



*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  
October 17, 2017  
7:00 pm**

|   |         |
|---|---------|
| MEETING CALLED TO ORDER   | 10 min. |
| Public Comment - The Board allocates 10 minutes at the beginning of each board meeting for "Public Comment". Each speaker, at the Chair's discretion, may speak for up to five minutes. |         |
| PRESENTATIONS – FY16-17 Audit Report – Cal Logan  | 20 min. |
| CONSENT AGENDA  | 2 min.  |
| Approval of September 19, 2017 Board Meeting Minutes<br>Medication Discontinuation Policy Removal   |         |
| FINANCIAL REPORT  | 10 min. |
| OLD BUSINESS  | 10 min. |
| NEW BUSINESS  | 5 min.  |
| EXECUTIVE TEAM UPDATES  | 10 min. |
| COMMITTEE REPORTS   | 15 min. |
| Executive Committee<br>Fiscal and Property Committee<br>Legislative Affairs Committee<br>Joint Resource Committee   |         |
| ADJOURNMENT   |         |

# FOOTHILLS GATEWAY, INC.

## UNAUDITED

Preliminary Financial Reports  
for the 3 months ending September 30, 2017

### MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 3.9% over YTD Budget
- \* Expenses are 5.1% under YTD Budget
- \* Net Loss is \$386,180 less than YTD Budgeted Net Loss

| <b>Financial Status</b>    | at June 30, 2017 | at September 30, 2017 | Incr (Decr) |
|----------------------------|------------------|-----------------------|-------------|
| Total Assets               | \$12,796,028     | \$11,871,482          | (\$924,546) |
| Total Liabilities          | \$1,664,592      | \$1,188,248           | (\$476,343) |
| Net Assets (Fund Balances) | \$11,131,436     | \$10,683,233          | (\$448,203) |
| Working Capital            | \$6,277,772      | \$6,045,564           | (\$232,208) |

**Current Year Financial Performance** at 3 months / 25% of annual revenue and expense

|   | Actual Year<br>to Date | YTD<br>Budget      | % Actual to<br>YTD Budget | Annual Budget       | % Actual to<br>Annual Budget |
|---|------------------------|--------------------|---------------------------|---------------------|------------------------------|
| <b>Revenues</b>                             |                        |                    |                           |                     |                              |
| State/Medicaid Funds                        | \$3,442,445            | \$3,441,847        | 100.0%                    | \$12,895,464        | 26.7%                        |
| Vocational Income                           | 100,051                | 101,313            | 98.8%                     | 405,252             | 24.7%                        |
| Public Support                              | 182,041                | 67,650             | 269.1%                    | 225,600             | 80.7%                        |
| Larimer County Mill Levy                    | 81,803                 | 79,787             | 102.5%                    | 4,115,587           | 2.0%                         |
| Other                                       | 157,304                | 124,642            | 126.2%                    | 513,268             | 30.6%                        |
| <b>Total Revenue</b>                        | <b>\$3,963,643</b>     | <b>\$3,815,239</b> | <b>103.9%</b>             | <b>\$18,155,171</b> | <b>21.8%</b>                 |
| <b>Expenses</b>                             |                        |                    |                           |                     |                              |
| Salaries, Taxes & Benefits - Staff          | \$2,571,641            | \$2,826,533        | 91.0%                     | \$11,350,770        | 22.7%                        |
| Salaries, Taxes & Ben - Individuals in Svcs | 84,090                 | 80,472             | 104.5%                    | 321,888             | 26.1%                        |
| Vocational/Contract Supplies                | 12,183                 | 11,697             | 104.2%                    | 46,788              | 26.0%                        |
| Supplies, Equipment & Building Expense      | 290,622                | 303,885            | 95.6%                     | 1,117,238           | 26.0%                        |
| Vehicle Expense                             | 98,893                 | 98,581             | 100.3%                    | 396,294             | 25.0%                        |
| Program Related Expense                     | 733,012                | 660,154            | 111.0%                    | 2,580,888           | 28.4%                        |
| Purchase of Service                         | 547,823                | 581,748            | 94.2%                     | 1,976,360           | 27.7%                        |
| Other                                       | 73,582                 | 86,553             | 85.0%                     | 459,471             | 16.0%                        |
| <b>Total Expenses</b>                       | <b>\$4,411,846</b>     | <b>\$4,649,623</b> | <b>94.9%</b>              | <b>\$18,249,697</b> | <b>24.2%</b>                 |
| <b>Revenue Over (Under) Expense</b>         | <b>(\$448,203)</b>     | <b>(\$834,384)</b> | <b>53.7%</b>              | <b>(\$94,526)</b>   | <b>474.2%</b>                |
| Less: Other Capital Expenditures            | 12,742                 | -9,765             | -130.5%                   | -77,683             | -16.4%                       |
| Less: (Purch)/Sell Long Term Invstmnts      | 137,463                | 0                  | 0.0%                      | 0                   | 0.0%                         |
| Plus: Non-Cash Expenses                     | 65,790                 | 84,496             | 77.9%                     | 274,818             | 23.9%                        |
| <b>Change in Working Capital</b>            | <b>(\$232,208)</b>     | <b>(\$759,653)</b> | <b>30.6%</b>              | <b>\$102,609</b>    | <b>-226.3%</b>               |

**Foothills Gateway, Inc.**  
**Statement of Financial Condition**  
**9/30/17**  
**Unaudited**

| <b>Assets</b>                              |                                    |
|--|------------------------------------|
| <i>Current Assets</i>                      |                                    |
| Cash                                       | \$2,191,784.82                     |
| Certificates of deposit                    |                                    |
| Investments - Short Term                   | <u>3,034,101.38</u>                |
| <i>Sub Total Cash</i>                      | <i>\$5,225,886.20</i>              |
| <br>                                       |                                    |
| <i>Receivables</i>                         |                                    |
| Fees and grants from governmental agencies | 1,826,917.36                       |
| Vocational contracts                       | 40,937.62                          |
| Other                                      | <u>76,455.28</u>                   |
| <i>Sub Total Receivables</i>               | <i>1,944,310.26</i>                |
| <br>                                       |                                    |
| <i>Inventory</i>                           |                                    |
| Prepaid expense and other                  | <u>63,615.54</u>                   |
| <i>Total Current Assets</i>                | <i>7,233,812.00</i>                |
| <br>                                       |                                    |
| Other investments - Long Term              | 2,760,798.04                       |
| Land, Building & Equipment, net            | <u>1,876,871.51</u>                |
| <br>                                       |                                    |
| <b>Total Assets</b>                        | <b><u><u>11,871,481.55</u></u></b> |
| <br>                                       |                                    |
| <b>LIABILITIES AND NET ASSETS</b>          |                                    |
| <i>Current Liabilities</i>                 |                                    |
| Accounts Payable and Accrued Expense       | 1,130,992.37                       |
| Deferred Revenue                           | <u>57,256.00</u>                   |
| <i>Total Current Liabilities</i>           | <i>1,188,248.37</i>                |
| <br>                                       |                                    |
| <i>Long Term Debt</i>                      |                                    |
| Notes Payable                              | <u>                    </u>        |
| <br>                                       |                                    |
| <b>Total Liabilities</b>                   | <b><u><u>1,188,248.37</u></u></b>  |
| <br>                                       |                                    |
| <b>NET ASSETS (FUND BALANCES)</b>          |                                    |
| <i>Unrestricted Funds</i>                  |                                    |
| Designated Memorial Funds                  | 178,594.55                         |
| Designated Capital Repair & Replacement    | 94,735.00                          |
| Net investment in Land, Bldg & Equipment   | 1,876,871.51                       |
| Undesignated                               | <u>8,476,344.26</u>                |
| <i>Total Unrestricted Funds</i>            | <i>10,626,545.32</i>               |
| <br>                                       |                                    |
| Temporarily Restricted Funds               | <u>56,687.86</u>                   |
| <br>                                       |                                    |
| <b>Total Net Assets (Fund Balances)</b>    | <b><u><u>10,683,233.18</u></u></b> |
| <br>                                       |                                    |
| <b>Total Liabilities and Fund Balances</b> | <b><u><u>11,871,481.55</u></u></b> |

