in SFY 2008-09 it will be important for the Department to assume fiscal responsibility for the training which is an ongoing need to assure casework staff who conduct home studies are adequately trained and supported in use of the SAFE instrument. It is important that individuals have clinical supervision to assure that the home study reflects appropriate decision-making and content. It is also important that individuals conducting home studies have appropriate interview skills to gather relevant information needed to make decisions about the ability of the family to care for the special needs of children.

General Description of Request:

This request is for 5.5 funded FTEs with specialized areas of expertise in child welfare. This will allow the Department to address issues through a team approach and provide improved county oversight, assure accountability and compliance (i.e. compliance with critical incident reporting requirements), and provide adequate monitoring, oversight, training, and technical assistance functions for the 64 county foster care programs. This request will also serve to improve kinship programs throughout the state by dedicating an FTE to kinship care issues. Currently, 1.0 FTE is responsible for reviewing and monitoring 64 county departments' foster care programs, which provide care to over

5,200 children in approximately 1,700 county certified foster homes. The reviews are comprehensive and address safety, permanency, and well-being and include: foster/kinship care recruitment, retention, certification, and training; institutional abuse reporting and investigation; out-of-home care practices; permanency planning, Chafee Program, Indian Child Welfare Act, educational needs of children, case worker training, contract management, rate setting, and mental health services. The reviews incorporate provider and child case file reviews, policy review, as well as group and individual interviews. The purpose is to determine how county departments administer their out-of-home care programs; to identify compliance issues; consistency in practice and policy, program strengths; to gather recommendations; and identify model practices from the county departments to strengthen the foster care program statewide.

If this request is approved, the number of county reviews that can be conducted each year will significantly increase. The working team will improve efficiency and consistency in the review process and among the reviewed county foster care programs, as well as provide a mechanism for continuous quality improvement to assure the safety, permanency, and well-being of children in foster care. The FTEs will also participate in special county reviews where the State has identified possible concerns in specific areas of child safety, permanency, or well-being and where additional analysis regarding county practice is needed.

It is important that the Department provide adequate training in use of the methodology by which counties evaluate prospective foster care providers in an effort to assure safety of children in foster care. The Structured Analysis Family Evaluation (SAFE) is a quality home study that can improve the counties success with the goals of safety, permanency, and placement stability from the Child and Family Services Review. The SAFE home study process is standardized and will contribute to a reduction of risk for institutional abuse in foster and adoptive homes (child safety). Appropriate matching as a result of the home study will result in fewer foster care moves or adoption disruptions (improving placement stability). In Colorado, 58% of adoptive parents through public adoptions were the foster parents to their adoptive children. Appropriate use of the SAFE

instrument will help to assure that the State will achieve, maintain, or exceed the national standard of the CFSR for safety and permanency in out-of-home care and adoptions, thus avoiding fiscal sanctions from the federal government.

In 2008, the Administration of Children and Families will conduct another Child and Family Services Review and will hold Colorado to a higher standard than in the 2002 review. The State must meet 95% of the national standards, which increased from 90% since 2002. Failure to achieve substantial compliance will result in an imposed Program Improvement Plan with potential for substantial fiscal sanction. The State currently is out of compliance in the same areas outlined above as issues during the 2002 review. Increased reviews, monitoring, and oversight of county foster care programs will positively impact compliance with these items.

Consequences if Not Funded:

The State is at risk of receiving fiscal sanctions if national standards regarding child safety, permanency, and well-being related to foster care programs are not met. The Department will continue to conduct reviews using 1.0 FTE and limited staff resources. The safety of children will remain at higher risk due to inadequate ability for oversight of county programs.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Division of Child Welfare – Administration line									
Total Request	$479,140	$373,729		$0	105,411		$0	$373,729	5.5

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Division of Child Welfare – Administration line									
Total Request	$481,030	$375,204		$0	$105,826		$0	$375,204	6.0

Assumptions for Calculations:

Four positions are expected to be filled at a General Professional IV level and two positions are expected to be filled at the General Professional V level. The positions will be required to travel regularly throughout the state. The following is the breakdown of the costs associated with this request for 5.5 FTE for FY 2008-09 and 6.0 FTE for FY 2009-10.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

FTE and Operating Costs		General Professional IV		General Professional V		GRAND TOTAL	
Fiscal Year(s) of Request	Title:	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES							
Number of PERSONS / class title		4	4	2	2		
Number of months working in FY 08-09 and FY 09-10		12	12	12	12		
Number of months paid in FY 08-09 and FY 09-10		12	12	12	12		
Calculated FTE per classification		3.7	4.0	1.8	2.0	5.5	6.0
Annual base salary		$54,360	$54,360	$62,952	$62,952		
Salary		$217,440	$217,440	$125,904	$125,904	$343,344	$343,344
PERA	10.15%	$22,070	$22,070	$12,779	$12,779	$34,849	$34,849
Medicare	1.45%	$3,153	$3,153	$1,826	$1,826	$4,979	$4,979
Prior Year SAED	N/A	$0	$1,631	$0	$944	$0	$2,575
Subtotal Personal Services at Division Level[1]		$242,663	$244,294	$140,509	$141,453	$383,172	$385,747
Subtotal AED at EDO Long Bill Group Level	1.60%	$3,479	$3,479	$2,014	$2,014	$5,493	$5,493
Subtotal SAED at EDO Long Bill Group Level	Varies	$1,631	$1,087	$944	$630	$2,575	$1,717
OPERATING EXPENSES							
Supplies @ $500/$500	$500	$2,000	$2,000	$1,000	$1,000	$3,000	$3,000
Computer @ $900/$0	$900	$3,600	$0	$1,800	$0	$5,400	$0
Office Suite Software @ $330/$0	$330	$1,320	$0	$660	$0	$1,980	$0
Office Equipment @ $2,225 /$0	$2,225	$8,900	$0	$4,450	$0	$13,350	$0
Telephone Base @ $450/$450	$450	$1,800	$1,800	$900	$900	$2,700	$2,700
Vehicle Lease, Jeep Liberty (Per month rate)	$236	$2,833	$2,833	$2,833	$2,833	$5,666	$5,666
Mileage (Estimate 12,000/year)	$0.221	$2,652	$2,652	$2,652	$2,652	$5,304	$5,304
Lodging (36 nights)	$85	$12,240	$12,240	$6,120	$6,120	$18,360	$18,360
Subtotal Operating Expenses		$35,345	$21,525	$20,415	$13,505	$55,760	$35,030
SAFE Training						$53,043	$53,043
GRAND TOTAL ALL COSTS		$283,118	$270,385	$163,882	$157,602	$500,043	$481,030

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¹Shift in pay will reduce the Grand Total amount for FY 2008-09.

	Personal Service Total FY 08-09	Shift in Pay	Total FY08-09
Total	$383,172	($20,903)	$362,270
GF	$250,833	($20,903)	$229,930
CF	$0	$0	$0
CFX	$20,779	$0	$20,779
FF	$111,561	$0	$111,561
MCF	$0	$0	$0
MGF	$0	$0	$0
NGF	$250,833	($20,903)	$229,930

SAFE Training for Home Study Workers Training (This is required training for workers who will be conducting foster care, adoption, and kinship foster care home studies. The training includes extensive use of a psycho-social inventory for decision making.) Costs are as follows:

➢ Contract Trainer 22 days @ $400 per day = $8,800.
➢ Lodging for Trainers 20 nights @ $85 per night = $1,700.
➢ Per diem 20 days @ $38 per day = $760
➢ Travel time: $50 per hour x 21.5 hours = $1,075
➢ Mileage: 1870 miles x 36 cents per mile = $673
➢ Materials: Manuals = $12,600
➢ Lodging for Participants: 66 nights @ 2 days @ $85 = $11,220
➢ Training Site Cost = 4 sites @ $200/day = $800

Total SAFE training costs = $37,628.

SAFE Clinical/Consultation Supervision Training – 2 one-day trainings (This is required training for supervisors of workers who complete home studies.) Purpose is for the

supervisor to be able to provide clinical direction for their staff regarding decisions they need to make in the home study.

- ➢ Site Rental Costs: 2 sites x $200 per day = $400
- ➢ Materials: 120 x $25 = $3,000
- ➢ Travel costs for trainers: $50 x 8 hours = $400
- ➢ Lodging for Participants and Trainer: 22 x $85 per night = $1,870
- ➢ Trainer Fees: $400 per day for 2 days = $800
- ➢ Mileage: 433 miles x 36 cents per mile = $156
- ➢ Per diem for Trainer: $38 x 1 day = $38

Total SAFE Supervision Training: $6,664.

Safe Interview Skills Building Training — 4 one-day trainings (This is training for workers that conduct home studies in need of additional interview skills building training.)

- ➢ Site Rental Costs: 4 sites x $200 per day = $800
- ➢ Materials: 120 x $25 = $3,000
- ➢ Travel costs for trainers: $50 x 16 hours = $800
- ➢ Lodging for Participants and Trainer: 25 x $85 per night = $2,125
- ➢ Trainer Fees: $400 per day for 4 days = $1,600
- ➢ Mileage: 866 miles x 36 cents per mile = $312
- ➢ Per diem for Trainer: $38 x 3 day = $114

Total SAFE Supervision Training: $8,751.

Grand Total SAFE training component costs for FY 2008-09 = $53,043.

The grand total cost of the 5.5 FTE and SAFE Training costs for FY 2008-09 is **$479,140.**

The following is the breakdown of costs for FY 2009-10:

See the chart above for the 6.0 FTE FY 2009-10 detail ($427,987).

SAFE 2-Day Worker Training (This is required training for workers who will be conducting foster care, adoption, and kinship foster care home studies. The training includes extensive use of a psychosocial inventory for decision-making.) Costs are as follows:

➤ Contract Trainer 22 days @ $400 per day = **$8,800.**
➤ Lodging for Trainers 20 nights @ $85 per night = **$1,700.**
➤ Per diem 20 days @ $38 per day = **$760**
➤ Travel time: $50 per hour x 21.5 hours = **$1,075**
➤ Mileage: 1870 miles x 36 cents per mile = **$673**
➤ Materials: Manuals = **$12,600**
➤ Lodging for Participants: 66 nights @ 2 days @ $85 = **$11,220**
➤ Training Site Cost = 4 sites @ $200/day = **$800**

Total SAFE training costs = **$37,628.**

SAFE Clinical/Consultation Supervision Training for Home Study Staff – 2 one-day trainings (This is required training for supervisors of workers who complete home studies.) Purpose is for the supervisor to be able to provide clinical direction for their staff regarding decisions they need to make in the home study.

➤ Site Rental Costs: 2 sites x $200 per day = $400
➤ Materials: 120 x $25 = $3,000
➤ Travel costs for trainers: $50 x 8 hours = $400
➤ Lodging for Participants and Trainer: 22 x $85 per night = $1,870
➤ Trainer Fees: $400 per day for 2 days = $800

➤ Mileage: 433 miles x 36 cents per mile = $156
➤ Per diem for Trainer: $38 x 1 day = $38

Total SAFE Supervision Training: $6,664.

Safe Interview Skills Building Training — 4 one-day trainings (This is training for workers that conduct home studies in need of additional interview skills building training.)

➤ Site Rental Costs: 4 sites x $200 per day = $800
➤ Materials: 120 x $25 = $3,000
➤ Travel costs for trainers: $50 x 16 hours = $800
➤ Lodging for Participants and Trainer: 25 x $85 per night = $2,125
➤ Trainer Fees: $400 per day for 4 days = $1,600
➤ Mileage: 866 miles x 36 cents per mile = $312
➤ Per diem for Trainer: $38 x 3 day = $114

Total SAFE Supervision Training: $8,751.

Grand Total SAFE training component costs for FY 2009-10 = **$53,043.**

Total estimated costs for FY 2009-10 are **$481,030.**

Impact on Other Government Agencies: N/A

Cost Benefit Analysis:

The State currently is out of compliance in the same areas outlined during the 2002 review. In 2008, the Administration of Children and Families (ACF) will conduct another Child and Family Services Review outlined previously and will be held to a higher standard than in the 2002 review. The State must meet 95% of the national standards, which increased from 90% since 2002. Appropriate use of the SAFE instrument will help to assure that the State will achieve, maintain, or exceed the national standard of the CFSR for safety and permanency in out-of-home care and adoptions, thus avoiding fiscal sanctions from the federal government. The 5.5 FTE and the SAFE

training will move the State in a positive direction for compliance by increasing reviews, monitoring, and oversight of county foster care programs.

The amount of federal Title IV-B and Title IV-E funds subject to penalties due to a determination that a State is not operating in substantial conformity for the second review is based on a pool of funds defined as follows:

- The State's allotment of Title IV-B funds for each of the years to which the withholding applies; and
- An amount equivalent to 10 percent of the State's Federal claims for Title IV-E foster care administrative costs for each of the years to which withholding applies.

The amount of funds to be withheld from the pool is an amount equivalent to two percent of the funds included in the pool for each outcome or systemic factor that is determined not to be substantially achieved or not in substantial conformity for the year under review and for each succeeding year until the State's failure to comply is ended either through the successful completion of a program improvement plan or until a subsequent full review determines the State is operating in substantial conformity.

For example, the pool for FY 2007 would be approximately $8.6 million dollars. Each outcome or systemic factor not in substantial conformity could result in a $172,000 penalty for just that year. The penalty would be applied for the year under review, and also all subsequent years in which substantial conformity is not achieved under the program improvement plan.

Implementation Schedule:

Task	Month/Year
FTE Hired	July 2008
Start-Up Date	July 2008

Statutory and Federal Authority: **Part E.--Federal Payments for Foster Care and Adoption Assistance Section 471 (a) of the Social Security Act (42 U.S.C. 671, 672):**

Specifically Section 471 (a) (18), (19), (20)(A), (24); and (b)

(a) Unless an election provided for in paragraph (d) of this section is made, the State must provide documentation that criminal records checks have been conducted with respect to prospective foster and adoptive parents.

(24) include a certification that, before a child in foster care under the responsibility of the State is placed with prospective foster parents, the prospective foster parents will be prepared adequately with the appropriate knowledge and skills to provide for the needs of the child, and that such preparation will be continued, as necessary, after the placement of the child.

Adam Walsh H. R. 4472—22
Subtitle C—SEC. 151 and SEC. 152.
42 U.S.C. 623 Section 421, 424

Safe and Timely Interstate Placement of Children PL 109–239, Section 3
References—Section 471(a) of the Social Security Act
SEC. 4. HOME STUDIES.

Section 19-3-406 C.R.S. (2007) (Part of SB07-226) Fingerprint-based criminal history records check -providers of emergency placement for children - use of criminal justice records. (2) A relative or other available person who is not disqualified as an emergency placement for a child pursuant to paragraph (b) of subsection (1) of this section and who authorizes a child to be placed with him or her on an emergency basis pursuant to the provisions of this part 4 shall report to a local law enforcement agency for the purpose of providing fingerprints to the law enforcement agency no later than seventy-two hours FIVE DAYS after the child is placed in the person's home OR NO LATER THAN FIFTEEN CALENDAR DAYS WHEN EXIGENT CIRCUMSTANCES EXIST. If the relative or other available person fails to report to the local law enforcement agency within this time period, the county department of social services or

the law enforcement officer, as appropriate, may SHALL immediately remove the child from the physical custody of the person. Part of SB 07-226

Section 26-6-107 C.R.S. (2007) Investigations and inspections - local authority – (Part of SB 07-226) (Child Care Licensing Act) reports - rules.

1. Abuse/neglect in county foster homes: Meet/exceed the national standard that at least 99.68% of the children placed in foster homes would be free of abuse/neglect in their placement.
2. Placement stability: Meet/exceed the national standards composite score of 101.5 for placement stability (Permanency 1, composite 4 from the CFSR) in county foster homes.

Performance Measures:

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Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09	Supplemental FY 07-08	Budget Request Amendment FY 08-09
Department:	Linen Contract Transfer		Dept. Approval by: *Reg...*	Date: *12/18/07*
Priority Number:	Human Services		OSPB Approval:	Date: *10/25/07 for 11/1/07*
	9			

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Revised Request FY 07-08	5 Base Request FY 08-09	6 Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Revised Request FY 08-09	0 from Base (Column 5) FY 09-10
Total of All Line Items	Total	115,760,142	112,133,554		112,133,554	117,306,009	0	117,306,009	0	117,306,009	0
	FTE	1599.9	1707.5	0.0	1707.5	1716.0	0.0	1716.0	0.0	1716.0	0.0
	GF	82,214,528	80,222,824		80,222,824	84,960,059	0	84,960,059	0	84,960,059	0
	GFE	0	0		0	0	0	0	0	0	0
	CF	3,851,638	5,092,382		5,092,382	5,104,993	0	5,104,993	0	5,104,993	0
	CFE	27,101,368	25,044,941		25,044,941	25,403,640	0	25,403,640	0	25,403,640	0
	FF	2,592,608	1,773,407		1,773,407	1,837,317	0	1,837,317	0	1,837,317	0
	MCF	8,403,010	7,118,123		7,118,123	7,267,009	0	7,267,009	0	7,267,009	0
	MGF	4,201,505	3,559,063		3,559,063	3,636,008	0	3,636,008	0	3,636,008	0
	NGF	86,416,033	83,781,887		83,781,887	88,596,067	0	88,596,067	0	88,596,067	0
(3) Office of Operations, Personal Services	Total	23,881,179	22,476,856		22,476,856	23,643,028	(84,159)	23,558,869	0	23,558,869	(84,159)
	FTE	430.0	454.6	0.0	454.6	463.1	0.0	463.1	0.0	463.1	0.0
	GF	11,474,274	10,753,902		10,753,902	11,495,366	(84,159)	11,411,207	0	11,411,207	(84,159)
	GFE	0	0		0	0	0	0	0	0	0
	CF	579,103	512,019		512,019	524,630	0	524,630	0	524,630	0
	CFE	9,235,194	9,437,528		9,437,528	9,785,715	0	9,785,715	0	9,785,715	0
	FF	2,592,608	1,773,407		1,773,407	1,837,317	0	1,837,317	0	1,837,317	0
	MCF	3,694,980	3,773,720		3,773,720	3,922,606	0	3,922,606	0	3,922,606	0
	MGF	1,847,490	1,886,861		1,886,861	1,963,806	0	1,963,806	0	1,963,806	0
	NGF	13,321,764	12,640,763		12,640,763	13,459,172	(84,159)	13,375,013	0	13,375,013	(84,159)
(8)(C) Mental Health and Alcohol and Drug Abuse Services, Mental Health Institutes	Total	91,878,963	89,656,698		89,656,698	93,662,981	84,159	93,747,140	0	93,747,140	84,159
	FTE	1,169.9	1,252.9	0.0	1,252.9	1,252.9	0.0	1,252.9	0.0	1,252.9	0.0
	GF	70,740,254	69,468,922		69,468,922	73,464,693	84,159	73,548,852	0	73,548,852	84,159
	GFE	0	0		0	0	0	0	0	0	0
	CF	3,272,535	4,580,363		4,580,363	4,580,363	0	4,580,363	0	4,580,363	0
	CFE	17,866,174	15,607,413		15,607,413	15,617,925	0	15,617,925	0	15,617,925	0
	FF	0	0		0	0	0	0	0	0	0
	MCF	4,708,030	3,344,403		3,344,403	3,344,403	0	3,344,403	0	3,344,403	0
	MGF	2,354,015	1,672,202		1,672,202	1,672,202	0	1,672,202	0	1,672,202	0
	NGF	73,094,269	71,141,124		71,141,124	75,136,895	84,159	75,221,054	0	75,221,054	84,159

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Linen Contract Transfer
Department: Human Services
Priority Number: 9

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09   Supplemental FY 07-08   Budget Request Amendment FY 08-09

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	1	2	3	4	5	6	7	8	9	10
	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Revised Request FY 07-08	Base Request FY 08-09	Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Revised Request FY 08-09	from Base (Column 5) FY 09-10
Fund										

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☐ Yes ☑ No   If Yes, List Other Departments Here:

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Department of Human Services
Priority Number:	9
Change Request Title:	Linen Contract Transfer

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This is a technical change request to transfer the contract management responsibility and $84,159 in General Fund for the Fort Logan linen services contract from the Office of Operations to the Colorado Mental Health Institute at Fort Logan (CMHIFL).

Background and Appropriation History:

When the Colorado Department of Human Services was formed in 1994 many general support functions were centralized within the Office of Operations, including the responsibility for providing certain laundry services. At that time the Office of Operations received funding in the amount of $58,000 General Fund per year to provide linen services to the Colorado Mental Health Institute at Fort Logan. Since that time the Office of Operations has absorbed all increases in the cost of linen services within its personal services contracts appropriation.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

Office of Operations- Personal Services	Total	FTE	GF	CF	CFE	FF	MCF	MGF	NGF
FY 2006-07 Appropriation	$22,124,002	462.2	$11,221,723	$499,151	$8,783,138	$1,619,990	$3,785,086	$1,892,544	$13,114,267
S1-J CMHIP 20 Bed Competency Restoration	$17,679	0.6	$17,679	$0	$0	$0	$0	$0	$17,679
FY 2006-07 Special Bills - SB06-219	$(56,000)	(1.0)	$(29,024)	$0	$(26,976)	$0	$(26,976)	$(13,488)	$(42,512)
FY 2006-07 Salary Survey	$347,663		$88,737	$15,441	$81,157	$162,328	$34,573	$17,287	$106,024
DI#7 DYC Sol Vista Annualization	$28,582	0.6	$28,582	$0	$0	$0	$0	$0	$28,582
DOC La Vista Annualization	$53,992	1.4	$0	$0	$53,992	$0	$0	$0	$0
Common Policy Personal Services Reduction	$(112,291)		$(56,620)	$(2,573)	$(44,187)	$(8,911)	$(18,963)	$(9,482)	$(66,102)
JBC FTE Adjustment	$0	(10.0)	$0	$0	$0	$0	$0	$0	$0
S1-J CMHIP 20 Bed Competency Amendment	$24,750	0.8	$24,750	$0	$0	$0	$0	$0	$24,750
JBC Nursing Home Subsidy Adjustment	$0		$(541,925)	$0	$541,925	$0	$0	$0	$(541,925)
FY 2007-08 Appropriation	$22,428,377	454.6	$10,753,902	$512,019	$9,389,049	$1,773,407	$3,773,720	$1,886,861	$12,640,763
Special Bill SB 07-004	$48,479				$48,479				
FY 2007-08 Appropriation Plus Special Bills	$22,476,856	454.6	$10,753,902	$512,019	$9,437,528	$1,773,407	$3,773,720	$1,886,861	$12,640,763

General Description of Request:

The Division of Facilities Management has historically provided only limited services by negotiating the linen contract and processing invoices. This request will place the management and funding of the linen contract for the Fort Logan Mental Health Institute with the Mental Health Institute administration. As the recipient of the contracted services, the Colorado Mental Health Institutes at Fort Logan will be better able to monitor deliveries, track and manage linen usage, assess the quality of services provided, and be in a better position to negotiate with vendors.

Consequences if Not Funded:

Should this change request not be funded, the Division of Facilities Management would continue to monitor the contract for laundry services to the Fort Logan Mental Health Institute. No efficiencies in laundry usage or increases in service quality would be achieved as a result of more diligent management of the contract.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$0	$0	$0	$0	$0	0.0
(3) Office of Operations - Personal Services Contracts	($84,159)	($84,159)	$0	$0	$0	0.0
(8) (C) Mental Health and Alcohol and Drug Abuse Services - Mental Health Institutes	$84,159	$84,159	$0	$0	$0	0.0

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$0	$0	$0	$0	$0	0.0
(3) Office of Operations - Personal Services Contracts	($84,159)	($84,159)	$0	$0	$0	0.0
(8) (C) Mental Health and Alcohol and Drug Abuse Services - Mental Health Institutes	$84,159	$84,159	$0	$0	$0	0.0

Assumptions for Calculations:

The amount of the transfer ($84,159) is based on the average cost of linen services over the last four fiscal years.

Fiscal Year	Pounds of Laundry	Price Per Pound	Total Cost
FY 2003-04	174,966	$0.40	$69,986
FY 2004-05	189,859	$0.40	$75,944
FY 2005-06	183,500	$0.40	$73,400
FY 2006-07	167,543	$0.41	$68,693
FY 2007-08	178,967 (a)	$0.495 (c)	$88,589
FY 2008-09	170,018 (b)	$0.495 (c)	$84,159 (d)

(a) Average annual pounds of laundry over the last four years.
(b) It is anticipated that closer monitoring of laundry usage by CMHIFL will reduce the annual pounds of laundry service provided by the contractor by 5% or 8,948 pounds.
(c) Current contract cost per pound of laundry.
(d) Reduction in laundry costs due to more diligent management by CMHIFL ($4,430).

Impact on Other Government Agencies:

There will not be any impact to other agencies.

Cost Benefit Analysis:

As a result of the of the closer monitoring of laundry usage by CMHIFL staff, it is anticipated that there will be a 5% reduction in the pounds of laundry processed by the contractor yielding an estimated savings in laundry costs of $4,430 per year.

The Office of Operations originally received funding in the amount of $58,000 per year to provide laundry services to CMHIFL. Since that time the Office of Operations has absorbed all contract increases for laundry services within its Personal Services appropriation.

Each of the CMHIFL units receiving laundry is establishing a par system where each unit will verify the amount of linen delivered and monitor the inventory comparing the usage

to the par of their unit. This helps each unit be more accountable for linen usage and enables the contractor to be more efficient in their deliveries. (Par is defined as "a normal standard or acceptable average". The Department uses this in the linen contract to estimate the average amount of linen needed per unit. For example, if a team (ward) of the hospital has 24 beds, then the par for bed sheets for that ward would be at least 24.)

With both the unit and the contractor managing the par weekly, CMHIFL anticipates an increase in accountability and a reduction in the pounds of linen usage when they (CMHIFL) take over management of the contract. The 5% reduction in the pounds of linen usage is an estimate based on discussions with the unit managers.

Implementation Schedule:

Task	Month/Year
Current Contract Awarded/Signed with renewal option of up to five years.	July 1, 2007
Contract Management and Payments transferred to CMHIFL	July 1, 2008

Statutory and Federal Authority:

24-102-202 C.R.S. (2007) Authority of the executive director. (1) Consistent with the provisions of this code, the executive director may adopt operational procedures governing the internal functions of the department (2) except as otherwise specifically provided in this code, the executive director shall pursuant to rules: (a) Procure or supervise the procurement of all supplies and services needed by the state; (c) Establish and maintain programs for the inspection, testing and acceptance of supplies. (d) Examine each requisition submitted by a using agency and approve, disapprove, or revise it as to quantity or quality; (e) Develop and maintain programs and procedures to delegate purchasing authority in order to conserve resources for management of the statewide purchasing system; and (f) Develop programs to evaluate and reduce the administrative costs of the procurement function.

Performance Measures:

This request is consistent with the Department Strategic Plan Goal #2 – Promote safety for the community, clients and employees. Through improved monitoring of the linen

service, the physical health of mental health clients in residence at the CMHIFL will be maintained.

Program measurement specific to this request: Decrease in the pounds of laundry service utilized as CMHIFL implements the par system of monitoring.

Workload Indicator:

Program	Workload Indicator	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
		Actual	Actual	Current	Request
Behavioral Health Services	Number of contracts, purchase orders and interagency agreements administered.	287	269	256	256

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Covering Mental Health Services for Indigent Clients
Department: Human Services
Priority Number: 10

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _(signature)_ Date: _10/17/07_
OSPB Approval: _(signature)_ Date: _10/22/07_

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	36,023,738	37,534,243	0	37,534,243	37,534,243	2,998,464	40,532,707	0	40,532,707	2,998,464
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	30,065,061	31,389,126	0	31,389,126	31,389,126	2,998,464	34,387,590	0	34,387,590	2,998,464
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	161,909	0	161,909	161,909	0	161,909	0	161,909	0
	FF	5,958,677	5,983,208	0	5,983,208	5,983,208	0	5,983,208	0	5,983,208	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	30,065,061	31,389,126	0	31,389,126	31,389,126	2,998,464	34,387,590	0	34,387,590	2,998,464
(8) Mental Health & Alcohol & Drug Abuse Services (B) Mental Health Community Programs (1) Mental Health Service for the Medically Indigent Services for 10,296 Indigent Mentally Ill Clients	Total	36,023,738	37,534,243	0	37,534,243	37,534,243	2,998,464	40,532,707	0	40,532,707	2,998,464
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	30,065,061	31,389,126	0	31,389,126	31,389,126	2,998,464	34,387,590	0	34,387,590	2,998,464
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	161,909	0	161,909	161,909	0	161,909	0	161,909	0
	FF	5,958,677	5,983,208	0	5,983,208	5,983,208	0	5,983,208	0	5,983,208	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	30,065,061	31,389,126	0	31,389,126	31,389,126	2,998,464	34,387,590	0	34,387,590	2,998,464

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name:
IT Request: ☐ Yes ☑ No
Request Affects Other Departments: ☐ Yes ☑ No   If Yes, List Other Departments Here:

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Colorado Department of Human Services
Priority Number:	10
Change Request Title:	Covering Mental Health Services for Indigent Clients

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The purpose of this request is to provide public community mental health services to 966 additional clients, including children with serious emotional disturbance (SED) and adults with serious mental illness (SMI), who live under 300 percent of the federal poverty level (FPL), and who do not currently receive care in any system. The total annual request is $2,998,464. The rate used to calculate the increase in number of clients served is $3,104 per client.

Background and Appropriation History:

The "(8) Mental Health and Alcohol and Drug Abuse Services; (B) Mental Health Community Programs; (1) Mental Health Services for the Medically Indigent; Services for 10,296 Indigent Mentally Ill Clients" budget line item provides various mental health services to non-Medicaid eligible, indigent clients through services provided by various agencies such as Licensed Community Mental Health Centers, Licensed Mental Health Clinics and support services provided by mental health consumer organizations (e.g. Mental Health Planning and Advisory Council, Mental Health America, Federation for Families, and National Association for the Mentally Ill). At the beginning of FY 2007-08, funding for this line item consist of 83.6% General Fund, approximately 16% federal

funds and approximately 0.4% cash funds exempt funds from the Division of Vocational Rehabilitation.

Recent and significant changes in the appropriations to this budget line item include the following actions: approval of FY 2007-08 decision item ($1,372,788); annualization of FY 2006-07 supplemental budget initiatives to move and add to the former "Goebel Lawsuit" appropriations to this line item $6,981,062; FY 2005-06 ($1,450,000) and FY 2006-07 ($4,350,000) State General Fund restoration; $900,000 for cost sharing of mental health center inpatient facilities (Durango and Grand Junction); and updates in federal grant spending authority and yearly provider cost of living increases.

The table below is a five-year expenditure/appropriations history of this line item.

	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Appropriation	FY 2008-09 Request
Total	$20,670,213	$22,590,843	$36,023,738	$37,534,243	$40,532,707
General Fund	$15,069,799	$16,821,195	$30,065,061	$31,389,126	$34,387,590
Cash Funds	$0	$0	$0	$0	$0
Cash Funds Exempt	$0	$0	$0	$161,909	$161,909
Federal Funds	$5,600,413	5,769,648	$5,958,677	$5,983,208	$5,983,208

General Description of Request:

This request seeks funding to increase the number of Coloradoans served in the public mental health system who are indigent and who have a serious mental illness. It is critical that Colorado specifically address the estimated unmet need for mental health services for citizens with the most severe mental illnesses, who, if adequate resources and outreach were available, would actively seek said services. Untreated substance use and mental health disorders are expensive. The social and financial impacts of untreated mental illnesses is felt across a multitude of systems, such as child welfare, primary and secondary education, community hospitals, juvenile justice, employment, or the adult criminal justice system.

In 2002, the Department, with support from the General Assembly, studied the prevalence of mental illness and the met and unmet need for public mental health services.[1] The Colorado "Population-in-Need" study, performed by national experts from the Bristol Observatory and Western Interstate Commission on Higher Education, is a nationally recognized and validated method of estimating the mental health needs of Coloradoans and is considered to be "leading edge" in the field. Based on the 2002 "Population-in-Need" study, the Department estimates that 66,453 persons (approximately 36,412 adults and 30,041 children), living under 300 percent of the federal poverty level have a serious emotional disturbance or a serious mental illness and are currently not receiving services in any system. The most seriously affected children are defined under Federal regulations as having "serious emotional disturbance," which is a diagnosable disorder that severely disrupts social, academic, and emotional functioning. About 7-9 percent of all children (ages 9 to 17) have serious emotional disturbance. This translates to one or two children with serious emotional problems in virtually every classroom. The mental health service delivery system in many communities is more fragmented for children than for adults with uncoordinated funding streams and differing eligibility requirements. All of these problems are disproportionately worse for children who are ethnic and racial minorities.[2]

Due to limited funding, the community mental health centers have not been able to meet the demand for public mental health services. For example, some clients receive inadequate levels of care or are denied access to more effective, yet more expensive, medications. Between FY 1999-00 and FY 2004-05, the unduplicated number of non-Medicaid eligible children served has declined from 11,094 to 8,592 (22.5 percent). The number of non-Medicaid eligible adults served during the same time period declined by 15.3 percent, from 29,943 to 25,371 persons. FY 2006-07 numbers of persons served are not yet available; however, the Department expects to see more persons served due to the restoration of General Fund dollars and an appropriated cost of living rate increase.

[1] Colorado Department of Human Services, Division of Mental Health, Population in Need study, 2002.
[2] Department of Health and Human Services (DHHS), 2001.

The impact of persons with untreated mental illness has been evidenced in the growing population within the juvenile justice and adult criminal justice systems. In addition, untreated mental illness drives increased costs in health care (e.g., emergency room visits and psychiatric hospital inpatient admissions), education (e.g., rates of truancy and drop outs), and employment (e.g., rates of absenteeism and unemployment). Of note, data collected nationally through the federal Data Infrastructure and Mental Health Block Grants underscores Colorado's low rate of utilization of community mental health services in FY 2005-06. Compared to rest of the United States, the rate of mental health service utilization in Colorado is 13.7 per 1,000 people; the average U. S. mental health service utilization rate is 18.58 per 1,000 people (Center for Mental Health Services, FY 2005-06 National Outcome Measures, Uniform Reporting System).

Other, more expensive public systems have experienced increases in the number of persons with mental illness during the same time period that the mental health system sustained substantial budget cuts and declines in the number of people served. According to data collected by the Mental Health Association of Colorado through its *Summit Project*:

- The number of offenders in the State prison system diagnosed with a serious mental illness has grown more than 550% in the past decade.[3] The average annual cost per inmate in the Department of Corrections is $27,588[4]; whereas, the average annual cost per offender (both male and female offenders) of probation is $6,928.[5] (Please note that Department of Corrections does not generally house offenders with serious mental illness in private prisons; therefore the average annual rate from State prisons was used for comparison.) For offenders coming out of jails and prisons, community supervision reduces repeat arrests by 44 percent.[6] In addition, recently released offenders who

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[3] Colorado Department of Corrections, FY 2006-07, Statistical Report.
[4] Ibid.
[5] Colorado Department of Corrections; Colorado Department of Human Services, Division of Mental Health.
[6] Ibid.

participate in community-based, Assertive Community Treatment (ACT) are less likely to return to jail or prison than those not participating in ACT.[7]

- In FY 2003-04, 40 percent of committed youth were assessed on the Colorado Client Assessment Record (CCAR) as having 'high-moderate' to 'severe' mental health needs, a four percent increase from FY 2002-03.[8] The Division of Youth Corrections (DYC) estimates this population has continued to grow in FY 2004-05 to 41 percent of the committed youth population. The average annual cost of a DYC placement is $69,444, compared to annual costs of community-based mental health services for children with serious emotional disturbance ($3,200) and adults with serious mental illness ($3,063).[9]

- Over a three-year period (2001-2003), hospitals surveyed reported an 83 percent increase in the number of mental health and substance abuse emergency department admissions (for both Medicaid-eligible and indigent populations).[10] Uncompensated emergency room visits often translate to increases in health care costs for the general population. "The greater the percentage of patients whose care is unfunded, the more a hospital will need to collect from other patients or payers to make up for these losses and meet its financial requirements."[11]

- From 1999 to 2003, community health centers and clinics experienced an increase of 133 percent in the number of mental health encounters, further demonstrating an increase in demand for mental health services.[12]

[7] Ibid.
[8] Colorado Department of Human Services, Division of Youth Corrections.
[9] Colorado Department of Human Services, Division of Youth Corrections; Average FY 2007-08 daily cost is $190.26.
[10] Mental Health Association of Colorado. (2004). The Impact of the State Budget Cuts on Mental Health and Substance Abuse in Colorado;
http://www.mhacolorado.org/pdf/Policy%20Docs/Summit%20Doc%20FULL.pdf.)
[11] Colorado Health and Hospital Association, *Reference Guide to Hospital Financial and Utilization Data 2002 & 2003.*
[12] Mental Health Association of Colorado. (2004). *The Impact of the State Budget Cuts on Mental Health and Substance Abuse in Colorado;*
(http://www.mhacolorado.org/pdf/Policy%20Docs/Summit%20Doc%20FULL.pdf.)

Additional funding to the public mental health system would significantly reduce the number of children with serious emotional disturbance and adults with serious mental illness who would otherwise not access or be denied access to mental health treatment services. In the short and long term, the Department would be able to ensure appropriate early intervention and mental health care to the public who needs it and markedly reduce the number of persons with mental illness who end up accessing less appropriate and, often, more costly systems of care.

Beginning FY 2006-07, the Department has funded an update of its "Population in Need (PIN)" study that will serve as a basis for requesting new resources and making allocations to contractors. The initial phase of the PIN study should be available November 2007 and will for the first time include prevalence estimates of substance use disorders and co-occurring disorders in addition to estimates of serious mental illness and serious emotional disturbance for the population living at or below 300% of the federal poverty level. The second phase of the study will generate better estimates of utilization of services and unmet need. The final stage of the study will examine the demand for services in the Colorado population.

The Department plans to utilize the findings of the updated PIN study as early as it is feasible to request new resources and to make new funding allocations of funding to its providers. The degree to which the Department is able to incorporate the changes into its contracts for FY 2008-09 will depend upon the timing of the final report and the magnitude of the findings in the PIN study. In addition, the Department will need to retain flexibility in its allocation methodology in order to develop and support evidence-based practices and corresponding pricing structures. The Department is interested in both funding capacity statewide to deliver mental health services and targeting funds to address priority issues and outcomes.

Consequences if Not Funded:

Should this request not be funded, the Department will continue to administer and monitor community mental health programs that serve children with serious emotional disturbances and adults with serious mental illness. Within available resources, the Department will make efforts to periodically update the estimated number of Coloradoans

in need (as stated earlier, the Department is currently updating the 2002 "Population-in-Need" study), and to leverage the delivery of mental health services in other systems. There are fiscal consequences associated with not funding this request. Most notably, failure to fund this request will result in a continued shift of the costs to deliver mental health services to other private and government funded systems (i.e., local community health clinics, hospitals, homeless service providers, schools, county jails, the Division of Youth Corrections, and the Department of Corrections).

The following statistics have been presented by the Division of Mental Health in various documents, and reveal the potential costs that could be avoided by funding this request:

- Studies show that for offenders on community supervision, mental health treatment decreases repeat arrests by 44%.

- The daily cost of incarceration at the state's San Carlos facility is $163.76 compared with $18.98 in probation with mental health treatment. Likewise, the annual cost of incarceration at San Carlos is $59,722 compared with $6,928 in probation with mental health treatment.

- Youth who are at-risk of or in the juvenile justice system experience a 38.7 percent decrease in costs in other systems while receiving community based mental health services.

- Serving adults in the community mental health system results in 91.3 percent maintaining their employment and 18.61 percent gaining a part-time, full-time or military job.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$2,998,464	$2,998,464	$0	$0	$0	0.0
(8) Mental Health and Alcohol and Drug Abuse Services (B) Mental Health Community Programs (1) Mental Health Services for the Medically Indigent Services for 10,296 Indigent Mentally Ill Clients	$2,998,464	$2,998,464	$0	$0	$0	0.0

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$2,998,464	$2,998,464	$0	$0	$0	0.0
(8) Mental Health and Alcohol and Drug Abuse Services (B) Mental Health Community Programs (1) Mental Health Services for the Medically Indigent Services for 10,296 Indigent Mentally Ill Clients	$2,998,464	$2,998,464	$0	$0	$0	0.0

Assumptions for Calculations:

The average cost per person served reflects the 'case mix' represented in the populations served by community mental health centers (CMHCs). This approach allows a cost estimate for providing services to different populations based on the severity of their illness and their age, which are significant predictors of cost of treatment, and are key components of the Department's "Population in Need" study.

These averages are derived by taking the units of service delivered (as reported by the CMHCs) for each severity and age group, multiplied by the established cost for that mental health service or the cost for a similar service, and then dividing by the number of persons served in the respective severity and age group.

For the purpose of this request the average cost per person is calculated at $3,104, which assumes the estimated FY 2008-09 cost of living increase of 1.35 percent applied to the Department's current FY 2007-08 contract service rate of $3,063. The current FY 2007-08 contractual rate is calculated using the FY 2006-07 rate plus the FY 2007-08 1.5 percent cost of living increase. It is estimated that the rate of $3,104 will be effective July 1, 2008.

Requested Alternative Costs, Services to Non-Medicaid individuals

Number of persons served	966
Average cost per person served	$3,104
Total FY 2008-09 request	$2,998,464

Impact on Other Government Agencies:

As mentioned above, the costs of preventing and treating mental illness at the community level is more cost effective than having children with serious emotional disturbances and adults with serious mental illness be admitted to inpatient psychiatric hospital units or commit crimes and enter the juvenile justice and criminal justice systems.

Cost Benefit Analysis:

Community Mental Health Services	$2,998,464 (based on service delivery cost of $3,104 x 966 persons served)		
	Adults	**Children**	**SOURCE**
Reduction in use of criminal/juvenile justice systems			
Projected number served	754	212	Based on percentage of adults and children served, FY 2005-06
Estimated percent who will enter the justice system	10.34	9.06	FY 05-06 CCAR data: percent reporting contact with justice system during past year
Estimated number who will enter the justice system	78	19	
Average # days reduction in incarceration/ detention	13.07	2.1	ADULTS: Assertive Community Treatment (ACT) showed an avg. reduction of 13.07 days of incarceration. CHILDREN: Avg. reduction per youth in detention days during community treatment from H.B. 00-1034 (CDHS, 11/04 Report).
Total estimated reduction of days incarcerated	1,019.5	39.9	
Average cost per day	$75.58	$190.26	$75.58 avg. daily cost for DOC; $190.26 avg. daily cost of DYC (FY 2007-08; this includes Medicaid payment of $19.06).
Subtotal Benefits/Costs Avoided: Justice System	**$77,054**	**$7,591**	
Reduction in inpatient psychiatric hospitalization	**Adults**	**Children**	**SOURCE**
Projected number served	754	212	Based on percentage of adults and children served FY 2005-06
Average reduction of inpatient days	21.7	0.3	ADULTS: ACT clients demonstrated an avg. reduction of 21.66 hospital days. CHILDREN: Avg. reduction of inpatient hospitalization days for youth in H.B. 00-1034 program.
Total estimated reduction of inpatient days	16,361.8	63.6	
Average cost of inpatient hospitalization	$500	$800	Average daily cost of inpatient hospitalization at the State Hospitals.
Subtotal Benefits/Costs Avoided: Hospitalization	**$8,180,900**	**$50,880**	
TOTAL Benefits/Costs Avoided	**$8,257,954**	**$58,471**	
TOTAL Benefits/Costs Avoided (adults & children)	**$8,316,425**		
Estimated Net Benefits (Service Dollars Only)	**$5,317,961**		

Assumptions of Benefits/Analysis:

Reduction in use of criminal/juvenile justice systems: These assumptions are conservative and do not include data on other criminal or juvenile justice costs, such as additional court filings, probation/parole costs or other law enforcement or court costs, and do not include estimates of days incarcerated in Department of Corrections facilities, which are typically higher than the cost of jail incarceration. ACT program participants represent adults with the highest treatment needs. Reduction in inpatient hospitalization is based on the costs associated with youth and adults who are hospitalized at the State Mental Health Institutes. In comparison, costs for hospitalization at community or private facilities are generally higher on average.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	January – April 2008
Contract Written	April 2008
Contract Signed	May 2008
Start-Up Date	July 1, 2008

Statutory and Federal Authority:

Sections 27-1-203 and 204, C.R.S. (2007) apply to this decision item.

27-1-203. Community mental health services - purchase program: In order to encourage the development of preventive, treatment, and rehabilitative services through new community mental health programs, the improvement and expansion of existing community mental health services, and the integration of community with state mental health services, there is established a program to purchase community mental health services by the Department of Human Services.

27-1-204 Types of services purchased - limitation on payments - offender mental health services fund: (1) Community mental health services may be purchased from clinics, community mental health centers, local general or psychiatric hospitals, and other

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agencies, which have been approved by the executive director of the Department of Human Services for such purchase.

(2) and (3) Repealed.

(4) (a) Each year the general assembly shall appropriate funds for the purchase of mental health services from:

(I) Community mental health centers;

(II) Agencies that provide specialized clinic-type services but do not serve a specific designated service area; and

(III) Acute treatment units.

(b) The funds appropriated for the purposes of this subsection (4) shall be distributed by the executive director of the Department of Human Services to approved community mental health centers and other agencies on the basis of need and in accordance with the services provided.

(5) Each year the general assembly may appropriate funds in addition to those appropriated for purposes of subsection (4) of this section which may be used by the executive director of the Department of Human Services to assist community mental health clinics and centers in instituting innovative programs, in providing mental health services to impoverished areas, and in dealing with crisis situations. The executive director of the Department of Human Services shall require that any innovative or crisis programs for which funds are allocated under this subsection (5) be clearly defined in terms of services to be rendered, program objectives, scope and duration of the program, and the maximum amount of funds to be provided.

