

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 14th 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 Lifelong, Inc., located at 1175 Osage Street, 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 services for developmentally delayed 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 thousand dollars (\$100,000.00).
 - 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 (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: Lifelong, Inc.
Contact: Lindsey Spraker
Address: 1175 Osage Street
City, State, Zip: Denver, CO 80204
Phone: 720.987.0889
E-mail: Lifelonginc@outlook.com

- 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 Leopold
Todd Leopold, County Manager

12/14/16
Date

Lifelong, Inc.

[Signature]
Signature

11/30/2016
Date

Lindsey Spraker
Printed Name

Director
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 _____)

STATE OF _____)SS.

Signed and sworn to before me this ____ day of _____, 2016,

by _____,

Notary Public

My commission expires on: _____

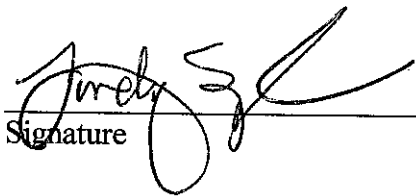
CONTRACTOR'S CERTIFICATION OF COMPLIANCE

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:

Lifelong, Inc.
Company Name

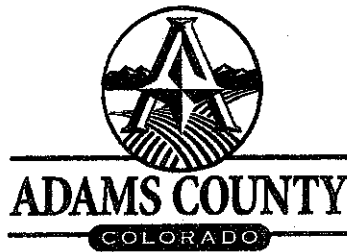
11/30/2016
Date


Signature

Lindsey Spraker
Name (Print or Type)

Director/Owner
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



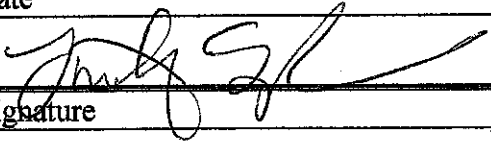
**REQUEST FOR APPLICATION FORM
2016.414 CORE SERVICES PROGRAM**

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>Lifelong, Inc.</u>	<u>04/04/2016.</u>
Company Name	Date
<u>1175 Osage Street, Suite 201</u>	
Address	Signature
<u>Denver, CO 80204</u>	<u>Lindsey Spraker</u>
City, State, Zip Code	Printed Name
<u>Denver</u>	<u>Clinical Director / Owner</u>
County	Title
<u>(720) 987-0889</u>	<u>(303) 573-0849</u>
Telephone	Fax
<u>LifelongInc@outlook.com</u>	
Email Address	



Attachment 1

Core Services Program Request for Application Form

(Please print or type. If additional space is needed to complete an answer, use a separate sheet of paper with the attachment number and the letter or number the answer refers to. Include agency name on each sheet).

Agency Name: Lifelong, Inc.

Type (LLC/Sole Prop/etc.): S-Corporation

Address: 1175 Osage Street, Suite 201

City: Denver State: Colorado Zip: 80204

Telephone Number: (720)459-3712 Fax Number: (303)573-0849

Website: _____ Email Address: LifelongInc@outlook.com

Contact Person for this Application: Lindsey Spraker, LCSW, CTRS

Title: Clinical Director/Owner Phone: (720)987-0889 Email: LifelongInc@outlook.com

Executive Director, CEO, or Owner: Lindsey Spraker, LCSW, CTRS

Title: Clinical Director/Owner Phone: (720)987-0889 Email: LifelongInc@outlook.com

Service area applying for: (Select all that apply)

- | | |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Home-Based Interventions |
| <input checked="" type="checkbox"/> | Intensive Family Therapy |
| <input type="checkbox"/> | Sexual Abuse Treatment |
| <input type="checkbox"/> | Day Treatment |
| <input checked="" type="checkbox"/> | Life Skills |
| <input checked="" type="checkbox"/> | Mental Health Services |
| <input type="checkbox"/> | Substance Abuse Services |
| <input checked="" type="checkbox"/> | Family Team Meeting Facilitation |

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.

