



Department of Human Services  
Line Item Descriptions

**Executive Director's Office**

FY 2014-15 Budget Request

**NOVEMBER 1, 2013**

This page was intentionally left blank.

TABLE OF CONTENTS

(1) EXECUTIVE DIRECTOR’S OFFICE..... 1-1

(A) GENERAL ADMINISTRATION ..... 1-1

    PERSONAL SERVICES ..... 1-1

    HEALTH, LIFE, AND DENTAL ..... 1-1

    SHORT-TERM DISABILITY ..... 1-1

    S.B. 04-257 AMORTIZATION EQUALIZATION DISBURSEMENT ..... 1-1

    S.B. 06-235 SUPPLEMENTAL AMORTIZATION EQUALIZATION DISBURSEMENT ..... 1-2

    SALARY SURVEY ..... 1-2

    SHIFT DIFFERENTIAL ..... 1-2

    WORKERS’ COMPENSATION ..... 1-3

    OPERATING EXPENSES ..... 1-3

    LEGAL SERVICES FOR 18,439 HOURS ..... 1-3

    ADMINISTRATIVE LAW JUDGE SERVICES ..... 1-3

    PAYMENT TO RISK MANAGEMENT AND PROPERTY FUNDS..... 1-3

    STAFF TRAINING ..... 1-3

    INJURY PREVENTION PROGRAM ..... 1-4

(B) SPECIAL PURPOSE..... 1-4

    EMPLOYMENT AND REGULATORY AFFAIRS..... 1-4

    ADMINISTRATIVE REVIEW UNIT ..... 1-5

    RECORDS AND REPORTS OF CHILD ABUSE OR NEGLECT..... 1-6

    JUVENILE PAROLE BOARD ..... 1-7

    DEVELOPMENTAL DISABILITIES COUNCIL ..... 1-7

    COLORADO COMMISSION FOR THE DEAF AND HARD OF HEARING..... 1-7

    CHILD PROTECTION OMBUDSMAN ..... 1-8

    HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 - SECURITY REMEDIATION..... 1-9

    CBMS EMERGENCY PROCESSING UNIT..... 1-9

    DEVELOPMENTAL DISABILITIES AND BEHAVIORAL HEALTH SERVICES GAP ANALYSIS..... 1-9

This page was intentionally left blank

## Line Item Descriptions FY2014-15 BUDGET REQUEST

### **(1) EXECUTIVE DIRECTOR'S OFFICE**

#### **(A) GENERAL ADMINISTRATION**

The Executive Director's Office contains the staff and resources for overall direction of all departmental activities.

#### **PERSONAL SERVICES**

This line item provides funding for employees' salaries and wages, as well as the associated state contribution to the Public Employees Retirement Association and the state share of federal Medicare taxes for staff within the Executive Director's Office. This line item also provides funding for certain professional and temporary services.

#### **HEALTH, LIFE, AND DENTAL**

The Health, Life, and Dental (HLD) appropriation is designed to cover the State's contribution for the premium on each employee's HLD insurance policy. This insurance benefit is part of the POTS component paid jointly by the State and State employees on a predetermined rate based on the tier that each employee selected (e.g., Employee, Employee + Spouse, Employee + Child(ren), Employee + Spouse + Child(ren)).

#### **SHORT-TERM DISABILITY**

Short-Term Disability (STD) is insurance that provides partial payment of an employee's salary in the event that an individual becomes disabled and cannot perform his or her work duties. All employees have this employer-paid payroll-based benefit. STD rates are calculated on a fiscal-year basis per the Common Policy instructions. The year-to-year estimated rate is set by the Department of Personnel and Administration. If the actual rate for the fiscal year differs substantially from the estimated rate, the Department of Personnel and Administration will submit a statewide Supplemental Request to adjust the appropriation.

#### **S.B. 04-257 AMORTIZATION EQUALIZATION DISBURSEMENT**

The Amortization Equalization Disbursement increases the employer contribution to the PERA Trust Fund to amortize the unfunded liability in the Trust Fund beginning in January 2006. The Budget Request for this line is computed per the Office of State Planning and Budgeting's budget instructions. The rate is provided by the Department of Personnel and Administration and is calculated using

## Line Item Descriptions FY2014-15 BUDGET REQUEST

the sum of base salaries, Salary Survey, Performance-based Pay and Shift Differential. During the 2005 legislative session, the General Assembly created a single Amortization Equalization Disbursement line item in all departments to fund these expenses. The FY 05-06 Amortization Equalization Disbursement used a rate of 0.5% of payroll beginning January 1, 2006. This remained at this level until January 1, 2007 when it increased to 1%. The rate is projected to increase to 3% over seven years. FY 06-07 was the first full year this program was in effect.

### **S.B. 06-235 SUPPLEMENTAL AMORTIZATION EQUALIZATION DISBURSEMENT**

The Supplemental Amortization Equalization Disbursement increases the employee's contribution to the PERA Trust Fund to amortize the unfunded liability beginning January 2008. It is similar to the Amortization Equalization Disbursement discussed above. The Budget Request for this line is computed per the Office of State Planning and Budgeting's budget instructions. The rate is provided by the Department of Personnel and Administration and is calculated using the sum of base salaries, Salary Survey, Performance-based Pay and Shift Differential. During the 2006 legislative session, the General Assembly passed SB 06-235, which included creation of the Supplemental Amortization Equalization Disbursement as a sub-line of the Salary Survey and Senior Executive Services line item in all departments to fund these expenses. The Supplemental Amortization Equalization Disbursement rate was first implemented in FY 07-08 and used a rate of 0.5% of payroll beginning January 1, 2008. This rate increased by 0.5% per year, in each calendar year until 2013.

### **SALARY SURVEY**

The Salary Survey appropriation reflects the amounts appropriated to the Department to cover the cost of salary increases based on the job and wage classification survey performed annually by the Department of Personnel and Administration. In general, the appropriations incorporate results of the "Annual Compensation Survey" recommendation provided by the Department of Personnel and Administration, which reflects percentage adjustments by occupational group. Applicable PERA and Medicare amounts are added into the Salary Survey calculations.

### **MERIT PAY**

Department of Personnel and Administration established the guidelines for Merit Pay, which is a combination of Salary Survey and Performance Pay. Effective July 1, 2007, Fully Competent, Commendable and Superior performers received an increase.

### **SHIFT DIFFERENTIAL**

## Line Item Descriptions FY2014-15 BUDGET REQUEST

Shift Differential is funding for enhancing salary for individuals who staff evening and night shifts at 24-hour care facilities. The department uses this funding for the Mental Health Institutes, Division of Youth Corrections, Regional Centers, and for facilities management.

### **WORKERS' COMPENSATION**

This line item is used to pay the Department's estimated share for inclusion in the state's workers' compensation program for state employees. This program is administered by the Department of Personnel and Administration. The cost basis is developed relative to estimated claim payouts, purchased professional services (actuarial and broker costs), and Common Policy adjustments. The Department of Personnel and Administration's actuaries determine departmental allocations.

### **OPERATING EXPENSES**

This line item provides funding for supplies and materials, as well as departmental Capital Outlay for the purchase or replacement of medical equipment, furniture, and other items that cost less than \$50,000.

### **LEGAL SERVICES FOR 18,439 HOURS**

The legal services appropriation is used to purchase legal services from the Department of Law.

### **ADMINISTRATIVE LAW JUDGE SERVICES**

This line item provides funding for the Department to purchase services from the Department of Personnel and Administration, Administrative Hearings Division.

### **PAYMENT TO RISK MANAGEMENT AND PROPERTY FUNDS**

This line item provides funding for the Department's share of statewide costs for two programs operated by the Department of Personnel and Administration: (1) the liability program, and (2) the property program. The State's liability program is used to pay liability claims and expenses brought against the State. The property program provides insurance for state buildings and their contents.

### **STAFF TRAINING**

## Line Item Descriptions FY2014-15 BUDGET REQUEST

The staff training line provides funding for the conferences and training enterprise fund managed by the Mental Health Institute at Fort Logan and the Grand Junction Regional Center for charges made by non-departmental employees who participate in selected staff training programs.

### **INJURY PREVENTION PROGRAM**

The injury prevention line provides funding for employee injury prevention, loss control initiatives, and mandatory safety requirements.

### **(B) SPECIAL PURPOSE**

#### **EMPLOYMENT AND REGULATORY AFFAIRS**

The Employment and Regulatory Affairs appropriation contains funding related to four separate functions of the Department of Human Services, including (1) Audits, (2) Supplemental Nutritional Assistance Program (SNAP) Quality Assurance, (3) Human Resources, and (4) State Board Staff.

- **Audits.** This program independently verifies, through internal and external audits, that state and federal financial assistance has been distributed correctly. The Audit Division is responsible for federally mandated sub-recipient monitoring of federal and State funds to insure that the awards are used for authorized purposes in compliance with laws, rules and regulations, and grant provisions.
- **SNAP Quality Assurance.** This program performs the federally mandated food stamp quality control function. Included in the quality control function are monthly reviews to ensure eligibility and the correct allotment of food stamps. Reviews are used to: (1) calculate the State's food stamp error rate; (2) assist in corrective action and payment accuracy strategies; and (3) establish the State's eligibility for enhanced federal funding or liability for payment error rates that exceed the national tolerance level.
- **Human Resources.** This program performs all activities related to the Department's personnel/employees. These activities include, but are not limited to: recruitment, examinations, orientation, benefits administration, evaluations, workers' compensation case management, performance management, and personnel records maintenance.
- **State Board Staff.** This area is responsible for supporting the State Board of Human Services and coordinating all the Human Services rules.



## **ADMINISTRATIVE REVIEW UNIT**

The Administrative Review Division (ARD) is a neutral, third party charged with the federally required Case Reviews and Quality Assurance (QA) Systems for both the Division of Child Welfare and the Division of Youth Corrections (DYC) in Colorado. The Administrative Review Process involves an on-site case review and face-to-face meeting for all children who are in out-of-home placement for at least six months and is held every six months, as long as the child/youth remains in out-of-home placement. The Quality Assurance Review system includes the review of a random sampling of child welfare cases that are receiving in-home and short-term placement services. A primary purpose of both types of reviews is to monitor the federally prescribed outcomes of safety, permanence, and child and family well-being for children and families receiving services through the Child Welfare or Division of Youth Corrections programs. Both reviews have incorporated many of the requirements addressed in Colorado's federally mandated Performance Improvement Plan. Written findings and case specific data reports are provided daily for each completed Administrative Review. Aggregate data reports are provided to county departments, DYC regions, Child Welfare Program staff and the Federal Government on a quarterly or semi-annual and annual basis. Aggregate data reports on the separate Quality Assurance Reviews are provided to the counties as the reviews are completed. As ARD staff is geographically based, the Division is able to provide a Case Review and QA system in each jurisdiction in the state.

These reviews ensure that:

- The child or youth is safe and receiving services identified in their case plan;
- The placement of the child or youth is necessary, the setting is appropriate, and progress is being made to either return the child or youth home safely or achieve permanency through another means; and
- The county has appropriately determined the child or youth's eligibility for federal Title IV-E funds.

This unit is also responsible for conducting federally required quality assurance reviews concerning all children and families receiving child welfare services. These reviews currently involve a random sample of individual cases, client satisfaction surveys, and evaluations of systemic indicators. The unit is thus responsible for ensuring compliance with state and federal laws, assuring that out-of-home placement care criteria are met, reviewing the level of care for the child or youth, and assisting in moving the child or youth to a safe, permanent environment. In addition, this unit was designed to facilitate maximization of federal Title IV-E revenue and to assist counties in identifying other available revenue, such as federal Social Security, federal Social Security Disability Income, federal Supplemental Security Income, private insurance, and victim advocacy funds.

In 2011, H.B. 11-1181 codified the Colorado Department of Human Services' Child Fatality Review Team (CFRT). This team was moved to the ARD in January of 2013. In 2012, the statute was amended when S.B. 12-033 was passed, adding the review and public

## Line Item Descriptions FY2014-15 BUDGET REQUEST

disclosure of non-confidential information of near fatalities and egregious incidents of abuse or neglect to the purview of the CFRT. These changes were intended to enable the CFRT to gain a better understanding of the causes, trends, and system responses to child maltreatment and develop recommendations in policy, practice and systemic changes to improve the overall health, safety, and wellbeing of children in Colorado and mitigate future child fatalities.

In July of 2013, the Division of Child Welfare's Quality Assurance Unit was also moved to the ARD. The ARD now conducts reviews of county certified foster care home files to determine if the Volume VII regulations are being followed relative to licensing standards for these homes.

### **RECORDS AND REPORTS OF CHILD ABUSE OR NEGLECT**

This line item provides funding for the Department to maintain records of abuse and neglect and to perform related functions. Funding for this purpose was previously included in a line item in the Division of Child Welfare entitled, "Central Registry of Child Protection." House Bill 03-1211 repealed the state Central Registry of Child Protection, effective January 1, 2004. Pursuant to H.B. 03-1211, the Department of Human Services now uses records of child abuse or neglect for the purpose of conducting background screening checks (generally requested by employers and agencies to screen potential child care employees, child care facility license applicants, and prospective adoptive parents). Fees paid for screening checks continue to be used to cover the direct and indirect costs of performing background checks and administering provisions related to the appeals process and the release of information contained in records and reports.

This organization includes two units that have specific functions:

- The Records and Reports Background Investigation Unit performs approximately 28,000 background screens annually using the department's automated data system "TRAILS." The TRAILS system captures reports of child abuse and neglect that have been investigated by County departments of human/social services. Individuals seeking employment that involves children, foster care placements, adoption, and volunteer activities are required to be screened against this data. This unit provides information to other states, for example, when former Colorado residents seek to be foster care placement families in the state they currently reside. This unit also ensures proper handling of revenue received for fees that are charged for background screens.
- The Child Abuse/Neglect Dispute Review Section handles approximately 900 appeals annually from individuals who have been confirmed, at the county level, for child abuse or neglect. HB 03-1211 mandated an adequate due process system to protect the children and the citizens of the state and for the prompt expunging of reports that are unsubstantiated or found to be false in accordance with the requirements of the federal Child Abuse Prevention and Treatment Act (CAPTA). Unit staff are responsible for complying with the statutory mandate to create a consistent approach to the confirmation and appeal process statewide; increasing the legal capacity to analyze the different phases of appeals; consulting with the Attorney General's

## Line Item Descriptions FY2014-15 BUDGET REQUEST

Office and county attorneys on legal strategy; responding and incorporating legal precedent in guidelines and procedures; researching, reviewing and analyzing the appeals and the county record that supports the action; determining the resolution strategy in cases; scheduling and meeting with the appellant and/or counsel; determining settlement offers; completing and drafting complex documents; and responding to calls from citizens, case-workers, lawyers, and other interested persons concerning the TRAILS appeals process.

### **JUVENILE PAROLE BOARD**

Pursuant to Section 19-2-206 (6), C.R.S., the department is responsible for providing support for the Juvenile Parole Board (JPB). The Executive Director of the department appoints the JPB administrator. The JPB is a type 1 transfer agency with independent authority to conduct parole hearings for youths committed by the judicial branch to the custody of the Department of Human Services' Youth Corrections system. The work unit consists of a statutorily mandated administrator and professional and support staff who provide high level technical and professional support to the nine-member appointed Board in the tracking, review and conduct of juvenile parole hearings, and coordination with case managers and administrators in the Division of Youth Corrections. The JPB is responsible for ensuring the victims of crimes against persons, as defined by the Colorado Victim Rights Amendment, are provided their statutory and constitutional rights.

The JPB is a nine-member body responsible for reviewing and approving parole applications for adjudicated juveniles in the custody of the Division of Youth Corrections. Authority for the JPB is established in Section 19-2-206, C.R.S. The full board is required to meet no less than once per month. Members of the JPB are reimbursed for expenses incurred in the performance of their duties. In addition to the reimbursement of expenses, the four citizen board members and the local elected official member receive a per diem of one hundred fifty dollars spent transacting official business of the board.

### **DEVELOPMENTAL DISABILITIES COUNCIL**

This council of 24 appointed representatives is responsible for providing coordination, planning, and advice on developmental disabilities services, including development of a state plan for developmental disability services.

### **COLORADO COMMISSION FOR THE DEAF AND HARD OF HEARING**

Created in FY 2000-01, the Colorado Commission for the Deaf and Hard of Hearing is codified at Section 26-21-101, etc. seq., C.R.S. The Commission is responsible for: (1) facilitating the provision of general government services to persons who are deaf and hard of hearing; (2) distribution of telecommunications equipment for persons who are deaf and hard of hearing (pursuant to HB 02- 1180); and, since FY 2006-07, (3) overseeing provision of legal interpreters for the hearing impaired (pursuant to SB 06-061). Funding is from the General Fund (for a portion of the legal interpreters program), and the balance reflects appropriations from the Colorado

## Line Item Descriptions FY2014-15 BUDGET REQUEST

disabled Telephone Users Fund (DTUF) to the Colorado Commission for the Deaf and Hard of Hearing Cash Fund for the Commission's use. The Commission may also receive and expend gifts, grants, and donations.

During the 2006 legislative session, statutory changes were made to transfer authority for overseeing provisions of legal interpreters for the hearing impaired from the Division of Vocation Rehabilitation to the Commission. The responsibility for the line was moved to the Executive Director's Office - Special Purpose in SB 07-239, the Long Bill.

Prior to FY 2006-07, the Commission was supported by ongoing and one-time transfers from the DTUF to the Commission's Cash Fund that were fixed in statute; however, pursuant to SB 06-218, amounts from the DTUF to the Commission Cash Fund are based on annual appropriation.

In the 2009 legislative session, S.B 09-144 substantially increased the Commission's funding and staffing through increased appropriations from the Colorado Disabled Telephone Users Fund. The bill expanded the mission of the Colorado Commission for the Deaf and Hard of Hearing (the commission) by:

- Creating the position of system navigator specialist to promote public awareness and provide technical assistance;
- Clarifying the commission's role in arranging services and accommodation for the deaf and hard of hearing in the state court system; and
- Establishing a grant program to address the needs of the deaf and hard of hearing community.

The commission is charged with the establishment of rules for the grant program and administering a subcommittee to review and approve grant applications. The bill also specifies that the state court system does not include municipal courts, and revises the qualifications for commission members and the procedures for filling vacancies.

## **CHILD PROTECTION OMBUDSMAN**

The Child Protection Ombudsman was established by SB 10-171 to review complaints received about a public agency regarding the safety, permanency, and well-being of a child. The ombudsman investigates complaints and resolves cases when appropriate, evaluates and makes recommendations for a statewide grievance policy, and makes recommendations to improve the child welfare system, promotes best practices, and reports to the Governor and General Assembly. The Ombudsman Program is established through a contract (with a public agency or other appropriate private nonprofit organization). A voluntary advisory work group was formed to provide a detailed plan for the program and to advise the Department about the length of the contract and the criteria for the request for proposals to operate the program.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 - SECURITY REMEDIATION**

The Department is considered a covered entity under HIPAA, as it is responsible for the administration of numerous programs that handle health information. Specifically, the security rule covers: (1) the Mental Health Institutes at Pueblo and Fort Logan; (2) Mental Health Services; (3) the Alcohol and Drug Abuse Division; (4) department-wide security; (5) the Department's accounting program; (6) the Office of Information Technology Services; (7) the Regional Centers at Wheat Ridge, Pueblo, and Grand Junction; (8) the Division of Developmental Disabilities; and (9) the Nursing Homes at Rifle and Fitzsimons.

Responsibilities of this section include the development of a department-wide, system-based risk assessment and the integration of this assessment into the Department's operations. The staff also conducts periodic evaluations for all systems where technical, environmental, or operational changes have occurred. The section is responsible for the continuation of consolidation efforts associated with protected health information covered by the security rules, for an annual test that details the Department's security management processes, and for on-going privacy and security training.

### **CBMS EMERGENCY PROCESSING UNIT**

The initial deployment of the Colorado Benefits Management System was contested in court. The court allowed the deployment to go forward, but issued a temporary order that required the State to meet several conditions. One of those created an emergency processing unit (EPU) to support benefit applicants. Continued operation of the EPU was included in a subsequent agreement between plaintiffs and the State during negotiations toward a settlement of the lawsuit, and is part of the final order that was issued when the case was settled. The unit was initially staffed with contract workers, but those positions were converted to state employees when it became clear that the function would be ongoing.

This line item has historically been shown in the Administration sub-division of the Executive Director's Office. In FY 2009-10, the Long Bill, SB 09-259, moved the line item to the Special Purpose group.

### **DEVELOPMENTAL DISABILITIES AND BEHAVIORAL HEALTH SERVICES GAP ANALYSIS**

During the 2013 legislative session, the legislature approved \$50,000 in one-time general funding to complete an in-depth study of the current system for services to individuals with a dual diagnosis of developmental disabilities and psychiatric or behavioral disorders. The study is designed to assess how many individuals in Colorado have co-occurring disorders that have demonstrated potentially harmful behavior towards themselves or others. It also surveys the capacity of the current system to assess and treat individuals when a crisis occurs and afterwards by evaluating the current costs of approximately 40 individuals. The study will make

Line Item Descriptions FY2014-15 BUDGET REQUEST

recommendations for models that include a 24/7 response team, facilitation of collaboration between stakeholders, and provision of an evidence-based, person-centered approach to assisting individuals and their families to prevent crisis situations from developing and to addressing those situations in a comprehensive manner when they occur.



Department of Human Services  
Line Item Descriptions

**Office of Information Technology**

FY 2014-15 Budget Request

**NOVEMBER 1, 2013**

This page was intentionally left blank



**TABLE OF CONTENTS**

(2) OFFICE OF INFORMATION TECHNOLOGY ..... 2-1

    (A) INFORMATION TECHNOLOGY ..... 2-1

        OPERATING EXPENSES ..... 2-1

        MICROCOMPUTER LEASE PAYMENTS ..... 2-1

        COUNTY FINANCIAL MANAGEMENT SYSTEM ..... 2-1

        CLIENT INDEX PROJECT ..... 2-2

        COLORADO TRAILS ..... 2-2

        NATIONAL AGING PROGRAM INFORMATION SYSTEM ..... 2-3

        CHILD CARE AUTOMATED TRACKING (CHATS) ..... 2-3

        HEALTH INFORMATION MANAGEMENT SYSTEM ..... 2-3

        ADULT PROTECTIVE SERVICES DATA SYSTEM ..... 2-4

        INTEGRATED BEHAVIORAL HEALTH SERVICES DATA COLLECTION ..... 2-4

        PURCHASE OF SERVICES FROM COMPUTER CENTER [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT] ..... 2-4

        COLORADO STATE NETWORK [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT] ..... 2-5

        MANAGEMENT AND ADMINISTRATION OF OIT [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT] ..... 2-5

        COMMUNICATION SERVICES PAYMENTS [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT] ..... 2-5

        COFRS MODERNIZATION ..... 2-5

        INFORMATION TECHNOLOGY SECURITY [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT] ..... 2-5

        DYC EDUCATION SUPPORT [NEW LINE ITEM] ..... 2-6

        PAYMENTS TO OIT [NEW LINE ITEM] ..... 2-6

    (B) COLORADO BENEFITS MANAGEMENT SYSTEM ..... 2-8

        (1) ONGOING EXPENSES ..... 2-11

            COLORADO BENEFITS MANAGEMENT SYSTEM, DHS PERSONAL SERVICES ..... 2-11

            COLORADO BENEFITS MANAGEMENT SYSTEM, HCPF PERSONAL SERVICES ..... 2-11

COLORADO BENEFITS MANAGEMENT SYSTEM, CENTRALLY APPROPRIATED ITEMS .....	2-11
COLORADO BENEFITS MANAGEMENT SYSTEM, HCPF ONLY PROJECTS.....	2-11
COLORADO BENEFITS MANAGEMENT SYSTEM, OPERATING EXPENSES.....	2-12
CBMS SAS-70 AUDIT .....	2-12
 (2) SPECIAL PROJECTS .....	 2-12
CBMS MODERNIZATION, CONTRACT EXPENSES.....	2-12
CBMS MODERNIZATION, DHS PERSONAL SERVICES .....	2-12
CBMS MODERNIZATION, DHS OPERATING EXPENSES .....	2-13
CBMS MODERNIZATION, HCPF PERSONAL SERVICES, OPERATING EXPENSES, AND CENTRALLY APPROPRIATED EXPENSES .....	2-13

Line Item Descriptions FY 2014-15 BUDGET REQUEST

**(2) OFFICE OF INFORMATION TECHNOLOGY**

The Department of Human Services' Office of Information Technology Services (OITS) formerly was responsible for developing and maintaining the major centralized computer systems of the Department, including systems that link to all counties in the state. With the creation of the Governor's Office of Information and Technology (GOIT), the Office has transitioned into conduit of funding and means of oversight for GOIT programs benefiting the Department.

**(A) INFORMATION TECHNOLOGY**

**OPERATING EXPENSES**

This line item pays for the operating expenses associated with the FTE residing in GOIT but supporting the Department, plus much of the centralized hardware and software infrastructure used by the Department.

**MICROCOMPUTER LEASE PAYMENTS**

This line item is used for lease payments on personal computers and related equipment. The line item was originally recommended and approved in FY 1998-99 for the transition of old purchased (5 to 7 years) microcomputers to new leased microcomputers for the Y2K (Year 2000) conversion. The original amount appropriated was \$839,914 which has been reduced to the current amount of \$539,344 by savings due to the reduction in microcomputer costs and the reduction in leased interest rates over the next several Fiscal Years.

**COUNTY FINANCIAL MANAGEMENT SYSTEM**

This line item pays for contract and operating expenses associated with maintaining the County Financial Management System (CFMS). The system tracks program expenditures by program, by funding source, by county; tracks and allocates administrative costs by program; and, tracks expenditures that are estimated to count toward federal maintenance of effort requirements. The system manages over \$1.0 billion in payments annually. Funding for CFMS is used for contractual services (IT programmers) and hardware and software maintenance.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **CLIENT INDEX PROJECT**

The Client Index system assures that each recipient of state benefits has a unique identifier. Each program uploads the name, gender, date-of-birth, social security number, and other identifying information for any individual served, and the Client Index System looks for other duplicate entries and assigns a unique identifier. The Client Index System retains both this unique identifier and the identifiers assigned by each respective program's system. By maintaining a central, unduplicated listing of clients served, the Client Index System enhances interagency coordination and cooperation, reduces data entry requirements, reduces referrals for duplicated services, reduces fraud, and provides information for program evaluations.

### **COLORADO TRAILS**

This line item pays personal services, operating, and contract costs associated with Colorado Trails. Colorado Trails is a statewide system, operational since 2002, that supports activities in the Division of Child Welfare and the Division of Youth Corrections. It provides case management, financial tools, and other resources to users of the program.

The Colorado Trails system was an initiative of the Division of Child Welfare, the Division of Youth Corrections, the Office of Information Technology Services, and the Office of Operations to redesign and implement an information system for case management, case tracking, court reporting, case information sharing, automated desktop procedures, and facility and placement tracking. The goal was to assist caseworkers and client managers in performing their jobs, as well as to provide better reporting tools and management information for CDHS.

Two key pieces of legislation enacted in the 1996 Legislative Session, including H.B. 96-1017, "Concerning the Management of Information Related to Children Who Receive Services under the Colorado Children's Code," and S.B. 96-221, "Concerning the Integrated Criminal Justice Information System," were legislative efforts to build upon past efforts to streamline, simplify and mandate accessibility to client data for the purposes of improving services to children.

In addition, the Child Welfare Settlement Agreement (CWSA) required changes in policies, procedures and data collection for CDHS. The Colorado Trails system was designed and developed to address the data collection change addressed in the CWSA. The CWSA refers to the need for a "unitary data system." This need was met by completion of the Colorado Trails system.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Colorado Trails was also the result of federally mandated requirements of the Omnibus Budget Reconciliation Act of 1993, which required states to develop a comprehensive statewide automated system capable of supporting the administration of services under Title IV-B and IV-E.

The type of client information needed and used by the Division of Child Welfare and Division of Youth Corrections in determining treatment or other client care plans is very often similar and may involve the same client. As an example, Child Welfare clientele once in an out-of-home placement situation may also be placed in a Division of Youth Corrections detention center. Information related to such children and youth, however, was not, prior to implementation of Colorado Trails, readily accessible by all agencies and/or across counties involved in services to the client due to historically based differences in requirements attached to funding streams and how the data was collected and stored. Colorado Trails is the result of an effort to remedy this situation by reducing duplication of effort to serve clients as well as providing more comprehensive historical client records to aid in the preparation of care plans and other services for clients.

### **NATIONAL AGING PROGRAM INFORMATION SYSTEM**

This system helps the Department comply with federal reporting requirements regarding clients served through Older Americans Act programs. Funding is primarily used to purchase contract programmer services and to partially fund the cost of leasing/purchasing microcomputers for area agencies on aging (AAA's) and service providers. Federal funds are from Title III of the Older Americans Act and this grant requires a 25.0 percent match.

### **CHILD CARE AUTOMATED TRACKING (CHATS)**

This line provides funds for the support of the eligibility and payment system for the Child Care Assistance Program, which provides child care subsidies for low-income families, Temporary Assistance for Needy Families (TANF) families, and families transitioning from the Colorado Works program.

### **HEALTH INFORMATION MANAGEMENT SYSTEM**

This line item pays operating and contract costs associated with maintaining the Health Information Management System, also known as AVATAR. This automated system supports clinical and administrative business functions at the Mental Health Institutes, the Regional Centers for persons with developmental disabilities, and the Division of Youth Corrections' detention and institutional facilities. The system was created in October 1995, in response to a requirement by the federal Health Care Financing Administration

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

for providers to itemize all services and bill Medicare under a physician fee schedule. The system includes medical records, census, billing and accounts receivable, client banking, nutrition, laboratory, pharmacy, and clinical assessment and treatment information.