Foothills Gateway, Inc.  
Fund Detail  
9/31/2017

**DONOR DESIGNATED:**

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|                  |  |                    |
|------------------|--|--------------------|
| Cash in Bank     |  | 148,079.24         |
| Accounts Payable |  | <u>(91,391.38)</u> |
| <i>Total</i>     |  | <u>56,687.86</u>   |

**FUND BALANCES:**

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|   |           |                  |
|---|-----------|------------------|
| Miscellaneous Restricted Donations          |           | 44,144.96        |
| Applebee - Staff Training                   | 1,000.00  |                  |
| CMS - NICU                                  | 5,000.00  |                  |
| Comm Found - Boone - Supported Employment   | 1,000.00  |                  |
| FGI Foundation - Children and Family Needs  | 2,638.54  |                  |
| FGI Foundation - Adult Consumer Needs       | 1,606.24  |                  |
| CLCI / United Way - Adult Respite           | 6,405.47  |                  |
| Hair Farmers Contest - Individual's Hygeine | 642.22    |                  |
| FSS - Donations (not council)               | 7,215.00  |                  |
| FSS - Prior years fundraisers               | 18,637.49 |                  |
| FSS - Flying Pig 5k Run/Walk Current Year   | -         |                  |
| Fort Collins Service League                 |           | 12,542.90        |
| Personnel Training                          | 9,000.00  |                  |
| Parent Training                             | 1,763.98  |                  |
| Supported Employment                        | 1,415.84  |                  |
| Sensory Integration                         | 363.08    |                  |
| <i>Total</i>                                |           | <u>56,687.86</u> |

0.00

Foothills Gateway, Inc.  
Fund Detail  
September 30, 2017

**BOARD DESIGNATED:**

|                              |                   |
|------------------------------|-------------------|
| Cash in Bank                 | 181,194.87        |
| Due (To) / From General Fund | (2,600.32)        |
|                              | <u>178,594.55</u> |

**FUND BALANCES:**

|               |                   |
|---------------|-------------------|
| Memorial Fund | 178,594.55        |
| <i>Total</i>  | <u>178,594.55</u> |

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
For the Three Months Ending Saturday, September 30, 2017

|   | Current<br>Month<br>Balance | Year to<br>Date<br>Balance | Budget<br>FY17-18 | Variance<br>YTD<br>Budget | Percent<br>YTD<br>Budget |
|---|-----------------------------|----------------------------|-------------------|---------------------------|--------------------------|
| <b>REVENUES</b>                                 |                             |                            |                   |                           |                          |
| <b>State General Fund</b>                       |                             |                            |                   |                           |                          |
| 4010... Infant/Toddler                          | 111,836                     | 347,635                    | 1,146,334         | (798,699)                 | 30.3%                    |
| 4040... Supported Living Services               | 60,339                      | 156,363                    | 553,143           | (396,780)                 | 28.3%                    |
| 4050 Family Support Services-Direct             | 30,816                      | 90,742                     | 362,285           | (271,543)                 | 25.0%                    |
| 4060 Case Management                            | 34,901                      | 104,024                    | 414,740           | (310,716)                 | 25.1%                    |
| 4071 Management Fees                            | 37,928                      | 102,853                    | 400,104           | (297,251)                 | 25.7%                    |
| 4062 PASRR - State                              | 0                           | 614                        | 2,050             | (1,436)                   | 29.9%                    |
| 4067 IDD Determination                          | 772                         | 1,802                      | 8,007             | (6,205)                   | 22.5%                    |
| 4063 Special Purpose Funds                      | 0                           | 280,866                    | 322,968           | (42,103)                  | 87.0%                    |
| <b>Total State General Fund</b>                 | <b>276,592</b>              | <b>1,084,898</b>           | <b>3,209,631</b>  | <b>2,124,733</b>          | <b>33.8%</b>             |
| <b>Part C</b>                                   |                             |                            |                   |                           |                          |
| 4090... Part C - Direct Services                |                             |                            | 153,830           | (153,830)                 | 0.0%                     |
| 4092 Part C - Private Ins Trust Fund            | 9,719                       | 29,414                     | 111,000           | (81,586)                  | 26.5%                    |
| 4093 Part C - Private Ins Broker Fee            | 1,594                       | 5,000                      | 18,870            | (13,870)                  | 26.5%                    |
| 4096 Part C - Service Coordination              | 8,695                       | 26,761                     | 108,400           | (81,639)                  | 24.7%                    |
| 4097 Part C - Private Ins Serv Coord            | 4,477                       | 13,213                     | 45,864            | (32,651)                  | 28.8%                    |
| 4098 Part C - Management Fee                    | 6,531                       | 15,420                     | 79,716            | (64,296)                  | 19.3%                    |
| <b>Total Part C</b>                             | <b>31,016</b>               | <b>89,809</b>              | <b>517,680</b>    | <b>(427,871)</b>          | <b>17.3%</b>             |
| <b>Medicaid Waiver</b>                          |                             |                            |                   |                           |                          |
| 4110 CES Program                                | 30,623                      | 125,670                    | 380,971           | (255,301)                 | 33.0%                    |
| 4112 HCBS                                       | 3,576                       | 10,030                     | 48,242            | (38,212)                  | 20.8%                    |
| 4114 Day Services - Non-Integrated              | 150,610                     | 452,337                    | 1,793,852         | (1,341,515)               | 25.2%                    |
| 4120 Day Services - Integrated                  | 58,785                      | 179,975                    | 763,116           | (583,141)                 | 23.6%                    |
| 4130 Residential Services                       | 190,465                     | 586,908                    | 2,661,354         | (2,074,446)               | 22.1%                    |
| 4140 Supported Living Services                  | 72,086                      | 225,528                    | 955,989           | (730,461)                 | 23.6%                    |
| 4162 Targeted Case Management                   | 169,822                     | 518,029                    | 1,851,391         | (1,333,362)               | 28.0%                    |
| 4163 Util Review/BUS Assmnt/SEP                 | 8,278                       | 19,325                     | 62,486            | (43,161)                  | 30.9%                    |
| 4165 Quality Assurance                          | 16,214                      | 51,332                     | 206,464           | (155,132)                 | 24.9%                    |
| 4166 Case Management -SIS                       | 1,418                       | 4,727                      | 18,435            | (13,708)                  | 25.6%                    |
| 4167 IDD Determination                          | 257                         | 1,030                      | 10,385            | (9,355)                   | 9.9%                     |
| 4168 CWA  | 220                         | 660                        | 2,640             | (1,980)                   | 25.0%                    |
| 4180 Transportation                             | 36,063                      | 92,188                     | 412,828           | (320,640)                 | 22.3%                    |
| <b>Total Medicaid Waiver</b>                    | <b>738,417</b>              | <b>2,267,739</b>           | <b>9,168,153</b>  | <b>(6,900,415)</b>        | <b>24.7%</b>             |
| <b>Other Service Related Revenue</b>            |                             |                            |                   |                           |                          |
| 4215 Room & Board                               | 1,324                       | 5,958                      | 23,832            | (17,874)                  | 25.0%                    |
| 4230 NVP  | (408)                       | (408)                      | 2,700             | (3,108)                   | (15.1%)                  |
| 4245 Private Pay Revenue                        | 3,202                       | 9,809                      | 39,228            | (29,419)                  | 25.0%                    |
| 4250 Billing Agent Fees                         | 645                         | 1,973                      | 8,400             | (6,428)                   | 23.5%                    |
| <b>Total Other Service Related Revenue</b>      | <b>4,762</b>                | <b>17,332</b>              | <b>74,160</b>     | <b>(56,828)</b>           | <b>23.4%</b>             |
| <b>Other Gov't Fees &amp; Grants</b>            |                             |                            |                   |                           |                          |
| 4320 Larimer County Mill Levy                   | 19,695                      | 81,803                     | 4,115,587         | (4,033,784)               | 2.0%                     |
| 4329 Mill Levy - Other Approved Expenditures    | 0                           | 0                          | 0                 | 0                         | 0.0%                     |
| 4350 Colo Division of Housing                   | 3,595                       | 10,593                     | 43,608            | (33,015)                  | 24.3%                    |
| 4355 DVR - Other                                | 0                           | 390                        | 2,700             | (2,310)                   | 14.4%                    |
| 4360 Division of Vocational Rehabilitation - DD | 3,123                       | 10,272                     | 44,760            | (34,488)                  | 22.9%                    |
| 4365 CSCR Crisis Grant                          | 10,895                      | 29,669                     | 210,000           | (180,331)                 | 14.1%                    |
| <b>Total Other Gov't Fees &amp; Grants</b>      | <b>37,309</b>               | <b>132,727</b>             | <b>4,416,655</b>  | <b>(4,283,928)</b>        | <b>3.0%</b>              |