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	\$ 100/hour – Licensed Master \$ 90/hour – Unlicensed Master \$ 65/hour – Bachelor
<input checked="" type="checkbox"/> Intensive Family Therapy	\$ 100/hour – Licensed Master \$ 90/hour – Unlicensed Master
<input type="checkbox"/> Sexual Abuse Treatment	\$
<input type="checkbox"/> Day Treatment	\$
<input checked="" type="checkbox"/> Life Skills	\$ 100/hour – Licensed Master \$ 90/hour – Unlicensed Master \$ 65/hour – Bachelor
<input checked="" type="checkbox"/> Mental Health Services	\$ 100/hour for 12 hours – Licensed Psychologist
<input type="checkbox"/> Substance Abuse Services	\$
<input checked="" type="checkbox"/> Family Team Meetings	\$ 50/hour for attendance
Total Application Request	\$ dependent upon client referral amount received

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

Lifelong, Inc.



Lifelong is a private agency that has existed since 1993 and is experiencing an exciting restructuring in 2016. The history of Lifelong includes providing services to individuals with intellectual disabilities, learning disabilities, mental health disabilities and those with traumatic brain injuries. While continuing the aforementioned focus, over the years Lifelong has become known as the agency who also provides successful outcomes with people identified as "difficult to serve", often those with hidden disabilities, and we have been a bridge to help social service agencies and other providers in the clients' lives understand the needs of the client and better meet those needs throughout the term of service provision. Lifelong's staff are highly trained and experienced in this field to provide top quality services to children, adolescents, adults and families.

Our mission is to provide specialized, creative, and structured services for each client to support their learning, mental health, and family preservation goals as appropriately aligned with their disabilities while addressing barriers attached to these difficulties.

Lifelong employs 1 licensed psychologist, 2 licensed therapists, 2 Master level therapists, and 1 office manager/intake specialist. We keep the total staff size small, yet proportional to caseload size, to remain intentional of appropriate client referrals, and frequent and supportive supervision. If the demand for services increases and the referrals are appropriately aligned with our service provision, Lifelong is committed to hiring and training the right professional to meet the needs of the population served and to remain aligned with the county contract employee requirements.

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

The licensed psychologist and licensed therapists are registered through the Department of Regulatory Agencies (DORA) and will maintain their active licenses in the state of Colorado while services are being provided. The two Master level therapists are expected to become licensed in 2016 and 2017. One Master level therapist is a CACI and is continuing this education to become a CACII in 2016. One of the licensed therapists is also a Certified Therapeutic Recreation Specialist which includes a knowledge base and background of innovated therapeutic techniques to help clients reach their goals.

3. Is your agency a Medicaid provider? Lifelong, Inc. is currently in the application process to become a Medicaid provider and expects completion in 2016.

If not, is your agency qualified to become an authorized provider? Yes, we are qualified to become a Medicaid 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?



Lifelong currently provides Home-Based Interventions (which include behavior coaching and therapy), Intensive Family Therapy, Life Skills, and Mental Health Services (including full psychological evaluations) and participates in Family Team Meetings regularly through other county contracts. The professional staff at Lifelong are considered experts in working with people who are believed to be difficult to serve due to their multiple needs, disabilities, and barriers. We believe that psychological evaluations, counseling and life skills/behavioral therapy for people with intellectual, learning or mental health disabilities should be provided by therapists and psychologists with extensive knowledge about disabilities. Unrealistic timeframes, unrealistic treatment plans, and mismatched techniques lead to failed therapeutic relationships, potential perceived noncompliance issues, and lack of progress toward client goals. We effectively manage our programs by employing experienced professionals with a passion and strong knowledge-base for serving this difficult population. Lifelong's Clinical Director is an adjunct professor at the University of Denver and often provides consultation services and trainings to Case Worker teams in Denver and Jefferson Counties and also has provided trainings to employees in different residential treatment programs and adoption support agencies on best practices to work with clients in a variety of settings and circumstances.

Family preservation is a main focus. Our work with individuals, parents, and children referred to us tends to be very pragmatic, practical, and hands-on so that we can maximize the client's potential for growth and change in as many avenues as possible to strengthen a family. Some of our many specializations include developing clients' understanding of their involvement with the county, strengthening problem-solving, communication patterns, conflict management, stress management, parenting skill building, budget management, transportation education and training, resource obtainment, mental health stabilization, identifying community supports, and understanding and acceptance of cognitive limitations. Clinical supervision is provided weekly to ensure and assess the efficacy of services and the support being provided to each client.

