



*We believe in a life of opportunity, of choice, and of dignity
for every individual, regardless of age or ability.*

*The Mission of Foothills Gateway, Inc. is to advocate for and empower
individuals with disabilities to lead lives of their choice.*

**Board of Director's
Agenda
November 17, 2015
7:00 pm**

MEETING CALLED TO ORDER

Open Forum-Please limit presentations to 10 minutes

PRESENTATION

Early Intervention Program at FGI – Laura Veradt, Part C Early Intervention Coordinator

CONSENT AGENDA

Approval of Minutes – October 20, 2015
December Meeting Decision
2016 Board Meeting Schedule
Holiday Breakfast Invite – December 22nd
FGI Giving Tree
Foothills Service League's "Tree for All" fundraiser

FINANCIAL REPORT

OLD BUSINESS

NEW BUSINESS

Annual Policy Review & Approval
Ascend Scenario Planning

COMMITTEE REPORTS

Executive Committee
Fiscal and Property Committee
Legislative Affairs Committee
Joint Resource Committee

ADJOURNMENT

FOOTHILLS GATEWAY, INC.

Preliminary Financial Reports for the 3 months ending October 31' 2015

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 0.2% under YTD Budget
- * Expenses are 6.6% under YTD Budget
- * Net Loss is \$518,652 less than YTD Budgeted Net Loss

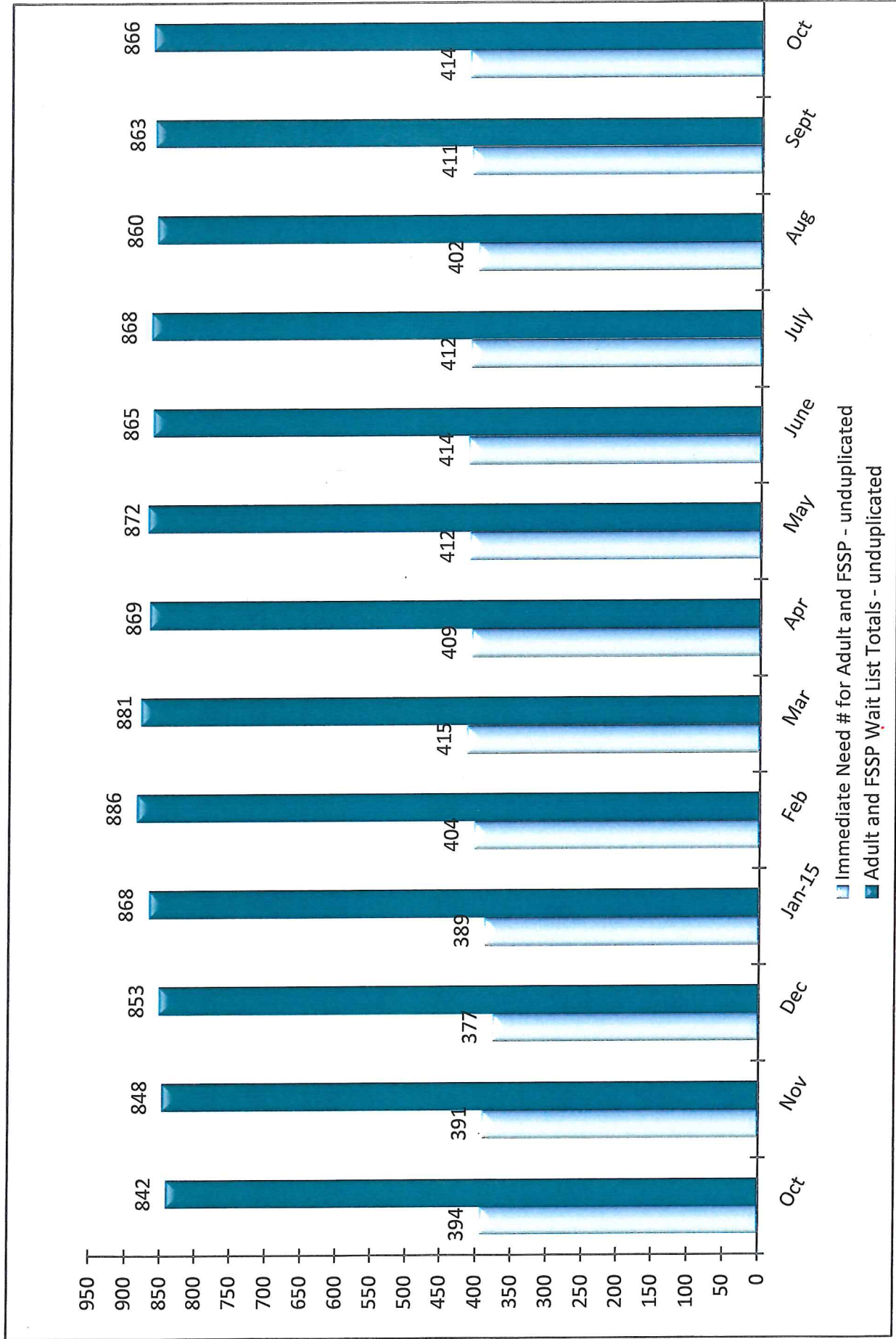
Financial Status	at June 30, 2015	at October 31, 2015	Incr (Decr)
Total Assets	\$12,238,121	\$11,735,802	(\$502,319)
Total Liabilities	\$1,883,591	\$1,853,856	(\$29,735)
Net Assets (Fund Balances)	\$10,354,530	\$9,881,946	(\$472,584)
Working Capital	\$5,837,482	\$4,945,653	(\$891,829)

