

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## Commissioners' Daily COVID-19 Agenda June 18, 2020

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900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929  
205 6099

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The Routt County Board of County Commissioners or Board of Health may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

**1. 11:30 A.M. CALL TO ORDER**

**2. HUMAN SERVICES**

Kelly Keith, Human Services Director

**2020-2021 MEMORANDUM OF UNDERSTANDING**

Consideration for approval of and authorization for the Chair to sign the Memorandum of Understanding for Collaborative Management Program.

Presenter: Sarah Grippa, CMP Coordinator, RCDHS

**Documents:**

[BCC AGENDA COMMUNICATIONS FORM.PDF](#)

20-21 ROUNT MOU FINAL.PDF  
APPENDIX A ROUNT COUNTY MOU BY LAWS.PDF  
APPENDIX B ROUNT - ISST HANDBOOK.PDF  
APPENDIX C ROUNT SCHOOL BASED THERAPY OVERVIEW.PDF  
APPENDIX D-1 YOUTH RESILIENCY.PDF  
APPENDIX D-2 YOUTH RESILIENCY.PDF  
APPENDIX E 20-21 PERFORMANCE MEASURES.PDF

### 3. HUMAN RESOURCES

Kathy Nelson, Human Resources Director

#### APPROVAL TO CARRYOVER ADDITIONAL COMPENSATORY AND VACATION HOURS IN 2020

Consideration to Approve Carrying Over Additional Compensatory and Vacation Hours in 2020.

#### Documents:

[VACATION AND COMP TIME CARRYOVER REQUEST 6-15-2020.PDF](#)

### 4. COVID-19 WORK SESSION

The Commissioners will address critical items for regular county and emergency operations related to the COVID-19 pandemic. Action may be taken and direction to staff may be given in relation to any of these items.

### 5. 1:00 P.M. MEETING ADJOURNED

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# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> 6/17/2020	<b>ITEM TIME:</b> 11:30

<b>FROM:</b>	Sarah Grippa, CMP Coordinator, Routt County
<b>TODAY'S DATE:</b>	6/15/2020
<b>AGENDA TITLE:</b>	

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>X ACTION ITEM</b>	
<input type="checkbox"/> <b>X DIRECTION Signature Needed</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Signature needed for Memorandum of Understanding for Collaborative Management Program

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>
Motion to approve and execute the Memorandum of Understanding for Collaborative Management Program

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE</b> ( <i>if applicable</i> ): n/a
<b>CURRENT BUDGETED AMOUNT:</b> \$0.00
<b>PROPOSED EXPENDITURE:</b> n/a
<b>FUNDING SOURCE:</b> Incentive Funding from the State of Colorado
<b>SUPPLEMENTAL BUDGET NEEDED:</b> YES NO X
.

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>
n/a



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

The Collaborative Management Program works with specific agencies for the purpose of promoting a collaborative system of local-level interagency oversight groups and individualized service and support teams to coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services. The CMP target population consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multi-system integrated service plan or multisystem approach.

**VI. LEGAL ISSUES:**

n/a

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

n/a

**VIII. SUMMARY AND OTHER OPTIONS:**

n/a

**IX. LIST OF ATTACHMENTS: Supplemental Budget Request**

MOU and Appendix

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

**SFY 2020-2021**

This Agreement is made between the following Mandated Partners and Non-Mandated Partners to the Collaborative Management Program, each of which may herein be referred to individually as a “Party” or collectively as the “Parties”:

## **MANDATED PARTNERS**

1. **ROUTT COUNTY DEPARTMENT OF HUMAN SERVICES (Routt County DHS)**, located at 135 6<sup>th</sup> Street, Steamboat Springs, CO 80487;
2. **14<sup>th</sup> JUDICIAL DISTRICT PROBATION DEPARTMENT (“Probation”)**, located at 1955 Shields Drive, Steamboat Springs, CO 80487;
3. **14<sup>th</sup> JUDICIAL DISTRICT (“Judicial”)**, located at 1955 Shields Drive, Steamboat Springs, CO 80487;
4. **COUNTY PUBLIC HEALTH AGENCY (“Public Health”)**, P.O. Box 773598, 522 Lincoln Avenue. Steamboat Springs, CO 80487;
5. **RE-1 HAYDEN SCHOOL DISTRICT**, located at 495 W. Jefferson, Hayden, CO 81639;
6. **RE-2 STEAMBOAT SPRINGS SCHOOL DISTRICT**, located at 325 7th St. , Steamboat Springs, CO 80487;
7. **RE-3 SOUTH ROUTT SCHOOL DISTRICT**, located at 305 Grant Ave., Oak Creek, CO 80467;
8. **COLORADO WEST REGIONAL MENTAL HEALTH CENTER (“Mental Health”)**, *a non-profit corporation whose principal place of business is located at 6916 Hwy. 82, Glenwood Springs, CO 81601;*
9. **BEHAVIORAL HEALTH ORGANIZATION (“BHO”), or REGIONAL ACCOUNTABILITY ENTITY or (RAE) CALLED ROCKY MOUNTAIN HEALTH PLANS**, located at 2775 Crossroads Blvd , Grand Junction, CO 81506
10. **DIVISION OF YOUTH SERVICES (“DYS”)**, located at 801 Grand Avenue, Glenwood Springs, CO 81501;
11. **DESIGNATED MANAGED SERVICE ORGANIZATION FOR THE PROVISION OF TREATMENT SERVICES FOR ALCOHOL AND DRUG ABUSE PURSUANT TO SECTION 27-80-107, C.R.S. (“MSO”), called WEST SLOPE CASA** located at 6916 Hwy. 82, Glenwood Springs, CO 81601;

**COLLABORATIVE MANAGEMENT  
MEMORANDUM OF UNDERSTANDING**

**SFY 2020-2021**

- 12. COMMUNITY DOMESTIC ABUSE PROGRAM PURSUANT TO 26-7.5-101, et seq., C.R.S. IF REPRESENTATION FROM SUCH PROGRAM IS AVAILABLE, CALLED ADVOCATES AGAINST BATTERING AND ABUSE, dba ADVOCATES OF ROUTT COUNTY, located at 445 Anglers Drive, Ste. 2-E, Steamboat Springs, CO 80487.**

**NON-MANDATED PARTNERS**

- 1. FAMILY MEMBER/REPRESENTATIVE- MERRILY WALDRON- Voting Member- 2000 Elk River Road #B-207, Steamboat Springs, CO 80487**

WHEREAS, Colorado Revised Statutes (C.R.S.) Section 24-1.9-102 authorizes the county department of human services/social services to enter memorandums of understanding with specific agencies for the purpose of promoting a collaborative system of local-level interagency oversight groups and individualized service and support teams to coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services; and

WHEREAS, the undersigned desire to enter into an agreement for the collaboration of services to families and children who would benefit from integrated multi-agency services; and

WHEREAS, the undersigned agencies include all of the agencies required by statute.

NOW THEREFORE, in consideration of the premises and mutual promises and covenants herein contained, and for their mutual benefit, the Parties agree as follows:

Term of the Agreement. This MOU shall be effective beginning July 1<sup>st</sup>, 2012 and shall expire June 30<sup>th</sup>, 2021.

Renewal of MOU. The Parties may renew this MOU annually subject to mutual agreement. Each Party reserves the right to elect not to renew the MOU after expiration of the current term. If any Party intends not to renew the MOU, it should give notice of such intent at least thirty (30) days prior to expiration of the Agreement.

**I. Oversight Group.** The Parties agree that there is hereby created an Interagency Oversight Group (IOG) as authorized by C.R.S 24-1.9-102, that is identified locally as *ROUTT COUNTY IOG*, whose membership shall be comprised of a local representative of each Party to this MOU. Membership requirements, the status of each Party as a voting member or advisory member, procedures for election of officers, procedures for resolving disputes and procedures for the development of subcommittee groups can be found in the By-Laws/Procedure Guide (“By-Laws”

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2020-2021

or “Guide”) attached hereto as a labeled Appendix A. By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met.

**II. Target Population.** In recognition of the goals of the Collaborative Management Program (CMP), children, youth and families across systems are identified and served according to their contact with collaborative programs. The CMP target population consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multi-system integrated service plan or multisystem approach. A Family Engagement Meeting (FEM) or an Individualized Service and Support Team (ISST) includes two (2) or more system representatives that are present to assist a child/youth/family with developing an integrated service plan directed by family need. The FEM and ISST identifies goals and facilitates collaboration and is a family-driven model for service planning. The child/youth/family members are present at and participating in the development of their plan. *ROUTT COUNTY IOG* serves their target population(s) directly through an ISST(s) called: *Routt County ISST and FEM*.

*ROUTT COUNTY IOG* may also serve children, youth and families within their communities through the Collaborative Management Program by providing multi-system prevention program(s). The target population for these prevention programs consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multisystem approach. A multisystem prevention program must include two (2) or more system representatives that establish a program that facilitates collaboration and address needs not currently provided within the community *School-Based Therapy and Education Program and Youth Resiliency Program with NW Colorado Health*.

**III. Services.** The Parties agree to provide the following specific services, subject to the availability of funds for which the collaborative has authority as specified below.

