



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
June 20, 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 – Intake and Eligibility and Waiting List – Amy Baca, Placement Coordinator 15 min.

CONSENT AGENDA 2 min.
Approval of May 16, 2017 Board Meeting Minutes

FINANCIAL REPORT 10 min.

OLD BUSINESS 10 min.
Executive Team Evaluations Update
CFCM Update
State Billing/PASA Loans Update

NEW BUSINESS 5 min.
FY 17-18 Budget Approval

EXECUTIVE TEAM UPDATES 10 min.

COMMITTEE REPORTS 15 min.
Executive Committee
Fiscal and Property Committee
Legislative Affairs Committee
Joint Resource Committee

ADJOURNMENT

FOOTHILLS GATEWAY, I.N.C.

Preliminary Financial Reports
for the 11 months ending May 31, 2017

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 2.5% over YTD Budget
- * Expenses are 1.0% under YTD Budget
- * Net Loss is \$673,901 Less than YTD Budgeted Net Loss

<u>Financial Status</u>	at June 30, 2016	at May 31, 2017	Incr (Decr)
Total Assets	\$13,039,620	\$12,320,718	(\$718,902)
Total Liabilities	\$2,231,467	\$1,441,542	(\$789,925)
Net Assets (Fund Balances)	\$10,808,153	\$10,879,176	\$71,023
Working Capital	\$6,157,585	\$5,895,803	(\$261,782)

Current Year Financial Performance at 11 months / 91.6% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Amended Annual Budget	% Actual to Annual Budget
Revenues					
State/Medicaid Funds	\$15,826,172	\$15,605,915	101.4%	\$16,651,055	95.0%
Vocational Income	373,418	340,120	109.8%	371,040	100.6%
Public Support	189,742	197,265	96.2%	202,350	93.8%
Larimer County Mill Levy	2,837,796	2,739,294	103.6%	3,741,773	75.8%
Other	600,193	465,167	129.0%	510,509	117.6%
Total Revenue	\$19,827,321	\$19,347,761	102.5%	\$21,476,727	92.3%
Expenses					
Salaries, Taxes & Benefits - Staff	\$9,263,063	\$9,615,470	96.3%	\$10,635,808	87.1%
Salaries, Taxes & Ben - Individuals in Svcs	304,568	265,232	114.8%	289,344	105.3%
Vocational/Contract Supplies	42,876	39,621	108.2%	41,532	103.2%
Supplies, Equipment & Building Expense	951,482	929,980	102.3%	909,906	104.6%
Vehicle Expense	377,714	399,566	94.5%	436,361	86.6%
Program Related Expense	2,386,695	2,276,496	104.8%	2,509,620	95.1%
Purchase of Service	6,096,351	6,055,034	100.7%	6,187,064	98.5%
Other	333,549	369,240	90.3%	461,254	72.3%
Total Expenses	\$19,756,298	\$19,950,639	99.0%	\$21,470,889	92.0%
Revenue Over (Under) Expense	\$71,023	(\$602,878)	-11.8%	\$5,838	1216.6%
Less: Other Capital Expenditures	-262,719	-378,792	69.4%	-382,292	68.7%
Less: (Purch)Sell Long Term Invstmts	-248,488	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	178,401	293,240	60.8%	310,068	57.5%
Change in Working Capital	(\$261,782)	(\$688,430)	38.0%	(\$66,386)	394.3%

BOARD OF DIRECTORS PRESENTATION

Intake and Wait List Information
By Amy Baca
June 20, 2017

Topics to present:

- What does the Intake Department do?
- Overview of DD Determination, Enrollments and Waiting List
- Other things I am involved with
 - *GAP Crisis Pilot*
 - *No Wrong Door Pilot update*
 - *Developing the Intake/Referral materials for FGI*



Intake Team Mission Statement

- Providing opportunities for people to learn about and access supports and resources while promoting independence, relationships and community involvement as well as empowering a life of their choosing.



(TOP L-R) Ashley Lopatowski, Amy Baca, Margi Stettner, Rachel Souders
 (BOTTOM L-R) Becky Folks, Alex Cleveland, Anthony Bratina

What does the Intake Team do?