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
For the Three Months Ending Saturday, September 30, 2017

|                                | Current<br>Month<br>Balance | Year to<br>Date<br>Balance | Budget<br>FY17-18 | Variance<br>YTD<br>Budget | Percent<br>YTD<br>Budget |
|--------------------------------|-----------------------------|----------------------------|-------------------|---------------------------|--------------------------|
| <b>Vocational Income</b>       |                             |                            |                   |                           |                          |
| 4401                           | 10,959                      | 32,876                     | 130,296           | (97,420)                  | 25.2%                    |
| 4402                           | 3,029                       | 9,280                      | 36,000            | (26,720)                  | 25.8%                    |
| 4404                           | 1,716                       | 5,859                      | 25,476            | (19,617)                  | 23.0%                    |
| 4406                           | 1,353                       | 3,707                      | 21,480            | (17,773)                  | 17.3%                    |
| 4410                           | 12,722                      | 48,329                     | 192,000           | (143,671)                 | 25.2%                    |
| <b>Total Vocational Income</b> | <b>29,778</b>               | <b>100,051</b>             | <b>405,252</b>    | <b>(305,201)</b>          | <b>24.7%</b>             |
| <b>Public Support</b>          |                             |                            |                   |                           |                          |
| 4510                           | 0                           | 839                        | 5,000             | (4,161)                   | 16.8%                    |
| 4530                           | (672)                       | (672)                      | 64,600            | (65,272)                  | (1.0%)                   |
| 4560                           | 1,520                       | 180,229                    | 132,400           | 47,829                    | 136.1%                   |
| 4580                           | 1,644                       | 1,644                      | 23,600            | (21,956)                  | 7.0%                     |
| <b>Total Public Support</b>    | <b>2,493</b>                | <b>182,041</b>             | <b>225,600</b>    | <b>43,559</b>             | <b>80.7%</b>             |
| <b>Other Income</b>            |                             |                            |                   |                           |                          |
| 4810                           | 1,200                       | 3,600                      | 14,400            | (10,800)                  | 25.0%                    |
| 4820                           | 200                         | 2,350                      | 10,000            | (7,650)                   | 23.5%                    |
| 4850                           | 12,180                      | 35,191                     | 96,060            | (60,869)                  | 36.6%                    |
| 4855                           | 12,149                      | 36,073                     |                   | 36,073                    | 0.0%                     |
| 4870                           | 23                          | 449                        | 380               | 69                        | 118.1%                   |
| 4880                           | 4,628                       | 5,835                      | 7,200             | (1,365)                   | 81.0%                    |
| 4896                           | 2,700                       | 5,550                      | 10,000            | (4,450)                   | 55.5%                    |
| <b>Total Other Income</b>      | <b>33,080</b>               | <b>89,048</b>              | <b>138,040</b>    | <b>(48,992)</b>           | <b>64.5%</b>             |
| <b>TOTAL REVENUE</b>           | <b>1,153,447</b>            | <b>3,963,643</b>           | <b>18,155,171</b> | <b>(14,191,528)</b>       | <b>21.8%</b>             |

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
For the Three Months Ending Saturday, September 30, 2017

|  | Current<br>Month<br>Balance | Year to<br>Date<br>Balance | Budget<br>FY17-18 | Variance<br>YTD<br>Budget | Percent<br>YTD<br>Budget |
|--|-----------------------------|----------------------------|-------------------|---------------------------|--------------------------|
| <b>EXPENSES</b>                            |                             |                            |                   |                           |                          |
| <b>Salaries &amp; Wages</b>                |                             |                            |                   |                           |                          |
| 5010                                       | 591,604                     | 1,816,156                  | 7,773,734         | 5,957,578                 | 23.4%                    |
| 5011                                       | 57,116                      | 176,851                    | 698,499           | 521,648                   | 25.3%                    |
| 5012                                       | 319                         | 1,576                      | 18,057            | 16,481                    | 8.7%                     |
| 5015                                       | 5,204                       | 14,892                     | 82,953            | 68,061                    | 18.0%                    |
| 5016                                       | 56                          | 755                        | 1,222             | 467                       | 61.8%                    |
| <b>Total Salaries &amp; Wages</b>          | <b>654,299</b>              | <b>2,010,230</b>           | <b>8,574,465</b>  | <b>6,564,235</b>          | <b>23.4%</b>             |
| <b>Wages - Individuals in Services</b>     |                             |                            |                   |                           |                          |
| 5020                                       | 12,522                      | 42,967                     | 148,080           | 105,113                   | 29.0%                    |
| 5030                                       | 1,298                       | 3,861                      | 13,200            | 9,339                     | 29.3%                    |
| 5031                                       | 91                          | 231                        | 1,200             | 969                       | 19.3%                    |
| 5040                                       | 4,342                       | 12,365                     | 57,600            | 45,235                    | 21.5%                    |
| 5041                                       | 2,332                       | 6,895                      | 27,600            | 20,705                    | 25.0%                    |
| 5044                                       | 1,952                       | 6,070                      | 23,040            | 16,970                    | 26.3%                    |
| 5060                                       | 1,236                       | 3,222                      | 19,440            | 16,218                    | 16.6%                    |
| <b>Total Wages - Individuals in Svcs</b>   | <b>23,772</b>               | <b>75,611</b>              | <b>290,160</b>    | <b>214,549</b>            | <b>26.1%</b>             |
| <b>Contract Wages</b>                      |                             |                            |                   |                           |                          |
| 5105                                       |                             |                            | 1,640             | 1,640                     | 0.0%                     |
| 5110                                       | 1,444                       | 6,885                      | 79,862            | 72,977                    | 8.6%                     |
| 5120                                       | 3,570                       | 9,233                      | 66,540            | 57,307                    | 13.9%                    |
| <b>Total Contract Wages</b>                | <b>5,014</b>                | <b>16,118</b>              | <b>148,042</b>    | <b>131,924</b>            | <b>10.9%</b>             |
| <b>Staff Payroll Taxes</b>                 |                             |                            |                   |                           |                          |
| 5310                                       | 48,897                      | 149,013                    | 636,889           | 487,876                   | 23.4%                    |
| 5315                                       | 10,523                      | 35,453                     | 142,871           | 107,418                   | 24.8%                    |
| <b>Total Staff Payroll Taxes</b>           | <b>59,420</b>               | <b>184,466</b>             | <b>779,760</b>    | <b>595,294</b>            | <b>23.7%</b>             |
| <b>Payroll Taxes - Individuals in Svcs</b> |                             |                            |                   |                           |                          |
| 5320                                       | 938                         | 3,287                      | 11,328            | 8,041                     | 29.0%                    |
| 5325                                       | 400                         | 1,553                      | 4,860             | 3,307                     | 32.0%                    |
| 5330                                       | 92                          | 295                        | 1,008             | 713                       | 29.3%                    |
| 5331                                       | 51                          | 18                         | 96                | 78                        | 18.5%                    |
| 5335                                       | 39                          | 136                        | 432               | 296                       | 31.5%                    |
| 5336                                       | 2                           | 8                          | 36                | 28                        | 22.2%                    |
| 5340                                       | 328                         | 946                        | 4,404             | 3,458                     | 21.5%                    |
| 5341                                       | 169                         | 527                        | 2,112             | 1,585                     | 25.0%                    |
| 5344                                       | 158                         | 464                        | 1,764             | 1,300                     | 26.3%                    |
| 5345                                       | 137                         | 425                        | 1,896             | 1,471                     | 22.4%                    |
| 5346                                       | 70                          | 245                        | 912               | 667                       | 26.9%                    |
| 5349                                       | 57                          | 216                        | 756               | 540                       | 28.6%                    |
| 5360                                       | 96                          | 246                        | 1,488             | 1,242                     | 16.6%                    |
| 5365                                       | 21                          | 111                        | 636               | 525                       | 17.5%                    |
| <b>Total Payroll Taxes - Indiv in Svcs</b> | <b>2,557</b>                | <b>8,479</b>               | <b>31,728</b>     | <b>23,249</b>             | <b>26.7%</b>             |
| <b>Staff Benefits</b>                      |                             |                            |                   |                           |                          |
| 5500                                       |                             |                            | 3,500             | 3,500                     | 0.0%                     |
| 5509                                       | (16,940)                    | (16,940)                   | 346               | 17,286                    | (4,895.9%)               |
| 5510                                       | 93,734                      | 284,527                    | 1,278,126         | 993,599                   | 22.3%                    |
| 5511                                       | 513                         | 1,547                      | 6,340             | 4,793                     | 24.4%                    |
| 5512                                       | 255                         | 785                        | 3,384             | 2,599                     | 23.2%                    |
| 5513                                       | 0                           | 685                        | 184,000           | 183,316                   | 0.4%                     |
| 5515                                       | 4,406                       | 13,372                     | 60,192            | 46,820                    | 22.2%                    |
| 5520                                       | 7,839                       | 23,754                     | 102,448           | 78,694                    | 23.2%                    |
| 5530                                       | 1,467                       | 4,438                      | 20,001            | 15,563                    | 22.2%                    |
| 5540                                       | 3,520                       | 64,778                     | 338,208           | 273,430                   | 19.2%                    |
| <b>Total Staff Benefits</b>                | <b>94,793</b>               | <b>376,945</b>             | <b>1,996,545</b>  | <b>1,619,600</b>          | <b>18.9%</b>             |