Current Year Financial Performance

at 4 months / 33.3% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
Revenues					
State/Medicaid Funds	\$6,653,019	\$6,606,515	100.7%	\$19,104,420	34.8%
Vocational Income	127,715	122,424	104.3%	367,272	34.8%
Public Support	84,833	82,590	102.7%	241,720	35.1%
Larimer County Mill Levy	82,771	90,154	91.8%	3,727,660	2.2%
Other	138,208	202,431	68.3%	590,980	23.4%
Total Revenue	\$7,086,546	\$7,104,114	99.8%	\$24,032,052	29.5%
Expenses					
Salaries, Taxes & Benefits - Staff	\$3,199,517	\$3,405,161	94.0%	\$10,455,100	30.6%
Salaries, Taxes & Ben - Individuals in Svcs	97,308	89,900	108.2%	269,700	36.1%
Vocational/Contract Supplies	10,331	14,192	72.8%	42,576	24.3%
Supplies, Equipment & Building Expense	300,207	446,452	67.2%	1,043,392	28.8%
Vehicle Expense	144,599	166,450	86.9%	496,127	29.1%
Program Related Expense	708,178	921,662	76.8%	2,535,451	27.9%
Purchase of Service	2,997,767	2,928,124	102.4%	8,744,747	34.3%
Other	101,224	123,409	82.0%	432,394	23.4%
Total Expenses	\$7,559,131	\$8,095,350	93.4%	\$24,019,487	31.5%
Revenue Over (Under) Expense	(\$472,585)	(\$991,236)	47.7%	\$12,565	-3761.1%
Less: Other Capital Expenditures	-157,179	-54,950	286.0%	-94,631	166.1%
Less: (Purch)Sell Long Term Invstmnts	-371,286	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	109,220	111,722	97.8%	281,647	38.8%
Change in Working Capital	(\$891,829)	(\$934,464)	95.4%	\$199,581	-446.9%

FOOTHILLS GATEWAY, INC
 OCTOBER 2015
 WAITING LIST REPORT



Waiting List Effective
 October, 31 2015



Meeting Schedules for 2016

Foothills Gateway, Inc. strives to meet all requirements and intents of the Colorado “Open Meetings” law and in that endeavor, provides the following listing of regularly scheduled meetings involving the FGI Board of Directors. Additional meetings and events may be scheduled from time to time and interested parties should check by calling (970) 226-2345 or emailing info@foothillsgateway.org for more information or a more detailed meeting schedule and agendas.

Foothills Gateway Board Meetings:

Typically, all Foothills Gateway Board Meetings are held on the third Tuesday of each month at 7:00 p.m., except for the Annual Board Meeting, which is held on the first Monday in March.

- Tuesday, January 19, 2016
- Tuesday, February 16, 2016
- Monday, March 7, 2016 **Annual Board Meeting**
- Tuesday, April 19, 2016
- Tuesday, May 17, 2016
- Tuesday, June 21, 2016
- Tuesday, July 19, 2016
- Tuesday, August 16, 2016
- Tuesday, September 20, 2016
- Tuesday, October 18, 2016
- Tuesday, November 15, 2016
- December, 2016 – TBD

Fiscal and Property Management Committee:

The Fiscal and Property Management Committee reviews and makes recommendations to the Board of Directors for approval of annual operating budget, quarterly financial reports, long range financial planning and the annual financial audits. In addition, the Fiscal and Property Management Committee monitors the condition of physical assets and recommends budgetary funding of repairs, improvements, and replacements, as required.

- Meeting dates are identical to the Board meeting dates with a 6:00 p.m. start time.

Executive Committee:

The Executive Committee monitors the organization’s programs and services to insure that they are consistent with the Mission Statement and the organization’s purpose.

Typically, all meetings are scheduled at 7:30 a.m. on the Friday prior to Board Meetings. Please see the following schedule:

- Friday, January 15, 2016
- Friday, February 12, 2016
- Friday, March 4, 2016 ** Prior to Annual Meeting **

- Friday, April 15, 2016
- Friday, May 13, 2016
- Friday, June 17, 2016
- Friday, July 15, 2016
- Friday, August 12, 2016
- Friday, September 16, 2016
- Friday, October 14, 2016
- Friday, November 11, 2016
- December, 2015 - (The December meeting is typically cancelled due to the holidays)

Legislative Affairs Committee:

The Legislative Affairs Committee discusses and plans around local, state, and federal atmospheres.

Typically, all meetings are scheduled at 7:30 a.m. on the second Thursday of each month. Please see the following schedule:

- Thursday, January 14, 2016
- Thursday, February 11, 2016
- Thursday, March 10, 2016
- Thursday, April 14, 2016
- Thursday, May 12, 2016
- Thursday, June 9, 2016
- Thursday, July 14, 2016
- Thursday, August 11, 2016
- Thursday, September 8, 2016
- Thursday, October 13, 2016
- Thursday, November 10, 2016
- December, 2016 - (The December meeting is typically cancelled due to the holidays)

Joint Resource Committee:

The Joint Resource Committee is comprised of members from both the Foothills Gateway, Inc. and the Foothills Gateway Rehabilitation Center Charitable Foundation Trust Boards and its purpose is to coordinate, develop and undertake long-range fund development planning; assist in the review of existing policies and the development of new policies relative to the solicitation and acceptance of donations and fund development; and review of existing fund raising events and developing plans for new fund raising activities.

Typically, all meetings are scheduled at 7:30 a.m. on the fourth Wednesdays of each month. Please see the following schedule:

- Wednesday, January 27, 2016
- Wednesday, February 24, 2016
- Wednesday, March 23, 2016
- Wednesday, April 27, 2016
- Wednesday, May 25, 2016
- Wednesday, June 22, 2016
- Wednesday, July 27, 2016
- Wednesday, August 24, 2016
- Wednesday, September 28, 2016
- Wednesday, October 26, 2016
- Wednesday, November 23, 2016
- December, 2016 - (The December meeting is typically cancelled due to the holidays)

Other Meetings as Scheduled:

Annual FGI Holiday Breakfast!



All staff are invited to attend the Annual FGI Holiday Breakfast taking place on Tuesday December 22nd in the FGI gymnasium @ 7:15-8:30am. This is a potluck event, so be sure to get those recipes ready and find a sign-up sheet in your department!

ALL staff will be receiving a gift card to spread some holiday cheer, whether they attend the breakfast or not! But only those who attend the breakfast will be eligible for the door prizes and the superb gift baskets!

