

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 15th day of December 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 Denver Area Youth Services, located at 1530 W. 13th Avenue, Denver, CO 80204 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 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 seventy thousand dollars (\$70,000.00).

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 and Health Act of 1970 (OSHA).
2016.414 Core Services/Denver Area Youth Services/Home-Based Intervention 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: Denver Area Youth Services

Contact: Noel d'Alberis MSW, MBA

Address: 1530 W. 13th Avenue

City, State, Zip: Denver, CO 80204

Phone: 303-302-3257

E-mail: ndalbertis@denveryouthservices.org

- 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:

County Manager's Office

Todd M Leopold _____ Date 12/15/16
Todd Leopold, County Manager

Denver Area Youth Services

Noel A _____ Date 11-28-16
Signature

Noel A d'Alberghis, MSW, MBA _____ Title CEO
Printed Name

Attest:

Stan Martin, Clerk and Recorder Channa
Deputy Clerk

Approved as to Form: A. Cret
Adams County Attorney's Office

NOTARIZATION OF CONTRACTOR'S SIGNATURE:

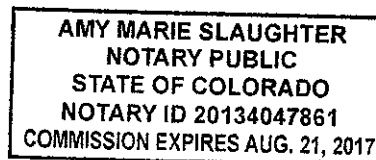
COUNTY OF Denver

STATE OF Colorado)SS.

Signed and sworn to before me this 28 day of November, 2016,

by Amy M. Slaughter,

Amy M. Slaughter
Notary Public



My commission expires on: August 21, 2017

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:

Denver Area Youth Services
Company Name

11-28-16
Date

Noel A. [Signature]
Signature

Noel A. d'Albertis, MSW, MBA
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



ADAMS COUNTY
COLORADO

**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 # NONE Addenda # _____

If None, Please write NONE.

Denver Area Youth Services (DAYS)	<u>4/6/2016</u>
Company Name	Date
1530 W. 13 th Ave.	
Address	Signature
Denver, CO 80204	Noël A. d'Albertis, MSW, MBA
City, State, Zip Code	Printed Name
<u>Denver</u>	<u>CEO</u>
County	Title
303-698-2300	303-698-2903
Telephone	Fax
ndalbertis@denveryouthservices.org	
Email Address	

**2016.414 CORE SERVICES REQUEST FOR APPLICATION
COST FOR SERVICES**

Service area applying for: (Select all that apply)	Requested Amount per Service
<input checked="" type="checkbox"/> Home-Based Interventions	\$ 1500.00
<input type="checkbox"/> Intensive Family Therapy	\$ _____
<input type="checkbox"/> Sexual Abuse Treatment	\$ _____
<input type="checkbox"/> Day Treatment	\$ _____
<input type="checkbox"/> Life Skills	\$ _____
<input type="checkbox"/> Mental Health Services	\$ _____
<input type="checkbox"/> Substance Abuse Services	\$ _____
<input type="checkbox"/> Family Team Meetings	\$ _____
Total Application Request	\$ 1500.00

Pricing must be submitted based on an hourly or monthly rate for each service

Rates:

Low Package-\$600 per month: 1-2 hours of service per week. 85% of the allotted time is spent with the client working on the treatment plan. This package is primarily used for families stepping down services and preparing for case closure.

Moderate Package-\$1,500 per month (*most common*): 3-6 hours of service per week. 85% of the allotted time is spent with the client working on the treatment plan. ***This is the most typical service authorization.***

High Package - \$1,800 per month: 7-9 hours of services per week. 75% of the allotted time is spent with the client working on the treatment plan. This package is recommended for families with more complex issues or with greater need for support.

Intensive Package - \$2,300 per month: 10-15 hours of service per week. 75% of the allotted time is spent with the client working on the treatment plan. This package is recommended for families in crisis and in need of immediate stabilization and to prevent impending out-of-home placement. Generally used on a short-term basis for immediate family preservation. Services are continued at a lower level once family stabilization is evident.

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.