(5.5) The offender mental health services fund is hereby created in the state treasury. The principal of the fund shall consist of tobacco litigation settlement moneys transferred by

the state treasurer to the fund in accordance with section 24-75-1104.5 (1.5) (a) (II), C.R.S., for the purchase of mental health services for juvenile and adult offenders who have mental health problems and are involved in the criminal justice system. The division of mental health in the Department of Human Services, subject to annual appropriation by the general assembly, shall distribute the principal of the fund to the community mental health centers; except that, at the end of the 2007-08 fiscal year and at the end of each fiscal year thereafter, all unexpended and unencumbered principal of the fund shall be transferred to the short-term innovative health program grant fund created in section 25-36-101 (2), C.R.S., in accordance with section 24-75-1104.5 (1.5) (b), C.R.S. Interest and income earned on the deposit and investment of moneys in the offender mental health services fund shall be credited to the fund and shall remain in the fund until the end of the fiscal year in which credited, when it shall be transferred to the short-term innovative health program grant fund.

(6) If there is a reduction in the financial support of local governmental bodies for community mental health services, the executive director of the Department of Human Services is authorized to reduce state payments for services in an amount proportional to the reduction in such local financial support.

(7) Repealed.

(8) For purposes of entering into a cooperative purchasing agreement pursuant to section 24-110-201, C.R.S., a nonprofit community mental health center or a nonprofit community mental health clinic may be certified as a local public procurement unit as provided in section 24-110-207.5, C.R.S.

This request for community mental health services directly aligns with the Department's mission, "to design and deliver quality human services that improve the safety and independence of the people of Colorado," and the Department's principles, specifically, "identifying the critical needs of our customers, devoting our resources to meeting those needs, and being accountable for the outcomes of our services."

Performance Measures:

The Department places a high value on the health and well being of Coloradoans and in doing so, has earmarked improvement in mental health functioning as a Departmental performance measure.

III. Health and Well-Being

Improve the level of physical, mental and social functioning of individuals.

Department Measure: Increase the percent of clients/consumers showing improved functioning.

o *Performance Measure 5*:
   Reduce overall symptom severity of persons with mental illness served in the public mental health system.

o *Description of Metrics*:
   Change in scores on overall symptom severity scale of Colorado Client Assessment Record (CCAR).

Furthermore, the performance measures for CDHS, Behavioral Health Services-Division of Mental Health are as follows:

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Division of Mental Health	Increase the level of functioning in employment of persons treated for mental illness in the public mental health system.	Benchmark	23.1%	23.8%	24.6%	25.4%
		Actual	26.3%	*	NA	NA

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Division of Mental Health	Increase the level of functioning in school performance of persons treated for mental illness in the public mental health system.	Benchmark	85.0%	85.0%	85.0%	85.0%
		Actual	85.0%	*	NA	NA

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Division of Mental Health	Increase the level of functioning in independent living of persons treated for mental illness in the public mental health system.	Benchmark	78.0%	79.0%	80.0%	81.0%
		Actual	79.5%	*	NA	NA

* Due to technical problems with the IT database, FY 2006-07 actual data are pending completion of Colorado Client Assessment Record (CCAR) data collection and validation. The Department expects that data will be available and reported by November 1, 2007.

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Change Request for FY 08-09 Budget Request Cycle

Request Title: IT Infrastructure Support
Department: Human Services
Priority Number: 11

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09   Supplemental FY 07-08   Budget Request Amendment FY 08-09

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: 10/25/07 10/11/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	8,103,871	9,117,641	0	9,117,641	11,120,986	168,125	11,289,111	0	11,289,111	347,592
	FTE	68.4	76.2	0.0	76.2	76.2	2.4	78.6	0.0	78.6	5.0
	GF	5,721,748	6,533,042	0	6,533,042	7,791,973	126,550	7,918,523	0	7,918,523	269,189
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	63,447	103,038	0	103,038	91,124	733	91,857	0	91,857	1,469
	CFE	873,143	1,191,379	0	1,191,379	1,721,507	16,410	1,737,917	0	1,737,917	33,660
	FF	1,445,533	1,290,182	0	1,290,182	1,516,382	24,432	1,540,814	0	1,540,814	43,274
	MCF	613,295	773,101	0	773,101	1,263,379	6,552	1,269,931	0	1,269,931	13,925
	MGF	306,991	383,517	0	383,517	630,908	3,276	634,184	0	634,184	6,963
	NGF	6,028,739	6,916,559	0	6,916,559	8,422,881	129,826	8,552,707	0	8,552,707	267,262
(2) Information Technology Services Personal Services	Total	6,259,606	5,617,053	0	5,617,053	5,617,053	144,944	5,761,997	0	5,761,997	336,530
	FTE	68.4	76.2	0.0	76.2	76.2	2.4	78.6	0.0	78.6	5.0
	GF	4,518,087	4,348,432	0	4,348,432	4,348,432	108,187	4,456,619	0	4,456,619	260,524
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	25,395	24,062	0	24,062	24,062	718	24,780	0	24,780	1,442
	CFE	542,534	548,258	0	548,258	548,258	15,250	563,508	0	563,508	32,847
	FF	1,173,590	696,301	0	696,301	696,301	20,789	717,090	0	717,090	41,717
	MCF	300,527	224,909	0	224,909	224,909	5,596	230,505	0	230,505	13,475
	MGF	150,264	112,453	0	112,453	112,453	2,797	115,250	0	115,250	6,738
	NGF	4,668,351	4,460,885	0	4,460,885	4,460,885	110,984	4,571,869	0	4,571,869	267,262
(2) Information Technology Services Operating Expenses	Total	345,772	386,576	0	386,576	386,576	19,650	406,226	0	406,226	4,750
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	307,488	307,488	0	307,488	307,488	15,630	323,118	0	323,118	3,778
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	15,288	16,040	0	16,040	16,040	815	16,855	0	16,855	197
	FF	22,996	63,048	0	63,048	63,048	3,205	66,253	0	66,253	775
	MCF	15,288	16,040	0	16,040	16,040	815	16,855	0	16,855	197
	MGF	7,644	8,020	0	8,020	8,020	408	8,428	0	8,428	99
	NGF	315,132	315,508	0	315,508	315,508	16,038	331,546	0	331,546	3,877

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ✓	Base Reduction Item FY 08-09	Supplemental FY 07-08	Budget Request Amendment FY 08-09
Department: Human Services	IT Infrastructure Support		Dept. Approval by:	Date:
Priority Number: 11			OSPB Approval:	Date:

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director Amortization Equalization Disbursement										
Total	1,498,493	2,631,937	0	2,631,937	3,875,868	2,404	3,878,272	0	3,878,272	4,809
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	896,173	1,592,902	0	1,592,902	2,372,913	1,861	2,374,774	0	2,374,774	3,723
GFE	0	0	0	0	0	0	0	0	0	0
CF	38,052	65,360	0	65,360	51,179	10	51,189	0	51,189	21
CFE	315,321	531,031	0	531,031	876,399	235	876,634	0	876,634	469
FF	248,947	442,644	0	442,644	575,377	298	575,675	0	575,675	596
MCF	297,480	450,698	0	450,698	774,253	96	774,349	0	774,349	193
MGF	149,083	224,919	0	224,919	386,484	48	386,532	0	386,532	96
NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	1,909	2,761,306	0	2,761,306	3,819
(1) Executive Director Supplemental Amortization Equalization Disbursement										
Total	0	482,075	0	482,075	1,241,489	1,127	1,242,616	0	1,242,616	1,503
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	0	284,220	0	284,220	763,140	872	764,012	0	764,012	1,164
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	13,616	0	13,616	15,883	5	15,888	0	15,888	6
CFE	0	96,050	0	96,050	280,810	110	280,920	0	280,920	147
FF	0	88,189	0	88,189	181,656	140	181,796	0	181,796	186
MCF	0	81,454	0	81,454	248,177	45	248,222	0	248,222	60
MGF	0	38,125	0	38,125	123,951	23	123,974	0	123,974	30
NGF	0	322,345	0	322,345	887,091	895	887,986	0	887,986	1,194

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name: Department Indirect Revenue, including Medicaid

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Health Care Policy and Financing

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Colorado Department of Human Services
Priority Number:	Priority #11
Change Request Title:	IT Infrastructure Support Request

SELECT ONE (click on box):
☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):
Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Office of Information Technology Services is requesting $168,125 and 2.4 FTE in FY 2008-09 ($347,592 and 5.0 FTE in FY 2009-10) to both bring the base for department-wide technical operations support up to a reasonable level reflective of the commensurate growth in the Office of Information Technology Services' (OITS) overall department / county customer base and to address new external business requirements that have weakened OITS' ability to maintain minimal service levels. The Department estimates that it will need 25.0 FTE to be whole in terms of adequate, basic support for the state and county customers it supports. However, this request is the first of a multi-phase request by the Office of Information Technology.

Background and Appropriation History:

The Office of Information Technology Services has sustained three remarkable direct resource impacts since the Department's inception. First, when the Department was created in the mid-1990s, the OITS like many support activities was cobbled together from like activities pre-existing in the former Departments of Social Services and

Institutions. Expected (economies of scale) efficiencies resulted in overall reductions of these various central support functions (IT, accounting, human resources, etc.). In addition to this paring down as a result of organizational consolidation, some resources were lost when the Department of Health Care Policy and Financing was carved out of the organization to become its own agency.

Second, in FY 2000-01, the Department under a new director reorganized its IT program support from a Matrix model in which IT support was co-located with the respective program to a centralized model. The Matrix model had positive attributes in that IT staff could forge closer, dedicated working relationships with their programs. However, as program requirements changed over time due to new federal and state requirements, some OITS staff's daily routines were not optimized as some staff gained new duties and others lost duties. Therefore, a centralized support model was chosen because it allowed OITS to pool resources, allowing OITS to better react to both changing support needs as well as more effectively deploying resources in crisis situations. While in general, individuals remained dedicated to their former programs; they were also able to undertake other projects that supported other program areas.

Third, during the most recent recession, OITS staff was reduced in order to bring Department and statewide expenditures in line with reduced revenues. As a result, dedicated program support was further stretched. And while county staff supported by DHS decreased in approximately the same proportions as DHS FTE during the recession, upon implementation of the CBMS project anecdotal evidence supports that county FTE increased in each of the years following implementation. While CBMS has somewhat normalized in the past year or so, counties have received base building increases which have translated into additional support staff resulting in the current estimate of 5,600 county workers supported by OITS staff. Table 1 below depicts as best as possible using reasonable assumptions the trends in the ratio of OITS staff to individuals supported.

Table 1. Number of CDHS and County Staff Supported per OITS FTE

	2000 S.B. 215	2001 H.B. 1451	2002 S.B. 212	2003 H.B. 1420	2004 S.B. 258	2005 H.B. 1422	2006 S.B. 209	2007 H.B. 1385	2008 S.B. 239
Central IT LB									
Total OITS LB FTE*	119.1	149.2	177.5	165.7	145.1	138.3	135.3	134.3	134.3
Clients Supported									
CDHS*	3,079.0	3,051.0	3,062.0	3,120.0	2,957.0	2,984.0	2,981.0	3,100.0	3,100.0
County	4,992.0	4,947.0	4,964.0	5,058.0	4,794.0	5,062.7	5,331.4	5,600.0	5,600.0
Total:	8,071.0	7,998.0	8,026.0	8,178.0	7,751.0	8,046.7	8,312.4	8,700.0	8,700.0
Support Ratio (Total # of Clients per FTE)	67.8	53.6	45.2	49.4	53.4	58.2	61.4	64.8	64.8

░ Baseline = greatest budget reductions

Basic assumptions about Table 1: *The Department estimates that it currently (FY 2006-07) provides direct support to about 3,100 DHS personnel (FTE typically differ from actual employee headcounts and some employees do not use computers) and provides oversight for support of 5,600 county personnel. While counties receive different levels of infrastructure support, all county social services employees who utilize and/or access CDHS services/systems, receive help desk and other technical support from DHS OITS staff.*

To keep OITS FTE numbers comparable for FY 2006 to the present, the additional Colorado Trails FTE were not included in these years. The reason for this exclusion is that the additional FTE came about as a result of a swap between contractors (who were using the DHS OITS systems and networks as part of their duties) and FTE; therefore, adding these FTE would inaccurately distort actual support ratios. In addition, the 3.0 FTE added for Client Index Project in FY 2007-08, also a swap of contractors for FTE, are excluded.

Steady increases to County users were adjusted for FY 2005 to the present to account for the facts that 1) counties were steadily adding FTE as a result of CBMS implementation and in more recent years counties have been provided additional County Administration allocations. Therefore, county user numbers have been trended upward from FY 2005 to the present. The dip in the OITS staff-to-users ratio between FYs 2001 and 2002 was due to new FTE were being added for the Colorado Trails and Colorado Benefits Management System development. These FTE were generally dedicated to only the development of those systems. The 6.0 FTE cut from the Long Bill in FY 2007-08 are carried back to FY 2003-04 as a more accurate depiction of employees versus FTE; in other words, funds available were inadequate to hire up to the full allocation of FTE.

The background and the FTE analysis in Table 1 above represent the foundation of the request. Additionally it should be noted that some of the information provided in this request was the result and findings from an independent Workload Assessment Study that was commissioned by OITS for the area of Technical Operations. This study was performed by an independent contractor in 2006 and early 2007. The final report was submitted to OITS on March 21st, 2007. This analysis was a descriptive baseline of the workload requirements of the staff within the Technical Operations work unit.

In the next section, Comprehensive Breakdown of the Request, the Department examines both quantitative and qualitative aspects beyond FTE growth.

Comprehensive Breakdown of the Request: The Department is requesting $168,125 and 2.4 FTE in FY 2008-09, annualizing to $347,592 and 5.0 FTE for 12 months in FY 2009-10 as the first of multiple phases based on a number of factors including growth in the ratio of department and county personnel that each OITS employee must support either directly or indirectly.

Indirect Staff Support

Indirect staff – accounting, human resources, budget, compliance and information technology to name a few – are typically the first to be cut during lean economic times and the last to be reinstated during growth years. It should be noted that reductions in staff can stimulate out of necessity more effective work processes and force people to work smarter and prioritize work activities. However, in most instances there is a breakeven point at which the quality of service begins to degrade for the sake of efficiencies. The growth and evolution of the organization outpace the point-in-time efficiencies gained from earlier staff reductions.

In the area of information technology, one such efficiency was pooling of resources when the Department moved from the Matrix to a centralized model of organizational support. Through centralizing staff, the Department better utilized all individuals in supporting the entire enterprise. In addition, the Department has implemented other efficiencies. For

example, it reengineered its management of infrastructure support, which reduced costs. The Department also moved from a "thick client" to a "thin client" model of supporting county workers. The thick client model required that each version of a software upgrade be "pushed out" to users in the field. This model is more labor intensive because not all counties have identical hardware and software standards, which increased the propensity of failures during such upgrades. Not all workers were logged on or available due to normal absences during such upgrades and this also created difficulties in smoothly upgrading clients in the field. As a result, there was often a heightened strain on resources during software upgrades to Colorado Financial Management System, Colorado Trails and Colorado Benefits Management System (to name the largest utilities supported at the county level). By switching to a thin client model, clients log into the portal / network where software upgrades are implemented centrally thus mitigating resources strains for DHS OITS.

Growth of OITS' Customer Base and External Workload Demands

Despite the efficiencies above, supporting increasing levels of individuals is an independently measurable workload burden which in short order erodes the gains from planning and implementing smarter service provisions. This workload has been exacerbated in recent years by three significant factors: the complexity of new information systems being implemented, new external considerations such as HIPAA and Information Security and expanding program support requirements.

Depending on one's information source, the Department handles at least 10,000 and as many as 11,000 work requests each month related to individual account access. The number of users has grown over several years with the implementation of Colorado Works and Colorado Benefits Management System, but what is most remarkable is that county turnover rate each year is about 25 percent. As well, Department turnover is also at a very high level as anecdotally indicated by the length of time it takes to make an ordinary hire (60 days or more). In addition, individuals transfer to new positions and new positions are being created as the budget situation has improved since the passage of Referendum C—which has added Department staff. For several years, the Department's

average time for setting up a new individual with a correct IT security profile and password is five (or more) days. Table 2 below (Idle Employee Impact) estimates the lost paid time between the state and counties from employees not having immediate access to computing resources:

Table 2. Idle Employee Impact

Assumptions

	Calculations
Number of new users annually	10,000
Number of days to set up new employees (security profile / passwords)	5
Number of hours in five days (assumes that not all workers are full-time)	38
Gross hours	380,000
Assume new employees will need computers only 10 percent. Rest of the time is doing reading, training, other activities, and communicating by phone.	38,000
Assume average employee (state and county) annual salary is $42,000 / year	$ 42,000
Hourly rate =	$ 20
	(38,000 hrs X $20 per hour)
Paid time lost due to not having access to computing resources	$760,000

Basic Assumptions for Table 2: The DPA FY 2005-06 workforce report (Web location: http://www.colorado.gov/dpa/dhr/workforce/docs/workforcereportFY06.pdf) indicates that the average state employee salary is over $47,000 per year. The analysis above uses $42,000 per year to account for some employees being part time and it assumes that generally county employees will be paid less than state employees. One could use just about any metric to analyze the impact from the average five days with computer access and the impact would be notable. Across the Department there are parallel analyses to support the conclusions above. For example, one could perform a similar analysis on the cost in overtime and shift differential for the length in time it takes to fill positions in the Department's 24-hour facilities (Youth Corrections, Mental Health Institutes and Regional Centers). Not having all employees available and not being able to allow employees to perform certain activities are related in that the State (and counties in this request) is incurring costs unnecessarily.

New systems have heightened security administration requirements. Setting up a new employee is not as simple as inputting a name into a utility and issuing a password. CBMS, for example, has about 100 unique security profiles depending on the individual and the fact that technicians work on many social services programs and not just one as

was generally the case prior to CBMS implementation. In fact, since Client Oriented Information Network (COIN) and the other predecessors to CBMS were "green screen" applications that simply accepted previously calculated data and functioned as payment utilities, the previous level of security is nowhere close in comparison to that of CBMS. In addition, Colorado Trails is an equally complex security environment. As new people are hired or transfer between jobs, each individual's job responsibilities have to be taken into consideration when granting them security access.

The Health Information Portability and Accountability Act (HIPAA) has placed new information security requirements on agencies. New funding was provided to make technology system improvements to bring the Department into HIPAA compliance. New FTE were provided at the Executive Director level for oversight of the program. What is not accounted for is the "sliver" of new business requirements (not unlike the sliver of incremental workload from new system security requirements) and compliance cognizance that workers, including in the technology arena, must absorb into daily routines and add to the business requirements in making programming or other technology changes / upgrades.

With the creation of the Chief Information Security Officer program (H.B. 06-1157) there were implemented 19 new security rules that Departments must comply with. The passage of S.B. 07-239 did not include new funding as required by H.B. 1157 and Department efforts to review security of information systems and remediate any security gaps becomes an unfunded workload burden. The Department, because of security requirements driven by its new information systems (Colorado Trails, CBMS), by its need to be HIPAA compliant and because many business units must interact with the Medicaid MMIS, might have a more mature security profile. Therefore, one could assume its remediation efforts might not be as work intensive as other agencies. Nevertheless, rules are rules. They drive changes to agency rules and, in turn, to business requirements of the agency and to its county partners. At some level, these new mandates, which are not funded, will drive a new sliver of workload that was not previously present.

S.B. 06-063, Information Technology Procurement, added new demands on the Department in how it plans and implements large, high risk technology projects. The Department supports the principal of well-managed technology projects. There is added workload, however, because of the expectations driven by this new legislation. Because so many of the Department's programs are complex and often reach across programs, may span over several fiscal years, and often involves other state agencies, any new statutory requirements are an additional sliver of work that must be integrated into procurements and project planning, budgeting, development and implementation.

Direct Program Support Capability

Program support is yet another area that has been stretching CDHS OITS capacity to adequately support the Department. Table 3 below shows the trend in program growth over time.

Table 3. Trend in Program Growth

DHS Long Bill	2000 S.B. 215	2001 H.B. 1451	2002 S.B. 212	2003 H.B. 1420	2004 S.B. 258	2005 H.B. 1422	2006 S.B. 209	2007 H.B. 1385	2008 S.B. 239
Line Items	158	172	172	173	174	173	176	180	176
Footnotes	58	70	66	69	59	36	43	48	45
Total OITS LB FTE	119.1	149.2	177.5	165.7	145.1	138.3	135.3	134.3	134.3

Basic Assumptions about Table 3: *Vocational Rehabilitation line items have been excluded from the count since OITS does not provide direct support for this business unit except at the 1575 Sherman location. Not every line item is a program per se and the Department acknowledges that line items come and go, are consolidated and then broken out into more detail. The purpose of Table 3 is merely to demonstrate that line items are an indicator that all funding levels for the Department have varied over time, programs for the most part remained relatively unchanged. This is due to the fact that generally the Department chose to reduce program scope or clients served during the recession rather than eliminate programs wholesale. Footnotes, as well, do not always drive IT workload. One can still properly assume that some portion of footnotes are specifically requested by the Department to provide spending flexibility for certain line items. One can still properly assume that some portion of footnotes will drive IT efforts to produce ad hoc reports and that the Department is typically not provided funding to produce footnote reports.*

What Table 3 demonstrates intuitively is that even through the recession, the number of programs (tracked here through a count of Long Bill line items) has remained relatively stable. Like DHS programs department-wide, DHS OITS' budget lines were reduced. However, the number of programs did not go away. These programs, though they may have been reduced in scope, still required IT support in form of programming and reporting requirements, as these programs were still beholden to state and federal oversight requirements. One might even argue that during the recession programs received even more scrutiny, as efficacy and outcomes are measures used to prioritize budget reductions. Nevertheless, Table 3 demonstrates that OITS FTE were being reduced but program totals were remaining relatively stable.

What is also shown (to a lesser extent) in Table 3 is the impact to the Department from reporting to the Legislature. Although the total number of footnotes was reduced by nearly 39 percent from the 2004 to the 2005 long bills, footnotes have increased by 25 percent between 2005 and 2008. The 2008 number is exacerbated further by the Legislature's override of the Governor's veto, which translates to more overall footnotes that must be responded to by the Department. While IT is not involved in all footnotes, many of them do require specialized reporting that drives programming requirements. In addition, increased federal scrutiny of DHS programs – residential treatment centers, the HCBS waiver program, food and nutrition programs (to name a few) – in one way or another drives an IT response in the form of adopting new or revised reporting requirements in order to continue to support the Department's and client's access to precious grant programs.

Grant programs are another programmatic area that has placed pressure on DHS OITS. With the exception of some programs that receive legislative oversight through state statute, many more federal programs drive workload even though they are not captured in the Long Bill. One remarkable requirement of most state grants is a long adopted policy that such grants will not in the future create a General Fund burden on the State. What this policy does is to require the Department (and, in turn, IT where such support is needed as part of the grant) to absorb such costs. Therefore, without receiving any

additional resources, IT will provide programming or reporting support to its customers less the customer loose access to the grants that often make up some of the gaps in State funding.

Total Quality Department Support Capacity

While this section deals in more qualitative matters, it speaks to an essential element of how over the long term we want to move from providing reactive-adequate service to adequate-proactive service to the clients.

The Department facilitated team meetings within its OITS division in 2006 and discussed barriers to providing adequate services to customers and to managers in achieving their organizational goals. The following is summary of those meetings and recommendations. It should be noted that many of these items are of a nature that improved processes and practices can be accomplished by actions from current employees. However, in the current environment, the issues are largely driven by workload and a deficit of human resources that creates a reactive versus a proactive working culture. The effort to satisfy minimum customer requirements results in only basic services. Many qualitative or added value activities cannot be accomplished. To provide an adequate level of the qualitative activities listed below it was determined to drive approximately 3 hours a week or 12.4 hours in a month per employee.

Communications. There is not enough time to effectively communicate with customers on project requirements. Because of time pressures, communications are rushed between OITS delivery services and customers receiving the services. This sometimes results in a mismatch between the product delivered and customer expectations. When this occurs, an unnecessary amount of additional effort must take place to remediate miscommunications.

> **Benefit from additional human resources:** *Better and more routine interactions with customers will assist OITS staff to better understand customer needs and their expectations will be more consistently met.*

Customer Service. There is not enough time for customer follow-up after services are provided. The customer is unable to benefit from training on products, which results in more technical assistance calls. Customers are unaware of the full array of services available from OITS as well as policies and procedures.

Benefit from additional human resources: *Customer services would be planned and managed and less reactive. Quality assurance would become a routine part of the customer relationship because OITS would be able to follow-up with the customer, understand better what worked or didn't work, making the necessary adjustments in practices closer to real time and universally across the division.*

Consistency. Services to and communications with customers are inconsistent. This is more a sub-category of communications and customer service.

Benefit from additional human resources: *OITS managers' time would be freed up to add value to processes, procedures and service delivery through documented policies and procedures, consistent training and more frequent evaluation of the efficacy of policies and procedures. Misunderstandings would be reduced because roles, responsibilities and expectations would be more clearly articulated.*

Bottlenecks. Inconsistent policies and procedures and sometimes a lack of engagement of office managers and / or project / business area sponsors, result in projects stalling, or incurring frequent stops and starts, in which projects sometimes take months to complete.

Benefit from additional human resources: *Well written policies and procedures, consistently followed. Managers and project sponsors would be more engaged in end-user, business needs. It would ensure that customer needs are in proper alignment with department and office goals.*

Tools. Lack of resources to adequately research and choose the appropriate tool required has resulted in too many tools that require remarkable maintenance. Some tools are acquired and supported but then not used optimally or not at all.

Benefits from additional human resources: *Creation of a comprehensive New Tool Purchase Business Process that would better evaluate the added value from the desired tool. Customers could be better trained on tools so that they can be better integrated into work routines. Better planning behind tool acquisitions would result in more common and shared services, reducing the overall number of tools that require OITS time and support.*

Documentation. There is a lack of resources to thoroughly document projects and to transfer knowledge among employees. This results in project details that are not properly recorded and thus adds risk to long-term maintenance of the product. Employees that do not benefit from knowledge transfer require more training and do not adequately understand customer business needs.

Benefits from additional human resources: *Management would be freed up to plan better for employee departures through cross training and ensuring that employee routine activities, projects managed and deliverables are well documented. Finally, better project documentation lends itself to customers being more informed about the product and this will reduce technical assistance calls.*

Consequences if Not Funded:

The Department continues to grow in human numbers (state / county employees and clientele) and complexity. If this request is not funded it will merely result in the status quo: policies and procedures will not be documented resulting in inconsistent delivery of services and products and adding risk to projects both during development and upon implementation; processing of routine requests for passwords and security permissions will continue to take several days resulting in periods of state and county employee idleness; procurement of tools that are under-utilized or otherwise not needed; and, project delays because of a lack of engagement of management and ineffective

communications between customers and OITS employees. The OITS will continue to be more reactive rather than proactive in supporting the Human Services enterprise because services and products will be delivered as a series of inefficient tasks. The ability of OITS to effectively support department-wide technical needs, to support programs comprehensively and to add value to services will continue to be stressed and compromised.

Calculations for Request:

Table 4. Financial Summary of FY 2008-09 Request

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Grand Total	**$168,125**	**$126,550**	**$733**	**$16,410**	**$24,432**	**$6,552**	**$3,276**	**$129,826**	**2.4**
Personnel Services (less pay date shift)	$144,944	$108,187	$718	$15,250	$20,789	$5,596	$2,797	$110,984	2.4
Operating	$19,650	$15,630	$0	$815	$3,3205	$815	$408	$16,038	
AED	$2,404	$1,861	$10	$235	$298	$96	$48	$1,909	
SAED	$1,127	$872	$5	$110	$140	$45	$23	$895	

Table 5. Financial Summary of FY 2009-10 (Out Year)

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Grand Total	**$347,592**	**$269,189**	**$1,469**	**$33,660**	**$43,274**	**$13,925**	**$6,963**	**$276,152**	**5.0**
Personal Services	$336,530	$260,524	$1,442	$32,847	$41,717	$13,475	$6,738	$267,262	5.0
Operating	$4,750	$3,778	$0	$197	$775	$197	$99	$3,877	
AED	$4,809	$3,723	$21	$469	$596	$193	$96	$3,819	
SAED	$1,503	$1,164	$6	$147	$186	$60	$30	$1,194	

Assumptions for Calculations:

Table 1 provides an estimate of the growth of customers that each OITS FTE is responsible for supporting. One might consider in the first instance the following formula:

64.8 customers / FTE in FY 2007-08
53.4 (minus) customers / FTE in FY 2003-04
11.4 additional customers per OITS FTE added since FY 2003-04

A simple remediation for this impact can then be calculated using this simple algebraic formula:

53.4 / 145.1 = 64.8 / X (where X is the number of FTE to support the growth in state / county customers)

$X = (64.8 * 145.1) / 53.4$

$X = 176.1$ FTE

Therefore:

176.1 (assumed number of FTE needed to fully support the growth in state / county customers)
134.3 (minus) FTE from Table 1
41.8 new FTE that one might consider from the formula

41.8 FTE is what one might oblige should one accept all assumptions behind Table 1 and in addition to those numerical assumptions include the qualitative issues discussed after Table 1. This is but one alternative to consider.

The Department recognizes that in the current fiscal environment 41.8 FTE no matter how well justified or appropriate is excessive. The Department must always balance its

requests against other priorities that also merit scarce financial resources. In addition, there are other analytical considerations that would tend to reduce the total number of FTE calculated above. First, OITS has been more effective in how it allocates its FTE time and efforts. While several factors work against these efforts and arguably can only be addressed through some level of human resources, the Department assumes and has determined in a separate analysis, that it would not need all 41.8 FTE. Second, not all OITS FTE provide direct customer support. Managers must focus a substantial part of their time with higher-level policy, budget and personnel issues as well as coordinating and planning in conjunction with their peers. Furthermore, as noted above, the Department has provided below an activity-based approach to more quantitatively support its request.

Table 6 details which FTE are requested as part of its FY 2008-09 budget request. This requested breakdown and number of FTE positions within the Technical Operations group was a result of the recommendation from Workload Assessment Study mentioned earlier in the document.

Table 6. Summary of Department IT Resources for Budget Request (5.0 FTE)

		Technical Operations FTE – General Departmental Support		
FTE	FTE position	State Class	Programs/Systems /Divisions Supported	FY09 FTE Requested
1.0	Telecommunications	IT Pro III	All except DVR remote offices	1.0 IT Prof III
1.0	Database Services	IT Pro III	All except DVR remote offices	1.0 IT Prof III
2.0	Desktop Services	IT Pro III (2)	All except DVR remote offices	2.0 IT Prof III
1.0	Server Support Services	IT Pro III	All except DVR remote offices	1.0 IT Prof III

The list below reflects those FTE positions that have been identified for possible future budget requests.

- 1 FTE Telecommunications
- 1 FTE Database Services
- 3 FTE Desktop Services
- 1 FTE Server Support Services
- 2 FTE Security Access Services
- 1 FTE Disaster Recovery / Continuity Of Operation / Pandemic Planning
- 2 FTE County Infrastructure.
- 2 FTE Developer/Staff Authority
- 1 FTE Developer/Quality Assurance
- 2 FTE Developer
- 3 FTE Project manager/Project lead
- 1 FTE Web Developer

The OITS provides support to a diverse clientele at the CDHS. Agencies/programs supported by all work units with the OITS include:

Administrative Services	Information Technology Services, Performance Improvement, Administrative Review Division, Audit Division, Boards and Commissions, Communications, County Commissioner Liaison, Developmental Disabilities Council, Employment Affairs Divisions, Field Administration, Food Stamp Quality Assurance, Legislative Liaison, Work Force Development.
Office of Operations	Accounting, Contracts Management, County Administration Allocations, Facilities Management, Procurement.
State-wide Applications in Support of County Administered Programs	Children Youth and Families – Trails, Colorado Benefits Management System, County Financial Management System, Help Desk.
Office of Adult, Disability and Rehabilitation Services	Aging and Adult Services, Developmental Disabilities Services, Regional Centers, Vocational Rehabilitation staff located at central downtown site.
Office of Self-Sufficiency	Disability Determination Services, Child Support Enforcement, Colorado Works Program, Domestic Assistance Abuse Program, Colorado Works (TANF) Rule, Employment First, Food Distribution Program, Refugee Services, Low Income Energy Assistance Program (LEAP).
Office of Behavioral Health and Housing	Alcohol and Drug Abuse (ADAD), Colorado Mental Health Institutes, Division of Mental Health, Supportive Housing and Homeless Program.
Children Youth, Families	Child Care, Child Welfare, Youth Corrections Services Centers – Adams, Gilliam, Grand Mesa, Lookout Mountain, Marvin W. Foote, Platte Valley, Pueblo, Spring Creek, Zebulon Pike.
State and Veterans Nursing Homes	Fitzsimons. Florence, Homelake, Rifle, Trinidad.

Individual Task Based FTE Calculations:

1.0 FTE Telecommunications. The Telecommunications Services team maintains a wide area network (WAN) of switches, routers, hubs and leased high-speed circuits, which carries the following types of data and video communications traffic:

Data Traffic: File server connectivity, Internet/Intranet connectivity, e-mail service and remote client access to databases (such as CBMS and TRAILS) stored on centrally located servers and Storage Area Networks (SANs), comprises the majority of network traffic. The WAN also provides a pathway for OITS to administer CDHS servers and client computers, install service packs; software upgrades and patches, and obtain software updates, all from a centralized location.

Video Traffic: Streaming audio/video signals, in support of video teleconferencing, is a small but bandwidth-intensive, delay sensitive component of CDHS's communications traffic.

Telecommunications maintains over 400 main pieces of network equipment, including hubs and switches. There are approximately 300 switches in use and 17 hubs still due for replacement.

Table 7 demonstrates the workflow for the Denver unit and Pueblo unit:

Table 7. Telecommunications Work Flow
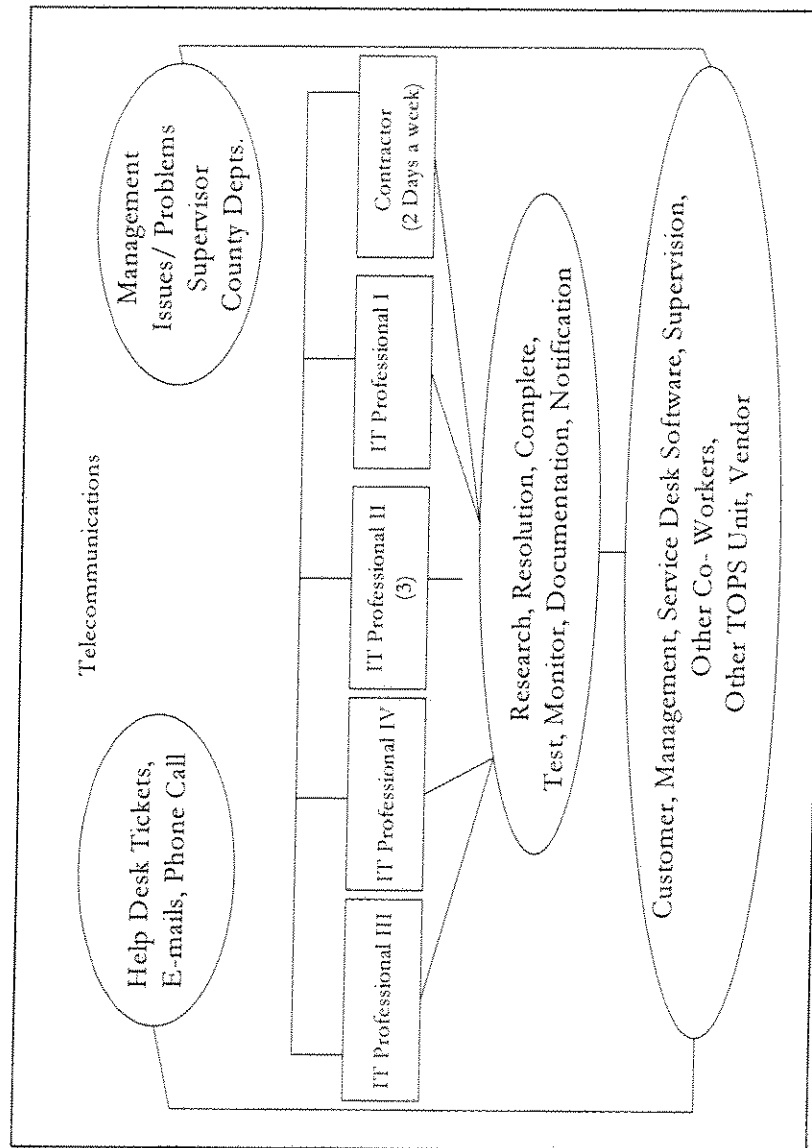
The Telecommunications Services team has employees located in Denver and Pueblo. The Denver office is comprised of 3 full time FTE's, 1 part time FTE, 1 part time contractor (who works 10 hours per week) for a total of 5 Telecommunications employees, and the Pueblo office is comprised of 2 full time FTE's with both units reporting to the Security, Database and Telecommunications Manager.

Table 8 details the workload generated by this unit's customers.

Table 8. Time Breakdown of Telecommunications Services' Tasks

TASK	Hours per Month
Help Desk Tickets, Firewall Variance Requests, Wiring Requests (full support including vendor interaction), Make Changes to allow Traffic in	286
Researching and Support of New Tools and Technologies	23
Tool Maintenance and Troubleshooting	14
Maintain and troubleshooting issues/problems coming in through Firewalls including detection of intrusions and intrusion protection	81
Intrusion Detection - Analyzing information that is Entered, Alert verification (weeding through false alerts), Update the firewalls to prevent false alerts, Firewall code upgrades and testing, Create/Review reports	145
On Site Wire Request and Inspection for Voice and Data	43
Liaison with facilities on new projects	8
Short-term Telecomm Projects. Examples include: Voc Rehab Phase 1 and Phase 2 – 2 new sites DYC Building Configure and Install – 10 switchers and 4 routers equipment (refreshed) CiscoView / Cisco Works Project	163
Troubleshoot frame relay and ATM circuits. Respond to downed networks after hours.	4
Provide analysis for the development and implementation of various LAN/WAN technologies for CDHS	2
Installation of switches, routers / Router and Switch Configurations, Schedule an outage, documentation	176
Modem Configuration, Train Customers, Trouble shoot with equipment after installed	21
Equipment Configure, test, scheduled, travel to install, install, test	21
DSL Circuit Orders	21
Provide technical support for voice communications for CDHS. Assist in insuring all DHS telephone systems are installed and maintained properly. Assist customers by matching voice communication and data needs with technical solutions.	324
Wireless Deployment Project, Air Magnet Wireless Monitoring Tool	162
Vendor Liaison	8
Document into Solar Winds	8
Status Report/EPM Reports	17
Estimated time to complete various qualitative items detailed above that current telecomm staff are unable to complete partially or in their entirety due to staff shortages.	87
Total Hours (7 Staff)	**1,614 Hours / Mo.**

The calculations above represent the average staff time to complete the respective tasks. Tasks are often delayed due to routine staff absences, the availability of all staff due to competing priorities, conflicts arising due to department and other external factors [meetings, information requests (briefing / hearing documents, queries, etc.), reports and fiscal notes]. The calculations represent delays (time customers must wait). The qualitative amount of 87 hours for 7.0 FTE was the estimated amount of time per FTE (12.4 hours per month roughly) to complete these added-value tasks. In addition, though the total hours exceeds previously calculated need of 2.0 FTE in the long term for OITS (and 1.0 FTE for this request), it essentially acknowledges that amounts above are estimated averages in which there will be periods of more activities as well as periods of fewer activities.

14,560 Commonly accepted hours for 7.0 FTE (2080 hours / year)
19,368 Total calculated task hours for 7.0 FTE in a typical year
5,808 Difference is hours needed equivalent to 2.8 FTE (Request FY 2008-09
1.0 FTE)

Calculations for all 5.0 FTE are provided at the end of this section

1.0 FTE Database Administration. This section is comprised of 6 database administrators who report to the Security, Database and Telecommunications Manager. The Database Administrators are responsible for the software installation/maintenance of the following:

Databases	Oracle, SQL Server 2000 and 2005, MySQL
Web Servers	Internet Information Services (IIS), Apache
Middleware	Oracle Application Server
Report Writers	Business Objects, Crystal Reports, LogicXML
Web/Development	Visual Studio Contribute Contribute Publishing Server,
Software	PHP Microsoft .NET Framework Component Art, Moodle
File Transfer Software	SSH Tectia
Unicenter Service Desk	

The Technical Operations' Database Administrators provide support for the InterSystems Cache Database (does not install) and the following application software: Avatar DSS, Emphasys Elite, Enterprise Project Manager (EPM), and MS Access.

The Database Administration Unit manages databases written using: Microsoft SQL Server 2000, InterSystems Cache Database 5.0.2.607 (a proprietary system), MySQL 5.0 (an open-source database) and Oracle 9.0.2.

Table 9 demonstrates how work flows into this unit:

Table 9. Database Administration Work Flow
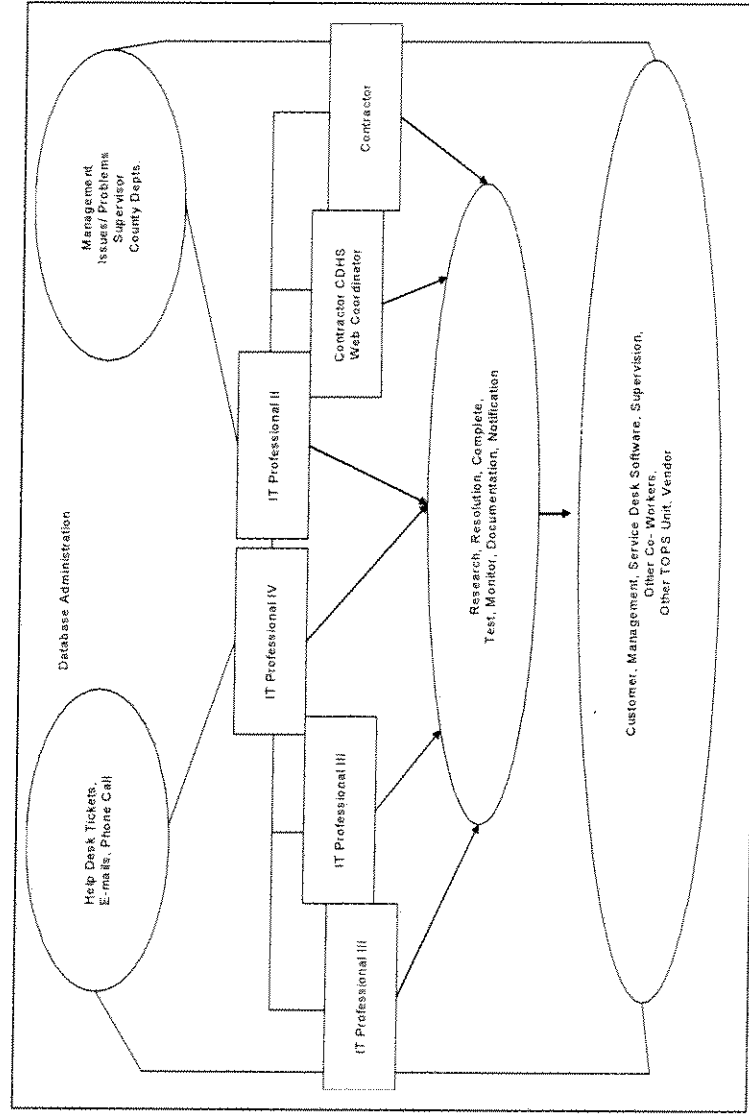
Table 10 details the workload from Database Administration tasks that were identified along with the results of the work analysis for this unit.

Table 10. Database Administration Task Workload

TASK	Hours per Month
Information Technology Services / Tech Support	40
CDHS HIPAA Security Remediation & Monitoring	10
Avatar System Support, DSS Support, Unix System Administration	48
ADAD TMS / DD CCMS System Support	168
SHHP, MH & ADAD Program Support	74
Project Management, Customer Service Contact	27
Building and Supporting the Web/database/application servers. Including IIS, Apache, Contribute; Database Administration and monitor usage; Backup and Restore; Oracle Database; DB Security; Data Conversion; Building and configuring Web sites (over 75), Site clean up; Standards; Design and Training, Maintenance, Troubleshooting CDHS Intranet/Internet and CBMS Broker/Infomove	442
System Administration OS Install and Maintenance	32
Memory and Disk Management	20
Hardware/Software Troubleshooting (solve, document)	20
DTC Management	13
Users Account Setup	13
Revise and maintain security policies, procedures and standards on all supported systems	39
New system tools implementation and Research	13
EPM – Time Entry/Tracking System Administration	11
EPM – Hardware/software support	13
Mainframe – Top Secret Administration, program files management	34
Database Administration Duties on Microsoft SQL Server, Oracle, Cache, and MySQL Databases	129
Installing Patches for SQL Server and IIS	26
Moodle Training System	5
Maintain Broker links	13
Documentation, Standards, Policies	20
Help Desk Ticket System, Maintenance and Upgrade	143
Status Reports/EPM Entry	15
Qualitative items for 6.0 FTE (see descriptions above) at 12.4 hours per FTE / month	74
Total Hours (6.0 FTE)	**1,442 Hours**

The calculations above represent the average staff time to complete the respective tasks. Tasks are often delayed due to routine staff absences, the availability of all staff due to competing priorities, conflicts arising due to department and other external factors [meetings, information requests (briefing / hearing documents, queries, etc.), reports and fiscal notes]. The calculations represent delays (time customers must wait). The qualitative amount of 74 hours for 6.0 FTE was the estimated amount of time per FTE (12.4 hours per month roughly) to complete these added-value tasks. In addition, though the total hours exceeds previously calculated need of 2.0 FTE in the long term for OITS (and 1.0 FTE for this request), it essentially acknowledges that amounts above are estimated averages in which there will be periods of more activities as well as periods of fewer activities.