Hope to see you all there!

The Giving Tree

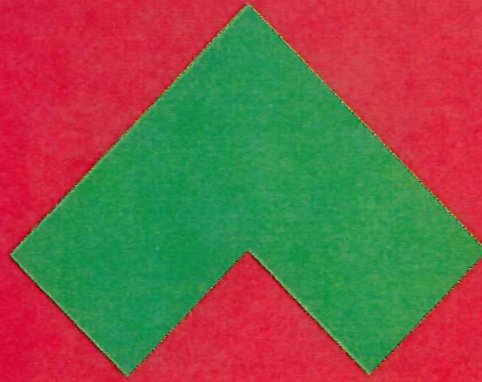


*This year the Giving Tree is again being dedicated
to the individuals served by Foothills Gateway
who have no family or gifts coming in.
We are asking for your help
to give someone a gift to open on Christmas.*

The Giving Tree will be up and ready by November 13th!

**The tree will have numbered gift tags for you to pick up.
These tags will have up to three gift ideas
(only one of the suggested gifts needs to be purchased).**

**Please fill out the bottom portion of the tag and leave it at the Front Desk.
Return wrapped gift with tag to front desk by December 11th.**



FOOTHILLS

Tree
for All

CHRISTMAS TREE RAFFLE

50 UNIQUELY DECORATED CHRISTMAS TREES
TO BE RAFFLED

Sun. Dec. 6, 2015 - 11AM

at THE RANCH First National Bank Building

EVENT TICKETS \$40 and include:

BRUNCH BUFFET • DOOR PRIZES

CASH BAR • PARKING LOT SHUTTLE SERVICE

Tickets are available at Cloz to Home, 120 E. 4th Street,
Rowe's Flowers, 863 N. Cleveland Avenue,
online at FoothillsServiceLeague.org
or by calling (970) 541-0716 for more information

BENEFITTING FOOTHILLS GATEWAY AND NAMAQUA CENTER

FOOTHILLS



SERVICE LEAGUE

Foothills Gateway, Inc.
Policy Statements for Board Annual Review
November 11, 2015

The following is a list of all Foothills Gateway, Inc. policies as of November 11, 2015. Please review each policy for approval at the November 17th Board meeting. All policies have previously been approved by the Board at inception and on an annual basis and any changes or revisions have been reviewed and approved as submitted throughout the year.

Administration

Accessibility

It is the policy of Foothills Gateway, Inc. to remove, where possible, barriers to employment, architectural, attitudinal, environmental, financial, communication, community integration, technology, transportation barriers, service information, and any other barriers identified for persons receiving services, staff and stakeholders.

Anti-Discrimination Policy

It is the policy of Foothills Gateway, Inc., incorporated in the State of Colorado, to not discriminate on the basis of race, color, creed, national origin, gender, sexual orientation (as defined by the Colorado anti-Discrimination Act to be a person's orientation to heterosexuality, homosexuality, bisexuality, or transgender status or an employer's perception thereof), religion, age, disability or other legally protected status in admission to, access to, or operations of its programs, services or activities.

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

Corporate Compliance Policy Statement

It is the policy of Foothills Gateway, Inc. (FGI) to have a Corporate Compliance Program that is committed to preventing, detecting, and resolving inappropriate business practices, improper conduct, and/or violations of law, with a further goal to foster an ongoing effort to improve quality of operational performance.

Dispute Resolution

It is the policy of Foothills Gateway, Inc. that all persons receiving services, or applicants for services, or parents of a minor, guardians and/or authorized representatives are entitled to report any dispute without fear of adverse actions as a result of filing said dispute.

These policies and procedures govern disputes in the following areas (Pursuant to Section 27-10.5-104.5 (3)(C)CRS).

1. Disputes between Individuals and Larimer County Program Approved Service Agencies under contract with Foothills Gateway, Inc., and Individual and Foothills Gateway, Inc.- Community Center Board.
2. Contract disputes between Foothills Gateway, Inc. and Larimer County Program Approved Service Agency(s); and,
3. Disputes between Colorado Department of Human Services and Foothills Gateway, Inc. or the Colorado Department of Human Services and Larimer County Program Approved Service Agency(s).

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- I. Disputes between Individuals and Larimer County Program Approved Services Agencies under Contract with Foothills Gateway, Inc. and Individuals and Foothills Gateway, Inc.- Community Center Board.

Federal False Claims Act Prevention and Detection of Fraud and Abuse

It is the policy of Foothills Gateway, Inc. (FGI) to detect and eliminate waste, fraud or abuse related to payments to the organization from federal or state programs for individual receiving services care and other services. Foothills Gateway, Inc. (FGI) does not tolerate making or submitting false or misleading billing claims or statements to any government agency, health care program or payer source.

The organization is committed to providing education to employees and to its contractors and/or agents on the expected standards of conduct. An essential element of the standards of conduct includes an obligation on the part of all employees, agents, contractors and other associates to report any issues and concerns that could lead to false claims or fraud, abuse and waste.

Grievance/Complaint

It is the policy of Foothills Gateway, Inc. that all persons receiving services, parents of a minor, guardians and/or authorized representatives may submit grievances/complaints. The utilization of the grievance/complaint procedure shall not prejudice the future provision of appropriated services or supports.

Health Insurance Portability and Accountability Act (HIPAA)

It is the policy of Foothills Gateway, Inc. to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45CFR Part 164 and any subsequent revisions or additions.

Information Measurement and Management System

It is the policy of Foothills Gateway, Inc. to administer and refine an Information Measurement and Management System for all Foothills Gateway, Inc. departments. Foothills Gateway is committed to evaluating continuous improvement of organizational quality and service excellence by measuring agency effectiveness, efficiency and satisfaction with services.

Leadership

It is the policy of Foothills Gateway, Inc. that the Board of Directors and management are committed to provide effective leadership, stability, planning and administration to assure consistency with the organization's mission, principles and goals.