Services Defined:

The CMP’s ISST model 1 is called Family Engagement Meetings and ISST Staffing. It functions as an integrated service planning model with specific policies and procedures as listed in the ISST Handbook, Appendix B. This ISST(s) model takes a two-generation (2Gen) approach in an effort to holistically serve Colorado’s families by focusing on the overall health and well-being of the family. Many of Routt Counties programs naturally are 2Generational. Therefore, Routt County CMP included all mentioned below as 2 Generational approach. This ISST is linked to the following performance measure: CMP youth with no new open involvements

- Routt County CMP provides a multisystem, 2Gen, prevention program by funding *The Community School-Based Therapy and Education Program* It is a community collaborative effort involving Routt County School Districts, Mind Springs Health and the Department of Human Services. *The School-Based Therapy and Education Program* contains an Educational, Therapeutic and behavioral Component designed to maintain

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2020-2021

“at-risk-youth” in his or her own home or the least restrictive placement, while addressing educational and behavioral issues that are negatively impacting the youth's school, home and community performance. (Program brochure or description added as Appendix C) This ISST is linked to the following performance measure: CMP youth with no substantiated abuse findings after CMP services began

- Routt County CMP provides a multisystem, prevention program by funding and working with the Youth Resiliency in collaboration with all three Routt County school districts, Northwestern Colorado Health. Routt County CMP provides coordination and oversight for the program which supports students in all grade levels. The Youth Resiliency program supports students in Routt County Schools through educational support groups. Students targeted for the program all have an adverse childhood experience (ACE) such as death, divorce, abuse, chronic illness, relocation, etc. Sub-populations in this group include recent immigrants, children suffering from a chronic illness that is potentially life threatening, children that have lost a parent, and more. The program also provides preventative group education in health classes on building resilience and how students can support one another in times of loss. It is believed that at least a portion of participants have or need involvement with two or more Routt County health/human service/education/juvenile justice agencies. (A sample program brochure and description added as Appendix D-1 and D-2. This prevention program is linked to the following performance measure: Children and youth with improved school attendance rates

**IV. Authorization to Contribute Resources and Funding.** Each Party represents that it has the authority to approve the contribution of time, resources, and funding to solve problems identified by *ROUTT COUNTY IOG* create a seamless, collaborative system of delivering multi-agency services to children and families. The resources and funding to be contributed are identified in Section V: Funding Sources.

**V. Funding Sources.** Funding identified in this MOU may be a carryover from incentive funding or savings, additional funding provided to the CMP program or any funds directed towards CMP. Additional funding may become available during the term of this MOU and the Parties agree to comply with any terms, conditions and restrictions on the funding made available to them. The Parties agree to financial risk sharing where commitments to support programs exceed the remaining monies available. The fiscal agent for *ROUTT COUNTY IOG* is Routt County Department of Human Services (defaults to County Human Services/Social Service Departments) and by signing here \_\_\_\_\_ (signature of fiscal agent) agrees to assume financial risk. The financial risk defaults to the fiscal agent unless otherwise stated here \_\_\_\_\_. For this reason, *ROUTT COUNTY IOG* projects a conservative budget based on currently available resources.

**COLLABORATIVE MANAGEMENT  
MEMORANDUM OF UNDERSTANDING**

**SFY 2020-2021**

<b>Table of Resource Pooling SFY 2020-2021</b>		
<b>Party</b>	<b>IN-KIND</b>	<b>CASH</b>
CMP Carry Over/Reserve Funds		\$89,000
<b>1. COUNTY DEPARTMENT OF HUMAN/SOCIAL SERVICES</b>	\$8,900	\$16,200
<b>2. JUDICIAL DISTRICT PROBATION DEPARTMENT</b>	\$4,000	\$
<b>3. JUDICIAL DISTRICT COURT</b>	\$500	\$
<b>4. HEALTH DEPARTMENT</b>	\$7,000	\$
<b>5. RE-1 SCHOOL DISTRICT</b>	\$5,000	\$
<b>6. RE-2 SCHOOL DISTRICT</b>	\$42,000	\$
<b>7. RE-3 SCHOOL DISTRICT</b>	\$5,000	\$
<b>8. MENTAL HEALTH CENTER</b>	\$8,000	\$
<b>9. BEHAVIORAL HEALTH ORGANIZATION ("BHO") or REGIONAL ACCOUNTABLE ENTITY ("RAE")</b>	\$3,500	\$
<b>10. DIVISION OF YOUTH SERVICES ("DYS")</b>	\$4,000	\$
<b>11. DESIGNATED MANAGED SERVICE ORGANIZATION FOR THE PROVISION OF TREATMENT SERVICES FOR ALCOHOL AND DRUG ABUSE PURSUANT TO SECTION 27-80-107, C.R.S. ("MSO")</b>	See MHC	
<b>12. COMMUNITY DOMESTIC ABUSE PROGRAM PURSUANT TO 26-7.5-104, C.R.S. ("DVP")</b>	\$5,000	\$
<b>13. MERRILY WALDRON – FAMILY REP</b>	500	\$
<b>TOTALS</b>	\$93,400	\$105,200

**Approximate total cash contribution = \$ 105,200**

**Approximate total in-kind services/contributions = \$93,400**

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2020-2021

**Approximate total contribution = \$198,600**

## **VI. Reinvestment of Funds Saved.**

*ROUTT COUNTY IOG* has established a procedure to allow incentive funds received by the CDHS, and allocated pursuant to CRS 24-1.9-104, to be reinvested by the Parties to provide appropriate services to children and families who would benefit from multi-agency services has been approved by the head or director of each Party, as documented in the By-Laws/Guide *Reinvestment of Moneys Saved Citation in By-Laws*.

The Parties agree by signing this MOU that the *ROUTT COUNTY IOG* 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, 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.

*Routt County IOG* has established a procedure to allow any funds resulting from waivers granted by the federal government and any state general fund savings realized as a result of the implementation of services provided to children, youth and families who would benefit from multi-agency services has been approved by the head or director of each Partner as, *Routt County IOG does not currently use waivers*.

**VII. Collaborative Management Processes.** Pursuant to section 24-1.9-102(2)(e), C.R.S., *ROUTT COUNTY IOG* has established a collaborative management process addressing risk sharing, resource pooling, performance expectations, outcome monitoring, and staff training which can be found in the By-laws/Procedure Guide attached hereto as a labeled Appendix A. By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met.

## **VIII. Collaborative Management Program Elements.**

Pursuant to section 24-1.9-102(2)(i) the Parties hereby determine that they will attempt to meet performance measures specified by the Colorado Department of Human Services, in conjunction with the Collaborative Management Program State Steering Committee, and elements of collaborative management in order to:

- A. Reduce duplication and eliminate fragmentation of services provided to children, youth and families who would benefit from integrated multi-agency services. The Parties will reduce duplication and fragmentation of services by: bringing together the agencies that are currently involved with referred families (or that could be) and then addresses the family and child(ren)'s strengths, areas of concern, where the family is currently receiving services and then what gaps in service exist. During the ISST Meeting, as the team addresses gaps in service as well as additional needs presented by the family,

agencies work together to create a plan to take the steps necessary toward reaching their goals.

B. Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services, to achieve better outcomes; the Parties will increase the quality, appropriateness, and effectiveness of services delivered through: *Routt County ISST* will increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services, to achieve better outcomes. We do this by incorporating a *Wrap-Around Model* within the meetings and following our *10 Guiding Principles* below:

1. **Family voice and choice:** Family and youth/child perspectives are intentionally elicited and prioritized during all phases of the wraparound process. Planning is grounded in family members' perspectives, and the team strives to provide options and choices such that the plan reflects family values and preferences.

2. **Team based:** The wraparound team consists of individuals agreed upon by the family and committed to them through informal, formal, and community support and service relationships.

3. **Natural supports:** The team actively seeks out and encourages the full participation of team members drawn from family members' networks of interpersonal and community relationships. The wraparound plan reflects activities and interventions that draw on sources of natural support.

4. **Integration:** Team members work cooperatively and share responsibility for developing, implementing, monitoring, and evaluating a single wraparound plan. The plan reflects a blending of team members' perspectives, mandates, and resources. The plan guides and coordinates each team member's work towards meeting the team's goals.

5. **Community-based:** The wraparound team implements service and support strategies that take place in the most inclusive, most responsive, most accessible, and least restrictive settings possible; and that safely promote child and family integration into home and community life.

6. **Culturally competent:** The wraparound process demonstrates respect for and builds on the values, preferences, beliefs, culture, and identity of the child/youth and family, and their community.

7. **Individualized:** To achieve the goals laid out in the wraparound plan, the team develops and implements a customized set of strategies, supports, and services.

8. **Strengths based:** The wraparound process and the wraparound plan identify, build on, and enhance the capabilities, knowledge, skills, and assets of the child and family, their community, and other team members.

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2020-2021

9. ***Persistence:*** Despite challenges, the team persists in working toward the goals included in the wraparound plan until such time as the family has met their goals and/or are no longer requesting assistance from the ISST.

10. ***Outcome based:*** The team ties the goals and strategies of the wraparound plan to observable or measurable indicators of success, monitors progress in terms of these indicators, and revises the plan accordingly.

C. Encourage cost sharing among service providers. The Parties will encourage cost sharing through: Parties will encourage cost sharing through pooling resources for effective and efficient care management to increase the buying power of funding sources. This can be through in-kind and/or cash contributions. Resource pooling allocations shall be guided by statute, policy, need, or request.

**IX. Performance Measures.** *ROUTT COUNTY IOG* has determined how performance shall be measured and has selected three (3) measures in which the Colorado Department of Human Services shall determine incentive funding to the local IOG in a labeled **Appendix E**.

- 1) *ROUTT COUNTY IOG* has selected the following as our first performance measure:  
CMP youth with no new open involvements
- 2) *ROUTT COUNTY IOG* has selected the following as our second performance measure:  
CMP youth with no substantiated abuse findings after CMP services began
- 3) *ROUTT COUNTY IOG* has selected the following as our third performance measure:  
Children and youth with improved school attendance rates

**X. Process Measures.** Pursuant to section Code of Colorado Regulations 7.303.35 (A), the Parties hereby determine that they will attempt to meet process measures in order to receive the meaningful minimum portion of the collaborative management incentive funds.