### **ADULT PROTECTIVE SERVICES DATA SYSTEM**

Adult Protective Services (APS) in the State of Colorado are mandated by civil statute. By definition, an at-risk adult is an individual eighteen years of age or older who is susceptible to mistreatment or self-neglect because the individual is unable to perform or obtain services necessary for the individual's health, safety or welfare or lacks sufficient understanding or capacity to make or communicate responsible decisions concerning the individual's person or affairs. Examples of at-risk adults include frail or elderly persons who are unable to perform typical activities of daily living and adults with a developmental disability, acquired brain injury, major mental illness, dementia, Alzheimer's, neurological or cognitive defect.

The Department oversees the Adult Protective Services Program designed to prevent the mistreatment or self-neglect of at-risk adults in Colorado. The primary functions of the State APS Program are to develop policy; supervise local APS programs; monitor statutory compliance; address consumer and public inquiries; train caseworkers and other professionals involved in providing protective services, and manage the APS data system.

This line item will be used to purchase, implement and maintain a new data system to manage protection and advocacy services for these at-risk adults.

### **INTEGRATED BEHAVIORAL HEALTH SERVICES DATA COLLECTION**

This line item pays to develop, design, implement and maintain an Integrated Behavioral Health Services Data Collection System (IBHS). The IBHS will consolidate the State's mental health and substance use disorder data currently used for client records and analysis and include physical health data. The IBHS will replace the mental health Colorado Clinical Assessment Record (CCAR) system and the substance use disorder Drug/Alcohol Coordinated Drug System (DACODS). This system will track patient outcomes and provider performance.

### **PURCHASE OF SERVICES FROM COMPUTER CENTER [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT]**

This common policy based line item represents the Department of Human Services' share of utilization of the General Government Computer Center (GGCC) services and equipment. The source of funds is based on the financing for the programs that use GGCC

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

services. The GGCC Common Policy supports the planning, management, operation and delivery of the computing infrastructure. All adjustments to this line are based on the Governor's Office of Information Technology as approved by the JBC.

### **COLORADO STATE NETWORK [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT]**

The Colorado State Network (CSN) provides cost-effective, quality, high-speed broadband data communications and Internet access to Colorado's public sector: e.g., state agencies, schools, colleges, libraries, hospitals and local government. The goal of the CSN is to increase telecommunications services and economic development in the State's rural areas. This Common Policy appropriation provides funding for the Department of Human Services allocation from the Governor's Office of Information Technology for the statewide multi-use network. This appropriation represents the Department of Human Services share of circuits and recoverable costs associated with the provision of and administration of CSN to its customers. All adjustments to this line are based on OIT Common Policies as approved by the JBC.

### **MANAGEMENT AND ADMINISTRATION OF OIT [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT]**

This common policy appropriation was established to support the Department of Human Services' share of the costs statewide services managed by the Governor's Office of Information Technology (OIT). All adjustments to this line are based on OIT Common Policies as approved by the JBC.

### **COMMUNICATION SERVICES PAYMENTS [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT]**

This common policy appropriation supports the Department of Human Services' share of the costs for the state's public safety communications infrastructure. The Governor's Office of Information Technology (OIT) is responsible for operations and maintenance of this program. All adjustments to this line are based on OIT Common Policies.

### **COFRS MODERNIZATION**

This line reflects funding for the first two phases of a five-phase project to replace the statewide accounting system (COFRS).

### **INFORMATION TECHNOLOGY SECURITY [MOVED TO NEW LINE ITEM, PAYMENTS TO OIT]**

The Colorado Office of Information Security (OIS) within Governor's Office of Information Technology (OIT) is the State's source for cyber security awareness, monitoring, and defense. OIS is responsible for protecting all executive branch agencies, the judicial

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

branch, and the office of State elected officials. There are close to 800 applications, 20 data centers, 26,000 users, and millions of State customers under the purview of OIT and OIS.

The Office of the State Auditor commissioned a comprehensive penetration test of State systems in 2010 and found that Colorado State government agencies are at a high risk of a system compromise and/or data breach by individuals both internal and external to the State. Specifically, the testers were able to compromise thousands of citizen records housed in State databases. The intrusion detection system used by OIS to monitor network gateways for unauthorized traffic and attacks simply could not keep up with the volume of State transactions it was required to track. The State's role as a service provider and repository of sensitive citizen information requires improvements to be made in the area of cyber security to prevent a real-life, costly attack on the State's sensitive data.

The funding in this line item is transferred to OIT for services to help protect state agencies against cyber attacks that have the potential to expose the State's personally identifiable information.

### **DYC EDUCATION SUPPORT [NEW LINE ITEM]**

The Division of Youth Corrections (DYC) educates committed youth and prepares them for a successful transition back into school or the workforce. This line item provides funding for employees' salaries and wages, as well as the associated State contribution to the Public Employees Retirement Association (PERA) and the State share of federal Medicare taxes who will create and manage expansion and improvement to the education technology infrastructure. The moneys are transferred to the Governor's Office of Information Technology.

### **PAYMENTS TO OIT [NEW LINE ITEM]**

Payments made to OIT are consolidated to one line item. The funding consists of the following costs.

#### Purchase of Services from Computer Center

This common policy based line item represents the Department of Human Services' share of utilization of the General Government Computer Center (GGCC) services and equipment. The source of funds is based on the financing for the programs that use GGCC services. The GGCC Common Policy supports the planning, management, operation and delivery of the computing infrastructure. All adjustments to this line are based on the Governor's Office of Information Technology as approved by the JBC.



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### Colorado State Network

The Colorado State Network (CSN) provides cost-effective, quality, high-speed broadband data communications and Internet access to Colorado's public sector: e.g., state agencies, schools, colleges, libraries, hospitals and local government. The goal of the CSN is to increase telecommunications services and economic development in the State's rural areas. This Common Policy appropriation provides funding for the Department of Human Services allocation from the Governor's Office of Information Technology for the statewide multi-use network. This appropriation represents the Department of Human Services share of circuits and recoverable costs associated with the provision of and administration of CSN to its customers. All adjustments to this line are based on OIT Common Policies as approved by the JBC.

### Management and Administration of OIT

This common policy appropriation was established to support the Department of Human Services' share of the costs statewide services managed by the Governor's Office of Information Technology (OIT). All adjustments to this line are based on OIT Common Policies as approved by the JBC.

### Communication Services Payments

This common policy appropriation supports the Department of Human Services' share of the costs for the state's public safety communications infrastructure. The Governor's Office of Information Technology (OIT) is responsible for operations and maintenance of this program. All adjustments to this line are based on OIT Common Policies.

### Information Technology Security

The Colorado Office of Information Security (OIS) within Governor's Office of Information Technology (OIT) is the State's source for cyber security awareness, monitoring, and defense. OIS is responsible for protecting all executive branch agencies, the judicial branch, and the office of State elected officials. There are close to 800 applications, 20 data centers, 26,000 users, and millions of State customers under the purview of OIT and OIS.

The Office of the State Auditor commissioned a comprehensive penetration test of State systems in 2010 and found that Colorado State government agencies are at a high risk of a system compromise and/or data breach by individuals both internal and external to the State. Specifically, the testers were able to compromise thousands of citizen records housed in State databases. The intrusion detection system used by OIS to monitor network gateways for unauthorized traffic and attacks simply could not keep up with the volume of State transactions it was required to track. The State's role as a service provider and repository of sensitive citizen information requires improvements to be made in the area of cyber security to prevent a real-life, costly attack on the State's sensitive data.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

The funding in this line item is transferred to OIT for services to help protect state agencies against cyber attacks that have the potential to expose the State's personally identifiable information.

### **(B) COLORADO BENEFITS MANAGEMENT SYSTEM**

The Colorado Benefits Management System (CBMS) is involved in the distribution of over \$2 billion in benefits to over 500,000 individual clients annually. Each month, the system is used to process approximately 30,000 new client applications and 40,000 client reauthorizations. In addition to these client-side functions, CBMS communicates with over 100 external systems. These system-to-system interactions occur on a wide range of time scales: real-time online access, nightly batch jobs, and weekly, bi-weekly, monthly, and quarterly report generation and distribution. The external systems with which CBMS communicates include other State of Colorado systems, systems operated by other states, and federal systems.

Colorado currently uses the CBMS to provide benefits to approximately 1 out of 9 Coloradoans. As Colorado past the nine-year mark since the start of the development of the system, the CBMS is used to effectively distribute more than \$2.7 billion annually in benefits.

The system supports interactive interviews with clients, assesses the eligibility of applicants, calculates benefits for clients, and provides on-going case management and history tracking. The CBMS determines eligibility for many types of public assistance including TANF, Food Assistance, Medicaid, and children's health insurance.

Citizens are able to apply for benefits for 18 high-level programs and 94 aid codes (services) through 64 Counties with a single application. Colorado's continues to focus on simplifying the benefit application process and increasing awareness of the availability of assistance for those who are eligible but not requesting benefits. For individuals requesting medical only benefits, they can apply at one of several medical assistance sites. Colorado has also recently established over 60 sites where individuals can apply for benefits under the presumptive eligibility rules for pregnant women and children. The CBMS encompasses programs that determine eligibility and associated benefits for close to 500,000 clients and for more than 280,000 cases.

Colorado enlisted the help of EDS, a technology services business, to develop, implement, operate and maintain their system. The system was launched in September 2004 and took approximately four years to complete from development to implementation. There are almost 1,200 different screens in the system, including tabs, contained in 25 tracks within CBMS.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

The programs, which the CBMS supports are state-supervised and county, administered. The State serves as a conduit for state and federal funding that ultimately flows to the counties. In this capacity, the State is responsible for policy setting, ensuring adherence to state and federal rules and mandates. Counties provide the bulk of services to the public and perform most of the interaction with clients.

A key component of the CBMS Project is provision of Medical Assistance intake and eligibility determination at non-county sites. These sites include a subset of health care providers that process applications for public Medical Assistance in Colorado. They target special programs to low income, high risk, and under-served populations. They are unique in being able to accept and process applications for some Medical Assistance programs and many facilitate applications to Medicaid. Together, these providers are referred to as non-county (Department of Social Services) Medical Assistance application sites. The 155 primary Medical Assistance sites are predominantly public, non-profit, and not-for-profit organizations. Of these, 105 operate at a single location and another 41 have one or more secondary or satellite sites. The non-county Medical Assistance sites operate and provide services at a total 301 different locations. These sites are critically important to providing and maintaining access to medical care and linking into the medical assistance programs that fund such care.

Some of the programs supported by the CBMS include:

### Aid To The Blind (AB)

The Aid to the Blind (AB) program provides cash assistance to low-income Colorado residents, age 18 and over, who have at least a six-month total disability that precludes them from working.

### Aid To The Needy Disabled (AND)

The Aid To The Needy Disabled (AND) program provides cash assistance to low-income Colorado residents, age 18 and over, who have at least a six-month total disability that precludes them from working.

### Adult Protective Services (APS)

The Adult Protective Service (APS) program provides services to adults who are at risk or victims of abuse, neglect, and exploitation. The Program intervenes with or on behalf of at-risk adults to correct or alleviate situations in which actual or imminent danger of abuse, self-neglect, neglect, or exploitation exists. APS utilizes community support systems to provide for the continuing safety of the at-risk adult.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### Child Health Plan Plus (CHP+)

The Child Health Plan Plus (CHP+) is health insurance coverage for low-income children (18 years of age and under). CHP+ provides medical benefits including inpatient and outpatient hospital, physician, prescription drugs, dental, and mental health care. Depending on the geographic area in which an enrollee lives, services are provided either by an HMO or by a fee-for-service network.

### Colorado Works (CO Works)

Colorado Works is the state's Temporary Assistance for Needy Families (TANF) program. CO Works is designed to assist participants to terminate their dependence on government benefits by promoting job preparation, work, and marriage. Eligible families receive a monthly cash assistance grant. Counties may also offer various diversion programs to families who meet the income requirements. This can vary from county to county.

### Food Assistance

The purpose of the federally funded Food Assistance Program is to alleviate hunger and malnutrition among low-income households by increasing their food purchasing power. Eligible households who apply receive a monthly benefit allotment. Households can redeem their allotment for food items only using an Electronic Benefits Transaction (EBT) card.

### Medicaid

Medicaid provides health insurance for low-income families who meet state and federal eligibility requirements. Medicaid can assist families with children, pregnant women, the elderly, and people with disabilities when eligibility requirements are met. Persons who are not United States citizens are not eligible for Medicaid except in a life threatening medical emergency. Other state medical programs may be available to those persons who do not meet Medicaid eligibility requirements.

### Old Age Pension (OAP)

The Old Age Pension (OAP) program provides financial assistance and may provide medical benefits for low-income adults age 60 or older. They must meet basic eligibility requirements to be eligible for this program.

### Work Programs (WP)

The purpose of the Work Programs (WP) is to provide case management to required Colorado Works and food assistance participants by increasing self-sufficiency through employment activities and employment support services. This includes issuing payments to both clients and providers.

Line Item Descriptions FY 2014-15 BUDGET REQUEST

The system is continually being enhanced to support new legislation and programs.

**(1) ONGOING EXPENSES**

**COLORADO BENEFITS MANAGEMENT SYSTEM, DHS PERSONAL SERVICES**

This line item provides funding for employees' salaries and wages, as well as the associated State contribution to the Public Employees Retirement Association (PERA) and the State share of federal Medicare taxes. The moneys are transferred to the Governor's Office of Information Technology for the service provisions.

**COLORADO BENEFITS MANAGEMENT SYSTEM, HCPF PERSONAL SERVICES**

This line item provides funding for Health Care Policy and Financing (HCPF) employees' salaries and wages, as well as the associated State contribution to the Public Employees Retirement Association (PERA) and the State share of federal Medicare taxes. The moneys are transferred to the Governor's Office of Information Technology for the service provisions.

**COLORADO BENEFITS MANAGEMENT SYSTEM, CENTRALLY APPROPRIATED ITEMS**

This line item provides funding for employee benefits such as Health, Life, Dental, Short Term Disability, Amortization Equalization Disbursement, and Supplemental Amortization Disbursement. The moneys are transferred to the Governor's Office of Information Technology for the service provisions.

**COLORADO BENEFITS MANAGEMENT SYSTEM, HCPF ONLY PROJECTS**

This line item was added during the FY 2011-12 supplemental process to capture the appropriations associated with the H.B. 09-1293 project adding expansion populations to Medicaid eligibility and for CBMS compliance with low income subsidy and disability determination services federal requirements. The moneys for this project were previously appropriated to the CBMS Operating and Contract Expenses line item. The moneys appropriated to this line item are transferred to HCPF.

Line Item Descriptions FY 2014-15 BUDGET REQUEST

**COLORADO BENEFITS MANAGEMENT SYSTEM, OPERATING EXPENSES**

This line item provides funds for the operating and contract expenses associated with the operation of CBMS. Contracts are awarded to vendors for maintenance, operation, and enhancements to CBMS. The funding is transferred to the Governor's Office of Information Technology for the delivery of services.

**CBMS SAS-70 AUDIT**

This appropriation funds an on-going audit of the CBMS. A Statement on Auditing Standards (SAS) 70 audit focuses on: (1) management policies, standards and procedures; (2) state and county staff training and subsequent adherence to standards and procedures; (3) general controls over system development, acquisition, maintenance, and change management; (4) operational controls over change management of software, logical and physical security, and contingency planning; and (5) application controls over source documents, data input, editing and processing, data output, and system access. The audit requires an assessment regarding "which functions (including reports) of the CBMS are currently operating as intended and/or as necessary; and which, if any, functions are not working as intended and/or as necessary."

**(2) SPECIAL PROJECTS**

This section provides for a project to modernize the CBMS and implements a system of oversight for the project. The Governor's Office of Information Technology (OIT) is required to monitor the modernization project and report quarterly to the Joint Budget Committee.

**CBMS MODERNIZATION, CONTRACT EXPENSES**

This line item pays for the OIT's information technology services and equipment contracts for this project.

**CBMS MODERNIZATION, DHS PERSONAL SERVICES**

This line item pays for personal services such as employees' salaries and wages, State contributions to the Public Employees Retirement Association (PERA), and the State share of federal Medicare taxes associated with this project.

Line Item Descriptions FY 2014-15 BUDGET REQUEST

**CBMS MODERNIZATION, DHS OPERATING EXPENSES**

This line item pays for the operating expenses to support the additional staff to manage and implement the modernization project and other related costs.

**CBMS MODERNIZATION, HCPF PERSONAL SERVICES, OPERATING EXPENSES, AND CENTRALLY APPROPRIATED EXPENSES**

This line item pays for centrally appropriated costs such as Health, Life, Dental, Short Term Disability, Amortization Equalization Disbursement and Supplemental Amortization Equalization Disbursement related to this project.



Department of Human Services  
Line Item Descriptions

**Office of Operations**

FY 2014-15 Budget Request

**NOVEMBER 1, 2013**



This page was intentionally left blank

**TABLE OF CONTENTS**

(3) OFFICE OF OPERATIONS ..... 3-1

    (A) ADMINISTRATION ..... 3-2

        PERSONAL SERVICES ..... 3-2

        OPERATING EXPENSES ..... 3-2

        VEHICLE LEASE PAYMENTS ..... 3-2

        LEASED SPACE ..... 3-2

        CAPITOL COMPLEX LEASED SPACE ..... 3-2

        UTILITIES ..... 3-3

    (B) SPECIAL PURPOSE ..... 3-3

        BUILDINGS AND GROUNDS RENTAL ..... 3-3

        STATE GARAGE FUND ..... 3-3

This page was intentionally left blank

***(3) OFFICE OF OPERATIONS***

The Office of Operations includes two divisions:

The Division of Facilities Management accounts for over 68% of the staff in the Office of Operations. The Division is responsible for operating, cleaning, and maintaining all Department buildings and facilities, including Youth Correction facilities, the two State Mental Health Institute campuses, and three Regional Centers for the Developmentally Disabled, in addition to Department office buildings. The Division operates 282 buildings and over 3.51 million gross square feet of space. It is also responsible for the acquisition, operations, and management of utility services, planning, design, and construction management of controlled maintenance and capital construction projects. The Division also supports the Department's commercial space and vehicles leases.

The Division of Financial Services includes Accounting, Procurement and Contracts Management and makes up 32% of the staff in the Office of Operations. The Accounting unit manages all Department financial operations and resources, including payments to counties and service providers throughout the state for human services programs, Medicaid, Medicare and private party billing for the Department's various community and institutional programs, and overall accounts and controls over expenditures and revenues from multiple state and federal sources. The Procurement unit has been delegated autonomous authority by the Department of Personnel and Administration and is responsible for purchasing goods and services for Departmental programs. They are also responsible for providing warehouse and distribution for all Department programs which house direct care clients. This includes ordering and inventory control of food and non-food items through three primary warehouse and office facilities throughout the State. Contracts Management is responsible for managing the contract process in the Department, including development, approval, and performance oversight of all Department contracts.

Line Item Descriptions FY 2014-15 BUDGET REQUEST

**(A) ADMINISTRATION**

**PERSONAL SERVICES**

The personal services line item provides funding for employees' salaries and wages for the four divisions listed in the summary of the office above. This line item also provides funding for contracted professional and temporary services.

**OPERATING EXPENSES**

The operating expenses line item provides for most of the non-personal services costs with the exception of leased space, leased vehicles and utilities. The expenses include the materials and supplies needed by the Office of Operations.

**VEHICLE LEASE PAYMENTS**

This line item provides funding for annual payments to the Department of Personnel and Administration for the cost of administration, loan repayment, and lease-purchase payments for new and replacement motor vehicles [see Section 24-30-1117, C.R.S.]. The vehicle lease payment line item provides for the fixed portion of the vehicle leases from fleet management. CDHS currently has 476 vehicles, including 7 short-term and delayed turn-in vehicles. Adjustments to this appropriation are made via DPA common policy.

**LEASED SPACE**

The overall appropriation for this line item comprises funding for 40 commercial space leases throughout the State associated with nine major program areas (Alcohol and Drug Abuse Services, Child Care, Disability Determination, Vocational Rehabilitation, Youth Corrections, etc.). The Department leases approximately 159,159 square feet at an average cost of \$14.17 per square foot.

**CAPITOL COMPLEX LEASED SPACE**

Capitol Complex Leased Space is appropriated based on usable square footage utilized by each State department. Currently, for the Department of Human Services, this includes 99,087 square feet at 1575 Sherman Street in Denver and 3,104 square feet at the State Office Building in Grand Junction. Changes to this line item are made annually through the DPA common policy process.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **UTILITIES**

This line item funds utilities expenditures including natural gas, electricity, water and waste water expenses for the Department's residential facilities (Division of Youth Corrections, Mental Health Institutes, and Regional Centers for Persons with Developmental Disabilities and Office of Operations Support Facilities). This appropriation also funds the energy performance contracts, pursuant to 24-30-2001 C.R.S..

### **(B) SPECIAL PURPOSE**

#### **BUILDINGS AND GROUNDS RENTAL**

The appropriation for this line item provides cash fund spending authority for personal services (FTE) and operating expenses for the maintenance, repair, and upkeep of Department of Human Services facilities and grounds that are leased to public and private agencies. The Department leases space owned by the Department to other state agencies or non-profit organizations for offices or for the direct provision of services. Most of these rentals are at the Colorado Mental Health Institute at Fort Logan with agencies having missions compatible with the Department. The rates paid by agencies are based on the Department's calculated costs for maintenance, repair, and upkeep of the rented spaces. Spending Authority for this line item is based on anticipated revenue from the leasing agencies. Pursuant to Section 26-1-1335.6 C.R.S., rents collected are deposited into the Buildings and Grounds Cash Fund to be used for the operating, maintaining, remodeling or demolishing of the rental properties. H.B. 08-1268 expanded the Department's authority to rent property to other Department of Human Services locations, which was previously restricted to the Fort Logan campus.

#### **STATE GARAGE FUND**

The Department has an agreement with the Department of Personnel & Administration to operate vehicle maintenance and fueling stations at three state facilities, the Mental Health Institutes at Fort Logan and Pueblo, and Grand Junction Regional Center. The Office of Operations is reimbursed by divisions within the Department and by other state agencies (Department of Transportation and the Colorado State Patrol) for maintenance, repair, storage and fueling of state-owned passenger motor vehicles. Revenues are deposited into the State Garage Fund. This line item provides the spending authority for the Department to receive and spend such reimbursement. Pursuant to Section 24-30-1104(2)(b), C.R.S., the Department of Personnel has the authority to use any available state facilities (and enter into contracts with such facilities) to establish and operate central facilities for the maintenance, repair and storage of state-owned passenger motor vehicles for the use of state agencies.



Department of Human Services  
Line Item Descriptions

**County Administration**

FY 2014-15 Budget Request

**NOVEMBER 1, 2013**

This page was intentionally left blank.



**TABLE OF CONTENTS**

(4) COUNTY ADMINISTRATION ..... 4-1  
    COUNTY ADMINISTRATION ..... 4-1  
    COUNTY TAX BASE RELIEF ..... 4-1  
    COUNTY SHARE OF OFFSETTING REVENUES ..... 4-2  
    COUNTY INCENTIVE PAYMENTS ..... 4-2

This page was intentionally left blank.

**(4) COUNTY ADMINISTRATION**

**COUNTY ADMINISTRATION**

County Administration currently provides funding for 64 county social services departments to administer the following programs: Food Assistance, Adult Cash Assistance Programs (except for Old Age Pension), Child Support Services, and the Low Income Energy Assistance Program.

Section 26-1-122 (3) (C), C.R.S., generally defines county expenditures that qualify as administration. According to statute, administration costs include:

“Salaries of the county director and employees of the county department staff engaged in the performance of assistance payments, food stamps, and social services activities; the county’s payments on behalf of such employees for old age and survivor’s insurance or pursuant to a county officers’ and employees’ retirement plan and for any health insurance plan, if approved by the state department; the necessary travel expenses of the county board and administrative staff of the county department in the performance of their duties; necessary telephone and telegraph; necessary equipment and supplies; necessary payments for postage and printing; including the printing and preparation of county warrants required for the administration of the county department; and other such administrative costs as may be approved by the state department; but advancements for office space, utilities, and fixtures may be made from state funds only if federal matching funds are available.”

**COUNTY TAX BASE RELIEF**

This line item was formerly titled County Contingency Payments pursuant to Section 26-1-126, C.R.S. The County Contingency Payments line item was created to provide additional General Fund moneys to assist counties in meeting their obligations for social services costs due to low property tax values. These obligations include county responsibility for maintenance of effort expenditures for the Temporary Assistance for Needy Families (TANF) Block Grant, the county 20 percent share for food assistance and Medicaid reimbursements, the county share for child welfare services expenditures, and the county share for adult assistance programs. The statutory formula for determining each county’s eligibility for these funds resulted in a steady increase in the number of counties that qualified for such funds, as well as the total amount they qualified for. The 2008 General Assembly approved H.B. 08-1250, which changed the formula for calculating county eligibility for assistance monies. The County Contingency Payment line item was eliminated and was replaced by the County Tax Base Relief line item in FY 2008-09 to account for the change in the allocation of the funds.

**COUNTY SHARE OF OFFSETTING REVENUES**

Section 26-13-108, C.R.S. provides that when government authorities recover any support monies for public assistance recipients, such monies may be used to reimburse public assistance paid in accordance with federal law. The funding for this line item reflects revenues earned by counties through child support collections, fraud refunds, state revenue intercepts, and other refunds. The largest component is related to child support enforcement. Of total recoveries, the federal government receives 50 percent, the State receives 30 percent, and counties receive 20 percent. Counties may use their 20 percent of the revenues from recoveries in whatever manner they see fit. Monies do not have to be reinvested in the Child Support Services program.

**COUNTY INCENTIVE PAYMENTS**

The County Incentive Payments line item represents the portion of the state's revenues earned through child support collections, fraud refunds, state revenue intercepts, and other refunds that are redirected to counties as incentives for their performance regarding child support activities. Counties may use the portion of the state recovery revenues that are redirected in whatever manner they see fit. Monies do not have to be reinvested in the Child Support Services program.



Department of Human Services  
Line Item Descriptions

**Division of Child Welfare**

FY 2014-15 Budget Request

**NOVEMBER 1, 2013**

This page was intentionally left blank.

## TABLE OF CONTENTS

(5) DIVISION OF CHILD WELFARE.....	5-1
ADMINISTRATION.....	5-3
TRAINING.....	5-4
FOSTER AND ADOPTIVE PARENT RECRUITMENT, TRAINING, AND SUPPORT .....	5-4
CHILD WELFARE SERVICES .....	5-5
EXCESS FEDERAL TITLE IV-E DISTRIBUTIONS FOR RELATED COUNTY ADMINISTRATIVE FUNCTIONS.....	5-6
TITLE IV-E WAIVER AND EVALUATION DEVELOPMENT .....	5-7
TITLE IV-E WAIVER DEMONSTRATION [NEW LINE ITEM] .....	5-7
FAMILY AND CHILDREN’S PROGRAMS.....	5-7
PERFORMANCE-BASED COLLABORATIVE MANAGEMENT INCENTIVES .....	5-8
INDEPENDENT LIVING PROGRAMS.....	5-9
PROMOTING SAFE AND STABLE FAMILIES PROGRAM.....	5-9
FEDERAL CHILD ABUSE PREVENTION AND TREATMENT ACT GRANT .....	5-9
COMMUNITY-BASED CHILD ABUSE PREVENTION SERVICES.....	5-11
WORKFORCE TOOLS – MOBILE COMPUTING TECHNOLOGY .....	5-12
WORKLOAD STUDY.....	5-13
INTERAGENCY PREVENTION PROGRAMS COORDINATION .....	5-13
TONY GRAMPSAS YOUTH SERVICES PROGRAM.....	5-13

This page was intentionally left blank.



***(5) DIVISION OF CHILD WELFARE***

The Division of Child Welfare provides services to protect children from harm and assists families in caring for and protecting their children. The Division's programs comprise the main thrust of Colorado's effort to meet the needs of children who must be placed or are at risk of placement outside of homes (in out-of-home care) for reasons of protection or community safety. The Long Bill appropriations fulfill the State's obligation to fund these federally mandated services and to generate required non-federal match and maintenance of effort for federal funding. The delivery of child welfare services in Colorado is a state-supervised, county-administered system.

Funding for the Division of Child Welfare is a blend of State General Fund, Cash Funds, Reappropriated Funds, and Federal Funds. The General Fund provides over 55 percent of the Division's funding. Almost 18 percent of Division funding comes from Cash Funds, including three statutory funds (Excess Federal Title IV-E Reimbursements Cash Fund, the Performance-based Collaborative Management Incentive Cash Fund, and the Youth Services Program Fund), and local funds. Reappropriated Funds represent over three percent of the budget and are for Medicaid services. These funds, for administrative activities and direct service provision are originally appropriated to the Department of Health Care Policy and Financing. Almost 24 percent of the Division's funding is comprised of an array of federal funds. Federal funds supporting the Division include four grants and the federal Title IV-E program (Title IV, section E of the Social Security Act). The federal grants include Title XX (Social Services Block Grant); Title IV-B, Part 1; Chafee Foster Care Independence Program; Education and Training Voucher Program (part of Chafee); and the Child Abuse and Prevention and Treatment Act. The majority of federal funds that support the Division are from the federal Title IV-E program.

