

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 24 day of JANUARY 2016, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," acting in its capacity as the Adams County Board of Human Services, and Shiloh Home, Inc. dba Shiloh House, located at, 6588 W. Ottawa Avenue, Littleton, CO 80128 hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

1.1 All work shall be in accordance with the attached RFA 2016.414 Core Services Program Services and the Contractor's response to the RFP 2016.414 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail. Contractor will provide home-based intervention services, mental health services, life skills and sexual abuse services for clients referred by Adams County Human Services Department (ACHSD) pursuant to the Colorado Family Preservation Act §§ 26-5-101, et seq., C.R.S. and in compliance with the state rules and County Plan, policies, and procedures and CDHS Volume VII 7.303.

1.2 Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

3. TERM:

3.1. Term of Agreement: The Term of this Agreement is July 1, 2016 through June 30, 2017.

3.2. Extension Option: The County, at its sole option, may offer to extend this Agreement as necessary for up to two, one year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor.

4. **PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of one hundred ninety thousand seven hundred dollars (\$190,700.00).

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.

6. **NONDISCRIMINATION:**

6.1. **The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's negligent performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or negligent failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. **Commercial General Liability Insurance:** to include products liability, completed

operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

8.4.1. Each Occurrence: \$1,000,000

8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. WARRANTY:

9.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

10. TERMINATION:

10.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

10.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

11. MUTUAL UNDERSTANDINGS:

11.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.

11.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

11.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety
2016.414.02 Core Services/Shiloh Home, Inc. dba Shiloh House/Various Services

and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.

- 11.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 11.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 11.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 11.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 11.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: 1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested; 2) Immediately upon hand delivery; or 3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Human Services Department, Children and Family Services
Contact: Jan James, Division Director
Address: 7401 North Broadway
City, State, Zip: Denver, CO 80221
Phone: 303.412.8121
E-mail: jjames@adcogov.org

Department: Adams County Purchasing
Contact: Liz Estrada, Contract Administrator
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720-523-6052
E-mail: lestrada@adcogov.org

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6116

Contractor: Shiloh Home, Inc. dba Shiloh House
Contact: Steve E. Ramirez
Address: 6588 W. Ottawa Ave.
City, State, Zip: Littleton, CO 80128
Phone: 303.933.1393
E-mail: sramirez@shilohhouse.net

- 11.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 11.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 11.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 11.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

12. CHANGE ORDERS OR EXTENSIONS:

- 12.1. Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.
- 12.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

13. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 13.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

- 13.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 13.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 13.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 13.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 13.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 13.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 13.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

The remainder of this page is left blank intentionally.

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

Board of County Commissioners

[Signature]
Chair

1-24-17
Date

Shiloh Home, Inc. dba
Shiloh House

[Signature]
Signature

1/5/2017
Date

STEVEN RAMIREZ
Printed Name

CEO
Title

Attest:

Stan Martin, Clerk and Recorder

[Signature]
Deputy Clerk

Approved as to Form:

[Signature]
Adams County Attorney's Office

NOTARIZATION OF CONTRACTOR'S SIGNATURE:

COUNTY OF Jefferson

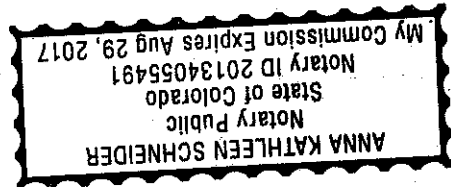
STATE OF Colorado)SS.

Signed and sworn to before me this 5th day of January, 2016¹⁷

by [Signature]

[Signature]
Notary Public

My commission expires on: 8.29.17



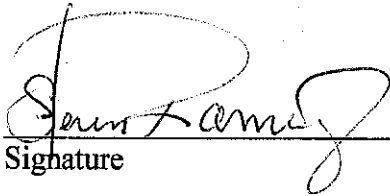
CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Shiloh House Inc.
Company Name

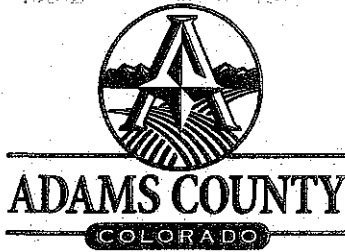
1-5-17
Date


Signature

Steven Ramirez
Name (Print or Type)

CEO
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



**REQUEST FOR APPLICATION FORM
2016.414 CORE SERVICES PROGRAM**

CONTRACTOR'S STATEMENT

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 1 Addenda # _____
If None, Please write NONE.