1.

- 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.

Lifelong services for individuals with intellectual disabilities are based on a cognitive-behavioral approach to therapy that accounts for the learning and emotional needs of people who have limited cognitive abilities or struggle with in-the-moment problem solving. Considering this, it is important to acknowledge that although this approach has proven larger success over other therapeutic approaches, a multi-modal approach to therapeutic interventions and therapies is the majority of our work methods. This helps give clients information in multiple ways to ensure the best likelihood for retention of this information and sustainment of skills acquired. Talk therapies and overly directive approaches are less effective for accomplishing long-term changes in the individual or family than are approaches that are collaborative, supportive, and that involve practice and repetition of



new behaviors. Hands-on approaches, while presenting information to clients in multiple ways acknowledges their learning differences and promotes higher independent functioning and mutual respect, which is essential for the clients who receive our services. We provide ongoing assessment of clients and families during service provision as new information surfaces throughout our work together.

Regarding the engagement and motivation of our clients, we speak directly to them about their disabilities and educate them on their learning strengths. This provides a platform to help decrease any personally developed stigma or embarrassment around their deficits in order to educate them on the learning styles and strengths that best help the client reach his or her goals. Often times when clients are absent or have frequent cancelations, this validates to us that the client is in need of services and we continue persistent, but non-threatening, adaptive approaches to engage the client (through phone calls, emails, pop-in sessions or agreements to meet in a neutral setting, etc.) to help with the rapport building and to educate the client on our supportive services so they see us as a tool to use, not an opponent in this often-times difficult process. Lifelong helps the client identify their personal goals and assists to align them with the requirements of their, often court-ordered, treatment.

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

Lifelong offers evidence-based psychological screening tools and evaluations that include assessment of intellectual/learning disability, cognitive, and mental health issues to address and identify the needs of individuals, parents, and families. These evaluations serve as guides for professionals working with clients who have made little progress in programs and with goals or within their court-ordered treatment plans due to an unrecognized or hidden disability. The diagnostic tools assist with the development of appropriate service plans and provide support for the client(s)' levels of ability and best approaches to take to improve overall functioning and increased goal achievement.

Commonly we work with clients who not only have an intellectual disability but also have an extensive trauma-history. Unfortunately, there lacks a true foundation of evidence-based approaches for this subsection of clients because behaviors and thought patterns of those with intellectual disabilities and their trauma responses may often look similar in nature and it can be difficult to decipher between the two. Considering this, Lifelong professionals spend extensive time researching creative therapeutic approaches specific to each clients' needs and complete ongoing training regarding trauma-based therapies in order to meet the clients' needs in the best way possible considering the complexities that exist. Commonly, we use a combination of Cognitive Behavioral Therapy (CBT),



psychoeducation, Family Systems Therapy and use Behavioral Therapy teaching techniques to supplement the work we do with the clients. Each therapy is individualized to the person and can be provided in the environment that best meets the client's needs.

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:

One of the main purposes of Lifelong's services is to educate the family on their strengths within their disabilities and deficits. This strength-based model of understanding allows room to provide thorough training and education to the family during service provision. Reestablishing family roles with intensive behavioral training and skill attainment helps to enhance safety and strengthen the overall family structure while addressing the mental health needs by the involved parties to protect the child and promote safe and effective parenting.

- b) Prevent out-of-home placement:

In voluntary cases, the children are still in the home and we work with families to immediately stabilize and quickly structure and organize the home to allow for better initial functioning. During this time, ongoing assessment and goal development occurs for long-term stability so the child(ren) can remain in home. If a case opens with the courts, often times the children are removed before a referral for services arrives. In these cases, we provide the parent(s) with tools and support that allow for long-term retention of skill attainment, structure, and consistency in parenting to ensure that the parent(s) have full understanding of the developmental needs of the child(ren) so that a safe and healthy environment can be available at home once reunification occurs and Lifelong services exit. This also includes assisting the client in setting up community or other service supports to continue once the county case close which helps to decrease the instances of reports of concern when there is no county involvement.