Denver Area Youth Services (DAYS), established in 1982, provides a range of culturally-sensitive prevention, treatment and aftercare programs targeting high-risk, low-income children, youth and families across the Denver Metropolitan area. Our mission is to provide a continuum of human services for children, youth and their families. Our current programming includes: residential treatment (foster and proctor care for children and adolescents, low-risk juvenile offenders and teen mothers); home-based services for children, youth and families involved in the child welfare system (family therapy, individual therapy, substance abuse treatment, and parenting classes); services for youth/families involved in the juvenile justice system (electronic home monitoring, substance abuse treatment, mentoring, community supervision, educational and employment services); outpatient substance abuse treatment programs designed to target specific at-risk populations, including Latino and African-American adults and youth, youth involved in the juvenile justice system, parents whose children have been removed from the home as a result of abuse and/or neglect, youth/families at-risk for substance abuse, pregnant teenagers, and mothers with dependent children.

DAYS employs 20 full-time staff, three part-time staff, and two master's level unpaid interns; more than 30% of our staff has been with the agency for more than ten years. Our five-member volunteer board of directors provides our organization with policy and financial oversight.

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

DAYS clinicians possess the following credentials: Courtney Griffin, Director of Child and Family Therapy, is a Licensed Clinical Social Worker (LCSW); Tanya Hanford, Child and Family Therapist, is an LCSW; Maggie Okoniewski, Child and Family Therapist, is a Licensed Social Worker (LSW); Kathleen Salmon, Child and Family Therapist is an LSW. DAYS is hiring two additional position that require a minimum of a master's degree in Social Work or related field.

DAYS also holds a substance abuse treatment license with the State of Colorado: Office of Behavioral Health, License Number 1187-00.

**3. Is your agency a Medicaid provider?
If not, is your agency qualified to become an authorized provider?**

DAYS is an authorized Medicaid provider.

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

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



DAYS proposes to offer home-based services to children and their families. Working cooperatively with families and keeping families together represents the foundation of our home-based services. Proposed home-based services will address the five Core Services goals. Through both the services our own agency offers and our established relationships with other community providers, DAYS will offer a continuum of home-based services. These services help strengthen the family and prevent out of home placement, or in cases where a child has already been removed, strengthen the family in order to hasten the safe return of the child.

DAYS' key concepts and strategies for home-based services, which are based in promoting and sustaining child safety and well-being include: 1) provide a continuum of services by providing both therapeutic help and environmental supports for the family; 2) strengthen parents' coping and adaptive capacities; 3) maintain accessibility through 24/7 availability and bi-lingual services; 4) work collaboratively with other community providers to ensure comprehensive and effective services (and reduce duplication of services); 5) offer aftercare services for ongoing support; and 6) maintain judicious budgeting, financial management and reporting. DAYS' therapeutic, crisis, concrete, and collateral services incorporate the aforementioned key concepts and strategies. DAYS is committed to protecting children, working with families, and respecting the process of change.

In an effort to optimize participation and service effectiveness, DAYS offers additional support services that reduce the barriers which result in attrition or hinder engagement. Oftentimes it is these ancillary services that lead to success for an individual or family.

The objectives for support services include:

- Provide programming in Spanish and English.
- Provide 24/7 on-call, crisis management services.
- Offer community-based programming within the community, including at local churches, community centers, and in-home.
- Offer meals and/or snacks during sessions.
- Offer one-time grocery gift cards for families in crisis.
- Offer bus passes and/or tokens for clients.
- Teach participants to navigate the available public transportation system - mapping out routes and initially accompanying clients who need assistance.
- Offer small stipends to incent families to ease financial stressors.
- Provide housing assistance, including furniture, clothing, and energy assistance.
- Provide advocacy for individuals navigating the federal assistance, legal, health care, and education systems.