<u>Shiloh Home, Inc.</u>	<u>March 15, 2016</u>
Company Name	Date
<u>6588 W. Ottawa Ave</u>	<u>Steven Ramirez</u>
Address	Signature
<u>Littleton, CO, 80128</u>	<u>Steven E. Ramirez</u>
City, State, Zip Code	Printed Name
<u>Jefferson</u>	<u>CEO</u>
County	Title
<u>303-933-1393</u>	<u>303-933-8216</u>
Telephone	Fax
<u>sramirez@shilohhouse.net</u>	
Email Address	

Adams County Core Services Fee Schedule

Service Category	Service Type	Cost of Service (Per Hour, Day, Month, or Episode)	Service Specific Title/Service Length
Life Skills/Home Based Services	In-Home	\$60.00/Hour	PSC 6 Months, CBCP 3-6 Months
Sexual Abuse Treatment	Individual	\$85.00/Hour	4-6 Months
Sexual Abuse Treatment	Family	\$85.00/Hour	4-6 Months
Sexual Abuse Treatment	In-Home	\$110.00/Hour	4-6 Months
Intensive Family Therapy	In-Home	\$110.00/Hour	4-6 Months
Intensive Family Therapy	Family	\$85.00/Hour	4-6 Months
Mental Health Treatment	Family	\$85.00/Hour	4-6 Months
Mental Health Treatment	Assessment	\$95.00/Hour	5-10 hours within 20 days of referral
Mental Health Treatment	In-Home	\$110.00/Hour	4-6 Months
Mental Health Treatment	Individual	\$85.00/Hour	4-6 Months
Supervised Visitation	Family	\$60.00/Hour	2-4 months with transportation
Supervised Visitation	Family	\$48.00/Hour	2-4 months without transportation
Day Treatment	Group	\$1650.00/Month	
Informed Supervision Training	Parenting Education	\$300.00/Episode	10 hours Informed Supervision Training
Beyond the Walls Transition Support	Individual and Group	\$1020/Month	25 hours offered services per month
Family Team Meeting Facilitator	Facilitation	\$2,900/Month	The FTM facilitator will be available 20 hours a week for meetings as scheduled

*Rates subject to negotiation if Adams County does not feel quoted rates are competitively priced.

A. Agency Information

1. Provide a brief description of your agency, and / or organization including total staff size, number of years in operations, mission and history.

Founded in 1985, Shiloh Home, Inc. (d.b.a. Shiloh House) empowers youth and families to overcome the impact of abuse, neglect, and trauma. Shiloh House has grown to include 150 direct care staff, and is pleased to be a preferred provider for the counties of Adams, Jefferson, Arapahoe, Douglas, Weld, and Denver. For 30 years Shiloh House has created an environment where wounds begin to heal, relationships are built or restored, and new possibilities are created.

2. List any professional, state, or required licenses, and accreditation/certification levels, if any.

Shiloh Home, Inc. is licensed by the State of Colorado, Department of Human Services and provides core services under the following license numbers: 54169, 20335, 70967, 1539982, 1528492, 1588986. Shiloh Home, Inc. has been COA accredited since 1998.

Masters Level staff employed at Shiloh Home, Inc. are licensed in their fields of expertise. Masters Degrees held by practicing clinicians include Social Work; Counseling; Forensic Psychology; Clinical Counseling; and Clinical Mental Health Counseling. In addition, clinicians who work with youth with problematic sexual behavior are associate level or full operating level SOMB providers.

Shiloh Academy is accredited through the Colorado Department of Education, and is AdvancED accredited. Shiloh Academy operates under the following licensing numbers: 99724, 1612906, 1588987, 1539981, and 1673169.

3. Is your agency a Medicaid provider? Yes

If not, is your agency qualified to become an authorized provider?

B. Programs / Services to be provided, in the context of this RFA

What specific type(s) of service and area of specialization(s) does your agency provide?

Beyond the Walls - Life skills Transitional Resource Network:

Transitional coaching for youth 16-26 - Beyond the Walls assembles the circle of support, and network of resources that exists naturally in local communities. Young people build a plan by assessing where they are currently and their goals for the future. The youth that participate in Beyond the Walls will have the opportunity to work with a Life Transitions Coach to identify their needs, set goals, and connect them with our Community Partners Network. Our Community Resource Network then links young people to opportunities and experience to help them in reach their goals.