The traditional federal Title IV-E program is an open-ended entitlement program such that there is no dollar limit on what any state may earn. The program provides matching funds for foster care, adoption, and guardianship assistance. Title IV-E supports four types of activities:

- Maintenance – payments for foster care, adoption subsidies, and relative guardianship assistance;
- Administration – funding to support activities necessary to administer the plan;
- Training – cost reimbursement for training related to the provision of foster care, adoption, and kinship guardianship; and
- Information Technology – costs related to the design, implementation and operation of a statewide data collection system, notably, the State Automated Child Welfare Information System (SACWIS) – currently staffed by the Governor's Office of Information Technology.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

In 2012, the Department was one of nine states awarded a Title IV-E waiver from the federal Administration for Children and Families (ACF). The waiver changes how Colorado receives Title IV-E Funds. Under the waiver, the State receives a limited, capped amount of funding for up to five years, beginning July 1, 2013. The waiver allows the State to focus on doing business differently rather than focusing on out-of-home care. Included in Colorado's waiver are all foster care maintenance and county administrative funds for the Divisions of Child Welfare and Youth Corrections. "Earning" in the traditional sense will continue for adoption and relative guardianship assistance maintenance payments, eligible training activity, as well as SACWIS costs. Colorado is unique among the waiver states in that statewide implementation is planned and counties select which intervention they will initiate rather than a 'pilot' approach in a limited area of the State.

Additionally, on February 6, 2013, the Governor announced an enhanced Child Welfare plan titled "Keeping Kids Safe and Families Healthy 2.0". The plan builds upon Colorado's strong child welfare framework, enhances existing services and introduces new practices, including:

- increasing prevention services;
- implementation of the Title IV-E Waiver;
- establishing a statewide child abuse reporting hotline;
- broadening work force development; and
- providing increased transparency and public engagement.

Related to this plan, the Division received new appropriations for FY 2013-14 through the legislative process. The funding provides for:

- Core Services Program – additional funding to support families to prevent further movement into the child welfare system;
- SafeCare – an in-home prevention service designed to stabilize families and prevent maltreatment;
- Nurse Family Partnership – assistance to first-time parents from specially trained maternal and child health nurses;
- Community Response Program – a voluntary program of outreach to families in need, but whom were determined not to have significant enough need to enter the child welfare system;
- Child Abuse and Neglect Hotline – development of a statewide system for a single toll-free number to report child abuse or neglect with a public awareness and prevention campaign rolling out simultaneously to the hotline;
- Consistent Screening Rules and Practices – creation and implementation of standardized "RED" (Review, Evaluate, Direct) teams across the state to ensure consistent screening practices of potential child welfare cases, and the proper assessment and assignment of each referral to county departments of social/human services,

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

- Enhanced Reporting/Public Facing Website – development of a web-based service that makes child welfare and youth corrections Trails (the statewide automated child protection and child welfare database) data available to the Department, county departments and the public on an ongoing basis; and
- Enhanced Training and Resources for Colorado’s First Responders, Mandatory Reporters, and County Child Welfare Personal Services – additional funding for four purposes: (1) to improve access to child welfare training by adopting a regional training model; (2) to ensure that the Training Academy curriculum meets the current needs of the child welfare community; (3) to provide educational stipends to help recruit an educated workforce; and (4) to expand the Training Academy course offerings to include training for first responders and mandatory reports, and child abuse report screening staff.

House Bill 13-1117 also reshaped the organization. The Promoting Safe and Stable Families program (Federal Title IV-B, part 2 grant) was moved from the Division into the Office of Early Childhood. The Tony Grampsas Youth Services (TGYS) Program was transferred from the Department of Public Health and Environment to the Division. TGYS is a statutory program intended to provide funding to local organizations that target youth and their families with programs designed to reduce youth crime and violence. In addition, the TGYS program focuses on funding programs that prevent or reduce child abuse and neglect.

Through the many legislative and budget actions in the 2013 Legislative Session, several new line items were added to the Division’s budget. Funding for the Division increased by almost \$22.4 million and the Division increased staff by 24.5 FTE in FY 2013-14.

### **ADMINISTRATION**

The Administration line item was established in FY 2000-01 pursuant to S.B. 99-215. This line item appropriation includes funding for personal services and operating expenses for the 61.6 FTE that manage, supervise, or provide administrative support for child welfare programs in the Division’s six units. The units include Permanency; Child Protection Services; Youth Services; 24/7 Facility Licensing and Monitoring; County Foster Home Review; Research, Data and Evaluation; and, Finance. Child Welfare executive management and administrative support are also included in this line.

In FY 2013-14, this line item increased by 20.6 FTE through the legislative process. This included OIT staffing adjustments (1.8 FTE), new child protection staff (1.8 FTE), and H.B. 13-1117 (17.0 FTE). H.B. 13-1117 re-aligned programs and positions between multiple Departments and Divisions.

The line item appropriation includes 78 percent General Fund, 3 percent Reappropriated Funds (Medicaid), and 19 percent Title IV-E Federal Funds. Medicaid funds are transferred from the Department of Health Care Policy and Financing for administrative costs for

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

the Children's Habilitation Residential Program (CHRP), Residential Care Fee-for-Service, and Psychiatric Residential Treatment Facilities.

### **TRAINING**

The training line item was established in 1994 in response to the Child Welfare Settlement Agreement that required minimum standards for the training of county staff. Training was initially included in the Family and Children's Program line item. Training became a separate line item in the FY 2000-01 Long Bill (H.B. 00-1458).

The Child Welfare Training Academy was established by S.B. 09-164 and DI #7 "Child Welfare Training Academy" in FY 2009-10. The vision of the Training Academy is to have the best-trained Child Welfare workforce in the country. This line item provides funding to train new and ongoing county departments of human services child welfare caseworkers, case services aides and supervisors; child placement and residential treatment service providers; supportive services providers (e.g., domestic abuse counselors, substance use disorder counselors, mental health practitioners, developmental disabilities counselors and law enforcement officers); first responders and mandatory reports; child abuse report screening staff; and the Division of Child Welfare staff. All staff hired by the counties must meet state requirements as outlined in the Colorado Code of Regulations, 12-CCR-2509-1 Rule 7.000.61, et. seq., and Section 26-5-109, C.R.S. The Training Academy provides the majority of this training. This funding also provides stipends to students pursuing a degree in social work. Training is designed to meet competency and best practice standards and federal requirements that enable the State to claim federal Title IV-E reimbursement. Approximately 85 percent of the training and curriculum are developed and conducted by outside contractors, which includes departments of social work at several colleges and universities, as well as for-profit training providers. The Division program staff also develops and conducts training.

The 6.0 FTE appropriated in this line item support the Child Welfare Training Academy and includes a training director, an administrative assistant, two certification specialists, an evaluation expert, and a contracts and grants specialist. Contracted training services are also provided by the Academy.

### **FOSTER AND ADOPTIVE PARENT RECRUITMENT, TRAINING, AND SUPPORT**

This line item was included in the FY 2003-04 Long Bill through DI #15 "Funding for Foster and Adoptive Parent Recruitment and Retention." The line item funds the consolidation of recruitment and retention activities for foster and adoptive families. The line item includes funding for 1.0 FTE that provides support and technical assistance to county departments to recruit and retain foster and adoptive families. Funding for staff support was appropriated in FY 2001-02 DI #21, "Foster Parent Recruitment and Retention," in order to meet the federal requirement contained in the Adoption and Safe Families Act. This Act required states to have a process to

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

assure diligent recruitment and retention of foster and adoptive families who reflect the diversity of the children and youth needing placement.

The line item appropriation is intended to assist county departments to recruit, develop, and retain foster care and adoptive home resources to provide availability of sufficient, appropriate, and necessary placements so that the following occurs:

- children and youth in foster care live in proximity to the communities from which they were removed;
- siblings are placed in the same foster or adoptive home to preserve familial and cultural connections; and
- children and youth with developmental disabilities or behavioral/mental health conditions receive appropriate care in the least restrictive foster care home or adoptive home.

The line item appropriation includes funding to support county departments to recruit and retain foster and adoptive families in local, community, or regional events. This includes designing, printing, and marketing recruitment materials; mentoring county department staff to design, develop, and market county or regional specific recruitment materials; using news and social media outlets to promote community events; and to celebrate and recognize foster and adoptive parents. Heart Gallery exhibits, which highlight children and youth in need of adoptive families, are featured statewide at community, faith-based, and business venues. Retention efforts also provide online training opportunities for foster parents in rural areas to facilitate skill development; and collect and analyze foster parent exit surveys to identify the reasons that foster parents stop fostering. Aggregated survey results are provided to county departments and child placement agencies to guide their recruitment efforts and emphasize retention. Recruitment and retention occurs collaboratively among county departments, child placement agency staff, the faith community, business and other community partners, and the Division of Child Welfare Services to promote and maximize effectiveness, and to strengthen networking opportunities and relationships with community partners.

### **CHILD WELFARE SERVICES**

This line item, also referred to as the “Child Welfare Block,” was established by S.B. 97-218 and provides the primary source of funding for counties to administer child welfare programs and deliver associated services to children and families. This line item appropriation provides funding for the following: (1) county administration for child welfare related activities; (2) out-of-home care; (3) subsidized adoption and relative guardianship agreements; and (4) other necessary and appropriate services for children and families. Under Section 26-5-104 (4)(a), C.R.S., county departments are authorized to use this allocation to provide child welfare services without categorical restriction. These funds are allocated to counties pursuant to a formula approved by the Child Welfare

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Allocations Committee. Through the Child Welfare Services line item, county departments of social services are reimbursed for 80 percent of related expenses, up to the amount available for each county's allocation.

During FY 2012-13, the Child Welfare Allocation Committee, county representatives, and the State worked with a consultant to create a new allocation model that uses concrete, measurable cost drivers, demographic data, and outcome-based performance measures to allocate resources. The Child Welfare Allocation Committee unanimously approved the model for implementation in FY 2013-14. The allocations for FY 2013-14 will distribute 98% of the available funds using two methods. Allocations for July – December 2013 are based on the previously used Optimization Model, distributing one-half of the funds available for allocation. Funding for January – June 2014 will be distributed using the new Outcomes Allocation Model, distributing the remaining half of the funds available. The Outcomes Model uses data from the most recent fiscal year for calculating the allocation, using a three-year average for non-demographic data elements. The Outcomes Model for FY 2013-14 includes the following drivers: child population; children in poverty; program services costs; days paid in foster care; days paid in congregate care; days paid in subsidized adoption; and new adoptions. The remaining two percent of available funds is reserved for incentives based on each county's performance in each of three outcome-based performance measures: absence of recurrence; permanency; and timeliness of assessments closure.

The Title IV-E Waiver funds are incorporated into this line item. The waiver provides the counties opportunities to focus on up to three specific intervention strategies in the current year. These interventions are family engagement, permanency roundtables, and kinship supports. Counties submitted applications for consideration to participate in the Title IV-E Waiver. Forty-one counties were approved. Implementation of the waiver began on July 1, 2013.

### **EXCESS FEDERAL TITLE IV-E DISTRIBUTIONS FOR RELATED COUNTY ADMINISTRATIVE FUNCTIONS**

The line item was established by H.B. 04-1414 to increase the Department's accountability for Title IV-E revenue that previously had not been formally appropriated. Funding is provided through the Excess Federal Title IV-E Reimbursements Cash Fund, established pursuant to Section 26-1-111 (2)(d)(II)(C) C.R.S. If the state earns Title IV-E reimbursement revenue above the Long Bill line item appropriations, these moneys are deposited into the Excess Federal Title IV-E Reimbursements Cash Fund. Funding for this line item appropriation is not guaranteed. When funds are available, they are divided into three program areas, which are then distributed to the counties. The program areas are Administrative Functions; Provision of Assistance, Child Care, Social Services, and Child Welfare; and Child Welfare/TANF Maintenance of Effort. The Administrative Functions component assists the counties to defray costs associated with providing administrative functions for Title IV-E eligibility. This funding helps to ensure adequate staffing and supervision of Title IV-E eligibility worker positions. Adequate staffing is critical to insure compliance with federal Title IV-E regulations and to maximize, secure, and maintain federal revenue for child welfare services. Due to no excess federal funds forecasted, this line item was not appropriated funding in FY 2013-14.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **TITLE IV-E WAIVER AND EVALUATION DEVELOPMENT**

S.B. 13-231 established this line item. The bill established statutory authority for the Title IV-E waiver demonstration project implementation described in the introductory section above. In FY 2013-14, funding focused on the Title IV-E waiver and evaluation development costs. The appropriation will support the required evaluation component of the waiver for FY 2014-15 through FY 2018-19.

### **TITLE IV-E WAIVER DEMONSTRATION [NEW LINE ITEM]**

S.B. 13-231 does not include an appropriation clause for the Title IV-E Waiver Demonstration Project Cash Fund (Fund). This line item provides spending authority for the savings deposited into the Fund. As established in the legislation, in FY 2014-15, these funds will be directed to counties for existing or new interventions. The remaining federal portion of the savings remains with the county that generated the savings for use in providing additional child welfare services.

### **FAMILY AND CHILDREN'S PROGRAMS**

This line item, also referred to as "Core Services," was established largely as a result of the Child Welfare Settlement Agreement, which was finalized in February 1995. The settlement agreement required a number of improvements in the child welfare system, including (1) an increase in the number of county caseworkers and supervisors; (2) improvements in the amount and types of training provided to caseworkers, supervisors, and out-of-home care providers; (3) the provision of core services to children and families (described below); (4) improvements in investigations, needs assessments, and case planning; (5) improvements in services to children placed in residential care; (6) increased rates for out-of-home care providers and elimination of certain rate disparities; and (7) the development of a unitary computerized information system (the Colorado Trails System). In January 2002, the parties to the settlement agreed that the Department and counties were in substantial compliance with the terms of the settlement agreement, and it was terminated; however, the funding and services remain.

The Core Services Program serves children that are at imminent risk of out-of-home placement. A specific set of services must be made available to prevent the out-of-home placement of children or to promote the safe return of children to the home. Core Services are provided through an approved county plan as alternatives to out-of-home care or in conjunction with out-of-home care, either to reduce the level of placement needed or to facilitate the child's move to a permanent family. Counties must have the eight basic core services accessible to children and their families who meet the eligibility criteria for the program. These services include home-based intervention, intensive family therapy, life skills, day treatment, sexual abuse treatment, special economic assistance, mental health services, and substance abuse. Counties also have the option to provide county-designed services. The Governor's Master Plan,

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Keeping Kids Safe and Families Healthy, 2.0 allocated an additional \$6.1 million for all counties to meet Core Service needs and will allow more resources to support families in keeping children safely in their homes.

### **PERFORMANCE-BASED COLLABORATIVE MANAGEMENT INCENTIVES**

This line item originated in H.B. 04-1451 to provide the Department spending authority for incentives to counties. This bill authorizes county departments of social services to enter into a memorandum of understanding (MOU) with local representatives of various agencies to promote a collaborative system of services to multi-system involved children and families. If a county department elects to enter into an MOU for the program, participation by local representatives from the following agencies is required:

- the local judicial districts, including probation services;
- the health department, whether a county, district, or regional health department;
- the local school district or school districts;
- each community mental health center;
- each Behavioral Health Organization (BHO);
- the Division of Youth Corrections;
- a designated managed service organization for the provision of treatment services for alcohol and drug abuse; and
- a domestic abuse program, if representation from such a program is available.

Parties to each MOU are required to establish collaborative management processes that are designed to reduce duplication and eliminate fragmentation of services; increase the quality, appropriateness, and effectiveness of services; integrate services for multi-system involved children and families; and encourage cost sharing among service providers. Parties to an MOU agree to meet certain performance measures specified by the Department.

The line item is funded entirely by Cash Funds from the Performance-based Collaborative Management Incentive Cash Fund, created in Section 24-1.9-104 (1) C.R.S. Funds are derived from docket fees in civil actions (divorces), as specified in Section 13-32-101 (1)(a), C.R.S. Local interagency groups are eligible to receive incentive moneys after meeting locally selected outcomes and are to be reinvested in services for multi-system children and families. Funds can also be used for ongoing external evaluations of the counties participating in the program.



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **INDEPENDENT LIVING PROGRAMS**

This line item, supporting the federal Chafee Foster Care Independence Program (Foster Care Independence Act of 1999), provides the primary source of funding for independent living services in Colorado. Two federal formula grants, Chafee Foster Care Independence Program, and the Chafee Educational Training and Voucher Program, under Title IV-E of the Social Security Act, fund this line item. The programs require a 20 percent non-federal match. The line item funds 4.0 FTE who administer and provide support to the program. The Chafee program consists of two major programs, the Chafee Foster Care Independence Program and the Educational and Training Voucher (ETV) Program. Both programs provide independent living resources to youth who are at-risk of aging out of foster care and are ages 15 to 21.

Colorado operates the Chafee Foster Care Independence Program through the counties. The county program provides direct services to eligible youth, as well as technical assistance, program and policy development, monitoring, and program administration. The eligible youth and young adults in the program learn skills management, which assists them to develop permanent connections, maintain social and emotional well-being, secure safe and stable housing, and pursue educational opportunities and employment.

Colorado's Educational and Training Voucher (ETV) Program was established after the passage of the federal Promoting Safe and Stable Families Amendments (PSSF Amendments) of 2001, Public Law 107-133. The ETV targets additional resources to meet the educational and training needs of youth aging out of foster care. Eligible youth may receive vouchers for up to \$5,000 per year for four years to attend college, a university, or an accredited career or technical training program. The funds can be used for tuition, books, or qualified living expenses. These funds are available on a first-come, first-served basis to students in Colorado's foster care system and to foster care alumni. The Division contracts for the administration and tracking of the ETV funds.

### **PROMOTING SAFE AND STABLE FAMILIES PROGRAM**

This line item moved to the Office of Early Childhood in the FY 2012-13 Legislative Session through H.B. 13-1117.

### **FEDERAL CHILD ABUSE PREVENTION AND TREATMENT ACT GRANT**

This line item originated following the passage of the federal Child Abuse Prevention and Treatment Act (CAPTA), originally enacted on January 31, 1974 (P.L. 93-247). The grant was reauthorized by the CAPTA Reauthorization Act of 2010 (P.L. 111-320). Grant funding is allotted to states annually on a formula basis according to each state's ratio of children under the age of 18 to the national total. The line item consists of one hundred percent federal funds. Funds are maintained at the State level and are used to provide

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

services and resources to county staff. The line item funds 3.0 FTE who administer and support the program. The CAPTA State Grant program provides flexible funds to states to improve their child protective service systems in one or more of the following areas:

- the intake, assessment, screening, and investigation of reports of abuse and neglect;
- creating and improving the use of multidisciplinary teams and interagency, intra-agency, interstate, and intrastate protocols to enhance investigations;
- case management and delivery of services provided to children and their families;
- enhancing the general child protective system by developing, improving, and implementing risk and safety assessment tools and protocols including the use of differential response;
- training for agency staff, service providers, and mandated reporters;
- improving the skills, qualifications, and availability of individuals providing services to children and families, and the supervisors of such individuals, through the child protection system, including improvements in the recruitment and retention of caseworkers; and
- developing and implementing procedures for collaboration among child protective services, domestic violence services, and other agencies in investigations, interventions, and the delivery of services and treatment provided to children and families, including the use of differential response, where appropriate.

This grant program requires each state to submit a five-year plan and an assurance that the state is operating a statewide child abuse and neglect program that includes specific provisions and procedures. Among other things, these assurances include:

- establishment of citizen review panels;
- expungement of unsubstantiated and false reports of child abuse and neglect;
- preservation of the confidentiality of reports and records of child abuse and neglect, and limited disclosure to individuals and entities permitted in statute;
- provision for public disclosure of information and findings about a case of child abuse and neglect that results in a child fatality or near fatality;
- appointment of a guardian ad litem to represent a child's best interests in court; and
- expedited termination of parental rights for abandoned infants and provisions that make conviction of certain felonies grounds for termination of parental rights.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **COMMUNITY-BASED CHILD ABUSE PREVENTION SERVICES**

This new line item appropriation combines three funding requests from the FY 2013-14 budget cycle: BA-9B “Community-based Child Abuse Prevention Services”; S-12A, BA-9A “Prevention Services – SafeCare”; and S-12D, BA-9K “Bridging Health and Human Services by Augmenting Nurse Family Partnerships.” These three programs align with the goal of focusing on prevention. The three different models aim to keep families from entering into the child welfare system or from penetrating deeper into the system. Programs work with a variety of family needs and are connected with existing community resources and needs. Funding for the line item appropriation is exclusively General Fund and the Department selects service providers through a competitive application process. Details about specific programs follow.

#### SafeCare

SafeCare is an in-home prevention service for parents to assist them with the challenges of parenting and inter-family relationships. Services offered include child behavior management, planned activities training, home safety training, and child health care skills, all designed to stabilize families and prevent child maltreatment. All SafeCare services and offerings are voluntary and meant to assist families that are not yet part of the child welfare system. Program resources include home visits, family coaches, and access to other services that may be of need to a family, i.e., food assistance, work assistance, and child care assistance. SafeCare is used in other communities across the country, and has demonstrated strong success in eliminating child maltreatment. The program will be made available to Colorado communities through the Department’s partnership with and the expertise of the Kempe Center.

Funding is used to establish sites across the state that provide services under the SafeCare model. The program is ongoing and will commence in FY 2013-14 with the establishment of 6 sites, followed by 9 and 12 sites in subsequent years. In addition to funding for the SafeCare sites, the line item appropriation includes funding for a program coordinator in the Division and a contracted evaluation of the program.

#### Nurse Family Partnership

Nurse Family Partnership introduces vulnerable first-time parents to caring maternal and child health nurses. The program allows nurses to deliver the support first-time moms need to have a healthy pregnancy, become knowledgeable and responsible parents, and provide their babies with the best possible start in life. Currently, Nurse Family Partnership reaches about 2,500 first-time mothers-to-be across the state. This line item funding establishes a bridge between Nurse Family Partnership nurses and county caseworkers to help ensure that first-time mothers-to-be have access to county-provided assistance programs. This enhancement of Nurse Family Partnership will help nurse and caseworker colleagues work in tandem, when needed, to improve the safety and well-being of both mothers and their babies.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Line item funding supports three activities. First, the Division will contract with a work unit that will work with the Nurse Family Partnership program and counties, establishing and strengthening linkages. Second, the work unit will create training for Nurse Family Partnership nurses and county workers. Finally, the Division will contract with an independent evaluator to assess the program's effectiveness.

### Community Response Program

The Community Response Program draws on public, private, and community supports to keep kids safe. This proposal is a promising practice for preventing child maltreatment and strengthening family functioning by increasing a family's protective capacities. The community response program will serve families that have been reported to a county child protective agency for alleged child abuse or neglect but are either screened out or closed after initial assessment. Participation in the program will be voluntary, and the program will work to reach out to families earlier, when they are facing stress, in an effort to prevent child abuse and neglect. The program is organizationally located and managed by the Office of Early Childhood. Similar to SafeCare, funding for the Community Response Program will establish sites across Colorado that selected through a competitive application process. The ongoing program will grow capacity by funding 6, 12, and 18 sites in FY 2013-14, FY 2014-15, and FY 2015-16 and beyond, respectively. Funding for a program coordinator and contracted independent evaluation are included in the line item appropriation.

### **WORKFORCE TOOLS – MOBILE COMPUTING TECHNOLOGY**

This new line item appropriation was established through the funding request FY 2013-14 S-12C, BA-9J, "Workforce Tools – Mobile Computing Technology." The program's goal is to invest in the workforce by providing counties funding to improve their use of mobile technology devices. A pilot mobility and technology program was initiated with the counties in early FY 2013-14. The purpose of the pilot is to determine the best mobile technology to use in counties to connect to, and use the Trails case management system. Twenty-six counties from across Colorado were approved for the program. Counties are piloting mobile devices such as the iPad, the Lenovo Thinkpad, and Microsoft Surface Pro in order to be more efficient and effective in their work in the field. The pilot ends on November 30, 2013, at which time the pilot counties will provide an evaluation of the technology they used during the pilot. Statewide implementation in the counties will be informed by the results of the pilot. Once the best devices (those that work best with Trails in different parts of the State) are identified, the program will be opened to all counties to apply for funding to purchase mobile technology. Statewide implementation will begin in January 2014 and be complete by the end of FY 2013-14.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **WORKLOAD STUDY**

This new line item appropriation was established through the funding request FY 2013-14 BA-9H, "Workload Study." The appropriation is for FY 2013-14 only and is to fund a study of county child welfare workload. The study will be contracted through the Office of the State Auditor (OSA). The study will focus on determining if there are adequate resources/staffing/processes in county departments to meet the policy and legislative requirements related to delivering services to children and their families in order to meet the outcomes of child safety, permanency, and well-being. The study will evaluate casework from the initial referral through the assessment, ongoing services, and case closure. Evaluation of workload/caseload will differ greatly between small/medium/large and urban/rural counties. The study will be in collaboration with State and county stakeholders and the OSA contractor.

### **INTERAGENCY PREVENTION PROGRAMS COORDINATION**

The interagency prevention systems coordination line item appropriation was added to the Department of Public Health and Environment through H.B. 00-1342. The program moved to the Department of Human Services in FY 2013-14 through H.B. 13-1239. The program addresses the coordination of prevention and intervention services for children and youth across multiple state agencies and oversees and leads the development of a comprehensive state plan for youth development by September 2014. The goal of the plan is to quantify existing and needed services for youth ages 9-21 and to align existing limited resources to help promote positive youth development. The program received General Fund to support personnel costs and other costs associated with developing the plan and coordinating with stakeholders.

### **TONY GRAMPSAS YOUTH SERVICES PROGRAM**

The Tony Grampsas Youth Services (TGYS) Program line item appropriation was added to the Department of Public Health and Environment through H.B. 00-1342. The program moved to the Department of Human Services in FY 2013-14 through H.B. 13-1117. TGYS was established to provide state funding for community-based programs that target youth and their families for prevention and intervention services in an effort to reduce incidents of youth crime and violence, and to prevent child abuse and neglect. The program funds a wide range of community programs for children and youth, but has a particular focus on positive youth development programs, including youth mentoring, restorative justice, before- and after-school programs, school dropout prevention, and violence prevention services. Funding is a mix of General Fund and tobacco master settlement agreement cash funds. The Department distributes moneys to service providers through a competitive grant process. The line item appropriation also funds Division staff to coordinate the program.



Department of Human Services  
Line Item Descriptions

**Office of Early Childhood**

FY 2014-15 Budget Request

NOVEMBER 1, 2013

This page was intentionally left blank.

## TABLE OF CONTENTS

(6) OFFICE OF EARLY CHILDHOOD.....	6-1
(A) DIVISION OF EARLY CARE AND LEARNING.....	6-1
PROMOTING SAFE AND STABLE FAMILIES PROGRAM.....	6-1
CHILD CARE LICENSING AND ADMINISTRATION .....	6-2
FINES ASSESSED AGAINST LICENSEES .....	6-3
CHILD CARE ASSISTANCE PROGRAM.....	6-4
CHILD CARE GRANTS FOR QUALITY AND AVAILABILITY AND FEDERAL TARGETED FUNDS REQUIREMENTS.....	6-4
SCHOOL-READINESS QUALITY IMPROVEMENT PROGRAM .....	6-6
EARLY LITERACY BOOK DISTRIBUTION PARTNERSHIP .....	6-7
(B) DIVISION OF COMMUNITY AND FAMILY SUPPORT.....	6-8
EARLY CHILDHOOD COUNCILS .....	6-8
EARLY CHILDHOOD MENTAL HEALTH SERVICES .....	6-9
EARLY INTERVENTION SERVICES.....	6-9
EARLY INTERVENTION SERVICES CASE MANAGEMENT.....	6-10
COLORADO CHILDREN’S TRUST FUND.....	6-10
NURSE HOME VISITOR PROGRAM.....	6-10



This page was intentionally left blank.

## ***(6) OFFICE OF EARLY CHILDHOOD***

The Office of Early Childhood (OEC) was created in July 2011 to provide leadership, guidance, and support to develop high quality environments for young children; promote equitable access to inclusive programs and services for all children from birth through age eight, including the promotion of access to quality child care; facilitate state and community partnerships that address the needs of young children and their families; and, provide professional development, technical assistance and resources for personnel in early childhood care and education settings. Activities of the Office include the development and implementation of policy, data collection and evaluation, leadership for systems development of early childhood initiatives, collaboration among programs and agencies, and the provision of support for Early Childhood Councils.

The OEC is also responsible for Colorado's implementation of the Early Learning Challenge Fund grant to increase quality in early learning experiences, strengthen the early childhood workforce, and prepare all children for kindergarten. The early childhood system in Colorado includes four system sectors that address the needs of children, including early learning, child health, child mental health, and family support and parent education. The OEC is guided by Colorado's Early Childhood Leadership Commission (Colorado's Early Childhood State Advisory Council). The commission is comprised of state agency representatives, business leaders, providers, and parents, and is also responsible for making recommendations and advising further alignment of early childhood programs and funding streams.

The Office of Early Childhood has two Divisions, the Division of Early Care and Learning, and the Division of Community Support.

### **(A) DIVISION OF EARLY CARE AND LEARNING**

#### **PROMOTING SAFE AND STABLE FAMILIES PROGRAM**

This program was originally authorized in 1993 under Subpart 2 of Title IV-B of the federal Social Security Act, and was established in name by the 1997 Adoption and Safe Families Act. The line supports 2.0 FTE state staff responsible for administering the program.

The Promoting Safe and Stable Families (PSSF) program provides funding and technical assistance to selected neighborhoods, communities, counties, and regions in Colorado to create, enhance, and coordinate four service areas at the local level. Those four service areas include:

- family support networks that work on behalf of all families to increase family well-being;

- family preservation services, which are geared to families in crisis who have children at risk for maltreatment or children with disabilities;
- time-limited reunification services for families with children in out-of-home placement; and
- Adoption promotion and support services to encourage more formal and informal adoptions out of the foster care system.