Supportive services are offered to clients as requested and deemed necessary. Please note supportive services are usually offered at no additional fee and are often necessary to stabilize the family prior to the commencement of therapeutic services.

b) *What evidenced-based approaches or promising practices does your agency employ? (Please indicate if you have any specific certifications to accompany these.)*

DAYS is committed to evidence-based practice as the underpinning of its service provision. DAYS pays to train its clinicians in evidence-based practice and to maintain certification in specialized training to ensure optimal service provision for its clients and families. DAYS utilizes the following evidence-based practices: Alternatives for Families-Cognitive Behavioral Therapy (AF-CBT)- is an evidence-based treatment designed to improve relationships between children (patients) and parents (caregivers) in families involved in physical force and/or coercion and chronic hostility. AF-CBT emphasizes training in both inter and intrapersonal skills. The program is designed to enhance self-control, strengthen positive-parenting practices, improve family cohesion, improve communication, improve problem-solving, enhance child coping and social skills, and prevent further instances of hostility and possible abuse. AF-CBT is a family-centered intervention designed with broad clinical targets in which both children and caregivers are important participants in treatment. Appropriate candidates for AF-CBT include families and their children (5-17) with externalizing behavioral problems who are at risk of physical abuse.

Child-Parent Psychotherapy (CPP)- is an intervention for children from birth through age 5 who have experienced at least one traumatic event (e.g., maltreatment, the sudden or traumatic death of someone close, a serious accident, sexual abuse, exposure to domestic violence) and, as a result, are experiencing behavior, attachment, and/or mental health problems, including posttraumatic stress disorder (PTSD). The primary goal of CPP is to support and strengthen the relationship between a child and his or her parent (or caregiver) as a vehicle for restoring the child's sense of safety, attachment, and appropriate affect and improving the child's cognitive, behavioral, and social functioning.

The type of trauma experienced and the child's age or developmental status determine the structure of CPP sessions. For example, with infants, the child is present, but treatment focuses on helping the parent to understand how the child's and parent's experience may affect the child's functioning and development. With older children, including toddlers, the child is a more active participant in treatment, and treatment often includes play as a vehicle for facilitating communication between the child and parent. When the parent has a history of trauma that interferes with his or her response to the child, the therapist (a master's- or doctoral-level psychologist, a master's-level social worker or counselor, or a supervised trainee) helps the parent understand how this history can affect perceptions of and interactions with the child and helps the parent interact with the child in new, developmentally appropriate ways.

Parent Child Interaction Therapy (PCIT) - is an empirically-supported treatment for conduct-disordered young children that places emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns. In PCIT, parents are taught specific skills to establish a nurturing and secure relationship with their child while increasing their child's prosocial behavior and decreasing negative behavior. This treatment focuses on two basic interactions: Child Directed Interaction (CDI) is similar to play therapy in that parents engage their child in a play situation with the goal of strengthening the parent-child relationship;



Parent Directed Interaction (PDI) resembles clinical behavior therapy in that parents learn to use specific behavior management techniques as they play with their child.

Strengthening Families Program (SFP)- is a nationally and internationally recognized parenting and family strengthening program for high-risk and general population families. SFP is an evidence-based family skills training program found to significantly improve parenting skills and family relationships, reduce problem behaviors, delinquency and alcohol and drug abuse in children and to improve social competencies and school performance. Child maltreatment also decreases as parents strengthen bonds with their children and learn more effective parenting skills. Please note this is offered as a class through DAYS but many elements of the class are used on an individualized basis.

2. ***Please explain how your agency's services will address the five Core Services goals of:***
 - a) ***Focus on the family strengths by directing intensive services that support and strengthen the family and protect the child:***
 - b) ***Prevent out-of-home placement:***
 - c) ***Return children in placement to their own home:***
 - d) ***Unite children with their permanent families:***
 - e) ***Provide services that protect the child:***

Proposed home-based services will address all Core Services goals. DAYS will offer a continuum of home-based services to help strengthen the family and prevent out of home placement, or in cases where a child has already been removed, strengthen the family in order to hasten the safe return of the child.

The continuum of home-based services includes the following: an individualized combination of therapeutic services, concrete services, collateral services, and crisis intervention directed to meet the needs of children and families in the home. The home-based therapist (Master's Level Clinician) will provide the services identified below in the family's home. Please know that the description that follows the specific service type is not exhaustive, but rather a glimpse of the available interventions.