Licensure Review for Private Therapists

It is the policy of Foothills Gateway, Inc. to require proof of licensure in good standing through a Department of Regulatory Agency (DORA) check on any private therapist or other counseling professional who may provide services to any person receiving services from Foothills Gateway, Inc., at any Foothills Gateway facility.

Private Pay Services

It is the policy of Foothills Gateway, Inc. to allow families/individuals to private pay for services in the following circumstances:

- Individuals eligible for DD services and currently on the Waiting List for Comprehensive, Children's Extensive Support and/or Supported Living Services;
- Individuals enrolled in a Medicaid Waiver Program who temporarily lose Medicaid eligibility;
- Individuals not eligible for DD services, having cognitive disabilities (as determined by the Eligibility Committee) but desiring similar services, as capacity allows; and,
- Other populations as deemed appropriate.

Public Communications

It is the policy of Foothills Gateway, Inc. to prepare and make available to the public, upon request, information about the organization's mission, the Annual Plan, service activities, quality assurance survey/evaluations, annual information returns, application for recognition of tax exemption, and basic financial data. Foothills Gateway, Inc. will also make available to the public, upon request, the names of the members of Foothills Gateway, Inc.'s Board of Directors and management staff.

Sexuality

It is the policy of Foothills Gateway, Inc. to recognize that individuals with intellectual disabilities can develop relationships and determine the nature of these relationships.

Whistleblower Protection

It is the policy of Foothills Gateway, Inc. that any person (whistleblower) is free to lawfully disclose whatever fact based information supports a reasonable belief of misconduct or a violation of rule or law, to participate in an investigation or hearing, or to refuse to execute an illegal directive without retaliation or discrimination by the Agency or its personnel.

This policy shall only apply if the whistleblower first brought the alleged misconduct or violation to the attention of the Human Resources Manager or a person with supervisory authority, unless the employee reasonably believed reporting to the HR Manager or supervisor would not result in a prompt remedy of the violation.

Case Management

Advance Directives

It is the policy of Foothills Gateway, Inc. to comply with Colorado Advance Directives when issued by an individual with the capacity to issue the directive, a guardian authorized by court order to give consent, or by a properly appointed proxy decision maker.

Case Management Monitoring (Comprehensive, SLS, CES)

It is the policy of Foothills Gateway, Inc. to execute Case Management services according to the Division for Intellectual and Developmental Disabilities (DIDD) rules and regulations.

Consent

It shall be the policy of Foothills Gateway, Inc. that, to ensure due process of law, consent, as defined in the Rules and Regulations of the Division for Intellectual Developmental Disabilities (DIDD), shall be obtained in all circumstances where it is required.

Discharge from Services and Supports

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to the provisions of the Rules and Regulations of the Division for Developmental Disabilities (DDD).

Determination of Developmental Disability Committee

It shall be the policy of Foothills Gateway, Inc. that Developmental Disability Determination Committee (DDDC) be established to determine whether an applicant has a developmental disability and therefore may be eligible to receive services and supports pursuant to Sections 27-10.5-102 and 106, C.R.S. funded by the Division for Developmental Disabilities (DDD).

Emergency Control Procedure

It is the policy of Foothills Gateway Inc. that Emergency Control Procedures (ECP) will only be used to keep the person receiving services and others safe.

Human Rights Committee (HRC)

Foothills Gateway, Inc. shall establish and maintain a Human Rights Committee as an impartial third party to safeguard the rights of persons receiving services. The committee is an advisory and review body to the administration of Foothills Gateway, Inc.

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, Rules and Regulations of the Division for Intellectual and Developmental Disabilities (DIDD). This will include but is not limited to:

- a. injury to a person receiving services;
- b. lost or missing persons receiving services;
- c. medical emergencies involving persons receiving services;
- d. death of person receiving services;
- e. errors in medication administration;
- f. incidents or reports of action by persons receiving services that are unusual and require review;
- g. allegations of mistreatment, abuse, neglect or exploitation;
- h. use of safety control procedures;
- i. use of emergency control procedures;
- j. stolen personal property belong to a person receiving services.
- k. hospitalization of persons receiving services

Intake

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to provisions of the rules and regulations of the Division of Intellectual and Developmental Disabilities (DIDD).

Master Records and Access to Information

It shall be the policy of Foothills Gateway, Inc. that each person receiving services or on the Waiting List to receive services will have a single master record which conforms to the requirements of Section 16.330 of the rules and regulations of the Division for Developmental Disabilities (DDD).

Master Records Maintenance

It is the policy of Foothills Gateway, Inc. to develop and maintain a master record for each person determined eligible and/or receiving services according to the rules and regulations of the Division for Developmental Disabilities (DDD).

Mistreatment, Abuse, Neglect and Exploitation (MANE)

Foothills Gateway, Inc. will not tolerate the Mistreatment, Abuse, Neglect, and/or Exploitation of any person receiving services by any other person.

Notice

It shall be the policy of Foothills Gateway, Inc. that to ensure due process of law, notice as defined in 16.320 of the Rules and Regulations of the Division for Developmental Disabilities (DDD), shall be given in all circumstances where it is required.

Proxy Decision Makers or Guardians

It is the policy of Foothills Gateway, Inc. to disallow employees or independent contractors (IC's) from becoming proxy decision makers or guardians for any persons receiving services or on the waiting list for services through Foothills Gateway, unless the employee is a family member or adoptive family member (i.e. parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, aunts and uncles, step parents, step children, step brothers and step sisters) of the person for whom guardianship services or proxy decision making services are being sought.

Request for Proposal for Comprehensive Services

It shall be the policy of Foothills Gateway, Inc. to issue a Request for Proposal (RFP) specifically for a person to use a new comprehensive resource or if the Interdisciplinary Team (IDT) recommends a person needs to change Program Approved Service Agency (PASA).