- We are the first point of contact., Intake and Referrals
- DD Determinations, referrals to appropriate programs
- We have to know about all the programs/waivers that Foothills Gateway oversees.
- It is important that we are knowledgeable with the resources that are out there to be able to refer families to.
- Attend Meetings - Individualized Educational Plans (IEP), Depart of Human Services (DHS) Foster Care Transitions, Department of Vocational Rehabilitation (DVR) intakes, Summit Stone Health Partner Medication evaluations.
- Annual contact with families to update information, check in to see how things are going, complete an Individualized Plan (IP), refer to resources as needed.
- All the initial steps for enrollment into Supported Living Services (SLS), Children's Extensive Services (CES), Children's With Autism (CWA), Comprehensive Waiver transfers/Emergency request
 - *100.2 functional assessments, Assist w/Medicaid Applications, Schedule SIS', Individual Profiles/Referral for Provider's (RFP's), setting up visits with interested Program Approved Service Agencies (PASA's) etc.*

Determination Process

- Gather documents (Application, Evaluations, Legal Presence Documents)
- Make a decision by looking at the criteria and supporting documentation.
- Meets Criteria:
 - *An initial Individual Plan (IP) is developed and referrals are made w/in 30 days of determination.*
 - *Provide Case Management until offered*

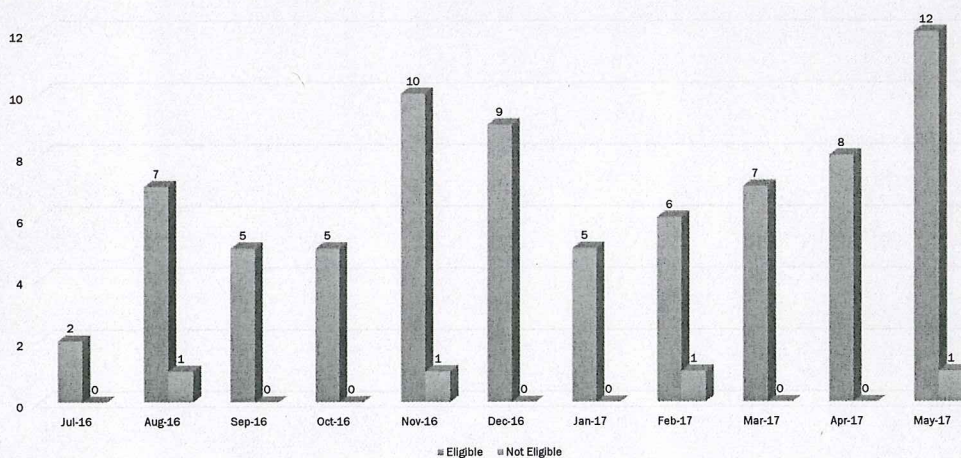
Doesn't meet Criteria:

Letter sent, with notice of action and appeal rights.

Recommendations and/or outside referrals are suggested in the denial letter.

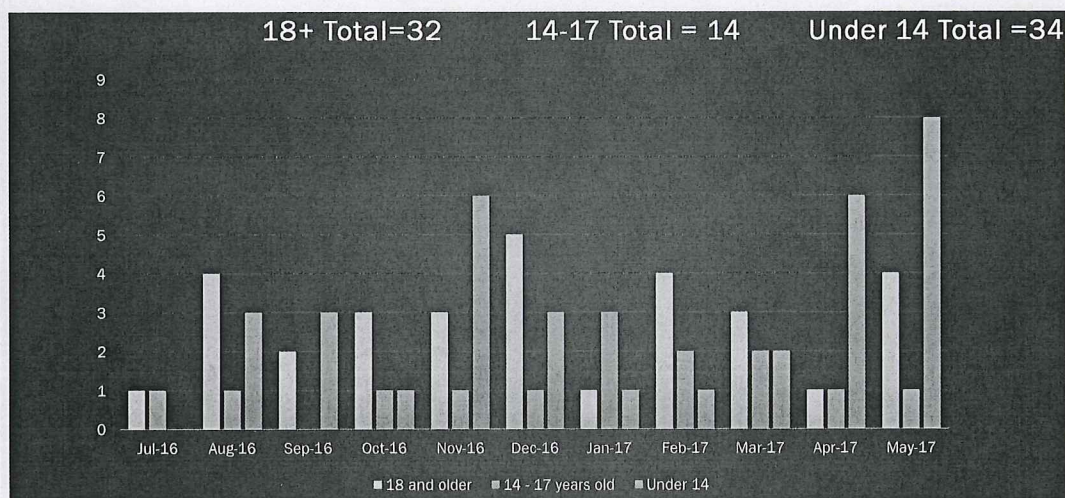
Total Number of Determinations from July 1, 2016 – May 31, 2017.