- DAYS' therapeutic services – individual; interactive family; supportive; psycho-educational, including communication skill building; problem-solving; parent-child conflict management, and substance abuse. DAYS' therapeutic services focus on family strengths and protective capacities and thus, support and strengthen the family.
- DAYS' concrete services - parenting; stress reduction; problem-solving; communication; budget and household management and recreational skill development and enhancement. DAYS' concrete services are instrumental in preventing out-of-home placement by supporting higher levels of family functioning and cohesion. This in turn supports family connectedness.
- DAYS' collateral services - health care; mental health; substance abuse treatment; job training; housing assistance; advocacy; information and referral; and school system negotiation. DAYS' home-based team has the ability to refer home-based clients to DAYS own support groups or educational groups and to other DAYS' staff for specialized mental health and substance abuse treatment and/or to other service providers. DAYS collateral services are instrumental in



preparing families to successfully negotiate returning children to the home, as is teaches families how to work with community partners in meeting child and family needs in effort to safeguard against future issues.

- DAYS' crisis intervention services - directive and supportive phone or in-home counseling on a 24-hour basis. We provide crisis intervention via phone 24/7 for all clients.

To determine the most appropriate combination of services for each child and family, DAYS child and family therapists will work collaboratively with the client(s) to assess family functioning (psychosocial assessment) and to develop a treatment plan that includes clinical issues specific to the assessment and contracted services, but also addresses child protection and/or delinquency concerns.

To assess the efficacy of services, the therapist and family will review treatment goals and objectives every 30 days to monitor progress towards meeting target goals and modify the treatment plan as needed. The home-based therapist will be responsible for preparing monthly progress reports for the county, progress reports as requested by the court, and participating in Team Decision Meetings and Administrative Review Conferences.

We anticipate that most referred families will initially need an average of 4 to 6 hours per week in services related to their treatment plan. These services may include participation in individual and family therapy, group therapy, substance abuse treatment, parenting skills training, case management, etc. We anticipate that a family's level of need will decrease as underlying needs are addressed and family strengths are built upon. Given these assumptions, DAYS anticipates most families will require a moderate level of care. DAYS charges \$1,500 per month for moderate level services defined as: 4 to 6 hours of service per week. A minimum of 85% of the designated time will be spent with the client and family working on treatment plan issues. The remaining 15% is devoted to court activities/requests; Team Decision Meetings; Family Team Meetings; report writing; documentation; phone calls, etc. Services through DAYS are also available at lower and higher service levels based on identified need. Please see rates for service packages below.

To ensure quality service delivery, home-based staff will meet weekly as a group to review techniques, skills and/or to review individual cases under the supervision of the program director, who is the clinical supervisor. In addition, the program director meets individually with home-based staff weekly to provide ongoing clinical supervision - feedback on skills and technique. Further, the program director meets with staff weekly to manage all day-to-day work and review charts.

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.

DAYS possesses over 30 years of experience working in the child welfare system. DAYS' services for families involved in the child welfare system include individual and family therapy, parenting skills classes, substance abuse treatment, home-based services, and foster and proctor care. DAYS staff are well versed in assisting



families and children with issues related to child maltreatment, separation and loss, poverty, parenting, substance abuse, mental illness, and domestic violence. DAYS staff possess a working understanding of the following: providing services to assist families to safely care for their children, promoting child well-being and family stability, and recommending permanent family living arrangements. DAYS staff possess broad and extensive experience in the child welfare system:

- The executive director possesses a master's degree in social work with a specialization in child welfare and a master's degree in business administration. She has over 20 years of experience including community based services; child protective services; early childhood development; home-based services; and non-profit leadership. The executive director is responsible for contract administration and oversight.
- The program director possesses a master's degree in social work and is a licensed clinical social worker. She also possesses a master's degree in business administration. She is bi-lingual-French/English and has 15 years of experience in home-based services working with families affected by abuse and neglect; crisis intervention services; individual and family therapy; trauma focused services; substance abuse treatment; parent-child interactional therapy; parenting skills; and Seeking Safety. The program director is responsible for clinical supervision and general program oversight.
- The therapist 3 possesses a master's degree in social work and is a licensed clinical social worker. She has 4 years of experience in home-based services working with families affected by abuse and neglect; individual, family, and group therapy; school-based services; domestic violence services; substance abuse treatment; and parenting skills.
- The therapist 2 possesses a master's degree in social work and is a licensed social worker. She has 2 years of experience in home-based services working with families affected by abuse and neglect; individual, family, and group therapy; school-based services; domestic violence services; substance abuse treatment; trauma focused CBT; community mental health; and parenting skills.
- The therapist 1 possesses a master's degree in social work and is a licensed social worker. She has 2 years of experience in home-based services working with families affected by abuse and neglect; individual, family, and group therapy; school based services; substance abuse treatment; and parenting skills.