Each month 25 hours of learning opportunities are available to the youth. This integrated system of resources and connections amplify the ability for each youth to have caring adults working along side as they journey towards their future. Each month Beyond the Walls sponsors; Work Shops such as financial literacy, Reality Tours such as college tours, business tours, Mentoring relationships on a 1: 1 level or in Circles of support; Each learning and support opportunity focus on the areas of education, housing, job skills, faith-based connections, business engagement, and community skills. The network of activities and support are proven tools that support young people in gaining vital confidence and support during times of change in their life. The combination of action learning, mentoring, coaching and peer mentoring provides young people with a wider source of support and inspiration for idea generation and greater creativity in problem solving during critical times in a young persons life. Specially trained community partners guide each learning opportunity which give young people the chance for experiential learning, a chance to discuss individual plans, followed by peer support with community partners acting as a sounding board for young people to bounce ideas and potential solutions to problems. Beyond the Walls also leverages and builds links to existing resources in the community to ensure young people are able to find what they need to become a vibrant member of their local community.

Credentials: BA level

Outcomes:

1. Percentage of participation
2. Successful completion of goals

In-Home Life Skills:

The mission of Shiloh Home's Life Skills services is to provide services that support and strengthen the family, provide guidance and information to allow self-sufficiency, and create a safe, nurturing environment for children. Shiloh Home's Life Skills coaches focus on the individual needs of the family and the goals set forth in the treatment plan. The Life Skills coach will keep the family's County case worker and all other professionals involved, updated on objectives, progress, and issues in the case on a regular basis. The in-home life skills coaches are available on a very flexible schedule including evenings and weekends.

The BA level Life Skills coach will provide the family with tools to move toward self-confidence and independence. These tools may include but are not limited to the following:

1. Provide information regarding community resources, employment, occupational training, education, and health care options.
2. Provide support services to assist family with accessing resources and employment.
3. Provide families with assistance with household budgeting.
4. Provide help with household management.

5. Provide a non-judgmental relationship.
6. Help families identify and establish appropriate boundaries and limits.
7. Provide tools to improve family functioning, including behavior management, conflict management, communication, and problem solving tools.
8. Support development of parent/child relationships.
9. Teaching appropriate discipline techniques - Life Skills coaches utilize a variety of techniques with parents to increase awareness, skill and management of child behavior.
10. Role modeling positive interaction with children - Life Skills coaches model how to positively interact with children, utilizing activities. The Life Skills coach will use books, games, crafts and creative play to teach clients. This includes recognition of children's needs, nurturing interactions, appropriate responses to the child's cues, as well as stepping in to model age appropriate discipline and consequences.
11. Increase parent confidence- As the parent begins to gain new skills and control in the home, confidence is naturally increased. Providing parents with resources to help them with supporting their family also gives the parent a feeling of accomplishment and instills a sense of pride.
12. Teach value of daily routine and consistency with children- Life Skills coaches will help parents establish a daily routine by using schedules and meal planning menus. Parents are assisted with household rules, rewards and consequences and are given resources such as age appropriate chore charts to help parents with consistency.
13. Increase parental awareness of children's basic and emotional needs- Life Skills coaches will assist parents in learning to recognize child healthcare needs, make doctor appointments, and at times, accompany the family to a doctor's appointment. Coaches will help parents plan and prepare nutritious meals, in addition to providing resources for housing, food, clothing and shelter. Coaches help teach parents to recognize what feelings are expressed in their child's behaviors and how to respond in a way that nurtures the child.
14. Provide parents with information regarding age appropriate child development- Life Skills coaches teach parents about child development. Coaches use a variety of assessments to help determine a child's developmental growth as well as providing parents with activities to utilize with their child in order to stimulate development of fine and gross motor skills as well as adaptive and communication skills. Coaches will help a parent recognize what is age appropriate behavior and how to manage any inappropriate behavior.

The goal of Shiloh Home's Life Skills services is to enable the family to function in a safe manner, by addressing the concerns through education, role modeling, and providing information for community resources.

Outcome goals are to:

1. Increase the level of family functioning
2. Eliminate child protection issues in the home



3. Increase formal and informal supports such as community, family, and friends

4. Increase parents understanding of their parenting role

5. Help parents have realistic child expectations

6. Improve parenting, relationship, and social skills

Treatment Package Intensive: 10-15 hours per week;

Treatment Package High: 7-9 hours per week;

Treatment Package Moderate: 4-6 hours rate per week;

Treatment Package Low: 3 hours per week;

Treatment Packages include 75% face to face with family and 25% other duties including but not limited to Team Decision Meetings, Administrative Review Conferences, Case Management, and Court related activities.