Counties will receive the meaningful minimum (35% of total allocation) based on the two (2) following criteria: 1) Number of children, youth and families served and; 2) Meeting three (3) of the six (6) process measures of collaborative management.

Please select all the process measures that the CMP site will be striving for. Each CMP site must select at least three (3).

- IOG meeting attendance (all partners signing MOU attending 75% of the time at 75% of scheduled meetings);
- Family agency or member participation on the IOG as a voting member;
- Seventy-five (75%) percent of the agencies contribute resources at a service level, either in-kind or actual funds;
- Use of Evidence Based or Evidence Informed practices;
- Process of Continuous Quality Improvement used by the IOG;
- Evidence of cost-sharing.

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2020-2021

## **XI. Data.**

The Parties agree to use either the State provided Efforts to Outcomes (ETO) database or the Child Welfare Information System (CWIS) for data collection for CMP served clients. ETO shall be used for non-child welfare children, youth and families to track participation. Trails or CWIS database shall be used for all Child Welfare CMP served children, youth and families.

The Parties agree by signing this MOU that the attestation statement shall be completed and The Parties shall comply with Operational Memo #OM-CW-2019-0003 prior to receiving incentive funds. The CMP site is responsible to ensure there is not duplication of clients entered into ETO and/or Trails. Duplication is defined as a child, youth or family that is counted twice for the same ISST meeting or prevention program and recorded in one (1) or more CMP data system(s). A child, youth or family may be counted for multiple service episodes supported by several multi-systems partnerships.

**XII. Termination of MOU.** The Parties acknowledge that withdrawal from this MOU of any Mandated Party shall result in the automatic termination of this Agreement and termination of the collaborative system of delivery of services developed hereunder. The withdrawing Party shall assist the other Parties to achieve an orderly dissolution of the collaborative system with as little disruption as possible in the delivery of services provided to children and families who would benefit from multi-agency services.

- A. Withdrawal/Termination.** Any Party may withdraw from this Agreement at any time by providing 30 days written notice to all other Parties.
- B. For Loss of Funds.** Any Party may withdraw from this Agreement, or modify the level of its commitment of services and resources hereunder, in the event of loss or reduction of resources from its funding source identified herein. Any Party withdrawing due to loss of funds will provide notice of withdrawal, in writing within 30 days.
- C. Distribution of Funds.** The Parties have established a collaborative management process addressing the distribution of funds if the MOU is terminated as further described in the by-laws/procedure guide *In the event the Routt IOG is dissolved due to the departure of a mandatory member, as defined by statute, an emergency meeting of the remaining IOG members will be called within 7 days to vote upon distribution of remaining funds. Distribution of remaining funds will be decided upon by a vote of all mandated partners who are in attendance at the meeting for the current MOU.*

IN WITNESS WHEREOF, the Parties hereto, through their authorized representatives have executed this Memorandum of Understanding and commit to all elements described above, effective for the dates written above. (Please note scanned and electronic signatures are acceptable)

**COLLABORATIVE MANAGEMENT  
MEMORANDUM OF UNDERSTANDING**

**SFY 2020-2021**

*Interagency Oversight Group Members*

**MANDATED PARTNERS**

**1. COUNTY DEPARTMENT OF HUMAN/SOCIAL SERVICES**

Name and Title: Kelly Keith, Director Department of Human Services  
Address: 135 6<sup>th</sup> St.  
City/State/Zip: Steamboat Springs, CO 80487  
Phone: 970-870-5274 Email: kkeith@co.routt.co.us

Signature:

\_\_\_\_\_  
CHAIR

Timothy V. Corrigan  
ROUTT COUNTY BOARD OF COMMISSIONERS

**2. JUDICIAL DISTRICT PROBATION DEPARTMENT**

Name and Title: Timothy Griffith, Chief Probation Officer  
Agency: 14<sup>th</sup> Judicial Probation Department  
Address: 1955 Shields Dr.  
City/State/Zip: Steamboat Springs, CO 80487  
Phone: 970-879-1003 x 382 Email: timothy.griffith@judicial.state.co.us

Signature:

**3. JUDICIAL DISTRICT COURTS**

Name: Michael O'Hara  
Agency: 14<sup>th</sup> Judicial District Chief Judge  
Address: 1955 Shield Dr.  
City/State/Zip: Steamboat Springs, CO 80487  
Phone: 970-879-5020 Email: michael.ohara@judicial.state.co.us

Signature:

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2020-2021

## 4. HEALTH DEPARTMENT

Name: Kari Ladrow

Agency: County Public Health Agency ("Public Health") :

Address: P.O. Box 773598, 522 Lincoln Avenue

City/State/Zip: Steamboat Springs, CO 80487

Contact Person: Kari Ladrow

Phone: 970-871-7602

Email: kladrown@co.routt.co.us

Signature:

## 5. RE-1 SCHOOL DISTRICT - HAYDEN

Name: Christy Sinner, Superintendent

Address: 495 W. Jefferson Ave

City/State/Zip: Hayden, CO 81639

Contact Person: Christy Sinner

Phone: 970-276-3864

Email: csinner@haydenschools.org

Signature:

## 6. RE-2 SCHOOL DISTRICT -STEAMBOAT SPRINGS

Name: Brad Meeks, Superintendent :

Address: 325 7<sup>th</sup> St.

City/State/Zip: Steamboat Springs, CO 80487

Contact Person: Brad Meeks

Phone: 970-871-3199

Email: bmeeks@ssk12.org

Signature:

## 7. RE-3 SCHOOL DISTRICT -SOUTH ROUTT

Name: Rim Watson, Superintendent

Address: 305 Grant Ave.

City/State/Zip: Oak Creek, CO 80467

Contact Person: Rim Watson

Phone: 970-736-2313

Email: rwatson@southrouttk12.org

Signature:

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

**SFY 2020-2021**

## **8. MENTAL HEALTH CENTER**

Name: Colorado West Regional Mental Health (DBA as Mind Springs Health)

Address: 480 East Agate Ave.

City/State/Zip: Granby, CO 80446

Contact Person: Michelle Hoy

Phone: 970-945-2241

Email: mhoy@mindspringshealth.org

Signature:

## **9. REGIONAL ACCOUNTABILITY ENTITY /BEHAVIORIAL HEALTH ORGANIZATION**

Name and Title: Louisa Wren

Address: 6251 Greenwood Plaza Boulevard, Suite 300

City/State/Zip: Greenwood Village, CO 80111

Contact Person: Louisa Wren

Phone: 303-689-7366

Email: louisa.wren@rmhp.org

Signature:

## **10. DIVISION OF YOUTH SERVICES**

Name and Title: David Lee, DYS Western Region Director

Agency: Division of Youth Services

Address: 801 Grand Avenue

City/State/Zip: Grand Junction, CO 81501

Phone: 970.241.4886 ext. 12

Email: dave.lee@state.co.us

Signature:

## **1. MANAGED SERVICE ORGANIZATION**

Name and Title: MSO

Address: 6916 Highway 182

City/State/Zip: Glenwood Springs, CO 81601

Phone: 970-945-2141

Email: sspaulding@mindspringshealth.org

Contact Person: Shelly Spaulding

Signature:

# COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2020-2021

## 2. DOMESTIC ABUSE PROGRAM

Name and Title: Lisel Petis, Executive Director

Agency: Advocates of Routt County

Address: 465 Anglers Dr.

City/State/Zip: Steamboat Springs, CO 80487

Phone: 970-879-2034

Email: [lisel@advocatesaba.org](mailto:lisel@advocatesaba.org)

Signature:

## NON-MANDATED PARTNERS

### 11. MERILY WALDRON

Name and Title: Merrily Waldron

Address: 2000 Elk River Road #B-207

City/State/Zip: Steamboat Springs, CO 80487

Phone: 970-761-5189

Email: [lillypea04@gmail.com](mailto:lillypea04@gmail.com)

Signature:



Mission Statement:

*The Routt County Collaborative Management Program is designed to improve the quality of and Efficient access to services for youth and families involved with multiple community partnerships organizations.*

Vision Statement:

*The Routt County Collaborative Management Program is the connection for youth and family solutions*

Values:

- ❖ *Collaborative Leadership*
  - ❖ *Family Driven Solutions*
  - ❖ *Community Engagement*
  - ❖ *Cost Effectiveness*
  - ❖ *Preventative Programming*
- 

# Routt County Interagency Oversight Group Bylaws

Updated April 2019

# Table of Contents

I. NAME .....	ERROR! BOOKMARK NOT DEFINED.
II. PURPOSE.....	3
III. MEMBERS .....	3
1. RCIOG MANDATORY SIGNER MEMBERSHIP COMPOSITION .....	3
2. MEMBER ADMISSION PROCEDURES .....	3
3. MEMBER DUTIES .....	3
4. ALTERNATE DESIGNATION .....	4
5. CONFLICT OF INTEREST .....	4
6. MEMBER TERMINATION/RESIGNATION .....	4
7. VOTING.....	4
IV. OFFICERS .....	4
1. OFFICERS.....	4
2. NOMINATIONS AND ELECTIONS .....	4
3. TERM OF OFFICE.....	4
4. POWER AND DUTIES .....	5
5. REMOVAL OF OFFICERS .....	5
6. VACANCY OF CHAIR OR VICE CHAIR .....	5
V. MEETINGS .....	5
VI. DISPUTE RESOLUTION.....	5
VII. DISTRIBUTION OF FUNDS DUE TO MANDATORY MEMBER RESIGNATION.....	5
VIII. SUBCOMMITTEES.....	5
1. ESTABLISHMENT .....	5
2. MEMBERS .....	5
3. SUBCOMMITTEE CHAIR’S POWER AND DUTIES .....	6
IX. STAFF.....	6
1. COLLABORATIVE MANAGEMENT PROGRAM (CMP) COORDINATOR .....	6
2. FISCAL AGENT:.....	6
X. REINVESTMENT OF MONEYS SAVED.....	6
XI. RISK SHARING .....	7
XII. RESOURCE POOLING.....	7
XIII. PERFORMANCE EXPECTATIONS .....	7
XIIV. OUTCOME MONITORING .....	7
XV. STAFF TRAINING.....	7
XVI. PARLIAMENTARY AUTHORITY.....	8
XVII. AMENDMENT OF BYLAWS.....	8
XVIII ATTACHMENT 1451 FUNDS REQUEST.....	9

## I. NAME

The name of this committee shall be the Routt County Interagency Oversight Group (RCIOG)

## II. PURPOSE

The mission of the RCIOG is, "Community collaboration to empower youth and families." The RCIOG is a collaborative interagency committee that shares the above mission in an effort to reduce and prevent duplication of services and further entrance or engagement with the legal and court systems; and to increase shared responsibility, resources and decision making to serve Routt County families with youth 0-21 years of age.