All therapists are responsible for direct service and monthly reporting, including assessments, treatment plans, discharge summaries and any court appearances.

Trauma informed care is central to the services offered by DAYS. DAYS Child and Family Therapy team understands that clients have survived a multitude of traumas: domestic violence, physical abuse, sexual abuse, neglect, and other trauma-inducing experiences. Clients frequently come to us with co-occurring mental health and substance abuse issues, as well as contact with the criminal justice system. DAYS staff work diligently to understand how trauma affects the lives of the individuals and families seeking services. DAYS' trauma-informed care is based on an understanding of the vulnerabilities or triggers of



trauma survivors that traditional service delivery approaches may exacerbate. DAYS' trauma-informed care is highly supportive and thus, avoids re-traumatization.

DAYS staff use trauma-specific interventions that are designed specifically to address the consequences of trauma in the individual and family in effort to facilitate healing. Healing, as it relates to home-based services, can be concretized as keeping children and families together (whenever appropriate and possible), by serving children who are at risk for out of home placement in the home. DAYS trauma-specific interventions recognize the following:

- The survivor's need to be respected, informed, connected, and hopeful regarding their own recovery.
- The interrelation between trauma and symptoms of trauma (e.g. substance abuse, eating disorders, depression, and anxiety).
- The need to work in a collaborative way with survivors, family and friends of the survivor, and other human services agencies in a manner that will empower survivors and consumers

An example of a trauma-specific intervention that DAYS staff, utilize is Seeking Safety. Seeking Safety is an intervention based upon psychosocial educational empowerment principles that have been used extensively by DAYS staff. It is designed as a therapeutic intervention for trauma, post-traumatic stress disorder (PTSD), and substance abuse. The key principles of Seeking Safety are safety as the overarching goal, integrated treatment, a focus on ideals to counteract the loss of ideals in both PTSD and substance abuse, knowledge of four content areas (cognitive, behavioral, interpersonal, and case management), and attention to clinical/interpersonal processes. All clinicians are trained in and sensitive to the need for trauma informed care.

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.

DAYS staff is multicultural and is able to respond appropriately and effectively to the social, cultural, and language needs of clients involved in the Child Welfare System. DAYS staff come from diverse cultural backgrounds including Latino, Asian-American, African-American, Caucasian, and American Indian. Over 35% of DAYS full-time staff are bilingual. Staff represent a broad range of religious backgrounds including Catholic, Buddhist, Jewish, and non-religious affiliations. Many of the DAYS staff grew up in Colorado, including Denver and the surrounding areas. Moreover, DAYS staff are married, single, and in committed relationships and also represent heterosexual and LGBT sexual orientation. In addition, DAYS staff are required to complete 20 hours of relevant training each year, including cultural competency training. DAYS has a large, multicultural staff and therefore, a wide range of cultural expertise to offer clients. Moreover, working with diverse populations has allowed DAYS staff to become increasingly familiar with multicultural needs.

A specific population with which DAYS staff has well-established history is the Latino community, (though, please note that DAYS staff experience is not limited to the Latino population). DAYS built its reputation as one of a handful of community-based organizations in Denver in the early 1980s that was Latino-led and operated, a heritage that continues to provide the agency with credibility that other health and human services



agencies do not possess. DAYS has long history of providing culturally relevant programming. The majority of DAYS programming is designed and implemented for under- served and vulnerable populations including low-income and Latino populations.

DAYS is able to accommodate the social, cultural, and language needs of its clients. All program materials (surveys, handouts, videos, curriculums) are available in both English and Spanish and are an accurate representation of the original material. DAYS services are accessible and written and presented in way that is appropriate for the reading comprehension level of the client.

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?