- c) Return children in placement to their own home:

For those clients capable of acquiring and maintaining the necessary skills needed to parent successfully and safely in the home, therapeutic services focus on building knowledge and applying what they have learned in multiple settings to create and maintain a steady home environment that is safe, predictable, and structured. Transition planning is crucial. If the child has disabilities, transitions may be especially difficult or triggering. Preparation, planning, and practice are necessary to help the child(ren) generalize skills



and understanding from one setting to another. In some instances, this may not be the best option for a child who has a parent with significant intellectual disabilities, and the goal of Lifelong services may be to help the parent identify, accept, and support a permanent placement outside of their care to the child's stable and forever home.

d) Unite children with their permanent families:

This can mean a lot of things. "Permanent families" can be biological, kinship, or adoptive homes. Assisting the parents and children in understanding what this means, as well as the acceptance of their own limitations and barriers in working towards this will help all parties involved understand and accept the decisions made about the permanent placement of the child(ren).

e) Provide services that protect the child:

All services provided by Lifelong are focused on protecting the child. If the client is the parent, helping them identify safe emotional and physical environments for the child(ren) is crucial. Basic, and later, advanced, safety rules will be fostered, developed, and maintained, to educate and train the parent or caregiver on ways to ensure the child is protected as the primary focus. Anger management training for both the child(ren) and parent(s) is provided. Lifelong professionals are trained in their mandated reporting responsibility and during their monitoring, the multi-disciplinary team is kept updated of all assessments and necessary information.

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.

Lifelong has been a CORE Service provider with Denver and Jefferson Counties since 2004 and with Logan County since 2014. Serving traumatized children and families is the backbone of what we do, especially since our primary population is those who have intellectual disabilities, making them one of the most vulnerable to trauma and abuse. Lifelong provides treatment that is sensitive and individualized to each client's needs. Families impacted by disability in one or more members are a subset of the general population that have needs far more specialized than of a person who is of typical intellectual functioning. We are specialists in meeting these needs with a full understanding of the impact of trauma on development and brain function and the impact this may have on goal attainment. Lifelong believes it is important to make intentional and educated efforts to avoid causing secondary trauma on a client. At times, the combination of intellectual disabilities coupled with experiences of trauma can lead to misdiagnoses and then the use of interventions that are ineffective. Lifelong professionals are confident in adapting to the needs of the individual



and provide mindful treatment planning to best meet those needs. We have the understanding that trauma work is long-term by nature and necessity and have the intention of continuing our work with traumatized individuals upon discontinuation of services through Adams County once our Medicaid provider application has been accepted and services are allowed to begin.

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.

Lifelong professionals understand that each client, family, and community is different and we are committed to providing culturally sensitive services. All clinicians have graduate level training and experience in working with populations with cultural-differences. Therapists are sensitive to cultural, ethnic, and personal identities and provide culturally sensitive services to best meet the need of each client. Frequent supervision is provided to ensure ongoing commitment to the changing needs of our clients and professionals will be evaluated annually on their performance, commitment to learning, and understanding of diverse populations. If a language barrier exists, we work well with interpreters from other agencies and have learned to accommodate and work with any barriers that arise due to this, when appropriate. Lifelong professionals are encouraged to research trainings of interest to attend and are offered ongoing supportive clinical supervision around culturally sensitive practice in the therapeutic environment.

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?

Workers can expect routine monthly reports from our therapists and timely psychological evaluations. Weekly, sometimes daily, emails can be expected to keep all parties involved about developments or changes with their clients. Initial treatment plans are developed during the assessment process and goals and objectives are developed with collaborative information collected during the intake interview and through releases of information. Monitoring and review of the treatment plan is ongoing during service provision. We prefer to be included in Family Team Meetings as well as other staffings to better support the continuity of care and communication throughout each case.

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

We do not currently have formal collaborative agreements with other providers in Adams County, but we are willing to support in whatever way is appropriate and needed. We often share clients



and work closely with agencies such as Savio, Shiloh, Maple Star, all area hospitals, as well as the CCBs in the surrounding area. Our long-term relationships with Denver and Jefferson Counties often include the transfer of services for clients who switched counties and are in need of continued services. Due to the needs of this population, it is common for our clients have multiple providers and require multiple services. In these cases we work closely with other involved professionals to help facilitate coordination of care, treatment planning, and communication among team members to make sure continuity of services is reliable and consistent.

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.