Shiloh House Community Based Treatment Serving Youth with Problematic Sexual Conduct

Service Description:

Shiloh House will provide home and community based services for youth ages 8-18 and their families who are struggling with a wide variety of Problematic Sexual Conduct. The Shiloh House Community Based Treatment for Problematic Sexual Conduct includes 4 hours per week of in-home SOMB Master's level treatment and 10 hours per week of BA level in-home training, coaching and accountability targeting safe and healthy sexual behavior life skills. The offense specific life skills coaches will reinforce the parents in the skill areas necessary for ensuring the care and wellbeing of their children, as well as treatment success for the youth with Problematic Sexual Conduct. The offending youth will also participate in weekly offense specific group therapy with peers who share similar Problematic Sexual Conduct. Offense specific assessment will be provided including psychosexual, and polygraph services. Case management services and communication are also provided by Shiloh House staff to ensure MDT member collaboration. Following an initial assessment, an individualized treatment plan will be completed for each youth and family and will be modified as needed during the course of services with approval by the MDT. Length of service is 6-8 months.

Eligibility for these services includes:

- Clients ages 8 – 18
- Family and youth verbalizing a strong commitment to actively participate in a minimum of 14 hours per week of home based offense specific services. These families may not fully grasp the seriousness of the sexual offending or the contributing family dynamics but the family and the youth have demonstrated a willingness to engage in the treatment process.
- Family and youth value the home based treatment as a positive alternative to residential treatment or commitment.



- Youth presenting sexual reactivity to abuse and trauma
- Youth presenting behaviors that include inappropriate touching, bullying, gesturing, and threatening verbalizations
- Youth who have engaged in family based incest
- Youth who have engaged in community based sexual assault
- The youth who have engaged in these criminal sexual behaviors may be adjudicated or are non-adjudicated

Program Goals:

1. Promote victim and community safety
2. To successfully integrate SOMB guided home based offender treatment with evidence based treatment principals including Trauma Focused CBT and High Fidelity Wrap Around
3. To support the following High Fidelity Wrap Around principals:
 - a. To be strength based and to value all members of the team focusing on family and youth needs rather than deficits
 - b. To engage natural support systems for the youth and family and provide the natural support with informed supervision training and accountability skills to ensure that the youth and family have supportive resources
 - c. To ensure that the family and youth voice are valued in all discussions
 - d. To be culturally competent and respectful in all services
 - e. To individually tailor all treatment and offense specific life skills
 - f. To collaborate and communicate effectively with all multi disciplinary team members
 - g. To be dedicated to progressing through inevitable challenges and barriers
 - h. To be outcome based with observable and measurable indicators of success
 - i. To address complex and overlapping needs
4. To successfully address family and offending youth denial of sexual offending problems
5. To reduce future Problematic Sexual Conduct
6. To strengthen protective and resiliency factors for the youth and family
7. To provide effective coordination with all community partners including development of a school safety plan.
8. To provide offense specific assessments including J-SOAP, Psychosexual evaluations and polygraphs.
9. To successfully integrate mental health treatment with offense specific treatment



10. To provide well coordinated treatment with victim therapists and support systems

11. To provide services within SOMB guiding principles including;

- a. Community safety is paramount
- b. Sexual offenses cause harm
- c. Safety, protection, development growth and the psychological well being of victims and potential victims must be represented within the MDT
- d. Evaluation, treatment and supervision must identify and address abusive and illegal behaviors.
- e. Offending behaviors are complex and the charged offense may or may not be definitive of the juveniles underlying problem
- f. All juveniles who have committed sexual offenses to whom SOMB standards apply must have a comprehensive sex offense specific evaluation
- g. An MDT will be convened for the evaluation, treatment care and supervision of juveniles who commit sexual offenses
- h. Treatment management and supervision decisions should be guided by empirical finding when research is available
- i. Risk assessment of juveniles is necessary however progress in treatment and level of risk are not constant over time and may not be correlated
- j. Assessment of progress in treatment must be made on the basis of the juveniles consistent demonstration of relevant changes in their daily functioning
- k. Decreased risk of sexual offending is likely to be most lasting when paired with increased overall health
- l. Family member are an integral part of evaluation, assessment, treatment and supervision