12,480 Annual Hours for 6.0 FTE based on 2,080 hours/ year
17,304 Hours to complete all tasks for 6.0 FTE including overtime and task delays (customer wait times)
4,824 Total hours need in long run equivalent to 2.3 FTE (FY 2008-09 Request is 1.0 FTE)

2.0 FTE Desktop Services. The requested FTE supports the Regional Desktop Support Services, one of two units under Network Services – Server Support Services (1.0 FTE are requested below for this unit) and Regional Desktop Support Services. Network Services is managed under a single manager, while the two work units also each have a dedicated manager.

The Regional Desktop Support Services (DSS) manages the purchasing, leasing, licensing and support of desktop computers, mobile computing devices, printers, operating systems, remote access software and application software.

The Regional Desktop Support Services Unit has an OITS Manager located at the Human Services building, 1575 Sherman Street, Denver, who reports to the Network Services OITS Manager. The Regional Desktop Support Services Unit Manager supervises a total of 14 staff: Central Region has 5 employees (FTE's), the Western Region has 1 employee

(FTE), the Northern Region has 5 employees ((FTE's), and the Southern Region has 3 employees (FTE's).

Table 11 describes the workflow of this Regional Desktop Support Services:

Table 11. Regional Desktop Support Services Work Flow
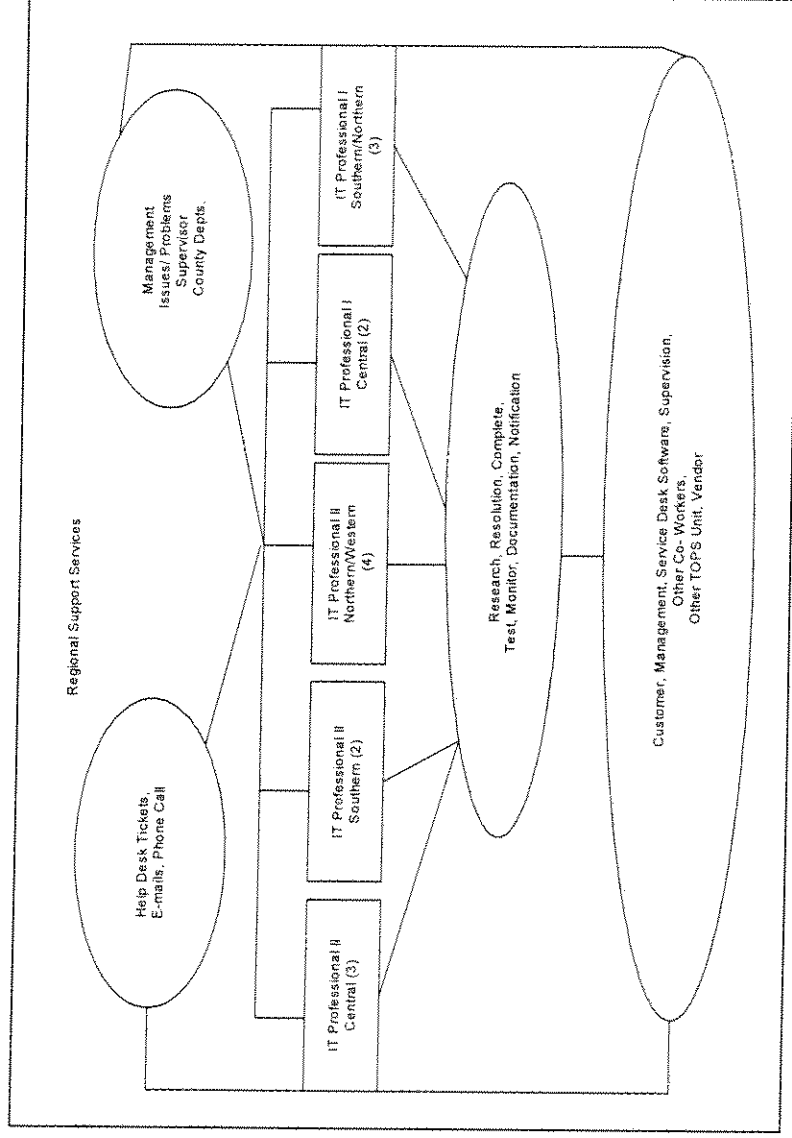
The Regional Desktop Support Services Unit provides services to a large number of customers. There are 3100 Local Area Network (Novell) user accounts that are supported within the Colorado Department of Human Services.

The types of activities that Regional Desktop Support Services supports on an ongoing basis are generalized below in Table 12:

Table 12. Generalized DSS Activities

Regional Support Services
Desktop Management
Help Desk tickets
Rental Coordination
Software/Hardware Approvals
LAN User Account Management
Site Wiring Coordination
Server Backup
Help Desk Policies/Procedures
Infrastructure Reporting
Desktop/Printer Inventory
Local application deployment
Desktop imaging
Desktop standards
Printer standards
Disaster Recovery Contingency Plan
Installation of Hardware:
o   Printers
o   Handheld Devices(BlackBerry, Palms, etc.)
o   Scanners

Table 13 provides a detailed breakdown of the workload for 14.0 FTE generated by the Regional Desktop Support Services customers and other departmental or external requirements.

Table 13. Regional Desktop Support Services Workload Tasks

TASK	Hours per Month
Master Rental Coordinator: Follow up on customer orders and installs for all regions, Issues/problems DOA – swipe out equipment	212
Primary Infrastructure Reporting (May – Sept of every year)	78
Service Help Desk Tickets	1277
Coordinator Projects: Moves (Ft Logan to downtown), Licensing, Follow up with Customer	32
MC Installs	292
Prepare Hardware/Software: Paperwork for Approval Request – research request to verify it meets standards, Approve process	22
Regional ARCserve/Storage SVM Lead – working with technical engineers, upgrade of servers, upgrade of drives and SVM appliances, reviewing technical briefs of products, strategy of backup and storage	93
Provide Assistance with SNA – Server Maintenance/repair, upgrades	22
Project Planning – preparing project plan, delivering project, project follow-up and lessons learned. General Coordination.	63
Budgeting – budget preparation for infrastructure reports, project estimates, hardware and software cots for annual and three year planning	9
Documentation – creation, review, maintenance and follow-up	143
Database Management – creation, review, maintenance and follow-up of laptop database, server list, Arcserve licenses, hardware and software licensing and maintenance.	14
Training and Presentations – Arcserve, SVM, PC Encryption, one-day training or half day training sessions. Presentations on backup and storage direction, encryption project, other RSS projects as needed.	14
Regional Backup ARCserve Coordinator	46
SME Hardware/Software	48
Regional Patch Management	68
Regional NDPS Printers	69
Regional Image Team	96
Regional Primary Software Compliancy Coordinator	47
Disaster Recovery Task Force	8
Regional Back-up Rental Coordinator	41
Backup Maintenance	15

TASK	Hours per Month
CR Locks	25
Blackberry Support	30
DITP Report Department Information Technology Report – gather information into one report for OITS management. Report contains: Infrastructure billing information (user ids, # computers, etc), Departmental Printer expenditures, Software Licensing expenditures and Network Server hardware and software expenditures.	10
Administrative function - Primary Imaging Systems Printer Contact – Contacting vendor to customer to resolve issued regarding repairs/cost/contract time frames, reports, etc.	31
After Hours Support – (On call 24 *7) Answering emergency calls.	40
Tape Backup System Responsibilities	26
Inventory Process Maintenance	16
Rogue Process Control Maintenance	8
Creating ZEN applications and WinBatch Programs	135
Southern Region Lead responsibilities (Assigning and Administering Help Desk Tickets, answering customer's questions, etc.)	61
Programming the telephone switches, replacing telephones, communicating with customers, coordinating service, maintaining 3 telephone databases.	95
Wiring Vendors Contact	81
Traveling to Nursing Home Sites: Homelake, Trinidad, Florence	11
Programming Door Locks	3
Regional Backup ITM	27
Technical GroupWise Administrator	20
Iron Mail – Backup	2
Regional Backup Remote Access	5
Anti-virus Lead	39
Northern Region Lead responsibilities, Computer Room Changes, Fire Alarm Upgrades, working with other techs on help desk ticket solutions.	47
Qualitative items for 14.0 FTE (see descriptions above) at 12.4 hours per FTE / month	174
Status Reports/EPM Entry	42
Total Hours (14.0 FTE)	**3,637**

The calculations above represent the average staff time to complete the respective tasks. Tasks are often delayed due to routine staff absences, the availability of all staff due to competing priorities, conflicts arising due to department and other external factors [meetings, information requests (briefing / hearing documents, queries, etc.), reports and fiscal notes]. The calculations represent delays (time customers must wait). The

qualitative amount of 174 hours for 14.0 FTE was the estimated amount of time per FTE (12.4 hours per month roughly) to complete these added-value tasks. In addition, though the total hours exceeds previously calculated need of 5.0 FTE in the long term for OITS (and 2.0 FTE for this request), it essentially acknowledges that amounts above are estimated averages in which there will be periods of more activities as well as periods of fewer activities.

29,120 Annual Hours for 14.0 FTE based on 2,080 hours/ year
43,644 Hours to complete all tasks for 14.0 FTE including task delays (customer wait times)
14,524 Total hours need in long run equivalent to 7.0 FTE (FY 2008-09 Request is 2.0 FTE)

1.0 FTE Server Support Services. The requested FTE supports the Server Support Services unit, one of two units under Network Services – Server Support Services and Regional Desktop Support Services. Network Services is managed under a single manager, while the two work units also each have a dedicated manager. The Server Support Services unit consists of a manager and three (3.0 FTE) employees.

The types of activities that Server Support Services supports on an ongoing basis are generalized below in Table 14:

Table 14. Server Support Services General Responsibilities

Server Support Services
Server Management
Novell NetWare
Microsoft Windows 2000/2003 Server
Standards/maintenance management
Security Administration
GroupWise Administration
CA
Border Manager
Insight Manager
Miscellaneous Admin Tools/Utilities
Server Inventory
Server application deployment
Outage Reporting
ZEN (server and desktop) standards
Research & Development

Table 15 provides the typical workflow for the Server Support Services unit.

Table 15. Server Support Services Workflow
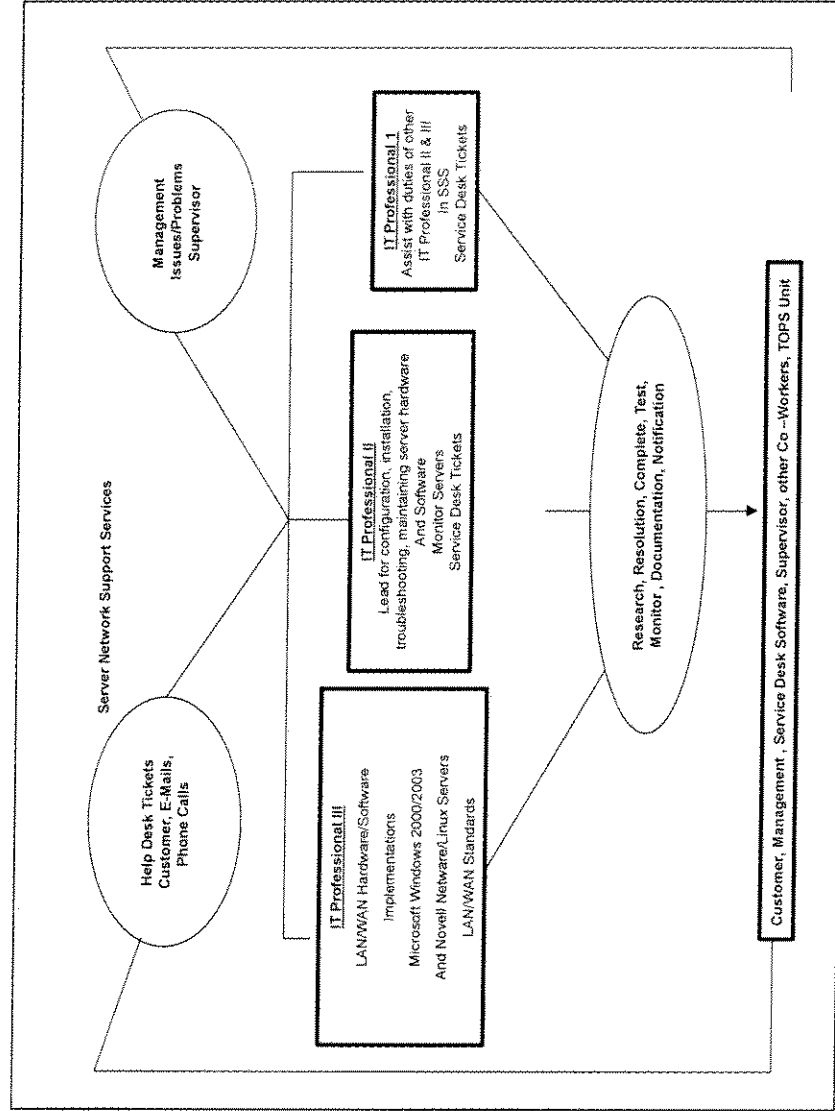
Table 16 provides a detailed breakdown of the workload for 3.0 FTE generated by the Server Support Services customers and other departmental or external requirements.

Table 16. Server Support Services Workload Tasks

TASK	Hours per Month
Formulates and Manages Work plans and formal project plans related to LAN/WAN hardware and software implementations	19
Provides administration, management, policy setting and direction for Microsoft Windows 2000/03 and Novell NetWare/Linux servers	81
Provides direction to technical peers and customers regarding the detection and discovery of problems and violations	22
Maintain IT Security Policies	16
LAN/WAN Standards – Gather recommendations from other SNSS members and present to supervisor for approval	4
HW/SW Standards – Gather recommendations from other SSS members and present to supervisor for approval	4
LAN server installation documents (NetWare/Windows/Linux) Gather recommendations from other SSS members and present to supervisor for approval	4
Maintain Server Warranty list until an automated system is created	16
Lead in scheduling monthly server outages – Gather recommendations from other SSS members and present to supervisor for approval.	8
Train/mentor staff to keep them appraised of the current technology systems in CDHS	24
Provide assistance to DSS/DBA/Telecom/Security Control Center Staff	22
After Hours Support – (On call 24 *7) Answering emergency calls.	47
Lead Worker for configuration, installation, troubleshooting and maintaining server hardware and software	243
Lead worker in server-based hardware and software implementations, upgrades, maintenance	31
Monitoring of servers through use of HPSIM, NetWare remote manager, Imonitor, CA ITM, GW monitor, MBSA and other monitoring programs	81
Provide input to scheduling monthly server outages	1
Assignment and monitoring of Service Desk Tickets – Prioritize, track on time closure and equitable assignment of tickets	2
Provide recommendations for LAN/WAN standards, HW/SW Standards and server installation documentation.	7
Assist with formal project plans	22
Provide assistance to DSS/DBA/Telecom/Security Control Center Staff	47
Service Help Desk Tickets	81
Verify Microsoft Patches/security hot fixes and approve for distribution to all MS servers.	4

Monitor Windows Network	27
Windows Server Audits	4
Research new products	4
Give status of tasks/projects	6
Qualitative items for 3.0 FTE (see descriptions above) at 12.4 hours per FTE / month	37
Status Reports/EPM Entry	9
Total Hours (3.0 FTE)	**873 Hours / Mo.**

The calculations above represent the average staff time to complete the respective tasks. Tasks are often delayed due to routine staff absences, the availability of all staff due to competing priorities, conflicts arising due to department and other external factors [meetings, information requests (briefing / hearing documents, queries, etc.), reports and fiscal notes]. The calculations represent both overtime costs and delays (time customers must wait). The qualitative amount of 37 hours for 3.0 FTE was the estimated amount of time per FTE (12.4 hours per month roughly) to complete these added-value tasks. In addition, though the total hours exceeds previously calculated need of 2.0 FTE in the long term for OITS (and 1.0 FTE for this request), it essentially acknowledges that amounts above are estimated averages in which there will be periods of more activities as well as periods of fewer activities.

6,240 Annual Hours for 3.0 FTE based on 2,080 hours/ year
10,476 Hours to complete all tasks for 3.0 FTE including task delays (customer wait times)
-4,236 Total hours needed in long run equivalent to 2.0 FTE (FY 2008-09 Request is 1.0 FTE)

Table 17. FTE and Salary Calculations

OSPB Common Policy for FTE Requests								GRAND TOTAL	
FTE and Operating Costs									
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES	Title:	IT Professional III							
Number of PERSONS / class title		5.0	5.0	0.0	0.0	0.0	0.0		
Number of months working in FY 08-09 and FY 09-10		6	12	0	0	0	0	6	12
Number of months paid in FY 08-09 and FY 09-10*		6	12	0	0	0	0	6	12
Calculated FTE per classification		2.5	5.0	0.0	0.0	0.0	0.0	2.5	5.0
Annual base salary		$60,108	$60,108					$0	$0
Salary		$150,270	$300,540	$0	$0	$0	$0	$150,270	$300,540
PERA	10.15%	$15,252	$30,505	$0	$0	$0	$0	$15,252	$30,505
Medicare	1.45%	$2,179	$4,358	$0	$0	$0	$0	$2,179	$4,358
Prior Year Supplemental Amortization Equalization Disbursement	N/A	$0	$1,127	$0	$0	$0	$0	$0	$1,127
Subtotal Personal Services at Division Level		$167,701	$336,530	$0	$0	$0	$0	$167,701	$336,530
Shift in Pay Date ($GF and $MGF)								($22,757)	$0
Shift in Pay Date FTE								(0.1)	0
Subtotal Personal Services								$144,944	$336,530
Subtotal Personal Services (FTE)								2.4	5.0
Subtotal Amortization Equalization Disbursement at Executive Director's Office Long Bill Group Level	1.60%	$2,404	$4,809	$0	$0	$0	$0	$2,404	$4,809
Subtotal Supplemental Amortization Equalization Disbursement at Executive Director's Office Long Bill Group Level	Varies								
Subtotal Health, Life, Dental (if over 20 FTE) **	N/A	$1,127	$1,503	$0	$0	$0	$0	$1,127	$1,503
Subtotal Short Term Disability (if over 20 FTE) **	0.13%	$0	$0	$0	$0	$0	$0	$0	$0

Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
OPERATING EXPENSES							
Supplies @ $500/$500***	$500	$1,250	$2,500	$0	$0	$1,250	$2,500
Computer @ $900/$0 ****	$900	$4,500	$0	$0	$0	$4,500	$0
Office Suite Software @ $330/$0 ****	$330	$1,650	$0	$0	$0	$1,650	$0
Office Equipment @ $2,225 /$0	$2,225	$11,125	$0	$0	$0	$11,125	$0
Telephone Base @ $450/$450***	$450	$1,125	$2,250	$0	$0	$1,125	$2,250
Subtotal Operating Expenses		$19,650	$4,750	$0	$0	$19,650	$4,750
GRAND TOTAL ALL Personnel-Related COSTS		$0	$0	$0	$0	$168,125	$347,592

*Initial year salary is 6 months (CF, CFE, FF) and 5 months (GF and MGF) to adjust for pay date shift. FTE was adjusted 0.1 for pay date shift.

**Estimated Health Life and Dental and Short Term Disability costs cannot be claimed for under 20 Requested FTE. If claiming more than 20 FTE for Health Life and Dental please use the agency average in your calculation as a placeholder. For Short Term Disability please use 0.13%.

***The $450 for Telephone Base and $500 for Supplies will carry over each year as an acceptable expense.

Table 17 provides FTE calculations for 5.0 FTE associated with this request. The Department is requesting IT Professional III staff. The reasons for this is that the goal of the Department is to be able to not only begin to "catch up" on staffing shortages but to have these new staff apply their greater experience, knowledge and skills toward the qualitative items discussed earlier in this request.

Impact on Other Government Agencies:

This request includes an increase in Medicaid funds transferred from the Colorado Department of Healthcare Policy and Financing to the Department of Human Services to support CDHS general administrative support programs. The amount of the Medicaid increase is determined by applying the percentage of Medicaid included in the State Indirect Cost Plan to the CDHS Office of Information Technology Personal Services and Operating Expenses FY 2007-08 appropriation lines.

Cost Benefit Analysis:

The cost benefit analysis for this request is based upon some straightforward assumptions that lend themselves more towards organization effectiveness than economic benefits compared to real costs. The thrust of this request is based upon the increasing length of time it takes to meet customer demands and the additional time calculated to achieve more of the qualitative items that are either not being performed at all right now or are not being performed as effectively as OITS (and the customer) would prefer.

This request looked at the detailed workload of 30.0 FTE in four business units (Telecommunications, Database Administration, Regional Desktop Support and Server Support Services). If one looks solely at the tasks excluding the qualitative work factor added to routine workload measures, it indicates that the work flow coming into these business units in the aggregate (some, such as Regional Desktop Support Services have more than others) exceeds the available normal 40 business hours by 1,994 hours (on average) per month. This amount is 38.3 percent higher than available 40-hour-per-week business hours or an estimate of over 14 hours per week per employee.

All of these affected employees are exempt professional staff and some are contractors. While exempt professional staff may not incur overtime for hours worked in excess of 40 hours per week, some if not all contractors may bill overtime for those additional hours. What work is not accomplished through overtime efforts, is simply delayed. While there is no benchmark available as to how many tasks were performed at a certain point in time and how long, on average (in days or hours), it was taking to perform each task, one can look to the average time to complete security requests (five days) as an indicator at some

level that customers are waiting longer and longer as time goes by and more customers (and systems, software, licenses, hardware and external business requirements) are added to OITS' base. On an ongoing basis, all work that is input into these business units is not being accomplished within the same fiscal years and it simply overflows into the next fiscal year. In addition, if one closely considers the qualitative activities, they are simply not included in the current workload.

Implementation Schedule:

Task	Month/Year
FTE Hired	Approximately 60 days or more to post position, review applications, select a candidate pool, schedule and perform an oral examination board (if necessary), arrange final interviews with hiring authority, complete salary negotiations and set employee start date. Start date January 2009.

Statutory and Federal Authority:

26-1-105. Department of human services created - executive director - powers, duties, and functions.

(1) Effective July 1, 1994, there is hereby created a department of human services, the head of which shall be the executive director of the department of human services, which office is hereby created. The executive director shall be appointed by the governor, with the consent of the senate, and shall serve at the pleasure of the governor. The reappointment of an executive director after an initial election of a governor shall be subject to the provisions of section 24-20-109, C.R.S. The executive director has those powers, duties, and functions prescribed for the heads of principal departments in the "Administrative Organization Act of 1968", article 1 of title 24, C.R.S.

24-1-105. Types of transfers.

(1) Under this article, a **type 1** transfer means the transferring intact of an existing department, institution, or other agency, or part thereof, to a principal department established by this article. When any department, institution, or other agency, or part thereof, is transferred to a principal department under a **type 1** transfer, that department, institution, or other agency, or part thereof, shall be administered under the direction and supervision of that principal department, but it shall exercise its prescribed statutory powers, duties, and functions, including rule-making, regulation, licensing, and registration, the promulgation of rules, rates, regulations, and standards, and the rendering of findings, orders, and adjudications, independently of the head of the principal department. Under a **type 1** transfer, any powers, duties, and functions not specifically vested by statute in the agency being transferred, including, but not limited to, all budgeting, purchasing, planning, and related management functions of any transferred department, institution, or other agency, or part thereof, shall be performed under the direction and supervision of the head of the principal department.

24-2-105. Rules and regulations.

The head of each principal department is empowered, subject to the written approval of the governor, to prescribe rules and regulations, not inconsistent with law, for the government of his department, the conduct of its employees, the distribution and performance of its business, and the custody, use, and preservation of the records, papers, books, documents, and property pertaining thereto.

Performance Measures:

As a support organization, the goal of the Office of Information Technology Services (OITS) is to provide technology solutions in support of the business needs of the program areas of DHS and the Counties. All of these solutions depend upon the technology infrastructure to operate at all times so that users can access critical system applications when needed. The approval of this budget request will add critical resources to the support of the technology infrastructure and improve access and availability to the users. The following measurements are aggregate measures that reflect the user's availability to system applications:

●   Support the business requirements of the State users by providing a high level of access to DHS system applications. Measured by the percent of time access to the system is available. The DHS program areas rely heavily on having access to their system applications to deliver service to their clients and to meet the goals of their mission.

●   Support the business requirements of the County users by providing a high level of access to DHS system applications. Measured by the percent of time access to the system is available. The County users/technicians rely heavily on having access to system applications provided by DHS to deliver benefits and service to their clients.

●   Maintain productivity of all users of DHS information technology by the timely response to technology related problems. Measured by the percent of technology related problems that are resolved within prescribed timeframes.

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Buildings and Grounds Fund Spending Authority Increase
Department: Human Services
Priority Number: 12

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _(signature)_ Date: 10/17/07
OSPB Approval: _(signature)_ Date: 10/22/07 11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	2,400,852	4,010,026	0	4,010,026	6,021,990	411,553	6,433,543	0	6,433,543	115,410
	FTE	5.0	6.5	0.0	6.5	6.5	3.5	10.0	0.0	10.0	3.5
	GF	896,173	1,877,122	0	1,877,122	3,136,053	0	3,136,053	0	3,136,053	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	264,793	302,904	0	302,904	293,145	102,888	396,033	0	396,033	28,851
	CFE	990,939	1,299,167	0	1,299,167	1,835,759	308,665	2,144,424	0	2,144,424	86,559
	FF	248,947	530,833	0	530,833	757,033	0	757,033	0	757,033	0
	MCF	298,480	532,152	0	532,152	1,022,430	0	1,022,430	0	1,022,430	0
	MGF	149,083	263,044	0	263,044	510,435	0	510,435	0	510,435	0
	NGF	1,045,256	2,140,166	0	2,140,166	3,646,488	0	3,646,488	0	3,646,488	0
(3) Office of Operations Buildings and Grounds Fund	Total	902,359	896,014	0	896,014	904,633	409,249	1,313,882	0	1,313,882	113,351
	FTE	5.0	6.5	0.0	6.5	6.5	3.5	10.0	0.0	10.0	3.5
	GF										
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	226,741	223,928	0	223,928	226,083	102,312	328,395	0	328,395	28,337
	CFE	675,618	672,086	0	672,086	678,550	306,937	985,487	0	985,487	85,014
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director S.B. 04-257 Amortization Equalization Disbursement	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	1,569	3,877,437	0	3,877,437	1,569
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	896,173	1,592,902	0	1,592,902	2,372,913	0	2,372,913	0	2,372,913	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	38,052	65,360	0	65,360	51,179	392	51,571	0	51,571	392
	CFE	315,321	531,031	0	531,031	876,399	1,177	877,576	0	877,576	1,177
	FF	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	0	2,759,397	0	2,759,397	0

(1) Executive Director
S.B. 06-235

		Supplemental	Amortization Equalization Disbursement			
Total	0	482,075	1,241,489	735	1,242,224	490
FTE	0.0	0.0	0.0	0.0	0.0	0.0
GF	0	284,220	763,140	0	763,140	0
GFE	0	0	0	0	0	0
CF	0	13,616	15,883	184	16,067	122
CFE	0	96,050	280,810	551	281,361	368
FF	0	88,189	181,656	0	181,656	0
MCF	0	81,454	248,177	0	248,177	0
MGF	0	38,125	123,951	0	123,951	0
NGF	0	322,345	887,091	0	887,091	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name: Fund 517 Buildings and Grounds Fund

IT Request: Yes ☑ No

Request Affects Other Departments: Yes No ☑   If Yes, List Other Departments Here:

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Department of Human Services
Priority Number:	12
Change Request Title:	Buildings & Grounds Fund Spending Authority Increase

SELECT ONE (click on box):

Decision Item FY 08-09

Base Reduction Item FY 08-09

Supplemental Request FY 07-08

Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment

☐ An emergency

☐ A technical error which has a substantial effect on the operation of the program

☐ New data resulting in substantial changes in funding needs

☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This decision item requests an increase in spending authority for the Buildings and Grounds Fund of $411,553 Total Funds and 3.5 FTE for FY 2008-09 and $115,410 Total Funds and 3.5 FTE for FY 2009-10. The revenue to support this level of spending will come from a combination of rental income and reserve funds and will be used to maintain and repair facilities and building infrastructure owned by the Colorado Department of Human Services that has been rented to other state agencies and non-profit entities.

Background and Appropriation History:

The Buildings and Grounds Fund is a cash fund that provides resources for the maintenance, repair and upkeep of Human Services facilities and grounds. The Colorado Department of Human Services (CDHS) leases space to other state agencies and non-profit organizations for use as office space and for the provision of direct care services. The revenue projection for this line item is based on the anticipated revenue generated from lease agreements. The per square foot space leasing rates are based on the CDHS calculated cost for maintenance, repair and upkeep of the rented spaces. Revenue from the leases is used for upkeep of the facilities.

The current inventory of the Buildings and Grounds fund consists of space in about 40 buildings. These are older buildings with an average State Buildings Program Condition index of 60. The State Buildings Program goal is an average of 85 out of a possible 100.

Buildings and Grounds	Total	FTE	GF	CFE	CF	FF	MCF	MGF	NGF
FY 2006-07 Appropriation	$897,346	6.5	$0	$673,085	$224,261	$0	$0	$0	$0
0.2% Personal Services Reduction	$(1,332)	0.0	$0	$(999)	$(333)	$0	$0	$0	$0
FY 2007-08 Appropriation	$896,014	6.5	$0	$672,086	$223,928	$0	$0	$0	$0

General Description of Request:

Program reductions and consolidations have decreased the amount of space that is needed to house Human Services functions leaving some areas vacant. In order to manage this vacant space and keep these buildings from falling into a state of disrepair which can result in hazardous or blighted conditions, the space is made available to those agencies that have a connection to Human Services programs. The Division of Facilities Management has had success in finding tenants that complement the CDHS programs, i.e. ARTS, (Alcohol Rehabilitation Treatment Services), Senior Options, Father Ed Judy House, Beacon Center Inc. All of these programs are related to CDHS programs and are seen as a benefit to the care and welfare of Colorado citizens.

Over the past 18 months the leased square footage increased by 76,125. The list of new tenants includes:

Part C Developmental Disabilities: Per an executive order signed last December Part C Education was transferred from the Department of Education to CDHS. This required the remodeling and leasing of 1,388 square feet.

Baby Haven Expansion 1: Baby Haven program of the ART's Division of the Colorado University of Health Science Center provides drug and alcohol treatment for new moms that live with their babies. This program leases 8,950 square feet.

Baby Haven Expansion 2: Baby Haven program of the ART's Division of the University of Health Science provides drug and alcohol treatment for new moms that live with their babies. This program leases another 8,645 square feet.

CDHS Office of Performance Improvement: Office of Performance Improvement was relocated from the overcrowded building at 1575 Sherman to the Fort Logan campus. OPI occupies 13,919 square feet.

Senior Options: A community-based program that provides living accommodations for seniors with mental illnesses. This program occupies 8,950 square feet.

Father Ed Judy House: This is a Catholic Charities program that provides shelter for mothers and children of abusive situations. This program occupies 5,553 square feet.

Department of Corrections Pharmacy: Building 16 in Pueblo consisting of 4,987 square feet.

Department of Corrections Parole Board: Building 54 in Pueblo consisting of 4,278 square feet.

Division of Youth Corrections: Building 125 in Pueblo consisting of 1,195 square feet.

Department of Corrections Criminal Unit: Building 54 in Pueblo consisting of 2,780 square feet.

Department of Corrections Upholstery Shop: Building 54 in Pueblo consisting of 2,780 square feet.

Work Release Program: Building 106 in Pueblo consisting of 12,700 square feet.

The Office of Operations Division of Facilities Management has been able to provide only minimal maintenance and housekeeping services to these new tenants. In order to maintain these facilities at the level of service that was stipulated in the lease agreements, additional

staff and supplies will be required as well as use of some of the cash reserve funds for remodeling projects.

The Office of Operations Division of Facilities Management is requesting two specific changes to the 517 Buildings and Grounds Fund.

1.   Increase Buildings and Grounds Fund spending authority $409,249 for FY 2008-09 and $113,351 for FY 2009-10.

2.   Increase FTE by 3.5 to match the increase in non-general funded occupied space. As program cuts took place in the past, the Division of Facilities Management had to make reductions as well. Additional staff are needed to provide adequate service to leased space tenants.

The additional spending authority and staff will allow the Division of Facilities Management to provide adequate maintenance and housekeeping services to all tenants.   With the unprecedented increase in leasing tenants over the last 18 months, the existing staff has been unable to adequately maintain the leased space at the level agreed during the contract negotiations. CDHS facility tenants expect and deserve reliable, safe, and clean rental space.

Some of the improvements to be made with the additional funding include:

An increase in housekeeping services from 2x to 5x per week
A decrease in response time for maintenance and repairs
Improvement in building safety and sanitary conditions
Replacement of archaic and failing building systems such as pipelines, boilers, sewer lines, heating systems
Painting of building interiors and exteriors

Consequences if Not Funded:

CDHS makes available its excess building space to other state agencies and non-profit organizations that are consistent with CDHS's mission and vision. The lease rates are well-below market for these older facilities with poor utility services, few modern-day conveniences and out-of-the-way locations. The leased space inventory includes in-patient and out-patient treatment centers; administrative offices and research; and support spaces, such as an auditorium, storage units and outdoor grounds. These human services programs are not always welcome in local communities and finding private space to lease can be very difficult and costly. (Current tenants include the University of Colorado Health Sciences Center, the Department of Corrections, Beacon Center, Seniors on Community Living, and the Father Ed Judy House.) If this space was not available for these tenants there would be an increased expense to those programs and services in the form of moving costs and higher rents in the private sector. Some programs may be forced to close as municipality-zoning requirements are becoming increasingly more difficult to site group homes and place sexual offenders. Additionally, the building maintenance at these sites will be reduced to "abandon status", meaning that the buildings will not be maintained which will result in a lower Facilities Condition Index and the ultimate demolition of state assets.

Calculations for Request:

Summary of Request FY2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$411,533	$0	$102,888	$308,665	$0	$0	$0	$0	3.5
Buildings and Grounds Fund	$409,249	$0	$102,312	$306,937	$0	$0	$0	$0	3.5
Personal Services Cost Component	$109,426	$0	$0	$0	$0	$0	$0	$0	
Operating Cost Component	$12,823	$0	$0	$0	$0	$0	$0	$0	
Improvements Cost Component	$287,000	$0	$0	$0	$0	$0	$0	$0	
Executive Director's Office									
S.B. 04-257 Amortization Equalization Disbursement Component	$1,569	$0	$392	$1,177	$0	$0	$0	$0	
S.B. 06-235 Supplemental Amortization Equalization Disbursement Component	$735	$0	$184	$551	$0	$0	$0	$0	

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$115,410	$0	$28,851	$86,559	$0	$0	$0	$0	3.5
Buildings and Grounds Fund	$113,351	$0	$28,337	$85,014	$0	$0	$0	$0	
Personal Services Cost Component	$110,161	$0	$0	$0	$0	$0	$0	$0	3.5
Operating Cost Component	$3,190	$0	$0	$0	$0	$0	$0	$0	
Executive Director's Office									
S.B. 04-257 Amortization Equalization Disbursement Component	$1,569	$0	$392	$1,177	$0	$0	$0	$0	
S.B. 06-235 Supplemental Amortization Equalization Disbursement Component	$490	$0	$122	$368	$0	$0	$0	$0	

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

New FTE and Operating Costs:

Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES	Title:	Structural Trades II		Custodian II			
Number of PERSONS / class title		1.50	1.50	2.00	2.00		
Number of months working in FY 08-09 and FY 09-10		12	12	12	12		
Number of months paid in FY 08-09 and FY 09-10*		12	12	12	12		
Calculated FTE per classification		**1.5**	**1.5**	**2.0**	**2.0**	**3.5**	**3.5**
Annual base salary		$34,776	$34,776	$22,944	$22,944		
Salary		$52,164	$52,164	$45,888	$45,888	$98,052	$98,052
PERA	10.15%	$5,295	$5,295	$4,658	$4,658	$9,953	$9,953
Medicare	1.45%	$756	$756	$665	$665	$1,421	$1,421
Prior Year SAED	N/A	$0	$391	$0	$344	$0	$735
Subtotal Personal Services at Division Level		**$58,215**	**$58,606**	**$51,211**	**$51,555**	**$109,426**	**$110,161**
Subtotal AED at EDO Long Bill Group Level	1.60%	$835	$835	$734	$734	$1,569	$1,569
Subtotal SAED at EDO Long Bill Group Level	Varies	$391	$261	$344	$229	$735	$490
Subtotal for Health, Life, Dental (if over 20 FTE) **	N/A	$0	$0	$0	$0	$0	$0
Subtotal for Short Term Disability (if over 20 FTE) **	0.13%	$0	$0	$0	$0	$0	$0
OPERATING EXPENSES							
Supplies @ $500/$500***	$500	$750	$750	$1,000	$1,000	$1,750	$1,750
Computer @ $900/$0****	$900	$1,350	$0	$0	$0	$1,350	$0
Office Suite Software @ $330/$0 ****	$330	$495	$0	$0	$0	$495	$0
Office Equipment @ $2,225 /$0	$2,225	$3,338	$0	$4,450	$0	$7,788	$0
Telephone Base @ $360$360***	$360	$720	$720	$720	$720	$1,440	$1,440
Subtotal Operating Expenses		**$6,653**	**$1,470**	**$6,170**	**$1,720**	**$12,823**	**$3,190**
GRAND TOTAL ALL Personnel-Related COSTS		$66,094	$61,172	$58,459	$54,238	$124,553	$115,410
Buildings & Grounds Facility Improvements						$287,000	$0
GRAND TOTAL ALL COSTS						$411,553	$115,410
				CF	25%	$102,888	$28,851
				CFE	75%	$308,665	$86,559

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Human Services

Notes:

*No adjustment for Pay Date Shift is requested for this cash fund.

**No Health Life and Dental and Short Term Disability costs are requested because fewer than 20 FTE are requested.

***The $360 for Cell Phone Base per person and $500 for Supplies per FTE will carry over each year as an acceptable expense.

****Computers and Software are not requested for Custodian staff.

Calculation of FY 2008-09 Revenue:

Revenue	Total
Projected Rental Revenue based on Existing Contracts	$1,068,886
Estimated New Leases under Negotiation	$50,000
Subtotal Estimated Rental Revenue	$1,118,886
Cash Fund Balance Reserve	$1,674,446
Total Revenue Available	$2,793,332

Calculation of FY 2008-09 Expenses:

	Total
Personal Services Expenses	
FY 2007- 08 Personal Services Base	$264,956
FY 2008-09 Personal Services Base Adjustments — Common Policy	$8,619
Additional Personal Services Requested	$109,426
	$383,001
Operating Expenses	
FY 2007-08 Operating Expenses Base	$631,058
Operating Expenses Associated with Additional Staff	$12,823
	$643,881
Buildings and Grounds Reserves for Building Improvements	
Irrigation Systems – 8 locations @ $14,000	$112,000
Exterior Paint – 15 buildings @ $7,000	$105,000
Remodel Building #13	$70,000
	$287,000
Total Spending Authority Needed for FY 2008-09	$1,313,882

Calculation of FY 2009-10 Revenue:

Revenue	Total
FY 2008-09 Projected Rental Revenue	$1,118,886
Increase in Rental Contracts	$33,567
Subtotal Estimated Rental Revenue	$1,152,453
FY 2009-10 Cash Fund Balance Reserve	$1,479,450
Total Revenue Available	$2,631,903

Calculation of FY 2009-10 Expenses:

	Total
Personal Services Expenses	
FY 2008-09 Personal Services Base	$383,001
SAED Adjustment	$735
	$383,736
Operating Expenses	
FY 2007-08 Operating Expenses Base	$643,881
One Time Operating Expenses Associated with Additional FY 2008-09 Staff	($9,633)
	$634,248
Buildings and Grounds Reserves for Building Improvements to be Determined	
Total Spending Authority Needed for FY 2008-09	$1,017,984

Assumptions for Calculations:

Staffing assumptions: The staffing cost is based on the FY 2007-08 Department of Personnel and Administration Compensation with PERA and Medicare. The number of staff needed is based on 19,735 square feet per maintenance FTE and 10,791 square feet per housekeeping FTE. Operating expenses related to the addition of staff include office supplies, computers, software, office equipment and telephones.

Operation dollar assumptions: Operating dollars include the materials, equipment, supplies, consumables, and overhead costs to operate the previously vacant square footage based on the historic square footage cost of the Division of Facilities Management. The square footage cost including FTE is $6.88 per square foot. Pursuant to the FTE chart above based on 76,125 this breaks out to $2.88 per foot for FTE and $4.00 per foot in operating costs.

Impact on Other Government Agencies:

The result of this request will be the continued housing of the programs mentioned above. Alternative locations for these types of programs are increasingly difficult to find as local zoning laws are prohibiting group home and program type uses. Approval of this request will allow for improved upkeep and support of the program buildings creating a safer and clean environment. This will also allow for the continued cost savings over private leases in the open market. For example the typical rental rate in Denver is $15.00 per foot while CDHS rates range from $3.00 to $11.00 per foot depending on the level of service required.

Cost Benefit Analysis:

Action	Benefit	Cost	Ratio
Preserve use of existing buildings.	Building Replacement Value - $12,419,793	Annual Building Investment - $500,000	Value/investment $12,419,793/$500,000=24.84
Rent excess building space to local community.	Provide affordable rents for local complementary human services programs providing services for clients that would have difficulty in finding acceptance in community settings.	CDHS Cost- $6.88 average rental rate X 76,125 square feet = $523,740 Market cost - $15.00 local average rental rate x 76,126 square feet = $1,141,890	Market rental rates vs. CDHS rental rate $1,141,875/$523,740 = 2.18
Abandon excess state buildings. Deteriorating buildings lease to safety issues.	Most maintenance and housekeeping services would not be required.	Cost to mothball (maintain vacant buildings, no housekeeping) without rental income, $3.00 per foot. 3.00 x 76,125 square feet =$228,375.	$228,375 - CDHS cost. No rental income to offset cost.

The current inventory of the Buildings and Grounds fund consists of space in about 40 buildings. These are older buildings with an average State Buildings Program Facilities Condition Index (FCI) of 60. (The State Buildings Program goal is an average FCI of 85 out of a possible 100). Through the continued occupancy of these facilities and ability to use the additional revenue provided by the rental income for their repair and upkeep, these state-owned buildings remain a valuable state asset and provide a community service for human services programs.

Implementation Schedule:

Task	Month/Year
Written Agreement w/ Other State Agencies	Numerous leases on going
FTE Hired/Work Commences	July 2008

Statutory and Federal Authority:

25-1-118. C.R.S. (2007)

Rental properties - salvage - fund created. If any federal surplus property which has been acquired by the governor pursuant to the provisions of section 25-1-117 consists of rental property, the executive director of the department of human services is authorized to continue renting such property for such rentals as he deems reasonable.

The executive director is also authorized to sell any salvage resulting from the repair, remodeling, or demolition of the facilities of any such properties acquired under the provisions of said section 25-1-117.

Any moneys received from such rentals and from any such salvage shall be deposited with the state treasurer and credited by him to the Fort Logan state hospital fund, which fund is hereby created.

Source: L. 60: p. 145, § 1. CRS 53: § 66-1-23. C.R.S. 1963: § 66-1-23. L. 94: (1) amended, p. 2701, § 253, effective July 1.

Cross references: For establishment of, administration of, and admittance to Fort Logan mental health center, see article 15 of title 27.

Performance Measures:

The tenants of the 517 Buildings and Grounds Facilities are often partners that complement goals of the CDHS. The Office of Operations is an administrative unit that supports the mission of the CDHS programs and is not specifically mentioned in the CDHS Strategic Plan measures. CDHS Strategic Plan Department Goals that are indirectly supported by these efforts are:

Department Performance Measure #1: Young children will have the enhanced capacity to improve their competencies and talents. Increase the percentage of infants and toddlers participating in early intervention services who improve their acquisition and use of knowledge and skills (i.e., motor, cognition, speech, language, etc.) over the baseline that will be established in December 2007.

Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Benchmark	N/A	N/A	Increase over FFY 2007 baseline	Increase over FFY 2008 actual
Actual	N/A	Available in December 2007		

1) Tenants of the 517 Buildings and Grounds Facilities include the Baby Haven program. The Haven helps pregnant women and infant children who are in crisis. Many suffer from homelessness, addictions, childhood abuse or domestic violence, trauma, or mental health issues. Some are transitioning out of the criminal justice system; lack educational or vocational skills; or grew up in the foster care system.

The Haven was the first program in Colorado to accept infants and toddlers into residence while their mothers receive substance abuse treatment. The Haven allows the infants to live with their mothers in treatment, which keeps children out of the foster care system. A variety of early intervention services are provided to the infants so that both the mother and baby have their needs met. There are numerous studies that show that both mothers

and infants thrive if they are able to remain in treatment together. The Haven works: 83.5% of mothers who enter our program remain drug, alcohol, and crime free two years after completion!

2) In March 2005, a unique collaboration of major nonprofit agencies, State, and Denver government representatives led to the opening of a new homeless shelter for women and children called the Father Ed Judy House.

The shelter programs focus on assisting mothers with small children. The shelter provides more specialized one-on-one attention than standard shelters that accommodate much higher numbers and tend to be overcrowded and noisy. The shelter is located in a state building on the Fort Logan Mental Health Center campus. It will serve as a temporary home for up to 30 homeless women who are at least 21 years of age, along with their children, 12 years of age and younger.

Department Performance Measure #5: Reduce overall symptom severity of persons with mental illness served in the public mental health system.

Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Benchmark	NA	NA	NA	NA
Actual	NA	Available in November 2007	NA	NA

Another tenant of the 517 Buildings and Grounds Facilities is Senior Housing Options that provides housing for mentally ill seniors. Princeton House provides an opportunity for adults with serious mental illness to gain independence and make choices while still receiving case management and supportive services in an assisted living setting. It is located at the Fort Logan Mental Health Center. The Princeton House staff arranges social activities, administers medications, and provides all meals and snacks, while still encouraging residents to pursue hobbies and interests in the larger community.