Individual Choice

1. The RFP procedure provides the opportunity for individuals to select a Program Approved Service Agency (PASA) they feel best meets their needs.
2. The RFP procedure encourages individual choice and can facilitate reasonable changes between PASAs within the service area.
3. Persons dissatisfied with their current comprehensive services will meet with their IDT to resolve differences and take action towards preserving the existing relationship. The Case Manager will assist the person to complete the agency grievance/complaint procedure if necessary.
4. If resolution of the concerns cannot be resolved, the RFP procedure will be used to transfer the resource to an alternate PASA.
5. If there is not a PASA who can not provide services in the CCB catchment area, the RFP procedure will be used to transfer the resources to an alternate PASA in another service area.

Research

It is the policy of Foothills Gateway, Inc. (FGI) that any experimental research conducted by or under the supervision of FGI with individuals we serve, adheres to the rules and regulations set forth by the Division for Developmental Disabilities (DDD).

Rights of Persons Receiving Services

It is the policy of Foothills Gateway, Inc. to ensure adherence to the provisions of Colorado Revised Statutes (CRS-27-10.5-112 through and including CRS 27-10.5-124; as amended) concerning the rights, benefits and privileges of persons funded in whole or part through the Division for Developmental Disabilities (DDD).

Safety Control Procedure

It is the policy of Foothills Gateway, Inc. that Safety Control Procedures (SCP) must be developed when it is anticipated that there will be a need to use restrictive procedures or restraints to control a previously exhibited behavior which is likely to recur. A Safety Control Procedure is considered an Emergency Control Procedure that is planned for and is used only to keep people safe. A Safety Control Procedure does not require informed consent.

Section 8 Waiting List

It is the policy of Foothills Gateway, Inc. to maintain an active waiting list for individuals in Larimer County who meet the Elderly/Disabled preference to assure decent, safe and sanitary housing. Foothills Gateway, Inc. will assure that all families have an equal opportunity to apply for and receive housing assistance, and will affirmatively further fair housing goals in the administration of the program.

Service Plan Development and Implementation

It is the policy of Foothills Gateway, Inc. to execute services according to provisions of the rules and regulations of the Division for Intellectual and Developmental Disabilities (DIDD).

Waiting List Management

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to the provisions of the rules and regulations of the Division for Developmental Disabilities (DDD).

Fiscal Management

Corporate Credit Card

It is the policy of Foothills Gateway, Inc. to ensure that all credit cards issued:

- serve a legitimate business purpose consistent with the mission of the organization,
- are used for authorized purposes only, in agreement with the organization's approved budget,
- minimize liability to the organization for unauthorized charges,
- and, are adequately monitored by management for compliance.

Donations/Gifts and Acknowledgement Receipt

It is the policy of Foothills Gateway, Inc. to direct all donated resources for their intended use whether it is to be for restricted purposes or general purposes.

Executive Director Expense Administration

It is the policy of Foothills Gateway, Inc. to provide to the Chairman of the Property/Finance Committee of the Board of Directors, for review and approval, the Executive Director's monthly expense reporting, including supporting documentation, for all credit card expenditures and for all monthly reimbursement requests.

Fixed Asset Disposition

It is the policy of Foothills Gateway, Inc. to safeguard its fixed assets by maintaining comprehensive records of all fixed asset acquisitions and disposals and by conducting periodic inventories.

Funds Administration

It is the policy of Foothills Gateway, Inc. to operate within a balanced budget and to carefully plan to use its funds to advance the mission of Foothills Gateway, Inc.

The Fiscal and Property Management Committee of the Board of Directors will:

- Direct the organization to prepare and present an operating budget for each fiscal year, (July 1 through June 30);
- Review the fiscal year operating budget and request changes or vote to recommend the budget be adopted as presented;
- Present the budget to the full Board for review, modification and/or approval prior to the start of the fiscal year.
- If the budget has not been approved by the Board of Directors prior to the beginning of a new fiscal year, action is required by the Board of Directors to allow operating expenditures to be made based upon the previous years' budget until the new budget is approved. This action is recorded in the minutes of the regularly scheduled meeting of the Board of Directors.
- The budget should be prepared to maintain a working capital reserve equivalent to 3 to 6 months of operating expense requirements to ensure continued operation of the organization during unexpected or severe cash flow interruptions.

Internal Cash Management Control

It is the policy of Foothills Gateway, Inc. to safeguard assets by establishing management procedures to prevent the diversion of cash assets.

Investment Management

It is the policy of Foothills Gateway, Inc. that the Board of Directors/Fiscal & Property Management Committee will be responsible overseeing for management of all assets of the Agency of whatever nature.

Personal Needs Funds

It is the policy of Foothills Gateway, Inc. that the use and handling of the personal needs funds and personal possessions of individuals receiving services are properly managed as prescribed by the Division for Developmental Disabilities.

Purchase of Service Rates

It is the policy of Foothills Gateway, Inc. that, annually, a schedule of rate ranges used to purchase program services for persons with developmental disabilities shall be made available.

Working Capital

It is the policy of Foothills Gateway, Inc. to operate within a balanced budget and to carefully plan to use any surplus funds to address the following areas:

- Increase working Capital
- Fund depreciation
- Support competitive salaries (salary scale)
- Enhance and/or expand services and supports.

Health and Safety

Acute Infections

It is the policy of Foothills Gateway, Inc. to require employees and individuals who are experiencing acute infections/communicable diseases to remain away from the facility/program for the term of the illness as recommended by the Center for Disease Control, the Larimer County Health Department or their physician.

Blood borne Pathogens Exposure Control

It is the policy of Foothills Gateway, Inc. to observe Universal Precautions to prevent contact with blood or other potentially infectious material.

Chronic Infections

It is the policy of Foothills Gateway, Inc. that employees and persons receiving services with chronic infections shall not be automatically excluded from employment or program services.

Health and Safety

The Management Team at Foothills Gateway believes that our people are our most important asset and that the preservation of persons receiving services and employee safety and health must remain a constant consideration in every phase of our business. It is our intent to provide a safe environment that is as free of hazards as possible, for employees and persons receiving services.

All employees are responsible for working safely and productively, always remaining aware of hazards in their jobs and following recognized safe work practices, including the use of personal protective equipment (PPE). It is also the responsibility of employees to assure the health and safety of persons receiving services.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support and participation.