## III. MEMBERS

### 1. RCIOG Mandatory Signer Membership Composition

- Fourteenth Judicial District Court
- Fourteenth Judicial District Probation Department
- Mind Springs Health
- Routt County Department of Human Services
- Northwest Colorado Health
- Hayden School District RE-1
- Steamboat Springs School District, RE-2
- South Routt School District RE-3
- Division of Youth Services
- Advocates of Routt County
- Colorado Mountain College
- Health Partnership
- West Slope CASA

### 2. Member Admission Procedures

Potential additional partners shall submit in writing an application statement for membership to the Chair or Vice Chair of the RCIOG. Once reviewed, the Chair or Vice Chair presents the new membership application to the RCIOG to vote to become a member by majority vote. The Chair or Vice Chair then contacts the applicant to communicate the decision to accept. A subsequent meeting will be set by the Chair and or Vice Chair with any new applicant within 30 days of their acceptance as a member to review the RCIOG goals, processes and expectations for membership.

### 3. Member Duties

A RCIOG member shall perform his or her duties, including duties as a member of any subcommittee upon which the member may serve, with care and good faith, supporting the mission, goals, and objectives of the RCIOG. At minimum these include:

- Regular attendance and active participation in meetings.
- Serve on at least one subcommittee (depending on need and current subcommittee work being engaged in through RCIOG). If current subcommittee work is active, then new members must participate in at least one subcommittee within 3 months of becoming a member
- Attend scheduled strategic planning sessions when applicable
- Comply with C.R.S Section 24-1.9-101-104 (House Bill 04-1451), including the MOU
- Be informed of and vote on matters coming before the RCIOG, including election of officers

**4. Alternate Designation**

A RCIOG member may designate an alternate to represent his or her interests on matters that come before the RCIOG. Alternates may participate in deliberations, decision, discussions, and vote.

**5. Conflict of Interest**

Any RCIOG member who is present at a meeting at which any matter is discussed in which s/he has a private pecuniary or property interest shall declare that s/he has a potential conflict of interest to the committee. S/he shall refrain from attempting to influence the decisions of the other members of the governing body in a voting matter. S/he also may not vote in respect to such manner.

Furthermore, any RCIOG member who has any other specific or identified conflict of interest with another member agency or direct RCIOG member that prevents fair and unbiased collaboration or ability to maintain member duties shall notify a member of the Chair or Vice Chair, of the conflict to work towards a resolution.

**6. Member Termination/Resignation**

Consistent non-compliance with "Member Duty" by non-mandatory RCIOG members may be subject to termination. Termination requests will be submitted to the board for decision. The Chair or Vice-Chair shall provide written notice of any termination. If a non-mandatory RCIOG members wishes to relinquish membership written notation should be submitted to the Chair or Vice Chair.

**7. Voting**

Each membership (mandatory and non-mandatory) is allocated one vote. A majority vote by a quorum shall constitute the voice and decisions of the RCIOG. A quorum is defined as 51% of the signers. The Chair shall not vote on decisions unless the vote is needed to break a tie. All voting protocols or procedures will apply to telephonic attendance. Emergency voting may occur via email, if all information is transmitted to all membership in a timely manner.

**IV. OFFICERS**

**1. Officers**

The officers of the RCIOG shall be the Chair and the Vice Chair. Additional officers may be elected or appointed by the RCIOG if the need is collectively identified and voted on for approval. No individual may hold more than one office at a time. Officers must comply with the terms and conditions of the House Bill 1451 MOU.

**2. Nominations and Elections**

A current member of the RCIOG may nominate any member of the RCIOG in good standing for the Chair of Vice Chair. Elections will occur on the first business meeting after the State Fiscal Year (SFY). Elections shall occur by majority vote by the RCIOG members.

**3. Term of Office**

Terms shall begin at the close of the meeting with which officers were voted in, and shall last 1 year. Officers may be re-elected to serve an unlimited number of additional terms.

#### **4. Power and Duties**

It shall be the Chair's responsibility to:

- Preside each meeting
- Keep the RCIOG members informed of pertinent matters to their responsibilities and duties
- Set the meeting agendas for all meetings, unless otherwise directed in collaboration with the Vice Chair
- Represent the RCIOG and be the spokesperson for the RCIOG at governmental, community, or other meetings, or designate another RCIOG member in the Chair's absence if needed
- Sign approved letters and other official documents on behalf of the RCIOG

It shall be the Vice Chair's responsibility to carry out all duties of the Chair in the Chair's absence

#### **5. Removal of Officers**

Any officer elected by the MCIOG may be removed by a RCIOG majority vote during any scheduled meeting, with prior written.

#### **6. Vacancy of Chair or Vice Chair**

If a vacancy occurs for the Chair, the Vice Chair shall become the Chair for the remainder of that term, or until a new Chair can be voted in by majority vote. If the Vice Chair is vacant, the RCIOG may nominate a new candidate to be voted in through majority vote, to then serve the remainder of the term.

### **V. MEETINGS**

Meetings shall occur regularly at locations and times as scheduled and agreed upon by the RCIOG. Frequency shall be no less than once every 2 months. Special sessions may be called by the Chair, Vice Chair, or other RCIOG member as needed.

### **VI. DISPUTE RESOLUTION**

A dispute will be submitted in writing to the Chair. The Chair will then attempt to resolve the dispute by facilitating discussion and seeking solution through consensus agreement. If consensus agreement is not reached, the members will vote on the issue and recommendations will be made to the department head of each participating agency. The department head of each agency will have final authority concerning personnel and fiscal matters related to their contribution and participation in the project.

### **VII. DISTRIBUTION OF FUNDS DUE TO MANDATORY MEMBER RESIGNATION**

In the event the Routt IOG is dissolved due to the departure of a mandatory member, as defined by statute, an emergency meeting of the remaining IOG members will be called within 7 days to vote upon distribution of remaining funds. Distribution of remaining funds will be decided upon by a vote of all mandated partners who is in attendance at the meeting for the current MOU.

### **VIII. SUBCOMMITTEES**

#### **1. Establishment**

Subcommittees may be established by the Chair to serve the special interests, goals or objectives..

#### **2. Members**

Each subcommittee shall consist of a Chair and at least two additional members.

### **3. Subcommittee Chair's Power and Duties**

- Hold at least one meeting every two months until the task or objective is accomplished
- Set the subcommittee agenda and preside
- Address goals and objectives of the subcommittee
- Review and approve subcommittee minutes prior, then provide minutes to the RCIOG Chair
- Report any progress, outcomes to the RCIOG

## **IX. STAFF**

### **1. Collaborative Management Program (CMP) Coordinator**

The RCIOG shall utilize its incentive funding to hire a CMP Coordinator or to create/fund this position by means of a MOU from within its membership. The ISST facilitator shall serve as staff to the RCIOG. Additional duties shall include:

- All duties as outlined by the current holder of the facilitator contract with Routt County
- Conduct research, prepare data and reports for submission to the state per HB 1451 guidelines
- Support coordination and communication efforts of the RCIOG, and the Chair (i.e. communicate meetings, agenda support, other as needed administrative support to the RCIOG)
- Attend all RCIOG meetings
- Take minutes at all meetings and distribute to the RCIOG members as defined by process of communication with the Chair
- Maintain member rosters for RCIOG and subcommittees
- Maintain files or documents appropriate or needed for the functioning of the RCIOG
- Facilitate ISST support team staffing and associated processes and documentation needs
- Assist in development and implementation of monitoring and or tracking of procedures, outcomes etc
- Maintain ISST bylaws and revisions, as well as the RCIOG bylaws and revisions

### **2. Fiscal Agent:**

The RCIOG shall designate a fiscal agent each June prior to the beginning of the State Fiscal Year (SFY). The default fiscal agent determined by the State of Colorado Department of Human Services (CDHS) is the Routt County thru the local Department of Social Services. The RCIOG shall enter into a MOU with the local fiscal agent to with the terms recommended by the state which could include a cost for services. The services provided by the fiscal agent include:

- Monthly monitoring and tracking of expenditures and revenue
- Monthly reporting to the RCIOG Chair and members
- Facilitation and coordination with RCIOG Coordinator, Routt County Department of Human Services, the RCIOG and Routt County as needed for billing invoices and payments

All accounts and records of the RCIOG and its subcommittees shall be open to the public at all reasonable times. Exceptions are permitted where a specific determination is made by the RCIOG that there is a legitimate public purpose achieved by withholding a document concerning legal, personnel, or proprietary information, as set forth in the Colorado Open Meetings Law and Colorado Open Records Act.