Office of Operations Workload Indicators related to this request:

Program	Workload Indicator	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
		Actual	Actual	Current	Request
Facilities Management	Percentage of monthly work orders that are completed as scheduled.	91.3%	89.5%	92.0%	93.0%

Program	Workload Indicator	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
		Actual	Actual	Current	Request
Facilities Management	Percentage of monthly preventative maintenance work orders that are completed.	92.9%	94.0%	96.0%	96.0%

Program	Workload Indicator	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
		Actual	Actual	Current	Request
Facilities Management	Percentage of monthly housekeeping inspections that are completed.	96.3%	98.0%	96.0%	97.0%

Program	Workload Indicator	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
		Actual	Actual	Current	Request
Facilities Management	Percentage of monthly housekeeping inspections that are passed.	93.0%	96.0%	89.0%	93.0%

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Colorado Works County Oversight
Department: Human Services
Priority Number: 13

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: 10/17/07
OSPB Approval: _____ Date: 10/30/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	2,613,534	4,271,785	0	4,271,785	6,318,703	235,542	6,554,245	0	6,554,245	222,679
	FTE	11.6	14.0		14.0	14.0	4.0	18.0	0	18.0	4.0
	GF	896,173	1,877,122	0	1,877,122	3,136,053	0	3,136,053	0	3,136,053	0
	CF	38,052	78,976	0	78,976	67,062	0	67,062	0	67,062	0
	CFE	315,321	627,081	0	627,081	1,157,209	0	1,157,209	0	1,157,209	0
	FF	1,363,988	1,688,606	0	1,688,606	1,958,379	235,542	2,193,921	0	2,193,921	222,679
	MCF	298,480	532,152	0	532,152	1,022,430	0	1,022,430	0	1,022,430	0
	MGF	149,083	263,044	0	263,044	510,435	0	510,435	0	510,435	0
	NGF	1,045,256	2,140,166	0	2,140,166	3,646,488	0	3,646,488	0	3,646,488	0
(7) Office of Self Sufficiency, (B) Colorado Works Program, Administration	Total	1,115,041	1,157,773	0	1,157,773	1,201,346	231,048	1,432,394	0	1,432,394	218,662
	FTE	11.6	14.0		14.0	14.0	4.0	18.0	0	18.0	4.0
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	1,115,041	1,157,773	0	1,157,773	1,201,346	231,048	1,432,394	0	1,432,394	218,662
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office (A) General Administration, S.B.04-257 Amortization Equalization Disbursement	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	3,060	3,878,928	0	3,878,928	3,060
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	896,173	1,592,902	0	1,592,902	2,372,913	0	2,372,913	0	2,372,913	0
	CF	38,052	65,360	0	65,360	51,179	0	51,179	0	51,179	0
	CFE	315,321	531,031	0	531,031	876,399	0	876,399	0	876,399	0
	FF	248,947	442,644	0	442,644	575,377	3,060	578,437	0	578,437	3,060
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	0	2,759,397	0	2,759,397	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Colorado Works County Oversight
Department: Human Services
Priority Number: 13

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director's Office **(A) General Administration**	Total	0	482,075	0	482,075	1,241,489	1,434	1,242,923	0	1,242,923	957
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
S.B. 06-235	GF	0	284,220	0	284,220	763,140	0	763,140	0	763,140	0
Supplemental	CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
Amortization Equalization	CFE	0	96,050	0	96,050	280,810	0	280,810	0	280,810	0
Disbursement	FF	0	88,189	0	88,189	181,656	1,434	183,090	0	183,090	957
	MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	NGF	0	322,345	0	322,345	887,091	0	887,091	0	887,091	0

Letternote revised text: $235,542 federal funds represents funds held in the Colorado Works Long-Term Reserve

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☑ No   If Yes, List Other Departments Here:

Request Affects Other Departments: ☐ Yes ☑ No

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	13
Change Request Title:	Colorado Works County Oversight

SELECT ONE (click on box):

- ☒ Decision Item FY 08-09
- ☐ Base Reduction Item FY 08-09
- ☐ Supplemental Request FY 07-08
- ☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- ☒ Not a Supplemental or Budget Request Amendment
- ☐ An emergency
- ☐ A technical error which has a substantial effect on the operation of the program
- ☐ New data resulting in substantial changes in funding needs
- ☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Division requests $235,542 in federal Temporary Assistance for Needy Families (TANF) funds spending authority and an additional 4.0 FTE to manage increased oversight of county performance. This new quality control (QC) unit will be dedicated to case file monitoring and the application of the findings to inform county program enhancement.

Background and Appropriation History:

Federal reauthorization of the TANF program means higher performance standards for states, both in terms of work participation and work verification. The interim final rule issued by the federal government regarding the reauthorization of the TANF program (45 CFR, Parts 261 - 265) requires that states develop a work verification plan that details the states' plans to verify that the work participation being reported is well-documented and accurate. For Colorado's devolved TANF program, this means a need for increased State supervision of county administration of the program. In addition, TANF reauthorization requires that states meet a 50% work participation rate. As of July 31, 2007, the year to date average all-family work participation rate for Colorado was about 27 percent. If the

State fails to meet federal work participation and work verification requirements, the State could incur significant financial penalties.

In recent years, the Colorado Works Division has experienced a drastic increase in demand from the General Assembly, auditors, advocates, and other stakeholders to provide information on program performance.

Section 26-2-712 (5) C.R.S., requires that the Department oversee county implementation of the Colorado Works program. Implementation of that responsibility has evolved over the years. Most recently, the program has conducted County Program Reviews (CPR) of select counties on an ongoing, quarterly basis. The program reviews county policies and procedures, a sample of case files, administrative data, and other sources. The program then schedules a visit with the county director and county staff to discuss the county program, training needs, policy issues, and findings from the case file review.

While the CPR process has served well to establish effective communication between the Department and county programs, recent changing demands on the program have created a need for a more sophisticated and systematic approach to case file review. New State and federal requirements, particularly related to work participation and work verification, require the Department to take a much closer look at case files and county procedures to ensure compliance with the new regulations. It is now necessary for the program to review a statistically valid sample of case files on an ongoing basis and to share the results with counties and other stakeholders to ensure compliance and to strive for improvement. In order to achieve a statistically valid sample, the Department is proposing to add Colorado Works case file review to the current process used to review Food Stamps case files. However, based on current resources, the Department does not have the capacity to do this.

General Description of Request:

The Colorado Works program is responsible to effectively supervise counties and to provide data on program performance. The program must continue to review county case files to fulfill its supervisory obligations; as the program becomes more complex under

federal reauthorization (Deficit Reduction Omnibus Reconciliation Act of 2005, P.L. 109-171), ongoing case file review becomes more complex as well. The interim final rule issued by the federal government regarding the reauthorization of the TANF program (45 CFR, Parts 261 - 265) requires additional oversight of county work verification through case file review. The program can meet these increasing demands by creating additional quality control capacity within the Colorado Works Division.

A QC unit within the Division would provide case file monitoring services and information regarding county program enhancement. Information derived through quality control will assist the State in complying with new federal work verification requirements, will assist the program in its efforts to monitor and provide technical assistance to the counties, and will provide necessary information regarding program performance to all Colorado Works stakeholders. The program has proposed in its Work Verification Plan submitted to the federal government a three-tiered approach to its supervisory responsibilities.

In the first tier, Department staff will perform monthly analysis of program data to ensure data consistency. In addition, State staff will review a monthly sample of cases for data inconsistencies and potential errors.

In the second tier, Department staff will provide direction, training, and technical assistance to county departments in an effort to provide guidance for conducting secondary stage supervisory reviews of case files. This process will mirror the federal process for the Food Stamp program to review a minimum of six cases per month, per worker. A county supervisor will conduct this review. A subset of the cases from the secondary stage supervisory reviews will also be selected for review by the State. This sample will be at least two percent of the already developed and required Food Stamp sample. The program will conduct case file reviews of the actual hardcopy case files as well as the electronic files contained in the Colorado Benefits Management System (CBMS). The program uses a standardized county monitoring tool that verifies compliance in the areas reviewed in secondary stage reviews, in addition to other elements related to eligibility determination and benefit accuracy.

The third tier will consist of State management site visits. This is a variation of the CPR process noted above. All 64 counties in Colorado will be reviewed at least once every three years. These comprehensive, on-site reviews are meant to provide counties with direct feedback on the implementation of their program, and include a summary of the findings from the ongoing case file reviews described in tiers one and two. In addition, State staff will analyze and review county policies, plans, procedures, contracts, and other relevant documents and administrative data that describe and inform the county's program implementation, strengths, and opportunities for improvement. The focus of the visit will be primarily one of information sharing, technical assistance and training, with State staff representing workforce development, eligibility, and policy and planning.

The QC unit would include the following positions:

- Two General Professional (GP) III positions, one responsible for ongoing case file review and one responsible for synthesizing case file review results and providing technical assistance and training to counties;

- One GP IV position responsible for case file review and data analysis of work verification pursuant to the State's work verification plan; and

- One Program Assistant II position responsible for supporting all administrative aspects of the QC function, including but not limited to, training, program logistics, administrative tracking of findings, case file exchange with counties, and all correspondence with the federal government.

This request should be added to the Colorado Works Administration line. The line was created in SFY 2007 by transferring FTE out of the Office of Self-Sufficiency Administration line. The line was created to allow for greater planning flexibility and transparency for the Colorado Works program. In SFY 2008 one FTE was added to the line for fraud prevention, resulting in a total of 14.0 FTE. For FY 2007-08, the line was appropriated $1,157,773 per the Long Bill (SB07-239). The appropriation pays for the personal services and operating expenses related to the 14.0 FTE.

Consequences if Not Funded:

If this request is not funded, the program will continue to address county oversight and program performance in an ad hoc manner with current resources. While these resources may have been adequate under prior program circumstances, new federal requirements and increased demand from stakeholders require significant additional resources to properly monitor county performance.

If the State fails to meet federal requirements for work verification, the State could be penalized in the first year for up to one percent, or $1.5 million, of the State's $149 million block grant. The State is required to make up for this reduction in its block grant with State or local funds. This means an additional $1.5 million in State or local funds, for a total penalty in the first year of $3 million. In subsequent years of noncompliance, the penalty goes up to two percent in the second year, three percent in the third, and so forth.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Fund	Cash Funds Exempt	Federal Funds
Total Request	$235,542				$235,542
Colorado Works Administration	$231,048				$231,048
Executive Director's Office – Amortization Equalization Disbursement	$3,060				$3,060
Executive Director's Office – Supplemental Amortization Equalization Disbursement	$1,434				$1,434

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Human Services

Summary of Request FY 09-10	Total Funds	General Fund	Cash Fund	Cash Funds Exempt	Federal Funds
Total Request	$222,679				$222,679
Colorado Works Administration	$218,662				$218,662
Executive Director's Office – Amortization Equalization Disbursement	$3,060				$3,060
Executive Director's Office – Supplemental Amortization Equalization Disbursement	$957				$957

FTE and Operating Costs										GRAND TOTAL	
Fiscal Year(s) of Request	Title:	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES		General Professional III		General Professional IV		Program Assistant II					
Number of PERSONS / class title		2	2	1	1	1	1				
Number of months working in FY 08-09 and FY 09-10		12	12	12	12	12	12				
Number months paid in FY 08-09 and FY 09-10		12	12	12	12	12	12				
Calculated FTE per classification		2.0	2.0	1.0	1.0	1.0	1.0			4.0	4.0
Annual base salary		$46,884	$46,884	$56,964	$56,964	$40,512	$40,512				
Salary		$93,768	$93,768	$56,964	$56,964	$40,512	$40,512			$191,244	$191,244
PERA	10.15%	$9,517	$9,517	$5,782	$5,782	$4,112	$4,112			$19,411	$19,411
Medicare	1.45%	$1,360	$1,360	$826	$826	$587	$587			$2,773	$2,773
Prior Year SAED	N/A	$0	$703	$0	$427	$0	$304			$0	$1,434
Subtotal Personal Services at Division Level		$104,645	$105,348	$63,572	$63,999	$45,211	$45,515			$213,428	$214,862
Subtotal AED at EDO Long Bill Group Level	1.60%	$1,500	$1,500	$911	$911	$648	$648			$3,060	$3,060
Subtotal SAED at EDO Long Bill Group Level	Varies	$703	$469	$427	$285	$304	$203			$1,434	$957

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Human Services

	Rate								
Department Specific Average Cost for HLD / Employee		$0	$0	$0	$0	$0	$0	$0	$0
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	$0	$0	$0	$0	$0	$0	$0	$0
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$0	$0	$0	$0	$0	$0	$0
OPERATING EXPENSES									
Supplies @ $500/$500	$500	$1,000	$1,000	$500	$500	$500	$500	$2,000	$2,000
Computer @ $900/$0	$900	$1,800	$0	$900	$0	$900	$0	$3,600	$0
Office Suite Software @ $330/$0	$330	$660	$0	$330	$0	$330	$0	$1,320	$0
Office Equipment @ $2,225 /$0	$2,225	$4,450	$0	$2,225	$0	$2,225	$0	$8,900	$0
Telephone Base @ $450/$450	$450	$900	$900	$450	$450	$450	$450	$1,800	$1,800
Subtotal Operating Expenses		**$8,810**	**$1,900**	**$4,405**	**$950**	**$4,405**	**$950**	**$17,620**	**$3,800**
GRAND TOTAL ALL COSTS		**$115,658**	**$109,217**	**$69,315**	**$66,145**	**$50,568**	**$47,316**	**$235,542**	**$222,679**

Assumptions for Calculations: The calculations assume that the positions are funded at the bottom of the salary scale, with associated benefits and operating expenses. The figures are based on common policy instructions for SFY 2009.

Impact on Other Government Agencies: This request does not have a direct fiscal impact on other government agencies.

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Cost Benefit Analysis:

Cost	Benefit
Federal funds impact: $235,542 The $235,542 in appropriations will be funded with dollars held in the Colorado Works Long-Term Reserve.	The State can avoid possible penalties as much as $18 million in the first year for failure to meet the work participation rate and to provide proper verification of the rate. Additional QC capacity will provide the State with the proper tools it needs to fulfill its supervisory obligation under the Colorado Works program. The Department, the General Assembly, auditors, advocates, and other stakeholders will benefit from additional information regarding the program's performance.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	April– June 2008
FTE Hired	July 2008
Start-Up Date	September 2008

Statutory and Federal Authority:

Colorado Works Program Act (1997), Section 26-2-712, C.R.S. (2007)

26-2-712. State department duties - authority.

(4) **Performance measurements.** (a) The state department shall develop performance goals and a formula for measuring a county's progress toward meeting such performance goals in administering and implementing the works program with county block grants. The state department shall provide data gathered on behalf of each county to the general assembly on a quarterly basis regarding employment- and training-related performance measures for the works program. Such data shall include wages earned by works program participants upon leaving the program, job retention rates, and other related information. Such data shall be provided through the state department's computerized systems, if available. Counties shall not be required to provide additional manual or computerized systems to gather such data. The state department shall work with the Colorado office of workforce development to gather data on works program participants who participate in training and job placement programs offered by workforce development boards and the result of such participation. Such data shall be provided to the state auditor's office on at least an annual basis as a part of the works program audit pursuant to section 26-2-723.

(b) The formula may be based upon the formula developed by the secretary of the federal department of health and human services after consultation with the national governors' association and the American public welfare association for measuring states' performance under the TANF block grants.

(5) **Oversight.** In connection with overseeing the works program, the state department shall have the specific duties to:

(a) Oversee the implementation of the works program statewide and, in connection with such oversight, develop standardized forms, in addition to the reporting form described in subsection (6) of this section, for the counties' use in streamlining the application process, delivery of services, and tracking of participants;

(b) Monitor the state's progress in meeting the work participation requirements set forth in the personal responsibility and work opportunity reconciliation act;

(c) Establish a process to implement the provisions for regionalization set forth in section 26-2-718 pursuant to which any combination of county departments may be approved by the state department to administer and implement the works program pursuant to the provisions of this part 7;

(d) Establish statewide goals and monitor the state's progress toward meeting such goals for the reduction in the incidence of out-of-wedlock pregnancies;

(e) Monitor the counties' provision of basic assistance grants pursuant to section 26-2-709 and, if necessary due to increased caseloads or economic downturns, do the following to assure that the basic assistance grant is provided in a consistent manner statewide:

(I) Grant funds to one or more counties from the short-term works emergency fund administered pursuant to section 26-2-720; or

(II) If no funds administered pursuant to section 26-2-720 are available:

(A) Request supplemental appropriations from the general assembly, including but not limited to an appropriation from the long-term works reserve fund created pursuant to section 26-2-721; or

(B) Reduce the county block grant of any county that maintains funds in a county reserve account pursuant to section 26-2-714 (5) in order that moneys may be made available to one or more counties to avoid the need to reduce or eliminate the basic assistance grant statewide. If the state department makes a reduction in a county's reserve account pursuant to this sub-subparagraph (B), the state department shall increase such county's block grant for the following fiscal year by the amount of the reduction authorized pursuant to this sub-subparagraph (B); or

(III) After taking the actions described in subparagraphs (I) and (II) of this paragraph (e), take any actions necessary to reduce the costs of, or reduce or eliminate, the basic assistance grant statewide.

(6) **Reporting.** (a) The state department shall develop a uniform reporting form for the counties to use in order to fulfill the reporting requirements set forth in section 26-2-717.

(b) The state department shall develop a request for proposal pursuant to the provisions of section 26-2-719 to award a contract or contracts to an entity or entities to satisfy the reporting requirements set forth in section 26-2-717.

(c) In the event that the state department is not able to award a contract pursuant to the provisions of paragraph (b) of this subsection (6), it shall develop procedures to ensure that the state complies with the reporting requirements set forth in section 26-2-717.

Final Rule for the TANF Program (1999), 45 CFR Part 261, Subpart E

Subpart E—What Penalties Apply to States Related to Work Requirements?
§ 261.50 What happens if a State fails to meet the participation rates?
(a) If we determine that a State did not achieve one of the required minimum work participation rates, we must reduce the SFAG payable to the State.
(b)(1) If there was no penalty for the preceding fiscal year, the base penalty for the current fiscal year is five percent of the adjusted SFAG.
(2) For each consecutive year that the State is subject to a penalty under this part, we will increase the amount of the base penalty by two percentage points over the previous year's penalty. However, the penalty can never exceed 21 percent of the State's adjusted SFAG.
(c) We impose a penalty by reducing the SFAG payable for the fiscal year that immediately follows our final determination that a State is subject to a penalty and our final determination of the penalty amount.

(d) In accordance with the procedures specified at § 262.4 of this chapter, a State may dispute our determination that it is subject to a penalty.

§ 262.1 What penalties apply to States?

(a) We will assess fiscal penalties against States under circumstances defined in parts 261 through 265 of this chapter. The penalties are:

(1) A penalty of the amount by which a State misused its TANF funds;

(2) An additional penalty of five percent of the adjusted SFAG if such misuse was intentional;

(3) A penalty of four percent of the adjusted SFAG for each quarter a State fails to submit an accurate, complete and timely required report;

(4) A penalty of up to 21 percent of the adjusted SFAG for failure to satisfy the minimum participation rates;

(5) A penalty of no more than two percent of the adjusted SFAG for failure to participate in IEVS;

(6) A penalty of no more than five percent of the adjusted SFAG for failure to enforce penalties on recipients who are not cooperating with the State Child Support Enforcement (IV–D) agency; loan amount, plus interest, for failure to repay a Federal loan;

(8) A penalty equal to the amount by which a State fails to meet its basic MOE requirement;

(9) A penalty of five percent of the adjusted SFAG for failure to comply with the five-year limit on Federal assistance;

(10) A penalty equal to the amount of contingency funds that were received but were not remitted for a fiscal year, if the State fails to maintain 100 percent of historic State expenditures in that fiscal year;

(11) A penalty of no more than five percent of the adjusted SFAG for the failure to maintain assistance to an adult single custodial parent who cannot obtain child care for a child under age six;

(12) A penalty of no more than two percent of the adjusted SFAG plus the amount a State has failed to expend of its own funds to replace the reduction to its SFAG due to the assessment of penalties in this section in the immediately succeeding fiscal year;

(13) A penalty equal to the amount of the State's Welfare-to-Work formula

grant for failure to meet its basic MOE requirement during a year in which it receives the formula grant; and (14) A penalty of not less than one percent and not more than five percent of the adjusted SFAG for failure to impose penalties properly against individuals who refuse to engage in required work in accordance with section 407 of the Act.

(b) In the event of multiple penalties for a fiscal year, we will add all applicable penalty percentages together. We will then assess the penalty amount against the adjusted SFAG that would have been payable to the State if we had assessed no penalties. As a final step, we will subtract other (fixed) penalty amounts from the adjusted SFAG.

(c)(1) We will take the penalties specified in paragraphs (a)(1), (a)(2) and (a)(7) of this section by reducing the SFAG payable for the quarter that immediately follows our final decision.

(2) We will take the penalties specified in paragraphs (a)(3), (a)(4), (a)(5), (a)(6), (a)(8), (a)(9), (a)(10), (a)(11), (a)(12), (a)(13), and (a)(14) of this section by reducing the SFAG payable for the fiscal year that immediately follows our final decision.

(d) When imposing the penalties in paragraph (a) of this section, the total reduction in an affected State's quarterly SFAG amount must not exceed 25 percent. If this 25-percent limit prevents the recovery of the full penalty amount imposed on a State during a quarter or a fiscal year, as appropriate, we will apply the remaining amount of the penalty to the SFAG payable for the immediately succeeding quarter until we recover the full penalty amount.

(e)(1) In the immediately succeeding fiscal year, a State must expend additional State funds to replace any reduction in the SFAG resulting from penalties.

(2) The State must document compliance with this replacement provision on its TANF Financial Report (or Territorial Financial Report).

Interim Final Rule for the TANF Program (2006), 45 CFR Part 261.65

§ 261.65 Under what circumstances will we impose a work verification penalty for failure to submit a work verification plan or for failure to maintain adequate procedures to ensure a consistent measurement of the work participation rate?

(a) We will take action to impose a penalty under § 262.1(a)(15) of this chapter if:

(1) The requirements under §§ 261.64(a) and (b) have not been met; or

(2) We determine that the State has not maintained adequate documentation, verification, or internal control procedures to ensure the accuracy of the data used in calculating the work participation rates.

(b) If a State fails to submit an interim or complete Work Verification Plan by the due dates in § 261.64(a), we will reduce the SFAG payable for the immediately succeeding fiscal year by five percent of the adjusted SFAG.

(c) If a State fails to maintain adequate internal controls to ensure a consistent measurement of work participation, we will reduce the adjusted SFAG by the following percentages for a fiscal year:

(1) One percent for the first year;

(2) Two percent for the second year;

(3) Three percent for the third year; (4) Four percent for the fourth year; and

(5) Five percent for the fifth and subsequent years.

(d) If a State complies with the requirements in this subpart for two consecutive years, then any penalty imposed for subsequent failures will begin anew, as described in paragraph (c) of this section.

(e) If we take action to impose a penalty under §§ 261.64(b) or (c), we will reduce the SFAG payable for the immediately succeeding fiscal year.

Performance Measures:

Workload Indicator:

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Colorado Works	Number of State Management Reviews conducted per year.	7	15	16	16

Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☐ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐
Department:	Colorado Commission for Deaf & Hard of Hearing
	Human Services
Priority Number:	14

Dept. Approval by: _Raymond Jeff_ Date: 10/19/07
OSPB Approval: _____ Date: 10/22/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	1,807,692	3,889,900	0	3,889,900	5,897,608	31,116	5,928,724	0	5,928,724	27,779
	FTE	1.7	2.3	0.0	2.3	2.3	0.5	2.8	0.0	2.8	0.5
	GF	1,008,918	2,008,286		2,008,286	3,267,217	0	3,267,217	0	3,267,217	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	38,052	78,976	0	78,976	67,062	0	67,062	0	67,062	0
	CFE	511,775	1,271,805	0	1,271,805	1,806,296	31,116	1,837,412	0	1,837,412	27,779
	FF	248,947	530,833	0	530,833	757,033	0	757,033	0	757,033	0
	MCF	298,480	532,152	0	532,152	1,022,430	0	1,022,430	0	1,022,430	0
	MGF	149,083	263,044	0	263,044	510,435	0	510,435	0	510,435	0
	NGF	1,158,001	2,271,330	0	2,271,330	3,777,652	0	3,777,652	0	3,777,652	0
(1) Executive Director's Office **(B) Special Purpose** Colorado Commission for the Deaf & Hard of Hearing	Total	309,199	775,888	0	775,888	780,251	30,566	810,817	0	810,817	27,287
	FTE	1.7	2.3	0.0	2.3	2.3	0.5	2.8	0.0	2.8	0.5
	GF	112,745	131,164		131,164	131,164	0	131,164	0	131,164	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	196,454	644,724	0	644,724	649,087	30,566	679,653	0	679,653	27,287
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	112,745	131,164	0	131,164	131,164	0	131,164	0	131,164	0
(1) Executive Director's Office **(A) General Administration** S.B.04-257 Amortization Equalization Disbursement	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	375	3,876,243	0	3,876,243	375
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	896,173	1,592,902		1,592,902	2,372,913	0	2,372,913	0	2,372,913	0
	CF	38,052	65,360		65,360	51,179	0	51,179	0	51,179	0
	CFE	315,321	531,031		531,031	876,399	375	876,774	0	876,774	375
	FF	248,947	442,644		442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698		450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919		224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	0	2,759,397	0	2,759,397	0

| Request Title: | Decision Item FY 08-09 ☑ | Base Reduction Item FY 08-09 | | Supplemental FY 07-08 ☐ | | Budget Request Amendment FY 08-09 ☐ |

Department: Colorado Commission for Deaf & Hard of Hearing — Human Services

Priority Number: 14

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) Executive Director's Office										
(A) General Administration										
S.B. 06-235										
Total	0	482,075	0	482,075	1,241,489	175	1,241,664	0	1,241,664	117
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	0	284,220	0	284,220	763,140	0	763,140	0	763,140	0
CF	0	13,616	0	13,616	15,883	0	15,883	0	15,883	0
CFE Amortization Equalization	0	96,050	0	96,050	280,810	175	280,985	0	280,985	117
FF Disbursement	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
NGF	0	322,345	0	322,345	887,091	0	887,091	0	887,091	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☐ No

Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Department of Regulatory Agency

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Colorado Department of Human Services

Priority Number:	14
Change Request Title:	Colorado Commission for the Deaf and Hard of Hearing request for .5 FTE Telephone Equipment Distribution Program Coordinator

SELECT ONE (click on box):
- ☒ Decision Item FY 08-09
- ☐ Base Reduction Item FY 08-09
- ☐ Supplemental Request FY 07-08
- ☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):
Supplemental or Budget Request Amendment Criterion:
- ☒ Not a Supplemental or Budget Request Amendment
- ☐ An emergency
- ☐ A technical error which has a substantial effect on the operation of the program
- ☐ New data resulting in substantial changes in funding needs
- ☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department requests $31,116 from the Disabled Telephone Users Fund to address the Telecommunications Equipment Distribution Program administrative needs.

Background and Appropriation History:

The Colorado Commission for the Deaf and Hard of Hearing was originally created in the 2000 Legislative Session with an allocation that was held in a cash fund and drawn upon in subsequent fiscal years. The current allocation is $115,000 CFE from the Disabled Telephone Users Fund and 1.5 FTE in the form of one full time General Professional V Administrator and a .5 FTE Interpreter.

In 2002 the General Assembly created the Telecommunications Equipment Distribution Program and added the management of the program to the responsibility of the Colorado Commission for the Deaf and Hard of Hearing. This program provides no cost telephone

equipment to deaf or hard of hearing citizens who meet the financial eligibility guidelines to ensure telephone communication access. No FTE were authorized for this program.

Through a competitive Request For Proposal (RFP) process, the Marion Downs Hearing Center (within the University of Colorado Hospital Authority) was awarded the contract for the Telecommunications Equipment Distribution Program for FY '06, FY '07, and FY '08. The Marion Downs Hearing Center has been handling all of the program segments, including very demanding consumer education since the award.

In 2006, the General Assembly passed two bills that had direct impact on the Colorado Commission for the Deaf and Hard of Hearing. Senate Bill 06-216 created authority for the General Assembly to provide on-going funding to the Commission programs, through the Disabled Telephone Users Fund. Senate Bill 06-61 transferred the Legal Auxiliary Services Program from Vocational Rehabilitation, which provides for legal qualified interpreters, Communication Access Real-time Translation providers, or other types of accommodation to deaf and hard of hearing citizens in civil, criminal or administrative proceedings to the Colorado Commission for the Deaf and Hard of Hearing.

The current allocation for the Legal Auxiliary Services Program is $430,888 and .8 FTE. The Legal Auxiliary Services Program has a dual funding stream; $131,164 is General Fund dollars and $299,724 is CFE from the Disabled Telephone Users Fund.

The total allocation for the Colorado Commission for the Deaf and Hard of Hearing is $775,888.

General Description of Request:

The creation of the requested .5 FTE Telecommunications Equipment Distribution Program Coordinator, General Professional III, is needed to support the program internally and to meet the mandates of the program.

The Department assumes the Telecommunications Equipment Distribution Program Coordinator will be responsible for the following: 1) RFP for outreach services, 2) development and execution of the program, 3) research for the most efficient outreach and

distribution systems, 4 tracking of program the data, including dollars expended and number and types of equipment distributed, 5) application to the pending rule changes, and 6) most importantly, accountability of the program.

This request will allow the Department to promptly meet the needs of the stakeholder community, efficiently manage the program, and to enable the Colorado Commission for the Deaf and Hard of Hearing to focus on the agenda of the future for the deaf and hard of hearing community. The request will also allow for enhanced coordination between all of the programs of the Commission.

Consequences if Not Funded:

The current structure does not support the Colorado Commission for the Deaf and Hard of Hearing to put a greater focus on other projects, such as to streamline the provision of governmental services to the deaf and hard of hearing community.

Streamlining the provision of governmental services to the deaf and hard of hearing community is one of the main reasons the Colorado Commission for the Deaf and Hard of Hearing was created. However, due to the inadequate staffing level there have been challenges and delays in fully meeting all of the statutory mandates. The scope of the Colorado Commission for the Deaf and Hard of Hearing has broadened significantly since the creation of the Colorado Commission for the Deaf and Hard of Hearing in the 2000 Legislative Session.

The Telecommunications Equipment Distribution Program is very demanding and resource intensive. Without additional staff, dedicated to the Program, stakeholders will not receive the service and support needed. The stakeholder community has requested that the program be altered in order to better serve the needs of the community. Colorado's Telecommunications Equipment Distribution Program is perceived as dated, not only to citizens to the state, but to citizens of other states who moved to Colorado. The proposed rule changes are only one measurement to strengthen the program.

Before the Telecommunications Equipment Distribution Program can expand, greater outreach is needed. This pursuit would be weakened if the Telecommunications Equipment Distribution Program Coordinator were not in place. The current Colorado Commission for the Deaf and Hard of Hearing staff would be responsible for the administration and staff already has substantial duties the overall management of the Commission.

Calculations for Request

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$31,116	$0	$0	$31,116	$0	$0	$0	$0	
Personal Services	$26,161	$0	$0	$26,161	$0	$0	$0	$0	0.5
Operating	$4,405	$0	$0	$4,405	$0	$0	$0	$0	
AED	$375	$0	$0	$375	$0	$0	$0	$0	
SAED	$175	$0	$0	$175	$0	$0	$0	$0	

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$27,779	$0	$0	$27,779	$0	$0	$0	$0	
Personal Services	$26,337	$0	$0	$26,337	$0	$0	$0	$0	0.5
Operating	$950	$0	$0	$950	$0	$0	$0	$0	
AED	$375	$0	$0	$375	$0	$0	$0	$0	
SAED	$117	$0	$0	$117	$0	$0	$0	$0	

Assumptions for Calculations:

OSPB Common Policy for FTE Requests - September 2007

FTE and Operating Costs				GRAND TOTAL	
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES	Title:	General Professional III			
Number of PERSONS / class title		1.0	1.0		
Number of months working in FY 08-09 and FY 09-10		12	12		
Number months paid in FY 08-09 and FY 09-10*		12	12		
Calculated FTE per classification		0.50	0.50	0.50	0.50
Annual base salary		$23,442	$46,884		
Salary		$23,442	$23,442	$23,442	$23,442
PERA	10.15%	$2,379	$2,379	$2,379	$2,379
Medicare	1.45%	$340	$340	$340	$340
Prior Year SAED	N/A	$0	$176	$0	$176
Subtotal Personal Services at Division Level		$26,161	$26,337	$26,161	$26,337
Subtotal AED at EDO Long Bill Group Level	1.60%	$375	$375	$375	$375
Subtotal SAED at EDO Long Bill Group Level	Varies	$175	$117	$175	$117
OPERATING EXPENSES					
Supplies @ $500/$500***	$500	$500	$500	$500	$500
Computer @ $900/$0	$900	$900	$0	$900	$0
Office Suite Software @ $330/$0	$330	$330	$0	$330	$0
Office Equipment @ $2,225 /$0	$2,225	$2,225	$0	$2,225	$0
Telephone Base @ $450/$450***	$450	$450	$450	$450	$450
Subtotal Operating Expenses		$4,405	$950	$4,405	$950
GRAND TOTAL ALL COSTS		$31,116	$27,779	$31,116	$27,779

Impact on Other Government Agencies:

This will impact the Disabled Telephone User Fund of the Public Utilities Commission under the Department of Regulatory Agencies; however, it is currently funding the Telecommunications Equipment Distribution Program as CFE.

Cost Benefit Analysis:

Since the Disabled Telephone Users Fund has already been funding the Telecommunications Equipment Distribution Program as CFE; very minimal impact on the fund will be made. The Disabled Telephone Users Fund has a surplus where it can afford to increase its CFE for the Telecommunications Equipment Distribution Program. This funding will ensure the Colorado Commission for the Deaf and Hard of Hearing with a greater control, programming and accountability of the program.

To date, the Telecommunications Equipment Distribution Program has been managed by a contract with an outside provider. The contract will be renewed this year with the significant difference that this position will be available to provide critical value to the Commission:

1) The position will be able to maintain currency with the technological improvements such that the Program will be offered the opportunity to capitalize on competitive forces in the market while providing quality devices.
2) Information will be available that will allow the Program to better understand the supplier market which can enhance purchasing power.
3) The FTE will bring an accountability function into the Commission for this program that will enhance responsible management of the Program. The Program will be better positioned to account for and justify expenditures and catalogue equipment.

The total cost of the Marion Downs Hearing Center, the Colorado Commission for the Deaf and Hard of Hearing's contractor for the Telecommunications Equipment Distribution Program, positions for FY '08 is $102,200. The Colorado Commission for the Deaf and Hard of Hearing intends to submit a new RFP for only the Telecommunications Equipment Distribution Program outreach services for FY '09, FY '10, and FY '11, and it will fund approximately $55,000 for a full-time outreach coordinator during FY '09. With a .5 FTE Telecommunications Equipment Distribution

Program Coordinator for FY '09, the total cost for the position's salary and benefits will be $24,522. This request will save the Colorado Commission for the Deaf and Hard of Hearing $22,678 and enable the Colorado Commission for the Deaf and Hard of Hearing to utilize the additional funds for a more efficient equipment distribution program.

Implementation Schedule:

Task	Month/Year
Rules Written	Completed
Rules Passed	February 2008
Internal Research/Planning Period	March 2008
System Modifications Made	April 2008
Contract or MOU Awarded/Signed	June 2008
FTE Hired	July 2008

Statutory and Federal Authority:

§26-21-106 C.R.S. et. Seq.(1) The powers, functions, and duties of the commission shall include, but not be limited to, the following:

(a) The commission shall serve as a liaison between the deaf and hard of hearing community and the general assembly, governor, and Colorado departments and agencies.

(b) The commission shall serve as an informational resource to the state and the deaf and hard of hearing community.

(c) The commission shall serve as a referral agency for the deaf and hard of hearing community to the state agencies and institutions providing services to such community and to the local agencies of government.

(d) The commission shall assess how technology has affected the needs of the deaf and hard of hearing community. The commission shall assess the type and amount of equipment needed by low-income deaf and hard of hearing persons in order to reasonably interact with society.

(e) The commission shall assess the needs of the deaf and hard of hearing community and recommend to the general assembly any legislation that may facilitate and streamline the provision of general governmental services to the deaf and hard of hearing community. The commission shall consider the following:

(I) The advisability of implementing the commission as a statewide coordinating agency that advocates for deaf and hard of hearing citizens of Colorado;

(II) Any methods, programs, or policies that may improve communication accessibility and quality of existing services, promote or deliver necessary new services, and assist state agencies in the delivery of services to the deaf and hard of hearing;

(III) Any methods, programs, or policies that may make providing access to governmental services more efficient;

(IV) Any methods, programs, or policies that may improve implementation of state policies affecting the deaf and hard of hearing community and their relationship with the general public, industry, health care, and educational institutions.

(2) The commission shall consider the findings of any study authorized under this section and may approve, disapprove, or amend such findings. Upon approval of the findings, the commission shall submit a report with recommendations including proposed legislation, if necessary, to the governor and to the general assembly.

(3) The commission shall establish a telecommunications equipment distribution program that is consistent with the findings of subsection (1) of this section to obtain and distribute interactive telephone equipment needed by deaf and hard of hearing persons and to provide services to the deaf and hard of hearing community.

The Rehabilitation Act of 1973 (29 U.S.C. §793, et. seq.)

Americans with Disabilities Act (42 U.S.C. §12101 et. seq. as amended by the Workforce Investment Act of 1998).

Performance Measures:

From the Department of Human Services FY 2008-09 Strategic Plan:

Department of Human Services Objectives and Core Measures

IV. Independence

Department Goal #4:

Promote stability, permanence and self-sufficiency.

Department Objective: Increase percent of clients with improved stability or self-sufficiency, or who achieve permanence in their living environment.

Per section 26-21-102. C.R.S, the Colorado Commission for the Deaf and Hard of Hearing is statutorily charged with facilitating the provision of general governmental services to the deaf and hard of hearing community while making government more efficient. This duty also requires the Commisison to provide interpreters, teletype machines (commonly known as TTY), and other resources to enable such access. Providing clients in the deaf and hard of hearing community who would otherwise have not had access to these tools speaks directly to the Departmental goal of striving to promote stability and self-sufficiency among the populations served by it's programs.

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09	Supplemental FY 07-08	Budget Request Amendment FY 08-09
	Ongoing CBMS Change Appropriation			
Department:	Human Services		Dept. Approval by:	Date: 10/17/07
Priority Number:	15		OSPB Approval:	Date: 10/17/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 6) FY 09-10
Total of All Line Items	Total	21,719,443	25,024,815	0	25,024,815	22,890,897	2,838,755	25,729,652	0	25,729,652	2,838,755
	FTE	39.6	35.1	0.0	35.1	47.1	0.0	47.1	0.0	47.1	0.0
	GF	3,488,396	3,881,864	0	3,881,864	3,549,492	0	3,549,492	0	3,549,492	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,721,826	1,985,945	0	1,985,945	1,814,833	0	1,814,833	0	1,814,833	0
	CFE	7,479,759	8,718,855	0	8,718,855	7,975,468	0	7,975,468	0	7,975,468	0
	FF	9,029,462	10,438,151	0	10,438,151	9,551,104	2,838,755	12,389,859	0	12,389,859	2,838,755
	MCF	7,480,245	8,716,030	0	8,716,030	7,975,468	0	7,975,468	0	7,975,468	0
	MGF	4,365,127	4,021,332	0	4,021,332	3,679,429	0	3,679,429	0	3,679,429	0
	NGF	7,853,523	4,021,332	0	4,021,332	7,228,921	0	7,228,921	0	7,228,921	0
(2) Office of Information Technology Services, Colorado Benefits Management System	Total	21,719,443	25,024,815	0	25,024,815	22,890,897	2,838,755	25,729,652	0	25,729,652	2,838,755
	FTE	39.6	35.1	0.0	35.1	47.1	0.0	47.1	0.0	47.1	0.0
	GF	3,488,396	3,881,864	0	3,881,864	3,549,492	0	3,549,492	0	3,549,492	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,721,826	1,985,945	0	1,985,945	1,814,833	0	1,814,833	0	1,814,833	0
	CFE	7,479,759	8,718,855	0	8,718,855	7,975,468	0	7,975,468	0	7,975,468	0
	FF	9,029,462	10,438,151	0	10,438,151	9,551,104	2,838,755	12,389,859	0	12,389,859	2,838,755
	MCF	7,480,245	8,716,030	0	8,716,030	7,975,468	0	7,975,468	0	7,975,468	0
	MGF	4,365,127	4,021,332	0	4,021,332	3,679,429	0	3,679,429	0	3,679,429	0
	NGF	7,853,523	4,021,332	0	4,021,332	7,228,921	0	7,228,921	0	7,228,921	0

Letternote revised text: $2,838,755 TANF federal funds represents funds held in the Colorado Works Long-Term Reserve

Cash Fund name/number, Federal Fund Grant name: TANF

IT Request: ☑ Yes ☐ No

Request Affects Other Departments: ☐ Yes ☑ No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	15
Change Request Title:	Ongoing CBMS Change Appropriation

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Division requests $2,838,755 in ongoing federal Temporary Assistance for Needy Families (TANF) funds spending authority for the Colorado Works program to fund system changes in the Colorado Benefits Management System (CBMS). These funds will be used to serve a purpose of TANF, that is, to build system changes that will better facilitate the statewide implementation of the Colorado Works program. If the funds go unspent, they revert to the Long-Term Reserve pursuant to section 26-2-721 C.R.S. (2007).

Background and Appropriation History:

Increased federal oversight of the State program requires increased State oversight of county programs. As a result, the Division will continue to need to make ongoing adjustments to CBMS to accommodate better data management that will facilitate more efficient county supervision and State compliance with federal regulations.

The General Assembly approved a SFY 2007 supplemental request for $100,000 and a SFY 2008 budget amendment for $250,000 in federal TANF spending authority to fund system changes due to TANF reauthorization in CBMS. In addressing these changes, it

became obvious to the program that the funding authorized was not adequate to fund all of the changes required by the Deficit Reduction Act (DRA), and thus, that an ongoing appropriation is necessary.

Currently, the program has 41 pending change requests totaling about $2,838,755 that may not be built due to a lack of funds. See the Calculations for Request section that provides a representative list with a high-level order of magnitude cost estimate for these changes. This list does not represent significant future change requests mandated by legislative and programmatic changes proposed for SFY 2009 and beyond.

General Description of Request:

Federal reauthorization of the TANF program means higher performance standards for states, both in terms of work participation and work verification. The interim final rule issued by the federal government regarding the reauthorization of the TANF program (45 CFR, Parts 261 - 265) requires that states develop a work verification plan that details the states' plans to verify that the work participation being reported is well-documented and accurate. For Colorado's devolved TANF program, this means a need for increased State supervision of county administration of the program. In addition, TANF reauthorization requires that states meet a 50% work participation rate. As of July 31, 2007, the year to date average all-family work participation rate for Colorado was about 27 percent. If the State fails to meet federal work participation and work verification requirements, the State could incur significant financial penalties.

The federal government continues to clarify the new regulations that govern the reauthorized TANF program. In particular, the federal government has very recently provided feedback on the State's work verification plan. Some of the feedback requires substantial system changes in CBMS. The federal government has indicated that if these changes are not made, the State's work verification procedures will not be accepted and penalties may result.

This request seeks ongoing spending authority for the Colorado Works program to fund system changes in CBMS. Examples of such system changes include the following:

a. Programming changes to facilitate data validation procedures to ensure complete and accurate data reporting to the federal government. The federal government has indicated that states should not plan to continue to rely on federal staff to eliminate data inconsistencies in their federal work participation reports.

b. Programming changes to correct data inconsistencies that are revealed through the data validation process noted above.

c. Reports to assist counties in complying with work verification procedures. Counties need accurate reports to be able to manage their own internal controls so that the counties can be accountable for their data and work participation rates, in much the same way that the State is accountable to the federal government for statewide data and work participation rates.

d. Reports that select cases for State supervisory and county second stage supervisory case file review.

e. Programming changes to refine the existing Numerator Denominator report provided to the counties to more closely match the federal methodology for calculating work participation rates.

f. Programming changes to refine the logic and prevent errors in federal reporting based on continued clarification from the federal government regarding requirements.

g. Programming changes to allow more accurate reporting regarding work eligible individuals and appropriate work activities.

h. A report that extracts a subset of cases subject to work participation requirements.

i. Programming changes that bring the State into compliance with recent federal guidance on the Food Stamps deeming provision.

j. Anticipated additional programming changes and reports as required by ongoing federal interpretation of work participation and verification requirements.

This request should be added to the Colorado Benefits Management System (CBMS) line in the Office of Information Technology Services. The line should be footnoted to clarify

that these funds are to be spent only on TANF projects that support TANF purposes, and are not to be intermingled with funds appropriated based on the funding calculator. If the funds go unspent, they revert to the Long-Term Reserve pursuant to section 26-2-721, C.R.S.

Consequences if Not Funded:

If this request is not funded, the program will continue to request spending authority to fund CBMS changes every year from the General Assembly through decision item and supplemental requests. This option is undesirable as it may take up to a year between the time that a need is identified and spending authority is available. Costs can rise significantly during that time, but more importantly, the State can be subject to sanction. Rather, if this request is granted the Department can act quickly on required system changes with ongoing spending authority. The purpose of this request is to prepare the Department for those system changes imposed upon it, especially by the federal government, of which initially very little detail or notice is provided.

If the State is not able to more efficiently manage and report data, it is at risk for several federal sanctions. If the State fails to meet federal requirements for work participation, the State could be penalized in the first year for up to five percent, or $7.5 million, of the State's $149 million block grant. The State is required to make up for this reduction in its block grant with State or local funds. This means an additional $7.5 million in State or local funds, for a total penalty in the first year of $15 million. In subsequent years of noncompliance, the penalty can go up to as much as 21 percent of the State's block grant.