**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
For the Three Months Ending Saturday, September 30, 2017

|   | Current<br>Month<br>Balance | Year to<br>Date<br>Balance | Budget<br>FY17-18 | Variance<br>YTD<br>Budget | Percent<br>YTD<br>Budget |
|---|-----------------------------|----------------------------|-------------------|---------------------------|--------------------------|
| <b>Supplies</b>                           |                             |                            |                   |                           |                          |
| 5700                                      | 2,418                       | 5,865                      | 51,063            | 45,198                    | 11.5%                    |
| 5720                                      | 2,214                       | 6,226                      | 25,200            | 18,974                    | 24.7%                    |
| 5725                                      | 324                         | 1,318                      | 4,344             | 3,026                     | 30.3%                    |
| 5730                                      | 283                         | 1,357                      | 6,120             | 4,763                     | 22.2%                    |
| 5740                                      | 2,961                       | 4,257                      | 18,244            | 13,987                    | 23.3%                    |
| 5745                                      |                             |                            | 3,100             | 3,100                     | 0.0%                     |
| 5750                                      | 919                         | 5,101                      | 34,538            | 29,437                    | 14.8%                    |
| <b>Total Supplies</b>                     | <b>9,119</b>                | <b>24,123</b>              | <b>142,609</b>    | <b>118,486</b>            | <b>16.9%</b>             |
| <b>Vocational/Contract Supplies</b>       |                             |                            |                   |                           |                          |
| 5810                                      | 55                          | 456                        | 1,800             | 1,344                     | 25.3%                    |
| 5815                                      | 1,586                       | 8,659                      | 25,044            | 16,385                    | 34.6%                    |
| 5832                                      | 1,215                       | 3,068                      | 19,944            | 16,876                    | 15.4%                    |
| <b>Total Vocational/Contract Supplies</b> | <b>2,855</b>                | <b>12,183</b>              | <b>46,788</b>     | <b>34,605</b>             | <b>26.0%</b>             |
| <b>Occupancy</b>                          |                             |                            |                   |                           |                          |
| 5900                                      | 1,501                       | 5,057                      | 19,140            | 14,083                    | 26.4%                    |
| 5903                                      | 7,523                       | 22,381                     | 94,808            | 72,427                    | 23.6%                    |
| 5910                                      | 8,468                       | 24,109                     | 101,873           | 77,764                    | 23.7%                    |
| 5920                                      | 2,394                       | 77,035                     | 142,230           | 65,195                    | 54.2%                    |
| 5925                                      | 3,250                       | 4,297                      | 18,597            | 14,300                    | 23.1%                    |
| 5930                                      | 0                           | 1,325                      | 1,520             | 195                       | 87.2%                    |
| 5940                                      | 19,714                      | 59,142                     | 225,625           | 166,483                   | 26.2%                    |
| 5950                                      | 167                         | 3,668                      | 11,160            | 7,492                     | 32.9%                    |
| 5960                                      | 9,041                       | 28,432                     | 111,540           | 83,108                    | 25.5%                    |
| 5965                                      | 1,773                       | 6,972                      | 21,844            | 14,872                    | 31.9%                    |
| 5971                                      |                             |                            | 225               | 225                       | 0.0%                     |
| 5985                                      | 0                           | 358                        | 4,940             | 4,582                     | 7.2%                     |
| <b>Total Occupancy</b>                    | <b>53,831</b>               | <b>232,776</b>             | <b>753,502</b>    | <b>520,726</b>            | <b>30.9%</b>             |
| <b>Equipment</b>                          |                             |                            |                   |                           |                          |
| 6100                                      | 845                         | 1,804                      | 5,044             | 3,240                     | 35.8%                    |
| 6110                                      | 1,918                       | 6,356                      | 49,250            | 42,894                    | 12.9%                    |
| 6125                                      | 3,928                       | 9,446                      | 18,791            | 9,345                     | 50.3%                    |
| <b>Total Equipment</b>                    | <b>6,691</b>                | <b>17,606</b>              | <b>73,085</b>     | <b>55,479</b>             | <b>24.1%</b>             |
| <b>Professional Growth</b>                |                             |                            |                   |                           |                          |
| 6300                                      | 1,739                       | 6,616                      | 30,306            | 23,690                    | 21.8%                    |
| 6310                                      | 3,939                       | 8,348                      | 36,015            | 27,667                    | 23.2%                    |
| 6320                                      | 1,335                       | 11,433                     | 58,048            | 46,615                    | 19.7%                    |
| 6330                                      | 0                           | 136                        | 27,550            | 27,414                    | 0.5%                     |
| 6340                                      | 1,135                       | 4,684                      | 35,891            | 31,207                    | 13.1%                    |
| 6341                                      |                             |                            | 5,600             | 5,600                     | 0.0%                     |
| 6342                                      | 10,165                      | 11,037                     | 12,006            | 969                       | 91.9%                    |
| 6350                                      | 450                         | 3,642                      | 11,454            | 7,812                     | 31.8%                    |
| <b>Total Professional Growth</b>          | <b>18,763</b>               | <b>45,895</b>              | <b>216,870</b>    | <b>170,975</b>            | <b>21.2%</b>             |
| <b>Vehicle Expense</b>                    |                             |                            |                   |                           |                          |
| 6410                                      | 5,620                       | 13,723                     | 61,906            | 48,183                    | 22.2%                    |
| 6420                                      | 6,292                       | 18,846                     | 70,464            | 51,618                    | 26.7%                    |
| 6430                                      | 2,831                       | 11,741                     | 43,200            | 31,459                    | 27.2%                    |
| 6450                                      | 3,412                       | 10,297                     | 42,024            | 31,727                    | 24.5%                    |
| 6460                                      | 120                         | 2,142                      | 8,412             | 6,270                     | 25.5%                    |
| 6465                                      | 14,148                      | 42,144                     | 170,288           | 128,144                   | 24.7%                    |
| <b>Total Vehicle Expense</b>              | <b>32,423</b>               | <b>98,893</b>              | <b>396,294</b>    | <b>297,401</b>            | <b>25.0%</b>             |