Credentials: Master's level Clinician, letter of intent SOMB supervised, BA level PSC Coach

Outcomes:

1. Community Safety
2. Completion of Treatment Plan goals
3. Prevent out of home placement

Day Treatment Services:

Shiloh Home, Inc. Day Treatment services are available to youth between 7 to 18 years of age who are proficient in speaking English. The program is specifically designed for those youth who demonstrate a pattern of maladaptive behaviors that interfere with their adaptive community functioning and who are not at greater risk for out-of-home removal. The program focuses on skills development where the youth recognizes his maladaptive behaviors and associated thinking errors and where the use of a greater repertoire of positive social skills and adaptive coping skills is supported. The referred youth practices these new cognitive and behavioral skills with peers and teachers in the Shiloh's program, in group therapy with their family and in the community at large. Progressions through the program is assisted by a feedback system in which the youth's behavior and quality of work on phase projects at Shiloh and at home is tied to his program privileges. Forward movement through the program also involves successful completion of written and behavioral assignments and the development of a relapse prevention plan.

Components of the program:

- Educational, psychological and clinical assessment services
- Offense specific treatment services
- Individual, family, group and milieu therapies (offered on a weekly basis)
- Case management
- Academic curriculum-credits transferable to public school
- Special education services
- Transportation to/from school (within 15 mile radius)
- In-home service/per case need
- Community activities
- 24/hour on-call assistance
- Monthly progress reports to include:
- On-going assessment of family Transitional services/staffing to public school

Eligibility Criteria:

Shiloh Home Day Treatment programs serve youth age 7 to 18 years of age with behavioral disorders, mental health issues and sex offending issues. Significant considerations for admission include, but are not limited to: level of risk to family, victim and community, typology of juvenile, level of denial, intellectual functioning, secondary diagnostic features and substance abuse issues. Clients with the following issues are generally considered not appropriate for the program:



- Severely limited cognitive abilities (IQ below 65)
- Ongoing medical issues that cannot be supervised/managed by staff
- The inability or significantly impaired ability to understand and/or communicate in English.
- Is actively psychotic

During the course of treatment, it may be determined that a client is no longer appropriate. This recommendation may be based on, but is not limited to, the following considerations: assessment of risk, disclosure of new information which contradicts the appropriateness for placement, non-compliance with the program, increased psychiatric need and/or satiation of treatment interventions.

Day Treatment Counseling Services:

The focus of treatment sessions is both cognitive (teaching new, healthy, empathic and reality-based way of thinking) and behavioral (teaching and rehearsing healthy ways to behave when overwhelmed by feeling and perceived needs).

Group counseling is offered daily within the program. A master's level clinician facilitates group therapy least twice per week. These groups address a variety of issues, including independent living, coping skills/tools, social skills and cognitive restructuring. These groups promote development and maintenance of a positive peer culture. They teach accountability, support youth better utilizing self-monitoring and enhance improved self-control and decision-making.

Individual Psychotherapy is offered weekly by a master's level therapist. The focus is on fine-tuning and individualizing the youth's service plan for how to respond with coping "tools" in difficult family, school and community situations.

Qualifications: Clinician - Master's level licensed, provisionally licensed, or under the supervision of a licensed supervisor. Education staff - Minimum BA level under the supervision of CDE approved supervisor.

Outcomes:

1. Credit recovery
2. Improved school emotional and behavioral functioning
3. Return to home school prepared for academic and interpersonal success
4. Maintain positive home and community relationships



Sex Abuse Individual and Family Treatment:

Therapeutic intervention designed to address issues and behaviors related to sexual abuse victimization, sexual dysfunction, sexual abuse perpetration, and to prevent further sexual abuse and victimization.

Shiloh Home practices the best standards of care and emphasizes implementation of evidence-based treatment practices. Shiloh Home adheres to the SOMB Guidelines and Standards. Risk assessment will be addressed through the Juvenile Sex Offender Assessment Protocol (JSOAP), on-going team and family collaboration, treatment progress and team members input, behavioral observation within all arenas of the client's life (home, school, job, social, community). Adjunct referral for polygraphs, arousal measurement, psychological services and psychiatric services are made as deemed necessary and appropriate. Therapy adheres to the Colorado Sex Offender Management Board's Standards and Guidelines for the Evaluation, Assessment, Treatment and Supervision of Juveniles.

