

PROFESSIONAL CONTRACTED SERVICES & FLEXIBLE FUNDING REQUEST

Type: POLICY & PROCESS

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Approver: ACCMP Executive Committee, Infrastructure Subcommittee, ACCMP Inter-Agency Oversight Group

Status: Approved

Client Population: Families of children and youth between the ages of 0 – 21 years old, residing in Adams County are eligible. The requested funding must be able to demonstrate how it will

- a) mitigate, or prevent, risk factors for adverse outcomes, or
- b) increase protective factors that promote resiliency

Users: Any member agency and affiliates of the ACCMP Interagency Oversight Group (IOG) may request flexible funds for a client following the policies outlined below.

Scope

Professional Contracted Services & Flexible Fund resources should be identified and utilized to build upon family/caregiver(s)/caregiver(s) strengths and address short-term and supplemental service needs.

Policy

Professional Contracted Services & Flexible Fund resources are to be targeted for children and families as determined by the Adams County Collaborative Management Program (ACCOMP). Any member agency and affiliates of the Interagency Oversight Group (IOG) may request Professional Contracted Services & Flexible Fund resources for a client following the policies outlined below:

- Use of Professional Contracted Services & Flexible Fund resources should be time-limited and cost-efficient.
- Must be Payer of Last Resort. All other sources of available revenues, i.e., Medicaid, Emergency Assistance, community partners, etc. must be documented as ruled out/inaccessible, before Professional Contracted Services & Flexible Fund resources may be accessed. Requesters should consult other potential funding sources before requesting funds. Cost sharing will be permitted.
- All scholarships and/or sliding fees should be applied for prior to applying for Professional Contracted Services & Flexible Fund resources, and the professionals should make every attempt to access no cost informal community supports.

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- Professional Contracted Services & Flexible Fund resources may be requested by ACCMP partners to assist children and families for up to \$2000.00 per family/caregiver(s)/caregiver(s) per fiscal year. Special consideration for funding above \$2000.00 may be considered by the ACCMP Executive Committee for extraordinary circumstances based on the specialized needs of each client and their family/caregiver(s).
- Requests up to \$1,000 will be reviewed and approved by the ACCMP Supervisor. All requests over \$1,000 will be forwarded to the Executive Committee for approval.
- Incentives are limited to \$50 per person.
- Checks cannot be issued directly to the client or the client's family/caregiver(s).
 - In order to process check requests, an invoice (invoice or other official documentation for request to include payee name, address, phone, email and amount of request) and a current W-9 is required. An additional Vendor Form may be required if the address on the W-9 does not match the billing address and destination of the funds.
 - A blank W-9 can be found at: <https://www.irs.gov/pub/irs-pdf/fw-9.pdf>
- The need for Professional Contracted Services & Flexible Fund resources must be specifically documented and submitted in the Funding Request and state how the use of Professional Contracted Services & Flexible Fund resources is related to the child/family/caregiver(s)'s service needs and will address the child's system involvement. The Funding Request must then be emailed to ACCMP Supervisor for review prior to approval/denial of funds.
 - Approval/denial of funding requests will be considered based on the funding referral form and rubric of need and availability of funds.
- Requests requiring Executive Committee approval must have at least three Executive Committee members' vote of approval before being approved.
- Any Executive Committee member who is also a requestor must abstain from voting and may not attempt to influence the decision of any of the other Executive Committee members separate from what is written in the Flexible Funds Request Form.
- If the request is declined by the ACCMP Supervisor, the requestor and ACCMP Supervisor will discuss issues relevant to the request. Should there be disagreement, the Executive Committee will review the request and make a final determination.
- The ACCMP Supervisor is responsible for tracking expenditures and determining whether the line item is over or under budget and will provide a report to the IOG tracking these expenses bi-monthly.
- This is not a comprehensive list nor are requests for items listed below automatically approved.
 - individual services/goods for the child
 - services/goods for the family/caregiver(s) or extended family;
 - services/goods to help strengthen the "natural" system of care/ support of a child and their family/caregiver(s).