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
For the Three Months Ending Saturday, September 30, 2017

|   | Current<br>Month<br>Balance | Year to<br>Date<br>Balance | Budget<br>FY17-18 | Variance<br>YTD<br>Budget | Percent<br>YTD<br>Budget |
|---|-----------------------------|----------------------------|-------------------|---------------------------|--------------------------|
| <b>Other Expense</b>                    |                             |                            |                   |                           |                          |
| 6605                                    | 541                         | 541                        | 2,090             | 1,549                     | 25.9%                    |
| 6610                                    | 730                         | 1,225                      | 7,450             | 6,225                     | 16.4%                    |
| 6612                                    |                             |                            | 9,500             | 9,500                     | 0.0%                     |
| 6616                                    | 774                         | 2,559                      | 11,255            | 8,696                     | 22.7%                    |
| 6625                                    | 266                         | 411                        | 9,830             | 9,419                     | 4.2%                     |
| 6650                                    | 3,611                       | 14,294                     | 63,800            | 49,506                    | 22.4%                    |
| 6660                                    | 394                         | 1,633                      | 82,310            | 80,677                    | 2.0%                     |
| 6670                                    | 0                           | 25                         | 130               | 105                       | 19.2%                    |
| 6675                                    | 300                         | 1,300                      | 6,250             | 4,950                     | 20.8%                    |
| 6680                                    | 173                         | 455                        | 1,705             | 1,250                     | 26.7%                    |
| 6681                                    | 333                         | 817                        | 5,181             | 4,364                     | 15.8%                    |
| 6689                                    | 1,046                       | 1,046                      | 23,600            | 22,554                    | 4.4%                     |
| 6690                                    | 400                         | 3,380                      | 19,500            | 16,120                    | 17.3%                    |
|   | <b>8,568</b>                | <b>27,688</b>              | <b>242,601</b>    | <b>214,913</b>            | <b>11.4%</b>             |
| <b>Direct Exp - Individuals in Svcs</b> |                             |                            |                   |                           |                          |
| 7010                                    | 3,265                       | 10,459                     | 35,112            | 24,653                    | 29.8%                    |
| 7017                                    | 189                         | 553                        | 1,500             | 947                       | 36.9%                    |
| 7020                                    | 64                          | 185                        | 1,056             | 871                       | 17.5%                    |
| 7025                                    | 13,244                      | 37,001                     | 116,540           | 79,539                    | 31.7%                    |
| 7040                                    | 1,889                       | 5,175                      | 12,647            | 7,472                     | 40.9%                    |
| 7045                                    | 1,446                       | 4,933                      | 16,224            | 11,291                    | 30.4%                    |
| 7046                                    |                             |                            | 360               | 360                       | 0.0%                     |
| 7057                                    |                             |                            | 4,271             | 4,271                     | 0.0%                     |
| 7060                                    | 907                         | 2,605                      | 10,189            | 7,584                     | 25.6%                    |
| 7070                                    | 30,816                      | 90,870                     | 392,280           | 301,410                   | 23.2%                    |
| 7072                                    |                             |                            | 1,420             | 1,420                     | 0.0%                     |
| 7075                                    | 116,388                     | 363,356                    | 1,359,189         | 995,833                   | 26.7%                    |
| 7078                                    | 0                           | 23,200                     | 497               | (22,703)                  | 4,668.0%                 |
| 7079                                    | 10,979                      | 14,635                     | 86,884            | 72,249                    | 16.8%                    |
| 7081                                    | 30,916                      | 97,262                     | 298,051           | 200,789                   | 32.6%                    |
| 7082                                    | 2,093                       | 12,520                     | 35,822            | 23,302                    | 34.9%                    |
| 7085                                    | 58                          | 105                        | 780               | 675                       | 13.5%                    |
| 7086                                    | 141                         | (76)                       |                   | 76                        | 0.0%                     |
| 7087                                    | 29                          | 46                         |                   | (46)                      | 0.0%                     |
| 7089                                    | 598                         | 598                        |                   | (598)                     | 0.0%                     |
|   | <b>213,020</b>              | <b>663,428</b>             | <b>2,372,822</b>  | <b>1,709,394</b>          | <b>28.0%</b>             |

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
For the Three Months Ending Saturday, September 30, 2017

|                                      | Current<br>Month<br>Balance | Year to<br>Date<br>Balance | Budget<br>FY17-18 | Variance<br>YTD<br>Budget | Percent<br>YTD<br>Budget |
|--------------------------------------|-----------------------------|----------------------------|-------------------|---------------------------|--------------------------|
| <b>Room &amp; Board Expense</b>      |                             |                            |                   |                           |                          |
| 7205                                 | 213                         | 640                        | 696               | 56                        | 92.0%                    |
| 7210                                 | 10                          | 1,253                      | 4,812             | 3,559                     | 26.0%                    |
| 7215                                 | (452)                       | 1,040                      | 1,680             | 640                       | 61.9%                    |
| 7220                                 | 947                         | 2,489                      | 9,252             | 6,763                     | 26.9%                    |
| 7225                                 | 168                         | 168                        | 1,740             | 1,572                     | 9.7%                     |
| 7230                                 |                             |                            | 210               | 210                       | 0.0%                     |
| 7235                                 | 0                           | 20                         |                   | (20)                      | 0.0%                     |
| 7240                                 | 142                         | 400                        | 2,100             | 1,700                     | 19.0%                    |
| 7247                                 |                             |                            | 372               | 372                       | 0.0%                     |
| 7250                                 | (2,946)                     | (1,829)                    | 3,120             | 4,949                     | (58.6%)                  |
| 7260                                 | 422                         | 1,547                      | 8,280             | 6,733                     | 18.7%                    |
| 7295                                 |                             |                            | 1,000             | 1,000                     | 0.0%                     |
|                                      | <b>(1,496)</b>              | <b>5,728</b>               | <b>33,262</b>     | <b>27,534</b>             | <b>17.2%</b>             |
| <b>Unallowable Expenses</b>          |                             |                            |                   |                           |                          |
| 7310                                 | (199)                       | 39,853                     | 90,504            | 50,651                    | 44.0%                    |
| 7314                                 | 2,232                       | 6,483                      | 31,728            | 25,245                    | 20.4%                    |
| 7315                                 | 0                           | 210                        |                   | (210)                     | 0.0%                     |
| 7320                                 | 172                         | 491                        | 456               | (35)                      | 107.7%                   |
| 7324                                 | 0                           | 14                         |                   | (14)                      | 0.0%                     |
| 7337                                 | 40                          | 52                         |                   | (52)                      | 0.0%                     |
| 7339                                 | 5,683                       | 15,861                     | 35,416            | 19,555                    | 44.8%                    |
|                                      | <b>7,928</b>                | <b>62,964</b>              | <b>158,104</b>    | <b>95,140</b>             | <b>39.8%</b>             |
| <b>Other Program Related Expense</b> |                             |                            |                   |                           |                          |
| 140                                  | (408)                       | (408)                      | 2,700             | 3,108                     | (15.1%)                  |
| 7450                                 | 800                         | 800                        | 10,000            | 9,200                     | 8.0%                     |
| 7460                                 | 500                         | 500                        | 4,000             | 3,500                     | 12.5%                    |
|                                      | <b>892</b>                  | <b>892</b>                 | <b>16,700</b>     | <b>15,808</b>             | <b>5.3%</b>              |