## **X. Reinvestment of Moneys Saved**

The savings will be reinvested in prevention, early intervention, family support, and other agency or community-based services for families as approved by the IOG through the HB1451 process. Individualized agency savings will be kept by

the agency and used to support staff participation and in kind contributions to the HB 1451 process. Earned incentive monies will be housed at DHS under a project budget and will be utilized to fund the HB 1451 coordinator contract, youth/family IOG stipends, training, services/goods approved for the individual families through the ISST, and community-based programs approved by the IOG through an annual RFP process.

#### **XI. Risk Sharing**

The Routt County IOG has agreed on the process for addressing risk sharing to include understanding and identifying risks, exercising due diligence, encouraging open and honest communication, welcoming requests for support, proposing recommendations, determining appropriate actions (as feasible or required by statute), and monitoring outcomes. Each mandated party to this MOU agrees to maintain insurance or self-insurance throughout the term of this MOU and to assume the risk as determined by their agency for their services and the employees under their supervision. Further, each mandated party agrees to be solely responsible for liability incurred as a result of participation in this MOU based on its own actions or the actions of its employees or other persons under its supervision. No party shall be responsible for liability incurred based on the actions of another party or of persons employed or supervised by another party. All contracted service providers shall meet their supervising agency requirements, and to the extent possible annually sign a state/county approved contract that outlines an indemnity agreement, confidentiality commitments, a HIPAA compliance addendum, cyber-security and immigration compliance requirements.

#### **XII. Resource Pooling**

Routt County IOG parties will encourage cost-sharing through pooling resources for effective and efficient care management to increase the buying power of funding sources. This can be through in-kind and/or cash contributions. Resource pooling allocations shall be guided by statute, policy, need, or request. IOG reinvestment protocols will be established and reviewed annually to guide policy decisions regarding resource pooling.

#### **XIII. Performance Expectations**

The Routt County Collaborative Management Program is designed to improve the quality of and efficient access to services for youth and families involved with multiple community partnership organizations. Mandated and non-mandated partners of the CMP agree to uphold the mission of the CMP and perform functions, tasks and responsibilities associated with the collaboration in accordance with the mission.

The Routt County IOG has a five step process to provide funding for local programs. (See Attached HB-1451 funds request.) 1). The requesting agency will provide a written proposal. 2). Meet with the IOG. 3). The IOG evaluates the proposal 4). The IOG makes a decision. 5). The IOG approves funding which considers multi-system involvement programs. 6). The requesting agency provides a written report which would include measurements and outcomes.

#### **XIV. Outcome Monitoring**

Data will be gathered from existing collections sources that are dependent upon the agency. Child welfare will be cross-checked with the TRAILS system to indicate there will be no new open involvement after CMP services begin.

The Routt County Senate Bill 94 Case Manager will track youth involved with the justice system.

The CMP has a specific school liaison to assist with tracking attendance on a quarterly basis.

#### **XV. Staff Training**

Routt County CMP is committed to training staff to work more effectively with youth and families. The facilitator attends wrap-around trainings yearly, and any trainings local and regional that apply to the

position. Both the IOG and the ISST meet annually for a strategic planning/training session yearly to ensure effective communication and expectations.

#### **XVI. Parliamentary Authority**

The rules contained in the most current edition of Robert's Rules of Order shall govern the RCIOG and its subcommittees in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the RCIOG may adopt, or as otherwise provided by law.

#### **XVII. Amendment of Bylaws**

These bylaws may be amended through two-thirds vote of the RCIOG.

**Approved this \_\_19<sup>th</sup>\_ day of April, 2019**

**Routt County HB-1451  
Collaborative Management Program  
Funds Request**

*Please provide all requested information in the order listed. Indicate N/A if requested information does not apply.*

**Agency Information:**

1. Name of Person/Agency Requesting Funds:
2. Contact Data (address, e-mail, phone, fax):

**Population To Be Served:**

1. Indicate the anticipated number of youth who will benefit from the project (countywide inclusiveness is encouraged);
2. Describe the youth population to be served by the proposed project and how the project will ensure that at least a portion of youth served meet the following criteria:
  - require support or services in areas that limit independence and functioning and *may* impede their ability to participate in daily activities at home, school or in the community;
  - be between the ages of birth to 21 (not yet had 22<sup>nd</sup> birthday);
  - have or need involvement with two or more Routt County health/human service/education/juvenile justice agencies;
  - be a voluntary and willing participant in the project.

**Project Timeframe:**

Please state the timeframe within which any HB-1451 funds allocated as a result of this proposal will be spent (i.e from/to)

**Project Information:**

*Briefly* summarize the project for which funding is requested. Please include:

1. How the project addresses the needs of at-risk youth in one or more of the HB-1451 key areas of emphasis, which includes: Child welfare- specifically how your program will prevent kids from further involvement with Department of Human Services. Education- Specifically how your program will keep kids in school. Health/mental health- Specifically how your program will establish or ensure a primary care provider or mental health provider for youth.
2. How the program either serves multi-system involved children and youth or prevents multi-system involvement.
3. Whether the project is a new program or will increase the capacity of an existing program;
4. The project's plan for sustainability after 1451 funds are expended;
5. The specific needs or problems the project seeks to address for at-risk youth;
6. How the project will address the stated youth needs or problems;
7. The evidence base for the project;
8. How successful outcomes will be determined/evaluated;
9. How the project works collaboratively with other local youth-serving agencies.

**Budget Information:**

1. Amount of funds requested;
2. Minimal useful amount of funding to support project if full amount requested is not offered;
3. Amount of funds, if any, the project leverages from other sources (please also include any family contribution);
4. Please include a project budget and state specifically how/where HB-1451 funds will be used in relation to the project.

Please submit to Sarah Grippa at [sgrippa@ssk12.org](mailto:sgrippa@ssk12.org) or call 970-819-1791 for more information.



Routt County

INDIVIDUALIZED SERVICE AND SUPPORT TEAM

# Handbook

*“At the heart of wraparound is the belief that we as humans have better lives when our biggest needs are met, when we have a say in our own lives through self-determination, when we build-our skills to manage the challenges of the future, and when we are surrounded with support from others.”*

-- J. VanDenBerg, Ph.D (2008).  
In E. J. Bruns & J. S. Walker,  
*The Resource Guide to Wraparound*. Portland,OR  
Revised January 2014

# Table of Contents

<b>ISST History .....</b>	<b>2</b>
<b>ISST Quick Overview .....</b>	<b>3</b>
<b>What Happens at an ISST Meetings .....</b>	<b>4</b>
<b>Making a Referral to the ISST.....</b>	<b>5</b>
<b>Individualized Service and Support Team Process.....</b>	<b>6</b>
<b>Recommendation Timeframe Expectations/Funding Policy.....</b>	<b>7</b>
<b>ISST Case Completion Criteria/ISST Appointed Members.....</b>	<b>8</b>
<b>ISST Member Expectations/Confidentiality/Decision-Making Policy .....</b>	<b>9</b>
<b>ISST Voting Procedures/ Meeting Dates.....</b>	<b>10</b>
<b>ISST Guiding Principles.....</b>	<b>11</b>

## **ISST History**

The ISST is an initiative of the Routt County Collaborative Management Program (CMP). The CMP began in Routt County in 2007 after the State Legislature passed House Bill 1451 in 2004 to encourage collaboration among agencies serving families and children. A key mission of the CMP is to *improve the efficiency and availability of services to youth and families who have involvement with multiple agencies*. Performance-based measures are required to be met in the areas of child welfare, juvenile justice, education, and health/mental health.

As required by statute, the local oversight body for the CMP is an Interagency Oversight Group (IOG) comprised of a representative from Department of Human Services, 14<sup>th</sup> Judicial District Combined Courts, 14<sup>th</sup> Judicial District Probation Department, Northwest Colorado Visiting Nurse Association, Colorado West Regional Mental Health, Division of Youth Corrections, Advocates Building Peaceful Communities, and local school districts.

To participate and receive funding as a CMP, a Memorandum of Understanding (MOU) was entered into that mandates that an ISST be developed locally and that the ISST process should adhere to the practices and standards of evidence-based wraparound models. Specifically, the ISST process is required to be strengths-based and to allow families to participate on a completely voluntary basis as equal team members in all decisions/discussions.

These requirements are based on research showing that families and youth with complex needs have more buy-in to proposed solutions and improved outcomes when this strength-based and family-centered process is used.

## ISST Quick Overview

### **What is the ISST?**

The Individualized Service and Support Team (ISST) is a collaboration among agencies/individuals who meet with at-risk youth and their families to assist them in identifying needed resources and services and to improve the efficiency and availability of services identified. Specific ISST goals are to:

- provide support and/or services to youth who are involved with multiple systems or agencies;
- increase the quality, appropriateness, and effectiveness of services;
- achieve better outcomes for youth who need services;
- encourage cost sharing among service providers;
- reduce duplication and fragmentation of services among service providers.

### **Who Are the Members of the ISST?**

Team members include representatives from youth serving agencies, including—but not limited to-- Department of Human Services, 14<sup>th</sup> Judicial District Probation Department, Northwest Colorado Visiting Nurse Association, Mind Springs Health, Division of Youth Corrections, local school districts, Advocates Building Peaceful Communities, Partners, Boys and Girls Club, and others. The ISST also seeks the active participation and expertise of parents, extended family, and other support systems specific to each youth.