If the State fails to meet federal requirements for work verification, the State could be penalized in the first year for up to one percent, or $1.5 million, of the State's $149 million block grant. The State is required to make up for this reduction in its block grant with State or local funds. This means an additional $1.5 million in State or local funds, for a total penalty in the first year of $3 million. In subsequent years of noncompliance, the penalty goes up to two percent in the second year, three percent in the third, and so forth.

If the State fails to meet both federal work participation and verification requirements, the State could be penalized for a total amount of up to $18 million in the first year.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Fund	Cash Funds Exempt	Federal Funds
Total Request	$2,838,755				$2,838,755
(2) Office of Information Technology Colorado Benefits Management System (CBMS)	$2,838,755				$2,838,755

COLORADO WORKS OOMs FOR CRs FOR FY 08-09

		EDS OOM HOURS	STATE OOM	EDS COSTS
1924	CW New Funding Type			$171,600
	Automated Calculation of Work Activity Hours	300	$20,000	$45,000
	Work Activity Summary Report	300	$20,000	$45,000
2001	CBMS Maintain Participant Activities Screen-Activity Tab	300	$20,000	$45,000
2005	Modifications to the Numerator/Denominator Report	450	$30,000	$67,500
	Changes to the Federal Sample Report	450	$30,000	$67,500
DT Changes	Adding and Deleting Activities from 24-month check DT		$7,100	
1804	Changes to FLSA			$67,902
DT Changes	Extra Paycheck		$7,100	
1802	TANF Clock	300		$45,000
2000	WFD Client-Report Mirroring Employment First Active Client List	450	$30,000	$67,500
2004	Non-Compliant Edit	450	$30,000	$67,500
791937	2nd Month not Calculated Correctly		$7,100	
777787	Move Late Reported Earnings Logic		$7,100	

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Human Services

798950	Add Not Cooperating w/ Eligible Logic to Child Only Cases			
755211	Terminated Income			$7,100
				$7,100
644	Participation Status Field in WP Track (Issue 4161)	450	$30,000	$67,500
672	4 New Data Elements in ES0005N to Display Workforce Development Clocks	450	$30,000	$67,500
769	Real Property Date Listed For Sale	50	$3,000	$7,500
824	Job Attached (CW DTs)	50	$3,000	$7,500
825	Ethnicity Tab (CW DTs)		$3,000	$8,158
831	Collect Individual Residence Detail (CW DTs)	50	$3,000	$7,500
832	Data Collection Wrap Up and Application Initiation Wrap Up (CW DTs)	450	$30,000	$67,500
833	Maintain Work Program Participation (CW DTs)	50	$3,000	$7,500
835	Collect Domestic Abuse Detail, DC1113N (CW DTs)	50	$3,000	$7,500
908	Add Legacy Activity Codes Into CBMS for Workforce Development	50	$3,000	$7,500
928	ES0017 - Workforce Development End Date Does Not Close Case	450	$30,000	$67,500
1168	CW Indv_Asst Records	450	$30,000	$67,500
1212	Periodic Reporting Report	50	$3,000	$7,500
1740	Allow Non-System Determined Claims For Workforce Development	450	$30,000	$67,500
1802	TANF Clock	450	$30,000	$67,500
1803	Locking Down DC 3405 Once Authorization Has Occurred		$3,000	$4,620
1804	Changes to FSLA		$30,000	$67,902
1829	ACSES Non-Cooperation Interface posting changes		$3,000	$9,900
1830	MSRs changing to No Change System			$12,833
1836	2/07 II Verifications			$9,240
1984	DEFECT - error in the BI0060S program	50	$3,000	$7,500
1990	Modify WorkForce Development Employment Activity Profile by County report	50	$3,000	$7,500
2006	Changes to In the Home Y/N	450	$30,000	$67,500
	Date Advance Environment		$100,000	$700,000
	Lock down Sanction Screens	450	$30,000	$67,500

		$661,600.00	$2,177,155.00
			TOTAL
			$2,838,755.00

note: where EDS hours are blank CBMS already had a cost on file

Assumptions for Calculations:

The list above was provided by CBMS and EDS and represents a high-level order of magnitude cost estimate for current Colorado Works system changes. This total does not represent significant future change requests mandated by legislative and programmatic changes proposed for SFY 2009 and beyond. In subsequent years, the Department would use the ongoing spending authority to keep up with demand for new change requests.

Impact on Other Government Agencies: This request does not have a direct fiscal impact on other government agencies.

Cost Benefit Analysis:

Cost	Benefit
Federal funds impact: $$2,838,755 The $$2,838,755 in appropriations will be funded with dollars held in the Colorado Works Long-Term Reserve.	The State can avoid possible penalties as much as $18 million in the first year. Counties will be able to ensure to the State that their data is accurate and that they have proper internal controls in place. In turn, the State will be able to make the same claim to the federal government. If the State cannot make this assurance to the federal government, the State may incur financial penalties. The State will likely save dollars if it is able to expedite the time it takes to secure spending authority and define the details of the Change Request. An additional benefit will be that the program will be able to better manage data and to understand the TANF caseload.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	April – June 2008
Start-Up Date	July 2008

Statutory and Federal Authority:

Colorado Works Program Act (1997), Section 26-2-712, C.R.S. (2007)

26-2-712. State department duties – authority.

(1) **Plan submission.** The state department shall submit and amend as necessary a plan to the secretary of the federal department of health and human services that is consistent with the provisions of this part 7 and the personal responsibility and work opportunity reconciliation act.

(2) **County block grant allocation.** (a) The state department shall allocate the amount of moneys that shall be provided to a county as a county block grant for the purposes of a county's administration and implementation of the works program pursuant to the formulas described in section 26-2-714.

(b) Except as provided in section 26-2-720, the county block grant shall represent the total amount that a county shall receive from the state for the administration and implementation of the Colorado works program.

(3) **Maintenance of effort.** The state department shall monitor the state's progress toward meeting the levels of spending required under the federal law and section 26-2-713.

(4) **Performance measurements.** (a) The state department shall develop performance goals and a formula for measuring a county's progress toward meeting such performance goals in administering and implementing the works program with county block grants. The state department shall provide data gathered on behalf of each county to the general assembly on a quarterly basis regarding employment- and training-related performance measures for the works program. Such data shall include wages earned by works program participants upon leaving the program, job retention rates, and other related information.

Such data shall be provided through the state department's computerized systems, if available. Counties shall not be required to provide additional manual or computerized systems to gather such data. The state department shall work with the Colorado office of workforce development to gather data on works program participants who participate in training and job placement programs offered by workforce development boards and the result of such participation. Such data shall be provided to the state auditor's office on at least an annual basis as a part of the works program audit pursuant to section 26-2-723.

(b) The formula may be based upon the formula developed by the secretary of the federal department of health and human services after consultation with the national governors' association and the American public welfare association for measuring states' performance under the TANF block grants.

(5) **Oversight.** In connection with overseeing the works program, the state department shall have the specific duties to:

(a) Oversee the implementation of the works program statewide and, in connection with such oversight, develop standardized forms, in addition to the reporting form described in subsection (6) of this section, for the counties' use in streamlining the application process, delivery of services, and tracking of participants;

(b) Monitor the state's progress in meeting the work participation requirements set forth in the personal responsibility and work opportunity reconciliation act;

(c) Establish a process to implement the provisions for regionalization set forth in section 26-2-718 pursuant to which any combination of county departments may be approved by the state department to administer and implement the works program pursuant to the provisions of this part 7;

(d) Establish statewide goals and monitor the state's progress toward meeting such goals for the reduction in the incidence of out-of-wedlock pregnancies;

(e) Monitor the counties' provision of basic assistance grants pursuant to section 26-2-709 and, if necessary due to increased caseloads or economic downturns, do the following to assure that the basic assistance grant is provided in a consistent manner statewide:

(I) Grant funds to one or more counties from the short-term works emergency fund administered pursuant to section 26-2-720; or

(II) If no funds administered pursuant to section 26-2-720 are available:

(A) Request supplemental appropriations from the general assembly, including but not limited to an appropriation from the long-term works reserve fund created pursuant to section 26-2-721; or

(B) Reduce the county block grant of any county that maintains funds in a county reserve account pursuant to section 26-2-714 (5) in order that moneys may be made available to one or more counties to avoid the need to reduce or eliminate the basic assistance grant statewide. If the state department makes a reduction in a county's reserve account pursuant to this sub-subparagraph (B), the state department shall increase such county's block grant for the following fiscal year by the amount of the reduction authorized pursuant to this sub-subparagraph (B); or

(III) After taking the actions described in subparagraphs (I) and (II) of this paragraph (e), take any actions necessary to reduce the costs of, or reduce or eliminate, the basic assistance grant statewide.

(6) **Reporting.** (a) The state department shall develop a uniform reporting form for the counties to use in order to fulfill the reporting requirements set forth in section 26-2-717.

(b) The state department shall develop a request for proposal pursuant to the provisions of section 26-2-719 to award a contract or contracts to an entity or entities to satisfy the reporting requirements set forth in section 26-2-717.

(c) In the event that the state department is not able to award a contract pursuant to the provisions of paragraph (b) of this subsection (6), it shall develop procedures to ensure that the state complies with the reporting requirements set forth in section 26-2-717.

(7) **Case management.** The state department shall develop training for case workers so that they are knowledgeable and may assist participants in:

(a) Identifying goals, including work activities, time frames for achieving self-sufficiency, and the means required to meet these benchmarks;

(b) Obtaining supportive services such as mental health counseling, substance abuse counseling, life skills training, and money management or parenting classes;

(c) Utilizing the family's existing strengths;

(d) Providing ongoing support and assistance to the family in overcoming barriers to training and employment; and

(e) Monitoring the progress of the family toward attaining self-sufficiency.

Final Rule for the TANF Program (1999), 45 CFR Part 261, Subpart E

Subpart E—What Penalties Apply to States Related to Work Requirements?

§ 261.50 What happens if a State fails to meet the participation rates?

(a) If we determine that a State did not achieve one of the required minimum work participation rates, we must reduce the SFAG payable to the State.

(b)(1) If there was no penalty for the preceding fiscal year, the base penalty for the current fiscal year is five percent of the adjusted SFAG.

(2) For each consecutive year that the State is subject to a penalty under this part, we will increase the amount of the base penalty by two percentage points over the previous year's penalty. However, the penalty can never exceed 21 percent of the State's adjusted SFAG.

(c) We impose a penalty by reducing the SFAG payable for the fiscal year that immediately follows our final determination that a State is subject to a penalty and our final determination of the penalty amount.

(d) In accordance with the procedures specified at § 262.4 of this chapter, a State may dispute our determination that it is subject to a penalty.

§ 262.1 What penalties apply to States?

(a) We will assess fiscal penalties against States under circumstances defined in parts 261 through 265 of this chapter. The penalties are:

(1) A penalty of the amount by which a State misused its TANF funds;

(2) An additional penalty of five percent of the adjusted SFAG if such misuse was intentional;

(3) A penalty of four percent of the adjusted SFAG for each quarter a State fails to submit an accurate, complete and timely required report;

(4) A penalty of up to 21 percent of the adjusted SFAG for failure to satisfy the minimum participation rates;

(5) A penalty of no more than two percent of the adjusted SFAG for failure to participate in IEVS;

(6) A penalty of no more than five percent of the adjusted SFAG for failure to enforce penalties on recipients who are not cooperating with the State Child Support Enforcement (IV–D) agency; loan amount, plus interest, for failure to repay a Federal loan;

(8) A penalty equal to the amount by which a State fails to meet its basic MOE requirement;

(9) A penalty of five percent of the adjusted SFAG for failure to comply with the five-year limit on Federal assistance;

(10) A penalty equal to the amount of contingency funds that were received but were not remitted for a fiscal year, if the State fails to maintain 100 percent of historic State expenditures in that fiscal year;

(11) A penalty of no more than five percent of the adjusted SFAG for the failure to maintain assistance to an adult single custodial parent who cannot obtain child care for a child under age six;

(12) A penalty of no more than two percent of the adjusted SFAG plus the amount a State has failed to expend of its own funds to replace the reduction to its SFAG due to the assessment of penalties in this section in the immediately succeeding fiscal year;

(13) A penalty equal to the amount of the State's Welfare-to-Work formula grant for failure to meet its basic MOE requirement during a year in which it receives the formula grant; and (14) A penalty of not less than one percent and not more than five percent of the adjusted SFAG for failure to impose penalties properly against individuals who refuse to engage in required work in accordance with section 407 of the Act.

(b) In the event of multiple penalties for a fiscal year, we will add all applicable penalty percentages together. We will then assess the penalty amount against the adjusted SFAG that would have been payable to the State if we had assessed no penalties. As a final step, we will subtract other (fixed) penalty amounts from the adjusted SFAG.

(c)(1) We will take the penalties specified in paragraphs (a)(1), (a)(2) and (a)(7) of this section by reducing the SFAG payable for the quarter that immediately follows our final decision.

(2) We will take the penalties specified in paragraphs (a)(3), (a)(4), (a)(5), (a)(6), (a)(8), (a)(9), (a)(10), (a)(11), (a)(12), (a)(13), and (a)(14) of this section by reducing the SFAG payable for the fiscal year that immediately follows our final decision.

(d) When imposing the penalties in paragraph (a) of this section, the total reduction in an affected State's quarterly SFAG amount must not exceed 25 percent. If this 25-percent limit prevents the recovery of the full penalty amount imposed on a State during a quarter or a fiscal year, as appropriate, we will apply the remaining amount of the penalty to the SFAG payable for the immediately succeeding quarter until we recover the full penalty amount.

(e)(1) In the immediately succeeding fiscal year, a State must expend additional State funds to replace any reduction in the SFAG resulting from penalties.

(2) The State must document compliance with this replacement provision on its TANF Financial Report (or Territorial Financial Report).

Interim Final Rule for the TANF Program (2006), 45 CFR Part 261.65

§ 261.65 Under what circumstances will we impose a work verification penalty for failure to submit a work verification plan or for failure to maintain adequate procedures to ensure a consistent measurement of the work participation rate?

(a) We will take action to impose a penalty under § 262.1(a)(15) of this chapter if:

(1) The requirements under §§ 261.64(a) and (b) have not been met; or

(2) We determine that the State has not maintained adequate documentation, verification, or internal control procedures to ensure the accuracy of the data used in calculating the work participation rates.

(b) If a State fails to submit an interim or complete Work Verification Plan by the due dates in § 261.64(a), we will reduce the SFAG payable for the immediately succeeding fiscal year by five percent of the adjusted SFAG.

(c) If a State fails to maintain adequate internal controls to ensure a consistent measurement of work participation, we will reduce the adjusted SFAG by the following percentages for a fiscal year:

(1) One percent for the first year;

(2) Two percent for the second year;

(3) Three percent for the third year; (4) Four percent for the fourth year; and

(5) Five percent for the fifth and subsequent years.

(d) If a State complies with the requirements in this subpart for two consecutive years, then any penalty imposed for subsequent failures will begin anew, as described in paragraph (c) of this section.

(e) If we take action to impose a penalty under §§ 261.64(b) or (c), we will reduce the SFAG payable for the immediately succeeding fiscal year.

Performance Measures:

Program	Performance Measure	Outcome		FY-2005-06	FY-2006-07	FY-2007-08	FY-2008-09
				Actual	Actual	Current	Request
Colorado Works Program	Increase actual work participation rates for each federal fiscal year in order to meet mandated federal rates and improve client and family independence and self-sufficiency.	Benchmark		25.00%	35.00%	40.00%	45.00%
		Actual		25.00%	N/A		

Workload Indicators:

Program	Workload Indicator	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
		Actual	Actual	Current	Request
Colorado Works Program	Number of State Management Reviews conducted per year.	7	15	16	16

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Colorado Works – Fatherhood Grant Match
Department: Human Services
Priority Number: 16

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Dept. Approval by: _Raymond_____ Date: 10/19/07
OSPB Approval: _____ Date: 10/24/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	119,321,019	154,441,672		154,441,672	154,441,672	222,222	154,663,894		154,663,894	222,222
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	627,726	627,726	0	627,726	627,726	0	627,726	0	627,726	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	25,092,840	25,323,033	0	25,323,033	25,323,033	0	25,323,033	0	25,323,033	0
	FF	93,600,453	128,490,913	0	128,490,913	128,490,913	222,222	128,713,135	0	128,713,135	222,222
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	627,726	627,726	0	627,726	627,726	0	627,726	0	627,726	0
(7) Office of Self Sufficiency, (B) Colorado Works Program, Fatherhood Grant Match (New Line)	Total	0	0		0		222,222	222,222		222,222	222,222
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	222,222	222,222	0	222,222	222,222
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	222,222	222,222	0	222,222	222,222

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Colorado Works - Fatherhood Grant Match
Department: Human Services
Priority Number: 16

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(7) Office of Self Sufficiency, (B) Colorado Works Program, County Block Grants	Total	119,321,019	154,441,672	0	154,441,672	154,441,672	0	154,441,672	0	154,441,672	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
	GF	627,726	627,726	0	627,726	627,726	(222,222)	405,504	0	405,504	(222,222)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	25,092,840	25,323,033	0	25,323,033	25,323,033	0	25,323,033	0	25,323,033	0
	FF	93,600,453	128,490,913	0	128,490,913	128,490,913	222,222	128,713,135	0	128,713,135	222,222
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	627,726	627,726	0	627,726	627,726	(222,222)	405,504	0	405,504	(222,222)

Letternote revised text: General Fund for Fatherhood Grant Match is made possible by replacing a portion of the General Fund in the Colorado Works County Block Grants with reserves from the Colorado Work Long-Term Reserve Fund

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes ☐ No ☑

Request Affects Other Departments: Yes ☐ No ☑   If Yes, List Other Departments Here:

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	16
Change Request Title:	Fatherhood Grant Match

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Division requests a total of $222,222 in General Funds spending authority to be appropriated to a new Promoting Responsible Fatherhood Grant line item. The Division also requests that the General Fund portion of the County Block Grants line item be reduced by $222,222, per State fiscal year, in order to make the overall impact to the General Fund neutral. The Division then asks for $222,222 in federal Temporary Assistance for Needy Families (TANF) funds spending authority, per State fiscal year, to replace the reduction in General Fund in the County Block Grants line. In order to sustain the County Block Grant at its current level, the impact is shifted to the federal funds portion through the Colorado Works Long-Term Reserve fund.

Background and Appropriation History:

In September 2006, the State was awarded a Promoting Responsible Fatherhood Grant from the federal government. Colorado will receive about $2.0 million in federal funds per year for FFY 2007 through FFY 2011. The grant requires a ten percent match from the State, bringing the annual grant total to $2,222,222. Of that amount, the Department will allocate about $1.1 million to counties and community/faith-based organizations. The State will keep the remaining $1.1 million to use statewide for a public awareness

campaign, technical assistance to grantees, and administration. A description of the overall goals and objectives of the program are described below in the Performance Measures section.

General Description of Request:

The Colorado Works Division must identify $222,222 per federal fiscal year for five years, in non-federal match funds for the Promoting Responsible Fatherhood Grant.

The purpose of the Promoting Responsible Fatherhood grant program is to improve the well-being of children by building community access across Colorado to fatherhood programs and services. These programs will help engage non-custodial fathers in the lives of their children. The intent is that these fathers will provide additional financial and non-financial support to their families and help fulfill the purposes of the TANF program, especially purposes two and four. The four purposes of the TANF program as described in section 401 of the Social Security Act and 45 CFR 260.20 of the TANF regulations are as follows:

1. provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;

2. end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;

3. prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and

4. encourage the formation and maintenance of two-parent families.

The ultimate goal of Colorado's fatherhood program is to improve the well-being of children by building community access across Colorado to fatherhood programs and services. This will be accomplished through two primary objectives:

1. Strengthening and increasing the involvement and parenting skills of fathers of at risk children through community based direct services

2. Building system capacity and community awareness through state level coordination and public outreach activities

Fathers of children who are at risk of negative outcomes due to limited father involvement and limited economic support are the target population of this grant. These include children whose fathers are low income, teenage parents, fathers of children with disabilities, single custodial parents, non-residential fathers, and families receiving child protective services.

The first objective will be met through faith and community based providers who provide services locally. Each of these community based organizations will provide fatherhood parent skills training and healthy marriage / couples relationships training as core services. Each community based organization will also establish collaborations with local organizations including a domestic violence provider, the local workforce program, a local mental health provider and the local county department of social or human services to set protocol and meet individual needs of participants.

The second objective will be met through state level coordination and public outreach efforts including a public awareness ad campaign focusing on the importance of fathers, a website with information about all services / programs and supports to fathers, and an annual training academy on fatherhood.

This request should be added to a new Promoting Responsible Fatherhood Grant line item in the Office of Self Sufficiency, Colorado Works Program.

<u>Consequences if Not Funded:</u>

The State must be able to provide the match in order to retain the grant.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Human Services

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Fund	Cash Funds Exempt	Federal Funds
Total Request	$222,222	Net Zero			$222,222
(7) (B) County Block Grants	$154,441,672	$405,504			$128,713,135
Promoting Responsible Fatherhood Grant	$222,222	$222,222			

$2.0 M / .90 = $222,222

10% of the total grant amount (State match + federal grant), or 10% of $2,222,222

Assumptions for Calculations: 10% State match of total grant amount

Cost	Benefit
Net General Funds impact: $0 TANF Federal funds impact: $222,222 The $222,222 **net** cost in federal TANF dollars will be funded with dollars held in the Colorado Works Long-Term Reserve.	The State, counties, community/faith-based organizations, and other grantees benefit from this request because the State is able to retain the Promoting Responsible Fatherhood Grant by maintaining the State match. Furthermore, by diminishing the dependence of needy families on government assistance, State caseloads will likely decline.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	April – June 2008
Start-Up Date	July 2008

Statutory and Federal Authority:

Deficit Reduction Omnibus Reconciliation Act of (DRA) (2005), P.L. 109-171

42 U.S.C. 603 (a)(2) HEALTHY MARRIAGE PROMOTION AND RESPONSIBLE FATHERHOOD GRANTS.—

(A) IN GENERAL.—

(i) USE OF FUNDS.—Subject to subparagraphs (B) and (C), the Secretary may use the funds made available under subparagraph (D) for the purpose of conducting and supporting research and demonstration projects by public or private entities, and providing technical assistance to States, Indian tribes and tribal organizations, and such other entities as the Secretary may specify that are receiving a grant under another provision of this part.

(ii) LIMITATIONS.—The Secretary may not award funds made available under this paragraph on a noncompetitive basis, and may not provide any such funds to an entity for the purpose of carrying out healthy marriage promotion activities or for the purpose of carrying out activities promoting responsible fatherhood unless the entity has submitted to the Secretary an application which—

(I) describes—

(aa) how the programs or activities proposed in the application will address, as appropriate, issues of domestic violence; and

(bb) what the applicant will do, to the extent relevant, to ensure that participation in the programs or activities is voluntary, and to inform potential participants that their participation is voluntary; and

(II) contains a commitment by the entity—

(aa) to not use the funds for any other purpose; and

(bb) to consult with experts in domestic violence or relevant community domestic violence coalitions in developing the programs and activities.

(iii) HEALTHY MARRIAGE PROMOTION ACTIVITIES.—

In clause (ii), the term 'healthy marriage promotion activities' means the following:

(I) Public advertising campaigns on the value of marriage and the skills needed to increase marital stability and health.

(II) Education in high schools on the value of marriage, relationship skills, and budgeting.

(III) Marriage education, marriage skills, and relationship skills programs, that may include parenting skills, financial management, conflict resolution, and job and career advancement, for nonmarried pregnant women and non-married expectant fathers.

(IV) Pre-marital education and marriage skills training for engaged couples and for couples or individuals interested in marriage.

(V) Marriage enhancement and marriage skills training programs for married couples.

(VI) Divorce reduction programs that teach relationship skills.

(VII) Marriage mentoring programs which use married couples as role models and mentors in at-risk communities.

(VIII) Programs to reduce the disincentives to marriage in means-tested aid programs, if offered in conjunction with any activity described in this subparagraph.

(B) LIMITATION ON USE OF FUNDS FOR DEMONSTRATION PROJECTS FOR COORDINATION OF PROVISION OF CHILD WELFARE AND TANF SERVICES TO TRIBAL FAMILIES AT RISK OF CHILD ABUSE OR NEGLECT.—

(i) IN GENERAL.—Of the amounts made available under subparagraph (D) for a fiscal year, the Secretary may not award more than $2,000,000 on a competitive basis to fund demonstration projects designed to test the effectiveness of tribal governments or tribal consortia in coordinating the provision to tribal families at risk of child abuse or neglect of child welfare services and services under tribal programs funded under this part.

(ii) LIMITATION ON USE OF FUNDS.—A grant made pursuant to clause (i) to such a project shall not be used for any purpose other than—

(I) to improve case management for families eligible for assistance from such a tribal program;

(II) for supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children; and

(III) for prevention services and assistance to tribal families at risk of child abuse and neglect.

(iii) REPORTS.—The Secretary may require a recipient of funds awarded under this subparagraph to provide the Secretary with such information as the Secretary deems relevant to enable the Secretary to facilitate and oversee the administration of any project

for which funds are provided under this subparagraph.

(C) LIMITATION ON USE OF FUNDS FOR ACTIVITIES PROMOTING RESPONSIBLE FATHERHOOD.—

(i) IN GENERAL.—Of the amounts made available under subparagraph (D) for a fiscal year, the Secretary may not award more than $50,000,000 on a competitive basis to States, territories, Indian tribes and tribal organizations, and public and nonprofit community entities, including religious organizations, for activities promoting responsible fatherhood.

(ii) ACTIVITIES PROMOTING RESPONSIBLE FATHERHOOD.—

In this paragraph, the term 'activities promoting responsible fatherhood' means the following:

(I) Activities to promote marriage or sustain marriage through activities such as counseling, mentoring, disseminating information about the benefits of marriage and 2-parent involvement for children, enhancing relationship skills, education regarding how to control aggressive behavior, disseminating information on the causes of domestic violence and child abuse, marriage preparation programs, premarital counseling, marital inventories, skills-based marriage education, financial planning seminars, including improving a family's ability to effectively manage family business affairs by means such as education, counseling, or mentoring on matters related to family finances, including household management, budgeting, banking, and handling of financial transactions and home maintenance, and divorce education and reduction programs, including mediation and counseling.

(II) Activities to promote responsible parenting through activities such as counseling, mentoring, and mediation, disseminating information about good parenting practices, skills-based parenting education, encouraging child support payments, and other methods.

(III) Activities to foster economic stability by helping fathers improve their economic status by providing activities such as work first services, job search, job training, subsidized employment, job retention, job enhancement, and encouraging education, including career-advancing education, dissemination of employment materials, coordination with existing employment services such as welfare-to-work programs, referrals to local employment training initiatives, and other methods.

(IV) Activities to promote responsible fatherhood that are conducted through a contract with a nationally recognized, nonprofit fatherhood promotion organization, such as the development, promotion, and distribution of a media campaign to encourage the appropriate involvement of parents in the life of any child and specifically the issue of responsible fatherhood, and the development of a national clearinghouse to assist States and communities in efforts to promote and support marriage and responsible fatherhood.

(D) APPROPRIATION.—Out of any money in the Treasury of the United States not otherwise appropriated, there are appropriated $150,000,000 for each of fiscal years 2006 through 2010, for expenditure in accordance with this paragraph.

Performance Measures:

Because fatherhood programs are relatively new across the country, there is little if any quantitative data available regarding the financial benefits to such areas as child support enforcement, child welfare, or TANF for states that implement fatherhood programs. However, researchers seem to agree that based on anecdotal evidence from early programs, fatherhood initiatives do have an impact on child well-being.

The Department has contracted with The Lewin Group to provide an independent evaluation of Colorado's fatherhood grant program. Based on early work on the evaluation and in working with grantees, the Division intends to develop performance measures that will provide real benchmarks for the program and provide information on key measurement areas such as wages, child support participation, and reduction in out-of-home child welfare placement. One broad measure that the Division will use is the reduction of the number of children in Colorado living in poverty.

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Old Age Pension Cost of Living Adjustment (COLA)
Department: Human Services
Priority Number: 17

Decision Item FY 08-09 [✓] Base Reduction Item FY 08-09 [ ] Supplemental FY 07-08 [ ] Budget Request Amendment FY 08-09 [ ]

Dept. Approval by: _[signature]_ Date: _[handwritten]_
OSPB Approval: _[signature]_ Date: _[handwritten]_

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	72,932,800	77,451,318		77,451,318	77,451,318	3,420,600	80,871,918		80,871,918	6,420,600
	FTE	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0		0	0	0	0	0	0	0
	CF	72,932,800	77,451,318		77,451,318	77,451,318	3,420,600	80,871,918		80,871,918	6,420,600
	CFE	0	0		0	0	0	0	0	0	0
	FF	0	0		0	0	0	0	0	0	0
	MCF	0	0		0	0	0	0	0	0	0
	MGF	0	0		0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(10) Adult Assistance Programs (B) Old Age Pension Program - Cash Assistance Program	Total	72,932,800	77,451,318		77,451,318	77,451,318	3,420,600	80,871,918		80,871,918	6,420,600
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0		0	0	0	0	0	0	0
	CF	72,932,800	77,451,318		77,451,318	77,451,318	3,420,600	80,871,918		80,871,918	6,420,600
	CFE	0	0		0	0	0	0	0	0	0
	FF	0	0		0	0	0	0	0	0	0
	MCF	0	0		0	0	0	0	0	0	0
	MGF	0	0		0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name: Cash Fund: Old Age Pension Fund/AATC
IT Request: [ ] Yes [✓] No
Request Affects Other Departments: [ ] Yes [✓] No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Adult Disability and Re-determination Services, Aging and Adult Services
Priority Number:	17
Change Request Title:	Old Age Pension Cost of Living Adjustment (COLA)

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

Requested is an increase in cash funds of $3,420,600 for the Old Age Pension Program to adjust for grant changes related to Cost-of-Living-Adjustments (COLA). Because the OAP program is constitutional and continuously appropriated, this request is informational.

Background and Appropriation History:

The Depression in 1930 created an acute need for public assistance for the elderly and others, as persons lost homes, livelihoods, and savings. The Old Age Pension program (OAP) was authorized through an amendment to the Colorado Constitution passed in 1936. This program is intended to supplement older individuals' income. The current total monthly income is at 76 percent of the Federal Poverty Level ($850 per month). The OAP program is for persons 60 and older with no disability requirement for eligibility. There is a maximum grant of $648 per month effective January 1, 2007. There is a resource limit of $2,000 for an individual and $3,000 per couple.

The State Constitution (Article XXIV, Old Age Pensions, Section 2) dedicates

several major State revenue sources for financing the OAP program. The OAP program receives its funding from revenues based on 85 percent of the State sales, use and liquor taxes; license fees; as well as by inheritance and incorporation tax revenues. Only after Old Age Pension obligations are met do the remaining revenues from these sources become available to the General Fund. The State Board of Human Services has constitutional authority to administer the Old Age Pension programs. The Board can adjust the basic minimum grant award if living costs have changed sufficiently to justify such action.

There are three separate grant payment programs under OAP:

- OAP – A: This program is for the client population age 65 and above.

- OAP – B: This program serves clients between the ages of 60-64.

- OAP – C: This is a very small program for institutionalized clients aged 60 and older.

CDHS operates under a Maintenance of Effort Agreement (MOE) Agreement with the Social Security Administration (SSA). The MOE agreement specifies that the State must maintain expenditures at the same level as the highest, previous calendar year. If the Maintenance of Effort agreement is not met, the State risks the loss of over five hundred twenty million dollars of Federal matching funds in the Medicaid program. The MOE is currently based on CY 2006. The expenditures that are counted toward the Maintenance of Effort are the mandatory supplementary programs of OAP (for individuals receiving a Supplement Security Income grant); the Aid to the Needy Disabled/Supplemental Security Income-Colorado Supplement (AND/SSI-CS); the Aid to the Blind/Supplemental Security Income Colorado Supplement (AB/SSI-CS).

The optional supplementary payments of Home Care Allowance (HCA) and Adult Foster Care (AFC), if the recipient receives an SSI grant, are also counted toward meeting the MOE. Additionally, the State's Property Tax and Heat Rebate program have been added to the MOE expenditures, in order to offset reduced grant

expenditures in State Fiscal year 2002-03. Consequently, the Property Tax and Heat Rebate program has become an integral part of the MOE plan. Colorado has been on the expenditure test to meet the MOE compliance requirements since 1991.

The MOE is a requirement that must be met to receive Federal Financial Participation (FFP) for Medicaid reimbursements. Compliance with these regulations is measured in one of two ways: 1) the State must pass along the federal Cost of Living Adjustment increase or 2) the State must spend as much on the supplement programs in one calendar year as it did in the previous calendar year. The MOE requirements apply to both optional State supplementary payments and the mandatory minimum State supplementary payment.

If the State is found out of compliance for meeting its financial expenditure test, the State must correct the under-expenditure by restoring the SSI supplement payment back to the appropriate expenditure level for the previous calendar year. This action must be taken no later than in the 12-month period after the time of non-compliance. The State can make a retroactive benefit payment to each of the beneficiaries eligible for the retroactive payment in the previous calendar year, or can increase payments in the following calendar year by an amount large enough to meet the previous year's shortfall in expenditures. Monies spent in the subsequent year to meet the expenditure test of the previous year are counted toward the prior year's shortfall. To avoid a finding of noncompliance, the State must increase the total expenditures in the same calendar year by an amount at least equal to the amount of the shortfall. If a State has not complied with the MOE requirements and failed to take corrective action measures in the subsequent calendar year, the State shall be determined by the Secretary of Health and Human Services to be ineligible for FFP. A State would be ineligible for Medicaid payments from the Federal government for any calendar quarter containing a month in which the State was out of compliance. By increasing the supplemental payment to all or a sub-set of the population groups entitled to a Colorado Supplement late in the calendar year in which an under-expenditure is projected, the State is able to avoid a finding of non-compliance. This action can save the State money in complex programming costs needed to correct an under-

expenditure problem, or having to set grants at a higher level to make up for the previous year's shortfall in expenditures.

In calendar years 2003 and 2004, Colorado did not meet the level of expenditure required by the MOE. Consequently, supplemental payments were made to the AND/SSI-CS group in 2004 and 2005 to comply with the State's corrective action plan to make up the shortfall. The calendar year 2006 MOE was met and has become the new standard. The annual COLA to the OAP grant standard is an essential part of the plan to continue to meet the MOE. This request is reflective of the Department's plan to meet and control MOE expenditures.

Appropriation History	Total	FTE	GF	CF	CFE	FF
OAP-Cash Assistance Program-						
FY 03-04 Long bill	$58,710,975	0.0	$0	$58,710,975	$0	$0
05 DI #11Caseload and Cost of Living increases	$6,612,107	0.0	$0	$6,612,107	$0	$0
FY 04-05 Long Bill	$65,323,082	0.0	$0	$65,323,082	$0	$0
FY 05-06 Long Bill	$65,323,082	0.0	$0	$65,323,082	$0	$0
07 DI # NP-1 OAP Caseload and Population Increase	$8,788,990	0.0	$0	$8,788,990	$0	$0
Cost of Living Adjustment	$360,349	0.0	$0	$360,349	$0	$0
FY 06-07 Long Bill	$74,472,421	0.0	$0	$74,472,421	$0	$0
Historic caseload increase by Joint Budget Committee Recommendation an increase of 4%	$2,978,897	0.0	$0	$2,978,897	$0	$0
FY 07-08 Long Bill	$77,451,318	0.0	$0	$77,451,318	$0	$0

General Description of Request:

The Old Age Pension (OAP) Program, authorized by the State Constitution, provides cash assistance to eligible individuals age 60 and older, up to a maximum of $648 per person per month as of January 2007. These funds are "continuously

appropriated" by the State Constitution. The Long Bill reflects anticipated program expenditures for informational purposes, as the level of these expenditures can have an impact on the revenue available to the General Fund. OAP is an entitlement program; therefore, caseload and expenditure increases must be funded. This request will adjust the Long Bill to reflect the appropriate OAP expenditures for FY 2008-09 and FY 2009-2010. The OAP expenditures are projected to increase each year, as grant standards are increased for changes in costs of living. The annual COLA increases are necessary in order to comply with the MOE agreement with the Social Security Administration. Generally, the cost of a COLA increase is associated with individuals not receiving SSI grants, as they do not receive annual increases in income that are deducted from the maximum OAP grant. SSI recipients receive an increase from SSA, which is then deducted as income from the OAP grant; therefore, there is a net increase in income to the recipient, but OAP expenditures remain level. The Department increases the OAP grant standard by the same dollar amount the SSI grant increased. For example, the 2007 COLA increased the SSI grant from $603 to $623 per month; consequently, the OAP grant standard was increase to $648 per month from $628 per month.

Consequences if Not Funded:

If the request is not funded, the Long Bill will not accurately reflect the OAP expenditures, which may impact the State's General Funds estimate. The OAP program is funded prior to the General Fund spill over to appropriations. Additionally, if the COLA is not added to the OAP grant standard, MOE expenditures will fall and the MOE expenditure level will not be met, putting the Medicaid program federal funding in jeopardy (potentially over one billion dollars).

Calculations for Request:

Summary of Request FY 08-09	Total Funds	GF	Cash Funds	CFE	FF	FTE
Total Request	$3,420,600	$0	$3,420,600	$0	$0	0.0
(B) Old Age Pension Program Cash Assistance Program	$3,420,600	$0	$3,420,600	$0	$0	0.0

Summary of Request FY 09-10	Total Funds	GF	Cash Funds	CFE	FF	FTE
Total Request	$6,420,600	$0	$6,420,600	$0	$0	0.0
(B) Old Age Pension Program Cash Assistance Program	$6,420,600	$0	$6,420,600	$0	$0	0.0

Assumptions for Calculations:

OAP expenditure projections are based on State Fiscal Year 2006-07 data. Over the last three fiscal periods, OAP expenditures have had annual increased of 4.21% - 5.83%. The average expenditure increase over the same period has been approximately $3,307,000 per year, when COLAs increases are added to the OAP grant standard. This request represents a 4.42% and 3.71% annual increase, for SFY 2008-09 and SFY 2009-10 respectively. The projected annual increases are within line of historical increases. The most recent monthly expenditures were annualized and increased for 2008 and 2009 annual COLAs. The projected average increase in OAP expenditures as a result of COLAs is $285,000 in SFY 2008-09 and $250,000 in SFY 2009-10. These estimates are dependent on actual COLAs passed by the Social Security Administration.

It is assumed that the Federal COLA rates will be approximately 3.32% (equal to the 2007 increase) of the SSI grant standard (resulting in a $20 per month increase). Each calendar year COLA will impact six months of any given State fiscal year. For example, the calendar year 2008 will impact the last six months of State fiscal year 2007-08. The request's projection was estimated assuming COLA adjustments would be made each calendar year and the full SSA COLA adjustment will be passed to OAP monthly grant standard each calendar year.

Federal SSI Grant History
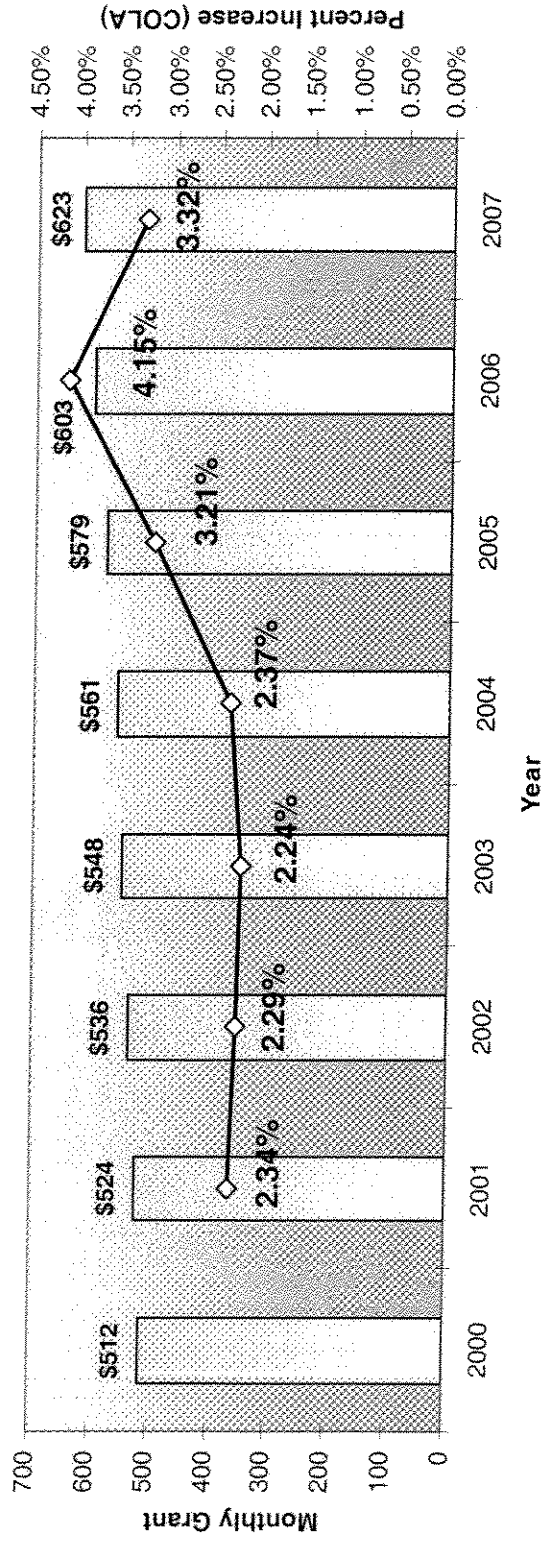
The average OAP caseload over the last twelve months has decreased slightly and leveled in recent months. During the last three State fiscal years, the OAP caseload has not significantly changed. Increases to OAP expenditures have been a result of increases in the OAP grant standard and changes to recipient's income. There are no trends indicating the number of recipients will increase in the future. The graph below has the caseload and gross expenditures in State Fiscal Year 2007-08.

State Fiscal Year 2006-07 OAP Gross Expenditures and Caseload

Legend: Gross Expenditures —O— Caseload

X-axis (Month): Jul-06, Aug-06, Sep-06, Oct-06, Nov-06, Dec-06, Jan-07, Feb-07, Mar-07, Apr-07, May-07, Jun-07

Left Y-axis (Monthly Expenditures): 5,800,000; 5,900,000; 6,000,000; 6,100,000; 6,200,000; 6,300,000; 6,400,000; 6,500,000; 6,600,000

Right Y-axis (Caseload Counts): 22,600; 22,800; 23,000; 23,200; 23,400; 23,600; 23,800; 24,000; 24,200; 24,400; 24,600
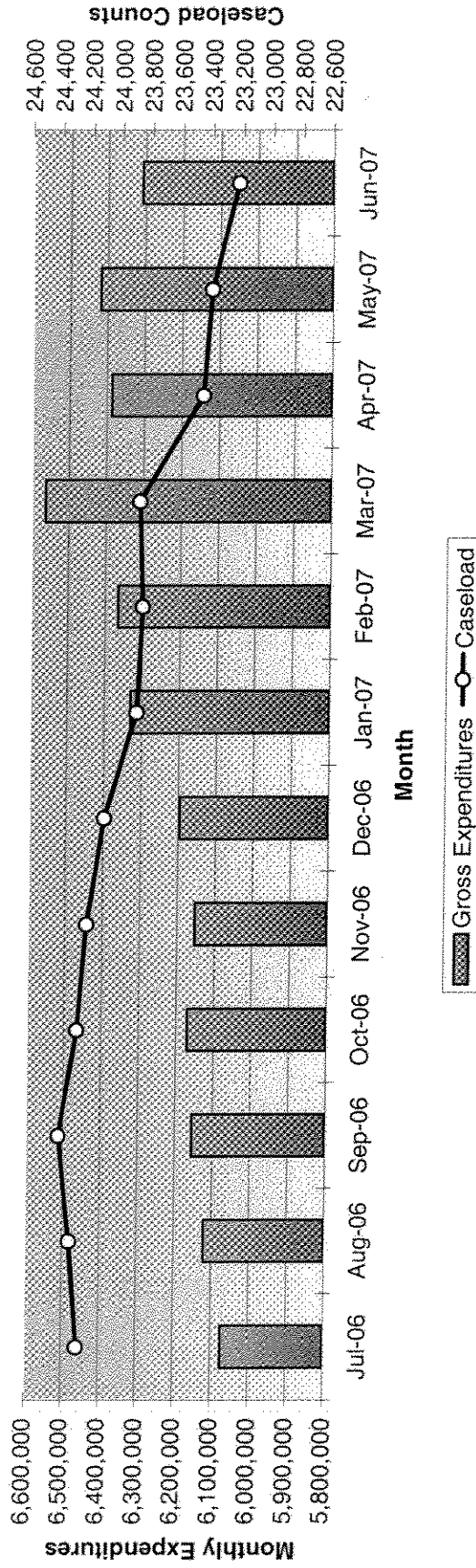
The graph above clearly depicts the effects of the OAP COLA in calendar year 2007. In January 2007, the gross expenditures rose (approximately $200,000 per month). This increase was a result of the 2007 SSI COLA (the OAP grant was increased by $20 resulting in a $648 monthly grant). Historically, COLAs increase the monthly OAP expenditures approximately $200,000 to $300,000 per month, depending on the size of the SSI grant increase.

State Fiscal Year	2005	2006	2007
OAP Grants	$67,077,079	$69,951,930	$72,932,800
Annual Increase	$0	$2,874,851	$2,980,870

There are several different groups receiving OAP grants (i.e. SSI recipients, Social Security recipients, Rail Road/Private pension recipients, and individuals with no

income). The cost of the OAP COLA is related to individuals who have no other sources of income, and or do not receive an annual increase income. For example, when the 2007 COLA was passed, the average payment to these individuals (primarily non-citizens/non-SSI recipients) increased approximately $20 per month, or the 2007 OAP COLA increase.