Funding enables local communities to provide a variety of services to families in times of need or crises, i.e. to prevent child abuse and neglect, and the reoccurrence of maltreatment in at-risk families. The program promotes permanency and safety for children by providing support to families in a flexible, family-centered manner, through a collaborative community effort. Each local site is required to have a Community Advisory Council comprised of governmental and community stakeholders, family advocates and parents, and consumers to help direct the project. Forty counties and the Ute Mountain Ute Tribe are participating in the program in FY 2012-13.

PSSF is funded by a formula grant, and requires a twenty-five percent non-federal match to draw down the federal funds. The General Fund provides the match for the portion of the funds that are used for state-level staff and activities. Cash Funds come from the local communities that are required to provide the match for the funds they receive. Seventy-nine percent of program funds are awarded to local communities, thirteen percent is set aside to provide support to adoptive families, and the remainder is used for administrative costs, technical assistance, and training.

## **CHILD CARE LICENSING AND ADMINISTRATION**

This line item appropriation funds the personnel and operating costs associated with licensing and administrative activities. The line item appropriation includes General Fund, Cash Funds from licensing fee revenue, and federal funds (primarily Child Care Development Funds as well as a small amount of funding from Title IV-E of the Social Security Act). Expenditures are incurred for the following activities:

- **Licensing.** The Division of Child Care is responsible for inspecting, licensing, and monitoring child care facilities throughout the state. Facilities include child care homes and center, preschool and school-age child care programs, and summer camps, The licensing program is responsible for enforcement when consumers report providers in the community for operating a child care home or facility without a license. Periodically, the Division obtains input from providers and consumers in order to evaluate and revise regulations and procedures as needed to maintain a responsive system that addresses basic health and safety needs of children. The Division provides technical assistance to child care providers and establishes educational and experience requirements for child care providers in all facilities. Staffing expenditures are for staff to review license

applications, process background checks, inspect facilities, respond to complaints, and provide technical assistance. The most notable operating expenditure for licensing is for travel expenditures associated with facility visits. Other costs are for general office activities.

- **Colorado Child Care Assistance Program Administration.** This line item provides funds to administer the Colorado Child Care Assistance Program (CCCAP). Departmental administrative activities include providing technical support and training for all 64 counties, compliance and monitoring the usage of CCCAP funds, processing the background check, and other related administrative and supervisory support.
- **Child Care Licensing Appeal Panel.** The panel reviews provider requests for waivers to licensing regulations. Applicants or licensed providers may appeal any regulation that they believe causes them undue hardship or has been too stringently applied. The Child Care Licensing Appeal Panel of the Division hears an average of 600 appeals a year. To facilitate parents' involvement in monitoring and making decisions about licensed facilities, the Division makes licensing histories of child care facilities available to the public. On average, more than 2,100 licensing histories are reviewed annually.
- **Other Administrative Activities.** The line item funds Child Care Quality resources to support administrative function related to the school readiness and Early Childhood Councils. This line item also funds the general administrative functions related to financial and analysis and reporting, support staff, and management.

The line item appropriation includes revenue earned from licensing fees into the Child Care Licensing Cash Fund. The Department, through rules established by the State Board of Human Services and pursuant to Section 26-6-105, C.R.S. (2012), establishes license fees not to exceed the direct and indirect costs incurred. The Department is statutorily required to use an objective, systematic approach for setting, monitoring, and revising child care licensing fees. This is accomplished\ by developing and using an ongoing method to track all direct and indirect costs associated with child care inspection licensing, by developing a methodology to assess the relationship between licensing costs and fees, and by annually reassessing costs and fees and reporting the results to the State Board. The Department is to consider the licensed capacity of facilities and the time required to license facilities.

### **FINES ASSESSED AGAINST LICENSEES**

Senate Bill 99-152 created the Child Care Cash Fund, which consists of fines collected from licensees by the Department [Section 26-6-114 (5), C.R.S. (2013)]. Moneys in the fund are continuously appropriated to the Department "to fund activities related to the improvement of the quality of child care in the state of Colorado." Fines are assessed against unlicensed child care providers for operating illegally and are assessed against licensed child care providers for repeated violation of regulations.

## **CHILD CARE ASSISTANCE PROGRAM**

Child care subsidy programs, such as CCCAP, were awarded under 1996 federal welfare reform legislation to help families become financially independent. CCCAP provides financial assistance to low-income families that are working, searching for employment and/or training, and that are enrolled in the Colorado Works Program and need child care services to support their efforts toward self-sufficiency. The Division of Child Care is the lead agency for CCCAP, as established in Senate Bill 97-120 in Sections 26-8-801 through 806, C.R.S. (2013). Pursuant to Sections 26-1-11 and 26-1-201, C.R.S. (2013), the Department supervises CCCAP services administered by county departments of human/social services. As with other public assistance programs, counties serve as agents of the State and are charged with administering the program in accordance with Department regulations. Additionally, the Division of Child Care is responsible for administering the federal Child Care Development Fund moneys to increase accessibility, availability, and affordability of quality child care services for Colorado's families.

Child care assistance to low-income families, both Temporary Aid to Needy Families (TANF) and non-TANF families, is provided by counties through the CCCAP. Families eligible for assistance are working, in job search activities, or, at county option, enrolled in training or education programs for purposes of achieving or maintaining self-sufficiency. All eligible applicant families up to 130% of poverty shall receive child care assistance within the limits of the available appropriation as outlined in statute. Counties may set a higher eligibility level between 130 percent of federal poverty guidelines and 85 percent of state median income.

The state allocates CCCAP moneys to counties annually based on an allocation formula. Funding is for both county administration and direct services offered by child care providers. Each county is responsible for meeting an annual maintenance of effort, as well as a 20 percent county share of administrative expenditures. The maintenance of effort is established in state statute Section 26-2-804, C.R.S. (2013). Counties may transfer up to 30% of their TANF funds, less any amounts transferred to Child Welfare, into the Child Care Development Fund grant for use in the CCCAP program. Overall, CCCAP expenditures are tied to the number of families receiving services and the provider reimbursement rates. The State identifies market rates being paid to providers through a bi-annual survey process; however, counties may negotiate higher or lower rates in order to meet local needs.

## **CHILD CARE GRANTS FOR QUALITY AND AVAILABILITY AND FEDERAL TARGETED FUNDS REQUIREMENTS**

This line item was created in FY 2007-08 and combined the former "Grants to Improve the Quality and Availability of Child Care" and "Federal Discretionary Child Care Funds Earmarked for Certain Purposes" line items. The two components of the line item appropriation are as follows:

- **Quality Improvement.** The federal government requires that four percent of expenditures for Child Care and Development Fund be used to improve the quality of child care. The four percent calculation is based on total CCDF expenditures, including state expenditures required to match a portion of the federal CCDF grant and expenditures of county transfers of TANF funds to CCDF. Funding for quality activities supports Colorado's Early Childhood Councils, and the School-readiness Quality Improvement Program.
- **Targeted Funds.** Federal law requires four percent of the CCDF discretionary grant be targeted for the following programs: (1) infant/toddler care to provide specialized training, technical assistance, or expansion of the supply of child care programs serving infants and toddlers; (2) child care resource and referral and school-age child care activities to support development of school-age care credentials for child care providers, grants to expand or improve school-age care, consumer information and referral services to help parents find child care, and resource and referral programs such as Colorado's 17 child care resource and referral agencies; or (3) quality expansion activities such as professional development, mentoring, provider retention, equipment supply, facility start-up, and minor facility renovation.

Funding used to meet the "target" requirement may not also be used to meet the "quality" requirement (although many expenditures could be assigned to either category). The Division of Child Care contracts with multiple local and state entities to increase the availability of affordable quality early care and education and school age programs for low-income families. Grants are available to providers to assist them in meeting state and local standards are a part of these grants. Under these grants, activities to create new child care capacity and/or to expand existing capacity to accommodate more children would be allowed. These projects are closely coordinated with low-income and child care assistance programs serving low-income families or families with parents who are involved in work training and preparation. The intent of these grants is to position the state to meet the work participation requirements under TANF as well as the four percent quality requirement for CCDF. All local grantees are expected to work in partnership with others in the grant service area. In addition to funds spent in this line item appropriation, some expenditures in the Early Childhood Councils and School-readiness Child Care Quality Improvement Program line item appropriations can be counted towards either the quality or targeted federal funding requirements.

The Department seeks to target grant funds reflected in this line item to those areas determined to provide the greatest long-term gains. These areas include: increasing the efficiency and effectiveness of local child care services; raising the level of professional development in the early childhood field; providing child care resource and referral services for families and child care providers; and, improving the ability of child care providers to prepare children for entering elementary school.

## **SCHOOL-READINESS QUALITY IMPROVEMENT PROGRAM**

The School-readiness Child Care Subsidization Program was created by House Bill 02-1297 [Section 26-6.5-106, C.R.S. (2013)] to improve the quality of licensed child care facilities whose enrolled children ultimately attend elementary schools that are required to implement a priority improvement or turnaround plan. The legislation was reauthorized in H.B. 05-1238 and the program renamed the School-readiness Quality Improvement Program (SRQIP). The purpose of the program is to improve the school-readiness of children attending underperforming schools by increasing the quality of available child care. Increased school readiness will help to address disparities experienced by young children from low-income families (known as the achievement gap).

Statute requires the Department to award SRQIP funding to eligible Early Childhood Councils. This is achieved by a 3-year grant application program with grant awards distributed to urban, suburban, mountain, and rural communities throughout the state. Local Early Childhood Councils develop plans to engage young children, providers, school, families and communities. Additionally, each participating local Early Childhood Council must use the Qualistar Colorado Rating and Quality Improvement system. SRQIP grantees also distribute funding to eligible early care and education providers within their communities. To be eligible, providers must reside in neighborhoods with elementary schools that are implementing a priority improvement plan or turnaround plan, or are subject to restructuring.

Grantees are selected to participate in the SRQIP based on approval of plans that encompass a variety of criteria including: demonstrated need, number of eligible schools and providers, and plans to track future academic performance of children who participate in the program. As a part of the Qualistar Colorado Rating, programs are given a profile that contains an objective view of both their strengths and areas for improvement. The profile offers suggestions on how to improve the overall quality of a program with respect to the learning environment, family partnerships, training and education, adult-to-child ratios and group size, and program accreditation. The Early Childhood Council facilitates quality improvement activities with their participating providers. Councils are also required to develop and implement specific strategies that emphasize: the quality of child guidance practices; the health and safety of children; parent and family engagement; professional development and education; management and leadership; business practices; special needs services; and mental health services.

Line item funding, which is entirely composed of federal CCDF, also supports state staff charged with managing the grant program, associated contracts and budgets.

## **EARLY LITERACY BOOK DISTRIBUTION PARTNERSHIP**

Funding for this line provides a contractor with a \$100,000 grant to distribute 11,540 new books to approximately 6,320 young children during their routine well child visit. When distributing the books, the health care providers will advise parents to read aloud to their children in order to promote their child's cognitive and literacy skills. The contractor will focus on expanding reading programs in counties that do not already have established programs. The program will primarily serve children living in families with incomes under 250 percent of the federal poverty level.



## **(B) DIVISION OF COMMUNITY AND FAMILY SUPPORT**

### **EARLY CHILDHOOD COUNCILS**

The Early Childhood Councils program includes 31 self-determined communities that span 58 counties. Ninety-nine percent of Colorado's population lives within these communities. Prior to FY 2000-01, funding for this program was included in other line items (the Child Care Services line item in FY 1998-99, and the Child Care Grants line item in FY 1999-00). Funding for a pilot program was reflected in its own line item starting in FY 2000-01 (the Pilot Program for Community Consolidated Child Care Services). The passage of House Bill 07-1062, codified at Section 26-6.5-101 et. seq., C.R.S. (2013), renamed, improved, and expanded the Consolidated Child Care Pilot program. Effective FY 2008-09, this line item was renamed to "Early Childhood Councils," to match the program name.

Early Childhood Councils are charged with building the foundations of a locally based early childhood system so that more high quality services are available to more children and families. This systems approach that underlies the creation of the Early Childhood Councils differs from the more traditional program-based approach in some important, innovative ways. The Early Childhood Councils represent an intentional move towards integrating early childhood services across four early childhood domains – health, mental health, family support, and early care and education – in order to maximize the effectiveness of local services to children and create a sustainable, long-term investment in improving the quality of those services for children and families. To that end, Early Childhood Councils have the ability to apply for waivers to State rules or regulations that are barriers for achieving more effective and efficient services. Additionally, Early Childhood Councils must each meet specific, defined expectations for building their local early childhood systems; e.g., organizational structure, representation, governance, strategic planning, etc. These specific systems building expectations are delineated in the grant application for the Early Childhood Councils that was developed by the State pursuant to the passage of HB 07-1062.

Funding in this line item is exclusively federal CCDF and is distributed to Early Childhood Councils through a grant process operated on a 3-year cycle under the auspices of the Department of Human Services. The Department of Human Services awards three-year contracts as a result. Funding is also used by the Department for staff and is used to administer the grant process, provide daily program oversight, contract and budget management, and technical assistance and support to all 31 Early Childhood Councils.

## **EARLY CHILDHOOD MENTAL HEALTH SERVICES**

This program supports early childhood mental health specialists in each of the seventeen community mental health centers and psychiatric services for children with serious emotional disturbance. The moneys build a network of professionals with knowledge and capacity to identify and provide services for early childhood mental health issues. Funding for this line item that provides evaluation and psychiatric services for children with serious emotional disturbance was requested in FY 2002-03. A supplemental request was subsequently submitted to delete the funding in FY 2002-03 due to state revenue shortfalls. The program was reinstated by the General Assembly effective the last quarter of FY 2005-06.

## **EARLY INTERVENTION SERVICES**

Early Intervention Services provide infants and toddlers from birth through age two who are determined eligible based on a developmental delay or disability, and their families, with services and supports to enhance child development in the areas of cognition, speech, communication, physical development, motor development, vision, hearing, social emotional development, self-help skills; early identification, screening and assessment services; and procedural safeguards.

Early Intervention Services include the following:

- Assistive Technology Services
- Audiology Services
- Developmental Intervention Services
- Health Services
- Medical Services
- Nursing Services
- Nutrition Services
- Occupational Therapy Services
- Physical Therapy Services
- Psychological Services
- Sign Language and Cued Language
- Social and Emotional Services
- Speech Language Pathology Services
- Transportation

- Vision Services

### **EARLY INTERVENTION SERVICES CASE MANAGEMENT**

This line item funds the case management expenses associated with programs operated by the Division for Developmental Disabilities. Community Center Boards (CCBs) are designated by the state to provide case management services, which include intake, developmental disability determination, financial eligibility, service plan development, and referral for services, monitoring of services, and many other functions. Additionally, CCBs are responsible for assessing service area needs and developing plans and priorities to meet those needs.

### **COLORADO CHILDREN’S TRUST FUND**

The mission of the Colorado Children’s Trust Fund (CCTF) is to prevent the abuse and neglect of Colorado's children. The nine Member Colorado Children’s Trust Fund Board of Directors oversees the Trust Fund and the distribution of monies from the Colorado Children’s Trust Fund. Funds are allocated annually by the Board through a competitive grants process to community-based organizations (private, non-profit and public) to support communities in providing evidence-based parent education for families with young children designed to prevent child abuse and neglect.

### **NURSE HOME VISITOR PROGRAM**

The Nurse Home Visitor Program (NHVP) provides funding for regular in-home visiting nurse services to low-income (up to 200% of the Federal Poverty Level), first-time mothers with their consent, during their pregnancies and through their children's second birthday. The program is designed to provide trained visiting nurses to help educate mothers on the importance of nutrition and avoiding alcohol and drugs, including nicotine, and to assist and educate mothers in providing general infant care and in improving health outcomes for their children.



Department of Human Services  
Line Item Descriptions

**Office of Self-Sufficiency**

FY 2014-15 Budget Request

NOVEMBER 1, 2013

This page was intentionally left blank.

## TABLE OF CONTENTS

(7) OFFICE OF SELF SUFFICIENCY .....	7-1
(A) ADMINISTRATION .....	7-1
PERSONAL SERVICES .....	7-1
OPERATING EXPENSES .....	7-1
(B) COLORADO WORKS PROGRAMS .....	7-1
ADMINISTRATION .....	7-1
COUNTY BLOCK GRANTS .....	7-2
COUNTY TANF RESERVES FOR COLORADO WORKS, CHILD WELFARE AND CHILD CARE PROGRAMS .....	7-2
COUNTY TRAINING .....	7-2
DOMESTIC ABUSE PROGRAM .....	7-3
WORKS PROGRAM EVALUATION .....	7-3
WORKFORCE DEVELOPMENT COUNCIL .....	7-3
TRANSITIONAL JOBS PROGRAM (REHIRE COLORADO) .....	7-4
(C) SPECIAL PURPOSE WELFARE PROGRAMS .....	7-4
(1) LOW INCOME ENERGY ASSISTANCE PROGRAM .....	7-4
(2) FOOD STAMP JOB SEARCH UNITS .....	7-4
PROGRAM COSTS .....	7-5
SUPPORTIVE SERVICES .....	7-5
(3) FOOD DISTRIBUTION PROGRAM .....	7-5
(4) LOW-INCOME TELEPHONE ASSISTANCE PROGRAM .....	7-6
(5) INCOME TAX OFFSET .....	7-6
(6) ELECTRONIC BENEFITS TRANSFER SERVICE .....	7-6
(7) REFUGEE ASSISTANCE .....	7-6
(8) SYSTEMATIC ALIEN VERIFICATION FOR ELIGIBILITY .....	7-7
(D) CHILD SUPPORT ENFORCEMENT .....	7-7
AUTOMATED CHILD SUPPORT ENFORCEMENT SYSTEM .....	7-7
CHILD SUPPORT ENFORCEMENT .....	7-8
(E) DISABILITY DETERMINATION SERVICES .....	7-9
PROGRAM COSTS .....	7-9

This page was intentionally left blank.

Line Item Descriptions FY 2014-15 BUDGET REQUEST

**(7) OFFICE OF SELF SUFFICIENCY**

**(A) ADMINISTRATION**

**PERSONAL SERVICES**

The Personal Services line item includes funding for salaries, wages, State Public Employees' Retirement Association (PERA) contribution, and the State share of federal Medicare tax for 22.0 FTE responsible for the supervision, management, oversight and administrative support of the Colorado Works Program, the Special Purpose Welfare Programs (Low Income Energy Assistance Program, Food Stamp Job Search, Food Distribution, Low-Income Telephone Assistance Program, Income Tax Offset, Electronic Benefits Transfer Service, Refugee Assistance, and Systematic Alien Verification for Eligibility), Child Support Enforcement, and Disability Determination Services.

**OPERATING EXPENSES**

The Operating Expenses line item includes funding for supplies and materials including, but not limited to, rental of personal computers, telecommunication services, printing and reproduction services, registration fees, and postage for the Office of Self Sufficiency.

**(B) COLORADO WORKS PROGRAMS**

**ADMINISTRATION**

This line item appropriates Temporary Assistance for Needy Families (TANF) Block Grant spending authority for personal services (18.0 FTE) and operating expenses associated with the State's supervision and oversight of the county-administered Colorado Works Program. Historically, the funding and FTE for Colorado Works Administration was included in the Office of Self Sufficiency Administration line item. In FY 2006-07, the Joint Budget Committee created a new line item in the Colorado Works section of the Long Bill as a result of Decision Item #23 titled "Colorado Works Administration Transfer" in order to ensure transparency and accountability for expenditures and FTE specific to Colorado Works Programs.



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **COUNTY BLOCK GRANTS**

This line item was created by the Colorado Works Program Act (S.B. 97-120). Colorado Works provides Temporary Assistance for Needy Families (TANF) that includes public assistance, employment services and support services for families. The line item appropriation provides funding for county departments of social services to administer the Colorado Works Program. Counties have the flexibility to use TANF funds for administration and program needs that meet the following criteria:

1) provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives; 2) end the dependence of needy families on government benefits by promoting job preparation, work and marriage; 3) prevent and reduce the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of pregnancies; and 4) encourage the formation and maintenance of two-parent families.

### **COUNTY TANF RESERVES FOR COLORADO WORKS, CHILD WELFARE AND CHILD CARE PROGRAMS**

This line item was created by S.B. 97-120, the Colorado Works Program Act and initially titled County Reserve Accounts. The line item title was changed beginning in FY 2010-11 by the Joint Budget Committee. Pursuant to Section 26-2-714 (5) (a), C.R.S., counties are authorized to maintain a County Reserve Account of unspent Colorado Works federal county block grant funds. The appropriation is based on the balance of the county reserves at the end of the prior State fiscal year. Counties were allowed to keep 100 percent of unspent TANF dollars prior to the passage of S.B. 08-177. S.B. 08-177 established annual caps that required counties to redirect a portion of the reserves back to the State beginning June 30, 2009 and ending in FY 2011-12. S.B. 11-124 changed the cap on TANF reserves that can be retained by counties to 40 percent of the county block grant beginning in FY 2010-11 with the exception of counties with block grants of less than \$200,000 per year that can maintain a reserve up to \$100,000. This line item is included in the Long Bill for informational purposes only.

### **COUNTY TRAINING**

This line item was created by S.B. 97-120, the Colorado Works Program Act. Pursuant to Section 26-2-712 (7), C.R.S., the Department is mandated to develop training for county caseworkers so that they are knowledgeable and can assist individuals who receive assistance through the Colorado Works Program. S.B. 08-177 broadened this requirement to include other entities that provide TANF assistance to participants. The TANF Block Grant provides funding for administrative costs including personal services (2.0 FTE) and operating expenses associated with developing and conducting the necessary training.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **DOMESTIC ABUSE PROGRAM**

The Domestic Abuse Program line item was established by H.B. 83-1050. Pursuant to Section 26-7.5-105, C.R.S., moneys are appropriated to the Department's Domestic Violence Program (DVP) to encourage local governments and non-governmental agencies to develop domestic abuse programs. The DVP uses Cash Funds, the TANF Block Grant, and federal funding from the Family Violence Services and Prevention Act to provide grant funding to community-based programs that offer emergency shelter, counseling, and advocacy to victims and their families. The Colorado Domestic Abuse Program Fund and the TANF Block Grant provide funding for the Department's administrative costs. The Cash Funds consist of taxpayer contributions through a check-off on Colorado individual income tax returns, moneys collected from marriage license fees and filing fees for petitions and responses related to dissolutions of marriage. There are 2.7 FTE associated with this line item.

The General Assembly moved the line item from the Child Welfare Program to the Colorado Works Program and replaced the General Fund appropriation with Temporary Assistance for Needy Families (TANF) federal funds as a result of the General Fund shortfall in FY 2003-04. In July 2012, the DVP moved from the Office of Behavioral Health and is now organizationally located and managed by the Office of Children, Youth, and Families.

### **WORKS PROGRAM EVALUATION**

This line item was established by FY 2009-10 Decision Item #23 titled "Colorado Works Program Evaluation" to fund an annual evaluation of the Colorado Works programs. The line item provides federal funds spending authority (TANF Block Grant) for contractor services and related administrative expenses associated with conducting the evaluations.

### **WORKFORCE DEVELOPMENT COUNCIL**

This line item was established by FY 2004-05 Budget Amendment #16 and includes TANF Block Grant spending authority for the Department's share of the Workforce Development Council in the Department of Labor and Employment. The Council serves as the State's "work force investment board" as required by the federal Workforce Investment Act of 1998 and is responsible for statewide planning and coordination of federal workforce development programs and associated federal block grant moneys received. The Council is required to submit a statewide workforce plan that coordinates federal, state, and local workforce development programs to the U.S. Department of Labor. The Council also performs support functions and activities related to the eighteen workforce development centers throughout the State that provide services for individuals seeking employment including TANF participants.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Pursuant to Section 24-46.3-101 (8), C.R.S., the Office of Workforce Development establishes an annual budget for Council functions, activities, and staff. The Council is funded by administrative moneys from several federal programs delineated in federal law; the allocation of federal funds is determined annually by the Office of State Planning and Budgeting (OSPB).

### **TRANSITIONAL JOBS PROGRAM (REHIRE COLORADO)**

This line item was created by H.B. 13-1004, the Colorado Careers Act. Pursuant to section 26-2-1101, C.R.S., the Department established a transitional jobs program, ReHire Colorado, to provide unemployed and underemployed adults with opportunities to address barriers to work. The General Fund provides funding for the Department's administrative costs including personal services (2.0 FTE) and operating expenses including wage reimbursements and program monies awarded to local entities.

### **(C) SPECIAL PURPOSE WELFARE PROGRAMS**

#### **(1) LOW INCOME ENERGY ASSISTANCE PROGRAM**

The Low Income Energy Assistance Program (LEAP) is a federally funded program that provides heating assistance, furnace repair and replacement, and weatherization assistance to households at or below 150% of the Federal Poverty Level. This line item provides funding for the benefit payments and expenses related to the administration (5.2 FTE) of the program for the State. In addition to the federal funding, the LEAP program currently receives funding from other sources such as the State Operational Account of the Severance Tax Trust Fund and Energy Outreach Colorado (non-profit).

#### **(2) FOOD STAMP JOB SEARCH UNITS**

Food Stamp Job Search (FSJS) Units, referred to as Employment First in Colorado, provide or facilitate employment and training services for all food assistance applicants and recipients determined to be able-bodied, ready to work, and not eligible for services under Colorado Works. The Employment First Program has been operational in Colorado since 1983, when it was initiated as a pilot project under a contract with the U.S. Department of Agriculture (USDA). In 1985, the program was mandated nationwide by an amendment to the Federal Food Stamp Act of 1977. The Food Stamp Act was subsequently modified by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and the Balanced Budget Act of 1997 (P.L. 108-269). The current

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

public law authorizing the program is the Food Stamp Act of 2008, as amended through Public Law 110-246. The two line item appropriations associated with the FSJS Units are described below.

### **PROGRAM COSTS**

This line item provides employment, job search and training services to food assistance recipients in addition to providing funding to support the personal services and operating expenses of 6.2 FTE who administer the program and provide guidance, monitoring and oversight from the state. Able-bodied Food Assistance recipients, ages 18 to 50, without dependent children, must generally meet a work requirement in order to remain eligible for food assistance. If they do not meet the work requirement, individuals are limited to three months of food assistance benefits in any 36-month period. Work is defined as work, workfare or an educational activity (adult basic education, GED preparation, college courses, vocational training, vocational rehabilitation, or job search classes).

### **SUPPORTIVE SERVICES**

This line item includes funding for supportive services that are provided to eligible Employment First participants to reimburse them for expenditures incurred while participating in the program. Such services may include transportation assistance, clothing, grooming allowances, and child care services.

### **(3) FOOD DISTRIBUTION PROGRAM**

The Colorado Food Distribution Program (FDP) administers the logistics of the Commodity Food Programs and is responsible for getting USDA Commodities from the ranchers and farmers of America to school children, needy families, and the homeless. The FDP works closely with the local office of the USDA and with two partner agencies, the Colorado Department of Education and the Colorado Department of Public Health and Environment. The program's authority is mandated in the U.S. Department of Agriculture, Food and Nutrition Services 7 CFR Part 210 – 251, and also 26-1-121 C.R.S. Currently, the Food Distribution Program provides nutritious commodities through six outlets including the National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Commodity Supplemental Food Program (CSFP), Emergency Food Assistance Program (TEFAP) and Food Assistance for Disaster Situations (Disaster Assistance).

The appropriation for this line item provides funding to support the administrative expenses associated with The Emergency Food Assistance Program. There are 6.5 FTE associated with state oversight of the various food distribution outlets.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **(4) LOW-INCOME TELEPHONE ASSISTANCE PROGRAM**

The Low-Income Telephone Assistance Program was repealed with the passage of S.B. 13-194. The bill reduced the full appropriation and FTE that were in the FY 2013-14 Long Bill.

### **(5) INCOME TAX OFFSET**

The Income Tax Offset line item is mandated by Section 26-2-133, C.R.S. and directs the Department of Human Services to submit information regarding individuals who are obligated to the State for overpayments of assistance payments. This appropriation covers the operational costs associated with matching Food Assistance, Temporary Assistance for Needy Families, (TANF) and Adult Financial program lists of overpaid recipients with Department of Revenue data in order to intercept corresponding income tax refunds.

### **(6) ELECTRONIC BENEFITS TRANSFER SERVICE**

H.B. 95-1144 authorizes the Department to implement an Electronic Benefits Transfer System (EBTS) to deliver Supplemental Nutritional Assistance Program (SNAP), Colorado Works, Old Age Pension, Aid to the Needy Disabled, Aid to the Blind, Home Care Allowance, Child Welfare, Child Care, and Low-Income Energy Assistance benefits. This line item provides funding for the 7.0 FTE that administer the EBTS and expenses associated with contracting out the operation of the service. The EBTS is a State administered and contractor-operated benefit delivery system that enables clients to use a debit-type card to access cash benefits through an Automated Teller Machine (ATM) or SNAP benefits and cash benefits through Point-of-Sale terminals at food retailers. The services administered by the Department include contract monitoring and compliance; transmission of payment files; coordination with federal, state, and local government agencies, retailers, bankers, clients and providers; and state and local training. The Department contracted with Citibank Electronic Financial Services (EFS) to operate the system in 1996 and in 2003. JP Morgan Electronic Financial Services purchased the Citibank EFS division in 2004. JP Morgan EFTS was awarded the contract in 2008.