Benefits, Compensation and Time Off

Family and Medical Leave Act

It is the policy of Foothills Gateway, Inc. to comply with the laws of the Family and Medical Leave Act.

To be eligible for Family & Medical Leave an employee must have been employed for at least twelve (12) months and must have worked at least 1250 hours during the twelve months prior to requesting Family & Medical Leave.

Employment

Department of Labor Compliance

It is the policy of Foothills Gateway, Inc. to comply with all the Department of Labor rules and regulations.

Equal Employment Opportunity/Affirmative Action

It is the policy of Foothills Gateway, Inc. to provide equal employment opportunities (EEO) to all employees and applicants for employment. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation (as defined by the Colorado anti-Discrimination Act to be a person's orientation to heterosexuality, homosexuality, bisexuality, or transgender status or an employer's perception thereof), genetic information, veteran status or any other applicable status protected by federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including manager, supervisors, co-workers and non-employees such as vendors, consultants, etc. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Foothills Gateway will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Company or a direct threat.

In support of our equal employment principle, Foothills Gateway, Inc. has developed a written affirmative action plan for women, minorities, individuals with disabilities and covered veterans. The Company's EEO Officer is the Human Resources Manager, located at 301 W. Skyway Drive, Fort Collins, CO 80525. The Human Resources Manager's phone number is 970-266-5312. The EEO Officer is responsible for compliance with state and federal EEO laws and affirmative action regulations. In addition the EEO Officer is responsible for implementing the Company's Affirmative Action Plan (AAP), including equal employment practices, monitoring and internal reporting. The AAP for Veterans and the Disabled is available to you in the EEO Officer's office during regular business hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment

opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation. For more information about our organization's Affirmative Action Plans, please see the EEO Officer.

Health and Safety Policy

Same as under Health and Safety

Sexual Harassment

It is the policy of Foothills Gateway, Inc. that sexual harassment of employees or individuals receiving services by any person and in any form is prohibited. All complaints of sexual harassment should be reported immediately and will be investigated.

Operational Procedures

Workplace Security

It is the policy of Foothills Gateway, Inc. (FGI) to safeguard the well-being of persons served, employees, volunteers and visitors. FGI practices **zero tolerance** regarding violence in the workplace.

Adult Care Services

Adult Care Services Private Pay

It is the policy of Foothills Gateway, Inc. to accept private pay for services rendered in the Adult Care Services Program.

Department of Community Services and Supports (DCSS) Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

Department of Community Services and Supports (DCSS) Grievance/Complaint

It is the policy of Foothills Gateway, Inc. that all persons receiving services, parents of a minor, guardians and/or authorized representatives may submit grievances/complaints. The utilization of the grievance/complaint procedure shall not prejudice the future provision of appropriated services or supports.

Department of Community Services and Supports (DCSS) Incident Reporting

Same as Incident Reporting policy found under Case Management

Department of Community Services and Supports (DCSS) Mistreatment, Abuse, Neglect and Exploitation (MANE)

Foothills Gateway, Inc. will not tolerate the Mistreatment, Abuse, Neglect, and/or Exploitation of any person receiving services by any other person.

Department of Community Services and Supports (DCSS) Rights of Individuals Receiving Services

It is the policy of Foothills Gateway, Inc. to ensure adherence to the provisions of Colorado Revised Statutes (CRS 25.5-10-218 through 231 as amended) concerning the rights, benefits and privileges of persons funded in whole or part through the Health Care Policy and Financing (HCPF) Division for Intellectual and Developmental Disabilities (DIDD).

Day Services

Department of Community Services and Supports Confidentiality Policy

Same as Adult Care Services

Department of Community Services and Supports Grievance/Complaint Policy

Same as Adult Care Services

Department of Community Services and Supports (DCSS) Incident Reporting

Same as Incident Reporting policy found under Case Management

Department of Community Services and Supports Mistreatment, Abuse, Neglect and Exploitation Policy

Same as Adult Care Services

Department of Community Services and Supports Rights of Persons Receiving Services Policy

Same as Adult Care Services

Emergency Control Procedure

It is the policy of Foothills Gateway Inc. that Emergency Control Procedures (ECP) will only be used to keep the person receiving services and others safe.

Gastrostomy Services Administration

It is the policy of Foothills Gateway, Inc. that the agency Licensed Nurse shall be responsible to coordinate all activities and procedures relating to gastrostomy services (also referred to as G-tube) administered by bolus or timed drip feedings.

Integrated Work Services

It is the policy of Foothills Gateway, Inc. to provide all program participants the opportunity to direct, through the Interdisciplinary Team (IDT) process, the type of Integrated Work services the program participants are interested in receiving.

Medication Administration

It is the policy of Foothills Gateway, Inc. for the storage, administration and disposal of all prescription and non-prescription medications to comply with all applicable medication administration requirements of the Department of Public Health, Department of Health Care Policy & Financing (HCPF)/ Division for Intellectual and Developmental Disabilities.

Medication Discontinuation

It is the policy of Foothills Gateway, Inc. that medication administered to a person served shall not be discontinued by the Department of Community Services and Supports nurse except when ordered by a physician, physician's assistant, nurse practitioner, podiatrist or dentist.

Physical Facilities

It is the policy of Foothills Gateway, Inc. that the physical facilities, if owned or leased by Foothills Gateway, where Day Habilitation and Adult Care Services and Supports are provided to individuals receiving services (Comprehensive or Supported Living Services), shall meet all applicable fire, building, licensing and health regulations.

Quality Control Assurance

It is the policy of Foothills Gateway Inc. to assure customers that we are committed to quality control of contracted work in Integrated Work and prevocational programs.

Re-Admission to Program Services

It is the policy of Foothills Gateway, Inc. to ensure that any person receiving services through Foothills Gateway's Supported Employment program that loses his/her community placement is guaranteed that his/her Interdisciplinary Team (IDT) will meet and review the service options available at that time. The type of services to be provided will be determined by the individual's IDT and Service Plan.