Total Eligible - 76 Total Not Eligible - 4 Overall Total = 80



Determinations completed by Age Group

7/1/16 - 5/31/17



Most common Resources and Referrals made by the Intake Team:

- Department of Vocational Rehabilitation (DVR) – Helps individuals with disabilities prepare for, obtain advance in and maintain employment by providing a range of services based on your individual employment needs and goals
- Department of Human Services (Elderly Blind & Disabled (EBD), Brain Injury (BI), Life Limiting Illness (LLI) and Mental Illness (MI) Waivers)
- Medicaid Office/Social Security Office
- Guardianship information
- Relationship Classes held here at FGI
- Women's / Men's Groups offered by FGI
- ARC of Larimer County
- Summitstone Health Partners
- Disabled Resource Services (DRS) - Helps people with disabilities gain, regain or maintain independence

Family Supports and Services (FSSP) – How is someone offered?

- I look to see how many people terminated from FSSP from the previous month.
- I then go to the Wait List and look at 4 criteria:
 - 1) Wait List Eligibility Date (Date they were determined to meet criteria)
 - 2) Needs assessment updated within the year
 - 3) Needs Assessment score, is it most in need (Over 10)
 - 4) Wait List status – As Soon As Available (ASAA)

Waiver Admission Process

- Long Term Care (LTC) Eligible?
- Assessments are completed - Supports Intensity Scale (SIS) & 100.2 functional assessment
- Individual Profile developed, Release of info to Program Approved Service Agencies (PASA) signed
- Referral For Provider (RFP)/Profile sent out to Program Approved Service Agencies (PASA's)
- Set up meetings with interested Program Approved Service Agencies (PASA)
- Person receiving services/Family chooses who they want to have provide services
- Ongoing Case Manager is requested
- Schedule Service Plan Meeting

**ICM's are juggling several admissions at once and each one is at a different place in the process **

Waiver Admissions – What's Working/Not Working

Working

- One page profiles seem to be helpful and are a great way to share information about the person going into services.
- Feedback from families is that they are grateful for the work the ICM's do and for their help through the process.

Not Working

- Location of where the family lives (Estes Park, Livermore)
- Parent follow through
- Lack of specific services that are needed (respite)

Number of People Admitted into services & Number waiting ASAA by program (7/1/16 – 5/31/17)

	<u>Admitted 7/1/16- 5/31/17</u>	<u>Waiting ASAA as of 5/31/17</u>
Comprehensive Services (HCBS-DD)	32	27
Medicaid funded Supported Living Services (HCBS-SLS)	45	70
State funded Supported Living Services	6	7
Family Support Services Program (FSSP)	35	216
Children's Medicaid services (C-HCBS)	5	1
Children's Extensive Support Medicaid services (HCBS-CES)	13	9
Children's Autism Medicaid services (HCBS-CWA)	2	8

File Room Responsibilities

- I also supervise the ladies in the file room.
- Their responsible for:
 - *Scanning files*
 - *Processing Incident Reports*
 - *County Notifications*
 - *Setting up file reviews with Agencies*
 - *Sending out Applications to families who are applying for services*
 - *Other duties as assigned.*

Other Projects I am involved with

- Gap Crisis – Determinations
- No Wrong Door Pilot
- Developing Intake/Referral materials for FGI
- Evaluation Work Group