The table below shows the effects of a SSI/OAP COLA to recipient income and State obligations, when the State increases the OAP grant in an amount equal to the SSA COLA.

Recipient/Individual Description	Calendar Year 2007			Calendar Year 2008 - With a $21 SSI Increase (Approximately 3.32% COLA)			
	Recipient Income (SSI Grant of $623 per month)	OAP Grant Standard	Recipient Grant and State Cost	Recipient Income	OAP Grant Standard	Recipient Grant and State Cost	Net Expenditure COLA Increase/ Decrease
A. SSI Recipient	$623	$648	$25	$644	$669	$25	$0
B. Recipient w/no income	$0	$648	$648	$0	$669	$669	$21

The table above shows an SSI grant increase of $21 per month and the corresponding increase in OAP cost as a result. For individuals with SSI income (A. SSI Recipient), the table has zero incremental cost (($669 - $644) – ($648 - $623) = 0). In contrast, the individual with no income (B. Recipient w/no income) has an incremental increase in OAP cost of $21 per month (($648 - $0) – ($669 - $0) = $25) – the increase in the SSI and OAP grant. The increased cost to individuals with no income is the primary cause of increased OAP cost as a result of COLAs.

The tables below show each State Fiscal Year request and the revised OAP budget, if this request is approved.

Summary of Request FY 2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds
(B) Old Age Pension Program - Cash Assistance Program					
CURRENT BUDGET	$77,451,318	$0	$77,451,318	$0	$0
REQUEST	$3,420,600	$0	$3,420,600	$0	$0
REVISED BUDGET	$80,871,918	$0	$80,871,918	$0	$0

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds
(B) Old Age Pension Program - Cash Assistance Program					
CURRENT BUDGET	$77,451,318	$0	$77,451,318	$0	$0
REQUEST	$6,420,600	$0	$6,420,600	$0	$0
REVISED BUDGET	$83,871,918	$0	$83,871,918	$0	$0

Impact on Other Government Agencies: None

Cost Benefit Analysis: This is a technical adjustment, and is informational only. No cost benefit analysis is required.

Implementation Schedule:

Task	Month/Year
COLA Rule 1st Reading	09/2008
COLA Rule 2nd Reading	10/2008
COLA Rule Final Reading	11/2008

Task	Month/Year
CBMS Mass Change and Grant Table Changes	12/2008
New OAP Grant Effective	01/2009

Statutory and Federal Authority:

CONSTITUTION OF THE STATE OF COLORADO: **ARTICLE XXIV OLD AGE PENSIONS:** Section 7. Stabilization fund and health and medical care fund. All the moneys deposited in the old age pension fund shall be first available for payment of basic minimum awards to qualified recipients, and no part of said fund shall be transferred to any other fund until such basic minimum awards shall have been paid.

26-2-111 (2), C.R.S. (2007) Eligibility for public assistance. Old age pension. (a) Except as provided in paragraph (d) of this subsection (2), public assistance in the form of the old age pension shall be granted to any person who meets the requirements of subsection (1) of this section and any one of the following requirements:

The person has attained the age of sixty years or more and meets the resource eligibility requirements of the federal supplemental security income program

26-2-114, C.R.S. (2007) Amount of assistance payments - old age pension. (1) The basic minimum award payable to those persons qualified to receive an old age pension shall be one hundred dollars monthly; but the state board may adjust the said basic minimum award above one hundred dollars if, in its discretion, living costs have changed sufficiently to justify such adjustment.

Performance Measures:

Program	Performance Measure	Outcome	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Aging and Adult Services	Improve the standard of living for individuals living in poverty. Recipient income (as a percentage of the federal poverty level) for Colorado's Old Age Pension and Aid to the Needy Disabled programs (Colorado Supplement and State Only).	**Program Benchmark**	OAP 76% AND-CS 73% AND-SO 27%	OAP 76% AND-CS 73% AND-SO 27%	OAP 76% AND-CS 73% AND-SO 27%	OAP 76% AND-CS 73% AND-SO 27%
		Actual	OAP 76% AND-CS 73% AND-SO 27%	OAP 76% AND-CS 73% AND-SO 27%		

The benchmarks and actuals for this measure compare a recipient's subsidized income level (after receiving financial assistance provided by one of these programs) to the federal poverty level. Actuals show that, even with financial assistance, individuals on these programs are still living well below the poverty level. Ideally, financial assistance would bring a recipient's subsidized income level to 100% of (or greater than) the federal poverty level.

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Community Services for the Elderly Federal Spending Authority Update
Department: Human Services
Priority Number: 18

Decision Item FY 08-09 [✓]   Base Reduction Item FY 08-09 [ ]   Supplemental FY 07-08 [ ]   Budget Request Amendment FY 08-09 [ ]

Dept. Approval by: _(signature)_   Date: 10/17/07
OSPB Approval: _(signature)_   Date: 10/19/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	3,421,533	2,402,329	0	2,402,329	2,402,329	1,215,014	3,617,343	0	3,617,343	1,215,014
	GF	142,041	142,041	0	142,041	142,041	0	142,041	0	142,041	0
	CF	0	0	0			0	0	0	0	0
	CFE	213,062	213,062	0	213,062	213,062	210,743	423,805	0	423,805	210,743
	FF	3,066,430	2,047,226	0	2,047,226	2,047,226	1,004,271	3,051,497	0	3,051,497	1,004,271
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(10) ADULT ASSISTANCE PROGRAMS (D) Community Services for the Elderly - National Family Caregiver Support Program	Total	2,157,124	1,420,414	0	1,420,414	1,420,414	842,972	2,263,386	0	2,263,386	842,972
	GF	142,041	142,041	0	142,041	142,041	0	142,041	0	142,041	0
	CF	0	0	0			0	0	0	0	0
	CFE	213,062	213,062	0	213,062	213,062	210,743	423,805	0	423,805	210,743
	FF	1,802,021	1,065,311	0	1,065,311	1,065,311	632,229	1,697,540	0	1,697,540	632,229
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(10) ADULT ASSISTANCE PROGRAMS (D) Community Services for the Elderly - Area Agencies on Aging Administration	Total	1,264,409	981,915	0	981,915	981,915	372,042	1,353,957	0	1,353,957	372,042
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	1,264,409	981,915	0	981,915	981,915	372,042	1,353,957	0	1,353,957	372,042
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name: Title III of the Older Americans Act

IT Request: Yes [ ] No [✓]

Request Affects Other Departments: Yes [ ] No [✓]   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Adult Disability and Re-determination Services, Aging and Adult Services
Priority Number:	18
Change Request Title:	Community Services for the Elderly Federal Spending Authority Update

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department is requesting to increase the federal funds in the (D) Community Services for the Elderly section of the Long Bill by $1,004,271 to reflect available federal funds. Federal funds for these programs are in the Long Bill for informational purposes only. However, inaccurate federal funds figures create unnecessary business and accounting functions to reflect funding available from the federal government. In addition, the Department is requesting $210,743 in cash funds exempt spending authority to reflect the local funds requirement for drawing down the federal match. This information is also in the Long Bill for informational purposes only.

Background and Appropriation History:

The Federal Older Americans Act (OAA) was enacted in 1965 and is administered by the Administration on Aging (AoA) in the Department of Health and Human Services (HHS). The Act is intended to assist the elderly population to live independently in their own communities by removing barriers to independent living and providing a continuum of care for vulnerable older individuals. OAA's Title III Programs fund numerous community-based programs such as congregate meals, home-delivered meals, transportation, information and referrals and in-home services.

Services are targeted to those in most social and economic need with emphasis on low-income minorities. The OAA has set targeting requirements for frail disabled and rural elderly. Voluntary contributions toward the cost of the service are solicited from clients. There is no means testing permitted and the client must be age 60 or over.

To develop the local service delivery system, the Area Agency on Aging (AAA) is required to submit a four-year plan with annual updates to the State Unit on Aging (SUA). The plans are based upon assessment of local need, with public hearings required. While each Area Agency on Aging Plan is tailored to meet local need, the State is required to set minimum spending levels in certain services. Area Agencies on Aging must expend 25 percent of Title III-B funds on access services, 15 percent on in-home services and 3 percent on legal services. In addition, each Area Agency on Aging is required to operate a local ombudsman program. The SUA is required to develop an allocation formula to distribute funds to Area Agencies on Aging. Colorado's allocation formula distributes funds based on the following weighted factors:

40% Population aged 60 and over
15% Rural Population aged 60 and over
15% Minority population aged 60 and over
15% Low income population aged 60 and over
15% Population aged 75 and over

In the State of Colorado, approximately eleven thousand (42% of the client population) of the clients served under this program fall under the federal poverty guidelines. Without this supplemental assistance, these individuals could easily move into state funded poverty eligibility programs, such as, Medicaid, which is funded at approximately 50 percent (49.9 percent General Fund and 50.1 percent Federal Funds) or Home Care Allowance Program which is 95 percent state General Funds and 5 percent cash funds.

Community Services for the Elderly are allocated to sixteen (16) Area Agencies on Aging and 200+ local providers to deliver a variety of community services to older persons.

These funds must be targeted to low-income, minority, frail elders who are age 60 or older. Demand for these services is increasing as the aging population continues to grow.

National Family Caregiver Support Program

The enactment of the Older Americans Act Amendments of 2000 (Public Law 106-501) established an important new program, the National Family Caregiver Support Program (NFCSP). The program is designed to support family caregivers of older adults and grandparents and relative caregivers, age 60 years or older, of children no older than age 18 (including grandparents who are sole caregivers of grandchildren and those individuals who are affected by mental retardation or who have developmental disabilities). The program provides support services to caregivers in hope that those individuals will continue to give the needed care to older adults.

Area Agency on Aging (AAA) Administration

AAAs administration is allocated 10% of the Federal grants, after State administration is deducted. The AAA administrative funds have a required local match of 25%.

<u>General Description of Request:</u>

The current budgets have not been adjusted recently for the Community Services for the Elderly, National Family Caregiver Support Program and the Area Agencies on Aging Administration appropriations. With lower spending authorization than the current federal grants, Area Agency on Aging (AAA) contracts and procurement processes are more complicated and inefficient. Delays in funding to the contracts for these program areas can impact needed services to the elderly. The request is to update the Federal Funds figures based on recent Federal grants. This will allow AAA contracts to be processed more efficiently, at both the Department and the State Controller's Office. The request is a technical change and has no General Fund impact.

In SFY 2006-07, the AAA entered a contractual agreement with the State. The new contracts required the full encumbrance of all obligations against four appropriations.

Two of the appropriations (National Family Caregiver Support Program and Area Agencies on Aging) are primarily Federal funds and have outdated and insufficient budgets. The Long Bill appropriations are less than the available funding and contract levels needed. The figures can be adjusted periodically through accounting actions, to properly encumber the AAA contracts, but these adjustments to correct encumbrances and procurement issues take unnecessary time from other administrative processes and reduce productivity. The CFE request of $210,744 is for informational purposes and represents the local match associated with the Federal grants.

These updates in the appropriation will be used to provide services, as described previously, for the National Family Caregiver Support Program and the Area Agency on Aging Administration of services in the community for those who are aging.

Consequences if Not Funded:

If the request is not granted, the Department will continue to make accounting adjustments. These adjustments required the action of both department and program Accounting and the State Controller's Office creating additional administrative work and slowing the contracting/encumbrance process. The request has no General Fund impact and simply adjusts budget figures to reflect current Federal grants. This request will make the securing of all available federal funds more efficient and effective. Without the requested change, maximizing federal resources is more difficult, which could result in lost federal funding.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$1,215,014	$0	$0	$210,743	$1,004,271	0.00
National Family Caregiver Support Program	$842,972	$0	$0	$210,743	$632,229	0.00
Area Agencies on Aging Administration	$372,042	$0	$0	$0	$372,042	0.00

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	$1,215,014	$0	$0	$210,743	$1,004,271	0.00
National Family Caregiver Support Program	$842,972	$0	$0	$210,743	$632,229	0.00
Area Agencies on Aging Administration	$372,042	$0	$0	$0	$372,042	0.00

Assumptions for Calculations: The estimated federal grants are based on Federal Fiscal Year 2007 allocations.   The allocations were increased by ten percent for anticipated increases to the Federal Grants.

NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM - PART E GRANTS

ESTIMATED FF PART E GRANT $1,697,540
FEDERAL FUNDS (FF) APPROPRIATION $1,065,311
ADDITIONAL FF REQUEST $632,229

The Part E grant requires a 25% match. The match can be made up of a combination of State and local sources. Currently, there is $142,041 in GF in the appropriation for Part E match. The increased Part E Federal funds will require an additional $210,743 ($632,229/.75 - $632,229) in match.

	TOTAL	GF	CFE	FF
CURRENT APPROPRIATION	$1,420,414	$142,041	$213,062	$1,065,311
BUDGET REQUEST	$842,972		$210,743	$632,229
REQUESTED APPROPRIATON	$2,263,386	$142,041	$423,805	$1,697,540

AAA ADMINISTRATION

The estimated federal grants are based on Federal Fiscal Year 2007 allocations. The allocations were increased by ten percent for anticipated increases to the Federal Grants and variations in local spending decisions.

ESTIMATED FF AAA ADMINISTRATION - TOTAL REQUEST APPROPRIATION	$1,353,957
CURRENT FF AAA LONG BILL	$981,915
ADDITIONAL FF REQUEST	$372,042

TOTAL FEDERAL FUNDS REQUESTED

NATIONAL CAREGIVER SUPPORT PROGRAM	$632,229
AAA ADMINISTRATION - TOTAL REQUEST APPROPRIATION	$372,042
TOTAL REQUEST	$1,004,271

Impact on Other Government Agencies: None

Cost Benefit Analysis: This is a technical adjustment, which only recognizes funding that is available currently. No cost benefit analysis is required.

Implementation Schedule:

Task	Month/Year
Allocate Funds to Area Agencies on Aging	01/2008
Local Planning and Application Process	04/2008
Grant Funds Approved	06/2008
Contracts Signed and Executed	06/2008
Contract Funds Encumbered	06/2008
State Fiscal Year 2009 Funding Service Period Begins	07/2008

Statutory and Federal Authority:

26-11-207 (6), C.R.S. (2007) Family caregiver support program.

(1) The general assembly hereby finds, determines, and declares that it would be beneficial to the state to develop a service delivery system to respond to the needs of caregivers who care for frail, elderly persons or to the needs of grandparents and relative caregivers who have taken on the challenge and responsibility of raising children. The general assembly also finds that the federal "Older Americans Act of 2000", P.L. 106-501, has authorized a family caregiver support program to be administered by area agencies on aging. The general assembly finds that by implementing the family caregiver support program support can be given to caregivers so that elderly individuals may be able to remain in their homes and support may be provided to grandparents or older individuals who are relative caregivers of children.

(2) There is hereby created in the state department the family caregiver support program, referred to in this section as the "program". The program shall allocate available moneys to area agencies on aging to provide support services to the following caregivers

Performance Measures:

Program	Workload Indicator	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Aging and Adult Services	Number of people receiving services through the Older American Act and State funding for Senior Services..	33,576	32,712	34,000	34,000

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Additional TANF Funds For Refugees
Department:	Human Services
Priority Number:	19

Decision Item FY 08-09 [X]   Base Reduction Item FY 08-09 [ ]   Supplemental FY 07-08 [ ]   Budget Request Amendment FY 08-09 [ ]

Dept. Approval by: _(signature)_ Date: 10/17/07

OSPB Approval: _(signature)_ Date: 10/17/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	2,487,450	3,658,034	0	3,658,034	3,660,206	358,718	4,018,924	0	4,018,924	358,718
	FTE	0.4	10.0	0.0	10.0	10.0	0.0	10.0	0.0	10.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	2,487,450	3,658,034	0	3,658,034	3,660,206	358,718	4,018,924	0	4,018,924	358,718
(7) Office of Self Sufficiency, (C)Special Purpose Welfare Programs, (7) Refugee Assistance	Total	2,487,450	3,658,034	0	3,658,034	3,660,206	358,718	4,018,924	0	4,018,924	358,718
	FTE	0.4	10.0	0.0	10.0	10.0	0.0	10.0	0.0	10.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	2,487,450	3,658,034	0	3,658,034	3,660,206	358,718	4,018,924	0	4,018,924	358,718

Letternote revised text: Change letternote related to the $4,018,924: "Of this amount ... , and $815,850 shall be from the Temporary Assistance for Needy Families Block Grant

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes [ ] No [X]

Request Affects Other Departments: Yes [ ] No [X]   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Department of Human Services
Priority Number:	19
Change Request Title:	Additional TANF Services Funds for Refugees

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This request will allocate an additional $358,718 to the Colorado Refugee Services Program (CRSP) from the federal Temporary Assistance for Needy Families (TANF) Block Grant. *No state funds or new state FTEs would be needed to support this request.* This additional amount will bring the amount of TANF funding in the CRSP appropriation to a total of $815,850. This request will assist CRSP to increase the percentage of refugees who avoid TANF cash or services assistance as a result of achieving self sufficiency through the culturally and linguistically appropriate employability services offered by CRSP, and will assist CRSP to better prepare refugees for more complete integration in their new American communities.

Background and Appropriation History:

The primary *short-term* purpose of the Colorado Refugee Services Program (CRSP) is to promote effective resettlement and rapid self-sufficiency (measured by TANF avoidance) within eight months after entry into the United States for the average 1,113 refugees who currently arrive in Colorado each year. However, refugee resettlement offers individuals not short-term or temporary status, but rather permanent status in the United States. (Refugees are eligible to become legal permanent residents one year after their date of

entry to the United States, and are eligible to become citizens five years after they become legal permanent residents.) Thus, the primary *long-term* purpose of CRSP is to prepare refugees for permanent and full integration with their new American communities. Because CRSP has the statutory responsibility through federal law to assist refugees for five years from their date of arrival in the United States, and because CRSP has been designated by the Colorado Department of Human Services to execute its authority to develop and administer the state plan for refugee resettlement that was given to the Department by a State of Colorado Executive Order, CRSP remains the best qualified agency to deliver culturally and linguistically appropriate services for refugees that promote both short-term self sufficiency and long-term integration.

Refugees are eligible for cash and employability services assistance through CRSP, which are formulated and described in federal regulations, in a manner similar to but not exactly the same as the federal regulations for TANF. Hence, CRSP describes the clients it assists as "TANF-eligible", and describes the services it provides as "TANF-type cash and employment services assistance." There are three components to eligibility for refugee cash and employability services assistance:

1) *Categorical eligibility* is determined at 45 CFR 400.43 and 400.53, which state that eligibility for cash assistance is limited to "refugees", a broad term that includes the statutorily defined categories of refugees, asylees, Amerasians, Cuban and Haitian entrants, and victims of a severe form of trafficking. (Colorado's location and demographics result in virtually all of the CRSP caseload being refugees or asylees.) Categorical eligibility also sets the length of time refugee cash assistance will be made available. The Director of the Office of Refugee Resettlement determines this amount of time. Currently, the allowable amount of time for refugee cash assistance is eight months from the date of entry into the United States.

2) *Financial eligibility* is determined at 45 CFR 400.60, which states the maximum payment levels available to refugees, based on household size and income levels. These payment levels are higher than those available through TANF, but individual client eligibility is determined by case workers in a manner similar to TANF. A

comparison of the difference between refugee cash assistance and TANF cash assistance is at Table 1.

Table 1
Comparison of Cash Payments Between CRSP and TANF

CASE SIZE	CRSP CASH/MO	TANF CASH/MO
2	$450	$280
3	$570	$372
4	$685	$451
5	$755	$532
6	$825	$606
7	$895	$666
8	$965	$729
9	$1,035	$794
10	$1,105	$855
11	$1,175	$916
12	$1,245	$978

Refugees are defined as "qualified aliens" in order to receive other federally funded benefits that are not unique to refugees and specified in the Refugee Act. As qualified aliens, refugees are eligible to participate in the benefits of specified federal programs, such as Medicaid, Temporary Assistance for Needy Families, Food Stamps, and Supplemental Security Income. According to a state rule (3.711.11) in the Code of Colorado Regulations (9 CCR 2503-1), "Refugees who enter the United States on or after January 1. 1999 are not eligible for Temporary Assistance for Needy Families (TANF)/Colorado Works payments for the first eight (8) months in the U.S. They are eligible for assistance through the CARES Program, an alternative grant program, under the Colorado Refugee Services Program." (The CARES program is the

Colorado Alliance for Refugee Empowerment and Success, the name that CRSP has given to its 100% federally funded program for refugee cash and employability services assistance. This federal funding is called the Wilson-Fish program and is a good fit for Colorado, because just as Colorado services are state supervised and county administered, Wilson-Fish projects are publicly supervised through the designated state refugee program and privately administered through non-profit voluntary agencies.) Thus, while cash assistance during the first eight months can be provided only by CRSP, employability and other services assistance could be provided by either CRSP or TANF (Colorado Works).

3) *Employability and other services eligibility* are determined at 45 CFR 400.154 and 400.155, which describe the specific employability and other services activities and their limited scope that are available for refugees. This eligibility also sets the length of time refugee employability and other services will be made available. The Director of the Office of Refugee Resettlement determines this amount of time. Currently, the allowable amount of time for employability and other services is five years from the date of entry to the United States. The goal of refugee resettlement is to ensure that by the end of five years of assistance, each refugee is not only self sufficient, but also intentionally integrating into their new American communities along the numerous pathways to integration (such as language fluency, economic mobility, health care access and navigation, civic participation and citizenship.) CRSP's excellence is based on the provision of these services in a culturally and linguistically appropriate manner. No division of state government is better qualified than CRSP to address the employability and other services needs of refugees during their full five years of eligibility, and to better prepare refugees for integration. Any refugee that CRSP assists in becoming self sufficient during their first eight months of cash and services eligibility is a refugee for whom the counties will not need to develop and maintain a complex and costly infrastructure to provide post-eight month services in the culturally and linguistically appropriate manner that is federally required for Limited English Proficient individuals (Title VI of the 1964 Civil Rights Act). The statutory list of these services is at Table 2.

Table 2
Allowable Services

45 CFR 400.154 Employability Services	45 CFR 400.155 Other Services
A State may provide the following employability services—	A State may provide the following other services—
(a) Employment services, including development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.	(a) Information and referral services. (b) Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services.
(b) Employability assessment services, including aptitude and skills testing.	(c) Social adjustment services, including: (1) Emergency services, as follows: Assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
(c) On-the job training, when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.	(2) Health-related services, as follows: Information; referral to appropriate resources; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
(d) English language instruction, with an emphasis on English as it relates to obtaining and retaining a job.	(3) Home management services, as follows: Formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
(e) Vocational training, including driver education and training when provided as part of an individual employability plan.	(d) Day care for children, when necessary
(f) Skills recertification, when such training meets the criteria for appropriate training in Sec. 400.81(b) of this part.	
(g) Day care for children, when necessary for participation in an employability service or for the acceptance or retention of employment.	
(h) Transportation, when necessary for	

participation in an employability service or for the acceptance or retention of employment.

(i) Translation and interpreter services, when necessary in connection with employment or participation in an employability service.

(j) Case management services, as defined in Sec. 400.2 of this part, for refugees who are considered employable under Sec. 400.76 and for recipients of TANF and GA who are considered employable, provided that such services are directed toward a refugee's attainment of employment as soon as possible after arrival in the United States.

(k) Assistance in obtaining Employment Authorization Documents (EADs).

for participation in a service other than an employability service.

(e) Transportation, when necessary for participation in a service other than an employability service.

(f) Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.

(g) Case management services, when necessary for a purpose other than in connection with employment or participation in employability services.

(h) Any additional service, upon submission to and approval by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.

(i) Citizenship and naturalization preparation services, including English language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment to legal permanent resident status and citizenship status, assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview.

As a result of focusing its work just within the parameters of these three components of eligibility, CRSP has achieved impressive outcomes. The most important outcomes CRSP measures are the percentages of cases and individuals that achieve self-sufficiency (measured by TANF avoidance) within the first eight months of TANF-type cash assistance. CRSP also measures the outcomes between cases and individuals that are and are not TANF-eligible. These outcomes are summarized in Table 3.

Table 3 Percentage Of Employment Placements Resulting In Cash Assistance Terminations Within Eight Months Of Entry FFY 2006	
All **CRSP** Cash Assistance **CASES**	65.3
Only **TANF**-Eligible Cash Assistance **CASES**	74.0
All **CRSP** Cash Assistance **EMPLOYABLE INDIVIDUALS**	58.0
Only **TANF**-Eligible Cash Assistance **EMPLOYABLE INDIVIDUALS**	57.2

Despite the successful outcomes for most refugees, those who are unable to find work and achieve self sufficiency within their first eight months after their entry to the United States transition to county TANF programs where they are eligible for reduced cash assistance, as well as county employment training programs and other TANF diversion programs. Despite their best intentions, the counties do not have the resources to develop and maintain the culturally and linguistically appropriate employability services that would benefit refugees, and thus contribute to a significant termination or reduction in TANF utilization by refugees, or promote integration. Therefore, as a prominent goal in its annual strategic plans, CRSP continues to build on its positive relationship with Colorado Works to utilize funds from the TANF Block Grant to support an increase in the depth and diversity of the employability services offered to TANF-eligible refugees, so that the Table 3 percentages in all categories will continue to increase, and so that the fewer number of refugees who do need to access TANF through the counties will have a decrease in the number of months they receive TANF cash assistance.

Prior to SFY 2005-06, the CRSP appropriation was funded entirely by the federal Refugee Assistance Act of 1980 (Refugee Social Services Grant and Cash and Medical Assistance Grant). Funding from the Refugee Assistance Act had been continuing to decrease each year related to the provisions of cash and employability services for refugees. To compensate for the decrease in funding, a supplemental request similar to this current request was submitted for SFY 2005-06. With the support from and collaboration with Colorado Works, this request successfully resulted in a standing line in the Long Bill through which CRSP receives $457,132 annually from the federal TANF Block Grant to provide culturally and linguistically specialized employability training. This training is provided through the Colorado Refugee English as a Second Language (CRESL) programs of Emily Griffith Opportunity School (EGOS), and through the WorkStyles (WS) pre-employment training programs of Spring Institute for Intercultural Learning (SIIL). A decision item for additional funds was not submitted for SFY 2007–08, because there had not been enough time since the receipt of these initial funds to adequately absorb the growth and measure the outcomes from this funding. However, as CRSP began to analyze its data and program evaluations from FFY 2006 (that ended September 30, 2006 and was the first full year of program implementation with the increased funds from the TANF Block Grant), and as CRSP began to plan for FFY 2008, it decided to submit a decision item for SFY 2008–09, and will be submitting a supplemental request for SFY 2007–08, both based on new data and new information impacting refugee resettlement in Colorado in FFY 2008 and beyond.

General Description of Request:

This request will allocate an additional $358,718 to CRSP from the federal TANF Block Grant. *No state funds or new state FTEs would be needed to support this request.* This additional amount will bring to a total of $815,850 the amount of funding in the Long Bill for CRSP, all of which is from the federal TANF Block Grant. Virtually all of the requested funds will support additional and new employability services for refugees. (This request might result in a very small increase in the indirect costs charged by the state to CRSP's federal funds.)

The sole population that will participate in the programs made possible by this request are refugees, who, as qualified aliens, are eligible for TANF funded services from their date

of entry into the United States. Utilizing additional funds from Colorado's federal TANF Block Grant, CRSP will increase the levels and hours of Colorado Refugee English as a Second Language vocational English and WorkStyles pre-employment training programs. In addition, CRSP will augment the content of these employability programs to include a life skills curriculum, which will be focused on such basic needs topics as parenting, healthy marriages and healthy families, health and nutrition, financial literacy, and American laws, and which will also be focused on such long-term pathways to integration as economic mobility, education opportunity, health care access, civic participation and citizenship. As a result of creating this new "Self Sufficiency and Integration Education Plan", federal funds will be used more strategically to make an investment now that will not only increase the rate of TANF avoidance for refugees, but will also increase their readiness and commitment to integrate. While refugees will be the participants in the programs, both the refugees and the receiving Colorado communities in which they live will be the beneficiaries of the increased culture, capacity and confidence that refugees will bring to integration as a result of these expanded programs.

This continuum of training programs offered to refugees will enable newly arrived refugees to have better opportunities for short-term self-sufficiency and long-term integration. Using the Colorado Refugee English as a Second Language in-house English language assessment, or another English language test, four levels will be used for placement purposes. The level of English proficiency could dictate the optimum time spent in the training programs before job placement. At any point along this continuum, participants may either self-place or be placed in a job by their voluntary agency. The measurement of this short-term goal will be an increase in the percentage of TANF-eligible cases and individuals that achieve self sufficiency (measured by TANF avoidance) within eight months after their entry into the United States, and a decrease in the number of months of cash assistance for refugees who enter the TANF system after eight months of assistance from CRSP. CRSP has begun working with Colorado Works to develop the Colorado Benefit Management System (CBMS) decision tables necessary to track the costs associated with refugees receiving TANF through the counties. The measurement criteria for this long-term goal of integration are also being developed. CRSP is contributing to the development of integration measurements through its

coordination of an integration planning project for Denver through the nationally evaluated Supporting Immigrant and Refugee Families Initiative of The Colorado Trust.

The "Self Sufficiency and Integration Education Plan" is summarized in Table 4:

Table 4

Continuum of Employability Training Programs

Month	Month 1-6	Month 1-4	Month 2-7	Month 3-8	Month 4-8
Provider	Emily Griffith Opportunity School	Spring Institute for Intercultural Learning	Spring Institute for Intercultural Learning	Emily Griffith Opportunity School	Voluntary Agency/ Personal
Service	Language: Colorado Refugee English as a Second Language ° Communication ° Grammar ° Reading and writing ° Beginning computer literacy	Life Skills for Colorado Refugees (open enrollment meets weekends and evenings) ° Orientation topics such as parenting health, schools, culture, laws, employment, and integration pathways	Pre-employment: WorkStyles ° Work culture immersion ° Interviews ° Finding and keeping a job ° Effective communication skills for work	Vocational English as a Second Language: ° Work Intensive Skills Camp ° Job Shadowing ° Hyatt Hotels	Employment placement by volag (if have not found a job by other means by this time)

Consequences if Not Funded:

There are no statutory consequences for not funding this request. The fiscal consequences could be measured by the increased months of TANF cash assistance for refugees who do not become self sufficient during their first eight months in the United States, when CRSP provides cash assistance. Perhaps of greater fiscal consequence, and more difficult to measure, is the potential not to increase integration by refugees because of their lack of access to the range of proposed new programs. CRSP would continue to provide its current level of self-sufficiency (employability) services, knowing that an opportunity was postponed to invest in increased TANF avoidance, and increased integration readiness and commitment, for refugees.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Fund	Cash Funds Exempt	Federal Funds
Total Request	$358,718				$358,718
(7) Office of Self Sufficiency , (C) Special Purpose Welfare Programs, (7) Refugee Assistance	$358,718				$358,718

Each of the training programs outlined in Table 4 has a separate projected output for the length of activity and the number of participants, resulting in a separate cost for each individual and thus each training program. These costs were projected by Emily Griffith Opportunity School and Spring Institute for Intercultural Learning, which are the grant specified vendors to implement these programs. These costs are presented in Table 5.

Table 5
Costs For Employability Training Programs

Month	Month 1-6	Month 1-4	Month 2-7	Month 3-8	Month 4-8
Provider	Emily Griffith Opportunity School	Spring Institute for Intercultural Learning	Spring Institute for Intercultural Learning	Emily Griffith Opportunity School	Voluntary Agency/Personal
Service	Language: Colorado Refugee English as a Second Language ° Communication ° Grammar ° Reading and writing ° Beginning computer literacy	Life Skills for Colorado Refugees (open enrollment meets weekends and evenings) ° Orientation topics such as parenting health, schools, culture, laws, employment, and integration pathways	Pre-employment: WorkStyles ° Work culture immersion ° Interviews ° Finding and keeping a job ° Effective communication skills for work	Vocational English as a Second Language: ° Work Intensive Skills Camp ° Job Shadowing ° Hyatt Hotels	Employment placement by volag (if have not found a job by personal effort or peer/community referrals to employers)
Timeline	Up to 26 weeks	12 hours	2 weeks	4 weeks	Language Level 1
	Up to 18 weeks	12 hours	2 weeks	4 weeks	Language Level 2
	Up to 10 weeks	12 hours	2 weeks	4 weeks	Language Level 3
	Up to 6 weeks	12 hours	2 weeks	4 weeks	Language Level 4
Target	700 Refugees	700 Refugees	350 Refugees	120 Refugees	Total annual cost for *all* refugees is:
Cost/Indiv.	$920/Refugee	$75/Refugee	$1,160/Refugee	$975/Refugee	$1,102,500
Budget	$644,000	$52,500	$406,000	Federal Dept. of Labor and Dept of Education	

Because 74% of all refugees are now projected to be TANF-eligible in FFY 2008, only $815,850 of these costs could be charged to the TANF Block Grant ($1,102,500 X .74). Because CRSP already receives $457,132 through a standing line in the Long Bill, CRSP is requesting an additional $358,718 in order to fully implement the training programs in its new "Self Sufficiency and Integration Education Plan". *No state funds or new state FTEs would be needed to support this request.*

Assumptions for Calculations:

This request is based on the following new data and information, and projections:

Table 6
FFY 2002 – FFY 2006 Trends

		FFY 2002 Actual	FFY 2003 Actual	FFY 2004 Actual	FFY 2005 Actual	FFY 2006 Actual	FFY 2008 Projected
1	Total refugee, asylee and secondary arrivals	712	752	1,107	1,122	1,110	1,120
2	Total recipients of cash assistance	704	796	1,206	1,323	1,394	1,420
3	Total TANF-type recipients of cash assistance	400	503	799	922	927	1,050
4 (3 ÷ 2)	Percentage of TANF-type recipients of cash assistance	56.8%	63.2%	66.3%	69.7%	66.5%	74.0%
5	Total cases for TANF-type cash	108	129	198	221	228	238
6 (3 ÷ 5)	Average case size for TANF-type cash	3.70	3.90	4.04	4.17	4.07	4.41
7	Total months of TANF-type cash paid for all cases	268	450	823	822	802	842
8 (7 ÷ 5)	Average months of TANF-type cash paid per case	2.48	3.49	4.16	3.72	3.52	3.54
9	Percentage of ESL students in beginning classes	29%	42%	46%	54%	52%	58%

1) The $457,132 that CRSP currently receives from the TANF Block Grant does not adequately reflect the percentage of refugees that are and will be eligible for TANF. The current funding supports employability training that is provided through the Colorado Refugee English as a Second Language programs of Emily Griffith Opportunity School, and through the WorkStyles pre-employment training programs of Spring Institute for Intercultural Learning. Additional federal Refugee Social Services funds that CRSP receives directly from the Office of Refugee Resettlement (in the federal Department of Health and Human Services) currently allow CRSP to have a total budget of $782,533 for this training. The current TANF Block Grant funds thus constitute 58.4% of the total budget. However, recently compiled data for FFY 2006 shows that 66.5% of all refugees are eligible for TANF assistance. This percentage is consistent with data from the past three years, which indicates that for these three years the average annual percentage of TANF-eligible refugees is 67.5%. However, because of new information concerning the increase of Burmese refugees (see below), CRSP projects a significant increase in TANF-eligibility for FFY 2008. Because of three-year trends and a projection of greater TANF-eligibility for Burmese refugees beginning in FFY 2008, in calculating this request CRSP is estimating that 74% of the employability training programs described in Table 4 would be for TANF-eligible clients. (See Table 6, Row 4.) Thus, 74% of the costs for CRSP's training programs in its new "Self Sufficiency and Integration Education Plan" would qualify for funding through the federal TANF Block Grant.

2) Federal fiscal year 2008 will see a significant change in the refugee populations resettled in the United States, resulting in a significant increase in the complexity of the cases accessing cash and employability services assistance. This will require an immediate change in how states prepare for their effective resettlement. The United States State Department estimates that about 25% of all arriving refugees will be Burmese. According to data compiled and reported by the Colorado Refugee Services Program, given that national arrivals have averaged about 50,000 refugees per year for the past three years, and given that Colorado currently resettles an average of 2.2% of the total number of refugee arrivals in the United States, Colorado projects receiving about 280 Burmese in FY 2008. This anticipated

number of Burmese is consistent with the 1,113 arriving refugees Colorado has averaged for each of the past three years, and Colorado's projection that there will be 1,120 refugee arrivals in FFY 2008. (See Table 6, Row 1.) (The other significant new refugee population arriving nationally in FY 2008 will be Iraqis. Because this population is more urban, professional and recently dislocated, and because there are too many variables determining their resettlement location in the United States, Iraqis are not being considered as an emerging population for this request.)

The Colorado Refugee Services Program bases it projections of the characteristics and needs of arriving refugee populations on information compiled by the United Nations High Commissioner for Refugees and distributed through the United States Department of State Bureau of Population, Refugees and Migration. Most of the Burmese awaiting resettlement in the United States have been in refugee camps for ten to twelve years. These camps are on the border between Thailand and Burma (Myanmar). The government of Thailand has not allowed these refugees any opportunities to achieve self-sufficiency or integration in Thailand. Almost half the population to be resettled is under the age of 18, which means that significant numbers of the arriving population will have spent their entire life in a refugee camp. Education in the camps is provided to refugees only in their native languages, and is limited to grades 1-10. Only about 2% of the total Burmese refugee population speaks English. About 80% of the population is from the Karen ethnic group and its subgroups, and speak one of three dialects of the Karen language, all of which are difficult to provide through bilingual interpreters. The average household size is five persons. About 54% of the adult population previously engaged in some form of farming prior to their refugee flight, but have not been able to continue this enterprise while remaining within the protection of a refugee camp, and have not received any training to prepare them for resettlement in non-rural and non-agrarian environments. About 26% of the adult population does not have an occupation, which is not surprising given that so many of the refugees arrived in the camps as children, and have not had an opportunity to gain any occupation during the decade of their maturation in the camps.

This new Burmese population is thus likely to significantly increase and exacerbate trends noticed during the past few years. There is likely to be a continued increase in all of the indicators that CRSP measures and reports, as seen in each of the rows in Table 6.

3. The programs offered by CRSP have been independently studied to prove their effectiveness to achieve both short-term goals for self-sufficiency and long-term goals for integration. In October 2006, the Colorado Community-Based Research Network (CCBRN) completed studies of the education and pre-employment training programs provided through CRSP by Emily Griffith Opportunity School (EGOS) and Spring Institute for Intercultural Learning (SIIL). CCBRN began in 2001 as a joint program at the University of Denver between the College of Education's Community Based Research Project and the Center for Service Learning and Civic Engagement. In 2002, the Colorado Community Based Research Network was formed to include faculty members from Regis University and University of Colorado at Denver as well as representatives from local non-profits, community-based organizations, and foundations.

At EGOS, CCBRN conducted a correlational study relating levels of English language proficiency and activities at EGOS to various employment outcomes including hourly wage, hours worked per week, days lapsed before receiving a job, receipt of medical benefits with a job, and job retention of at least 90 days. The results revealed that the level of English language mastery was related to two employment outcomes--hourly wage and number of hours worked per week--but not to any of the other studied employment outcomes. The most noteworthy finding was that increasing the level of English language proficiency at EGOS predicted increased hourly wages, since that outcome is the most direct measure and predictor of self-sufficiency and TANF avoidance.

At SIIL, CCBRN conducted a quantitative and a qualitative study of the WorkStyles program. The purpose of the quantitative study was to examine whether participants who attend WorkStyles have better employment outcomes than those who do not. The purpose of the qualitative study was to provide a more nuanced picture of how WorkStyles prepares refugees to integrate in Colorado. The results of the quantitative study showed that, on average, there were no statistically significant differences between WorkStyles participants and control group participants for the following employment outcomes: employment, hourly wage, hours worked per week, number of days to receive a job after entry into the country, the receipt of medical benefits with a job, or with retaining a job after ninety days of receiving one. However, the results of the qualitative study revealed that the WorkStyles program provides the three "Cs" to its graduates: culture, capabilities, and confidence. These three factors are essential to successful integration, and not unexpected given that WorkStyles focuses beyond initial job placement to overall adjustment to American work culture for the longer term.

Impact on Other Government Agencies:

The only state government agency impacted by this request is Colorado Works, which will reduce one line in its federal TANF Block Grant by $358,718 at the same time as this same amount is appropriated to CRSP. (Initial discussions with Colorado Works indicated that this line from the Block Grant would be the TANF Long Term Reserve Account.) *Colorado Works has participated in the development of this request and supports it, because of the currently documented benefits to refugees and counties.*

Cost Benefit Analysis:

COST: CRSP is requesting an additional $358,718 in order to fully implement the training programs in its new "Self Sufficiency and Integration Education Plan". This additional amount will bring the amount of funding in the Long Bill for CRSP to a total of $815,850. All of these funds will come from the federal TANF Block Grant. Colorado Works has reviewed and endorsed this request. *No state funds or new state FTEs would be needed to support this request.*

BENEFIT: As a result of approving this request there is a greater likelihood for Colorado to obtain:

1) A savings benefit through a decrease in refugee cash assistance payments during the first eight months after entry into the United States. However, since all cash assistance to refugees during their first eight months is directly federally funded, the monetary benefit from this outcome would not accrue to Colorado, but rather to federal cost savings in refugee cash assistance and social services. Therefore, this benefit is not calculated here.

2) A savings benefit through a decrease in TANF basic cash assistance for refugees.

a) CRSP projects from its data (Table 6) that in FFY 2008 the average case size for refugee TANF recipients will be 4.41. CRSP knows from Colorado Works data that the average statewide monthly cost to provide basic cash assistance for a four-person household would be either $512 for one adult with three children, or $606 for two adults with two children. Because we cannot anticipate the exact household composition for arriving refugees, we average these two payment amounts as $559.

b) CRSP knows from its data (Table 3) that if 74% of TANF-type refugee cases become self-sufficient within eight months, then 26% of the cases will remain eligible for TANF through the counties. CRSP projects from its data (Table 6) that in FFY 2008

Colorado will have 238 TANF-type refugee cases, 62 of which (26%) will be eligible for TANF basic cash assistance eight months after their arrival in the United States.

c) CRSP projects that in FFY 2008 it will cost the counties $34,658 to provide each month of basic cash assistance for the anticipated total TANF refugee caseload ($559 X 62).

d) CRSP at this time cannot project accurately the annual savings benefit for Colorado resulting from the total months of savings in basic cash assistance for the refugee caseload, because consistent data is not available through CBMS concerning the number of months of TANF basic cash assistance that refugees currently receive in the absence of specialized employability services through CRSP. Baseline data will be developed with Colorado Works to better compare the months of basic cash assistance for TANF recipients who do and do not receive specialized employability services through CRSP. Initially, this cannot be quantified before it happens.

3) A savings benefit through a decrease in diversion services for refugees. While there will certainly be a decrease in the funds counties would have to dedicate to developing and maintaining cultural and linguistic competencies to assist refugees through diversion services, data does not exist yet through Colorado Works to determine current total or average diversion costs specific to refugees. Baseline data will be developed with Colorado Works to better compare county diversion costs against specialized employability services from CRSP.

A recent study funded by the Office of Refugee Resettlement compares several refugee sites in different states, and demonstrates that the state that spent the most on ESL and support (diversion) services for refugees achieved a higher initial wage at employment placement and larger annual wage gains over the four years of the study. However, because refugee services are so diverse, refugee studies have not reduced this data to a formula whereby a dollar spent is multiplied by some predictable and averaged factor to result in a savings benefit.

4) An income benefit through an increase in new monthly state income taxes paid by refugees.

a) The average hourly wage upon employment for refugees was $8.68 in FFY 2006 and $9.34 in FFY 2007. CRSP projects this will be $10.00 in FFY 2008. At $10.00 per hour, the monthly contribution to the Colorado tax base would be $121.33 (at a 7% rate).

b) CRSP projects from its data (Table 6) that in FFY 2008 Colorado will have 238 TANF-type refugee cases that benefit from the services in this request. Each of these cases will have at least one adult who potentially can make a monthly contribution to the Colorado tax base through employment.

c) CRSP knows from its data (Table 3) that 74% of TANF-type refugee cases become self-sufficient within eight months, so 176 of the projected FFY 2008 cases will be self-sufficient within eight months (238 X .74). Given that CRSP projects from its data (Table 6) that in FFY 2008 the average number of months of TANF-type cash paid per case will be 3.54, then each case will have obtained employment and be paying Colorado taxes for 8.46 months during the year. This computes to $180,656 annually in Colorado taxes (176 cases X $121.33 monthly taxes X 8.46 months).

d) CRSP knows from its data (Table 3) that 26% of TANF-type refugee cases do not become self-sufficient within eight months, so 62 of the projected FFY 2008 cases will not be paying taxes at eight months (238 X .26) and may begin to access TANF. Each month that this TANF refugee caseload has employment will generate an additional $7,522 in Colorado taxes. However, because of the absence of baseline data, CRSP cannot project how many additional months of taxes will be paid by this TANF refugee caseload because of earlier employment resulting from the specialized employability services in this request

5) A benefit of well-being for both the refugees and the receiving Colorado communities in which they live, because of the increased culture, capacity and confidence that refugees will bring to integration as a result of these expanded programs. While quantitative tools are available to CRSP to measure integration factors, the monetary benefit to Colorado from integration is possibly priceless.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	July thru September 2008
Contract Written Between CRSP, EGOS and SIIL	September 2008
Start-Up Date: Note that these new training programs will be implemented at the beginning of the 2009 federal fiscal year, using federal Refugee Social Services funding. Approving this request will allow for backfilling to support the increased quantity of program courses offered for the increased percentage of refugees who are TANF-eligible.	October 2008

Statutory and Federal Authority:

1. (Federal) The Immigration and Nationality Act (INA) was enacted in 1952 (Public Law No. 82-414). The INA collected and codified many existing provisions, and reorganized the structure of, immigration law. The INA has been amended many times over the years, but is still the controlling body of immigration law concerning such matters as the determination of immigration status, the distribution of federally funded benefits, and the determination of eligibility for federal benefits. One amendment to the INA was the Refugee Act of 1980, which created the federal Refugee Resettlement Program to provide for the effective resettlement of refugees and to assist them to achieve rapid economic self-sufficiency after entry into the United States. Title IV, Chapter 2 of the INA contains the provisions of the Refugee Act.