DAYS staff plan to coordinate services and reporting with Adams County Human Services Department-ACHSD and its social case workers. First, as a core services provider, DAYS staff will respond to ACHSD child welfare referrals in a timely manner by attempting to contact the potential client within one (1) business day of receipt of the service authorization. Whether the client is reached or cannot be reached within that period, DAYS staff will contact the referring party and provide an update. If needed, DAYS staff will request guidance on how to make contact with the client. The program director is responsible for insuring that all referred families are contacted within 24-hours of the referral to schedule an initial, in-home meeting. Second, DAYS staff will work collaboratively with the client(s) to assess family functioning and to develop a treatment plan that includes clinical issues specific to the assessment and contracted services, but also addresses child protection and or delinquency concerns. Included in this will be the signing of a release of information that gives DAYS the legal authority to share information gleaned from home-based services with the case worker in an effort to ensure continuity of care. Please know that the background information received from the referring caseworker and information obtained through the assessment process form the basis of the recommendations included in the monthly reports. Third, DAYS staff will maintain ongoing and timely communication with the social case worker. Ongoing and timely communication is imperative to treatment success. Communication can take the form of court activities, Team Decision Meetings, Administrative Review Conference, report writing, documentation, and phone calls. Communication topics include, but not limited to, the following: sustained break in treatment; new reports of child abuse and/or neglect; positive UAs or BAs; changes in medication; and therapeutic successes that promote child well- being.

2. Will you provide other supportive services through collaborative agreements with other programs/providers? If so, define these services:

As mentioned earlier in this proposal, DAYS offers supplemental supportive services that can assist clients in needs. Listed services are not exhaustive but represent an example of the support service DAYS offers to clients with demonstrated need.

The support services include:

- Provide programming in Spanish and English.

- Provide 24/7 on-call, crisis management services.
- Offer community-based programming within the community, including at local churches, community centers, and in-home.
- Offer meals and/or snacks during sessions.
- Offer one-time grocery gift cards for families in crisis.
- Offer bus passes and/or tokens for clients.
- Teach participants to navigate the available public transportation system - mapping out routes and initially accompanying clients who need assistance.
- Offer small stipends to incent families to ease financial stressors.
- Provide housing assistance, including furniture, clothing, and energy assistance.
- Provide advocacy for individuals navigating the federal assistance, legal, health care, and education systems.

Supportive services are offered to clients as requested and deemed necessary. Please note supportive services are usually offered at no additional fee and are often necessary to stabilize the family prior to the commencement of therapeutic services.

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.*

DAYS staff are experienced at testifying on the witness stand during court hearings for children and families involved in the child welfare system. DAYS staff are qualified as experts due to their knowledge, skill, experience, training, and education. DAYS staff are comfortable in the role of expert when testifying. They are able to give their opinion, based on clinical observations and client report from counseling with children and families, on child welfare as it relates to dependency and neglect. DAYS staff are able to speak to the quality of the caregiver-child relationship by observing the physical and verbal interactions between the caregiver and child. Clinical observation informs DAYS staffs clinical impressions of the quality of the following: interaction, connectedness, attachment, parental attentiveness, parental behavior management, and parental functioning. When testifying, DAYS staff are able to stay calm and focused, answer questions directly, give supporting clinical data to support their opinion, and are able to say "I do not know" or "I do not remember" when applicable. Concise and accurate clinical records support DAYS home-based staff when testifying. DAYS staff do not attend court hearings unless subpoenaed to do so.

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.*

DAYS staff are experienced and accustomed to all reporting methods related to in-home services for families involved with the child welfare system. Monthly reports and data collection are fundamental to DAYS' services, as they are critical components of quality care and collaboration. DAYS requires the following of its home-based staff: Assessment, Treatment Plan, and Monthly Report, including the updated treatment plan and summary of progress.



DAYS staff will conduct a comprehensive biopsychosocial assessment of each individual family member and the family as a whole. The background information received from the referring caseworker will form the basis of the assessment. This, in conjunction with the information obtained through the DAYS assessment process will be used in the final assessment. The assessment identifies domains critical to family well-being, including: presenting problem, education, employment, income, living situation, family history, access to health care, housing, parenting skills, childcare, food, legal, mental health, substance use, trauma history, mini mental status, psychiatric history, and support network. The assessment is designed to help the therapist and family identify the main area(s) causing the family the greatest concern. Through the assessment process, the therapist and family are able to create a useful treatment plan.