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
For the Three Months Ending Saturday, September 30, 2017

|                            | Current<br>Month<br>Balance      | Year to<br>Date<br>Balance | Budget<br>FY17-18 | Variance<br>YTD<br>Budget | Percent<br>YTD<br>Budget |               |
|----------------------------|----------------------------------|----------------------------|-------------------|---------------------------|--------------------------|---------------|
| <b>Purchase of Service</b> |                                  |                            |                   |                           |                          |               |
| 7510                       | P/S Transportation Other         | 8,241                      | 25,779            | 130,128                   | 104,349                  | 19.8%         |
| 7534                       | Ability in Motion, LLC.          | 8,808                      | 42,401            | 78,135                    | 35,734                   | 54.3%         |
| 7537                       | Bethesda Lutheran Comm           |                            |                   | 31,398                    | 31,398                   | 0.0%          |
| 7542                       | Careprox, LLC                    | 0                          | 457               |                           | (457)                    | 0.0%          |
| 7524                       | Chill, LLC                       | 1,635                      | 27,696            | 44,784                    | 17,088                   | 61.8%         |
| 7544                       | Nicol Colicchio, Psy.D           | 250                        | 250               |                           | (250)                    | 0.0%          |
| 7525                       | Colorado State University        | 352                        | 3,642             | 7,380                     | 3,738                    | 49.3%         |
| 7540                       | Community Advantage              | 1,325                      | 13,313            | 21,213                    | 7,900                    | 62.8%         |
| 7546                       | Desert Springs, LLC.             | 748                        | 5,034             | 6,751                     | 1,717                    | 74.6%         |
| 7548                       | Dungarvin Colo., LLC             | 0                          | (160)             | 674                       | 834                      | (23.7%)       |
| 7549                       | Devereux                         |                            |                   | 1,083                     | 1,083                    | 0.0%          |
| 7551                       | Easter Seals                     | 2,530                      | 33,958            | 55,314                    | 21,356                   | 61.4%         |
| 7552                       | Elderhaus                        | 0                          | 2,790             | 4,196                     | 1,406                    | 66.5%         |
| 7538                       | Eleos Services LLC               | 337                        | 2,350             | 10,802                    | 8,452                    | 21.8%         |
| 7556                       | JRT Services, LLC                | 0                          | 1,395             | 1,349                     | (46)                     | 103.4%        |
| 7575                       | Mosaic                           | 4,348                      | 7,170             | 14,077                    | 6,907                    | 50.9%         |
| 7562                       | Otero Corp                       | 1,683                      | 5,962             | 20,742                    | 14,780                   | 28.7%         |
| 7564                       | Peak Community Services          | 576                        | 3,097             | 9,460                     | 6,363                    | 32.7%         |
| 7571                       | Persons In Progress              | 1,435                      | 5,479             | 5,944                     | 465                      | 92.2%         |
| 7566                       | Sample Supports                  | 259                        | 3,234             | 8,556                     | 5,322                    | 37.8%         |
| 7567                       | Shine, LLC                       | 1,191                      | 13,367            | 26,635                    | 13,268                   | 50.2%         |
| 7569                       | Spears Respite Services          | 804                        | 7,041             | 9,062                     | 2,021                    | 77.7%         |
| 7570                       | Spectrum                         | 6,054                      | 8,231             | 27,764                    | 19,533                   | 29.6%         |
| 7574                       | Stellar Care and Svcs., LLC      | 1,426                      | 4,830             | 18,881                    | 14,051                   | 25.6%         |
| 7572                       | Support, Inc.                    |                            |                   | 9,512                     | 9,512                    | 0.0%          |
| 7578                       | Trailhead Support Svcs, LLC.     | 5,811                      | 15,481            | 40,697                    | 25,217                   | 38.0%         |
| 7580                       | Tungland Corp                    | 845                        | 9,673             | 15,103                    | 5,430                    | 64.0%         |
| 7590                       | Host Homes                       | 99,563                     | 305,354           | 1,376,720                 | 1,071,366                | 22.2%         |
|                            | <b>Total Purchase of Service</b> | <b>148,222</b>             | <b>547,823</b>    | <b>1,976,360</b>          | <b>1,428,537</b>         | <b>27.7%</b>  |
|                            | <b>TOTAL EXPENSES</b>            | <b>1,340,673</b>           | <b>4,411,846</b>  | <b>18,249,697</b>         | <b>13,837,851</b>        | <b>24.2%</b>  |
|                            | <b>REVENUE OVER (UNDER) EXP</b>  | <b>(187,226)</b>           | <b>(448,203)</b>  | <b>(94,526)</b>           | <b>(353,677)</b>         | <b>474.2%</b> |



## **Policy Change Request Form**

**Name of Policy Requesting Change Medication Discontinuation**

**Current Policy Book Section (s) J:\FGI Intranet\FGI Policies and Procedures\Service Provision\Day Services\Medication Discontinuation.docx\Section 3\Chapter 1  
\Page 1 of 1**

**What change is requested?(also, please attach old policy and requested policy)**

**Discontinue Medication Discontinuation Policy, add information to Medication Administration Policy.**

**Why is this Policy change necessary?**

**This policy is unneeded as the information contained in it has been added to the updated Medication Administration procedure (p. 16)**

**Submitted By Shauna Poquette, RN**

## FOOTHILLS GATEWAY, INC.

### Medication Discontinuation

#### **POLICY:**

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.

#### **PROCEDURE:**

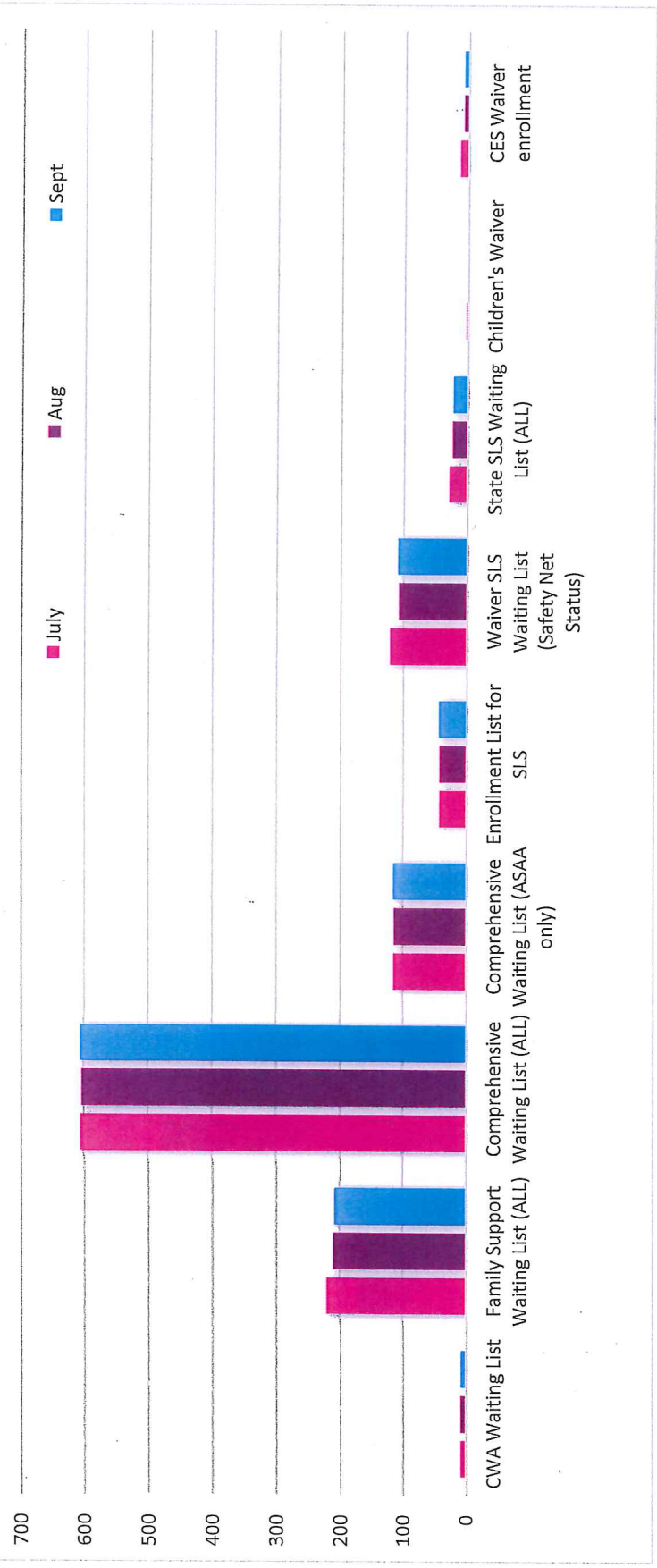
When a medication that is being administered to an individual at Foothills Gateway, Inc. is to be discontinued, the following procedure will be adhered to:

- If the individual resides with a parent/guardian or in a residential program, the parent/guardian or staff of the residential program will inform the Day Program Staff of the discontinued order.
- Discontinued medications will be returned to the parent or guardian (if the individual is living at home) or residential provider, or will be destroyed by the Clinical Nurse Manager or Health Services Assistant and recorded.
- Discontinued general medications, psychotropic medications and controlled medications of individuals in the FGI residential program will be disposed of per the Medication Administration Procedure.