The INA is divided into titles, chapters, and sections. Although it stands alone as a body of law, the Act is also contained in the United States Code (U.S.C.). The code is

a collection of all the laws of the United States. It is arranged in fifty subject titles by general alphabetic order. Title 8 of the U.S. Code is but one of the fifty titles and deals with "Aliens and Nationality". (Although it is correct to refer to a specific section by either its INA citation or its U.S. code, the INA citation is more commonly used.)

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, which apply the law to daily situations. The CFR is divided into fifty titles representing broad areas subject to federal regulation, which generally parallel the structure of the U.S.C. Thus, Title 8 of the CFR deals with "Aliens and Nationality", as does Title 8 of the U.S. Code. However, the regulations implementing the Refugee Act are found in Title 45, "Public Welfare", under Chapter IV for the Office of Refugee Resettlement, Administration for Children and Families, Department of Health and Human Services.

2. (Federal) Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin under any program that receives federal financial assistance. The failure to ensure that Limited English Proficiency persons can effectively participate in, or benefit from, federally assisted programs and activities may violate the prohibition under Title VI and its implementing regulations against national origin discrimination.

3. (Federal) 8 U.S.C. 1612 and 1613 allow that States have been given the authority to decide whether to provide federally funded TANF benefits to certain qualified aliens. But, even if a state has chosen to deny eligibility to qualified aliens, the state must still permit certain excepted qualified aliens who meet the state's eligibility criteria to receive TANF benefits. Refugees are among the qualified aliens that have been provided a time-limited exception for five years from their date of entry into the U.S. The present opportunity is to decide how refugees could be assisted most effectively through federal TANF funds received by the state, not whether they should be assisted.

4. (State) Section 26-2-703 (17.7) (b), (c) and (g) C.R.S., (2007) defines those "qualified aliens" who are eligible to receive state services. As relevant to the services offered by the Colorado Refugee Services Program, and relevant to the services to be offered through this request, the three categories of qualified aliens are individuals granted asylum (asylees), refugees and Cuban or Haitian entrants.

5. (State) State of Colorado Executive Order D0012 94, designating the Colorado Department of Human Services to develop, review and administer the State Plan for refugee services through the Colorado Refugee Services Program.

Performance Measures:

Program	Performance Measure	Outcome	FY-2005-06 Actual	FY-2006-07 Actual	FY-2007-08 Current	FY-2008-09 Request
Refugee Services Program	Achieve and maintain 70% of CARES (Colorado Alliance for Refugee Empowerment and Success) employable refugee cases that achieve cash assistance terminations as the result of employment within eight (8) months after entry into the United States.	Benchmark	70.00%	70.00%	70.00%	70.00%
		Actual	65.30%	(Available 11/01/07)		

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Child Care Program Liaison
Department: Human Services
Priority Number: 20

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _(signature)_ Date: 10/18/07
OSPB Approval: _(signature)_ Date: 10/29/07 for 11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	8,048,411	9,409,708	0	9,409,708	11,598,573	66,349	11,664,922	0	11,664,922	63,166
	FTE	59.7	63.0	0.0	63.0	63.0	1.0	64.0	0.0	64.0	1.0
	GF	3,416,778	4,152,269	0	4,152,269	5,503,936	0	5,503,936	0	5,503,936	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	525,382	788,984	0	788,984	804,879	66,349	871,228	0	871,228	63,166
	CFE	315,321	627,081	0	627,081	1,157,209	0	1,157,209	0	1,157,209	0
	FF	3,790,930	3,841,374	0	3,841,374	4,132,549	0	4,132,549	0	4,132,549	0
	MCF	298,480	532,152	0	532,152	1,022,430	0	1,022,430	0	1,022,430	0
	MGF	149,083	263,044	0	263,044	510,435	0	510,435	0	510,435	0
	NGF	3,565,861	4,415,313	0	4,415,313	6,014,371	0	6,014,371	0	6,014,371	0
(6) DIVISION OF CHILD CARE Child Care Licensing and Administration	Total	6,549,918	6,295,696	0	6,295,696	6,481,216	65,071	6,546,287	0	6,546,287	62,024
	FTE	59.7	63.0	0.0	63.0	63.0	1.0	64.0	0.0	64.0	1.0
	GF	2,520,605	2,275,147	0	2,275,147	2,367,883	0	2,367,883	0	2,367,883	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	487,330	710,008	0	710,008	737,817	65,071	802,888	0	802,888	62,024
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	3,541,983	3,310,541	0	3,310,541	3,375,516	0	3,375,516	0	3,375,516	0
	MCF		0	0	0	0	0	0	0	0	0
	MGF		0	0	0	0	0	0	0	0	0
	NGF	2,520,605	2,275,147	0	2,275,147	2,367,883	0	2,367,883	0	2,367,883	0
(1) EXECUTIVE DIRECTOR'S OFFICE (A) General Administration S.B. 04-257 Amortization Equalization Disbursement	Total	1,498,493	2,631,937	0	2,631,937	3,875,868	870	3,876,738	0	3,876,738	870
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	896,173	1,592,902	0	1,592,902	2,372,913	0	2,372,913	0	2,372,913	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	38,052	65,360	0	65,360	51,179	870	52,049	0	52,049	870
	CFE	315,321	531,031	0	531,031	876,399	0	876,399	0	876,399	0
	FF	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	MCF	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	MGF	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0
	NGF	1,045,256	1,817,821	0	1,817,821	2,759,397	0	2,759,397	0	2,759,397	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Child Care Program Liaison
Department: Human Services
Priority Number: 20

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(1) EXECUTIVE DIRECTOR'S OFFICE (A) General Administration	Total	0	482,075	0	482,075	1,241,489	408	1,241,897	0	1,241,897	272
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	284,220	0	284,220	763,140	0	763,140	0	763,140	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	13,616	0	13,616	15,883	408	16,291	0	16,291	272
	CFE	0	96,050	0	96,050	280,810	0	280,810	0	280,810	0
	FF	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
	MCF	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	MGF	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	NGF	0	322,345	0	322,345	887,091	0	887,091	0	887,091	0

Letternote revised text: a. This amount shall be from the Child Care Licensing Cash Fund established pursuant to Section 26-6-105 (4), C.R.S. (2007).

Cash Fund name/number, Federal Fund Grant name: Child Care Licensing Cash Fund (12T)

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☐ Yes ☑ No If Yes, List Other Departments Here:

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services, Office of Children Youth and Family Services
Priority Number:	20
Change Request Title:	Child Care Program Liaison

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Division request 1.0 FTE ($66,349) to provide support for the Division Web Page and Colorado Child Care Licensing System (CCLS) with the Child Care Automated Tracking System (CHATS) replacement project pending. Currently the coordination and management of these applications have been handled daily by existing staff. As a result of Legislation, Senate Bill 00-019 (Child Care Licensing Model Pilots), a major recommendation was made to implement improvements in the timeliness of communicating information regarding the status of child care facilities to the people of Colorado through improved technology. This FTE will enable the Division to meet the need for the Division to provide accurate Web accessibility.

Background and Appropriation History:

Currently one staff person is involved with providing information to the public on licensing information and licensing records. Information is emailed, faxed and copied for parents when they are making a decision on which child care facility to choose for their child or children. It is estimated that 80% of this staff member's time is spent preparing files, completing expanded licensing histories and sending information to parents. In SFY 2005-06 2,542 individuals requested information on 4,032 child care providers.

Information was requested on appeals, applications, complaints, inspection reports, legal action, correspondence, and miscellaneous issues.

The Division of Child Care has an increasing need to communicate electronically with child care customers, providers (9,000), Licensing Specialist and associates. The information provided must be timely, accurate, and flexible to change. The Licensing Model Work Group's (Colorado Senate Bill 00-019) has recommended supporting a web-based information system and data system. Each department is standardizing the look and feel of the Web, and has been given the responsibility to develop their own web content. All content is developed in the Division and is passed on for implementation by IT personnel. CCCLS rolled out on July 1, 2006. This new .net application gives the Division/public web access to Division work and public file review. It is the Division's plan to provide more on-line services to the public, including the ability to apply for a license and collect fees on-line in the future.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services (CDHS)

Appropriation History:

Child Care Licensing and Administration: FY 2008-09 request reflects FY 2007-08 appropriation plus an increase for Salary Survey, Achievement Pay, less 20% Achievement Pay which is non-base building, SAED added to personal service, 0.2% Base Reduction, Provider Rate increase, and Decision Item # 20 (Child Care Program Liaison).

	Total	FTE	GF	CF	CFE	EE	MCF	MGF	NGF
FY 2007-08 Appropriation									
Personal Services	$6,295,696	63.0	$2,275,147	$710,008		$3,310,541			$2,275,147
Operating	$4,055,199	63.0	$1,978,162	$570,017		$1,507,020			$1,978,162
	$2,240,497		$296,985	$139,991		$1,803,521			$296,985
Base Changes									
FY 2007-08-Salary Survey	$139,722		$69,861	$20,958		$48,903			$69,861
FY 2007-08 Achievement Pay	$54,714		$27,357	$8,207		$19,150			$27,357
FY 2007-08 Achievement Pay 20%	$(10,943)		$(5,471)	$(1,641)		$(3,831)			$(5,471)
SAED to be added to personal services	$10,137		$4,945	$1,425		$3,767			$4,945
2% Base Reduction	$(8,110)		$(3,956)	$(1,140)		$(3,014)			$(3,956)
Subtotal Base Changes	$185,520		$92,736	$27,809		$64,975			$92,736
Change Request									
Provider Rate Increase	$18,607					$18,607			
DI #20: Child Care Program Liaison									
Personal Services	$65,071	1.0		$65,071					
Operating	$60,666	1.0		$60,666					
	$4,405			$4,405					
FY 2008-09 Request									
Personal Services	$6,564,894	64.0	$2,367,883	$802,888		$3,394,123			$2,367,883
Operating	$4,301,385	64.0	$2,070,898	$658,492		$1,571,995			$2,070,898
	$2,263,509		$296,985	$144,396		$1,822,128			$296,985

General Description of Request:

The Division requires 1.0 FTE to manage and coordinate the data and information system. This FTE will address and facilitate increased on-line functions via the Division Web page and our new web application, the Colorado Child Care Licensing System (CCCLS). This position will facilitate the work between Program and IT personnel where web content will be updated frequently.

The real-time results from having a responsive web system gives licensing workers the capability to make informed decisions, streamline communications, and provide good customer services on a daily basis. Licensing Specialists and County Departments depends on real-time information to make informed decisions while inspecting child care facilities, investigating complaints and allegations of child abuse/neglect. Colorado Child

Care Assistance Program (CCCAP) providers and clients use the Web for information on the program and counties use Web access for administration of the program. Other populations who will be served daily are: business associates, child care providers, parents and their children throughout the state of Colorado in selecting a child care provider or obtaining information.

The vision of the Division of Child Care is "to meet the need for quality child care by partnering with families, providers and local communities." The Division's first goal is that "Parents are able to access information they need to obtain quality child care". In order for parents to make informed decisions on quality child care it is necessary for them to have accurate, up-to-date and timely information. This position will be dedicated to the oversight of these goals. Currently there are 9,000 child care facilities that would be impacted immediately upon supplying access via the Web to the public. Parents, agencies, and interested parties will have access to view any provider's history. The volume of individuals accessing the web site will be substantial, especially if the information is valid and up-to-date. This data will be captured through CCCLS and customer feedback forms.

Enhancements of the web capabilities of the CCCLS system will allow for parents to view licensing information, licensing history reports, complaints, licensing investigation reports, and reports of compliance on-line. As parents are able to obtain information online, staff at the Division of Child Care will be available to answer questions regarding the information. Child Care professionals will be able to apply for licenses online and pay fees through the use of a credit card that allows other efficiencies to be established. Staff would be able to electronically send application forms directly to the licensing work and to the ACCORDE optical imaging system, which makes manual scanning no longer necessary. By increasing child care licensing fees by 10% this position will be funded. The cost in time and real-time access will benefit child care providers eliminating the increase in fees.

Consequences if Not Funded:

No additional staff would be hired to coordinate and facilitate the maintenance and content develop of Data/Web applications. Delaying this request would cease any further

developments in coordinating licensing application upgrades or Web improvements. Child Care Licensing and Information Technology staff will continue to work on the maintenance of the existing systems as resources permit.

Calculations for Request:

Summary of Request FY 2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$66,349	$0		$66,349	$0	$0	$0	$0	1.0

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
Total Request	$63,166	$0		$63,166	$0	$0	$0	$0	1.0

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Colorado Department of Human Services (CDHS)

Assumptions for Calculations: One General Professional IV will be hired for this position.

FTE and Operating Costs		FY 2008-09	FY 2009-10	GRAND TOTAL	
Fiscal Year(s) of Request				FY 2008-09	FY 2009-10
PERSONAL SERVICES	Title:	General Professional IV			
Number of PERSONS / class title		1	1		
Number of months working in FY 2008-09 and FY 2009-10		12	12		
Number months paid in FY 2008-09 and FY 2009-10		12	12		
Calculated FTE per classification		1.0	1.0	1.0	1.0
Annual base salary		$54,360	$54,360		
Salary		$54,360	$54,360	$54,360	$54,360
PERA	10.15%	$5,518	$5,518	$5,518	$5,518
Medicare	1.45%	$788	$788	$788	$788
Prior Year SAED	N/A	$0	$408	$0	$408
Subtotal Personal Services at Division Level		$60,666	$61,074	$60,666	$61,074
Subtotal AED at EDO Long Bill Group Level	1.60%	$870	$870	$870	$870
Subtotal SAED at EDO Long Bill Group Level	Varies	$408	$272	$408	$272
OPERATING EXPENSES					
Supplies @ $500/$500	$500	$500	$500	$500	$500
Computer @ $900/$0	$900	$900	$0	$900	$0
Office Suite Software @ $330/$0	$330	$330	$0	$330	$0
Office Equipment @ $2,225 /$0	$2,225	$2,225	$0	$2,225	$0
Telephone Base @ $450/$450	$450	$450	$450	$450	$450
Subtotal Operating Expenses		$4,405	$950	$4,405	$950
GRAND TOTAL ALL COSTS		$66,349	$63,166	$66,349	$63,166

Impact on Other Government Agencies: N/A

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Cost Benefit Analysis:

A State FTE cost comparison to a contractor was considered. Although on the surface it appears to be less expensive to contract the position some negative aspects did arise.

Cost to State GP IV @ min. base salary of $4,530/mo.	Length in contract	Benefit to Employee	Net Benefit (Cost)	Comments
$35,541[1]	6 Mos. Contractor	Contractor's wage for 6 Mos. $27,180	Savings to the State of $8,361 (no payment in benefits, one-time cost, and annual cost).	The length of time an individual is permitted to work with the state is six months. 6*$4,530=$27,180 A total savings of $8,361 to the State.
$20,137[2]	3 Mos. Training the Contractor	Utilizing 25% of the employee's time to train the contractor would cost $1,678 per month.	Savings to the State would be $3,327. 3mos*$1,678 =$5,034	The time and effort to train this individual on the program side would potentially save the State $3,327, however this cost would occur every 6 months which will override in any saving over time. Not only the cost, but also the loss of productivity, expertise, and knowledge gained during the Contractor's 6 months of employment.
$35,541[1]	6 Mos.	Contractor's wage for 6 Mos. $27,180	The State would have to hire another individual in 6 months beginning the entire process.	The loss of a trained individual due to personnel contract requirements would hinder the consistency and expertise needed in facilitating and coordinating CCCLS, CCAP, and Web Content Development.

[1] 6 months FTE cost:
➢ General Professional IV Salary: The minimum base salary of $4,530 * 6 months = **$27,180.**
➢ Medicare/PERA (11.6%): $27,180 Total Annual Base Salary x 11.6% = **$3,153** total Medicare/PERA.
➢ Amortization Equalization Disbursement (AED) and Supplemental Amortization Equalization Disbursement (SAED) at Executive Director's Office (EDO) Long Bill Group Level: **$1,278.**
➢ One time Operating cost: Computer @ $900; Office Suite Software @ $330; Office Equipment @ $2,225 totaling **$3,455.**
➢ Annual cost (for 6 months): Supplies @ $500/2=$250; Telephone Base @ $450/2=$225 totaling **$475.**
Total 6 months cost **$35,541.**

[2] 3 months FTE cost:
➢ General Professional IV Salary: The minimum base salary of $4,530 * 3 months = **$13,590.**
➢ Medicare/PERA (11.6%): $13,590 Total Annual Base Salary x 11.6% = **$1,576** total Medicare/PERA.
➢ Amortization Equalization Disbursement (AED) and Supplemental Amortization Equalization Disbursement (SAED) at Executive Director's Office (EDO) Long Bill Group Level: **$1,278.**
➢ One time Operating cost: Computer @ $900; Office Suite Software @ $330; Office Equipment @ $2,225 totaling **$3,455.**
➢ Annual cost (for 3 months): Supplies @ $500/4=$125; Telephone Base @ $450/4=$113 totaling **$238.**
Total 3 months cost **$20,137.**

This position will require the individual to have information technology experience when hired and the capability to learn program knowledge in child care licensing, child care assistance, and quality initiatives. A State FTE would allow the Division to invest in an individual on a long-term basis and benefit through the consistency and knowledge acquired by one person instead of training someone new every six months.

Implementation Schedule:

Task	Month/Year
FTE Hired	Upon Approval

Statutory and Federal Authority: Section 26-6-114, C.R.S. (2007). (5) Civil penalties - fines - child care cash fund - created. (5) The fines collected pursuant to this section, section 26-6-108 (2) and (2.7)

C.R.S. (2007), and section 26-6-108.5 (1) (c) C.R.S. (2007) shall be transmitted to the state treasurer, who shall credit the same to the child care cash fund, which fund is hereby created in the state treasury. All interest derived from the deposit and investment of moneys in the fund shall be credited to the fund. At the end of any fiscal year, all unexpended and unencumbered moneys in the fund shall remain therein and shall not be credited or transferred to the general fund or any other fund. Moneys in the child care cash fund are hereby continuously appropriated to the department to fund activities related to the improvement of the quality of child care in the state of Colorado.

Performance Measures:

Making improvements in the timeliness of communicating information regarding the status of child care facilities through improved technology will increase the number of facilities that successfully complete the probationary licensing process.

Program	Performance Measure	Outcome		FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Current	FY 2008-09 Request
Child Care	The Division will increase the number of facilities that successfully complete the probationary licensing process, through more frequent monitoring, coaching, technical assistance and training for providers. This will be tracked by a data system and compiled into a quarterly report, which can be to meet the Governor's promise of a "Statewide Childcare Report Card."	Benchmark		N/A	N/A	N/A	N/A
		Actual		N/A	N/A		

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Provider Increase
Department: Human Services
Priority Number: NP1

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _[signature]_ Date: _10/19/07_
OSPB Approval: _[signature]_ Date: _11/1/07_

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	725,017,355	1,115,096,475	0	1,115,096,475	1,134,664,931	13,682,998	1,148,347,929	0	1,148,347,929	13,682,998
	FTE	207.8	1147.9	0.0	1147.9	1147.9	0.0	1147.9	0.0	1147.9	0.0
	GF	386,092,479	427,128,785	0	427,128,785	436,888,399	5,101,845	442,000,244	0	442,000,244	5,101,845
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,530,121	2,166,346	0	2,166,346	2,063,845	939	2,064,784	0	2,064,784	939
	CFE	105,879,954	447,451,118	0	447,451,118	454,302,481	6,029,442	460,331,923	0	460,331,923	6,029,442
	FF	231,514,801	238,350,226	0	238,350,226	241,400,207	2,550,772	243,950,979	0	243,950,979	2,550,772
	MCF	20,118,072	320,595,233	0	320,595,233	323,215,793	4,696,011	327,911,804	0	327,911,804	4,696,011
	MGF	9,952,804	159,666,923	0	159,666,923	160,977,204	2,347,683	163,324,887	0	163,324,887	2,347,683
	NGF	396,045,283	586,795,708	0	586,795,708	597,875,603	7,449,528	605,325,131	0	605,325,131	7,449,528
(4) COUNTY ADMINISTRATION County Administration	Total	40,204,044	40,938,883	0	40,938,883	40,938,883	552,675	41,491,558	0	41,491,558	552,675
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	13,359,022	16,227,939	0	16,227,939	16,227,939	219,077	16,447,016	0	16,447,016	219,077
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	11,922,659	7,781,078	0	7,781,078	7,781,078	105,045	7,886,123	0	7,886,123	105,045
	FF	14,922,363	16,929,866	0	16,929,866	16,929,866	228,553	17,158,419	0	17,158,419	228,553
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	13,359,022	16,227,939	0	16,227,939	16,227,939	219,077	16,447,016	0	16,447,016	219,077
(5) DIVISION OF CHILD WELFARE Child Welfare Services	Total	318,923,705	337,208,753	0	337,208,753	351,804,381	4,552,318	356,356,699	0	356,356,699	4,552,318
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	156,513,669	152,019,187	0	152,019,187	159,219,492	2,052,259	161,271,751	0	161,271,751	2,052,259
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	(130,472)	0	(130,472)	0	(130,472)	0
	CFE	68,020,139	88,323,342	0	88,323,342	92,271,711	1,192,365	93,464,076	0	93,464,076	1,192,365
	FF	94,389,897	96,866,224	0	96,866,224	100,443,650	1,307,694	101,751,344	0	101,751,344	1,307,694
	MCF	16,074,967	34,875,613	0	34,875,613	34,836,293	470,821	35,307,114	0	35,307,114	470,821
	MGF	8,037,483	17,437,807	0	17,437,807	17,418,147	235,410	17,653,557	0	17,653,557	235,410
	NGF	164,551,152	169,456,994	0	169,456,994	176,637,639	2,287,669	178,925,308	0	178,925,308	2,287,669

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Request Title: Provider Increase
Department: Human Services
Priority Number: NP1

Dept. Approval by: _____   Date: _____
OSPB Approval: _____   Date: _____

(5) DIVISION OF CHILD WELFARE — Excess Federal Title IV-E Distributions for Related County Administrative Functions

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total	1,685,040	1,710,316	0	1,710,316	1,710,316	80,044	1,790,360	0	1,790,360	80,044
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	0	0	0	0	0	0	0	0	0	0
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	1,685,040	1,710,316	0	1,710,316	1,710,316	80,044	1,790,360	0	1,790,360	80,044
FF	0	0	0	0	0	0	0	0	0	0
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	0	0	0	0	0	0	0	0	0	0

(5) DIVISION OF CHILD WELFARE — Family and Children's Programs

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total	44,128,490	45,055,425	0	45,055,425	45,055,425	608,248	45,663,673	0	45,663,673	608,248
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	37,051,314	37,857,021	0	37,857,021	37,857,021	511,070	38,368,091	0	38,368,091	511,070
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	5,046,139	5,136,901	0	5,136,901	5,136,901	69,348	5,206,249	0	5,206,249	69,348
FF	2,031,037	2,061,503	0	2,061,503	2,061,503	27,830	2,089,333	0	2,089,333	27,830
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	37,051,314	37,857,021	0	37,857,021	37,857,021	511,070	38,368,091	0	38,368,091	511,070

(6) DIVISION OF CHILD CARE — Child Care Licensing and Administration

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total	6,549,918	6,295,696	0	6,295,696	6,479,189	18,607	6,497,796	0	6,497,796	18,607
FTE	0.0	63.0	0.0	63.0	63.0	0.0	63.0	0.0	63.0	0.0
GF	2,520,605	2,275,147	0	2,275,147	2,366,894	0	2,366,894	0	2,366,894	0
GFE	0	0	0	0	0	0	0	0	0	0
CF	487,330	710,008	0	710,008	737,532	0	737,532	0	737,532	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	3,541,983	3,310,541	0	3,310,541	3,374,764	18,607	3,393,371	0	3,393,371	18,607
MCF	0	0	0	0	0	0	0	0	0	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Provider Increase
Department: Human Services
Priority Number: NP1

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	2,520,605	2,275,147	0	2,275,147	2,366,894	0	2,366,894	0	2,366,894	0
(6) DIVISION OF CHILD CARE											
Child Care Assistance Programs	Total	73,435,733	78,142,956		78,142,956	76,098,619	1,054,929	77,153,548	0	77,153,548	1,054,929
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	13,755,029	16,376,389	0	16,376,389	15,354,221	221,081	15,575,302	0	15,575,302	221,081
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	9,184,636	9,431,793	0	9,431,793	9,431,793	127,329	9,559,122	0	9,559,122	127,329
	FF	50,496,068	52,334,774	0	52,334,774	51,312,605	706,519	52,019,124	0	52,019,124	706,519
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	13,755,029	16,376,389	0	16,376,389	15,354,221	221,081	15,575,302	0	15,575,302	221,081
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES											
(B)(1) Mental Health Services for the Medically Indigent	Total	36,023,738	37,534,243	0	37,534,243	37,534,243	423,753	37,957,996	0	37,957,996	423,753
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	30,065,061	31,389,126	0	31,389,126	31,389,126	423,753	31,812,879	0	31,812,879	423,753
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	161,909	0	161,909	161,909	0	161,909	0	161,909	0
	FF	5,958,677	5,983,208	0	5,983,208	5,983,208	0	5,983,208	0	5,983,208	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	30,065,061	31,389,126	0	31,389,126	31,389,126	423,753	31,812,879	0	31,812,879	423,753
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES											
Early Childhood Mental Health Services	Total	1,135,740	1,152,786	0	1,152,786	1,152,786	15,563	1,168,349	0	1,168,349	15,563
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,135,740	1,152,786	0	1,152,786	1,152,786	15,563	1,168,349	0	1,168,349	15,563
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0

Request Title:	Provider Increase						
Department:	Human Services						
Priority Number:	NP1						

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	1,135,740	1,152,786	0	1,152,786	1,152,786	15,563	1,168,349	0	1,168,349	15,563
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES Assertive Community Treatment Programs	Total	1,278,102	1,297,274	0	1,297,274	1,297,274	17,514	1,314,788	0	1,314,788	17,514
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	639,051	648,637	0	648,637	648,637	8,757	657,394	0	657,394	8,757
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	639,051	648,637	0	648,637	648,637	8,757	657,394	0	657,394	8,757
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	639,051	648,637	0	648,637	648,637	8,757	657,394	0	657,394	8,757
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES Alternatives to Inpatient Hospitalization at a Mental Health Institute	Total	942,433	2,977,822	0	2,977,822	2,977,822	40,201	3,018,023	0	3,018,023	40,201
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	942,433	2,977,822	0	2,977,822	2,977,822	40,201	3,018,023	0	3,018,023	40,201
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	942,433	2,977,822	0	2,977,822	2,977,822	40,201	3,018,023	0	3,018,023	40,201
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES Enhanced Mental Health Pilot Services for	Total	480,576	500,414	0	500,414	500,414	6,756	507,170	0	507,170	6,756
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	480,576	500,414	0	500,414	500,414	6,756	507,170	0	507,170	6,756
	GFE	0	0	0	0	0	0	0	0	0	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Provider Increase
Department:	Human Services
Priority Number:	NP1

Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09 ☐	Supplemental FY 07-08 ☐	Budget Request Amendment FY 08-09 ☐

Dept. Approval by: Date:
OSPB Approval: Date:

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Detained Youth	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0		0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	480,576	500,414	0	500,414	500,414	6,756	507,170	0	507,170	6,756
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES	Total	480,576	500,414	0	500,414	500,414	6,756	507,170	0	507,170	6,756
	FTE	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0
Family Advocacy Demonstration Sites	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	130,679	130,679	0	130,679	130,679	1,765	132,444	0	132,444	1,765
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES — Mental Health Services for Juvenile & Adult Offenders	Total		1,995,828	0	1,995,828	1,995,828	26,944	2,022,772	0	2,022,772	26,944
	FTE	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	1,995,828	0	1,995,828	1,995,828	26,944	2,022,772	0	2,022,772	26,944
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES	Total	0	285,529	0	285,529	285,529	3,855	289,384	0	289,384	3,855
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Request Title:	Provider Increase		Decision Item FY 08-09 ☑		Base Reduction Item FY 08-09 ☐		Supplemental FY 07-08 ☐		Budget Request Amendment FY 08-09 ☐
Department:	Human Services				Dept. Approval by:		Date:		
Priority Number:	NP1				OSPB Approval:		Date:		

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Veteran Mental Health	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	285,529	0	285,529	285,529	3,855	289,384	0	289,384	3,855
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES (2) Residential Treatment for Youth (HB 99-1116)	Total	1,051,930	1,112,460	0	1,112,460	1,112,460	15,018	1,127,478	0	1,127,478	15,018
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	564,009	718,753	0	718,753	718,753	9,703	728,456	0	728,456	9,703
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	487,921	393,707	0	393,707	393,707	5,315	399,022	0	399,022	5,315
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	266,929	117,464	0	117,464	117,464	1,586	119,050	0	119,050	1,586
	MGF	24,232	34,974	0	34,974	34,974	472	35,446	0	35,446	472
	NGF	588,241	753,727	0	753,727	753,727	10,175	763,902	0	763,902	10,175
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES (D)(2)(a) Treatment and Detoxification Contracts	Total	22,828,920	22,811,190	0	22,811,190	22,811,190	155,055	22,966,245	0	22,966,245	155,055
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	11,187,651	11,485,523	0	11,485,523	11,485,523	155,055	11,640,578	0	11,640,578	155,055
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,002,616	990,518	0	990,518	990,518	0	990,518	0	990,518	0
	CFE	290,706	290,706	0	290,706	290,706	0	290,706	0	290,706	0
	FF	10,347,947	10,044,443	0	10,044,443	10,044,443	0	10,044,443	0	10,044,443	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	11,187,651	11,485,523	0	11,485,523	11,485,523	155,055	11,640,578	0	11,640,578	155,055
(8) MENTAL HEALTH AND ALCOHOL AND											

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: **Decision Item FY 08-09** ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Provider Increase

Department: Human Services   Dept. Approval by: Date:

Priority Number: NP1   OSPB Approval: Date:

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
DRUG ABUSE SERVICES Case Management for Chronic Case Management	Total	369,288	369,324	0	369,324	369,324	33	369,357	0	369,357	33
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	2,405	2,441	0	2,441	2,441	33	2,474	0	2,474	33
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	366,883	366,883	0	366,883	366,883	0	366,883	0	366,883	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	2,405	2,441	0	2,441	2,441	33	2,474	0	2,474	33
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES Short-term Intensive Remediation & Treatment (STIRRT)	Total	0	3,004,103	0	3,004,103	3,004,103	31,783	3,035,886	0	3,035,886	31,783
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,754,283	0	1,754,283	1,754,283	31,783	1,786,066	0	1,786,066	31,783
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	346,316	0	346,316	346,316	0	346,316	0	346,316	0
	CFE	0	600,000	0	600,000	600,000	0	600,000	0	600,000	0
	FF	0	303,504	0	303,504	303,504	0	303,504	0	303,504	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	1,754,283	0	1,754,283	1,754,283	31,783	1,786,066	0	1,786,066	31,783
(8) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES High Risk Pregnant Women Program	Total	1,109,447	998,717	0	998,717	998,717	13,483	1,012,200	0	1,012,200	13,483
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	1,109,447	998,717	0	998,717	998,717	13,483	1,012,200	0	1,012,200	13,483
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	1,109,447	998,717	0	998,717	998,717	13,483	1,012,200	0	1,012,200	13,483
	MGF	554,724	499,359	0	499,359	499,359	6,741	506,100	0	506,100	6,741
	NGF	554,724	499,359	0	499,359	499,359	6,741	506,100	0	506,100	6,741

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Provider Increase
Department:	Human Services
Priority Number:	NP1

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____ Date: _____
OSPB Approval: _____ Date: _____

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
(a) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES										
(b) Prevention Contracts										
Total	3,925,393	3,887,131		3,887,131	3,887,131	457	3,887,588	0	3,887,588	457
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	33,329	33,829	0	33,829	33,829	457	34,286	0	34,286	457
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	27,072	0	27,072	27,072	0	27,072	0	27,072	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	3,892,064	3,826,230	0	3,826,230	3,826,230	0	3,826,230	0	3,826,230	0
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	33,329	33,829	0	33,829	33,829	457	34,286	0	34,286	457
(a) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES										
Balance of Substance Abuse Block Grant Programs										
Total	6,742,646	6,672,351	0	6,672,351	6,672,351	2,524	6,674,875	0	6,674,875	2,524
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	184,196	186,959	0	186,959	186,959	2,524	189,483	0	189,483	2,524
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	6,558,450	6,485,392	0	6,485,392	6,485,392	0	6,485,392	0	6,485,392	0
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	184,196	186,959	0	186,959	186,959	2,524	189,483	0	189,483	2,524
(a) MENTAL HEALTH AND ALCOHOL AND DRUG ABUSE SERVICES										
Community Prevention and Treatment										
Total	0	513,866	0	513,866	513,866	6,937	520,803	0	520,803	6,937
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	0	0	0	0	0	0	0	0	0	0
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	513,866	0	513,866	513,866	6,937	520,803	0	520,803	6,937
FF	0	0	0	0	0	0	0	0	0	0
MCF	0	0	0	0	0	0	0	0	0	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Provider Increase
Department:	Human Services
Priority Number:	NP1

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _____   Date: _____
OSPB Approval: _____   Date: _____

Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
MGF	0	0	0	0	0	0	0	0	0	0
NGF	0	0	0	0	0	0	0	0	0	0
(9) SERVICES FOR PEOPLE WITH DISABILITIES (A) Developmental Disability Services (b) Program Costs										
Total		351,433,658	0	351,433,658	354,364,824	4,706,439	359,071,263	0	359,071,263	4,706,439
FTE		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF		30,747,830	0	30,747,830	30,800,212	415,096	31,215,308	0	31,215,308	415,096
GFE		0	0	0	0	0	0	0	0	0
CF		0	0	0	0	0	0	0	0	0
CFE		320,685,828	0	320,685,828	323,564,612	4,291,343	327,855,955	0	327,855,955	4,291,343
FF		0	0	0	0	0	0	0	0	0
MCF		281,791,710	0	281,791,710	284,436,208	4,172,162	288,608,370	0	288,608,370	4,172,162
MGF		140,288,918	0	140,288,918	141,611,168	2,086,081	143,697,249	0	143,697,249	2,086,081
NGF		171,036,748	0	171,036,748	172,411,380	2,501,177	174,912,557	0	174,912,557	2,501,177
(9) SERVICES FOR PEOPLE WITH DISABILITIES (A) Developmental Disability Services (c) Other Community Programs — Preventive Dental Hygiene										
Total	62,449	63,386	0	63,386	63,386	843	64,229	0	64,229	843
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	58,842	59,725	0	59,725	59,725	794	60,519	0	60,519	794
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	3,607	3,661	0	3,661	3,661	49	3,710	0	3,710	49
FF	0	0	0	0	0	0	0	0	0	0
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	58,842	59,725	0	59,725	59,725	794	60,519	0	60,519	794
(9) SERVICES FOR PEOPLE WITH DISABILITIES (B) Division of Vocational Rehabilitation Rehabilitation Progams- General Fund Match										
Total	24,252,240	23,712,393	0	23,712,393	24,219,835	32,339	24,252,174	0	24,252,174	32,339
FTE	194.0	224.7	0.0	224.7	224.7	0.0	224.7	0.0	224.7	0.0
GF	5,126,408	5,044,182	0	5,044,182	5,152,267	6,888	5,159,155	0	5,159,155	6,888
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09 ☐	Supplemental FY 07-08 ☐	Budget Request Amendment FY 08-09 ☐
Provider Increase				
Department: Human Services		Dept. Approval by:	Date:	
Priority Number: NP1		OSPB Approval:	Date:	

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
	FF	19,125,832	18,668,211	0	18,668,211	19,067,568	25,451	19,093,019	0	19,093,019	25,451
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	5,126,408	5,044,182	0	5,044,182	5,152,267	6,888	5,159,155	0	5,159,155	6,888
(9) SERVICES FOR PEOPLE WITH DISABILITIES **(B) Division of Vocational Rehabilitation** **Rehabilitation Progams- Local Funds Match**	Total	22,459,938	24,571,732	0	24,571,732	24,615,061	270,476	24,885,537	0	24,885,537	270,476
	FTE	13.8	27.0	0.0	27.0	27.0	0.0	27.0	0.0	27.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	40,175	92,432	0	92,432	92,879	939	93,818	0	93,818	939
	CFE	4,749,176	5,158,097	0	5,158,097	5,166,925	58,298	5,225,223	0	5,225,223	58,298
	FF	17,670,587	19,321,203	0	19,321,203	19,355,257	211,239	19,566,496	0	19,566,496	211,239
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0
(9) SERVICES FOR PEOPLE WITH DISABILITIES **(B) Division of Vocational Rehabilitation** **Independent Living Centers and State Independent Living Council**	Total	1,630,640	1,717,551	0	1,717,551	1,717,551	22,934	1,740,485	0	1,740,485	22,934
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,266,648	1,268,525	0	1,268,525	1,268,525	16,872	1,285,397	0	1,285,397	16,872
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	44,902	44,902	0	44,902	44,902	606	45,508	0	45,508	606
	FF	319,090	404,124	0	404,124	404,124	5,456	409,580	0	409,580	5,456
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	1,266,648	1,268,525	0	1,268,525	1,268,525	16,872	1,285,397	0	1,285,397	16,872
(9) SERVICES FOR PEOPLE WITH DISABILITIES **(B) Division of Vocational Rehabilitation** **Independent Living**	Total	283,333	461,611	0	461,611	461,611	6,140	467,751	0	467,751	6,140
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	62,501	98,323	0	98,323	98,323	1,308	99,631	0	99,631	1,308
	GFE	0	0	0	0	0	0	0	0	0	0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	
Department:	Human Services
Priority Number:	NP1

Decision Item FY 08-09	Provider Increase	Base Reduction Item FY 08-09	Supplemental FY 07-08	Budget Request Amendment FY 08-09

Dept. Approval by: Date:
OSPB Approval: Date:

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Centers Vocational Rehabilitation Program	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	220,832	363,288		363,288	363,288	4,832	368,120	0	368,120	4,832
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	62,501	98,323	0	98,323	98,323	1,308	99,631	0	99,631	1,308
(11) DIVISION OF YOUTH CORRECTIONS (B) Institutional Programs Personal Services	Total	43,200,075	40,711,093		40,711,093	42,548,557	12,150	42,560,707	0	42,560,707	12,150
	FTE	0.0	792.4	0.0	792.4	792.4	0.0	792.4	0.0	792.4	0.0
	GF	43,200,075	40,711,093		40,711,093	42,548,557	12,150	42,560,707		42,560,707	12,150
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	43,200,075	40,711,093	0	40,711,093	42,548,557	12,150	42,560,707	0	42,560,707	12,150
(11) DIVISION OF YOUTH CORRECTIONS (B) Institutional Programs Enhanced Mental Health Services Pilot for Dentention	Total	257,742	262,704		262,704	261,997	3,405	265,402	0	265,402	3,405
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	257,742	262,704		262,704	261,997	3,405	265,402		265,402	3,405
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	257,742	262,704	0	262,704	261,997	3,405	265,402	0	265,402	3,405
(11) DIVISION OF YOUTH CORRECTIONS (B) Institutional Programs	Total	5,869,734	5,573,551	0	5,573,551	5,666,364	27,904	5,694,268	0	5,694,268	27,904
	FTE	0.0	40.8	0.0	40.8	40.8	0.0	40.8	0.0	40.8	0.0

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 [X]	Base Reduction Item FY 08-09 [ ]	Supplemental FY 07-08 [ ]	Budget Request Amendment FY 08-09 [ ]
	Provider Increase			
Department:	Human Services	Dept. Approval by:		Date:
Priority Number:	NP1	OSPB Approval:		Date:

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Educational Programs	GF	5,228,834	5,229,658	0	5,229,658	5,322,471	27,904	5,350,375	0	5,350,375	27,904
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	29,802	343,893	0	343,893	343,893	0	343,893	0	343,893	0
	FF	611,098	0	0	0	0	0	0	0	0	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	5,228,834	5,229,658	0	5,229,658	5,322,471	27,904	5,350,375	0	5,350,375	27,904
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs Purchase of Contract Placement	Total	51,131,337	54,786,665	0	54,786,665	56,250,153	739,620	56,989,773	0	56,989,773	739,620
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	48,483,406	52,007,869	0	52,007,869	53,455,885	702,106	54,157,991	0	54,157,991	702,106
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,647,931	2,778,796	0	2,778,796	2,794,268	37,514	2,831,782	0	2,831,782	37,514
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	2,647,931	2,778,796	0	2,778,796	2,794,268	37,514	2,831,782	0	2,831,782	37,514
	MGF	1,326,966	1,389,398	0	1,389,398	1,397,134	18,757	1,415,891	0	1,415,891	18,757
	NGF	49,810,372	53,397,267	0	53,397,267	54,853,019	720,863	55,573,882	0	55,573,882	720,863
(11) DIVISION OF YOUTH CORRECTIONS (C) Community Programs Managed Care Pilot Project	Total	1,336,507	1,373,590	0	1,373,590	1,369,892	18,544	1,388,436	0	1,388,436	18,544
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,317,709	1,340,657	0	1,340,657	1,337,049	18,099	1,355,148	0	1,355,148	18,099
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	18,798	32,933	0	32,933	32,843	445	33,288	0	33,288	445
	FF	0	0	0	0	0	0	0	0	0	0
	MCF	18,798	32,933	0	32,933	32,843	445	33,288	0	33,288	445
	MGF	9,399	16,467	0	16,467	16,422	222	16,644	0	16,644	222
	NGF	1,327,108	1,357,124	0	1,357,124	1,353,471	18,321	1,371,792	0	1,371,792	18,321

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09 ☐	Supplemental FY 07-08 ☐	Budget Request Amendment FY 08-09 ☐
	Provider Increase		
Department:	Human Services		Dept. Approval by:	Date:
Priority Number:	NP1		OSPB Approval:	Date:

Fund	Prior-Year Actual FY 06-07 (1)	Appropriation FY 07-08 (2)	Supplemental Request FY 07-08 (3)	Total Revised Request FY 07-08 (4)	Base Request FY 08-09 (5)	Decision/ Base Reduction FY 08-09 (6)	November 1 Request FY 08-09 (7)	Budget Amendment FY 08-09 (8)	Total Revised Request FY 08-09 (9)	Change from Base (Column 5) FY 09-10 (10)
(11) DIVISION OF YOUTH CORRECTIONS										
(C) Community Programs										
S.B. 91-94 Programs										
Total	10,407,695	12,463,139	0	12,463,139	12,434,585	168,252	12,602,837	0	12,602,837	168,252
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	10,407,695	12,463,139		12,463,139	12,434,585	168,252	12,602,837		12,602,837	168,252
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	10,407,695	12,463,139	0	12,463,139	12,434,585	168,252	12,602,837	0	12,602,837	168,252
(11) DIVISION OF YOUTH CORRECTIONS										
(C) Community Programs										
Parole Program Services										
Total	3,310,521	3,369,656	0	3,369,656	3,360,585	45,490	3,406,075	0	3,406,075	45,490
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	2,248,529	2,288,824		2,288,824	2,282,663	30,899	2,313,562		2,313,562	30,899
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	1,061,992	1,080,832		1,080,832	1,077,922	14,591	1,092,513		1,092,513	14,591
MCF	0	0	0	0	0	0	0	0	0	0
MGF	0	0	0	0	0	0	0	0	0	0
NGF	2,248,529	2,288,824	0	2,288,824	2,282,663	30,899	2,313,562	0	2,313,562	30,899

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

County Administration   The federal amount for this request shall be from various sources of federal funds.

Child Welfare Services

g. Shall be from Title IV-E Reimbursements Cash Fund created in Section 26-1-111 (2) (d) (II) (C), C.R.S. (2007).

Excess Federal Title IV-E Distributions for Related County Administrative Functions

h. Shall be from Title IV-E Reimbursements Cash Fund created in Section 26-1-111 (2) (d) (II) (C), C.R.S. (2007).

Family and Children's Programs

Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09 ☐	Supplemental FY 07-08 ☐	Budget Request Amendment FY 08-09 ☐

Request Title: Provider Increase
Department: Human Services
Priority Number: NP1

Dept. Approval by: Date:
OSPB Approval: Date:

	1	2	3	4	5	6	7	8	9	10
	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Fund										

g. Shall be from Title IV-E Reimbursements Cash Fund created in Section 26-1-111 (2) (d) (II) (C), C.R.S. (2007).

Child Care Licensing and Administration
a. This amount shall be from the Child Care Licensing Cash Fund established pursuant to Section 26-6-105 (4), C.R.S. (2007).
b. Of this amount, $3,140,150 shall be from Child Care Development Funds and $170,391 shall be from Title IV-E of the Social Security Act.

Child Care Assistance Programs
d. These amounts shall be from Child Care Development Funds.
(A) Developmental Disability Services   Title XIX Medicaid   Local Cash Funds Exempt
(A) Developmental Disability Services (c) Other Community Programs   Local Cash Funds Exempt
Rehabilitation Progams-General Fund Match   Federal Titles I, VI, and VII of the Rehabilitation Act;

Rehabilitation Progams-Local Funds Match   Federal Titles I, VI, and VII of the Rehabilitation Act;   Local Cash from Counties
Independent Living Centers and State Independent Living Council   Federal Titles I, VI, and VII of the Rehabilitation Act;   CFE from the Department of Education and deferred revenue from previous years
Independent Living Centers Vocational Rehabilitation Program   Federal Titles I, VI, and VII of the Rehabilitation Act;   CFE from local recipients of ILC Grants
Parole Program Services
c. Shall be from Title IV-E of the Social Security Act.
IT Request: ☐ Yes ☑ No
Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Health Care Policy & Financing

I:\BUDGET\09 Bud\Departmental\Approved Decision Items\[NP-1 Schedule 13 Provider Rate 7.7M.xls]Sched 13

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	NP-1
Change Request Title:	Provider Rate Increase

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department is requesting an across-the-board provider rate increase of 1.35% for contractors providing client services. The request is for $13,682,998 total funds, $7,449,528 net General Fund in FY 2008-09. The request will annualize to the same in FY 2009-10.