DAYS Child and Family Therapy staff, with the family, prepares a written treatment plan upon completion of the assessment. The treatment plan includes goals and objectives related to the following 5 domains: 1. Environment; 2. Parent Capabilities; 3. Family Interaction; 4. Family Safety; and 5. Child Well-Being. County input is critical to the treatment planning process, as it includes clinical issues specific to the assessment, but also the contracted services with an emphasis on child protection and family preservation concerns. The treatment plan forms the basis of the monthly report.

The monthly report, which includes a treatment plan and a detailed narrative of progress, reflects the overall impact of the home based services - therapeutic, concrete, collateral, and crisis. The impact of each home-based encounter, which is documented daily (clinical notes are written and thus, document every contact with client and/or service provider), form the basis of the monthly reports. The monthly report includes identified treatment goals and objectives and progress as it relates to objective and goal attainment. The detailed narrative includes the following: specific interventions (outlines the strategies/services offered to the family meet their goals; safety concerns (when applicable - new reports of child abuse and/or neglect and other safety concerns - and/or details on resolution); significant events (changes - sustained break in treatment, positive UAs or BAs, changes in medication, and therapeutic successes that promote child well-being /improvements needed); recommendations (prioritization of needed services that are most critical to the safety of the child, including barriers to progress), and anticipated date of closure. As a whole, the monthly report speaks to the family's overall level of functioning and establishes an anticipated timeline for reducing this level of need. Further, it summarizes dates/type of face-to-face meetings with family members and dates/types of phone contacts. The program director reviews the assessments, treatment plans, and monthly reports by the 3rd day of the month after services were provided. The program director will ensure that the monthly reports are submitted to Adams County on or before the specified due date.

The program director trains home-based staff in the use of standard protocols for maintaining accurate case records for each family. Case records for each family will be maintained by DAYS to back up the information contained in the monthly reports to Adams County. As part of the weekly team meetings, the program director will review case records to both monitor the progress being made by each family and to insure that all case records are maintained appropriately and accurately.



The program director is responsible for maintaining a database that includes: the name of the child, the case name on the authorization form, TRAILS case ID number, service start date, child's residence at time services begin (home, foster care, kinship placement, etc.), service end date, reason for discharge, and child's residence at discharge.

2. Describe the accounting system you utilize to provide fiduciary accountability.

DAYS follows GAAP and uses Quickbooks software. DAYS completes a monthly financial report and presents it to its board of directors on a monthly basis. The executive director is responsible for organizational budgeting and financial oversight. The administrative services manager is responsible for monthly bank reconciliation and payroll. The accounting generalist is responsible for payables and receivables. DAYS complies with all state accounting, record keeping, fiscal safeguards and accountability procedure standards. DAYS undergoes an annual financial audit conducted by an independent accounting firm following standard accounting practices. Copies of the audits are available by request. The audit is annually reviewed and approved by the board of directors. DAYS files a 990 annually that is also available for review.

E. Target Population

1. Which, if any, Adams County area/neighborhoods do you see as your targeted clientele?

DAYS does not view any neighborhood or area in Adams County as its targeted clientele. DAYS is willing and able to work with any individual or family identified for needed services.

F. Availability

Please indicate the hours your services can be provided:

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

- Monday - Friday 9:00 _____ a.m. to 8:00 _____ p.m.
- Evenings days M-F Hours 5:00-8:00
- Weekends days Saturday Hours As needed
- Other:

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: 5.5 months
2. How do you define "successful" treatment in your program?



DAYS defines successful treatment in two ways: 1. Significant progress toward objectives and goals identified on the treatment plan and/or 2. Case closure (or impending case closure) with the department upon termination of services with DAYS.

3. ***What percentage of clients successfully discharged within the last 12 months from your program?_91%***

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:***

- Denver Department of Human Services
- Arapahoe County Department of Social Services
- Adams County Human Services Department
- Boulder County
- Weld County
- Denver County Court
- Division of Youth Corrections
- Denver Probation
- Denver District Attorney Juvenile Diversion