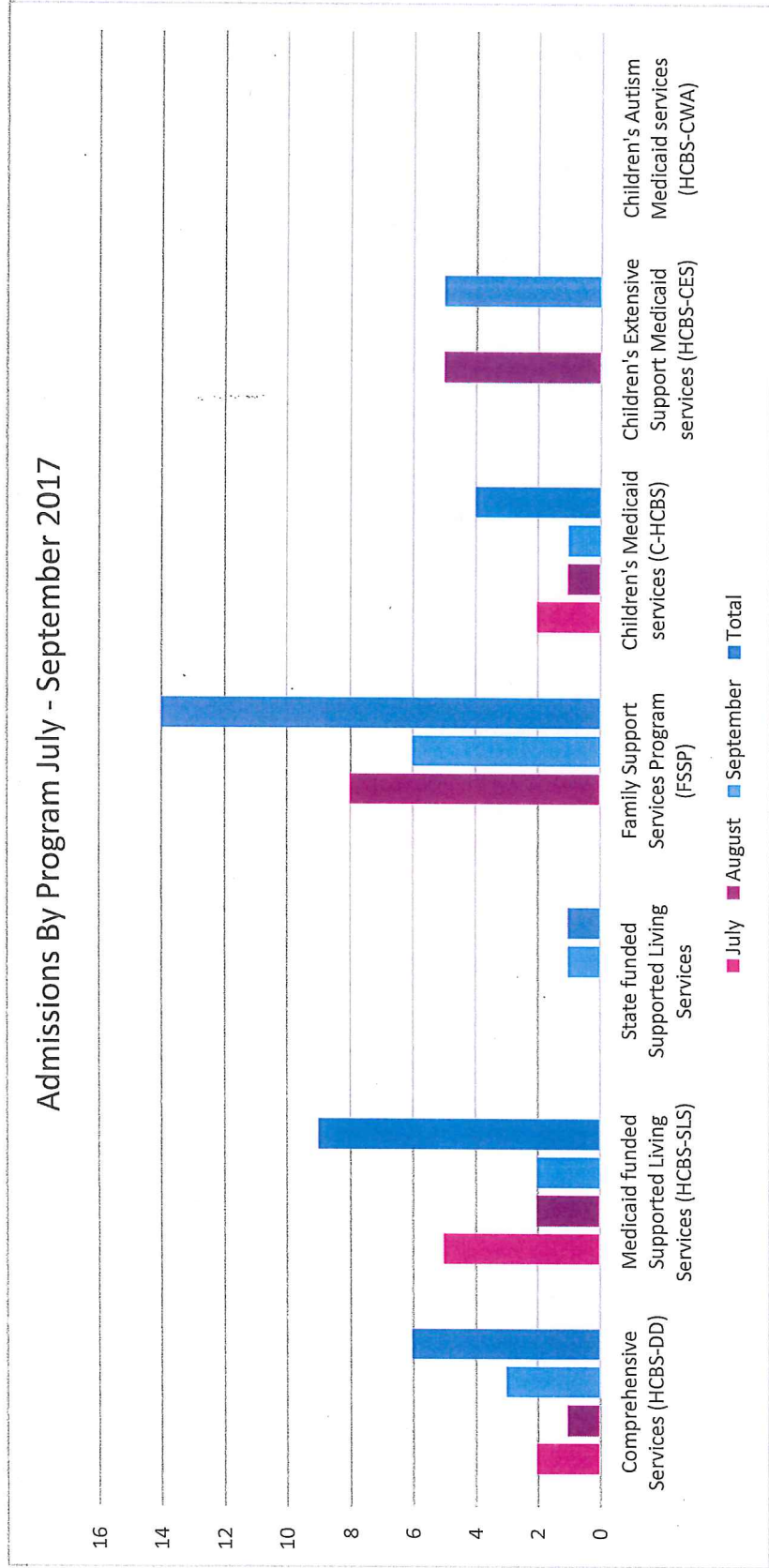
11/86; ... 4/15; 4/16; 4/17

| Waiting List numbers                        | July | Aug | Sept |
|---|------|-----|------|
| CWA Waiting List                            | 8    | 8   | 8    |
| Family Support Waiting List (ALL)           | 220  | 210 | 208  |
| Comprehensive Waiting List (ALL)            | 605  | 603 | 606  |
| Comprehensive Waiting List (ASAA only)      | 115  | 114 | 116  |
| Enrollment List for SLS                     | 42   | 42  | 44   |
| Waiver SLS Waiting List (Safety Net Status) | 121  | 107 | 109  |
| State SLS Waiting List (ALL)                | 28   | 23  | 23   |
| Children's Waiver                           | 2    | 1   | 1    |
| CES Waiver enrollment                       | 13   | 7   | 7    |

Waiting List/Enrollment Que Numbers by Program



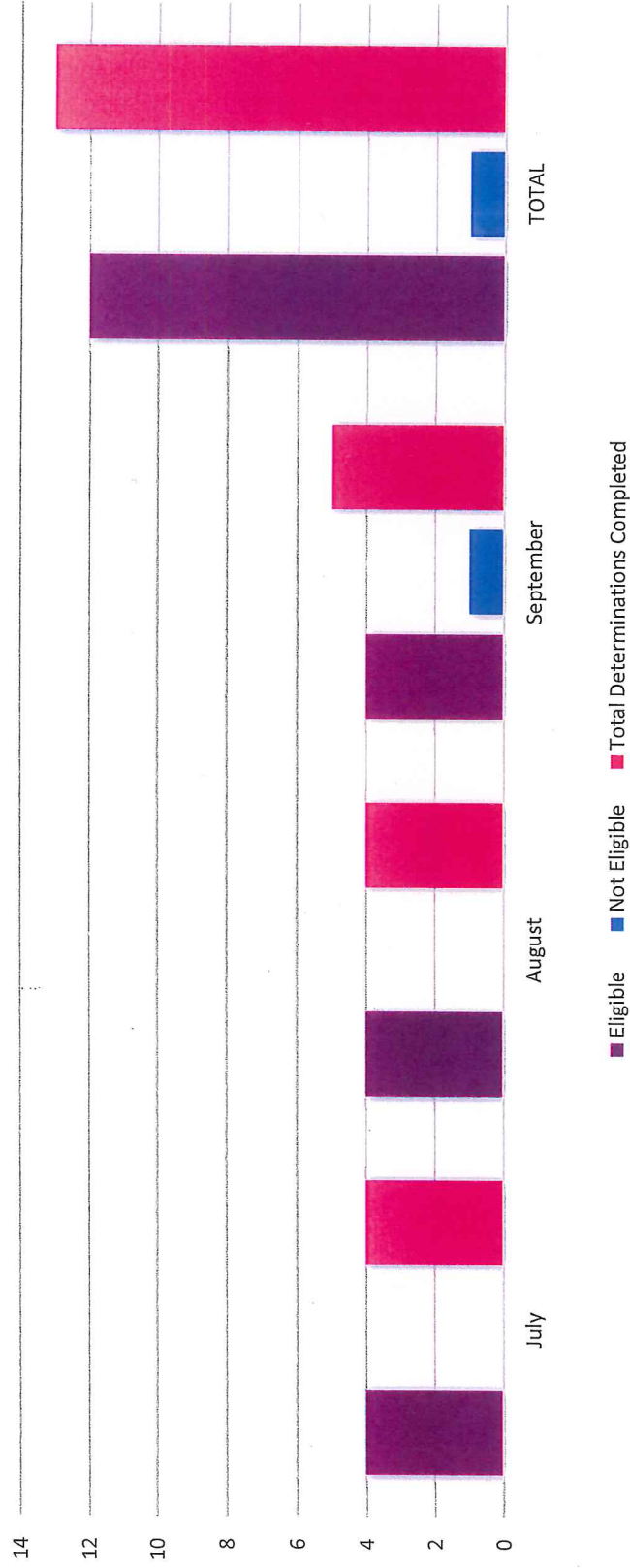
|   | July | August | September | Total |
|---|------|--------|-----------|-------|
| Comprehensive Services (HCBS-DD)                          | 2    | 1      | 3         | 6     |
| Medicaid funded Supported Living Services (HCBS-SLS)      | 5    | 2      | 2         | 9     |
| State funded Supported Living Services                    | 0    | 0      | 1         | 1     |
| Family Support Services Program (FSSP)                    | 0    | 8      | 6         | 14    |
| Children's Medicaid services (C-HCBS)                     | 2    | 1      | 1         | 4     |
| Children's Extensive Support Medicaid services (HCBS-CES) | 0    | 5      | 0         | 5     |
| Children's Autism Medicaid services (HCBS-CWA)            | 0    | 0      | 0         | 0     |





| Determinations completed 7/1/17 - 9/30/17 | Eligible | Not Eligible | Total Determinations Completed |
|---|----------|--------------|--------------------------------|
| July                                      | 4        | 0            | 4                              |
| August                                    | 4        | 0            | 4                              |
| September                                 | 4        | 1            | 5                              |
| TOTAL                                     | 12       | 1            | 13                             |