### **Who is Eligible for ISST Services?**

Referred *youth* should meet the following criteria (families of referred youth are also eligible for services if a need for those services is identified in the wraparound plan and supports a positive outcome for an eligible youth)..

- require support or services in areas that limit independence and functioning and may impede their ability to participate in daily activities at home, school or in the community;
- be between the ages of birth to 21 (not yet had 22<sup>nd</sup> birthday);
- have or need involvement with two or more Routt County health/human services/education/juvenile justice agencies;
- be a voluntary and willing participant in the process;
- have exhausted all other likely sources of funding (if asking ISST for financial assistance).

## **What Happens at an ISST Meeting?**

The ISST meeting format strives to ensure that youth/family strengths are considered in the development of all services and that youth and their families are full participants with the ISST in identifying resources and services that will work best for them. Though the process may vary depending on the case, the general format of an ISST meeting is as follows:

1. Welcome;
2. Brief introductions;
3. Background information may be reviewed from the ISST referral form and additional information may be presented at this time.
4. Confirm youth/family needs and intended outcome of meeting (what is the purpose or goal of the ISST referral/request?);
5. Identify strengths of youth/family to be used developing services;
6. Brainstorm resources and options the family may want/need to consider in meeting their stated needs/goals;
7. Develop an integrated plan for provision of services as designated to team members and/or allocation of funds;
8. Assign reasonable and agreed upon deadlines to the action items.
9. Determine schedule for follow-up if needed.

## **Making a Referral to the ISST**

Referring agency staff is responsible for completing the referral paperwork by an agreed upon deadline and contacting the ISST facilitator so the case may be scheduled for a team meeting.

In concert with the ISST facilitator, the referring staff will be responsible for:

### **Pre ISST Meeting:**

- Identifying and inviting other potential team members/natural supports (family members, caretakers, service providers, and identified representatives from the community agencies/organizations); This will be done only after receipt of common Informed Consent to Release Information form.
- Obtaining family/youth signatures on informed consent to release information form.
- Providing the team with information regarding the case and current situation. This information may include reasons for the referral, family and youth identification of the problem(s), reasons for agency involvement, community concerns, available history, and the referring staff person's ideas about what is needed and desired outcomes for the family.
- Preparing the family and youth for their participation.
- Presenting the information clearly, concisely, and with a strength-based perspective.

### **Post ISST Meeting**

- Encourage/Assist families to access services and supports included in the Plan (i.e. ensure that referrals are made to appropriately matched services and supports, etc)
- Follow-up with family on a regular basis to check on and encourage progress toward plan action items
- Communicate with team to revise/update the plan and/or schedule follow-up team meetings if needed.
- Update ISST on a regular basis regarding family/youth progress toward goals until such time as family has successfully met goals and/or is no longer requesting ISST assistance.

The ISST facilitator will assume case management duties on a limited basis for participating families who do not have a referral source that is able and expected to act as case manager on behalf of the family.

**How Do I Refer Someone to the ISST?** To refer a youth to the ISST please contact:

Heather Martyn, ISST Facilitator:

Phone: 970-871-3168

Email: [hmartyn@ssk12.org](mailto:hmartyn@ssk12.org)

Fax: 970-870-5260

## **Individualized Service and Support Team Process**

1. The ISST Facilitator e-mails the ISST Team completed referrals. (Completed Referral Form & Consent Form)
2. The ISST Team members are to provide “agency narratives” about the client to the ISST Facilitator no later than the Friday before the staffing.
3. The ISST Team receives pertinent information in writing no later than the Monday prior to the staffing. Additional information may be provided verbally at the actual staffing.
4. Participants will present additional information for the Team’s consideration.
5. Based upon information received the Team will make recommendations for provision of services.
6. A reasonable time frame will be established for a follow-up review based on the Findings & Recommendations Form.
7. As much as possible, follow-up time frames will be assigned to the team members of the action items at the staffing.
8. If deemed necessary a follow-up meeting will be scheduled at the end of the staffing, or will be determined as case updates are received.
9. The facilitator will complete the Findings and Recommendation form and distribute it to the Team for review and any follow-up in a timely manner.

## **Recommendation Timeframe Expectations**

The ISST referral process is meant to be a preventative measure to help eligible youth and their families. Youth being referred are to be considered critical and in need of immediate services. It is crucial that the recommendations that are made and agreed upon by the family at the ISST meeting are addressed according to the following timeframes.

**Findings and Recommendations** – To be e-mailed to the ISST team by the Friday following the meeting.

**Responsible Parties** – The identified team member for a specific service needs to contact the family within a reasonable time frame as established at the staffing after receiving the Finding and Recommendations form.

The ISST facilitator will make follow-up calls and e-mails to help manage the process and update the Findings and Recommendations form.

**Extreme Cases** – In the event a referral exhibits behavior that he/she may harm themselves or others identified services need to be expedited immediately following the meeting.

At the end of the ISST staffing dates will be assigned to the action items and a Follow Up Staffing may be scheduled.

## **ISST Funding Request Policy**

1. Have researched all other likely sources of funding
2. Funding request has to be directly related, and be seen as a barrier in order to move the youth or family towards their goal(s).
3. Financial Affidavit must be completed and reviewed by the ISST Facilitator.
4. ISST Facilitator will work with the family in regards to other funding sources, and to ensure the request is made due to a *true* financial hardship.
5. ISST must approve the request.
6. The ISST Facilitator will submit a Purchase Order with supporting documentation to DSS for payment.
7. A \$1000 dollar cap per year per family will be in place.

## **ISST Case Completion Criteria**

An ISST referral is considered complete or closed when:

1. Youth goals are met and the team and the family decide it is time to close the case. A feedback form and survey is sent to the family
2. If the family has not made any attempt with the ISST, and after 90 days a letter will be sent to the family explaining that the case will be closed if contact is not made within 2 weeks of receipt of the letter.
3. Family leaves the area.

## **ISST Appointed Members**

The ISST is required to be composed of representatives from the mandatory signatories to the HB-1451 Collaborative Program Management MOU, family members, and family advocates. Appointed ISST representatives should have the level of authority necessary to participate in all aspects of the ISST including the commitment of resources as authorized by the IOG.

Other community members (e.g. youth/family natural support systems, providers of services, faith-based organizations) may participate on the ISST with the approval of the Interagency Oversight Group (IOG).

Anyone interested in becoming a member of the ISST should contact the ISST facilitator to indicate their interest.

New ISST members will be appointed by Interagency Oversight Group for an initial period beginning the date they are approved as a member by the IOG until January 1<sup>st</sup> of the following year. As of January 1<sup>st</sup> of each year appointments will be renewed for a one-year period—to be renewed each January 1<sup>st</sup> thereafter if indicated.

## **ISST Member Commitment Expectations**

ISST meetings are scheduled twice monthly in the Trout Creek meeting room of the Routt County Court House Annex, unless notified otherwise. In addition, members are asked to review securely e-mailed referrals in advance of each meeting. Occasionally members may also be asked to participate in other e-mail correspondence with the facilitator, IOG, and/or other ISST members regarding case management issues affecting youth/families who are participating in the ISST process.

The Routt County IOG recognizes that this is a voluntary position and sincerely appreciates the dedication from those willing to serve on the team. The value and effectiveness of the ISST process depends on diverse participation from the community.

Appointed members are asked to make a sincere commitment to attending and participating in meetings. If a member has three consecutive absences and has not communicated with the facilitator to notify of these absences, it is with regret that the member may be asked to designate/nominate an alternate representative from their agency.

## **ISST Member Confidentiality**

The quality and integrity of the ISST process relies heavily on youth/families knowing that the information they share with the ISST will remain confidential. As such, all appointed ISST members are required to commit to confidentiality and to sign an agreement stating that they will maintain strict confidentiality regarding all cases discussed by the Team.

## **ISST Decision-Making Policy**

Every effort is made to reach consensus. Consensus is understood as:

*Although complete agreement may not be unanimous, the proposal is acceptable to the majority and all can agree to support it.*

When all cannot come to consensus the concerns of those who do not agree with the majority are heard and an effort is made to modify the proposal to accommodate diverse areas of expertise and opinion.

If attempts to achieve consensus by modifying the proposal to are not successful, the issue will be decided by majority vote and the record will show that the proposal was adopted, but that the decision was not unanimous and the names and opinions of those who do not support the decision will be recorded. The ISST facilitator shall only participate in a vote in the case of a deadlock.

## ISST Funding Request Voting Procedures

1. Funding requests will be considered after all information is presented in the ISST Meeting.
2. Financial Affidavit has been completed and reviewed by the ISST Facilitator.
3. A motion is made by one of the voting member representatives.
4. The motion is seconded by one of the voting member representatives.

The motion needs to pass by a majority vote

## 10 Guiding Principles of the ISST

1. **Family voice and choice:** Family and youth/child perspectives are intentionally elicited and prioritized during all phases of the wraparound process. Planning is grounded in family members' perspectives, and the team strives to provide options and choices such that the plan reflects family values and preferences.
2. **Team based:** The wraparound team consists of individuals agreed upon by the family and committed to them through informal, formal, and community support and service relationships.
3. **Natural supports:** The team actively seeks out and encourages the full participation of team members drawn from family members' networks of interpersonal and community relationships. The wraparound plan reflects activities and interventions that draw on sources of natural support.
4. **Integration:** Team members work cooperatively and share responsibility for developing, implementing, monitoring, and evaluating a single wraparound plan. The plan reflects a blending of team members' perspectives, mandates, and resources. The plan guides and coordinates each team member's work towards meeting the team's goals.
5. **Community-based:** The wraparound team implements service and support strategies that take place in the most inclusive, most responsive, most accessible, and least restrictive settings possible; and that safely promote child and family integration into home and community life.
6. **Culturally competent:** The wraparound process demonstrates respect for and builds on the values, preferences, beliefs, culture, and identity of the child/youth and family, and their community.
7. **Individualized:** To achieve the goals laid out in the wraparound plan, the team develops and implements a customized set of strategies, supports, and services.
8. **Strengths based:** The wraparound process and the wraparound plan identify, build on, and enhance the capabilities, knowledge, skills, and assets of the child and family, their community, and other team members.