### **(7) REFUGEE ASSISTANCE**

The Colorado Refugee Services Program (CRSP) provides short-term, intensive assistance to legally admitted refugees in order to avoid long-term reliance on public assistance. Pursuant to federal Title 8, U.S. Code, Chapter 14, Subchapter I, Sections 1612 and 1613 and state 26-2-703, 17.7, C.R.S. refugees are qualified aliens exempt from the five-year bar for the receipt of federally funded

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

benefits and services. Consequently, refugees are eligible for Temporary Assistance for Needy Families (TANF), Food Assistance, Medicaid, and other federally funded programs based on their immigration status. Refugees, however, must also meet income and household composition requirements for these programs. The CRSP seeks to promote early self-sufficiency by providing refugees with up-front services and training designed to improve chances for successful employment and integration into a Colorado community. TANF-eligible refugees whose applications for TANF have been approved by the county of residence are referred to the CRSP for ongoing case management and services offered through the TANF/Colorado Works Program pursuant to State Rule. Services include pre-employment training, English as a Second Language (ESL) classes, transportation and child care to enable attendance in pre-employment training and ESL classes. These services provided through the CRSP are funded by federal funds from the Office of Refugee Resettlement and the TANF Block Grant. The appropriation for this line item also includes funding for the state administrative staff (10.0 FTE) that oversee the program.

### **(8) SYSTEMATIC ALIEN VERIFICATION FOR ELIGIBILITY**

The Systematic Alien Verification for Eligibility (SAVE) line item appropriation funds the State's interface with the federal alien verification database that is used by the State to determine citizenship or legal residence when required. This line item was added by a supplemental action in FY 2003-04 (H.B. 04-1322) to separate the funding and staffing (1.0 FTE) for the SAVE program from the Refugee Assistance Program.

### **(D) CHILD SUPPORT ENFORCEMENT**

#### **AUTOMATED CHILD SUPPORT ENFORCEMENT SYSTEM**

The Child Support Enforcement (CSE) Program is mandated by Title IV-D of the Social Security Act and 26-13-101, C.R.S. et seq. The Automated Child Support Enforcement System (ACSES) is the automated system that is used to support the CSE Program in the State of Colorado. This line item includes funding for the ACSES as well as the Family Support Registry (FSR) and the State Directory of New Hires (SDNH) to implement the CSE Program statewide in 64 county CSE units. This line item has 16.9 FTE.

The line item dates back to approximately 1980 when it was originally titled "Special Purpose Welfare Programs – Child Support Enforcement Program." The purpose of this line item was to fund the development and implementation of a comprehensive statewide computer system in support of the CSE Program in coordination with the Client Oriented Information Network (COIN) System. The original line item was funded with 10% General Fund and 90% Federal Financial Participation (FFP). This line item is currently funded with 34% General Fund and 66% FFP.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

The line item appropriation was expanded pursuant to S.B. 90-160 and H.B. 92-1232 in order to fund the implementation and operation of the Family Support Registry. The FSR is the entity responsible for the receipt and disbursement of child support in the State. In FY 2012-13, the FSR processed over \$431 million in child support obligations.

H.B. 97-1205 increased the line item appropriation to include child support requirements mandated by the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA). A number of enforcement remedies and other requirements were added to the CSE Program, the most significant of which was New Hire Reporting. All employers in the State are required to submit new hire reports to the State Directory of New Hires (SDNH) where they are collected and transmitted to the National Directory of New Hires. The data is used to initiate the withholding of employee wages to meet child support obligations. In FY2012-13, over 1.5 million new hire reports were processed by the SDNH.

### **CHILD SUPPORT ENFORCEMENT**

The Child Support Enforcement (CSE) program is mandated by Title IV-D of the Social Security Act of 1975, which provides federal funding through grants for state-run child support enforcement programs. Title IV of the Social Security Act covers grants to states for the purpose of providing aid and services to needy families with Part "D" of that law providing for child support and the establishment of paternity. Additionally, C.R.S. 26-13-101, C.R.S. et seq. enacted the "Colorado Child Support Enforcement Act" and states "the purposes of this article is to provide for enforcing the support obligations owed by obligors, to locate obligors, 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."

This line item dates back to the mid 1970's when the IV-D program began. The line item provides funding for the staff and operating expenses for the Child Support Enforcement Division (24.5 FTE). The Division provides operational oversight, training, policy development and monitoring to the 64 county child support units. It also operates several centralized enforcement remedies, such as the drivers and professional license suspension programs, and a unit that processes cases where one of the parties lives in a different state or country. The Division ensures that Colorado complies with all federal and state regulations and laws concerning child support enforcement. The Division works to improve the state's performance in establishing and enforcing orders for paternity, child support, and medical support. The line item is funded with 34% General Fund and 66% Federal Financial Participation (FFP) with the federal funding for child support remaining uncapped.

**(E) DISABILITY DETERMINATION SERVICES**

**PROGRAM COSTS**

Disability Determination Services (DDS) is a 100% federally funded program (Titles II and XVI of the Social Security Act) that provides the Social Security Administration (SSA) with medical disability decisions for Colorado residents who apply for benefits under the Social Security Disability Insurance (SSDI) and/or Supplemental Security Income (SSI) programs. Utilizing standards provided by the SSA, State Disability Determination Specialists and Medical Consultants located in the DDS office in Aurora provide adjudication services for initial, reconsideration and continuing disability review (CDR) cases for SSDI and SSI claimants for the federal government. DDS is the agency sanctioned by the SSA to determine medical eligibility for these benefits. The SSDI is an insurance program providing benefits to disabled workers. The purpose of SSI is to ensure a minimum level of income to people who are aged, blind or disabled, and who have limited income and resources. There is no minimum age requirement in establishing eligibility on the basis of blindness or disability. This line item funds the administrative costs including personal services (121.7 FTE) and operating expenses associated with determining medical eligibility for disability benefits. Actual benefit payments are issued by the SSA.





Department of Human Services  
Line Item Descriptions

**Behavioral Health Services**

FY 2014-15 Budget Request

**NOVEMBER 1, 2013**

This page was intentionally left blank.

## TABLE OF CONTENTS

(8)	BEHAVIORAL HEALTH SERVICES .....	8-1
(A)	ADMINISTRATION .....	8-1
	Personal Services .....	8-1
	Operating Expenses .....	8-1
	Indirect Cost Assessment .....	8-1
	Federal Programs and Grants .....	8-1
	Other Federal Grants .....	8-2
(B)	MENTAL HEALTH COMMUNITY PROGRAMS .....	8-2
1)	MENTAL HEALTH SERVICES FOR THE MEDICALLY INDIGENT .....	8-2
	Services for Indigent Mentally Ill Clients .....	8-2
	Medications for Indigent Mentally Ill Clients .....	8-3
	School-based Mental Health Services (formerly Early Childhood Mental Health Services) .....	8-3
	Assertive Community Treatment Programs .....	8-3
	Alternatives to Inpatient Hospitalization at a Mental Health Institute .....	8-4
	Mental Health Services for Juvenile and Adult Offenders .....	8-4
	Mental Health First Aid (New Line Item) .....	8-4
2)	RESIDENTIAL TREATMENT FOR YOUTH (HB 99-1116) .....	8-5
(C)	MENTAL HEALTH INSTITUTES .....	8-5
	Mental Health Institute - Ft. Logan Personal Services .....	8-5
	Mental Health Institute - Ft. Logan Contract Medical Services (New Line Item) .....	8-6
	Mental Health Institute - Ft. Logan Operating Expenses .....	8-6
	Mental Health Institute - Ft. Logan Pharmaceuticals .....	8-6
	Mental Health Institute - Pueblo Personal Services .....	8-6
	Mental Health Institute - Pueblo Contract Medical Services (New Line Item) .....	8-7
	Mental Health Institute - Pueblo Operating Expenses .....	8-7

Mental Health Institute - Pueblo Pharmaceuticals .....	8-7
Educational Programs .....	8-7
Jail-based Restoration Services.....	8-8
(D) ALCOHOL AND DRUG ABUSE DIVISION .....	8-8
1) TREATMENT SERVICES .....	8-8
Treatment and Detoxification Contracts .....	8-8
Case Management for Chronic Detoxification Clients .....	8-9
Short-term Intensive Residential Remediation and Treatment (STIRRT) .....	8-9
High Risk Pregnant Women Program.....	8-9
2) PREVENTION AND INTERVENTION .....	8-10
Prevention Contracts .....	8-10
Persistent Drunk Driver Programs .....	8-10
Law Enforcement Assistance Fund Contracts .....	8-10
3) OTHER PROGRAMS .....	8-11
Federal Grants .....	8-11
Balance of Substance Abuse Block Grant Programs .....	8-11
Community Prevention and Treatment.....	8-12
Gambling Addiction Counseling Services .....	8-12
Rural Substance Abuse Prevention and Treatment.....	8-12
(E) CO-OCCURRING BEHAVIORAL HEALTH SERVICES .....	8-13
Substance Use Disorder Offender Services (HB 10-1352).....	8-13
Community Transition Services .....	8-13
Crisis Response System – Crisis Stabilization Units, Mobile Crisis Response, Respite Services and Marketing.....	8-14
Crisis Response System – Telephone Hotlines.....	8-14
Co-occurring Behavioral Health Services .....	8-14

Line Item Descriptions FY 14-15 BUDGET REQUEST

***(8) BEHAVIORAL HEALTH SERVICES***

***(A) ADMINISTRATION***

***PERSONAL SERVICES***

The Personal Services line item includes direct and indirect administration salaries and benefits for the Office of Behavioral Health (OBH) Community Programs. For the purposes of federal grant budgeting, oversight activities such as site reviews are categorized as “direct” and administrative support functions are categorized as “administrative.” This line item also provides funding for professional and temporary services. The FY 2011-12 Long Bill (SB 11-209) consolidated Alcohol and Drug Abuse personal services and Mental Health personal services into one line item.

***OPERATING EXPENSES***

This appropriation includes general operating, travel, capital outlay and transfer expenditures for the Office of Behavioral Health Community Programs. Operating expenditures include office supplies, communication services, information technology hardware and software, and registration fees (training). The FY 2011-12 Long Bill (SB 11-209) consolidated the Alcohol and Drug Abuse operating expenses and Mental Health operating expenses into one line item.

***INDIRECT COST ASSESSMENT***

This line item reflects the monies anticipated to be recovered from federal sources that allow for indirect administrative costs. These monies are used to offset General Fund expenditures in the Department of Human Services Executive Director’s Office. The FY 2011-12 Long Bill (SB 11-209) consolidated the Alcohol and Drug Abuse indirect cost and Mental Health indirect cost into one line item.

***FEDERAL PROGRAMS AND GRANTS***

The Office of Behavioral Health applies for a variety of federal discretionary grants to enhance mental health services in Colorado. The Federal Programs and Grants line item includes special purpose demonstration projects and research program grants funded by the federal government. In FY 2013-14 this line item included the Data Infrastructure Project grant to maintain federally mandated

## Line Item Descriptions FY 14-15 BUDGET REQUEST

comprehensive mental health performance indicators, and the Olmstead Initiative which directs funding towards supporting the transition of older adults with behavioral health issues from nursing homes to less restrictive community settings.

### ***OTHER FEDERAL GRANTS***

This line item includes the majority of federal funding from discretionary grants/sub-contracts awarded by the Substance Abuse and Mental Health Services Administration (SAMHSA). In FY 2013-14, this line item included the Colorado Prevention Partnerships for Success grant which directs funding towards enhancing/expanding substance-use prevention in community settings, the Drug and Alcohol Services Information System (DASIS) grant which is focused on data system infrastructure improvement, and the State Outcome Measurement and Management System (SOMMS) grant which supports enhancing data/performance reporting on National Outcome Measures. The FY 2011-12 Long Bill (SB 11-209) moved this line from the Alcohol and Drug Abuse Section to the Administration section.

### ***(B) MENTAL HEALTH COMMUNITY PROGRAMS***

#### ***1) MENTAL HEALTH SERVICES FOR THE MEDICALLY INDIGENT***

##### ***SERVICES FOR INDIGENT MENTALLY ILL CLIENTS***

Community programs provide the majority of the services delivered in the public mental health system. Colorado's public mental health system is comprised of seventeen Community Mental Health Centers (CMHCs) contracted by the Office of Behavioral Health. The medically indigent individual (income less than 300 percent of the federal poverty level) is not eligible for Medicaid, and does not receive mental health care from any other service. The contracts that the Department enters into with the CMHCs require the provision of services to a targeted number of indigent individuals across age categories. In turn, the CMHCs provide a variety of services to targeted individuals in specific geographic locations. This line item provides the following services: partial care, outpatient, case management, long term care, inpatient care, residential care, sheltered workshop/vocational, chronically mentally ill services, and children's crisis services.

The State's FY 2013-14 contracted per person rate for the medically indigent population is \$3,108. The number of clients served through Departmental contracts with the CMHCs has been approximately 9,355 individuals for FY 2010-11, 2011-12, 2012-13 and is estimated for 2013-14. The number of indigent clients contracted for service does not include the number of clients served with other State funding sources, such as Medicaid payments made on behalf of individuals enrolled in Behavioral Health Organizations (BHOs).

## Line Item Descriptions FY 14-15 BUDGET REQUEST

This line also includes 861 assertive community treatment intensive case management/outpatient based services slots, funded at a case rate of \$7,955 for clients served through the Mental Health Center of Denver and approximately \$1.2 million dollars for southwestern and western Colorado Acute Treatment Unit and Inpatient hospitalization capacity.

In addition, this line item also includes costs that are funded by the SAMHSA Mental Health Services Grant and the SAMHSA Homeless PATH Grant. Services include Behavioral Health Planning Council expenses, mental health advocacy contracts, mental health engagement and outreach services for the homeless or at risk of homelessness population and other community mental health initiatives and services.

### ***MEDICATIONS FOR INDIGENT MENTALLY ILL CLIENTS***

As part of FY 2008-09 supplemental process, Joint Budget Committee staff recommended that a new line item be added to the Long Bill for medications for indigent mentally ill clients in order to separate community provider and medication funding and to increase transparency in the Long Bill. \$1,713,993 General Fund was moved from the Services for 10,296 Indigent Mentally Ill Clients line item to establish this new line item. Funds may be used by the CMHCs for direct purchase of medications or to employ an individual to negotiate the purchase of medications.

### ***SCHOOL-BASED MENTAL HEALTH SERVICES (FORMERLY EARLY CHILDHOOD MENTAL HEALTH SERVICES)***

This program supports both an early childhood and a school-based mental health specialist in each of the seventeen community mental health centers and psychiatric services for children with serious emotional disturbance. The school-based program was established by the General Assembly to provide funding for school-based mental health specialists in S.B. 13-230 (FY 2013-14 Long Bill). The moneys build a network of professionals with knowledge and capacity to identify and provide services for school based mental health issues.

The Special Bill, H.B. 13-1117 “Concerning Alignment of Child Development Programs” moved this line item to the Office of Early Childhood Development.

### ***ASSERTIVE COMMUNITY TREATMENT PROGRAMS***

Assertive Community Treatment (ACT) is an evidence-based service delivery model for providing comprehensive community-based treatment to adults with serious and persistent mental illness. The ACT model includes a mobile mental health unit that functions interchangeably to provide the treatment, rehabilitation, and support services that adults with serious mental illnesses need to live

## Line Item Descriptions FY 14-15 BUDGET REQUEST

successfully in the community. This line item was established in FY 2000-01 for intensive outpatient case management services for severely mentally ill adults. Approximately 120 severely and persistently mentally ill clients are provided new or enhanced services through competitive grants to Community Mental Health Centers. Currently, the Mental Health Center serving Boulder and Broomfield counties, the Mental Health Center of Denver, and the San Luis Valley Comprehensive Community Mental Health Center receive funds for the ACT service delivery model.

### ***ALTERNATIVES TO INPATIENT HOSPITALIZATION AT A MENTAL HEALTH INSTITUTE***

The appropriation is used to fund alternative placements for people who would otherwise require hospitalization at one of the State's two mental health institutes. Services include, but are not limited to inpatient hospitalization capacity, Acute Treatment Unit capacity, residential treatment capacity, medication, medication administration, intensive therapy/case management, mentoring services, and other services to improve the patient's level of functioning to enhance his or her success in the community. JBC staff recommended consolidating the Alternatives to Inpatient Hospitalization at the Mental Health Institute at Pueblo, the Alternatives to Inpatient Hospitalization at the Mental Health Institute at Fort Logan, the Alternatives to the Fort Logan Aftercare Program and the Alternatives to Inpatient Hospitalization for Youth line items into a single new line item titled Alternatives to Hospitalization at the Mental Health Institutes in FY 2007-08.

### ***MENTAL HEALTH SERVICES FOR JUVENILE AND ADULT OFFENDERS***

This program funded with tobacco litigation settlement moneys, was created by Special Bill SB 07-097/HB 07-1359 to provide services for juvenile and adult offenders with mental health and substance use disorders who are involved in the criminal justice system. 11 of the 17 CMHCs across the state have designed and implemented S.B. 07-097 programs in accordance with the legislation. The outcome data available for FY 2010-11, FY 2011-12 and FY 2012-13 indicate decreased levels of incarceration, decreased levels of mental health symptom severity, decreased levels of hospitalization, decreased incarceration levels and recidivism, decreased ambulance transportation, and increases in employment and training.

### ***MENTAL HEALTH FIRST AID (NEW LINE ITEM)***

In FY 2014-15 R-16: "Mental Health First Aid" the Department is requesting \$750,000 General Fund to contract for Mental Health First Aid certification classes and new instructor training. The goal of this line is to strategically increase the number of people throughout Colorado who have basic training in how to identify mental health and substance abuse problems, connect individuals to care, and safely de-escalate crisis situations if needed.



Line Item Descriptions FY 14-15 BUDGET REQUEST

**2) RESIDENTIAL TREATMENT FOR YOUTH (HB 99-1116)**

HB 99-1116 established the Child Mental Health Treatment Act (CMHTA), which allows families to access community residential, intensive community based services that are an alternative to residential treatment, and post residential transitional treatment services for their child without requiring a dependency and neglect action, when there is no child abuse or neglect. HB 04-1421 allocated tobacco settlement moneys for the implementation of the child mental health treatment act. The program, codified in 27-67-101 through 107, C.R.S. (2013), provides parents the option of residential or non-residential services for mental health treatment without going through the local county Departments of Social Services or the court.

The program provides funding for mental health treatment services for children who are at risk of out of home placement, when a dependency and neglect action is not warranted. Children may access residential treatment through a Residential Child Care Facility (RCCF) or Psychiatric Residential Treatment Facility (PRTF). The funding covers the cost of treatment that is not paid by private insurance, Medicaid, Supplemental Security Income (SSI) benefits, and a sliding scale parental fee based on the Child Support Guidelines. For community based treatment services, costs are covered by the Act and a parental fee not to exceed 50% of the residential parental fee.

The Act also applies to families of Medicaid eligible children who may apply for residential treatment through a Behavioral Health Organization (BHO). The BHO is responsible for residential treatment costs for Medicaid eligible children determined to require this level of care.

**(C) MENTAL HEALTH INSTITUTES**

**MENTAL HEALTH INSTITUTE - FT. LOGAN PERSONAL SERVICES**

This line item provides funding for the Colorado Mental Health Institute at Ft. Logan employee salaries and benefits, as well as the associated State contribution to the Public Employees Retirement Association (PERA) and the state share of federal Medicare taxes. The line item also provides funding for contracted medical services and the medical staff employed through an interagency agreement with the University of Colorado at Denver. This line item was established during the FY 2011-12 supplemental budget process as a result of Joint Budget Committee staff recommendation to set up three separate line items (personal services, operating expenses, and pharmaceuticals) in the FY 2012-13 Long Bill (HB 12-1335).

Line Item Descriptions FY 14-15 BUDGET REQUEST

***MENTAL HEALTH INSTITUTE - FT. LOGAN CONTRACT MEDICAL SERVICES (NEW LINE ITEM)***

In FY 2014-15 R-10: “Outside Medical Expenses” the Department is requesting the creation of this new line, a transfer of funds from the personal services line and additional General Fund to cover increasing contracted medical services at the Colorado Mental Health Institute at Fort Logan.

***MENTAL HEALTH INSTITUTE - FT. LOGAN OPERATING EXPENSES***

This line item funds the general operating expenditures for the Mental Health Institute at Fort Logan including food, medical/laboratory supplies, custodial and laundry supplies, telephone fees, office equipment, maintenance, etc. This line item funds the major functions and cost centers involved in operating the Institute and the programs that serve the patients. This line item was established during the FY 2011-12 supplemental budget process when the Joint Budget Committee approved three separate line items (personal services, operating expenses, and pharmaceuticals) in the FY 2012-13 Long Bill (HB 12-1335).

***MENTAL HEALTH INSTITUTE - FT. LOGAN PHARMACEUTICALS***

This line item provides funds to purchase medications for patients at the Mental Health Institute at Fort Logan. The pharmacy at the Mental Health Institute at Fort Logan is responsible for dispensing general over-the-counter medications, such as pain relievers; general health prescriptions for conditions such as diabetes, hypertension and high cholesterol; and psychiatric medications, including mood stabilizers, anti-depressants and anti-psychotics. This line item was established during the FY 2011-12 supplemental budget process when the Joint Budget Committee approved splitting the Fort Logan Mental Health Institute line item into three separate line items (personal services, operating expenses, and pharmaceuticals) in the FY 2012-13 Long Bill (HB 12-1335).

***MENTAL HEALTH INSTITUTE - PUEBLO PERSONAL SERVICES***

This line item provides funding for the Mental Health Institute at Pueblo employees' salaries, wages and benefits, as well as the associated State contribution to the Public Employees Retirement Association (PERA) and the state share of federal Medicare taxes. This line item also provides funding for contracted medical services and the medical staff employed through an interagency agreement with the University of Colorado at Denver. This line item was established by Joint Budget Committee staff action during the FY 2011-12 supplemental budget process. The Joint Budget Committee approved three separate line items in the FY 2012-13 Long Bill (HB 12-1335) for the Colorado Mental Health Institute at Pueblo personal services, operating expenses, and pharmaceuticals.

Line Item Descriptions FY 14-15 BUDGET REQUEST

***MENTAL HEALTH INSTITUTE - PUEBLO CONTRACT MEDICAL SERVICES (NEW LINE ITEM)***

In FY 2014-15 R-10: “Outside Medical Expenses” the Department is requesting the creation of this new line, a transfer of funds from the personal services line and additional General Fund to cover contracted medical services at the Colorado Mental Health Institute at Pueblo.

***MENTAL HEALTH INSTITUTE - PUEBLO OPERATING EXPENSES***

This line item pays for the general operating expenditures at the Mental Health Institute at Pueblo including but not limited to food, medical/laboratory supplies, custodial and laundry supplies, telephone and microcomputer fees, office equipment, and maintenance. This line item funds the major function and cost centers involved in operating the Institute and the programs that serve the patients. This line item was established by Joint Budget Committee Staff action during the FY 2011-12 supplemental budget process. The Joint Budget Committee approved establishing three separate line items in the FY 2012-13 Long Bill (HB 12-1335) for personal services, operating expenses, and pharmaceuticals at the Fort Logan Mental Health Institute and the Pueblo Mental Health Institute.

***MENTAL HEALTH INSTITUTE - PUEBLO PHARMACEUTICALS***

This line item provides funds for the purchase of medication prescribed to the patients at the Mental Health Institute at Pueblo. The pharmacy at the Mental Health Institute at Pueblo is responsible for dispensing general over-the-counter medications, such as pain relievers; general health prescriptions for conditions such as diabetes, hypertension and high cholesterol; and psychiatric medications, including mood stabilizers, anti-depressants and anti-psychotics. This line item was established during the FY 2011-12 supplemental budget process by Joint Budget Committee staff action. The Joint Budget Committee approved establishing three separate line items in the FY 2012-13 Long Bill (HB 12-1335) for personal services, operating expenses, and pharmaceuticals at the Fort Logan Mental Health Institute and the Pueblo Mental Health Institute.

***EDUCATIONAL PROGRAMS***

This line item funds personal services and operating expenses associated with the educational programs at the Mental Health Institute at Pueblo. The source of funding for this line item is primarily from per pupil revenue (PPR) and special education funds transferred from the Colorado Department of Education. Male and female patients, ages 12 years to adult, receive educational services while they are patients at Institute. Educational services include a variety of components including educational testing and assessments, treatment planning, special education, GED training and testing, and career education.

Line Item Descriptions FY 14-15 BUDGET REQUEST

***JAIL-BASED RESTORATION SERVICES***

The Joint Budget Committee approved FY 2013-14 Decision Item R-3A “Strengthen Behavioral Health – Increase Access to Mental Health Institute Civil Beds” that provided contract funding for a 20-bed jail-based restoration program for defendants who have been determined by the court to be Incompetent to Proceed (ITP) in their criminal cases.

***(D) ALCOHOL AND DRUG ABUSE DIVISION***

***1) TREATMENT SERVICES***

***TREATMENT AND DETOXIFICATION CONTRACTS***

Treatment and detoxification are two different levels of care that are funded separately and have separate and distinct contract admission requirements even though appropriated in a single line item. The Office of Behavioral Health provides detoxification and treatment services utilizing one contract for each sub-state planning region.

The OBH contracts with four Managed Service Organizations that subcontract with local community providers to provide non-hospital detoxification services. The subcontractors accept persons who are intoxicated by alcohol or drugs for evaluation and provide services necessary to protect client and public health and safety until the blood level of the intoxicating substance(s) is zero. Detoxification/shelter services serve a dual purpose by protecting individual and public health and safety, and also as an entry point for treatment. Detoxification services are critical for law enforcement and community protection but do not constitute treatment for substance abuse.

The intent of the OBH Treatment Contracts is to purchase coordinated and comprehensive services for specific low-income populations of highest priority to the state and federal governments, as well as for clients outside the specific priority populations. OBH treatment contracts must also implement principles of managed care in providing such services in order to expand capacity and improve treatment outcomes while controlling cost. The required basic treatment services in the Treatment Contracts are detoxification, outpatient opioid replacement treatment, individual, group and family outpatient therapy, intensive outpatient therapy, transitional residential treatment, therapeutic community and intensive residential treatment. These services are delivered through statewide contracts with four managed service organizations, which subcontract with providers in seven geographic regions.

Line Item Descriptions FY 14-15 BUDGET REQUEST

***CASE MANAGEMENT FOR CHRONIC DETOXIFICATION CLIENTS***

PROJECT PROUD (Project to Reduce Over-Utilization of Detoxification) is a Denver metropolitan area case management program targeting persons chronically dependent on alcohol or drug substances who do not respond successfully to conventional residential and outpatient treatment methods. The goal of this intensive case management program is to reduce the chronic use of detoxification services by providing intensive assistance with obtaining the multiple services needed by population such as housing, health care, mental health services, and employment or vocational support.

***SHORT-TERM INTENSIVE RESIDENTIAL REMEDIATION AND TREATMENT (STIRRT)***

The Short-term Intensive Residential Remediation Treatment (STIRRT) Program is intended to reduce recidivism among adult offenders, age eighteen years or older, who have been unsuccessful in community treatment for drug and alcohol abuse and continue to commit offenses. STIRRT includes two weeks of intensive residential treatment followed up by nine months of outpatient continuing care. The evidence-based practice is often implemented as a diversion to incarceration.

***HIGH RISK PREGNANT WOMEN PROGRAM***

The High Risk Pregnant Women Program also referred to as Special Connections is an entitlement program funded by Medicaid to serve pregnant women in need of substance use disorder treatment. This program was developed based on the following goals: 1) to produce a healthy infant; 2) to reduce or stop the substance use behavior of the pregnant woman during and after the pregnancy; 3) to promote and assure a safe child-rearing environment for the newborn and other children; and 4) to maintain the family unit, the mother, infant, and other family members.

In 1991, the General Assembly adopted S.B. 91-056 to create a health care and treatment program for women and their children who are at risk of poor birth outcomes due to maternal substance use disorders. The program is funded by Medicaid and administered by the OBH. Beneficiaries of the Special Connections program include mothers, their children, the community, Colorado taxpayers and future generations of children.

Low-income pregnant women, regardless of Medicaid eligibility, may receive these services from designated treatment providers throughout the State. The services include an in-depth assessment, individual and group counseling, case management services, health education, and urinalysis screening and monitoring. H.B. 04-1075 increased the post-partum benefit from two months to twelve months for the program.

## Line Item Descriptions FY 14-15 BUDGET REQUEST

### ***2) PREVENTION AND INTERVENTION***

#### ***PREVENTION CONTRACTS***

Prevention programs provide young people, families and communities with the resources and skills to increase protective factors and decrease risk factors linked to substance abuse. OBH contracts with statewide and local prevention programs by providing partial funding for services designed to prevent the illegal and inappropriate use of alcohol, tobacco and other drugs. Types of services include mentoring, tutoring, life skills training, parenting training, creative arts, education/resource centers, DUI prevention programs and employee assistance programs. Prevention strategies used by OBH and its contractors include:

- 1) Information distribution regarding the nature and extent of use, abuse and its effects on individuals, families and communities;
- 2) Substance-free activity development for community events;
- 3) Community development, which helps groups, neighborhoods or communities plan and implement a range of prevention services;
- 4) Prevention education, which involves a structured, formal research-based curriculum; problem identification and assessment, which determines whether substance abusing/using behavior can be reversed through education; and
- 5) Community-based efforts to establish or change written and unwritten community standards and attitudes influencing the incidence and prevalence of the abuse of alcohol, tobacco and other drugs.

Funding for contracts includes General Fund, federal funds from the Substance Abuse Prevention and Treatment Block Grant and cash funds from the Adolescent Substance Abuse Prevention and Treatment Fund and the Tobacco Use Prevention Fund.

#### ***PERSISTENT DRUNK DRIVER PROGRAMS***

Persistent Drunk Driver Programs are funded by the Persistent Drunk Driver Cash Fund (created by HB 98-1334) consisting of fees assessed against convicted drunk drivers. The fund is managed by representatives of the Departments of Revenue, Transportation and Human Services. Funding priorities as defined by statute are designed to support programs intended to deter persistent drunk driving, and to educate the public, with emphasis on young drivers.

