

ADAMS COUNTY, COLORADO
FIRST ADDENDUM TO
SERVICE AGREEMENT WITH DENVER AREA YOUTH SERVICES 2014.137.009

THIS FIRST ADDENDUM TO SERVICE AGREEMENT ("First Addendum ") is entered into this 7th day of October, 2014, by and between the Board of County Commissioners of Adams County, Colorado, located at 4430 South Adams County Parkway, Brighton, CO 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 Ave, Denver, Colorado, 80204, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

RECITALS

WHEREAS, on June 1, 2013, the County entered into a Service Agreement with Denver Area Youth Services to provide Home Based Intervention and Life Skills to families 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, and,

WHEREAS, the term of the agreement expired on May 31, 2014; and,

WHEREAS, the County and the Contractor mutually desire to extend the Service Agreement beginning June 1, 2014 through May 31, 2015.

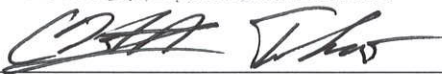
NOW, THEREFORE, for the consideration set forth herein, the sufficiency of which is mutually acknowledged by the parties, the County and the Contractor agree as follows:

1. Denver Area Youth Services shall provide Psychological Home Based Intervention and Life Skills Services to families referred by 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.
2. The term of the Service Agreement is extended through July 11, 2015.
3. The County shall reimburse the Contractor for the work provided under this First Addendum in accordance with Section IV of the Service Agreement. Beginning July 12, 2014 through July 11, 2015 the County agrees to pay Denver Area Youth Services a sum not to exceed sixty thousand dollars (\$60,000).
4. The Service Agreement and this First Addendum contain 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 both parties. Any terms, conditions, provisions of the Service Agreement that are not amended or modified by this First Addendum shall remain in full force and effect. In the event of any conflicts between the terms, conditions, or provisions of the Service Agreement and this First Addendum, the terms, conditions and provisions of this First Addendum shall control.
5. The Recitals contained in this First Addendum are incorporated into the body hereof and accurately reflect the intent and agreement of the parties.

6. This First Addendum may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.
7. Nothing expressed or implied in this First Addendum is intended or shall be construed to confer upon or to give to, any person other than the parties, any right, remedy, or claim under or by reason of this First Addendum or any terms, conditions, or provisions hereof. All terms, conditions, and provisions in this First Addendum by and on behalf of the County and the Contractor shall be for the sole and exclusive benefit of the County and the Contractor.
8. If any provision of this First Addendum is determined to be unenforceable or invalid for any reason, the remainder of the First Addendum shall remain in effect, unless otherwise terminated in accordance with the terms contained in the Service Agreement.
9. Each party represents and warrants that it has the power and ability to enter into this First Addendum, to grant the rights granted herein, and to perform the duties and obligations herein described.

IN WITNESS WHEREOF, the County and the Contractor have caused their names to be affixed.


BOARD OF COUNTY COMMISSIONERS


Chairman

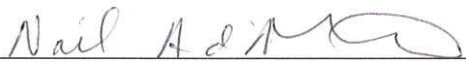
10-7-14
Date

ATTEST:
KAREN LONG
CLERK AND RECORDER


Deputy Clerk

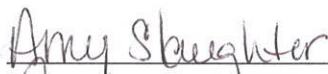

Approved as to form:

Adams County Attorney's Office

DENVER AREA YOUTH SERVICES

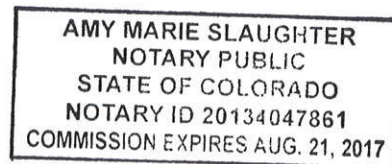

Date

9/24/14
Date

Signed and sworn to before me on this 24 day of September, 2014 by



Notary Public

My commission expires on: 8/21/17



CONTRACTOR'S CERTIFICATION OF COMPLIANCE

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

CONTRACTOR:

Company Name

Date

Name (Print or Type)

Signature

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



**APPLICATION FORM
ADAMS COUNTY HUMAN SERVICES
2013.073 REQUEST FOR APPLICATION FOR
CORE SERVICES**

Page 1 of 2

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # *1 NONE*

Addenda # _____

If None, Please write NONE.