Shiloh Home utilizes the following evidence-based treatments:

1. Cognitive-Behavioral Therapy – Correcting thinking errors, linking thoughts, feelings and behaviors, teaching new, healthy, empathic, and reality based ways of thinking.
2. Behavioral Therapy – teaching and rehearsing healthy ways to behave when overwhelmed by feelings and perceived needs.
3. Psycho-education and Family Systems Theory

The goals of the Sex Abuse Treatment are as follows:

1. To ensure community safety.
2. To assess risks, ensure that all family members are safe within the family.
3. To provide strength based, accountable, relationship oriented service which respects the family while ensuring that the goals of treatment are achieved.
4. To provide intensive psycho-educational treatment that increases the client and families understanding of abusive interaction patterns and enables the family to eliminate abusive patterns within the family.
5. Disclosure of abusive behaviors as well as own victimization
6. To provide the client and family with an understanding of their family and personal cycle of abuse and to ensure their ability to interrupt this cycle.
7. Correction of abusive patterns of behavior, and creation of an abuse-free home and family life
8. Development of victim empathy
9. Mental health stabilization
10. Development of healthy coping skills and tools (self-control, rehearsal of corrected cognitions)



11. Increased pro-social behaviors and increased protective factors
12. To provide all caregivers with an understanding of Informed Supervision, and the essential nature of being vigilant in providing a safe environment.
13. To complete clarification work depending upon the individual family circumstances and stages in treatment.
14. To provide a strong emphasis on identifying the contributing risk factors and aiding the family in remediating these risks.
15. To develop a strong relapse prevention plan.
16. To facilitate family reunification and/or establish healthy family dynamics if they are unable to live together.
17. To assist the family in development of a nurturing and healthy home environment which will enable the children to successful progress in their development, and academic achievement.
18. To eliminate illegal behaviors by all members of the identified family unit.

Qualifications: SOMB approved, and Master's level clinician licensed, provisionally licensed or under the supervision of a licensed supervisor.

Outcomes:

1. Completion of Treatment Plan goals
2. Prioritize Community Safety
3. Reduce risk of out of home placement
4. Reduce offending risk as measured by JSOAP
5. Demonstrate improved mental health per observation and assessments

Mental Health Services Individual and Family Therapy:

As a component of the after-care plan for youth in the residential program, Shiloh Home provides individual and family therapy services to ensure a successful transition for youth who are returning home. In addition, Shiloh Home provides clinical services to individuals and families to address clinical presenting issues which provide challenges to the individual or family with the goal of preventing out of home placements. With early intervention with complex mental health presenting areas, we believe that the individual and/or family system can be strengthened and as a component of a larger plan will be helped to successfully and safely remain in the community and within the family system. These services can be provided in the office or in the home. Evidence based services include TF-CBT, and EMDR.

Qualifications: Masters level clinician licensed, provisionally licensed or under the supervision of a licensed supervisor.



Outcomes:

1. Improved mental health as assessed by observation and structured assessments
2. Completion of treatment goals

Therapeutic Parenting Time/Supervised Visitation:

Therapeutic Parenting Time provides a goal focused therapeutic time for the parent and child within the supervision and therapeutic intervention, training, and skill building of the BA or MA level parenting therapist. For those parents and families that would benefit from a more intensive parenting time training and experience the Therapeutic Parenting Time program is appropriate. Following an initial assessment meeting, and observation, the parent, and parenting therapist collaborate to identify specific skill building areas, as well as develop the goals and tasks for each of the parenting times. In each therapeutic parenting session, the therapist and the parent will review the skills, discuss the goals of the session, plan the specific tasks and then engage in a natural interaction time between the parent and child. During the session if the therapist believes a short helpful intervention or role modeling would be beneficial they will engage the parent in this learning process. Following the parent-child time together, the therapist and the parent will meet to review the session, provide feedback, discuss frustrations or skills that the parent has identified as needing and establish a plan for the next session. Therapeutic Parenting Time can occur in-home, in-community, or in-office. The Therapeutic Parenting Time ranges from 8-16 weeks on average with 2 – 4 hours per week.

Qualifications: Minimum BA level.

Outcomes: Child Safety, Parent- Child healthy relationship, completion of therapeutic intervention

Informed Supervision Training:

Shiloh Home offers a 10 hour parent/caregiver education during 4- 6 weeks, consistent with SOMB Informed Supervision Guidelines.