#### ***LAW ENFORCEMENT ASSISTANCE FUND CONTRACTS***

The Colorado General Assembly created the Law Enforcement Assistance Fund [(Section 43-4-402 (2), C.R.S. (2013)] in 1982 to promote the prevention of drunk driving. The fund collects a surcharge on drunk and drugged driving convictions to help pay for

## Line Item Descriptions FY 14-15 BUDGET REQUEST

enforcement, laboratory charges and prevention programs. The Office of Behavioral HealthOffice receives 20 percent of the dollars specifically to establish impaired driving prevention programs.

Populations mandated under the LEAF legislation and served through five prevention contracts include: 1) the general population as a whole; 2) teachers of young people and young adults, especially those young people/adults at high risk for impaired driving; 3) health professionals; 4) local law enforcement; and 5) providers and advocacy organizations. Types of services include mentoring, tutoring, life skills training, harm reduction education, community coalition building, social norms marketing, and education/information dissemination.

Funding supports local efforts to prevent persons from driving when using alcohol or other drugs. Services provided include mentoring, tutoring, life skills training, harm reduction education, community coalition building, social norms marketing, and education and information dissemination.

The funding comes from a \$60 fee charged to those persons convicted of a DUI offense. These funds are distributed according to statute [Section 43-4-401, C.R.S.] to the Department of Public Health and Environment for the Implied Consent program, the Department of Human Services for community prevention projects, and the Department of Transportation for grants to local law enforcement agencies. The statutes require the Department to use these funds for a statewide program of public education on driving under the influence, including teacher training and the dissemination of educational materials.

### ***3) OTHER PROGRAMS***

#### ***FEDERAL GRANTS***

OBH receives a variety of federal alcohol and substance use discretionary grants. The portion of federal grants anticipated to be used for administrative activities is shown in the (A) Administration section. The federal government frequently allows OBH to roll forward unspent grant monies and may also extend the actual grant period in order to enable OBH and the service provider to complete a project.

#### ***BALANCE OF SUBSTANCE ABUSE BLOCK GRANT PROGRAMS***

This line item includes federal Substance Abuse Prevention and Treatment Block Grant allocations. The OBH has the flexibility to allocate funds in this line item to the Community Programs Treatment Contracts and the Prevention Contracts Lines. The Block Grant

## Line Item Descriptions FY 14-15 BUDGET REQUEST

requires that 35 percent of the funds are used for alcohol abuse programs, 35 percent for drug abuse, 20 percent for prevention, and the remaining 10 percent can be applied to any of the three areas.

The line item appropriation is combined with funds appropriated for treatment and prevention contracts to provide services to meet the needs of specific populations. This flexibility is essential in meeting the five earmarked requirements of each Block Grant award (administration, drug/alcohol treatment, prevention, women's services, and HIV early intervention).

### ***COMMUNITY PREVENTION AND TREATMENT***

During the 2007 session, the Legislature passed S.B. 07-097 and H.B. 07-1359, which reallocated tobacco litigation settlement funds to the Department to purchase additional community prevention and treatment services. The law requires 25% of the funds to be targeted for prevention services and 75% for treatment services.

### ***GAMBLING ADDICTION COUNSELING SERVICES***

The Gambling Addiction Counseling Services Program was created in HB 08-1314 to provide gambling addiction counseling to Colorado residents. Monies from the Local Limited Gaming Impact Fund (2%) are transferred to the Gambling Addiction Account for grant awards to provide gambling addiction counseling, including prevention and education, to Colorado residents. The Department may use a portion of the moneys in the Gambling Addiction Account to cover the Department's direct and indirect costs associated with administering the grant program (not to exceed 10% for FY 2008-09 and 5% for FY 2009-10 and thereon).

Grants are awarded to state, local, public or private entities and programs that provide gambling addiction counseling services and that utilize nationally accredited gambling addiction counselors. For FY 2013-14 the moneys in the Gambling Addiction Account were earmarked for grants to addiction counselors who are actively pursuing national accreditation as gambling addiction counselors. This program was scheduled to be repealed effective July 1, 2013. However, the special bill, S.B. 13-173 "Implementing the Recommendations in the 2012 Sunset Report by the Department of Regulatory Agencies," appropriated funding for the line and set a new expiration date of September 1, 2022.

### ***RURAL SUBSTANCE ABUSE PREVENTION AND TREATMENT***

HB 09-1119 "Concerning Creation of a Program to Assist Entities Providing Programs to Address Substance Abuse Problems in Rural Areas of Colorado" established the Rural Alcohol and Substance Abuse Prevention and Treatment Program that consists of the Rural Youth Alcohol and Substance Abuse Prevention and Treatment Project and the Rural Detoxification Project. The latter provides



## Line Item Descriptions FY 14-15 BUDGET REQUEST

treatment services to alcohol and drug-addicted persons in rural areas. The bill defines rural areas as counties with a population of less than 30,000.

Program funding is from penalty surcharges on convictions of driving under the influence (DUI), driving while ability impaired (DWAI), habitual user of controlled substances, and underage drinking and driving (UDD). Penalty surcharges are also established for other alcohol or drug-related offenses upon conviction or a deferred sentence. The minimum penalty surcharge is \$1 and the maximum is \$10. Surcharge revenue is credited to the Rural Alcohol and Substance Abuse Cash Fund. Revenue from the Rural Alcohol and Substance Abuse Cash Fund is used to provide direct services. The program and funding will sunset on July 1, 2016.

### ***(E) CO-OCCURRING BEHAVIORAL HEALTH SERVICES***

#### ***SUBSTANCE USE DISORDER OFFENDER SERVICES (HB 10-1352)***

The Office of Behavioral Health administers the Substance Use Disorder Offender Services Program, which originated through HB 10-1352. HB 10-1352 “Concerning Changes to Crimes Involving Controlled Substances, and making an Appropriation in Connection Therewith” declared that community-based substance abuse treatment and education programs, in conjunction with mental health treatment as necessary, provide effective tools in the effort to reduce drug usage and criminal behavior in communities. Therapeutic intervention and ongoing individualized treatment plans offer a potential alternative to incarceration. Generated savings were appropriated to the Drug Offenders Surcharge Fund and such moneys are required to be allocated to cover the costs associated with the treatment of substance abuse or co-occurring disorders of adult offenders who are assessed to be in need of treatment and who are on diversion, on probation, on parole, in community corrections, or in jail.

#### ***COMMUNITY TRANSITION SERVICES***

The Joint Budget Committee approved FY 2013-14 Decision Item R-3B “Strengthen Behavioral Health – Improved Community Capacity” to address the state’s ability to provide appropriate intensive behavioral health services and supports consumers who transition back into the community and have intensive needs. The components of this initiative are as follows:

1. Additional capacity to deliver evidenced based intensive outpatient based treatment, Assertive Community Treatment (ACT) services, for indigent clients who have been committed to the Mental Health Institutes and are transitioning back to the community. This service is also intended to provide intensive outpatient based service capacity to assist communities with reducing hospitalizations.

## Line Item Descriptions FY 14-15 BUDGET REQUEST

2. The addition of 30 bed capacity Alternative Care Facility (ACF) residence treatment options that are an appropriate step-down or an alternative to hospitalization. This bed capacity will be used as a step down for clients exiting the Mental Health Institutes.
3. Five to seven Behavioral health navigation specialists that assist clients with community transition, and the facilitation of “wrap around” services. These positions will help with community linkages including housing referrals, benefit acquisition, and other community supports.
4. Individualized flexible funds to promote community reintegration. Some of these costs include: Additional Sex Offender Management Board Approved Treatment, polygraphs, surveillance equipment such as electronic monitoring devices, funding for daily structured activities such as recreation centers, education and training, personal needs such as work uniforms and costs associated with volunteer activities, individualized mentoring, transportation cost to promote engagement in treatment and community integration, substance use testing, smoking cessation/nicotine patches, respite care for family members caring for individuals, etc.
5. This initiative also includes General Fund monies that are appropriated to the Division of Local Affairs for housing vouchers to this population for the purpose of maintaining stability and long term community reintegration.

### ***CRISIS RESPONSE SYSTEM – CRISIS STABILIZATION UNITS, MOBILE CRISIS RESPONSE, RESPITE SERVICES AND MARKETING***

The Special Bill, S.B. 13-266 “Create a Coordinated Behavioral Health Crisis Response System,” appropriated funds to contract vendors to provide crisis stabilization units, mobile crisis response, respite services and conduct marketing to increase awareness of the services.

### ***CRISIS RESPONSE SYSTEM – TELEPHONE HOTLINES***

The Special Bill, S.B. 13-266 “Create a Coordinated Behavioral Health Crisis Response System,” appropriated funds to contract a vendor to establish and maintain Telephone Hotlines where people across the state can dial a single toll free number and be connected to locally available crisis services.

### ***CO-OCCURRING BEHAVIORAL HEALTH SERVICES***

The Joint Budget Committee voted to add this funding to the FY 2013-14 Long Bill (SB 13-230). The funding will provide a “full continuum of co-occurring behavioral health services in southern Colorado and the Arkansas Valley” for the adolescent and adult indigent population.



Department of Human Services  
Line Item Descriptions

**Services For People With Disabilities**

FY 2014-15 Budget Request

**NOVEMBER 1, 2013**

This page was intentionally left blank.

(9) SERVICES FOR PEOPLE WITH DISABILITIES .....	9-1
(A) COMMUNITY SERVICES FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES .....	9-1
(1) ADMINISTRATION .....	9-1
PERSONAL SERVICES .....	9-1
OPERATING EXPENSES .....	9-1
COMMUNITY AND CONTRACT MANAGEMENT SYSTEM.....	9-1
SUPPORT LEVEL ADMINISTRATION.....	9-2
(2) PROGRAM COSTS .....	9-2
ADULT COMPREHENSIVE SERVICES FOR 4,471.2 MEDICAID FULL PROGRAM EQUIVALENTS (FPE).....	9-3
ADULT SUPPORTED LIVING SERVICES FOR 692 GENERAL FUND AND 3,417.5 MEDICAID FPE.....	9-4
FAMILY SUPPORT SERVICES .....	9-4
CHILDREN’S EXTENSIVE SUPPORT SERVICES FOR 659 MEDICAID FPE.....	9-5
CASE MANAGEMENT FOR 692 GENERAL FUND AND 8,547.7 MEDICAID FPE.....	9-5
ELIGIBILITY DETERMINATION AND WAITING LIST MANAGEMENT.....	9-6
PREVENTIVE DENTAL HYGIENE .....	9-6
(3) EARLY INTERVENTION SERVICES.....	9-7
EARLY INTERVENTION SERVICES .....	9-7
EARLY INTERVENTION SERVICES CASE MANAGEMENT.....	9-7
(B) REGIONAL CENTERS FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES .....	9-7
(1) WHEAT RIDGE REGIONAL CENTER .....	9-8
WHEAT RIDGE REGIONAL CENTER PERSONAL SERVICES .....	9-8
WHEAT RIDGE REGIONAL CENTER OPERATING EXPENSES.....	9-9
RESIDENT INCENTIVE ALLOWANCE.....	9-9
PROVIDER FEE.....	9-9

(2) GRAND JUNCTION REGIONAL CENTER .....	9-9
GRAND JUNCTION REGIONAL CENTER PERSONAL SERVICES .....	9-9
GRAND JUNCTION REGIONAL CENTER OPERATING EXPENSES.....	9-10
RESIDENT INCENTIVE ALLOWANCE.....	9-10
PROVIDER FEE.....	9-10
GENERAL FUND PHYSICIAN SERVICES .....	9-11
(3) PUEBLO REGIONAL CENTER .....	9-11
PUEBLO REGIONAL CENTER PERSONAL SERVICES.....	9-11
PUEBLO REGIONAL CENTER OPERATING EXPENSES.....	9-11
RESIDENT INCENTIVE ALLOWANCE.....	9-11
LEASED SPACE.....	9-12
(4) CAPITAL OUTLAY .....	9-12
CAPITAL OUTLAY .....	9-12
(C) WORK THERAPY PROGRAM.....	9-12
(D) DIVISION OF VOCATIONAL REHABILITATION .....	9-12
REHABILITATION PROGRAMS – GENERAL FUND MATCH .....	9-12
REHABILITATION PROGRAMS – LOCAL FUNDS MATCH .....	9-13
BUSINESS ENTERPRISE PROGRAM FOR PEOPLE WHO ARE BLIND .....	9-14
BUSINESS ENTERPRISE PROGRAM – PROGRAM OPERATED STANDS, REPAIR COSTS, AND OPERATOR BENEFITS .....	9-14
INDEPENDENT LIVING CENTERS AND STATE INDEPENDENT LIVING COUNCIL.....	9-15
OLDER BLIND GRANTS .....	9-15
TRAUMATIC BRAIN INJURY TRUST FUND.....	9-16
FEDERAL SOCIAL SECURITY REIMBURSEMENTS .....	9-16
(E) HOMELAKE DOMICILIARY AND STATE VETERANS NURSING HOMES .....	9-17
ADMINISTRATION.....	9-17

FITZSIMONS STATE VETERANS NURSING HOME .....	9-17
FLORENCE STATE VETERANS NURSING HOME .....	9-18
HOMELAKE STATE VETERANS CENTER .....	9-18
RIFLE STATE VETERANS NURSING HOME.....	9-19
WALSENBURG STATE VETERANS NURSING HOME.....	9-19
NURSING HOME INDIRECT COSTS SUBSIDY .....	9-20

**(9) SERVICES FOR PEOPLE WITH DISABILITIES**

**(A) COMMUNITY SERVICES FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

Pursuant to H.B. 13-1314, administration of long-term services and supports in the Division for Developmental Disabilities under (9) Services for People with Disabilities (A) Community Services for People with Disabilities (1) Administration, and (2) Program Costs will transfer effective March 1, 2014 from the Department of Human Services to the Department of Health Care Policy and Financing, Office of Community Living, as the Division of Intellectual and Developmental Disabilities. This does not include Early Intervention Services.

**(1) ADMINISTRATION**

**PERSONAL SERVICES**

Personal Services funds the salaries and benefits of 34.0 appropriated Full Time Equivalent (FTE) in the Division for Developmental Disabilities (Division) who oversee state programs for persons with developmental disabilities.

**OPERATING EXPENSES**

The Operating Expenses line item funds operating expenses for the administrative functions of the Division, including funding for materials, office supplies, equipment rental, postage, registration fees, travel expenses and other overhead costs for the Division.

**COMMUNITY AND CONTRACT MANAGEMENT SYSTEM**

This line item funds the development and maintenance of the Community Contract and Management System (CCMS). This information technology system is used to track developmental disability contracts and payments, as well as program information, general demographics and waiting list information required to be submitted pursuant to Section 27-10.5-103(1)(d), C.R.S. Information from the system is transmitted to the Medicaid Management Information System (MMIS) for Medicaid reimbursement to providers. CCMS is also used to manage all contracts with Community Centered Boards (CCBs) for both Medicaid and General Fund service provisions.



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **SUPPORT LEVEL ADMINISTRATION**

This line item was retitled Support Level Administration in FY 2012-13 figure setting, replacing *Medicaid Waiver Transition Costs*. JBC Staff recommended the title change because when the line item was initially established, funding was used for costs associated with the transition from block grant funding to fee-for-service funding. This transition has been completed and retitling the line item to *Support Level Administration* accurately reflects the use of funding. The line item funds ongoing costs associated with the administration of the Supports Intensity Scale (SIS) used to determine the needs and authorized funding for services delivered for people with developmental disabilities.

Support levels were specifically designed to incorporate scores from a validated acuity tool (the "Supports Intensity Scale") that measures the intensity of support needs that impact resource consumption with up to 6 levels for difficulty of care. Difficulty of care levels are associated with specific rates based on work with a rate-setting consultant, detailed assumptions and federal requirements, resulting in rates based on client needs, as assessed by the Supports Intensity Scale (SIS) tool, in addition to other risk factors.

### **(2) PROGRAM COSTS**

The Program Costs section provides funding for services and case management for persons with developmental disabilities as defined in Section 27-10.5-102 (11), C.R.S. as follows:

(11) (a) "Developmental disability" means a disability that is manifested before the person reaches twenty-two years of age, that constitutes a substantial disability to the affected individual, and that is attributable to mental retardation or related conditions which include cerebral palsy, epilepsy, autism, or other neurological conditions when those conditions result in impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation. Unless otherwise specifically stated, the federal definition of "developmental disability" found in 42 U.S.C. sec. 15001 et seq. shall not apply.

(b) "Person with a developmental disability" means a person determined by a community centered board to have a developmental disability and shall include a child with a developmental delay.

(c) "Child with a developmental delay" means:

(I) A person less than five years of age with delayed development as defined by the department; or

(II) A person less than five years of age who is at risk of having a developmental disability as defined

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

by the department.

Many individuals with developmental disabilities have a long-term need for assistance with the normal activities of daily living, and are extremely vulnerable to abuse, neglect, mistreatment, and exploitation. An individual's level of need is assessed in terms of their individual characteristics, and whether that individual has access to the necessary supports and services in their life. Although many persons with developmental disabilities age 18 and older continue to reside with their parents, parents are not legally required to provide housing, care and supervision to an adult son or daughter with a developmental disability. The Division for Developmental Disabilities (DDD) within the Department of Human Services administers the developmental disability programs. DDD has limited funds with which to serve eligible individuals.

Service Delivery System – There are three principal types of service organizations that serve persons with developmental disabilities in Colorado: (1) Community Centered Boards (CCBs) either deliver services directly and/or contract with Program Approved Service Agencies (PASAs) and other Service Provider Organizations (SPOs) to provide services and supports to individuals receiving services, (2) Program Approved Service Agencies may either contract with CCBs or may provide services directly, and (3) state-operated service organizations called Regional Centers (RCs). Regional Centers are described separately in a following section.

The State contracts for case management services with twenty CCBs. CCBs are private non-profit organizations designated in state statute (Sections 27-10.5-102 (3) and 105, C.R.S.) as the single entry point into the long-term service and support system for persons with developmental disabilities. Each CCB serves a non-overlapping geographic service region.

### **ADULT COMPREHENSIVE SERVICES FOR 4,471.2 MEDICAID FULL PROGRAM EQUIVALENTS (FPE)**

Comprehensive Services for adults are provided 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.

**ADULT SUPPORTED LIVING SERVICES FOR 692 GENERAL FUND FPE AND 3,417.5 MEDICAID FPE**

Supported Living Services (SLS) augment available supports for adults who either are capable of living independently with limited supports, or who are principally supported by other sources, such as their family. SLS offers a variety of individualized and flexible supports to enable adults to live in their own homes or in family homes, and to avoid or delay more costly Comprehensive Services. The level of support and supervision provided through the SLS program varies based on the individual's needs and the availability of supports from other sources. These supports are provided in or outside the home and may include, but are not limited to the following: personal assistance for daily care or homemaking needs; employment or other day type services; community integration services; assistance with decision-making; assistive technology; home modification; professional therapies; and transportation services. Supported Living Services are available to adults who are Medicaid eligible and non-Medicaid eligible.

**FAMILY SUPPORT SERVICES**

Family Support Services assist families with costs beyond those normally experienced by other families without children with a developmental disability, and to avoid or delay costly out of home placements. These services include:

- Respite care - temporary care of the child with a developmental disability
- Professional services - counseling, occupational/speech/physical therapies - medical and dental expenses not otherwise covered by sources such as Medicaid or private insurance
- Transportation - mileage costs related to providing care and support
- Assistive technology - mobility aids, adaptive equipment, communication devices
- Home/vehicle modification - ramps, lifts, widened door frames
- Other individual expenses - special diets, specialized clothing

This is a General Fund program and services are flexible to meet the individualized needs of unique family circumstances.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **CHILDREN'S EXTENSIVE SUPPORT SERVICES FOR 659 MEDICAID FPE**

This line item funds the costs of the Children's Extensive Support Medicaid Waiver Program. Children's Extensive Support (CES) provides Medicaid-funded services and supports to children with developmental disabilities who demonstrate a behavior or have a medical condition that requires near constant line-of-sight supervision due to one or more of the following: (a) a self-injurious or self-endangering behavior or medical condition which, without intervention, will result in a life threatening condition or situation; (b) a demonstrated pattern of serious aggression toward self, others or property; or (c) constant vocalizations which are a significant disruption to family life. These children must meet the same level of care criteria as is used for the Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID). The intense level of services provided by this program enhances the ability of the family to stay together, thus avoiding more costly out-of-home placement for these children.

The main areas of services and supports provided are:

- Personal assistance services - assistance with personal hygiene, eating/drinking and toileting
- Professional services - counseling and therapeutic services
- Behavioral services - intervention or consultation
- Home modifications - physical alterations to the home that assist the individual to function with greater independence or address health and safety
- Assistive technology - items that assist the individual to increase, maintain or improve functional capabilities
- Respite care – provides supervision to individuals

### **CASE MANAGEMENT FOR 692 GENERAL FUND AND 8,547.7 MEDICAID FPE**

This line item funds the administrative and case management expenses associated with programs operated by the Division for Developmental Disabilities. CCBs are designated by the state as the single points of entrance for services to individuals with developmental disabilities and to provide case management services. Administrative and case management services include intake, developmental disability determination, financial eligibility, service plan development, and referral for services, monitoring of services, and many other functions. Additionally, CCBs are responsible for assessing service area needs and developing plans and priorities to meet those needs.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **ELIGIBILITY DETERMINATION AND WAITING LIST MANAGEMENT**

The Joint Budget Committee funded this line item in the FY 2013-14 Figure Setting process to address unfunded or underfunded administrative activities required of the Community Centered Boards. The line item replaces the *Special Purpose* line item in the FY 2012-13 Long Bill. This line item funds eligibility determination and waiting list management functions, such as determining whether a person has a developmental disability, or providing information and referral to people on the waiting list for services. The line item also funds Pre-Admission Screening and Resident Review (PASARR) functions for people prior to admission to a Medicaid nursing facility. Functions include referral and eligibility determination, psychological evaluations, PASARR assessment, and Omnibus Reconciliation Act (OBRA) pre-admission evaluations.

### **PREVENTIVE DENTAL HYGIENE**

This line item provides funding for the Preventive Dental Hygiene Program. The DDD contracts for the Preventive Dental Hygiene Program. The program provides services to improve the oral health of persons with developmental disabilities. The focus of this program is on teaching oral hygiene skills in order to prevent dental disease, and to find ways to assure early detection and treatment of dental problems. This program provides individuals with developmental disabilities with referrals to dentists for special treatments. In addition, this program connects persons with developmental disabilities who have no funds for dental treatment with dentists who are willing to donate their time to provide treatment. The program provides dental evaluation, intervention, and advocacy designed to provide comprehensive prevention of oral disease.

Dental services for adults are an optional program under federal Medicaid law in which the State of Colorado historically has opted not to participate. In Fiscal Year 2012-2013, Senate Bill 13-242 created a Medicaid adult dental benefit that will be available to clients beginning July 1, 2014. The Department is participating in the Dental Benefits Collaborative to design the benefit coverage standards and delivery models that promote the health and functioning of Medicaid clients.

Medicaid eligible children may receive dental screening under the Early and Periodic, Screening, Diagnosis and Treatment (EPSDT) federal requirement.

Line Item Descriptions FY 2014-15 BUDGET REQUEST

**(3) EARLY INTERVENTION SERVICES**

**EARLY INTERVENTION SERVICES**

Pursuant to HB 13-1117, Early Intervention Services moved from the Office of Long Term Care to the Office of Early Childhood, Division of Community and Family Support. The line item description is included in the Division of Child Care.

**EARLY INTERVENTION SERVICES CASE MANAGEMENT**

Pursuant to HB 13-1117, Early Intervention Services Case Management moved from the Office of Long Term Care to the Office of Early Childhood, Division of Community and Family Support. The line item description is included in the Division of Child Care.

**(B) REGIONAL CENTERS FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

The role of the state operated Regional Centers (RCs) is to provide direct support for adults with intellectual disabilities who have very significant needs and for whom adequate services and supports are not available in the Community Centered Board (CCB) system. Under the supervision of the Division for Regional Center Operations, the State of Colorado operates three Regional Centers for adults with intellectual disabilities: in Grand Junction (GJRC), Pueblo (PRC), and Wheat Ridge (WRRC). Regional Centers serve adults in community group homes funded through the Home and Community-Based Services (HCBS) Medicaid Waiver and in Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID). At the Grand Junction Regional Center, the ICF/IID is located on campus. There are 19 homes licensed individually as ICFs/IID at the Wheat Ridge Regional Center. Fourteen homes are located throughout the West Metro area from Lakewood to Westminster. The remaining five homes known as Kipling Village serve individuals with a history of sex offenses.

RCs provide active treatment through a number of services including 24-hour supervision, residential services, day programming, habilitation, medical, training and behavioral intervention, and short-term emergency/crisis support to the community system. Based on their Individualized Plan, people are referred to the Regional Centers through Community Centered Boards from the Mental Health Institutes, the Department of Corrections, nursing facilities and the CCB community system.

Persons served by the Regional Centers include:

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

- Individuals who have extremely high needs requiring very specialized professional medical support services. This population includes people with intellectual disabilities who have severe complex medical problems and are at high risk for deteriorating into life-threatening situations. Complex medical issues may involve issues such as uncontrolled seizures, contractures, feeding tubes, tracheotomies, and/or the need for complex oxygen support and other therapies.
- Individuals who have extremely high needs due to challenging behaviors. This population includes individuals with difficult behavioral challenges, such as those with severe self-injurious behaviors, aggression, property destruction, and suicidal tendencies; and dually diagnosed individuals with both an intellectual disability and a psychiatric diagnosis, such as schizophrenia or bipolar disorder. This group may include individuals who are at risk of running away and could be a danger to themselves or others if this were to occur.

Costs associated with the Regional Centers are appropriated in several line items and allocated in the Long Bill by Regional Center as described in the following paragraphs. Additionally, costs associated with Regional Center physical plant maintenance and housekeeping, among other components, are centrally appropriated in the Office of Operations, and other indirect costs are charged to the Executive Director's Office and the Office of Information Technology Services.

### **(1) WHEAT RIDGE REGIONAL CENTER**

#### **WHEAT RIDGE REGIONAL CENTER PERSONAL SERVICES**

This line item funds the personnel expenses for 393.9 appropriated FTE at the Wheat Ridge Regional Center. Cash funds are from two sources of client cash revenues:

- 1) Room and board paid by clients, and
- 2) Patient pay from ICF/IID clients who receive benefits and/or earn wages.

Room and board rates reflect the Supplemental Security Income allocation less the monthly allowable amount month for personal spending. Patient pay is any funds a client earns less reductions pursuant to federal/state regulations.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **WHEAT RIDGE REGIONAL CENTER OPERATING EXPENSES**

This line item funds the operating costs associated with the staff and client services of the Regional Centers, including equipment maintenance, travel, advertising, telecommunications, postage, supplies and registration fees. Beginning in FY 2013-14, Operating Expenses also include capital outlay, which was previously appropriated in a separate line item. Capital Outlay provides funding for the purchase of capital equipment that is used by or on behalf of the residents of the Regional Centers. Such equipment includes therapeutic, medical and adaptive equipment; program equipment and technical aids; health and safety repairs and equipment; and furnishings and environmental improvements.

### **RESIDENT INCENTIVE ALLOWANCE**

This line item provides funding for the resident incentive allowance that is paid to Regional Center clients for their work services. Work services include such activities as washing vehicles, food preparation and janitorial services.

### **PROVIDER FEE**

The Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) provider fee is a fee charged to Regional Centers and private care facilities not to exceed 5% of operational costs, pursuant to SB 13-167. The purpose of the fee is to maintain the quality and continuity of services provided by intermediate care facilities. The bill requires that revenue from the fee be collected by the Department of Health Care Policy and Financing, and transmitted to the State Treasurer to be credited to the Service Fee Fund. The moneys in the fund are used by the Department of Health Care Policy and Financing toward the state's match for federal funding under Medicaid. The fee reduces the need for General Fund because the federal government allows ICFs/IID to include the cost of the fee in the calculation of Medicaid-reimbursable expenditures.

### **(2) GRAND JUNCTION REGIONAL CENTER**

#### **GRAND JUNCTION REGIONAL CENTER PERSONAL SERVICES**

This line item funds the personnel expenses for 311.4 FTE at the Grand Junction Regional Center. Cash funds are from two sources of client cash revenues:

- 1) Room and board paid by clients, and



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

- 2) Patient pay from clients who receive benefits and/or earn wages.

Room and board rates reflect the Supplemental Security Income allocation less the monthly allowable amount for personal spending. Patient pay is any funds a client earns less reductions pursuant to federal/state regulations.

### **GRAND JUNCTION REGIONAL CENTER OPERATING EXPENSES**

This line item funds the operating costs associated with the staff and client services of the Grand Junction Regional Center, including equipment maintenance, travel, advertising, telecommunications, postage, supplies and registration fees. Beginning in FY 2013-14, the line item also includes funding for capital outlay, which was previously appropriated in a separate line item.

### **RESIDENT INCENTIVE ALLOWANCE**

This line item provides funding for the resident incentive allowance that is paid to Regional Center clients for their work services. Work services include such activities as washing vehicles, food preparation and janitorial services.

### **PROVIDER FEE**

The Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) provider fee is a fee charged to Regional Centers and private care facilities not to exceed 5% of operational costs pursuant to SB 13-167. The purpose of the fee is to maintain the quality and continuity of services provided by intermediate care facilities. The bill requires that revenue from the fee be collected by the Department of Health Care Policy and Financing, and transmitted to the State Treasurer to be credited to the Service Fee Fund. The moneys in the fund are used by the Department of Health Care Policy and Financing toward the state's match for federal funding under Medicaid. The fee reduces the need for General Fund because the federal government allows ICFs/IID to include the cost of the fee in the calculation of Medicaid-reimbursable expenditures.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **GENERAL FUND PHYSICIAN SERVICES**

This line item funds the costs of employing physicians who have specific areas of expertise to treat rare and/or complicated diseases. The intent is to address the difficulty in finding physicians willing to treat these individuals at Medicaid rates. Physician services are not allowable expenses under the current Medicaid Waiver for Comprehensive Services and therefore need to be funded with General Fund.