9. **Persistence:** Despite challenges, the team persists in working toward the goals included in the wraparound plan until such time as the family has met their goals and/or are no longer requesting assistance from the ISST.

10. **Outcome based:** The team ties the goals and strategies of the wraparound plan to observable or measurable indicators of success, monitors progress in terms of these indicators, and revises the plan accordingly.

## ISST Members

Agency	Name	Email	Phone
<b>14<sup>th</sup> Judicial District Probation</b>			
	Grant Thomas	kenneth.thomas@judicial.state.co.us	970-870-2378
	Linda Dunlop	linda.dunlop@judicial.state.co.us	970-870-2378
<b>DYC</b>			
	Sally Webb	Sally.webb@state.co.us	(970) 985-8992
<b>Northwest Colorado Health</b>			
	Beth Watson	ewatson@northwestcoloradohealth.org	970-871-7619
<b>Northwest Colorado County Health Partnership</b>			
	Rachel Fortman	rfortman@ncchealthpartnership.org	(970) 439-4202
<b>DHS</b>			
	Grace Levin	glevin@co.routt.co.us	970-870-5248
	Mike Sidinger	msidinger@co.routt.co.us	970-870-5243
<b>Routt County Juvenile Diversion &amp; SB-94</b>			
	Annie Camacho	acamacho@co.routt.co.us	970-870-5212
<b>Mind Springs Health</b>			
	Susie Clark	sclark@cwrmmc.org	970-879-9166
<b>Boys and Girls Club</b>			
	Colleen O'Gorman	cogorman@craigbgc.org	970-871-3161
<b>Partners of Routt County</b>			
<b>Center for Independent Living</b>			
<b>Advocates</b>			
	Diane Moore	advocate@advocatesaba.org	970-879-2034
<b>Workforce Center</b>			

Brian Bradbury

Brian.bradbury@state.co.us

970-879-3075

**Hayden School District**

Sarah Cantrell

scantrell@haydenschools.org

Spencer Wayman

swayman@haydenschools.org

Rebecca Brenna

rbrenna4@msudenver.edu

**SOROCO Middle/High School**

Megan Wykhuis

mwykhuis@southrouttk12.org

970-870-3771

**CMC**

Chris Harnden

charnden@coloradomtn.edu

970-870-4455

Ed Bouchard

ebouchard@coloradomtn.edu

970-870-4457

**Additional Members**

**Steamboat School District**

Alison Hobson

Lauren Burns

Donna Weinman

Monica Feagler

Brande O’Hare

Shelby DeWolfe

Danica Moss

Beth Wendler

Allison Wither

Natalie Gavic

Bonnie Robertson

**IOG Members**

Name	Agency	Phone		
Tom Gangel (IOG President)	Mind Springs	970-879-2141		
Lisel Petis	Advocates	970-879-2034		
Brad Meeks	Routt County School District	970-871-3199		
Christy Sinner	Hayden School District	970-276-3864		
Rim Watson	South Routt School District	970-870-3799		
Timothy Griffith	14 <sup>th</sup> Judicial District Probation Department	970-879-1003		
Kelly Keith	DHS	970-870-5274		
David Lee	DYS Western Regional Office	970-242-1521		
Kari Ladrow	Northwest Colorado Health	970-879-1632		
Brian Hoza	CMC	970-870-4463		
Merrily Waldron	Family Representative	970-761-5189		




## **School Based Therapy and Education Program Overview:**

The School Based Therapy and Education Program currently serves students in all three school Districts in Routt County. Each School district provides the educational component of this program and provide educational services to students in their home school. Mind Springs Health hires and supervises two therapists who provide therapy services to the students and their families as well as consultation services to school staff. The program is a collaborative effort between the three Routt County school districts, Routt County Department of Human Services and Mind Springs Health.

The continuing goal of the Routt County School Based Therapy and Education Program programming is to maintain at-risk youth in their home and community while addressing educational and behavioral issues that are negatively impacting their school, home and community performance. Working closely with school staff, parents/guardians, and other agencies the program provides supportive therapeutic and educational services to students that improve their self-esteem, social functioning, academic progress and independent living capabilities. To be enrolled in these services, eligible youth must demonstrate a significant pattern of adjustment problems in two or more of the following areas:

- Educational
- Community
- Emotional
- Family
- Interpersonal

As a result of these problems the adolescent's behavior has often led to serious family and/or legal problems that reveal the need for a more structured and treatment based environment. The youth's family is central to the program and must be involved in the admission process and participate actively in family treatment provided by The School Based Therapy and Education Program.

## **The School Based Therapy and Education Program Services:**

School Based Therapy and Education Program Therapists and educational staff work closely together with the school staff and DHS caseworker to provide academic, emotional and behavioral support. The student attends regular classes to the extent possible and is involved in individual and family therapeutic services throughout their time in the program. Both the therapists and educators provide a supportive link between the school and home. This program provides intensive support services to both the student and their family in the school environment and the therapy environment. These program services could include:

- Special Education services including resource room intervention for specific academic and behavioral needs.
- Case Management by the program therapist and program educators
- Behavioral specialist services as needed

- Weekly therapeutic services for both the student and family
- Consultation on student needs and challenges to school staff such as classroom teachers and principals
- In School tutoring services for targeted academic needs showing deficits
- Social skills training such as anger management and decision making
- Crisis Intervention

### **Funding for the School Based Therapy and Education Program**

- DHS Core funds – these funds are based on a fee for service rate and monthly billing is sent to DHS
- Local contributions
- Local school district funds
- CMP funds (historically)

## YOUTH RESILIENCY PROGRAMS



## CLASSROOM & TEACHER PROGRAMS

### IN THE CLASSROOM:

We provide classes helping middle and high school students gain skills to cope with life's difficulties. The classes are specifically geared toward helping students manage emotions and feelings of loss that can contribute to behaviors and health problems identified by the Healthy Kids Colorado Survey as concerning in Moffat County: Depression/anxiety, drug and alcohol use and commitment to school. The goal is to help students build confidence and reframe their thinking so they understand their challenges don't define them. This will enable them to focus more on goals and find healthy alternatives to drugs and alcohol. This class typically takes place during one science or health class period.

### TEACHER TRAINING:

This short training is designed to help teachers better understand how transition in students' lives can affect their classroom behavior and performance in school. This understanding can help them in supporting students and mitigating behaviors and learning difficulties that may result from challenges outside the classroom. This training is typically two hours but can be adjusted to work with teachers' schedules.

For more information, contact Katy Thiel, MSW at 970-871-7628

## YOUTH RESILIENCY PROGRAMS



### CHANGE IS A NORMAL PART OF LIFE

Our Youth Resiliency Programs provide youth and their families education following a change in life. Life adversities such as death, divorce, illness, abandonment, drug and alcohol addiction, homelessness and disconnection from family create feelings of loss. Preschoolers through college-age students use art, music, writing and physical activities to learn about and build resiliency. Through our programs, youth and families learn:

- **The importance of connecting** with others and understanding they are not alone in their feelings.
- **To share their emotions and thoughts** in a non-judgmental atmosphere.
- **To normalize** their experience.
- **Healing and hope** is possible.

**PLEASE CALL US FOR MORE INFORMATION**

**In Routt County: Katy Thiel, MSW at 970-871-7628**

**In Moffat County: Sandy Beran, MCC at 970-871-7682**

**Each CMP must choose three (3) performance indicators to be measures**

Indicators selected may be from any of the four CMP domains.

CHILD WELFARE DOMAIN			
Outcome	Indicator/Measure	Who can qualify for this measure	Selected by CMP
Decrease percent of children and youth who enter into child welfare system	__85__ percent of CMP children/youth with no new open involvements in Trails after CMP services began	<ul style="list-style-type: none"> <li>Any child/youth that has a current or past open involvement</li> <li>Any child/youth at risk of an open involvement (includes PA3 history)</li> <li>Any youth in detention</li> <li>Any youth on probation, diversion, or at risk of juvenile justice involvement</li> <li>Any child/youth that is receiving or has been referred to mental health services</li> <li>Any child/youth that has a truancy behavior issue in school</li> </ul>	<input checked="" type="checkbox"/>
Increase safety of children and youth	__85__ percent of CMP youth with no substantiated abuse or neglect finding after CMP services began	<ul style="list-style-type: none"> <li>Any child/youth that has a current or past open involvement</li> <li>Any child/youth at risk of an open involvement (includes PA3 history)</li> <li>Any youth in detention</li> <li>Any youth on probation, diversion or at risk of juvenile justice involvement</li> <li>Any child/youth that is receiving or has been referred to mental health services</li> <li>Any child/youth that has a truancy or behavior issue in school</li> </ul>	<input checked="" type="checkbox"/>
Increase placement stability of children and youth	_____ percent of CMP children and youth who experienced two or fewer moves while in out of home placement	<ul style="list-style-type: none"> <li>Any child or youth that has a current out of home placement through child welfare</li> </ul>	<input type="checkbox"/>
Increase permanency of children and youth involved in child welfare	_____ percent of CMP children and youth discharged to a permanent home (adoption, reunification, legal guardianship)	<ul style="list-style-type: none"> <li>Any child or youth that has a current out of home placement through child welfare</li> </ul>	<input type="checkbox"/>
Increase the number of children and youth who remain home	_____ percent of children and youth who remain in their home (without a removal) during CMP involvement	<ul style="list-style-type: none"> <li>Any child or youth who has an open involvement with the county department and they are in their home of origin or with kin</li> </ul>	<input type="checkbox"/>