Some examples of use may include:

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- family/caregiver(s) support and sustenance which would enable the guardian/family/caregiver(s) to participate in treatment or improve the support for the youth
- educational and vocational services not otherwise available or mandated by the local school system
- medical services not otherwise covered (Co-Pays or Deductible)
- independent living services/supports
- prosocial, interpersonal, and recreational skill development
- incentives for school or therapy attendance
- additional reinforcers determined by the CMP

Procedure

- 1) Requester completes online [Funding Request Form](#) and sends required collateral documents and signed Release of Information to the ACCMP Supervisor:
accmp@adcogov.org

ALL EMAILS MUST BE ENCRYPTED TO ENSURE PROTECTION OF PERSONAL HEALTH INFORMATION. PLEASE SUBMIT A FORM REQUEST AT THE LINK PROVIDED, OR CONTACT THE ACCMP SUPERVISOR FOR ACCESS

- 2) The Requestor can staff the Funding Request with the ACCMP Supervisor or Executive Committee in person, by phone or by email prior to completing the [Funding Request Form](#).
- 3) Routine requests will be reviewed within five (5) business days by ACCMP Supervisor or Executive Committee
- 4) Emergency requests are also submitted through the designated [Funding Request Form](#). The request form should include a detailed explanation of the emergency, the amount requested, and supporting documentation. Emergency requests will be reviewed within 48 hours whenever possible, to facilitate timely resolution of emergency requests by the ACCMP Supervisor or Executive Committee.
 - a. Payment Methods: Approved funds will be disbursed via Purchase card or check. In cases where payment is submitted through the finance department via check, additional processing time may be required due to banking procedures and internal protocols.
 - b. Exceptions: In exceptional circumstances where immediate disbursement is not feasible, the finance department may expedite processing upon request. Delays beyond the standard 48-hour timeframe will be communicated to the requesting party along with an estimated timeline for resolution.
 - c. Emergency requests are described as 4: Very high urgency - The situation is critical and demands immediate action. 5: Extremely urgent - An emergency situation that requires urgent and immediate assistance. In the Funding Request Form (Question 21. and must be subsequently explained).

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- 5) The Funding Request Form includes a rubric for recommending funding amounts and approvals for determining how much money to give for flexible funds requests by considering various factors to ensure a fair and consistent evaluation.
- 6) ACCMP Supervisor will notify of payment decision to Requestor within 5 days.
- 7) There may be additional information or communication between the Requester, the identified family/caregiver(s), and the service provider that is needed for the request to be completed. It is up to the Requester to facilitate this communication and information unless otherwise informed.
- 8) The ACCMP Supervisor will forward approved Flexible Fund Request and accompanying documentation (W-9 and invoice) to the fiscal agent for check disbursements or will facilitate the transaction with a Purchase Card using ACCMP funds.
- 9) ACCMP Supervisor will notify the Requestor informing him/her that the check is ready to be mailed to the vendor or the payment will be made using a Purchase Card.

Related Information

Statute & Regulatory Citations on Spending

MOU template (in Section VI, page 5):

"The Parties agree by signing this MOU that the Local IOG Name will review the CMP budget regularly to ensure that CMP funds are being used to serve children, youth and families that are involved in multiple systems or at risk of involvement in multiple systems. This includes funds being used to serve children, youth and families who are part of an ISST, CMP prevention program or as a mechanism to increase collaboration among Parties."

CMP Statute - Colorado Revised Statutes (C.R.S.):

24-1.9-104(3)(a) "...The incentives shall be used to provide services to children and families who would benefit from integrated multi-agency services, as such population is defined by the memorandum of understanding..."

24-1.9-102 (h) "...any state general fund money appropriated to the program to be used to provide services to children and families who would benefit from integrated multi-agency services..." (referring to the reinvestment of money saved)

Funding Request Rubric

This rubric aims to ensure a systematic and fair evaluation of flexible fund requests based on various factors related to need, responsibility, budget alignment, and community support. Adjust the weighting of categories based on the specific priorities and values of ACCMP and Adams County will be periodically reviewed. These descriptors help assess the degree to which the request aligns with the specific purpose of the flexible funds spending and evaluate the transparency and rationale behind the requested

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expenses, providing a more nuanced assessment on the scale. Adjustments can be made based on the specific criteria and considerations relevant to community need and/ or context.

Category 1: Need Assessment

1. Urgency of Need (0-5):

0: Not urgent - There is no immediate need or time sensitivity.

1: Low urgency - The situation is not pressing, and there is some flexibility in addressing the need.

2: Moderate urgency - The situation requires attention relatively soon but is not an emergency.

3: High urgency - The need is pressing and requires prompt attention.

4: Very high urgency - The situation is critical and demands immediate action.

5: Extremely urgent - An emergency situation that requires urgent and immediate assistance.

2. Extent of Financial Hardship (0-5):

0: Minimal impact - The financial hardship has little to no impact on the individual or family's well-being.

1: Low impact - The financial hardship is present but has a relatively minor effect on the individual or family.

2: Moderate impact - The financial hardship is noticeable and has a moderate effect on the individual or family's financial situation.

3: Significant impact - The financial hardship is considerable, significantly affecting the individual or family's financial well-being.