Restraints

It is the policy of Foothills Gateway, Inc. that physical or mechanical restraints shall only be used by employees or Independent Contractors who have been trained in the use of restraints. Restraints will not exceed fifteen minutes, wherever practicable.

Safety Control Procedure

It is the policy of Foothills Gateway, Inc. that Safety Control Procedures (SCP) must be developed when it is anticipated that there will be a need to use restrictive procedures or restraints to control a previously exhibited behavior which is likely to recur. A Safety Control Procedure is considered an Emergency Control Procedure that is planned for and is used only to keep people safe. A Safety Control Procedure does not require informed consent.

Struck Work

It is the policy of the Foothills Gateway's Department of Community Services and Supports to not accept any contract work that is known to be struck work (work from a company on strike). This does not include any current or ongoing contracts which were initiated prior to the strike.

It is also the policy of the program to refrain from placing persons receiving services in businesses whose employees are on strike.

Supporting Persons with Challenging Behaviors

It is the policy of Foothills Gateway, Inc. that appropriate methods and procedures for supporting persons with challenging behaviors be employed pursuant to CRS 25.5-10-221 as

amended of the Rules and Regulations of the Department of Department of Health Care Policy and Financing.

Work Reduction Non-Integrated and Integrated Work Services

It is the policy of Foothills Gateway, Inc. to provide functional training activities/services that are aimed at enhancing practical information/ training/experience to persons served during periods of work reduction.

Residential Services

Department of Community Services and Supports Confidentiality Policy

Same as Adult Care Services

Department of Community Services and Supports Grievance/Complaint Policy

Same as Adult Care Services

Department of Community Services and Supports (DCSS) Incident Reporting

Same as Incident Reporting policy found under Case Management

Department of Community Services and Supports Mistreatment, Abuse, Neglect and Exploitation Policy

Same as Adult Care Services

Department of Community Services and Supports Rights of Persons Receiving Services Policy

Same as Adult Care Services

Emergency Control Procedure Policy

Same as Day Services

Gastrostomy Services Administration Policy

Same as Day Services

Medical Practices and Services in Residential

It is the policy of Foothills Gateway, Inc. that the Residential Program shall provide sufficient oversight and guidance per the Individual Service Plan to ensure that the health, medical and dental needs of the person receiving services are addressed.

Medication Administration

Same as Day Services

Medication Discontinuation Policy

Same as Day Services

Money Management in Residential

It is the policy of Foothills Gateway, Inc. that each person served will have a money management skills assessment to evaluate the persons' ability to handle their own funds according to the Service Plan (SP).

Personal Belongings

It is the policy of Foothills Gateway, Inc. that persons receiving services are encouraged to have personal possessions.

Restraints Policy

Same as Day Services

Safety Control Procedure Policy

Same as Day Services

Scalding Burns Prevention

It is the policy of Foothills Gateway, Inc. that all staff and/or independent contractors providing services to persons served have training regarding prevention of scalding burns.

Supporting Persons with Challenging Behaviors Policy

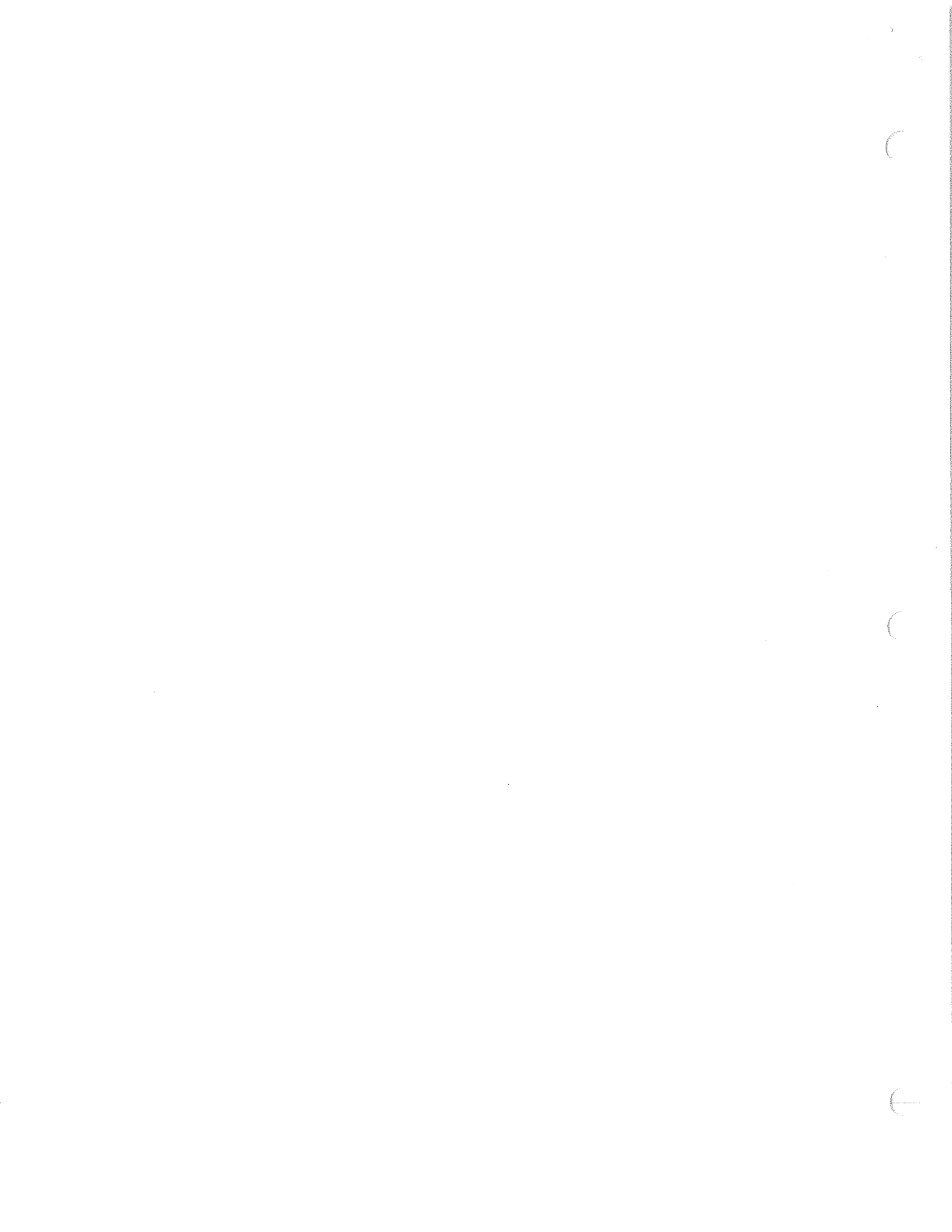
Same as Day Services

Transportation Services**Transportation Services Provided in Vehicles Not Owned or Operated By Foothills Gateway, Inc.**