JUVENILE JUSTICE DOMAIN			
Outcome	Indicator/Measure	Who can qualify for this measure	Selected
Increase success for youth involved in the juvenile justice system	_____ percent of CMP youth who successfully complete diversion	<ul style="list-style-type: none"> <li>Any child/youth that is currently involved with or under the supervision of diversion, probation or parole when CMP services began</li> <li>Any child/youth that is currently under supervision of the municipal court</li> <li>Any client in a juvenile justice related prevention program</li> <li>Any child/youth that is currently involved with truancy court</li> </ul>	<input type="checkbox"/>
Increase success for youth involved in the juvenile justice system	_____ percent of CMP youth who successfully complete probation	<ul style="list-style-type: none"> <li>Any child/youth that is currently involved with or under the supervision of diversion, probation, or parole when CMP services began</li> <li>Any child/youth that is currently under supervision of the municipal court</li> <li>Any client in a juvenile justice related prevention program</li> <li>Any child/youth that is currently involved with truancy court</li> </ul>	<input type="checkbox"/>
Increase success for youth involved in the juvenile justice system	_____ percent of CMP youth who successfully complete parole	<ul style="list-style-type: none"> <li>Any child/youth that is currently involved with or under the supervision of diversion, probation, or parole when CMP services began</li> <li>Any child/youth that is currently under supervision of the municipal court;</li> <li>Any client in a juvenile justice related prevention program</li> <li>Any child/youth that is currently involved with truancy court</li> </ul>	<input type="checkbox"/>
Prevent involvement or further involvement in the juvenile justice system	_____ percent of CMP youth who do not enter into diversion, probation or parole	<ul style="list-style-type: none"> <li>Any child/youth that is currently involved with or under the supervision of diversion, probation, or parole when CMP services began</li> <li>Any child/youth that is currently under supervision of the municipal court</li> <li>Any client in a juvenile justice related prevention program</li> <li>Any child/youth that is currently involved with truancy court</li> </ul>	<input type="checkbox"/>
Decrease commitment to the Division of Youth Services	_____ percent of CMP youth diverted from being committed to DYS	<ul style="list-style-type: none"> <li>Any child/youth that is currently involved with or under the supervision of diversion, probation, or parole when CMP services began</li> <li>Any child/youth that is currently under supervision of the municipal court</li> <li>Any client in a juvenile justice related prevention program</li> <li>Any child/youth that is currently involved with truancy court</li> </ul>	<input type="checkbox"/>
Prevent involvement with the juvenile justice system	_____ percent of children/youth who did not enter into detention due to CMP involvement	<ul style="list-style-type: none"> <li>Any child/youth that is currently involved with or under the supervision of diversion, probation, or parole when CMP services began</li> <li>Any child/youth that is currently under supervision of the municipal court</li> <li>Any client in a juvenile justice related prevention program</li> <li>Any child/youth that is currently involved with truancy court</li> </ul>	<input type="checkbox"/>

EDUCATION DOMAIN			
Outcome	Indicator/Measure	Who can qualify for this measure	Selected by CMP
Increase school attendance	<u>85</u> percent of CMP children/youth with improved school attendance rates while involved with CMP services	<ul style="list-style-type: none"> <li>Any child/youth currently enrolled in an educational program</li> <li>Any child/youth that becomes enrolled in an educational program</li> </ul>	<input checked="" type="checkbox"/>
Increase academic achievement	_____ percent of CMP children/youth with improved academic performance while involved with CMP services	<ul style="list-style-type: none"> <li>Any child/youth currently enrolled in an educational program</li> <li>Any child/youth that becomes enrolled in an educational program</li> <li>Any child/youth in an education related prevention program</li> </ul>	<input type="checkbox"/>
Decrease disciplinary problems at school	_____ percent of CMP children/youth with fewer disciplinary actions (referrals, suspensions or expulsions) while involved with CMP services	<ul style="list-style-type: none"> <li>Any child/youth currently enrolled in an educational program</li> <li>Any child/youth that becomes enrolled in an educational program</li> <li>Any child/youth in an education related prevention program</li> </ul>	<input type="checkbox"/>
Increase school stability	_____ percent of children/youth who have one or fewer school moves while involved with CMP services	<ul style="list-style-type: none"> <li>Any child/youth currently enrolled in an educational program</li> <li>Any child/youth that becomes enrolled in an educational program</li> <li>Any child/youth in an education related prevention program</li> </ul>	<input type="checkbox"/>

HEALTH/MENTAL HEALTH DOMAIN			
Outcome	Indicator/Measure	Who can qualify for this measure	Selected by CMP
Increase behavioral health	_____ percent of CMP Medicaid eligible children/youth who received a behavioral health screen	<ul style="list-style-type: none"> <li>Any child/youth that is involved with CMP prevention program with Medicaid</li> <li>Any child/youth that is involved in a CMP service with Medicaid</li> </ul>	<input type="checkbox"/>
Increase children and youths health	_____ percent of CMP children and youth that received a child well visit while involved with CMP	<ul style="list-style-type: none"> <li>Any child/youth that is involved with mental health services</li> <li>Any child/youth that is involved with child welfare</li> <li>Any child/youth that is involved with juvenile justice</li> <li>Any child/youth that is involved in a CMP prevention program</li> <li>Any child/youth that is involved in a CMP service</li> </ul>	<input type="checkbox"/>
Increase stabilization of children and youth's mental health	_____ percent of children and youth who received a positive depression screening that receive a follow-up appointment within 7 days.	<ul style="list-style-type: none"> <li>Any child /youth that is involved with CMP services</li> <li>Any child/youth that is involved in a CMP prevention program</li> </ul>	<input type="checkbox"/>
Increase substance abuse prevention	_____ percent of Medicaid eligible child and youth who received a substance abuse screen	<ul style="list-style-type: none"> <li>Any child/youth that is involved with CMP prevention program with Medicaid</li> <li>Any child/youth that is involved in a CMP service with Medicaid</li> </ul>	<input type="checkbox"/>
Increase substance abuse education	_____ percent of children and youth who attended an educational visit/service for a positive substance abuse screen	<ul style="list-style-type: none"> <li>Any child/youth that is involved with CMP prevention program with a positive substance use screen</li> <li>Any child/youth that is involved with CMP service with a positive substance use screen</li> </ul>	<input type="checkbox"/>

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b>		<b>ITEM TIME:</b>	
<b>FROM:</b>		Kathy Nelson, Human Resources Director	
<b>TODAY'S DATE:</b>		November 25, 2018	
<b>AGENDA TITLE:</b>		Approval to Carryover Additional Compensatory and Vacation Hours in 2020	
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>			
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>			
<input type="checkbox"/> <b>DIRECTION</b>			
<input type="checkbox"/> <b>INFORMATION</b>			
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>			
Consideration to Approve Carrying Over Additional Compensatory and Vacation Hours in 2020.			
<b>II. RECOMMENDED ACTION:</b>			
Recommend Approval to Carryover Additional Accrued Compensatory and Vacation Hours in 2020.			
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>			
<b>PROPOSED REVENUE:</b> TBD; If it is approved that compensatory hours can be rolled over into 2021, Routt County will not need to pay out those hours at the end of the accrual period; Employees will have the option of utilizing those hours in 2021.			
<b>PROPOSED EXPENDITURE:</b> TBD; If it is decided that additional compensatory hours are not approved for rollover, these hours will need to be paid out to employees at the end of their 2020 accrual period.			
<b>FUNDING SOURCE:</b> TBD			
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>			
None			

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA COMMUNICATION FORM

**V. BACKGROUND INFORMATION:**

This is a request to approve the carryover of additional compensatory and vacation hours in 2020.

Routt County policy states that all employees are encouraged to use all Vacation Leave on an annual basis during the applicable Accrual Period. Vacation Leave in excess of 80 hours cannot be carried over to the next Accrual Period unless, at the request of the employee's Department Head or Elected Official, the County Manager consents to the carryover. Carryovers of more than eighty hours of Vacation Leave are permitted only with the permission of the County Manager and only upon a showing that such carryover is required due to medical issues or an emergency preventing the use of Vacation Leave during the Accrual Period or the need to use Vacation Leave for future medical reasons, the unanticipated workload of the employee or for another compelling reason.

In addition, accrued compensatory time for all employees will be at zero at the end of the annual Accrual Period. Any overtime payout will be within the budgetary authority of the department.

Due to the COVID-19 pandemic, it has been difficult for some employees to use their time-off. A number of employees have had to cancel planned vacations or work through them due to being an essential employee. The feedback I've received is that some staff have accrued an excess number of time off hours and it will be difficult for them to reduce those hours by the end of the 2020 Accrual Period.

I recommend approval to carryover a portion of an employee's compensatory time and additional vacation hours. This adjustment would be an exception to our policy.

**VI. LEGAL ISSUES:**

Compensatory time is granted in lieu of overtime pay. Compensatory time cannot be forfeited, but must be paid out if the Board does not approve the carryover request.

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None

**VIII. SUMMARY AND OTHER OPTIONS:**

The Board can approve the carryover request or deny it.