Background and Appropriation History:

Historically the general assembly has approved annual increases to service providers to offset the effects of inflation related to labor, supplies and materials

General Description of Request:

The Department is requesting a 1.35% increase for all client service providers, including:

- County Administration
- Child Welfare Service
- Community mental Health Providers
- Alcohol and Drug Abuse Providers
- Youth Corrections Institutional Program
- Child Care Assistance
- Developmental Disabilities Community Programs

- Vocational Rehabilitation Programs

The Department believes that applying the increase across-the-board is the most equitable distribution method. Although there may be justification for targeting the increase to specific providers, the Department chose the across-the-board method for three reasons:

1. All providers are faced with similar inflationary pressures related to the cost of labor, supplies and materials.
2. The Department does not have the necessary resources to assess the adequacy of provider rates across all program areas. Various divisions do conduct provider rate analysis for their respective service areas. For example, the Alcohol and Drug Abuse Division assesses the rates for their network of providers. But the Department does not have the resources to conduct comparative analysis across the broad array of service providers.
3. The available funding is insufficient to address the broader issues of equalization and stabilization within the various provider communities.

Consequences if Not Funded: If this request is not funded community providers will lack the resources to offset the increasing cost of doing business.

Calculations for Request: See **Attachment A**.

Assumptions for Calculations: The Department applied a 1.35% General Fund increase to the FY2007-08 base appropriation for the applicable community provider lines.

Impact on Other Government Agencies: This request has a fiscal impact on Health Care Policy and financing.

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Human Services

Cost Benefit Analysis:

Cost	Benefit
The General Fund cost of the request is $7,449,528.	The resulting increase for community providers is $13,682,998 as the result of matching funds leveraging the State General Fund. These resources will benefit the recipient of the client services listed above.

Implementation Schedule:

Task	Month/Year
The increase will be reflected in the FY2008-09 Long Bill Appropriation	July 1, 2008

Statutory and Federal Authority:

26-1-109(2)(a) C.R.S. (2007) Cooperation with federal government – grants in aid.

The state department of human service may accept on behalf of the state of Colorado the provisions and benefits of acts of congress designed to provide funds or other property for particular public assistance and welfare activities within the state, including but not limited to assistance payments; food stamps; social services; child welfare services; rehabilitation; and programs for the aging; which funds or other property are designated for such purposes within the function of the state department, and may accept on behalf of the state any offers which have been or may from time to time be made of funds or other property by any persons, agencies, or entities for particular public assistance and welfare activities within the state, which funds or other property are designated for such purposes within the function of the state department; but, unless otherwise expressly provided by law, such acceptance shall not be manifested unless and until the state department has recommended such acceptance to and received the written approval of the governor and the attorney general. Such approval shall authorize the acceptance of the funds or property in accordance with the restrictions and conditions and for the purpose for which funds or property are intended.

26-1-108, C.R.S. (2007) Powers and Duties of the executive director – rules. (1) Executive director rules shall be solely within the province of the executive director and shall include the following:

(a) Rules governing matters of internal administration in the state department, including organization, staffing, records, reports, systems, and procedures, and also governing fiscal and personnel administration for the state department and establishing accounting and fiscal reporting rules and regulations for disbursement of federal funds, contingency funds, and proration of available appropriations except those determinations precluded by authority granted to the state board.

27-10.5-104 (1)–(4), C.R.S. (2007) Authorized services and supports – conditions of funding – purchase of services and supports - boards of county commissioners - appropriation

(1) Subject to annual appropriations by the general assembly, the department of human services shall provide or purchase, pursuant to subsection (4) of this section, authorized services and supports through the community centered boards for persons who have been determined to be eligible for such services and supports pursuant to section 27-10.5-106, and as specified in the eligible person's individualized plan. Those services and supports may include, but are not limited to, the following:

(a) Family support services, including an array of supportive services provided to the person receiving services and the person's family which enable the family to maintain such person in the family home, thereby preventing or delaying the need for out-of-home placement which is unwanted by the person or the family, pursuant to section 27-10.5-401;

(b) Early intervention services and supports which offer infants and toddlers and their families services and supports to enhance child development in the areas of cognition, speech, communication, physical, motor, vision, hearing, social-emotional development, and self-help skills; parent-child or family interaction; and early identification, screening, and assessment services which are provided:

(I) To families at no cost or through the application of a sliding fee schedule;

(II) For families to enable them to coordinate and advocate for the appropriate services and supports;

(III) In conformity with an individualized plan as specified by the department; and

(IV) In collaboration with a local school district, if the child is three years of age or older;

(c) Case management services;

(d) Respite care services, which include temporary care of a person with a developmental disability in order to offer relief to the person's family or caregiver, or to allow the family or caregiver to deal with emergency situations or to engage in personal, social, or routine activities and tasks that otherwise may be neglected, postponed, or curtailed due to the demands of caring for a person who has a developmental disability;

(e) Day services and supports which offer opportunities for persons with developmental disabilities to experience and actively participate in valued adult roles in the community. These services and supports will enable persons receiving services to access and participate in community activities, such as work, recreation, higher education, and senior citizen activities. Day services and supports, including early intervention services, may also include the administration of nutrition or fluids through gastrostomy tubes, if administered by an individual authorized pursuant to section 27-10.5-103 (2) (k) and supervised by a licensed nurse or physician.

(f) Residential services and supports, which include an array of training, learning, experiential, and support activities provided in living alternatives designed to meet the individual needs of persons receiving services and may include the administration of nutrition or fluids through gastrostomy tubes, if administered by an individual authorized pursuant to section 27-10.5-103 (2) (k) and supervised by a licensed nurse or physician;

(g) Ancillary services, which include activities that are secondary but integral to the provision of the services and supports specified in this subsection (1).

(2) Service agencies receiving funds pursuant to subsection (1) of this section shall comply with all of the provisions of this article and the rules and regulations promulgated thereunder.

(3) Service and support coordination shall be purchased from the community centered board designated pursuant to section 27-10.5-105, except pursuant to subsection (4) of this section.

(4) (a) The department of human services may purchase services and supports, including service and support coordination, directly from service agencies under the following conditions:

(I) The executive director requests the provision of an authorized service or support for which a need has been identified in at least one designated service area and funds are available to purchase such service or support, and the community centered board has failed to purchase such service or support from a service agency or failed to provide it directly; or

(II) A designated community centered board has declined to participate in a pilot program authorized by the executive director or has declined to provide or purchase a service or support deemed critical by the executive director based on the following findings:

(A) The service or support is consistent with local, regional, and state needs;

(B) The service or support is needed immediately to ensure the health or safety of a person receiving services; and

(C) The service or support, or service and support coordination, is an innovative service which may lead to increased cost savings or efficiencies in a designated service area; or

(III) The executive director has determined that a service or support provided or purchased by a designated community centered board does not meet established standards and the continuation of purchase of the service or support through the community centered board is not in the best interests of the persons receiving services.

(b) Prior to entering into a contract to purchase services or supports directly from a service agency, the executive director shall consider objections presented by the affected community centered board.

(c) Nothing in this section shall be construed to prohibit the provision of services and supports, including case management services, directly by the department through regional centers, for persons receiving services in regional centers.

(d) Nothing in this section shall be construed to require the provision of services and supports, including case management services, directly by the department.

26-8-106, C.R.S. (2007). Cooperation with the federal government.

The state department shall cooperate with the federal government in carrying out the purposes of any federal statutes pertaining to the purposes of this article, including the licensing of blind persons to operate vending stands on federal property, and is hereby authorized to adopt by rule and regulation such methods of administration as are reasonably required by the federal government for the proper and efficient operation of such agreements and to comply with such conditions as may be necessary to secure the full benefits of such federal statutes.

Performance Measures:

The following departmental performance measures address the majority of services provided by the Department of Human Services. Ensuring that service providers have adequate resources to service clients will help the Department meet it's overall goals as measured below.

Department Wide Performance Measure 1:
Young children will have the enhanced capacity to improve their competencies and talents. Increase the percentage of infants and toddlers participating in early intervention services who improve their acquisition and use of knowledge and skills (i.e., motor, cognition, speech, language, etc.) over the baseline that will be established in December 2007.

Department Wide Performance Measure 4:
Decrease recidivism and improve the stability and self-sufficiency of committed youth by achieving a rate of 75% of youth either employed or in school at discharge.

Department Wide Performance Measure 5:
Reduce overall symptom severity of persons with mental illness served in the public mental health system.

Department Wide Performance Measure 7:
Increase the amount of income added to the Colorado economy in the first three months of work as a result of vocational rehabilitation clients obtaining and maintaining employment toward self-sufficiency.

ATTACHMENT A	FY07-08 Final JBC Action		Provider Rate Amount to be Applied	1.35%
DEPARTMENT OF HUMAN SERVICES				
(4) COUNTY ADMINISTRATION				
County Administration	40,938,883		40,938,883	552,675
General Fund	16,227,939	39.64%	16,227,939	219,077
Cash Funds Exempt	7,781,078	19.01%	7,781,078	105,045
Federal Funds	16,929,866	41.35%	16,929,866	228,553
Net General Fund				219,077
TOTAL - (4) COUNTY ADMINISTRATION	40,938,883		40,938,883	552,675
General Fund	16,227,939		16,227,939	219,077
Cash Funds Exempt	7,781,078		7,781,078	105,045
Federal Funds	16,929,866		16,929,866	228,553
Net General Fund	16,227,939		16,227,939	219,077
(5) CHILD WELFARE				
Child Welfare Services	337,208,753		337,208,753	4,552,318
General Fund	152,019,187	45.08%	152,019,187	2,052,259
Cash Funds Exempt	88,323,342	26.19%	88,323,342	1,192,365
Federal Funds	96,866,224	28.73%	96,866,224	1,307,694
Medicaid Cash Funds	34,875,613	39.49%	34,875,613	470,821
MGF	17,437,807		17,437,807	235,410
Net General Fund	169,456,994		169,456,994	2,287,669
Excess Federal Title IV-E Distributions	5,929,152		5,929,152	80,044
Family and Children's Programs	45,055,425		45,055,425	608,248
General Fund	37,857,021	84.02%	37,857,021	511,070
Cash Funds Exempt	5,136,901	11.40%	5,136,901	69,348
Federal Funds	2,061,503	4.58%	2,061,503	27,830
Medicaid Cash Funds				
MGF				
Net General Fund	37,857,021		37,857,021	511,070
TOTAL - (5) CHILD WELFARE	388,193,330		388,193,330	5,240,610
General Fund	189,876,208		189,876,208	2,563,329
Cash Funds				
Cash Funds Exempt	99,389,395		99,389,395	1,341,757
Federal Funds	98,927,727		98,927,727	1,335,524
Medicaid Cash Funds	34,875,613		34,875,613	470,821
MGF				235,410
Net General Fund	207,314,015		207,314,015	2,798,739
(8)(B)(1) Mental Health Services for the Medically Indigent				
Services for 10,296 Indigent Mentally Ill Clients	37,534,243		31,389,126	423,753
GF	31,389,126		31,389,126	423,753
CF				
CFE	161,909			
FF	5,983,208			
NGF	31,389,126		31,389,126	423,753
Early Childhood Mental Health Services	1,152,786		1,152,786	15,563
GF	1,152,786		1,152,786	15,563
NGF	1,152,786		1,152,786	15,563
Assertive Community Treatment Programs	1,297,274		1,297,274	17,513
GF	648,637		648,637	8,757
CF				
CFE	648,637		648,637	8,757

ATTACHMENT A	FY07-08 Final JBC Action		Provider Rate Amount to be Applied	1.35%
NGF	648,637		648,637	8,757
Alternatives to Inpatient Hospitalization at a Mental Health Institute	2,977,822		2,977,822	40,201
GF	2,977,822		2,977,822	40,201
	500,414		500,414	6,756
Enhanced Mental Health Pilot Services for Detained Youth				
GF	500,414		500,414	6,756
Family Advocacy Demonstration Sites	130,769		130,769	1,765
CFE	130,769		130,769	1,765
	1,995,828		1,995,828	26,944
Mental Health Services for Juvenile & Adult Offenders				
CFE	1,995,828		1,995,828	26,944
Veteran Mental Health	285,529		285,529	3,855
CFE	285,529		285,529	3,855
(2) Residential Treatment for Youth (HB 99-1116)	1,112,460		1,112,460	15,018
GF	718,753		718,753	9,703
CFE	393,707		393,707	5,315
MCF	117,464		117,464	1,586
MGF	34,974		34,974	472
NGF	753,727		753,727	10,175
(8)(D)(2) Community Programs				
(a) Treatment and Detoxification Contracts	22,811,190		11,485,523	155,055
GF	11,485,523		11,485,523	155,055
NGF	11,485,523		11,485,523	155,055
Case Management for Chronic Case Management	369,324		2,441	33
GF	2,441		2,441	33
FF	366,883			
	3,004,103		2,354,283	31,783
Short-term Intensive Remediation & Treatment (STIRRT)				
GF	1,754,283		2,354,283	31,783
High Risk Pregnant Women Program	998,717		998,717	13,483
CFE	998,717		998,717	13,483
FF				
MCF	998,717		998,717	13,483
MGF	499,359		499,359	6,741
NGF	499,359		499,359	6,741
(b) Prevention Contracts	3,887,131		33,829	457
GF	33,829		33,829	457
NGF	33,829		33,829	457
Balance of Substance Abuse Block Grant Programs	6,672,351		186,959	2,524
GF	186,959		186,959	2,524
FF	6,485,392			
NGF	186,959		186,959	2,524
Community Prevention and Treatment	513,866		513,866	6,937
CFE	513,866		513,866	6,937
NGF				
	85,243,807		56,417,626	761,638
TOTAL- Office of Behavioral Health & Housing				

ATTACHMENT A	FY07-08 Final JBC Action		Provider Rate Amount to be Applied	1.35%
GF	50,850,573		51,450,573	694,583
CF	1,363,906			
CFE	6,019,668		4,967,053	67,055
FF	27,009,660			
MCF	1,116,181		1,116,181	15,068
MGF	534,333		534,333	7,213
NGF	51,384,906		51,984,906	701,796
(11) DIVISION OF YOUTH CORRECTIONS				
(B) Institutional Programs				
Personal Services - General Fund	40,711,093		900,000	12,150
Enhanced Mental Health Services Pilot for Detention - General	262,704		252,242	3,405
Educational Programs	5,573,551		2,066,953	27,904
General Fund	5,229,658	93.83%	2,066,953	27,904
Cash Funds Exempt	343,893	6.17%		
Federal Funds				
Purchase of Contract Placements	54,786,665		54,786,665	739,620
General Fund	52,007,869	94.93%	52,007,869	702,106
Cash Funds Exempt	2,778,796	5.07%	2,778,796	37,514
*Medicaid Cash Funds	2,778,796	100.00%	2,778,796	37,514
	1,389,398		1,389,398	18,757
*Net General Fund	53,397,267		53,397,267	720,863
Managed Care Pilot Project	1,373,590		1,373,590	18,543
General Fund	1,340,657	97.60%	1,340,657	18,099
Cash Funds Exempt	32,933	2.40%	32,933	445
*Medicaid Cash Funds	32,933		32,933	445
	16,467			222
*Net General Fund	1,357,124		1,340,657	18,321
S.B. 91-94 Programs - General Fund	12,463,139		12,463,139	168,252
Parole Program Services	3,369,656		3,369,656	45,490
General Fund	2,288,824	67.92%	2,288,824	30,899
Federal Funds	1,080,832	32.08%	1,080,832	14,591
	118,540,398		75,212,245	1,015,365
TOTAL - (11) DIVISION OF YOUTH CORRECTIONS				
General Fund	114,303,944		71,319,684	962,816
Cash Funds				
Cash Funds Exempt	3,155,622		2,811,729	37,958
Federal Funds	1,080,832		1,080,832	14,591
*Medicaid Cash Funds	2,811,729		2,811,729	37,958
				18,979
*Net General Fund	54,754,391		54,737,924	981,795
				0
(6) DIVISION OF CHILD CARE				
Child Care Licensing and Administration	6,295,696		1,378,272	18,607
Federal Funds (CCDF)	3,310,541	52.58%	1,378,272	18,607
Child Care Assistance Program	78,142,956		78,142,956	1,054,930
General Fund	16,376,389	20.96%	16,376,389	221,081
Cash Funds Exempt (local funds) a/	9,431,793	12.07%	9,431,793	127,329
Federal Funds (CCDF and Title XX)	52,334,774	66.97%	52,334,774	706,519

ATTACHMENT A	FY07-08 Final JBC Action		Provider Rate Amount to be Applied	1.35%
(6) TOTAL - DIVISION OF CHILD CARE	84,438,652		79,521,228	1,073,537
General Fund	18,651,536		16,376,389	221,081
Cash Funds Exempt	9,431,793		9,431,793	127,329
Federal Funds	55,645,315		53,713,046	725,126
(9) SERVICES FOR PEOPLE WITH DISABILITIES				
Developmental Disability Services				
DD Community				
(b) Program Costs	348,625,078		348,625,078	4,706,439
General Fund	30,747,830	8.82%	30,747,830	415,096
Cash Funds				
Cash Funds Exempt	317,877,248	91.18%	317,877,248	4,291,343
Federal Funds				
Medicaid Cash Funds	281,791,710	88.65%	281,791,710	4,172,162
Medicaid General Fund	140,288,918	49.78%	140,288,918	2,086,081
NGF	171,036,748		171,036,748	2,501,177
(c) Other Community Programs				
Preventive Dental Hygiene	62,449		1,966	843
General Fund	58,842	94.22%	1,852	794
Cash Funds Exempt	3,607	5.78%	114	49
(B) Division of Vocational Rehabilitation				
Rehabilitation Programs - GF - Cust Services	2,395,519		72,570	32,340
GF	510,245	21.30%	15,457	6,888
FF	1,885,274	78.70%	57,113	25,451
Rehabilitation Programs - LF - Cust. Services	20,035,317		421,640	270,477
CF	69,554	0.35%		939
CFE	4,318,399	21.55%	89,809	58,298
FF	15,647,366	78.10%	331,831	211,239
Independent Living Centers and State Independent Living Cou	1,698,804		14,315	22,934
General Fund	1,249,778	73.57%	3,049	16,872
Cash Funds				
Cash Funds Exempt	44,902	2.64%		606
Federal Funds	404,124	23.79%	11,266	5,456
Medicaid Cash Funds	#REF!			
Independent Living Centers - Vocational Rehabilitation Program	454,789		7,862	6,140
General Fund	96,870	21.30%	1,675	1,308
Cash Funds Exempt				
Federal Funds	357,919	78.70%	6,188	4,832
Medicaid Cash Funds				
TOTAL-SERVICES FOR PEOPLE WITH DISABILITIES	373,271,956		349,143,432	5,039,171
GF	32,663,566		30,769,863	440,958
CF	69,554			939
CFE	322,244,156		317,967,171	4,350,296
FF	18,294,682		406,397	246,978
MCF	281,791,710		281,791,710	4,172,162
MGF	140,288,918		140,288,918	2,086,081
NGF	172,952,484		171,058,781	2,527,039

ATTACHMENT A	FY07-08 Final JBC Action		Provider Rate Amount to be Applied	1.35%
TOTAL - HUMAN SERVICES			989,426,743	13,682,998
General Fund			376,020,656	5,101,845
Cash Funds				939
Cash Funds Exempt			442,348,219	6,029,442
Federal Funds			171,057,868	2,550,772
*Medicaid Cash Funds			317,783,504	4,696,011
MGF			140,823,251	2,347,683
*Net General Fund			516,843,907	7,449,528

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐
Department:	County Administration Name Change
	Human Services
Priority Number:	NP-2

Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _(signature)_   Date: 10/17/07

OSPB Approval: _(signature)_   Date: 10/24/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	40,204,044	40,938,883	0	40,938,883	40,938,883	0	40,938,883	0	40,938,883	0
	FTE	-			-	-		-		-	
	GF	13,359,022	16,227,939	0	16,227,939	16,227,939	0	16,227,939	0	16,227,939	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	11,922,659	7,781,078	0	7,781,078	7,781,078	0	7,781,078	0	7,781,078	0
	FF	14,922,363	16,929,866	0	16,929,866	16,929,866	0	16,929,866	0	16,929,866	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	13,359,022	16,227,939	0	16,227,939	16,227,939	0	16,227,939	0	16,227,939	0
(4) County Administration, County Administration Family and Adult Services, Family and Adult Services (Name Change)	Total	40,204,044	40,938,883	0	40,938,883	40,938,883	0	40,938,883	0	40,938,883	0
	FTE	-			-	-		-		-	
	GF	13,359,022	16,227,939	0	16,227,939	16,227,939	0	16,227,939	0	16,227,939	0
	GFE	0		0	0	0	0	0	0	0	0
	CF	0		0	0	0	0	0	0	0	0
	CFE	11,922,659	7,781,078	0	7,781,078	7,781,078	0	7,781,078	0	7,781,078	0
	FF	14,922,363	16,929,866	0	16,929,866	16,929,866	0	16,929,866	0	16,929,866	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	13,359,022	16,227,939	0	16,227,939	16,227,939	0	16,227,939	0	16,227,939	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☐ Yes ☑ No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Department of Human Services
Priority Number:	NP-2
Change Request Title:	County Administration Name Change

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☐ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The change in the Long Bill line name from "County Administration" to "Family and Adult Services" (FAS) will give consistency to all programs across the Department of Human Services Long Bill Section as other program lines are descriptive of the services those funds are used to deliver. Changing the name to "Family and Adult Services" is a clearer representation to any citizen or the public in general about the use of their tax dollars. While the new recommended name does not specifically name the Child Support Enforcement Program or Food Stamps, nor does it name Old Age Pension (OAP) or Aid to the Needy Disabled (AND) or Aid To the Blind (AB); those programs are all part of an array of services directly provided to families and/or adults through this allocation. The name "Family and Adult Services" does encompass those who are served.

Background and Appropriation History:

All County costs for administrating all social service programs (Child Care, Child Welfare, Temporary Assistance to Needy Families (TANF), formerly known as Aid For Dependent Children (AFDC), Adult Protection, State Only Programs (OAP, AND, and

AB), Food Stamps, Food Stamp Fraud, Low-Income Energy Assistance (LEAP), Child Support Enforcement were included in the Regular County Administration appropriation line (except direct client payments) prior to 1997.

Social Service programs previously under County Administration split into four different groups – 1) Colorado Works (replaced AFDC), 2) Child Care, 3) Child Welfare, and 4) all remaining programs left under County Administration. The administration appropriation was also split into the four different groups over the course of several years.

The administration dollars appropriated for "all remaining programs" (Adult Protection, State Only Programs [OAP, AND, AB], Food Stamps, Food Stamp Fraud, LEAP and Child Support Enforcement) are included under "County Administration" appropriation line in the Long.

General Description of Request: This request is to change the Long Bill line name from "County Administration" to "Family and Adult Services" (FAS).

Consequences if Not Funded: N/A

Calculations for Request: N/A

Assumptions for Calculations: N/A

COSTS:

Fund Request   N/A

Not Fund Request   N/A

BENEFITS:

    Fund Request   N/A

    Not Fund Request   N/A

Impact on Other Government Agencies: The 64 counties in the state will benefit from this request in that the name change to "Family and Adult Services" is a clearer representation to any citizen or the public in general about the use of their tax dollars.

Cost-Effectiveness Analysis: N/A

Implementation Schedule:

Task	Month/Year
SFY 2008-09 Name change to "Family and Adult Services" (FAS)	July 1, 2008

Statutory and Federal Authority: **26-1-108 (2) C.R.S. (2007) Powers and duties of the executive director (CDHS) - rules**

    The rules and regulations issued by the executive director shall be binding upon the several county departments.

    26-1-111 (1) C.R.S. (2007) Activities of the state department (CDHS) under the supervision of the supervision of the executive director

    The state department, under the supervision of the executive director, is charged with the administration or supervision of all public assistance and welfare activities of the state, including but not limited to assistance payments, food stamps, social services, child welfare services, rehabilitation, and programs for the aging and for veterans, which activities as enumerated are declared to be state as well as county purposes.

Performance Measures: N/A

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 ☑	Base Reduction Item FY 08-09	Supplemental FY 07-08 ☐	Budget Request Amendment FY 08-09 ☐

Request Title: Adjustment to Statewide Multiuse Network Payments

Department: Human Services

Priority Number: Statewide-DPA-01

Dept. Approval by: _[signature]_   Date: 1/17/07

OSPB Approval: _[signature]_   Date: 10/25/07 _[signature]_ 11/1/07

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	1,809,954	2,041,936	0	2,041,936	2,041,936	264,466	2,306,402	0	2,306,402	264,466
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,104,071	1,245,581		1,245,581	1,245,581	161,324	1,406,905	0	1,406,905	161,324
	GFE	0	0		0	0	0	0	0	0	0
	CF	18,100	20,419		20,419	20,419	2,645	23,064	0	23,064	2,645
	CFE	140,187	163,355		163,355	163,355	21,157	184,512	0	184,512	21,157
	FF	547,596	612,581		612,581	612,581	79,340	691,921	0	691,921	79,340
	MCF	93,507	95,485		95,485	95,485	12,377	107,862	0	107,862	12,377
	MGF	46,754	47,744		47,744	47,744	6,189	53,933	0	53,933	6,189
	NGF	1,150,825	1,293,325		1,293,325	1,293,325	167,513	1,460,838	0	1,460,838	167,513
(3) Office of Information Technology, Multiuse Network Payments	Total	1,809,954	2,041,936	0	2,041,936	2,041,936	264,466	2,306,402	0	2,306,402	264,466
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,104,071	1,245,581		1,245,581	1,245,581	161,324	1,406,905	0	1,406,905	161,324
	GFE	0	0		0	0	0	0	0	0	0
	CF	18,100	20,419		20,419	20,419	2,645	23,064	0	23,064	2,645
	CFE	140,187	163,355		163,355	163,355	21,157	184,512	0	184,512	21,157
	FF	547,596	612,581		612,581	612,581	79,340	691,921	0	691,921	79,340
	MCF	93,507	95,485		95,485	95,485	12,377	107,862	0	107,862	12,377
	MGF	46,754	47,744		47,744	47,744	6,189	53,933	0	53,933	6,189
	NGF	1,150,825	1,293,325		1,293,325	1,293,325	167,513	1,460,838	0	1,460,838	167,513

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Personnel and Administration

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 [✓] Base Reduction Item FY 08-09 [ ] Supplemental FY 07-08 [ ] Budget Request Amendment FY 08-09 [ ]

Request Title: Adjustment to Statewide Vehicle Lease Payments
Department: Human Services
Priority Number: Statewide-DPA-02

Dept. Approval by: _[signature]_ Date: 10/17/07
OSPB Approval: _[signature]_ Date: 10/26/07 for 11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	529,049	716,648	0	716,648	716,648	(74,543)	642,105	0	642,105	(74,543)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	359,391	437,634	0	437,634	437,634	(47,747)	389,887	0	389,887	(47,747)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	982	989	0	989	989	1,626	2,615	0	2,615	1,626
	CFE	137,658	239,060	0	239,060	239,060	(34,568)	204,492	0	204,492	(34,568)
	FF	31,018	38,965	0	38,965	38,965	6,146	45,111	0	45,111	6,146
	MCF	111,428	207,430	0	95,485	207,430	(35,715)	171,715	0	171,715	(35,715)
	MGF	55,714	103,714	0	103,714	103,714	(17,858)	85,857	0	85,857	(17,858)
	NGF	415,105	541,348	0	541,348	541,348	(65,605)	475,744	0	475,744	(65,605)
(3) Office of Operations, Vehicle Lease Payments	Total	529,049	716,648	0	716,648	716,648	(74,543)	642,105	0	642,105	(74,543)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	359,391	437,634	0	437,634	437,634	(47,747)	389,887	0	389,887	(47,747)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	982	989	0	989	989	1,626	2,615	0	2,615	1,626
	CFE	137,658	239,060	0	239,060	239,060	(34,568)	204,492	0	204,492	(34,568)
	FF	31,018	38,965	0	38,965	38,965	6,146	45,111	0	45,111	6,146
	MCF	111,428	207,430	0	95,485	207,430	(35,715)	171,715	0	171,715	(35,715)
	MGF	55,714	103,714	0	103,714	103,714	(17,858)	85,857	0	85,857	(17,858)
	NGF	415,105	541,348	0	541,348	541,348	(65,605)	475,744	0	475,744	(65,605)

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name:
IT Request: Yes [ ] No [✓]
Request Affects Other Departments: Yes [✓] No [ ] If Yes, List Other Departments Here: Personnel and Administration

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Statewide C-SEAP Program Staffing
Department:	Human Services
Priority Number:	Statewide-DPA-03

Decision Item FY 08-09 ☑ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _(signature)_ Date: 14/9/07
OSPB Approval: _(signature)_ Date: 10/25/07 ...

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	6,389,052	7,992,867	0	7,992,867	8,722,242	90,788	8,813,030	0	8,813,030	90,788
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	3,657,451	4,216,064	0	4,216,064	4,602,633	47,889	4,650,522	0	4,650,522	47,889
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	21,624	18,842	0	18,842	26,136	214	26,350	0	26,350	214
	CFE	2,369,935	3,412,255	0	3,412,255	3,711,299	38,758	3,750,057	0	3,750,057	38,758
	FF	340,042	345,706	0	345,706	382,174	3,927	386,101	0	386,101	3,927
	MCF	1,866,281	2,392,701	0	2,392,701	2,602,031	27,178	2,629,209	0	2,629,209	27,178
	MGF	933,590	1,196,351	0	1,196,351	1,301,016	13,589	1,314,605	0	1,314,605	13,589
	NGF	4,591,041	5,412,415	0	5,412,415	5,903,649	61,478	5,965,127	0	5,965,127	61,478
(1) Executive Director's Office Worker's Compensation	Total	6,389,052	7,992,867	0	7,992,867	8,722,242	90,788	8,813,030	0	8,813,030	90,788
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	3,657,451	4,216,064	0	4,216,064	4,602,633	47,889	4,650,522	0	4,650,522	47,889
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	21,624	18,842	0	18,842	26,136	214	26,350	0	26,350	214
	CFE	2,369,935	3,412,255	0	3,412,255	3,711,299	38,758	3,750,057	0	3,750,057	38,758
	FF	340,042	345,706	0	345,706	382,174	3,927	386,101	0	386,101	3,927
	MCF	1,866,281	2,392,701	0	2,392,701	2,602,031	27,178	2,629,209	0	2,629,209	27,178
	MGF	933,590	1,196,351	0	1,196,351	1,301,016	13,589	1,314,605	0	1,314,605	13,589
	NGF	4,591,041	5,412,415	0	5,412,415	5,903,649	61,478	5,965,127	0	5,965,127	61,478

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes ☑ No

Request Affects Other Departments: ☑ Yes ☐ No   If Yes, List Other Departments Here: Personnel and Administration, Health Care Policy & Financing

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: ACSES Web FTE
Department: Human Services
Priority Number: BRI-1

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09   Supplemental FY 07-08 ☑   Budget Request Amendment FY 08-09

Dept. Approval by: _[signature]_   Date: 10/19/07   Date: 10/24/07
OSPB Approval: _[signature]_   11/1/07 11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/Base Reduction FY 08-09	November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	11,383,660	11,613,279	0	11,613,279	11,602,375	(112,183)	11,490,192	0	11,490,192	(111,534)
	FTE	34.4	37.9	0.0	37.9	37.9	2.0	39.9	0.0	39.9	2.0
	GF	3,811,775	3,803,547	0	3,803,547	3,799,840	(38,142)	3,761,698	0	3,761,698	(37,922)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	67,470	145,010	0	145,010	145,010	0	145,010	0	145,010	0
	CFE	106,052	281,489	0	281,489	281,489	0	281,489	0	281,489	0
	FF	7,398,363	7,383,233	0	7,383,233	7,376,036	(74,041)	7,301,995	0	7,301,995	(73,612)
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	3,811,775	3,803,547	0	3,803,547	3,799,840	(38,142)	3,761,698	0	3,761,698	(37,922)
(7) Office of Self Sufficiency, (D) Child Support Enforcement, Automated Child Support Enforcement System	Total	11,383,660	11,613,279	0	11,613,279	11,602,375	(112,183)	11,490,192	0	11,490,192	(111,534)
	FTE	34.4	37.9	0.0	37.9	37.9	2.0	39.9	0.0	39.9	2.0
	GF	3,811,775	3,803,547	0	3,803,547	3,799,840	(38,142)	3,761,698	0	3,761,698	(37,922)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	67,470	145,010	0	145,010	145,010	0	145,010	0	145,010	0
	CFE	106,052	281,489	0	281,489	281,489	0	281,489	0	281,489	0
	FF	7,398,363	7,383,233	0	7,383,233	7,376,036	(74,041)	7,301,995	0	7,301,995	(73,612)
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	3,811,775	3,803,547	0	3,803,547	3,799,840	(38,142)	3,761,698	0	3,761,698	(37,922)

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name:
IT Request: ☐ Yes ☑ No
Request Affects Other Departments: ☐ Yes ☑ No   If Yes, List Other Departments Here:

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CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Human Services
Priority Number:	BRI-1
Change Request Title:	ACSES Web FTE

SELECT ONE (click on box):

☒ Decision Item FY 08-09
☒ Base Reduction Item FY 08-09
☐ Supplemental Request FY 07-08
☐ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:
☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Division of Child Support Enforcement is requesting that two FTE be appropriated to replace contract resources currently utilized to support its interactive web site. The interactive web site has become an important part of the Program's service delivery infrastructure today and will increase in its importance in the future. It is in the Department's best interest to allocate permanent staff to ensure the site remains reliable, up-to-date, and an effective self-service tool for parents, employers, and CSE workers both in-state and out-of-state.

Background and Appropriation History:

Child Support Enforcement has made a significant investment in developing an interactive web site to deliver child support services to parents, employers, and CSE workers in Colorado and other states. The eCSE web site is seen as a national model for State CSE web sites and, in September 2004, was awarded the Federal Office of Child Support Enforcement's Commissioner's Award for Excellence in Customer Service because it provides real-time availability of case information to people with child support cases in Colorado.

CSE followed this by joining in two federally-sponsored pilot projects: 1) a pilot to build a feature to allow employers to pick-up their income withholding orders on-line; and 2) a pilot to join a Federal interstate web network to allow CSE workers in the U.S. to query real-time information on cases they share with Colorado. Both of these pilots provide important future potential for the eCSE web site. The future potential for delivering child support services on-line is far greater than anything we have taken advantage of so far.

The Automated Child Support Enforcement System was appropriated $11,494,336 in FY 20007-08, per the Long Bill (SB 07-239). The appropriation includes funding for 37.9 FTE, comprised of General Professionals, IT Professionals/Technicians, and Administrative/Support staff. The appropriation includes funding for contractor services (State Directory of New Hires and Family Support Registry). The appropriation also pays for operating costs related to the line item.

All Child Support Enforcement costs including those associated with the proposed FTE and current contractor costs are matched with 66% Federal Financial Participation (FFP).

<u>General Description of Request</u>:

To take advantage of the future potential, as well as to maintain the gains previously made, the management and support of the eCSE web site must be formalized. Previously, the web site was developed and supported primarily by contractor resources. In view of the earlier successes, this has worked well. However, given the importance of the web site to the administration of services of Child Support Enforcement in Colorado, and the need to expand the use of the site to better support parents, employers, and the public, it is in the State's best interest to staff the management and support for the eCSE web site with FTE rather than contractor resources.

This request involves adding 2 FTE to formalize a web development team. These would be added to the existing 37.9 ACSES FTE. To date, the eCSE Web site has been primarily enhanced and supported by contract resources. These FTE resources would replace existing contract resources and fulfill the following roles: 1) IT Professional IV – would be filled with a senior web programmer, who would continue to maintain the

existing features and expand on the features currently available, and allow CSE to expand its offerings to its stakeholders; 2) IT Professional III – would be filled with a Web system administrator, responsible for ensuring that the eCSE is consistently available to constituents, and for maintaining the security of the system itself.

Consequences if Not Funded:

Permanent FTE are better suited than contract staff to maintain the existing site and expand the adoption of the previously mentioned features to employers and CSE workers in Colorado and around the country. Without in-house management and support infrastructure for the web site, it would not be advisable to attempt such an expansion, based on its mission critical nature.

Calculations for Request: This is an efficiency change request. The Department is requesting two (2.0) FTE be appropriated via this Decision Item. The FTE will be funded using existing dollars in the Automated Child Support Enforcement Special Purpose Welfare Line that have been used to pay for contract resources. (SEE COST BENEFIT ANALYSIS)

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	($112,183)	($38,142)			($74,041)	2

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	($111,534)	($37,922)			($73,612)	2

Assumptions for Calculations:

As stated above, the following FTE are proposed:
1. IT Professional IV: Senior Web Programmer
2. IT Professional III: Web System Administrator

- Contractors were calculated using 2000 hours per year times the standard billing rates. See detailed calculations in the cost benefit analysis.
- Child Support Enforcement receives a Federal reimbursement rate at 66%.
- Federal funds was calculated at 66% of total funds.
- General fund was calculated at 34% of total funds.

Impact on Other Government Agencies: N/A

Cost Benefit Analysis:
Contractor - Annual cost - wages

Type	Rate / hr		Annual hrs	Total
Senior Java developer	1	$ 70	2000	$ 140,000
Jr. Java developer	1	$ 60	2000	$ 120,000
			Total	$ 260,000

Total annual costs

		Sr. dev		Jr. dev			
		1.0		1.0		2.0	2.0
		$140,000		$120,000			
		12		12			
		FY 08/09	FY 09/10	FY 08/09	FY 09/10	FY 08/09	FY 09/10
		$140,000	$140,000	$120,000	$120,000	$260,000	$260,000
Supplies @ $500	$500	$500	$500	$500	$500	$1,000	$1,000
Desktop Computer includes Office Suite	$1,230	$1,230	$0	$1,230	$0	$2,460	$0
Capital Outlay Office Furn @ $2,225	$2,225	$2,225	$0	$2,225	$0	$4,450	$0
Phone - annual cost	$450.00	$450	$450	$450	$450	$900	$900
		$4,405	$950	$4,405	$950	$8,810	$1,900
		$ 144,405	$ 140,950	$ 124,405	$ 120,950	$ 268,810	$ 261,900

GRAND TOTAL

Fiscal Year(s) of Request	Title:	IT Prof IV FY 08-09	IT Prof IV FY 09-10	IT Prof III FY 08-09	IT Prof III FY 09-10	GRAND TOTAL FY 08-09	GRAND TOTAL FY 09-10
PERSONAL SERVICES							
Number of PERSONS / class title		1	1	1	1		
Number of months working in FY 08-09 and FY 09-10		12	12	12	12		
Number of months paid in FY 08-09 and FY 09-10*		12	12	12	12		
Calculated FTE per classification		1.0	1.0	1.0	1.0	2.0	2.0
Annual base salary		$69,612	$69,612	$60,108	$60,108	$129,720	$129,720
Salary		$69,612	$69,612	$60,108	$60,108	$129,720	$129,720
PERA	10.15%	$7,066	$7,066	$6,101	$6,101	$13,167	$13,167
Medicare	1.45%	$1,009	$1,009	$872	$872	$1,881	$1,881
Prior Year SAED	N/A	$0	$522	$0	$451	$0	$973
Subtotal Personal Services at Division Level		$77,687	$78,209	$67,081	$67,532	$144,768	$145,741
Subtotal AED at EDO Long Bill Group Level	1.60%	$1,114	$1,114	$962	$962	$2,076	$2,076
Subtotal SAED at EDO Long Bill Group Level	Varies	$522	$348	$451	$301	$973	$649
Department Specific Average Cost for HLD / Employee**	N/A	$0	$0	$0	$0	$0	$0
Subtotal for Health, Life, Dental (if over 20 FTE)		$0	$0	$0	$0	$0	$0
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	$0	$0	$0	$0	$0	$0
OPERATING EXPENSES							
Supplies @ $500/$500***	$500	$500	$500	$500	$500	$1,000	$1,000
Computer @ $900/$0	$900	$900	$0	$900	$0	$1,800	$0
Office Suite Software @ $330/$0	$330	$330	$0	$330	$0	$660	$0
Office Equipment @ $2,225 /$0	$2,225	$2,225	$0	$2,225	$0	$4,450	$0
Telephone Base @ $450/$450***	$450	$450	$450	$450	$450	$900	$900
Subtotal Operating Expenses		$4,405	$950	$4,405	$950	$8,810	$1,900
GRAND TOTAL ALL COSTS		$83,728	$80,621	$72,899	$69,745	$156,627	$150,366

* Shift in pay for year one - $4,102.

Savings Calculations - eCSE Web FTE

	FY 08-09	FY 09-10	Total
Contractor costs	$268,810	$ 261,900	
FTE costs	$156,627	$ 150,366	
Savings amount	**$112,183**	**$ 111,534**	**$ 223,717**
FFP (66%)	$ 74,041	$ 73,612	
State (34%)	$ 38,142	$ 37,922	

The calculation of the costs for contractor resources versus the cost of two FTE resources yields the following cost savings:

FY 08-09: $112,183
FY 09-10: $111,534
Total cost savings for two years: $223,717

Implementation Schedule:

Task	Month/Year
Post position openings	April 1, 2008
Interview candidates	June 1, 2008
FTE Hired	July 1, 2008

Statutory and Federal Authority:

26-13-102.C.R.S.(2007)
Legislation declaration.
The purposes of this article are to provide for enforcing the support obligations owed by absent parents, to locate absent parents, to establish parentage, to establish and modify child support obligations, and to obtain support in cooperation with the federal government pursuant to Title IV-D of the federal "Social Security Act", as amended, and other applicable federal regulations.

26-13-103. C.R.S. (2007) Support enforcement program.

- The state department, pursuant to rules and regulations, shall establish a program to provide necessary support enforcement services. The state department shall establish a single and separate agency within the department to administer or supervise the administration of such program in accordance with Title IV-D of the federal "Social Security Act", as amended, and this article.

Performance Measures:

Program	Performance Measure	Outcome	FY-2005-06 Actual	FY-2006-07 Actual	FY-2007-08 Current	FY-2008-09 Request
Child Support Enforcement	Percent of current child support paid during the calendar year.	Benchmark	62.40%	59.90%	61.90%	63.90%
		Actual	57.90%	59.30%		

Federal Child Support Enforcement performance measures include the following:

- Paternity Establishment percentage (IV-D) – the number of children in the caseload in the FY who were born out-of-wedlock with paternity established or acknowledged.

- Paternity Establishment percentage (statewide) - the number of children in the state who were born out-of-wedlock with paternity established or acknowledged during the FY.

- Support order establishment percentage – number of IV-D cases with support orders versus total number of IV-D cases.

- Current collections percentage – amount of current support collected versus amount of current support owed in IV-D cases.

- Arrearage collections percentage – number of IV-D cases with payment toward arrears versus total number of IV-D cases with arrears due.

- Cost effectiveness ratio – total IV-D dollars collected versus Total IV-D dollars expended.

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title:	Accuracy in Budgeting - Administrative Case Management
Department:	Human Services
Priority Number:	NP [1]

Decision Item FY 08-09 ☑   Base Reduction Item FY 08-09 ☐   Supplemental FY 07-08 ☐   Budget Request Amendment FY 08-09 ☐

Dept. Approval by: _(signature)_   Date: 10/17/07

OSPB Approval: _(signature)_   Date: 10/23/07 _(initials)_ 11/1/07

	Fund	1 Prior-Year Actual FY 06-07	2 Appropriation FY 07-08	3 Supplemental Request FY 07-08	4 Total Revised Request FY 07-08	5 Base Request FY 08-09	6 Decision/ Base Reduction FY 08-09	7 November 1 Request FY 08-09	8 Budget Amendment FY 08-09	9 Total Revised Request FY 08-09	10 Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	44,128,490	45,055,425	0	45,055,425	45,055,425	(650,000)	44,405,425	0	44,405,425	(650,000)
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	37,051,314	37,857,021		37,857,021	37,857,021	(650,000)	37,207,021	0	37,207,021	(650,000)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	5,046,139	5,136,901	0	5,136,901	5,136,901		5,136,901	0	5,136,901	0
	FF	2,031,037	2,061,503	0	2,061,503	2,061,503		2,061,503	0	2,061,503	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	37,051,314	37,857,021	0	37,857,021	37,857,021	(650,000)	37,207,021	0	37,207,021	(650,000)
(5) DIVISION OF CHILD WELFARE Family and Children's Program	Total	44,128,490	45,055,425	0	45,055,425	45,055,425	(650,000)	44,405,425	0	44,405,425	(650,000)
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	37,051,314	37,857,021		37,857,021	37,857,021	(650,000)	37,207,021	0	37,207,021	(650,000)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	5,046,139	5,136,901	0	5,136,901	5,136,901		5,136,901	0	5,136,901	0
	FF	2,031,037	2,061,503	0	2,061,503	2,061,503		2,061,503	0	2,061,503	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	37,051,314	37,857,021	0	37,857,021	37,857,021	(650,000)	37,207,021	0	37,207,021	(650,000)

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: ☐ Yes   ☑ No

Request Affects Other Departments: ☑ Yes   ☐ No   If Yes, List Other Departments Here: Department of Health Care Policy and Financing

[1] Companion to Health Care Policy and Financing Decision Item # 15.