4: Severe impact - The financial hardship is severe, posing a substantial threat to the individual or family's financial stability.

5: Extreme impact - The financial hardship is overwhelming, causing an acute and critical situation for the individual or family.

3. Impact on Individual/Family (0-5):

0: Minimal impact - The situation has little to no effect on the well-being of the individual or family.

1: Low impact - The situation has a minor effect on the individual or family's overall well-being.

2: Moderate impact - The situation is noticeable and has a moderate effect on the well-being of the individual or family.

3: Significant impact - The situation has a substantial effect, significantly impacting the overall well-being of the individual or family.

4: Severe impact - The situation is severe, causing considerable distress and negatively affecting the individual or family's well-being.

5: Extreme impact - The situation is critical, posing an immediate threat to the individual or family's well-being and requiring urgent intervention

Category 2: Financial Responsibility

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4. Demonstrated Efforts to Address the Situation (0-5):

- 0: No effort - There is no evidence of any proactive steps taken to address the situation.
- 1: Minimal effort - Limited or minimal attempts have been made to address the situation.
- 2: Some effort - There are partial or sporadic efforts made to address the situation.
- 3: Moderate effort - Moderate attempts have been made to address the situation, but more could be done.
- 4: Significant effort - There is evidence of substantial effort and proactive steps taken to address the situation.
- 5: Proactive efforts made - The individual has taken extensive and proactive measures to address the situation.

5. Availability of Alternative Resources (0-5):

- 0: Adequate alternative resources available - There are sufficient alternative resources or support systems in place to address the situation.
- 1: Some alternative resources available - There are limited alternative resources or support systems, but they may not fully address the situation.
- 2: Few alternative resources available - There are very few alternative resources or support systems available.
- 3: Limited alternative resources available - There are some alternative resources, but they may not be entirely suitable for addressing the situation.
- 4: Minimal alternative resources available - There are minimal alternative resources or support systems available, offering limited assistance.
- 5: No alternative resources available - There are no alternative resources or support systems available to address the situation.

Category 3: Budget and Request Alignment

6. Clarity and Justification of Expenses (0-5): <<INTERNAL REVIEW FOLLOWING SUBMISSION >>

In a 0-5 scale for Clarity and Justification of Expenses, you can use the following descriptors:

- 0: Unclear or unjustified expenses - The expenses are not clearly outlined, and their justification is lacking or unclear.
- 1: Limited clarity and justification - The expenses are somewhat clear, but the justification is minimal or not well-supported.
- 2: Some clarity with basic justification - The expenses are outlined to some extent, but the justification may be lacking in detail.
- 3: Moderate clarity and justification - The expenses are reasonably clear, and there is a moderate level of justification provided.
- 4: Clear and well-justified expenses - The expenses are clearly outlined, and there is strong and well-supported justification for each expense.
- 5: Highly clear and justified expenses - The expenses are exceptionally clear, and there is comprehensive and compelling justification for each expense.

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7. Alignment with Flexible Funds Purpose (0-5): <<INTERNAL REVIEW FOLLOWING SUBMISSION >>

- 0: Not aligned - The request does not align with the intended purpose of flexible funds.
- 1: Poor alignment - There is minimal alignment with the purpose of flexible funds.
- 2: Partial alignment - Some aspects of the request align with the purpose of flexible funds, but there are significant deviations.
- 3: Moderate alignment - The request moderately aligns with the purpose of flexible funds, with room for improvement.
- 4: Strong alignment - The request demonstrates a substantial alignment with the purpose of flexible funds.
- 5: Fully aligned - The request is entirely in line with the intended purpose of flexible funds.

Category 4: Collaboration and Support

8. Community Support/Involvement (0-5): <<INTERNAL REVIEW FOLLOWING SUBMISSION>>

- 0: No community support - There is no evidence of community support or involvement in addressing the situation.
- 1: Minimal community support - There is minimal or limited community support or involvement.
- 2: Some community support - There is partial community support or involvement, but it is not widespread.
- 3: Moderate community support - There is a moderate level of community support or involvement in addressing the situation.
- 4: Strong community support - The community is actively supportive and involved in addressing the situation.
- 5: Exceptional community support - The community is highly supportive and actively involved in addressing the situation.

Overall Score (Out of 40):

- 0-13: Low funding recommendation
- 14-27: Moderate funding recommendation
- 28-40: High funding recommendation

Contact Information

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Funding Request Form Link: <https://forms.office.com/g/dwLSvJUEFT>

Search Words and Phrases

ADAMS COUNTY COLLABORATIVE MANAGEMENT PROGRAM (ACCOMP)

Flexible Fund, Professional Contracted Services, Funding Request