### **(3) PUEBLO REGIONAL CENTER**

#### **PUEBLO REGIONAL CENTER PERSONAL SERVICES**

This line item funds the personnel expenses for 181.8 FTE at the Pueblo Regional Center. Cash funds are from two sources of client cash revenues:

- 1) Room and board paid by clients, and
- 2) Patient pay from clients who receive benefits and/or earn wages.

Room and board rates reflect the Supplemental Security Income allocation less the monthly allowable amount for personal spending. Patient pay is any funds a client earns less reductions pursuant to federal/state regulations.

#### **PUEBLO REGIONAL CENTER OPERATING EXPENSES**

This line item funds the operating costs associated with the staff and client services at the Pueblo Regional Center, including equipment maintenance, travel, advertising, telecommunications, postage, supplies and registration fees. Beginning in FY 2013-14, the line item also includes capital outlay, which was previously in a separate line item.

#### **RESIDENT INCENTIVE ALLOWANCE**

This line item provides funding for the resident incentive allowance that is paid to Regional Center clients for their work services. Work services include such activities as washing vehicles, food preparation and janitorial services.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **LEASED SPACE**

This line item provides funding for leased space for regional center administration, the maintenance shop and the program at Pueblo West.

### **(4) CAPITAL OUTLAY**

#### **CAPITAL OUTLAY**

The line item provides funding for flooring and cabinet replacement and improvements for certain waiver group homes in the Pueblo and Grand Junction Regional Centers. Funding in this line item is for FY 2014-15 only.

### **(C) WORK THERAPY PROGRAM**

HB 12-1342 recreated the Work Therapy Program Cash Fund. The Work Therapy Cash Fund supports the training and employment of persons receiving services at the Colorado Mental Health Institute at Pueblo and Fort Logan and the Regional Centers located in Grand Junction, Pueblo and Wheat Ridge. The program serves over 300 persons residing at the three Regional Centers and at the Colorado Mental Health Institutes. Revenue is derived from contracts with area businesses and organizations for custodial services, printing, packaging, mailing, and other types of manual processing, which may be performed by persons receiving services from these programs. Individuals are paid from funds received in proportion to the work performed.

### **(D) DIVISION OF VOCATIONAL REHABILITATION**

#### **REHABILITATION PROGRAMS – GENERAL FUND MATCH**

The Rehabilitation Act of 1973, as amended, is the major legislative source for programs and initiatives administered by the Rehabilitation Services Administration (RSA) and authorize the formula grant programs of vocational rehabilitation.

The Division of Vocational Rehabilitation (DVR) assists people whose disabilities result in barriers to employment or independent living to attain or maintain employment and to live independently. The Rehabilitation Program line item funds pay for services including assessments, training, and medical restoration. This line item also funds counseling and training provided by DVR staff,

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

personal services and operating costs. These services, infused with vocational counseling and guidance, enable consumers to address the functional limitations caused by their disability so that they can become successfully employed. DVR employs Masters level vocational counselors, who are state employees, at 26 field offices across the State of Colorado.

For rehabilitation programs, the federal government provides reimbursement for 78.7% of eligible expenditures up to the total annual federal grant for the State. In Colorado, the match for these expenditures includes General Fund (Rehabilitation Programs - General Fund Match) and local government funds, primarily from school districts (Rehabilitation Programs - Local Funds Match).

Each annual federal grant received must be encumbered in order to expend funds over a two-year period. If it does not appear that the State will be fully able to use its grant, the funds are redistributed to other states via a re-allotment process; similarly, if the State has additional match funds available, they are eligible to apply for and receive additional federal funds through the annual re-allotment process.

### **REHABILITATION PROGRAMS – LOCAL FUNDS MATCH**

The Rehabilitation Act of 1973, as amended, is the major legislative source for programs and initiatives administered by the Rehabilitation Services Administration (RSA) and authorizes the formula grant programs of vocational rehabilitation.

The Division of Vocational Rehabilitation (DVR) assists people whose disabilities result in barriers to employment or independent living to attain or maintain employment and to live independently. The Rehabilitation Program line item funds pay for services including assessments, training, and medical restoration. This line item also funds counseling and training provided by DVR staff, personal services and operating costs. These services, infused with vocational counseling and guidance, enable consumers to address the functional limitations caused by their disability so that they can become successfully employed. DVR employs Master's level vocational counselors, who are state employees, at 26 field offices across the State of Colorado.

For rehabilitation programs, the federal government provides reimbursement for 78.7% of eligible expenditures up to the total annual federal grant for the State. In Colorado, the match for these expenditures includes General Fund (Rehabilitation Programs - General Fund Match) and local government funds (Rehabilitation Programs - Local Funds Match). The local funds line item includes funds from one major source, Colorado school districts, for the purpose of operating the School to Work Alliance Program (SWAP), and other sources including transfer funds from other state entities and local government match funds.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **BUSINESS ENTERPRISE PROGRAM FOR PEOPLE WHO ARE BLIND**

The Business Enterprise Program assists blind or visually impaired individuals in operating vending and food service businesses in approximately 47 state and federal buildings. The program is the result of the federal Randolph-Sheppard Vending Facility Program (34 C.F.R. 395.3 (11) (iv)), and associated state law in Section 26-8.5-100, C.R.S., which give priority to blind and visually impaired individuals who wish to operate and manage food and vending services in federal and state government office buildings and facilities. The vending services encompass cafeterias, snack bars, convenience stores, vending machine units, copy machines and coin operated laundry machines. Federal law designates the Division of Vocational Rehabilitation (DVR) as the State Licensing Agency (SLA) responsible for the administration of the Federal Randolph-Sheppard Vending Facility Program.

The program, which includes 6.0 FTE, is responsible for initial merchandise and supply inventory, purchasing and maintaining equipment, and providing technical support to vendors. After the initial set-up is established, managers operate the facility with revenue from food sales. All operators pay a certain percentage of their profits (at 13%) to support the program. These assessments are deposited into the Business Enterprise Cash Fund that, in combination with matching federal funds, support equipment maintenance and repair, operator benefits (i.e., health insurance, individual retirement account (IRA), vacation pay, etc.), site improvement and new development. The federal government matches most expenditures at a 78.7% rate.

### **BUSINESS ENTERPRISE PROGRAM – PROGRAM OPERATED STANDS, REPAIR COSTS, AND OPERATOR BENEFITS**

The Business Enterprise Program assists blind or visually impaired individuals in operating vending and food service businesses in approximately 47 state and federal buildings. The program is the result of the federal Randolph-Sheppard Vending Facility Program (34 C.F.R. 395.3 (11) (iv)), and associated state law in Section 26-8.5-100, C.R.S.

If an operator leaves the program, the Business Enterprise Program is obligated to temporarily take over the operation at the site until it is assigned to a new or existing operator. Costs covered include:

- Equipment Maintenance and Repair.
- Operator Benefits, including health insurance, IRA contributions, and vacation pay for operators (not state FTE). The Operator benefit moneys are passed through this account. The actual funding is provided from the operation of unassigned vending. Unassigned vending is vending revenue generated from a machine that is not operated by a Licensed Operator. The machines that generate this revenue are operated under a third party contract.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

- Leasehold Improvements: The funds for Leasehold Improvements are used for necessary remodeling and equipment purchases to prepare a location for operation.
- Initial merchandise and supplies inventory.

### **INDEPENDENT LIVING CENTERS AND STATE INDEPENDENT LIVING COUNCIL**

The purpose of the Independent Living Program is to promote a philosophy of independent living (IL), including consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy; to maximize the leadership, empowerment, independence, and productivity of individuals with significant disabilities; and to promote and maximize the integration and full inclusion of individuals with significant disabilities into the mainstream of American society.

The Independent Living Program and State Independent Living Council are mandated by Title VII of the Rehabilitation Act of 1973, as amended and authorized by Title 26, Article 8.1, of the Colorado Revised Statutes. The Division of Vocational Rehabilitation (DVR) contracts with independent living centers on a statewide basis to provide independent living services to individuals with significant disabilities.

The independent living centers may also provide other services for minorities and individuals with significant disabilities who have traditionally not been served or underserved by programs under the Rehabilitation Act of 1973, as amended, and children and youth. Such services include counseling, housing (including accommodations and modifications), rehabilitation technology, mobility training, interpreter and reader services, personal assistance services, community resource guides and directories, transportation, and consumer information programs. Services may include supported living and other services that may be necessary to improve the ability of an individual with a significant disability to function, continue functioning, or move toward functioning independently in the family or community or to continue in employment, and that are not inconsistent with any other provisions of the Rehabilitation Act of 1973, as amended.

### **OLDER BLIND GRANTS**

The independent living services for Older Individuals Who Are Blind (OIB) Program supports services to assist individuals aged 55 or older whose recent severe visual impairment makes competitive employment extremely difficult to obtain, but for whom independent living goals are feasible. Funds are used to provide independent living services, conduct activities that will improve or expand services for these individuals and conduct activities to improve public understanding of the problems of these individuals. Services are

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

designed to help persons served under this program to adjust to their blindness by increasing their ability to care for their individual needs.

This program is administered by the DVR under Title VII, Chapter 2 of the federal Vocational Rehabilitation Act. Funds are used for independent living services, including advocacy, information and referral, cross-disability peer counseling and independent living skills training as well as other services that assist individuals to maintain or regain independence and participation in their communities. Independent Living Centers and other community agencies are eligible to receive OIB funding under the Request for Proposal process.

### **TRAUMATIC BRAIN INJURY TRUST FUND**

The Traumatic Brain Injury Trust Fund is supported by fines levied on people convicted of driving under the influence (\$20.00), driving while impaired (\$20.00), speeding (\$15.00), and helmet violations for minors (\$10.00). Pursuant to Section 26-1-301, C.R.S., the Colorado Traumatic Brain Injury Board was established in 2002 to administer the program.

There is a 1.5 FTE appropriated in the line item. The purpose of the Trust Fund is to provide statewide care coordination and services to children and adults with Traumatic Brain Injury (TBI), sponsor educational programs about TBI and fund TBI research. The TBI Program is guided by a volunteer community Board of Directors and contracts with a number of different government and private agencies to accomplish its goals.

Of the annual revenues for the program, a minimum of 55% is used for services to children and adults with TBI, a minimum of 25% for research related to prevention, care and treatment of TBI and a minimum of 5% to sponsor educational programs about TBI.

### **FEDERAL SOCIAL SECURITY REIMBURSEMENTS**

The federal funds in this line item represent an estimate of the incentive payments the DVR may receive from the federal Supplemental Security Income (SSI) Program when vocational rehabilitation programs successfully remove people from the SSI Program through successful employment outcomes. The Long Bill line item was added in FY 2008-09 for informational purposes only to reflect projected revenues and expenditures from reimbursements. Funds are used to pay for consumer services including assessments, training, and medical restoration as well as counseling and training provided by DVR staff, personal services and

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

operating costs. These services, combined with vocational counseling and guidance, enable consumers to address the functional limitations caused by their disability so that they can become successfully employed.

### **(E) HOMELAKE DOMICILIARY AND STATE AND VETERANS NURSING HOMES**

#### **ADMINISTRATION**

The Colorado State Veterans Nursing Homes are state owned nursing homes that provide skilled nursing care primarily to honorably discharged veterans and their spouses, widows and in some instances, parents of deceased veterans. The five homes are located throughout the state in Aurora (Fitzsimons), Florence (McCandless), Monte Vista (Homelake), Rifle, and Walsenburg. Each facility is Medicare and Medicaid-certified and licensed by the Colorado Department of Public Health and Environment. Additionally, the homes are certified by the US Department of Veterans Affairs to receive federal funds in support of the care of veterans.

The Homelake Domiciliary and Nursing Homes are an enterprise and information only in the Long Bill and have continuous spending authority pursuant to Sections 26-12-108 and 110, C.R.S. The line item funds 5.0 appropriated FTE for the Division administrative staff for the nursing homes.

#### **FITZSIMONS STATE VETERANS NURSING HOME**

This line item was created in FY 2012-13 figure setting and shows, for informational purposes, the estimated costs of operating the Fitzsimons State Veterans Nursing Home, including 249.0 appropriated FTE. Prior to FY 2012-13, the nursing homes were combined under the Program Costs line item. Nursing homes are shown in individual line items in the Long Bill effective FY 2012-13.

Fitzsimons State Veterans Home, located in Aurora, was built in 2002. It is a 180-bed facility providing skilled nursing care and a specialized 21-bed short-term rehabilitation unit. Fitzsimons provides long-term medical and non-medical care, including skilled nursing services; restorative physical, occupational and speech therapy; social activities; and assistance with bathing, dressing and other activities of daily living to honorably discharged veterans, veteran spouses or widows, and Gold Star parents (non-veterans whose child(ren) died while serving in the armed forces). The home has a secure neighborhood designed for individuals with Alzheimers-type dementia. Fitzsimons also provides end of life/hospice care and short-term rehabilitation services. The rehabilitation services provide physical, occupational, and speech therapies for individuals seeking to return home following a qualifying hospital stay. Therapy specialists work with each individual to regain skills and improve physical strength, endurance, and aerobic capacity



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

with the use of modern facilities and equipment. The facilities include a 1,550 square foot therapy gym and a full sized kitchen designed to teach cooking and cleaning skills after a stroke or illness.

### **FLORENCE STATE VETERANS NURSING HOME**

This line item was created in FY 2012-13 figure setting and reflects, for informational purposes only, the estimated costs of operating the Florence (Bruce McCandless) State Veterans Nursing Home, including 112.0 appropriated FTE. Prior to FY 2012-13, the nursing homes were combined under the Program Costs line item. Nursing homes are shown in individual line items in the Long Bill effective FY 2012-13.

The Florence State Veterans Nursing Home is a 105-bed skilled nursing facility. Residents of the home are honorably discharged veterans, veteran spouses or widows, and Gold Star parents. McCandless provides short-term rehabilitative services along with long-term medical and non-medical care, including skilled nursing services; physical, occupational and speech therapy; social activities; and assistance with bathing, dressing and other activities of daily living. The home has developed programs for memory care, end of life/hospice and short-term respite care. Activities at the home include intergenerational activities, pet welfare, spa bathing, etc.

### **HOMELAKE STATE VETERANS CENTER**

This line item was created in FY 2012-13 figure setting and shows, for informational purposes only, the estimated costs of operating the Homelake State Veterans Nursing Home and Domiciliary, including 71.0 appropriated FTE. Prior to FY 2012-13, the nursing homes were combined under the Program Costs line item. Nursing homes are shown in individual line items in the Long Bill effective FY 2012-13.

The Domiciliary is located at the Colorado State Veterans Center at Homelake outside of Monte Vista. The capacity of the Domiciliary is 48 beds. The center also includes a 60-bed skilled nursing facility. Homelake has been caring for veterans since the 1890's when some of the original buildings were constructed to take care of Civil War veterans. The Division of State Veterans Nursing Homes, within the Colorado Department of Human Services, administers the Homelake Domiciliary. The Domiciliary provides residential rehabilitation and health maintenance services for veterans, their spouses, or widows of veterans who do not require hospital or nursing home care but are unable to live independently because of medical or psychiatric disabilities. The program serves a unique veteran population. Many of these veterans are recovering from behavioral problems and substance abuse disorders.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Residents receive necessary medical and psychiatric care, rehabilitative assistance, and other therapeutic interventions while residing in a homelike environment.

The Domiciliary operates in conjunction with the Federal Department of Veterans Affairs (VA) Domiciliary Home Care program. The VA provides financial assistance to states that operate domiciliary programs to offset the operating costs of care for eligible veterans. Facility residents demonstrate a lack of adequate means of support for themselves and a temporary or permanent physical disability, or are of an age that substantially precludes engaging in any gainful employment or occupation. Pursuant to VA requirements, a minimum of 75 percent of all residents must be veterans. The line item includes the state subsidy, which provides General Fund to subsidize resident fees at the Homelake Domiciliary.

### **RIFLE STATE VETERANS NURSING HOME**

This line item was created in FY 2012-13 figure setting and shows, for informational purposes only, the estimated costs of operating the Rifle State Veterans Nursing Home, including 121.0 appropriated FTE. Prior to FY 2012-13, the nursing homes were combined under the Program Costs line item. Nursing homes are shown in individual line items in the Long Bill effective FY 2012-13.

The Colorado State Veterans Nursing Home at Rifle is an 89-bed nursing home including a 12-bed secure memory care unit. The all-male secure memory care unit specializes in caring for residents with Alzheimer's disease and other forms of dementia. Rifle also provides long-term care, short-term rehabilitation, and end of life/hospice services. The home also provides short-term respite care when home care providers or family members are unavailable to provide care for a short period of time. The home serves honorably discharged veterans, veteran spouses or widows, and Gold Star parents.

### **WALSENBURG STATE VETERANS NURSING HOME**

This line item was created in FY 2012-13 figure setting and shows, for informational purposes only, the estimated costs of operating the Walsenburg State Veterans Nursing Home, including 1.0 appropriated FTE. Prior to FY 2012-13, the nursing homes were combined under the Program Costs line item. Nursing homes are shown by individual line item in the Long Bill effective FY 2012-13.

The Colorado State Veterans Home at Walsenburg is a 120-bed long-term care facility serving honorably discharged veterans, veteran spouses or widows, and Gold Star parents. The home was built in 1993 and is attached to the Spanish Peaks Hospital. Both the

Line Item Descriptions FY 2014-15 BUDGET REQUEST

nursing home and hospital are operated by the Huerfano County Hospital District doing business as Spanish Peaks Regional Health Center. In addition to providing long-term care, Walsenburg has a special care unit for residents with Alzheimers, Huntingtons, Parkinsons and dementia.

**NURSING HOME INDIRECT COSTS SUBSIDY**

This line item was added in the FY 2007-08 Long Bill to reflect the General Fund subsidy for the State Veterans Nursing Homes indirect costs. The amount is based on the estimated indirect costs associated with Department services to the nursing homes. The total is shown as General Fund and reappropriated to the Department's Office of Operations.



Department of Human Services  
Line Item Descriptions

**Adult Assistance Programs**

FY 2014-15 Budget Request

NOVEMBER 1, 2013

This page was intentionally left blank.

## TABLE OF CONTENTS

(10) ADULT ASSISTANCE PROGRAMS .....	10-1
(A) ADMINISTRATION .....	10-1
(B) OLD AGE PENSION PROGRAM .....	10-1
CASH ASSISTANCE PROGRAMS.....	10-2
REFUNDS .....	10-2
BURIAL REIMBURSEMENTS .....	10-2
STATE ADMINISTRATION .....	10-2
COUNTY ADMINISTRATION .....	10-2
(C) OTHER GRANT PROGRAMS .....	10-3
ADMINISTRATION – HOME CARE ALLOWANCE SEP .....	10-3
AID TO THE NEEDY DISABLED PROGRAMS .....	10-3
BURIAL REIMBURSEMENTS .....	10-5
HOME CARE ALLOWANCE.....	10-5
HOME CARE ALLOWANCE GRANT PROGRAM .....	10-5
ADULT FOSTER CARE .....	10-6
SSI STABILIZATION FUND PROGRAMS.....	10-6
(D) COMMUNITY SERVICES FOR THE ELDERLY .....	10-7
ADMINISTRATION.....	10-7
COLORADO COMMISSION ON AGING .....	10-8
SENIOR COMMUNITY SERVICES EMPLOYMENT .....	10-8
OLDER AMERICANS ACT PROGRAMS.....	10-8
NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM .....	10-9
STATE OMBUDSMAN PROGRAM.....	10-9

Line Item Descriptions FY 2014-15 BUDGET REQUEST

STATE FUNDING FOR SENIOR SERVICES .....	10-10
AREA AGENCIES ON AGING ADMINISTRATION.....	10-10
CRIMES AGAINST AT-RISK PERSONS SURCHARGE FUND.....	10-10
(E) ADULT PROTECTIVE SERVICES .....	10-11
STATE ADMINISTRATION .....	10-11
ADULT PROTECTIVE SERVICES.....	10-11

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **(10) ADULT ASSISTANCE PROGRAMS**

#### **(A) ADMINISTRATION**

This line item funds centralized general administrative services and support for many Adult Financial programs with staffing of 11.0 FTE. This includes personal services and operating expenses such as equipment rental, supplies and postage for the administration of Adult Aging Programs. In FY 2013-14, 5.0 FTE were moved from the Old Age Pension Program (OAP), State Administration line item to this Administration line item so that all Adult Financial programs other than OAP are administered through this line.

#### **(B) OLD AGE PENSION PROGRAM**

The Old Age Pension program (OAP) was authorized through an amendment to the Colorado Constitution passed in 1936. The OAP program is intended to supplement the income of persons 60 and older with no disability requirement for eligibility.

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, and 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 program. The Board can adjust the basic minimum grant award if living costs have changed sufficiently to justify such action, such as when a cost of living adjustment (COLA) is passed by the federal Supplemental Security Income (SSI) programs or the Federal Poverty Level is adjusted.

The Old Age Pension Program is funded primarily with OAP Cash Funds. OAP Refunds from collections are a secondary source of funding. The OAP program has administrative costs for personal services and operating costs of the state staff administering the program and county administration for county staff that determine eligibility. There is also an OAP State Medical Program funded by a similar mechanism and administered by the Department of Health Care Policy and Financing.

Revenues that are not used for the OAP Program are transferred to the General Fund. As the earmarked revenues are "continuously appropriated" by the State Constitution, the General Assembly does not directly control program expenditures. As such, the Long Bill simply reflects anticipated program expenditures for informational purposes, because the level of these expenditures can have an impact on the revenue available to the General Fund for other State programs.



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **CASH ASSISTANCE PROGRAMS**

This line item reflects estimated state expenditures for OAP cash assistance payments to older adults who meet financial eligibility criteria pursuant to Section 1, Article XXIV, of the State Constitution. The maximum grant effective July 1, 2012 is \$725 per month, which is approximately 78% of the FFY 2012 Federal Poverty Level (\$931 per month for an individual). As administered, the program provides funding to qualified individuals to increase their income up to the minimum award level.

### **REFUNDS**

Refunds are obtained from collections from overpayments to eligible clients or payments to ineligible clients pursuant to Section 1, Article XXIV, of the State Constitution. These collections are used to offset OAP Cash Assistance expenditures.

### **BURIAL REIMBURSEMENTS**

This line item reflects estimated state expenditures for burial reimbursements provided for eligible OAP or OAP Home Care Allowance (HCA) recipients, or persons who are age 60 or older and are receiving Medicaid, pursuant to Section 1, Article XXIV, of the State Constitution. The maximum burial payment is \$1,500.

### **STATE ADMINISTRATION**

This line item reflects estimated state expenditures for personal services (3.5 FTE) and operating expenses associated with the State's supervision and oversight of the county-administered Old Age Pension Program pursuant to Section 1, Article XXIV, of the State Constitution.

### **COUNTY ADMINISTRATION**

This line item reflects estimated county expenditures for costs associated with administering the OAP program pursuant to Section 1, Article XXIV, of the State Constitution. Counties determine eligibility for the OAP program. This appropriation funds the portion of county administration related to the Old Age Pension Program and is included for informational purposes since the funds are continuously appropriated.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **(C) OTHER GRANT PROGRAMS**

#### **ADMINISTRATION – HOME CARE ALLOWANCE SEP**

This line item was established by H.B. 10-1146 that transferred the administration of Single Entry Point (SEP) contracting for the Adult Foster Care and Home Care Allowance programs from the Department of Health Care Policy and Financing to the Department of Human Services along with commensurate funding. The SEP contract provides payments to agencies that determine eligibility for community-based long-term care programs, provide case management for clients in these programs, and make referrals to other resources.

#### **AID TO THE NEEDY DISABLED PROGRAMS**

In FY 2007-08 three programs were consolidated into Aid to the Needy Disabled (AND) programs. The three programs are still tracked separately, internally, but for program flexibility they were combined in S.B. 07-237 (FY 2007-08 Staff Figure Setting Pages 52-4, 3/5/07). The individual three Aid to the Needy Disabled programs are described below.

The line item includes funding for three related programs: Aid to the Needy Disabled – Colorado Supplement, Aid to the Needy Disabled - State-Only, and Aid to the Blind Supplemental. In general, these programs are allocated a fixed level of funding and operate within the overall budget by modifying the grant standard amount, i.e., if the number of participants increases, funding provided per person declines. Total funding is comprised of General Fund, a 20 percent local share, and federal reimbursements for individuals who receive Aid to the Needy Disabled - State Only who are ultimately deemed eligible for the federal Supplemental Security Income (SSI) program, and other recoveries.

##### *Aid to the Needy Disabled – Colorado Supplement*

This program provides financial and Medicaid assistance for disabled Supplemental Security Income recipients. The Social Security Administration makes the SSI payment directly to clients with 100% Federal funds. Only individuals who meet specific eligibility criteria and who receive less than the maximum SSI grant qualify for this Colorado Supplement program.

The age limit for this program is birth to 59. The program is included in the Maintenance of Effort for SSI programs. Disability, resource limit, exempt resources, income limit, citizenship, and residency requirements are the same for all SSI programs.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### *Aid to the Blind - Colorado Supplement*

This program provides financial and Medicaid assistance for disabled Supplemental Security Income recipients. The Social Security Administration makes the SSI payment directly to clients with 100% Federal funds. Only individuals who meet specific eligibility criteria and who receive less than the maximum SSI grants qualify for this Colorado Supplement program.

The age limit for this program is birth to 59. The program is included in the MOE for SSI programs.

### *Aid to the Needy Disabled State Only (AND-SO)*

This program was established in 1953 and provides basic financial assistance to qualifying low-income, disabled persons aged 18 to 59. If an individual is found to be eligible for SSI, the Social Security Administration will reimburse the state for all AND-SO payments made to the person while waiting for SSI eligibility determination. These reimbursements are referred to as Interim Assistance Reimbursements (IARs) and are used to offset the state and county costs of this program. The current AND-SO maximum grant amount is \$175 per month. AND-SO recipients do not qualify for Medicaid.

The AND-SO program requirements include a disability that is expected to last six months or longer (which is less than the 12-month duration required under SSI) or have a disability resulting from alcohol or drug abuse (a disabling condition that does not qualify individuals for SSI assistance), who are awaiting SSI determination. To qualify, a person must be certified by a physician or other designated medical practitioner. The state-only program does not count toward the State's MOE expenditures.

An additional source of funding for the AND-SO program (now included in the AND Programs) is the repayment of Interim Assistance to the State. Interim Assistance Reimbursements (IARs) are a significant source of cash revenues for the Aid to the Needy Disabled programs. The State provides assistance during the period while a potential SSI recipient is awaiting a decision by the federal Social Security Administration regarding eligibility. When an SSI applicant qualifies, their initial benefit payment covers the entire period from the time of their application. Out of that payment, the State is reimbursed for the assistance provided during the waiting period. The IARs are considered a volatile source of funding as they are influenced by the workflow of the Social Security Administration.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **BURIAL REIMBURSEMENTS**

Burial Reimbursement is provided for eligible individuals receiving benefits from AND-SO, Aid to the Needy Disabled/Aid to the Blind-Colorado Supplement, AND-SO Home Care Allowance (HCA), Aid to the Needy Disabled/Aid to the Blind-Colorado Supplement Home Care Allowance, or who are between age 18 and 59 and receiving Medicaid. The maximum burial payment for clients on these programs is \$1,000. The State pays 80% of the cost and the county pays 20%.

### **HOME CARE ALLOWANCE**

Home Care Allowance (HCA) provides a cash benefit to individuals that need minimal help in daily living to prevent nursing home placement. The cash benefit must be used to pay a homecare provider and cannot be used for other expenses. S.B. 06-219 transferred responsibility for funding of this program from the Department of Health Care Policy and Financing to the Department of Human Services. Depending on the individual's needs assessment, the client receives \$200 to \$475 per month. The program typically has a caseload of approximately 2,500 individuals per month.

H.B. 10-1146 became effective January 1, 2011, allowing individuals to receive Medicaid Home and Community-based Services (HCBS) or HCA, but not both. Home Care Allowance for SSI-eligible individuals is a significant component of Colorado's SSI maintenance of effort spending.

### **HOME CARE ALLOWANCE GRANT PROGRAM**

H.B. 12-1177 created an HCA grant program to assist individuals negatively affected by H.B. 10-1146. In 2010, the General Assembly passed H.B.10-1146, which disallowed dual-enrollment for Home Care Allowance (HCA) benefits and the Home and Community Based Services (HCBS) Medicaid Waiver Program.

In 2012, the General Assembly passed H.B.12-1177, which created a special HCA Grant Program, known as the Special Populations Home Care Allowance (SP-HCA) program (Home Care Allowance Grant Program). This program was established to allow a targeted group of people receiving services through the Supportive Living Services (SLS) or the Children's Extensive Services (CES) HCBS waivers to receive a Home Care Allowance grant. A total of 258 persons were identified as meeting the eligibility criteria for SP-HCA and 256 returned the application. The Division of Aging and Adult Services implemented the program, including the passage of rules, within days of the Governor's signature on the bill. This program is due to sunset July 1, 2017.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **ADULT FOSTER CARE**

This program is a structured living arrangement for adults 18 and older who qualify due to physical or mental problems. The Adult Foster Care Program is administered by the Colorado Department of Human Services and transferred from the Department of Health Care Policy and Financing (HCPF) per S.B. 06-219, the HCPF reorganization bill. The program keeps clients in the community and out of a more costly nursing home setting and is funded by 95% General Funds and 5% County Funds Exempt. This program also contributes to the State's SSI maintenance of effort spending.