Lifelong professionals are qualified as experts due to their experience, knowledge, education, training, and skill-sets with the population we serve. Our support services often extend into the courtroom to help families understand court events as well as to provide additional information to the professionals housed in the courthouse who may not be able to attend other meetings outside of this arena. Lifelong professionals are able to testify with confidence, clinical evidence, and a true understanding of the clients' progress, or lack thereof, and will speak clearly and concisely within the requirements of the testimony. Another piece of the court testimony that Lifelong professionals pride themselves on is that the client(s) are fully aware of what will be said on the witness stand by the Lifelong professional. This ensures that the client can best prepare for what they will hear and the preliminary information given to the client will help with understanding and emotion-management during moments that may be difficult for a client or family to hear. Lifelong strives to be transparent and open throughout the therapeutic process with a client so no room is left for guessing or mismanaged assumptions as this is detrimental to the progress and growth of the client.

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.

This requirement by Adams County is consistently provided by Lifelong professionals. This enables continuity of service provision and quality communication. Initial assessment, ongoing assessments, a treatment plan, goal setting, and monthly reports are provided for each client referred for services. Initial and ongoing assessments are discussed with the Adams County Case Worker while a formal treatment plan is documented and reviewed regularly. Goal setting is specific to the clients' current stage of skill and goals change throughout the case as the client gains skills and can progress to another level of goals. Visual goal charts are provided to clients as well as a system for tracking goals so clients are always clear what is expected of them currently with their Lifelong professional. Monthly reports, which include current goals in assessment, are



delivered to the Case Worker at the end of each month. Email and phone contact regularly occur with the clients' entire team as needed and appropriate.

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

Lifelong uses QuickBooks software and completes financial summaries to be reviewed monthly. The Clinical Director/Owner is responsible for organizational budgeting and financial oversight while working closely with an accountant and bookkeeper. Lifelong complies with all state accounting, record keeping, and accountability procedure standards.

E. Target Population

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

We do not have a specific area as our targeted clientele. Lifelong provides services in whatever environment or area that is appropriate for the client. People with intellectual disabilities live in all neighborhoods and we have traveled to places to provide therapeutic services ranging from Bennett, to Castle Rock, to Golden, and up to Fort Collins.

F. Availability

Please indicate the hours your services can be provided:

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

<input checked="" type="checkbox"/>	Monday - Friday	7:00	a.m. to	7:00	p.m.
<input checked="" type="checkbox"/>	Evenings	day	Monday-Friday	Hour	Until 7:00pm
		s		s	
<input checked="" type="checkbox"/>	Weekends	day	Saturdays	Hour	Special
		s		s	circumstances
<input type="checkbox"/>	Other:				

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

Can you transport a client for services? YES (Depends on specific purpose) NO



G. Services Outcomes

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

1. Average length of stay in treatment: 3 to 21 months; the length of stay generally depends on the length of court involvement.
2. How do you define "successful" treatment in your program?

"Success" is defined in several ways at Lifelong. For psychological evaluations, "success" is defined as the completion of the evaluation and delivery of the psychological report to the case worker and other parties required while educating the client on their level of abilities and learning strengths. For ongoing services, "success" for clients can be when initial goals are met and a new set can be developed leading the client toward the overall purpose of services (i.e., family preservation, parenting training, reunification of family, increased problem solving, better use of supportive services or people, etc.). For case closure reference, "success" is when a parent has successfully reunified with their child(ren) and the involvement with the county has ceased, thus showing the family is able to parent independently without involvement or support from external court-involved sources ongoing; this family is considered "successful". If a parent or family is unable to parent independently but has come to place of true understanding and acceptance of these limitations and relinquished their parental rights to their child(ren) or allowed allocation of parental responsibility to another support member, this is considered "successful" and best for the child(ren). All of these are resolution to the referral reason for Lifelong services and defines "success".

3. What percentage of clients successfully discharged within the last 12 months from your program?
95% of clients are considered successful based on the above criteria.

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:
 - a. Denver Department of Human Services
 - b. Jefferson County Division of Children, Youth, and Families
 - c. Logan County Department of Human Services



- d. Denver Probation
- e. Mental Health Center of Denver
- f. Rocky Mountain Human Services
- g. Developmental Pathways
- h. Colorado Division of Vocational Rehabilitation