Denver Area Youth Services (DAYS)	4/10/2013
Company Name	Date
1530 W, 13 th Ave	<i>Noel A. d'Albertis</i>
Address	Signature
Denver, CO 80204	Noel A. d'Albertis, MSW, MBA
City, State, Zip Code	Printed Name
Denver	Executive Director
County	Title
303-698-2300	303-698-2903 or ndalbertis@denveryouth.org
Telephone	Fax or Email address

Chris Kline
DIRECTOR
Darwin J. Cox, MSW
DIVISION DIRECTOR



Human Services Department
Children and Family Services Division
7401 North Broadway
Denver, Colorado 80221
PHONE 303.412.8121
FAX 303.412.5335
www.adcogov.org

Core Service Application Form

(Please Print or Type)

Agency Name: Denver Area Youth Services (DAYS)

Type (LLC/Sole Prop/etc.): 501 (c)3

Address: 1530 West 13th Ave

City: Denver State: CO Zip: 80204

Telephone Number: 303-698-2300 Fax Number: 303-698-2903

Website: www.denveryouth.org Email Address: ndalbertis@denveryouth.org

Contact Person for the Application: Noel A. d'Albertis, MSW, MBA

Title: Executive Director/CEO Phone: 303-302-3257 Email: ndalbertis@denveryouth.org

Executive Director, CEO, or Owner: Noel A. d'Albertis, MSW, MBA

Title: Executive Director/CEO Phone: 303-302-3257 Email: ndalbertis@denveryouth.org

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.
2. Detail previous contracts with Adams County Human Services Department and / or other government agencies and describe your ability to effectively manage these programs.

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

1. In the specific service area your agency is proposing, what are the key concepts and strategies for program/services to be provided?

2. Service area applying for: (Select all that apply) Requested Amount per Service



<input checked="" type="checkbox"/>	Home-Based Interventions	\$ 1,400/month
<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		\$ 352,800

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

3. In the specific service area, provide a detailed narrative on how this service 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:
4. 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.
5. 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.

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

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



- c. Adams County Human Services Department
 - d. Boulder County
 - e. Denver County Court
 - f. Division of Youth Corrections
 - g. Denver Probation
 - h. Denver District Attorney Juvenile Diversion
 - i. Denver County Office of Drug Strategy
-
-
-

2. Are you a Medicaid provider? Yes No

**Adams County Human Services Department: Core Services Application
Denver Area Youth Services (DAYS) 2013**

A. Agency Information

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

For more than 30 years, Denver Area Youth Services (DAYS) has provided 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; and sexual health programming for adolescents.

DAYS employs 17 full-time staff, five part-time staff, and three master's level unpaid interns; more than 30% of our staff has been with the agency for more than ten years. Our eight-member volunteer board of directors provides our organization with policy and financial oversight.

2. *Detail previous contracts with Adams County Human Services Department and/or other government agencies and describe your ability to effectively manage these programs.*

DAYS has extensive experience effectively implementing and managing contract-based programs for Adams County, the City and County of Denver, and other government agencies. Examples of our contract-based services include:

Description of Program/Services	Contracting Agency/Agencies	Timeframe
Home-based Services for Core Services	Denver Department of Human Services	2010 to present
Foster care for children and youth age 0 to 21	Denver DHS, Arapahoe County Dept. Social Services, and Adams County Human Services Department	1983 to Present
Proctor care for youth transitioning from youth corrections into community	Division of Youth Corrections	1985 to present
Alternatives to detention, community re-entry program for youth, truancy program (Senate Bill 94 services)	Juvenile Court, 17th Judicial District	1995 to present
Day treatment for youth age 16-21	Denver Public Schools and Colorado Department of Education	2000 to 2010