It is the policy of Foothills Gateway, Inc. that when transportation services are provided to persons receiving services by Foothills Gateway employees and Host Home Providers in vehicles which are not owned or operated by Foothills Gateway, Inc., the Employee/Host Home Provider, or Independent Contractor owner of the vehicle will possess current vehicle liability insurance, vehicle safety equipment, current license to drive in the State of Colorado, and emergency procedures to use in the event of an emergency.

Transportation Services

It is the policy of Foothills Gateway, Inc. that persons receiving services are transported in vehicles that meet legal requirements, are well maintained and safe, and the drivers of these vehicles are qualified to provide transportation services.





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Colorado State University is committed to developing capable, connected, and healthy organizations by leveraging excellence in training, corporate wellness, professional development, entertainment, consulting, retreats, recruiting, networking, and more.



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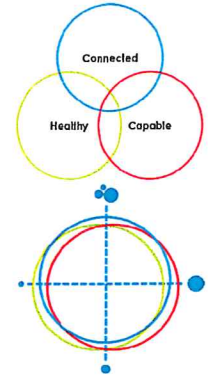


Scenario Planning

Scenario planning is a tool for managing uncertainty in the business environment. While most approaches to strategy assume that tomorrow will be much the same as today, scenarios build uncertainty into the planning process and explore how the future could be much different from today.

Features Include:

- ^ Introduction to scenarios and how they can be used
- ^ Wide study of the business environment
- ^ Development of critical uncertainties around key decisions (high impact and high uncertainty factors)
- ^ Selection and development of basic scenario structures
- ^ Construction of scenario plots and detailed storylines
- ^ Identification of specific decisions
- ^ Using scenarios to test decision options
- ^ Identification of signals and strategies (indicators that a scenario may be starting to unfold and high level strategies under uncertain conditions)
- ^ How to sustain using scenarios over time




Scenario Planning for Your Organization

The Scenario Planning Institute designs and develops customized scenario work for each organization. Projects require 3-6 months to deeply study your business environment, interview key stakeholders and design a set of scenario exercises aimed at bringing understanding to the most uncertain problems and decisions you face.

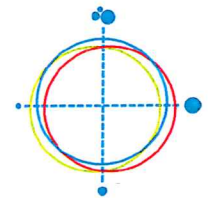
The general phases of scenario planning are as follows:

1. Identify the issue or decision
2. Identify key forces in the local environment
3. Brainstorm the driving forces in the local and macro-environments
4. Rank the key factors on the basis of two criteria: 1) the impact, and 2) uncertainty.
5. Develop the general scenario logics by choosing two critical uncertainties (items ranked high on impact and uncertainty) and plotting them on a 2X2 matrix
6. Develop the written scenarios. Each key factor and driving force is explored and manipulated within the scenario matrix.
7. Consider the implications of each scenario and return to the focal issue or decision.
8. Check for robustness -- does a decision play out well among multiple scenarios?
9. Select "signals" for each scenario - events that drive the dynamics.

Projects begin with structured interviews with a cross section of project participants. These initial interviews are completed over the first month of project initiation. The interview process is important for participants and frames the remaining process facilitation.



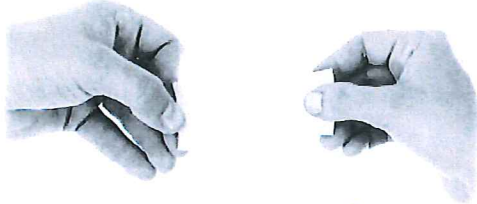
Effective scenario planning requires workshops to provide content for scenarios that will have utility and yield insights. Workshops focus on how to use the scenarios to uncover uncertainties and entertain possible futures and their implications. This is the connection to strategy and robust strategies are a natural outcome to the scenario planning process.



FOOTHILLS GATEWAY
INC. PRESENTS

PERSON CENTERED THINKING

2-DAY TRAINING SEMINAR



January 14th and 15th, 2016

8:30 am - 4:00 pm

Foothills Gateway - Everitt Conference Room

*No Cost to FGI Board
Members*

~~Cost:~~ \$100 per attendee

~~Group rate:~~ \$75 per person
for groups of 5 or more

Cost includes all materials and
lunch both days.

This 2-day training will explain the importance of:

- *Being listened to and the effects of having positive control in one's own life;*
- *How to discover what is "important to" while balancing what is "important for";*
- *The role of daily rituals and routines, and;*
- *Respectfully addressing health and safety issues while supporting individual choice.*

Attendees will also have the opportunity to discuss and apply these practical tools and concepts to real-world scenarios. At the end of the two days, attendees will leave with the tools and understanding of how to begin framing a more person-centered approach to services and supports.



Foothills Gateway Inc.
301 W. Skyway Dr.
Fort Collins, Co 80525

Register Now!

Contact: Ronda Van Arsdale

Phone: 970.266.5341

Email: rondav@foothillsgateway.org

The Learning Community for Person Centered Practices envisions a world where all people have positive control over the lives they have chosen for themselves. Our efforts focus on people who have lost or may lose positive control because of society's response to the presence of a disability. We foster a global learning community that shares knowledge for that purpose.