**Determinations completed between July 1, 2017 - September 30, 2017**



DCSS Prevocational Workshop Billing Customer List  
July - September 2017

| <u>Company</u>                      | <u>Job Description</u> |
|-------------------------------------|------------------------|
| Advertising Development Specialists | Assembly               |
| Alpha Gold                          | Bindery/Mailer         |
| Alphagraphics                       | Assembly               |
| American Educational Products       | Packaging              |
| Connective Systems                  | Assembly               |
| Coyote Camp                         | Packaging              |
| Dive Rescue                         | Bindery                |
| FullPro                             | Packaging              |
| Jaco/WM                             | Assembly               |
| Jorgensen Lab                       | Packaging              |
| Mountains and Plains                | Assembly               |
| Odell's                             | Assembly               |
| Otterbox                            | Assembly               |
| Poudre Valley REA                   | Bindery                |
| Power Line Sentry                   | Assembly               |
| Pretty Brainy                       | Assembly               |
| Pulsed Harmonix                     | Assembly               |
| Rams Waste                          | Bindery/Mailer         |
| Sensitively Yours                   | Packaging              |
| Stroker                             | Assembly               |
| Vincero Designs                     | Assembly               |
| Walker Manufacturing                | Packaging              |
| Wild West Munchies                  | Packaging              |
| World by the Tail                   | Assembly               |
| Your True Nature                    | Packaging              |

\*Volunteer Opportunities and Locations

Work Services (WS); Community Skills Development Program (CSDP); Personal, Social and Community Services (PSCS)

| <u>Company</u>               | <u>Job Description</u>  |
|------------------------------|---|
| Adopt A Natural Area         | Trail beautification  |
| American Baptist Church      | Pick up donations from Whole Foods and take to the Salvation Army   |
| ARC (Fort Collins/Loveland)  | Sort books in the 'book nook', remove colored tags off racks, straighten store, sort toy shelves, hang plastic bags on the hooks and clear/organize the shelves |
| Aveda Salon                  | Recycling   |
| Community Kitchen (Loveland) | Pick up donations from Starbuck's and take to Community Kitchen, sort and prepare to be served, make snack bags   |

|  |   |
|--|---|
| Everyday Joe's                               | Cleaning, filling water jugs, various tasks as needed   |
| Food Bank (Fort Collins)                     | Label tins for allergy information, date food, organize canned foods  |
| Fort Collins Natural Areas Development       | Trail beautification  |
| Goodwill Industries (Fort Collins)           | Organize hangers, hang-up clothing  |
| Habitat for Humanity (Loveland)              | Sort books/clothing   |
| High Plains Environment Center               | Trail beautification  |
| Magpie Meander Natural Area                  | Trail beautification  |
| Matthew's House                              | Recycle, wipe down counters, sweep and empty trash  |
| Meals on Wheels (Fort Collins/Loveland)      | Deliver meals to home bound individuals   |
| Salvation Army                               | Pick up donations from Red Lobster, Olive Garden, Lamar's Donuts, and Starbuck's and take to Salvation Army |
| The Gardens on Spring Creek (Fort Collins)   | Cleaning and organizing potting/planting area   |
| Volunteers of America (Frozen Meal Delivery) | Deliver meals to home bound individuals   |

### Supported Employment Commercial Cleaning

General Services Administration  
 LaPorte Presbyterian Church  
 Mosaic  
 Timnath Presbyterian Church

### Supported Employment Diversified Career Services

#### Company

1<sup>st</sup> Bank (S. College and Lemay)  
 Safeway (Fort Collins)  
 Safeway (Loveland)  
 ARC (Fort Collins)  
 ARC (Loveland)  
 Aspen Grove Vet Clinic  
 Austin's American Grill  
 Big Deal Tire  
 Bones du Jour  
 Casa del Matador  
 Chick Fil A (Loveland)  
 Child Advocacy Center  
 Cinemark Cinemas  
 Cinemark Theater and Bistro  
 City of Loveland Library  
 Collinwood

#### Individual Job Sites

Hospitality  
 Courtesy Clerk  
 Courtesy Clerk  
 Merchandising Associate (2)  
 Associate  
 Groundskeeper/Janitor  
 Maintenance  
 Associate  
 Kitchen Asst.  
 Kitchen Prep  
 Lobby Attendant  
 Groundskeeper/Janitor  
 Ticket taker  
 Custodian  
 Library Page  
 Dishwasher

Colorado State University  
Colorado State University  
Columbine Health Systems  
Columbine Health Systems  
Culver's  
Earle's Loveland Floral  
Ensign Power Systems  
Fazol's  
Fazol's  
Fiona's Delicatessen and Catering  
Gib's Bagels (Lemay)  
Gib's Bagels (Shields)  
Goodwill Thrift Store  
Hach  
Hallmark  
High Country Beverage  
Home Depot (Fort Collins/JFK Pkwy)  
Home Depot (Fort Collins/Magnolia)  
Jax (Loveland)  
Jorgensen Labs  
King Soopers (Timberline)  
Kohl's (Fort Collins)  
Kohl's (Loveland)  
MacKenzie Place  
McDonald's (W. Elizabeth)  
Nita Crisp Crackers  
Palmer Flowers  
Panera Bread (Fort Collins)  
PetCo  
Pet City  
Pizza Hut (Loveland)  
Poudre School District  
Red Robin (Fort Collins)  
Rollins Landscaping  
Ross - Loveland  
Safeway - Estes Park  
Silver Grill  
Sugar Valley Estates  
Summit Construction Supply  
Taco Bell (Fort Collins)  
Taco Bell (Loveland)  
Thompson Valley Schools  
Torchy's Tacos  
Tres Margarita's (Fort Collins)  
Walmart (Mason)  
Walrus Ice Cream  
Wendy's (Loveland)

Lory Student Center (1)  
Moby Gym (2)  
Laundry Assistant  
Dietary Aide  
Dining Room Attendant  
Floral Asst.  
Groundskeeper  
Janitorial/Lobby  
Kitchen/Cashier (2)  
Dishwasher (2)  
Dining Area Attendant  
Dining Area Attendant  
Associate  
Kitchen Asst.  
Associate/Stocker  
Warehouse Assistant (2)  
Associate (2)  
Associate  
Merchandising Associate  
Assembly/Packaging  
Courtesy Clerk  
Maintenance  
Dock Assistant  
Dishwasher  
Lobby Attendant  
Packagers (11)  
Floral Assistant  
Dining Room Attendant  
Associate  
Associate  
Box Assembler  
Janitor - PHS  
Food Prep/Dining Room Attendant  
Maintenance  
Sales Associate  
Courtesy Clerk  
Dining Room Attendant  
Kitchen Aide/Dining Room  
Packaging/Assembly  
Dining Room Attendant  
Dining Room Attendant  
Dietary/Kitchen Asst.  
Kitchen Prep  
Dining Room Attendant  
Courtesy Clerk/Lot Attendant  
Groundskeeper/Janitorial  
Dining Room Attendant (2)



Whole Foods  
Wing Shack  
Wok and Roll

Cart Attendant  
Kitchen Prep/Cleaning  
Kitchen Prep/Dish Washer