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Substance abuse assessment and treatment for adults and youth	Medicaid, Access to Recovery, Denver Probation Department and TASC	1990 to present
Sexual Health Education for youth and their families.	State of Colorado: Colorado Department of Public Health and Environment	2006 to present
Diabetes/obesity prevention	State of Colorado Health Disparities	2007 to 2010
Parenting classes including Strengthening Families Program (SFP) and Parent Child Connectedness (PCC)	Denver Public Health, City of Denver: Department of Drug Strategy	SFP-1993 to present PCC- 2010 to present

DAYS' ability to effectively implement and manage these contract-funded programs is evidenced by the number of times these contracts have been renewed by the contracting entity. DAYS effectively manages over ten contracts and grant funded programs at any given time. The executive director and program directors collectively possess over 40 years of experience in program administration and financial management. For example, based on client outcomes and case manager satisfaction, our foster care programs were ranked second out of 27 private child placement agencies by the Denver Department of Human Services. The DAYS PATHS program (an alternative to detention program for Adams County) is the only contract that has been serviced through Senate Bill 94 since its inception. DAYS is still the sole provider for this contract.

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

1. In the specific service area your agency is proposing, what are the key concepts and strategies for program services to be provided?

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.

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2. *Service area applying for:*

Home-Based Interventions

3. *In the specific area, provide detailed narrative on how this service will address the five Core Services goals.*

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 include 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. It is the combination of said services that allows DAYS staff and referred families to meet the 5 Core Services goals. 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.

1. 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.
2. 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.
3. 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. (Further detail on additional DAYS services is available in question C-2 - supportive services.)
4. DAYS' crisis intervention services - directive and supportive phone or in-home counseling on a 24-hour basis. We provide a crisis intervention via phone 24/7 for all clients.

To determine the most appropriate combination of services for each child and family, DAYS home-based staff 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. Again, to work with the family on issues identified in their treatment plan, services provided will include a combination of

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therapeutic, collateral, concrete, and crisis services when needed. DAYS' home-based staff will reach out to the client's extended family members, whenever possible, in order to address underlying family dynamics that are undermining or supporting treatment. This is done in an effort to help build and maintain a healthy support system for the client.

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 ACHSD 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 \$1,400 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; Administrative Review Conferences; report writing; documentation; phone calls, etc. Services through DAYS are also available at lower and higher service levels based on identified need.

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 will meet individually with home-based staff weekly to provide ongoing clinical supervision - feedback on skills and technique. The program director will directly observe at least one individual and/or one group counseling session conducted by each therapist quarterly. Further, the program director will meet with staff weekly to manage all day-to-day work and review charts.

4. *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;

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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 12 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 and certified addictions counselor II. She is bi-lingual-Spanish/English and has 6 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 is bi-lingual-Spanish/English and 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; 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.
- The case manager is a certified addictions counselor III. She has 7 years of experience in home-based services; school-based services; domestic violence services; substance abuse treatment; Seeking Safety; Adolescent Community Reinforcement Approach; and parenting skills.

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

Every part of DAYS- from the organization as a whole to management to service delivery- is committed to trauma-informed care. DAYS clients have survived a multitude of traumas: domestic violence, physical abuse, sexual abuse, neglect, and other trauma-inducing experiences. They 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

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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.

5. *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

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- 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 childcare for onsite programming.
- Offer meals and/or snacks for parenting classes and trainings.
- 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 engage in parenting classes and to ease financial stressors.
- Provide housing assistance, including furniture, clothing, energy assistance, and security deposits.
- Provide advocacy for individuals navigating the federal assistance, legal, health care, and education systems.

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 qualified as experts due to their knowledge, skill, experience, training, and education. Further, 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 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 staff's 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.

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.*

ACHSD's requirement of monthly reports and data collection are fundamental to DAYS's 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

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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 home-based 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/or delinquency 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 ACHSD 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 ACHSD. 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

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time services begin (home, foster care, kinship placement, etc.), service end date, reason for discharge, and child's residence at discharge.

3. *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.