The Informed supervision training is consistent with SOMB standards by a Shiloh staff who is trained in Informed Supervision and supervised by an SOMB qualified supervisor.

The Informed supervision training includes at a minimum the following topics:

- History of SOMB
- 20- Principals of SOMB treatment with emphasis on community safety
- Why Informed Supervision is necessary
- Victim Confidentiality
- Sexual Offending Behaviors overview

- Current laws that relate to juvenile sexual offending
- Seriousness of Juvenile Offending, impact, and priorities
- Dynamic patterns (cycles) associated with abusive behavior
- The role of the MDT in all decisions
- Safety Plans
- High Risk patterns
- Community Supervision and Treatment

Credentials: Informed Supervision Trained BA or MA level staff with SOMB supervision

Outcomes:

1. Community Safety
2. Parent/Care Giver successful completion of Informed Supervision training as demonstrated by observation, participation, and post test results.

Family Engagement Services

Family Team Meetings involve family and professionals to review safety issues, as well as other risks that must be managed. Identifying strengths and traditions and providing the opportunity to discuss services that can build on existing strengths and enable the family to manage risk empowers the family to make informed decisions on their own behalf. The process is designed to encourage active participation from the family with the goal of preserving and strengthening the family. Inclusion of community organizations that can provide ongoing resources for the family once Human Services agencies are no longer needed provides the family with lasting, community connections.

Staff providing Family Team Meeting Facilitation will have at minimum a Bachelor's level education with two years experience working with children and families.

- a) *What service delivery methods and mechanisms would you implement? Include specific methods and techniques you will use for engaging and motivating clients and families.*
Referrals will be reviewed and approved for service within 24 business hours. Once approved for services, cases will be assigned and attempts to contact the families and/or clients will be made within one business day to set up the initial appointment for services. The staff assigned to a case will use all available resources to establish contact with a family; including, mail, email, and phone contact. Once contact is established, Shiloh House staff will offer an assessment and explanation of services to the family, offer in home meetings if appropriate for the service, collaborate with the

e) Provide services that protect the child:

Ensuring safety for the children we serve is a top priority and cornerstone of our Shiloh House philosophy. This includes prevention of physical child abuse and neglect, risk assessment of the child and his family, family preservation, identifying and addressing substance abuse issues in the family, facilitating supervised family visitation and family reunification, and identifying and intervening in potential domestic violence.

3. Do you have experience working in the Child Welfare System, particularly with traumatized children and families? Please describe your agency's approach to trauma informed care within your practice.
For over 30 years, Shiloh House has worked to meet the needs of Colorado youth and families. Masters level clinicians at Shiloh Home, Inc. provide intensive therapeutic services individually with clients as well as family and group services, case management, outpatient, transition and crisis intervention services. BA level counselors provide direct care to youth in Shiloh Home's therapeutic programs. They are responsible for daily documentation, behavior management, teaching social and life skills to clients, and integrating goals identified in the client's treatment plans in day to day tasks so that clients can successfully reintegrate into the community. Shiloh House uses a trauma informed approach to identify the underlying causes of behavior and help youth and families move from trauma based responses to crisis situations to effective behavior in meeting life's challenges.
4. Describe how you will be multi-culturally responsive and how you plan to provide services that meet the social, cultural and language needs of clients involved in the Child Welfare System.
Cultural education is part of each client's overall treatment plan. Increased exposure to new cultures or elements that are integral to the structure of various cultures helps build new awareness about the intrinsic value within each individual. Field trips, groups, and recreational activities all play a role in enhancing a client's cultural awareness. Shiloh House strives to employ staff from diverse backgrounds, and when needed for family therapy, an interpreter will be utilized. Clients must be able to communicate in English to participate in some Shiloh programs.

C. Collaboration

Providing services for Child Welfare clients involves the ability to advocate and collaborate on behalf of the clients you serve and yourself. This includes collaboration with ACHSD, community-based organizations and other government entities.