### **SSI STABILIZATION FUND PROGRAMS**

H.B. 09-1215 created a stabilization fund to assist the Department in meeting the SSI maintenance of effort requirement. Pursuant to 26-2-210, C.R.S., excess interim assistance reimbursements and other moneys recovered due to overpayment of recipients (plus any appropriations to the Fund) are continuously appropriated to the Department to be expended on programs that count toward the SSI MOE in a year when the Department determines the State is at risk of not meeting the MOE. At the end of the fiscal year, any amounts in excess of \$1.5 million in the Fund revert to the General Fund.

#### *The Social Security Administration and the Maintenance of Effort Agreement with the State of Colorado*

The Department of Human Services operates under a Maintenance of Effort (MOE) Agreement with the Social Security Administration (SSA) that is managed by the Division of Aging and Adult Services. The MOE agreement requires the State to provide additional financial assistance to Supplemental Security Income (SSI) recipients. The MOE is a requirement that must be met to receive Federal Financial Participation 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. Colorado has been on the expenditure test to meet the MOE compliance requirements since 1991. Under the expenditure test requirement, the State is required to meet or exceed the expenditures of the previous highest calendar year. The expenditures that are counted toward the MOE include supplemental benefits to persons receiving SSI through Old Age Pension (OAP), Aid to the Needy Disabled/Aid to the Blind-Colorado Supplement (AND/AB-CS), Home Care Allowance (HCA), Adult Foster Care (AFC), and the State's Heat and Property Tax Rebate program.

If the State fails to meet its financial expenditure test, the Secretary of Health and Human Services could sanction the State up to a full year of the State's Medicaid Federal match, approximately \$1.2 billion. The 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. Any shortfall in expenditures in a calendar year must be made up in the following calendar year. The State can make a retroactive benefit payment to

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

each of the beneficiaries eligible for the retroactive payment in the previous calendar year, or can increase payments in the new calendar year by an amount large enough to meet the previous year's shortfall in expenditures.

Colorado has met the MOE target twice in the past six years, although the State has made up each shortfall with corrective actions during the following year. As a result of Colorado's failure to meet the MOE expenditure test, the State was required to report its MOE expenditures monthly to the SSA in Calendar Year 2010 so that SSA could monitor the State's compliance with the MOE expenditure requirement. The minimum sanction that could be imposed as a result of failure to meet the expenditure test is the loss of Federal Medicaid matching dollars for three months (approximately \$300 million).

Attempts to meet both the MOE and the state appropriation often cause fluctuations in the grant standards for SSI recipients receiving supplemental assistance. The Department's budgets for the programs that count towards the MOE are limited by appropriation. As a result, the Department is often in the position of increasing grant awards (or providing supplemental grant payments) during the period from July to December in order to meet the calendar year MOE then abruptly reducing grants from January through June in order to meet the budget constraint. Such fluctuations are a particular problem because many of the programs serve those who are extremely poor.

### **(D) COMMUNITY SERVICES FOR THE ELDERLY**

This section encompasses programs funded by the federal Older Americans Act and State Funding for Senior Services. Responsibilities include developing a state plan for aging services, overseeing federal grants and providing assistance and funding to 16 local Area Agencies on Aging and local service providers to provide services to seniors age 60 years and older.

#### **ADMINISTRATION**

This line item funds salary, operational costs such as travel, postage, equipment rentals, overhead and supplies, and contractual services related to the state administration of the Older Americans Act and State Funding for Senior Services. There are 7.0 FTE that administer these programs for the State of Colorado.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **COLORADO COMMISSION ON AGING**

This line item funds an administrative position and expenses such as meeting costs, travel, printing, postage and supplies for the Commission. The Colorado Commission on Aging consists of seventeen members appointed by the governor, with the consent of the senate to: (a) Conduct, and encourage other organizations to conduct, studies of the problems of the state's older people; (b) Assist governmental and private agencies to coordinate their efforts on behalf of the aging and aged in order that such efforts be effective and that duplication and waste of effort be eliminated; (c) Promote and aid in the establishment of local programs and services for the aging and aged. The commission assists governmental and private agencies by designing surveys that may be used locally to determine needs of older people; by recommending the creation of services; by collection and distribution of information on aging; and by assisting public and private organizations in all ways; (d) Conduct promotional activities and programs of public education on problems of the aging; (e) Review existing programs for the aging and make recommendations to the governor and the general assembly for improvements in such programs; and (f) Advise and make recommendations to the state department and the state office on aging, on the problems of and programs and services for the aging and aged. Funding is for staff support of 1.0 FTE to the Commission, who assists the Commission with special projects in addition to administrative duties.

### **SENIOR COMMUNITY SERVICES EMPLOYMENT**

The Senior Community Service Employment Program (SCSEP) promotes useful, employment training opportunities in community service organizations for persons with low incomes, who are 55 years of age or older, pursuant to a grant received under Title V of the Older Americans Act. This program is entirely federally funded. Eligible participants are provided subsidized wages, training for skill enhancement or acquisition of skills, personal and employment counseling, and assistance in obtaining un-subsidized employment. The State enters into contracts with local community providers to implement this program. A 0.5 FTE administers the program.

### **OLDER AMERICANS ACT PROGRAMS**

This line item provides funding for Area Agencies on Aging to contract with provider agencies to deliver a variety of services to older persons. Services provided include:

- Supportive services and senior centers, with functions that include case management, client representation, shopping assistance, transportation, chore services, personal care services, homemaker, adult day care, health screenings, legal services, and an ombudsman;
- Nutrition services such as congregate and home delivered meals, nutrition screening, and nutrition education; and

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

- Health promotion services through a variety of evidence-based programs.

In general, services are available to individuals age 60 and over regardless of income or assets. While the federal government does not allow a means test, it does require that priority be given to those with the greatest social and economic need, with particular attention to low-income minority individuals and those who are frail, homebound, or otherwise isolated. Provider agencies request voluntary contributions from consumers for services.

### *HB 07-1324 – Interest on Older Coloradans Cash Fund:*

State funds spent on the Older American Act Programs draw down federal matching funds at a 17 to 1 ratio. This bill authorizes the Department to spend a portion of the accumulated interest in the Older Coloradans Cash Fund (\$40,000) to enable the program to receive \$680,000 in federal matching funds. The Department of Human Services allocates these funds to the Area Agencies on Aging (AAAs).

## **NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM**

The National Family Caregiver Support Program (NFCSP) provides services to caregivers, so they may continue to provide care to family and loved ones who are age 60 and over. Beginning with HB 02-1420 in FY 2002-03, services have been provided to caregivers of individuals who are "frail" - persons medically determined to be functionally impaired and unable to perform at least two activities of daily living without substantial human assistance. Caregiver services include information, access assistance, respite care, counseling and training, and supplemental services. Additionally, the National Family Caregiver Support Program offers services to older individuals providing assistance for adult children with disabilities, and grandparents or other relative caregivers caring for children eighteen or younger. A "relative caregiver" means a grandparent or step-grandparent of a child, or a relative of a child by blood or marriage, who is 60 years of age or older and lives with the child, is the primary caregiver of the child, and has a legal relationship to the child or raises the child informally.

## **STATE OMBUDSMAN PROGRAM**

The State Ombudsman Program is managed through a contract with a local community provider on behalf of older adults residing in long-term care facilities. Ombudsman services are provided to benefit elderly residents of facilities involved in complaints and/or assistance to older adult residents of long-term care facilities in general. The contract includes both administrative and part-time legal



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

assistance developer services as well as the management of local ombudsmen. The contracted agency provides training and technical support to the Area Agencies on Aging and local ombudsman staff.

### **STATE FUNDING FOR SENIOR SERVICES**

This line item was created to reflect state funding for senior services above and beyond the state match required for Older Americans Act (OAA) programs. The cash funds portion of the appropriation is from the Older Coloradans Fund. That fund receives revenue from a diversion of funds that would otherwise go to the General Fund. Section 26-11-205.5 (2), C.R.S. requires that moneys appropriated from this fund are administered through the 16 statewide Area Agencies on Aging, but the funds can be used with more flexibility than is afforded under OAA programs. The state funding for senior services allows more than 25,000 Older Coloradans to receive services including: personal care, assisted transportation, congregate meals, home-delivered meals, homemaker services, adult day care, transportation, and legal assistance. Through this program, the State of Colorado helps to provide senior programs throughout the state.

### **AREA AGENCIES ON AGING ADMINISTRATION**

This line item identifies the federal funding for administration of each Area Agency on Aging (AAA). The AAAs develop and administer an area plan, consistent with the state plan, for a comprehensive and coordinated system of programs in the planning and service area; assist older persons in obtaining their rights, benefits, and entitlements currently available under the law; identify special needs or barriers to maintaining personal independence; involve older persons in the area in the development and planning of services delivered within the area; assess the need for services within the planning and service area to determine the effectiveness of existing services available within the area; and conduct public hearings on the needs and problems of older persons and on the area plan.

### **CRIMES AGAINST AT-RISK PERSONS SURCHARGE FUND**

HB 12-1226 established surcharges on persons who are convicted of crimes against at-risk adults and at-risk juveniles. The surcharges vary and range from \$75 for a class 3 misdemeanor to \$1,500 for a class 2 felony and may be waived by the court. Once collected, the surcharge is transferred to the Crimes Against At-Risk Persons Surcharge Fund and appropriated to the Department of Human Services, State Unit on Aging. Statute requires the State Unit on Aging to develop guidelines for distribution of dollars collected from the surcharge to provide respite services; these guidelines are in the final development stages. Dollars will be allocated to the Fiscal Agent when a large enough fund balance exists to implement the program. Each program receiving funds shall provide respite

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

services, maintain a signed agreement and protocol with the Fiscal Agent, conduct a fingerprint-based criminal history record check of staff and providers, and satisfy the accountability and performance standards established by the State Unit on Aging.

### **(E) ADULT PROTECTIVE SERVICES**

The Adult Protective Services (APS) program intervenes on behalf of at-risk adults to correct or alleviate situations in which actual or imminent danger of abuse, neglect, or exploitation (termed “mistreatment”), or self-neglect exists. At-risk adults are individuals eighteen years or older who are susceptible to mistreatment or self-neglect because they are unable to perform or obtain services necessary for their health, safety, or welfare, or lack sufficient understanding or capacity to make or communicate responsible decisions.

### **STATE ADMINISTRATION**

This line item was established in FY 2013-14 through the Joint Budget Committee figure setting process to separate the APS functions from the previous funding source of Old Age Pension (OAP). This line is used to support personal services and operating expenses of the state APS program including travel, postage, equipment rentals, overhead and supplies. There are 6.5 FTE that administer this program for the State of Colorado.

### **ADULT PROTECTIVE SERVICES**

This line item was established in SFY 2013-14 through the Joint Budget Committee figure setting process to separate the County Administration funds for APS functions from other County Administration funds. Any amount in the Adult Protective Services line item that is not required for the provision of adult protective services may be transferred to the County Administration line item and used to provide additional benefits under that program. If county spending exceeds the total appropriations from the Adult Protective Services line item, any amount in the County Administration line item that is not required for the provision of services under that program may be transferred to the Adult Protective Services line item and used to provide adult protective services. APS administration funds are used to support personal services and operating expenses of the county APS programs, including APS staff, county attorney costs, travel, overhead, equipment, and supplies. Client services funds are designated for the purchase of emergency, one-time, or short-term services need to alleviate safety and risk concerns for APS clients.



Department of Human Services  
Line Item Descriptions

**Division of Youth Corrections**

FY 2014-15 Budget Request

NOVEMBER 1, 2013

This page was intentionally left blank.

**TABLE OF CONTENTS**

(11) DIVISION OF YOUTH CORRECTIONS ..... 11-1

    (A) ADMINISTRATION ..... 11-2

        PERSONAL SERVICES ..... 11-2

        OPERATING EXPENSES ..... 11-2

        VICTIM ASSISTANCE ..... 11-2

    (B) INSTITUTIONAL PROGRAMS ..... 11-3

        PERSONAL SERVICES ..... 11-3

        OPERATING EXPENSES ..... 11-3

        MEDICAL SERVICES ..... 11-4

        EDUCATIONAL PROGRAMS ..... 11-4

        PREVENTION/INTERVENTION SERVICES ..... 11-5

    (C) COMMUNITY PROGRAMS ..... 11-5

        PERSONAL SERVICES ..... 11-5

        OPERATING EXPENSES ..... 11-5

        PURCHASE OF CONTRACT PLACEMENTS ..... 11-6

        MANAGED CARE PILOT PROJECT ..... 11-6

        S.B. 91-94 PROGRAMS ..... 11-7

        PAROLE PROGRAM SERVICES ..... 11-7

        JUVENILE SEX OFFENDER STAFF TRAINING ..... 11-8

This page was intentionally left blank.

***(11) DIVISION OF YOUTH CORRECTIONS***

The mission of the Division of Youth Corrections is to protect, restore, and improve public safety through a continuum of services and programs that effectively supervise juvenile offenders, promote offender accountability to victims and communities, and build skills and competencies of youth to become responsible citizens.

The Division provides a continuum of residential and non-residential services that encompass juvenile detention, commitment, and parole. The Division is the agency statutorily mandated to provide for the care and supervision of youth committed by the district court to the custody of the Colorado Department of Human Services. The Division operates ten secure facilities that serve youth between the ages of 10-21 who are pre-adjudicated or committed. Colorado law allows for the detention of youth between the ages of 10-18, while the State's jurisdiction over committed youth ends at age 21. For pre-adjudicated youth, the Division is also responsible for the management and oversight of Senate Bill 91-94; a State-funded, locally administered program that provides services to youth at risk of further progressing into the juvenile justice system. In addition to residential programming, the Division administers juvenile parole services throughout the State. Thus, the Division provides a continuum of residential and non-residential services and mandated functions that encompasses juvenile detention, commitment, and parole.

Section 19-2-203, C.R.S., formally creates the Division and places it within the organizational structure of the Colorado Department of Human Services. Statute further defines the dual function of the Division. Section 19-2-402, C.R.S., designates the Division as the entity responsible for operating juvenile detention. The Division is also the agency statutorily mandated (Section 19-2-403, C.R.S.) to provide for the care and supervision of youth committed by the district court to the custody of the Colorado Department of Human Services. In addition to residential programming, Section 19-2-209, C.R.S., charges the Division with the administration of juvenile parole services throughout the State.

In FY 1973-74, the administration of juvenile detention was transferred by the Colorado Legislature from the State Judicial Department to the "Department of Institutions," and, to the Division of Youth Services (DYS), now known as the Division of Youth Corrections. Prior to the State Judicial Department's assumption of juvenile detention administration in 1970, the counties held jurisdiction over day-to-day detention operations.

Senate Bill 91-94 provided the basis for a "detention continuum." The initiative, referred to as "Senate Bill 94," provides structure and funding to local jurisdictions for a continuum of services designed to ensure that youth are supervised/incarcerated at a level that is commensurate with their risk to the community. Senate Bill 94 programming provides an array of services designed to ensure youth are placed in the appropriate setting based upon their risk to the community.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **(A) ADMINISTRATION**

The line item appropriations in this section of the Division's Long Bill support administrative staff who establish program policies and procedures for the treatment of juveniles in the custody of the Division, monitor compliance, collect data, and provide strategic planning. Other duties include contract management and victim notification.

### **PERSONAL SERVICES**

This line item appropriation funds salaries, Public Employee's Retirement Association (PERA), and Medicare for administrative and management staff FTE in the Division. The personal services workload is largely driven by the number of programs in the Division that require supervision and strategic guidance as well as reporting requirements, statistical data, and requests for information. Since FY 2004-05, The Division has moved in a direction of adopting evidence-based principles and practices, and the administrative staff have been instrumental in helping guide the Division toward improved youth outcomes.

The direct care of a significant number of youth is provided through contracted services requiring the Division to manage numerous contracts with private providers. These contracts include licensed residential child care facilities, child placement agencies, medical and mental health treatment providers, local school districts and colleges, and several non-residential community service providers.

### **OPERATING EXPENSES**

This line item appropriation provides operating funds for the administrative and management staff of the Division. Expenditures are for general office supplies, office equipment maintenance, miscellaneous purchases, repairs, and travel expenses.

### **VICTIM ASSISTANCE**

This line item appropriation provides funding for staff and operating expenses to fulfill the Division's obligation to uphold a victim's constitutional right to be informed of certain offenders' movement through the youth corrections system. For victims of qualifying charges (crimes against persons), the Division provides notification of all movements and status changes of the perpetrator within the youth corrections system, such as escapes and return to custody, eligibility for visits to the community and cancellation of visits, hearings involving the perpetrator, recommitments, transfer to the adult system, death, and expiration of commitment. The victim has the right to provide statements for review at any of these events.



## Line Item Descriptions FY 2014-15 BUDGET REQUEST

The Victim Assistance Program is funded by a Victim Assistance and Law Enforcement (VALE) grant from the Division of Criminal Justice in the Department of Public Safety pursuant to Section 24-33.5-506, C.R.S. (2012). Revenue for the State VALE fund is generated from a percentage of surcharges on criminal offenders levied at the judicial district level, with a small amount coming from the Department of Corrections' Prison Industry Enhancement Program of which a certain amount must be used to provide direct services to crime victims.

### **(B) INSTITUTIONAL PROGRAMS**

This section of the Division's Long Bill line items supports ten state-operated detention and commitment facilities, including diagnostic, education, and program services for juveniles while they are in an institution. Additional services for juveniles who leave an institutional setting, for example to a community placement or parole, are funded through the Community Programs section of the Long Bill. Four State-owned and operated facilities serve only detention youth: the Gilliam Youth Services Center in Denver, the Adams Youth Services Center in Brighton, the Pueblo Youth Services Center in Pueblo, and the Marvin W. Foote Youth Services Center in Englewood. Four secure State-operated facilities are multi-purpose, serving detention and committed youth. These four facilities include the Platte Valley, Grand Mesa, and Spring Creek facilities, as well as the Mount View Youth Services Center in Denver. Two of the Division's secure facilities, Lookout Mountain Youth Services Center and Zeb Pike Youth Services Center, serve committed youth exclusively. These programs are designed to treat the highest risk, highest need committed males.

### **PERSONAL SERVICES**

This line item appropriation funds salaries for the majority of program, supervisory, and support staff at the Division's institutions. Educational and medical staff are funded in separate line items, and physical plant staff is funded through the Department's Office of Administrative Solutions. The majority of staffing costs are for 24-hour youth security staff who directly supervise and interact with youth. Other staffing includes counselors and staff providing treatment, food services personnel, and facility management.

### **OPERATING EXPENSES**

This line item appropriation funds the operation of the Division's facilities including such expenses as clothing for juveniles, custodial and laundry supplies, communication expenses – including digital-trunked radios, office equipment, and facility maintenance items such as mattresses, carpeting, and furniture. Nearly half of the appropriation is for food and food service supplies. The federal Child Nutrition Program funds the majority of food costs for youth in State institutions. The line item includes Reappropriated Funds from the Department of Education for the federal Child Nutrition Program.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **MEDICAL SERVICES**

Medical Services was historically an integrated component of Institutional Personal Services and Operating Expense lines. In FY 1997-98, it became a separate program line to help identify escalating medical costs and provide information to better manage medical expenses. This line item appropriation funds the personnel, contractual, and operating costs associated with medical services provided to the Division youth who are in a State facility, including two State-owned and privately operated facilities. The following details the three components of the funding:

- (1) *Personal Services* – This portion of the line item funding pays for staff in State-operated facilities that provide routine medical care and administer medications. Other personnel include FTE engaged in substance abuse treatment, sex offense specific treatment and mental health needs, as well as management.
- (2) *Contract Services* – The Division maintains a single contract with a third-party medical management entity that manages the relationships, rates, and billings for hospitals, emergency rooms, ambulances, and other specialty care which is provided offsite from a facility. These services are for committed youth in a State facility. Youth in contract facilities are eligible for Medicaid; thus, the billings for specialty care do not run through the Division. The Division spends smaller amounts on contracts for infrequently used on-site medical services, such as psychiatrists, and for contracts for medical services in areas where it is difficult to recruit State FTE. The Division contracts with Community Mental Health Centers to provide mental health services to non Medicaid-eligible detained youth.
- (3) *Operating Expenses* – This portion of the line item is for medical operating expenses in state-owned facilities. These are generally operating supplies for medical clinics for general first aid needs and treatment of minor illness or injury, and include supplies to comply with hazardous waste disposal requirements.

### **EDUCATIONAL PROGRAMS**

This line item funds personal services and operating expenses associated with education in State-operated commitment facilities. In detention facilities, education is the responsibility of local school districts and is paid for through state per pupil revenue (PPR) generated by the local school district. The Division provides education in commitment facilities by using State FTE, or contracting with school districts or private contractors. In State facilities, educational programs are provided year round and serve youth with a wide range of educational achievement and grade level including both secondary, post-secondary school, and vocational education. There are three sources of federal funds that are reappropriated from the Department of Education: (1) the Carl D. Perkins Vocational Education Act for vocational training; (2) Title I of the Elementary and Secondary Education Act for disadvantaged youth; and (3) the

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Individuals with Disabilities Education Act for special education. The federal funding from these grants covers only a small portion of the education needs of youth in State-operated facilities.

### **PREVENTION/INTERVENTION SERVICES**

This line item appropriation provides spending authority for an intra-agency agreement between the DYC and the Division of Behavioral Health (DBH) in the Office of Behavioral Health. These funds support drug and alcohol assessments, as well as training for substance abuse counselors in the Division's facilities. The federal funds are transferred to the Division from the DBH, and are reflected as Reappropriated Funds in the Long Bill.

### **(C) COMMUNITY PROGRAMS**

This section of the Division's Long Bill line items funds contract placements of juveniles in community settings with lower security levels than youth placed in State-operated institutions. This section also supports client management that begins during a juvenile's stay in commitment and continues through the end of parole and Senate Bill 94 programs.

### **PERSONAL SERVICES**

This line item appropriation supports personal services for regional administrators, client managers, and support staff who are responsible for overseeing contract placements and the overall operation of services in the Division's four management regions. Case management includes oversight of a committed juvenile's case from the point of commitment to the end of parole. The source of cash funds in this appropriation is a reimbursement by the operator of the Ridge View Youth Services Center facility to offset the cost of monitoring the facility pursuant to Section 19-2-411.5 (2)(e), C.R.S.

### **OPERATING EXPENSES**

This line item appropriation provides operating funds for the FTE in the personal services line item above. The single largest expenditure category from this line item is fuel expenditures, due to the mobile nature of case management work. The source of Cash Funds is fees collected from the Ridge View contractor to offset the cost of monitoring the Ridge View facility, which is required pursuant to Section 19-2-411.5 (2)(e), C.R.S.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

### **PURCHASE OF CONTRACT PLACEMENTS**

This line item appropriation provides funding for the Division to contract with private for-profit and non-profit organizations to house and treat youth. All of the contracts funded by this line item are for residential services. The source of Reappropriated Funds is Medicaid funds appropriated to the Department of Health Care Policy and Financing. These funds are for fee-for-service mental health services, which are billed directly to Medicaid from treatment providers. Expenditures are transferred to the Division to accurately reflect a majority of costs of committed youth. The expenditures in this line item do not reflect the cost of medical care for youth in contracted placements beyond the mental health treatment expenditures described above, nor for education services, both of which are funded in the Department of Health Care Policy and Financing and the Department of Education, respectively.

Pursuant to the individual needs of detained and committed youth, the Division maintains a continuum of residential placements, from secure State-operated, to privately operated staff secure and non-secure community-based residential programs. Contract service providers are an integral part of the youth corrections system as they are able to address variability in both the number of youth committed to the Department and the individualized treatment needs of youth, enabling the Division to develop a broad continuum of services that are individualized based on specific risks and needs that youth present.

The Division uses the Colorado Juvenile Risk Assessment to identify risk and needs of each juvenile, the results of which drive an individual treatment plan. Placement decisions, including the level of security and projected length of stay, are informed by the level of assessed risk and need. This process is a critical component of the Division's Continuum of Care, which is an integrated strategy to ensure that youth are receiving the most appropriate services. Successful outcomes are dependent upon evidence-based risk assessment and a placement commensurate with risk and need. This process exemplifies the Division's Key Strategy to "provide the right service at the right time." This strategy requires the availability and use of a range of placement options from secure to staff secure to more open community placements.

### **MANAGED CARE PILOT PROJECT**

This line item appropriation began in FY 1992-93 as an initiative to explore the viability of a managed care approach to control population growth in the committed population in one single jurisdiction. This line item is used to fund the Boulder County Integrated Managed Partnership for Adolescent Community Treatment (IMPACT), which is a managed care agreement between the Division and Boulder County for administering services provided to delinquent youth. The agreement caps the state funding that can be used for detained and committed youth in Boulder County, as well as caps the number of youth from Boulder who can be served in the commitment system. The IMPACT program is a community-based effort to integrate formerly categorical funding streams (Boulder

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

County Department of Housing and Human Services, Boulder County Mental Health, and the Division of Youth Corrections) and programs with a focus on accountability and outcomes. IMPACT's mission is to perform gate keeping, assessment, concurrent utilization review and quality assurance reviews for delinquent youth who are in or at risk of placement. The Division works collaboratively with Boulder on issues related to local management of the Division's resources and the number of beds and resources that will be dedicated to this initiative.

### **S.B. 91-94 PROGRAMS**

Senate Bill 91-94 authorized the creation of local, judicial-district-based programs designed to provide community-based detention services for pre-adjudicated and adjudicated youth. These programs work to reduce the incarcerated population by impacting the number of admissions into the Division of Youth Corrections facilities, or by reducing the length of stay for youth placed in Division facilities. Senate Bill 91-94 funds are also used in each judicial district to implement a uniform intake screening and assessment of all youth taken into custody by law enforcement. The goal of this intake screening is to determine the most appropriate placement for youth. Four levels of placement are identified on the screening instrument, including secure detention, staff secure detention, residential/shelter, and home detention with monitoring. In many cases, these youth can be served and monitored through non-secure, community-based services such as day reporting, electronic home monitoring, and/or enhanced community supervision.

The Colorado General Assembly appropriates funds for Senate Bill 94 and the Statewide Advisory Board is responsible for developing an allocation formula and allocating the funds. The majority of the money is allocated by formula to each of the State's 22 judicial districts. A small portion of the line item is retained by the Division for training, technical assistance, research, evaluation and audits. Senate Bill 94 is implemented locally within each of the State's 22 judicial districts.

### **PAROLE PROGRAM SERVICES**

This line item funds activities that are designed to assist youth in a successful transition from commitment to parole, and in successful completion of parole. Some of the services, such as electronic monitoring, create conditions in the community that may make the Parole Board more comfortable with releasing a juvenile to parole earlier. Client manager/Juvenile Parole Officers are responsible for the supervision of committed youth released to parole. An essential component of parole supervision is the development, implementation, and monitoring of a parole plan. The parole plan is consistent with the Discrete Care Plan developed by the client manager/juvenile parole officer at the time of a youth's commitment and establishes the residential and service continuum for the youth. The services purchased for transition and parole services are almost wholly spent with private providers. These providers are generally managed through a Provider Managed Network with whom the Division has a contract.

## Line Item Descriptions FY 2014-15 BUDGET REQUEST

Client manager/juvenile parole officers assist in the youth's transition and provide supervision once a youth is paroled by the Juvenile Parole Board. The Division's client managers/juvenile parole officers provide direct services to the youth and their family, link youth with community service providers to insure that appropriate services and supervision are delivered, and collaborate with educators or employers to strengthen the youth's set of pro-social skills and abilities. The intent of parole is to facilitate the youth's effective transition from a residential to a community setting. As part of the parole plan, parole program services are used to serve youth who have been granted parole and require supportive services and specialized supervision to assist in their transition. All programs provide in-home or other community-based services designed to help youth successfully reintegrate with their families and the community. All programs emphasize supervision and require youth to be accountable for their behavior at home, school, and in their work environments. These services are an important component of parole supervision, and they can only be met by purchasing specific services to meet the individualized needs of the parolee. Specific parole program services include tracking services, day treatment and day reporting programs, and community-based services, including job training, family-based treatment services, education support, housing support, etc. Apprehension costs are also a component of this line item.

The source of federal funds in the Parole Program Services line item appropriation is Title IV-E funding. Title IV-E provides assistance to states in paying a portion of the cost associated with maintaining foster care youth in out-of-home placements. The youth must meet eligibility criteria based on family income and committing circumstances (i.e., findings by the court that the best interests of the child and reasonable efforts to avoid out-of-home placement have been attempted). The placement must be in a non-institutional, non-secure, community-based setting. A small percent of the Division's youth and placements meet the IV-E eligibility criteria.

### **JUVENILE SEX OFFENDER STAFF TRAINING**

This line item was added through a supplemental appropriation in FY 2002-03 for the purpose of funding training costs for the Division and Child Welfare staff. Pursuant to the provisions of H.B. 00-1317, the Sex Offender Management Board (SOMB) was required to develop standards for the identification and evaluation of juvenile sex offenders. The standards developed by the SOMB are founded on best practices, which include an emphasis on informed supervision. Implementing this concept involves a list of supervisory roles and duties for all individuals who have a direct care or custodial relationship with a juvenile sex offender, which includes facility staff, client managers, parents, teachers, coaches, etc. This line item is funded by Cash Funds which are from the Sex Offender Surcharge Fund created in Section 18-21-103(3), C.R.S. (2012).

Line Item Descriptions FY 2014-15 BUDGET REQUEST

H.B. 07-1093, “Concerning sexual conduct occurring in penal institutions,” created the General Fund portion of this line item. Funds are expended in this program to address any Prison Rape Elimination Act (PREA) concerns. PREA expenditures are most often for additional safety measures, which may include cameras, mirrors, door locks, or other devices to promote youth safety.