1. How do you plan to coordinate services and reporting with Child Welfare Social Case Workers?
Shiloh House has a philosophy of care that includes a collaborative, cooperative approach which enables coordination of services for child welfare- involved children, youth, and families. Clinicians provide monthly reports to each MDT by the 15th of each month subsequent to service provision. In addition, regular updates are provided to Caseworkers on an as needed basis to keep the Caseworker apprised of any relevant changes. Shiloh House uses face to face contact, email, and phone contact to build and maintain rapport with the Child Welfare Social Caseworker.
2. Will you provide other supportive services through collaborative agreements with other programs/providers?
If so, define these services:
Providing individualized services to meet the needs of clients does at times require collaboration with other providers. Shiloh House ensures that clients receive regular psychiatric care and medical care (including



dental and ophthalmic care) as needed. Shiloh House uses community based programs like Community Reach Center to ensure youth receive psychiatric services and will have a long term community based option for ongoing medication management or therapy after being discharged from Shiloh House services. In addition, Shiloh House works with the MDT for each client to identify other services that may be beneficial. Shiloh House partners with The Link and SB-94 to assist in short term placements for youth who will remain in the community, but must be out of the home for a brief period.

3. It is likely that you or your staff will be expected to testify on the witness stand during Court Hearings. Briefly describe your (their) experience and the qualifications that would qualify you as experts in child welfare or other fields.

Depending on their role, staff may hold a BA or a Masters degree in a Human Services related field. Staff are knowledgeable in working with youth who have experienced trauma, mental health issues, and behavioral issues. Staff are experienced in providing interventions that reduce the impact of trauma and strengthen the ability of youth to interact with others successfully. Staff receive training on documentation of progress toward treatment goals and learn tools to identify and manage risk. Staff are trained in Informed Supervision, Trauma Informed Care, working with high-risk youth, Mandated Reporting requirements, professional boundaries, confidentiality requirements, rational detachment, the needs of families in crisis, Shiloh Home, Inc. Policies and Procedures, and State regulations related to their roles at Shiloh House.

D. Report and Accounting Systems

1. ACHSD requires monthly reports with specific information. Briefly describe your methodology and ability to track data and provide these reports on client progress.

For services outlined in this application, a summary of each session is documented on a Progress Note (case management note) at the time of service. Progress Notes are used to generate the monthly report which outlines the progress toward goals along with other reporting items. Monthly reports are provided to the MDT by the 15th day of the subsequent month. Staff receive training on the expectations related to documentation including when and how information may be shared, the types of information that must be documented, and how documentation is stored. Shiloh House stores information digitally in a Client Records Tracking System (CRTS). This program offers the ability to query data for outcomes, patterns of behavior, and goal measurement. Information from data tracking and outcomes is shared only after procuring an appropriate release of information.

2. Describe the accounting system you utilize to provide fiduciary accountability. Billing will be submitted pursuant to the "Trails" billing system, or as otherwise established by the ACHSD, and will be submitted by the twelfth (12th) day following the month in which Core Services are rendered.

E. Target Population

1. Which, if any, Adams County area/neighborhoods do you see as your targeted clientele?
Shiloh Home, Inc. has had the privilege of working with youth and families throughout Adams County and the Metro area. Our goal is to provide quality services to each Adams County client regardless of area in which they live.

F. Availability

Please indicate the hours your services can be provided:

***Availability to provide services evenings and weekends is preferable.**



Monday - Friday 7:00 _____ a.m. to 8:30 _____ p.m.

Evenings days 7 days per week Hours 5:00 -- 8:30 PM

Weekends days Sat and Sun Hours 7:00 AM -8:30 PM

Other: Additional times can be scheduled on an as needed basis.

Can services be provided in the client's home? YES NO

Can you transport a client for services? YES NO

G. Services Outcomes

Please provide the following data for clients who have received your services:

1. Average length of stay in treatment: Length of stay varies by the type of program.
2. How do you define "successful" treatment in your program?
 Specific outcome goals are dependent on the program utilized. Shiloh Home, Inc. will provide ACHSD a quarterly report summarizing outcome data from each of the service areas. Outcome goals may include but are not limited to: increased community safety, elimination of child protection issues in the home, increased formal and informal supports, prevention of out of home placement, successful reunification of a child with his or her family, and improved school and social functioning.
3. What percentage of clients successfully discharged within the last 12 months from your program?
 87%.

H. Sustainability

1. ACHSD does not guarantee a specific number of case referrals and contracts may be terminated at any time. ACHSD values continuity and sustainability of care for clients involved in the child welfare system and desires providers who adopt sustainable business practices to promote fiscal and programmatic efficiencies. Do you receive referrals from other County Department of Human Services Agencies, Court, etc.? If so, please list:
 Yes. Shiloh Home, Inc. is a preferred provider for the counties of Adams, Arapahoe, Denver, Jefferson, and Weld. Shiloh Home accepts referrals from all Colorado counties.